

## CANADA SOCCER NATIONAL YOUTH CLUB LICENCE

The Canada Soccer National Youth Club Licence recognizes the highest achieving organizations from across Canada and rewards them with the Canada Soccer Approved Youth Soccer Club endorsement and associated MLS Home Grown Player benefits. Organizations achieving this licence display characteristics and demonstrate behaviours aligned with

the highest expectations of governance, administration, infrastructure, and technical, support their PTSO and Canada Soccer Pathways, and participate in the highest level of competition in Canada; the Canada Soccer Player Development Program.

### Organizations applying for the Canada Soccer National Youth Licence must submit the following information to Canada Soccer:

1	Organization Name
2	Location
3	District/Region (if applicable)
4	Province/Territory
5	Membership Status
6	President — Name, Contact Information (phone and email)
7	Administrative Lead - Name, Position, Contact Information (phone and email), Job Description
8	Technical Lead - Name, Position, Contact Information (phone and email), Qualifications, Job Description
	<b>Program Information:</b>
9	Stream(s) of Participation (Grassroots, Community, Competitive, Development, Performance)
10	Stage(s)/Age(s) of Participation
11	Gender(s) of Participation
12	Club Infrastructure Form – Facilities, Website, other official online locations (Facebook, Twitter, Instagram, YouTube, etc.)

### Organizations applying for the Canada Soccer National Youth Licence must meet the following criteria:

#### Technical & Sporting Criteria:

	<b>Provides a safe soccer experience:</b>
13	Adheres to Canada Soccer Code of Conduct and Ethics
14	Has a Code of Conduct to Protect Children
15	Has Guidelines for Appropriate/Inappropriate Conduct between Adults/Adolescents and Children
16	Has a Policy outlining what to do if you witness inappropriate conduct that is provided to parents, coaches, and team personnel
17	Has a Policy requiring that any suspicion of child abuse is reported to law enforcement
18	Provides an environment that supports participant's physical and emotional safety (free of bully, discrimination, etc.)
	<b>Supports the Coaches Association of Canada Responsible Coaching Movement:</b>

19	Has a Rule of Two Policy on which it educates players, parents, coaches, and team personnel
20	All coaches and team personnel have completed Respect in Sport Activity Leader training
21	All coaches and team personnel have completed proper Background Screening, including a Criminal Record Check (CRC) with Vulnerable Sector Check (VSC) or Enhanced Police Information Check (E-PIC) within the last 3 years
22	At least one parent or guardian from each participating family has completed Respect in the Sport Parent Program training (RECOMMENDATION)
23	Facilities and equipment are safe, well-maintained, and in good condition
24	At least one individual from the organization has completed Commit to Kids online training and this individual is identified as the primary liaison for child protection with contact information provided to Coaches, Team Personnel, and Parents
25	Demonstrates active implementation of the Canada Soccer Guide to Safety
	<b>Provides an accessible, inclusive, and welcoming soccer environment:</b>
26	Provides programming that targets underrepresented groups as outlined in the Canada Soccer Guide to Accessibility and Inclusion
27	Has programs, partnerships, and/or other mechanisms to reduce barriers to participation
28	Promotional materials and program images use inclusive language and images
29	Facilities are accessible to participants of all abilities
30	Demonstrates active implementation of the Canada Soccer Guide to Accessibility and Inclusion
	<b>Submits a Club Pathway that demonstrates the following:</b>
31	Alignment to Provincial/Territorial Pathway
32	Alignment to National Player Pathway
33	An established pathway to provide players with access to opportunities for participation in Grassroots, Community, Competitive, and Development/Performance Streams
34	An established pathway that provides opportunities for players to continue participation in the Soccer for Life stage (senior and masters)
35	Player Management Pathway describing processes and supports in place to support players in moving through the Club Pathway
	<b>Submits a Technical Plan that includes the following:</b>
36	Program Descriptions
37	Program alignment to Long Term Player Development stage-appropriate best principles as outlined by Canada Soccer
38	Alignment to Strategic and Operational Plans
39	Holistic approach that includes Physical, Mental, Technical/Tactical, and Social/Emotional development
40	Yearly Training Plan (YTP) that includes training and competition components for all stages, age groups, levels, and teams in which the organization provides programming
41	Playing Philosophy and Training Methodology and/or Curriculum aligned to Long Term Player Development model

