

## Explanation of Goal inspections and requesting Certificates of Insurance

There have been a surprising number of variations on the correct process, so here's an explanation of how to correctly submit goal post inspection reports and how and why to request a valid Certificate of Insurance (COI).

Use the most current form; old forms will not result in a valid request and you'll have to do it again.

[http://www.stxsoccer.org/forms\\_and\\_documents/](http://www.stxsoccer.org/forms_and_documents/)



### STYSA Goal Post Inspection Report

Association: <b>CAYSA</b>	Club: <b>Your club name here</b>
Complex Name:	Complex Physical Address:
Property Owner:	Age Groups Using Facilities:
Name of Person Inspecting Goals:	Position with Association / Club:

Check the appropriate answer for each item below:

Yes	No	A. All Goal Posts –Inspect and determine:
		1. Have all open hooks to which nets should be attached been removed?
		2. Are there rusted or weak places on any of the posts?
		3. Are there jagged or sharp points or edges on any of the posts?
		4. For posts in the ground:
		(a) Are posts rusted and weakened at the ground or just below ground level?
		(b) By pressing against and shaking the posts, are they securely in the ground?
		(c) Do posts appear to be approximately vertical and are not leaning significantly?
		5. For goals with posts NOT in the ground:
		(a) Is the goal built so that it DOES NOT tip easily when weight is applied to the top or to the horizontal bar?
		(b) Is the goal built so that it DOES NOT tip or topple easily when the rear supporting part of the goal is raised?
		(c) Is the construction of the goal such that unless staked, it will tip or topple easily?
<b>Note: Please remember that a goal that requires staking to be stable, is easily un-staked. Therefore, any such goal should be removed and dismantled.</b>		
Yes	No	B. For all connections or intersections of pipe, inspect and determine:
		1. Is any connection deteriorated or weakened by rust or fatigue?
		2. Will each connection properly support the weight of the members it supports?
		C. Supporting braces, inspect and determine:
		1. Are there rusted or weak places in the braces?
		2. Are there jagged or sharp points or edges on the braces?
		3. For supporting braces in the ground, are braces rusted and weakened at ground or just below ground level?
<small>For any goal found to have a problem, red tag or place a notice which is easily noticeable on the goal. Immediately notify, orally and in writing, the local association or any group responsible for the goal. Advise the association or group responsible of the specific problem observed and provide them with a deadline by which to make the necessary repairs. Reinspect after the deadline or the repair is done to insure that the repair has properly resolved the problem(s) observed.</small>		

Signature of Inspector     **You sign here**     Date Inspected \_\_\_\_\_

Signature of Member Association Officer     **CAYSA signs here**     Date \_\_\_\_\_

Be sure to fill out all relevant questions depending on whether you have permanent or movable goal posts, or both. If you have a field with no posts but want to be sure you have insurance coverage, fill out a form for that field and note "No goals on this field" and submit that.

Note that there should be a blank signature line at the bottom of the page when you are done. The Member Association is CAYSA, so that line is for someone in the CAYSA office to sign, usually on the form's way to STYSA with the request for a Certificate of Insurance. If someone from your club signs this line and submits the form directly to STYSA for a COI, somebody down the line could rule your COI is invalid due to the improper request, leaving you without a valid certificate.

Once you have completed your inspection reports and made sure they are legible, you need to get them to

CAYSA. Most scan (again check for legibility of the file) or fax those to the CAYSA office. If you want a Certificate of Insurance (and you probably do), complete that form and send it to CAYSA along with your goal inspection reports. CAYSA will sign the reports and if they are accompanied by a COI request, we will forward the completed inspection reports along with your COI request to STYSA. If everything has been filled out properly, CAYSA should have your COI back within 24 hours and we will forward it along to your club when we receive it (or, if you so indicate on the form, STYSA will send them directly to you).

Most clubs using fields that belong to someone else need a COI before the property owners will sign a use agreement. Clubs who own their own property often want a COI so they can prove that participants are covered by insurance if requested by a client, co-insurer, or mortgage holder.