



Booking Indoor Facilities for Training

This information is for competitive coaches with Kingston United Soccer Club who wish to set up training for their summer competitive squad during the winter months. There are a few things you need to know when booking your gym or dome time.

Proof of Certificate of Insurance

You will need to provide proof of certificate of insurance. This should be applied for directly from your manager to the club by email to adminman@kingstonsoccer.ca

Some school boards already have a blanket certificate which has been preset for the club through the SOSA district. Ask your administrator if this is the case. If yes, just indicate that on your application form.

Your request is sent to the District which is in turn applied for electronically through our insurance provider.

Your FINAL certificate is emailed to the contact(s) listed on your request form.

Your initial email to the Club should include:

- Club name
- Team name and age of players
- Facility Name and Address
- Training dates, and time of training

Remember to indicate who you want the proof of certificate emailed to:

I.e. please email certificate to:

Point of contact – Principal's name and email for facility;

Team contact – Manager name and contact information

Booking your Indoor Facility

Some institutions – e.g. the Limestone D.S.B. – require that you book through your club. The school will advise you when you contact them to book.

If this is the case, you will need to request a form from the school facility. Fill it in completely and email it to the Administration Manager at KUSC at adminman@kingstonsoccer.ca

The Administration Manager will sign off on the form and return it via email. It is your responsibility to send this to the point contact with the facility. If there are costs involved you are responsible to settle. While the club will approve for your booking, we are not responsible to settle your account if there is one.

Most coaches book their own facilities and therefore work through their own channels for booking and settling accounts. If you are training with your team during the indoor season, please take the time to notify the Technical Director via email and cc to Administration Manager. In the event the Technical Director wants to drop by your session, he should know where you are. Also, if we field a call from a parent with regards to where you are training, we can direct them accordingly.