42	Game Model aligned to playing philosophy
43	Coach Recruitment, Retention, Development, Assessment, Advancement and Recognition Strategy
44	Strategy targets women in coaching
45	Strategy focuses on transition of players to coaching roles
	<b>Sport Science and Medicine Plan that:</b>
46	Is aligned to Technical Plan
47	Supports physical, mental, and social/emotional development
48	Includes a Physical Training Plan and stage-appropriate physical testing protocol
49	Provides both general group and individual Sport Science training and support
50	Includes injury prevention, assessment, treatment, and return to play protocols
51	Includes Anti-Doping Policy and Education Program for Players and Team Personnel
	<b>Technology Support Plan that:</b>
52	Makes match video available to coaches and players
53	Has video analysis capabilities
54	Operates a licensed Canada Soccer Skill Centre
55	Participates in a U11/U12 Developmental League that aligns to Canada Soccer requirements for Skill Centres
56	Participates in Canada Soccer Player Development Program or other competitive environment recognized by Canada Soccer
57	Provides Futsal programming
58	Has an identified Technical Lead with clearly defined responsibilities
	<b>Technical Lead holds the following current and valid certification at minimum:</b>
59	Community Stream Workshops for all stages at which the organization provides programming
60	Making Ethical Decisions Workshop and/or Online Evaluation
61	Respect in Sport Activity Leader Program
62	B Licence Part 2 (or National B Licence) (2018)
63	Children's Licence (2021)
64	Youth Licence (2021)
65	Canada Soccer Executive Leadership Diploma (2022)
66	The Technical Lead is committed to ongoing development and education
67	Coach training and/or certification is aligned to programs operated and Canada Soccer and/or PTSO standards
68	Has a Goalkeeper Coach and provides Goalkeeper Training

69	Goalkeeper Coach has completed Canada Soccer Goalkeeping Workshop (2019)
70	Has access to an internal Learning Facilitator to deliver Canada Soccer Community Coaching Workshops for the stages at which it offers programming
71	Has access to an Integrated Support Team that includes properly certified experts in Nutrition, Mental Skills Training, Performance Analysis (Physiology and Biomechanics), as well as the Physical Training Provider and Medical Staff
72	Has access to a qualified Physical Training Provider who is responsible for development and oversight of Physical Training Plan in conjunction with Technical Lead and coaches (as applicable)
73	Has access to Medical Staff, which includes at minimum one doctor and one physiotherapist or athletic therapist that is properly certified and licensed
<b>Administration &amp; Financial:</b>	
74	Registers all participants with its governing organization(s)
75	Does not interact with non-member organizations unless approved by governing organization(s)
76	Has a bank account
77	Has a minimum of two signing authorities and requires two signatures on all financial transactions
78	Prepares reviewed or audited financial statements
<b>Meets the following financial standards:</b>	
79	Net Assets = >0
80	Current Ratio = <1.5
81	Debt Ratio = <1
82	Operating Reserves = >20% or confirmation of financial support equivalent to 20% Operating Reserve
83	Average Earnings = >0
84	Staff Productivity Ratio = >2
85	Technical Cost Margin = >20%
86	Provides financial support for Administrative Lead, Technical Lead, Technical Staff (if applicable), and coaches to pursue ongoing development, training and certification
<b>Submits an Operational Plan that includes the following:</b>	
87	Marketing and Communications Plan
88	Financial Development Strategy
89	Facility Strategy
90	Community Engagement Strategy (RECOMMENDATION)
<b>Has administrative policies that include the following:</b>	
91	Compliance with Personal Information Protection and Electronic Documents Act (PIPEDA) or other Provincial legislation that has been deemed substantially similar (if applicable)

