



Dear Club President,

IMPORTANT INFORMATION ABOUT HOW TO SUBMIT YOUR INSURANCE REPORTING FORM AND BEING ABLE TO SUBMIT THE FORM THROUGH OUR WEBSITE

In this package you will find your club's annual insurance reporting form. The form is due on November 15th, 2012. Your club has the option of either faxing or mailing a copy of the completed form to Headquarters. Once again we are giving clubs the option of being able to complete the form online. The club is still required to ensure that the form is completed by November 15th. Instructions are below

1. Go to www.kincanada.ca
2. Go to the Member Section
3. Input your personal Username and Password
4. Go to Risk Management
5. You will see an icon for the insurance reporting form
6. Click on it
7. Fill out the form and hit submit to send it to headquarters. You should also print out a copy of the form for your club file. Please note that you will only be able to update your club insurance information and nothing else.

If you have any questions please contact Melanie Nieson at (800)742-5546 ext. 208 or email mnieson@kincanada.ca