92	Refunds (when are refunds applicable or not?)
93	Collections (when should the club remove program access for unpaid program fees?)
94	Registrations (governing registration windows, early-bird or multi-sibling discounts, waitlists, program exchanges/credits)
95	Procurement (governing what procurement process must be employed for purchases of varying size (ranging from staff purchase to full structured RFP)
96	Investments (outlining broad direction (and risk tolerance) of the investment of the organization's capital reserves)
97	Submits an Organizational Chart
98	Has an identified Administrative Lead with clearly defined responsibilities
99	The Administrative Lead is committed to ongoing development and education
	<b>Has a Human Resource Policy that includes the following:</b>
100	Employee responsibilities & behavioural standards
101	Employment agreements
102	Performance management
103	All staff members have completed Respect in the Workplace training
104	Conducts an annual member/customer satisfaction survey and shares results with governing organization(s)
<b>Infrastructure:</b>	
105	Has a physical space or access to a consistent location as a headquarters for operations
106	Has a website
107	Has access to facilities that meet the minimum requirements of the programs that it operates
108	Has a Facility Strategy that is aligned to Strategic, Operational, and Technical Plans
<b>Governance:</b>	
109	Is a Member in Good Standing with its governing organization(s)
110	Is a legal entity
111	Is compliant with the by-laws, policies, and directives of its governing organization(s)
112	Works in harmony, aligning values and operations, with its governing organization(s)
113	Is compliant with all applicable requirements of governments (e.g., nonprofit statutes) and regulatory bodies (provincial sport regulators) within whose jurisdiction it operates
114	Holds an Annual General Meeting
115	Submits Letters of Incorporation and By-Laws
116	Submits a Vision, Mission, and Values Statement

	<b>Has a board of directors that is responsible for the affairs of the organization and:</b>
117	Is no larger than the optimal size (8-12 directors)
118	Is comprised of individuals who do not hold simultaneously a position of director, employee or contractor of another organization with which the organization has an ongoing relationship
119	All members have completed Respect in the Workplace training
	<b>Has director recruitment policies and processes which ensure that the board has:</b>
120	The requisite competencies and knowledge to carry out its governing functions (NOT FOR PROFIT ONLY)
121	A composition that reflects diversity (i.e., gender, ethnicity, visible minorities, age) (NOT FOR PROFIT ONLY)
122	Utilizes board committees including standing committees for audit/finance and nominations (NOT FOR PROFIT ONLY)
123	Has processes for the professional development of its directors (e.g. director orientation and ongoing education) (RECOMMENDED)
124	Organizes a biennial governance development workshop with a Canada Soccer designated expert (NOT FOR PROFIT ONLY) (RECOMMENDED)
125	Has clear lines of accountability for the board and management, in which the board (together with its standing committees) is responsible solely for the governing of the organization and management is responsible for administering programs, program structures, services, human resources, and day-to-day operations including finances
126	Is a 'policy board' that defines the relationships between the board of directors, the administrative lead, the judicial bodies, and the stakeholders by Governance Policies that are approved by the board (i.e., policies related to board and administrative lead roles and responsibilities, evaluation of the administrative lead's performance, risk mitigation, conflict of interest, board self-evaluation, and succession planning)
127	Selects, compensates, and provides oversight of the Administrative Lead
128	Adopts and utilizes a strategic plan as the basis of its planning and decision-making
129	Approves an annual operating plan and budget, prepared by the Administrative Lead, based on the strategic plan
130	Submits a Strategic Plan
131	Has policies and processes for the administration of discipline (ALL) that are independent of the Board of Directors (NOT FOR PROFIT ONLY)
132	Has policies and processes for the administration of appeals and dispute resolution that are independent of the Board of Directors
133	Has policies and processes for the administration of ethical violations (ALL) that are independent of the Board of Directors (NOT FOR PROFIT ONLY)