



Canada Soccer Club Licensing Support Manual

PROVINCIAL & TERRITORIAL SPORT ORGANIZATION CLUB LICENCE

The Canada Soccer Club Licensing Support Manual has been created to guide organizations in the fulfillment of the Canada Soccer Club Licensing Regulations for a **Provincial & Territorial Sport Organization Club Licence** for 2018-2022.

I. General Timetable and Deadlines for the Club Licensing Program

Canada Soccer & Soccer Nova Scotia has established a timetable and deadlines for implementing the Club Licensing Program in 2018 and 2019. The list below contains an overview of the actions that will be taken by Canada Soccer, its PTSO members, and Member Organizations, as well as the associated deadlines, for the Provincial & Territorial Sport Organization Club Licence process.

Deadline	Organization	Action
By 30.09.2018	Soccer Nova Scotia	Confirm and post Provincial & Territorial Sport Organization Club Licence Criteria
By 01.10.2018	Soccer Nova Scotia	Invite self-declaration from member organizations
Open	Member Organizations	Submit the self-declaration on status for Club Licence
Open	Soccer Nova Scotia	Meet with required stakeholders for initial consultation and information gathering
Open 30 days from day of initial meeting	Soccer Nova Scotia	Present a club analysis on the self-declaration & the initial consultation process. Objective to create a 90 day plan to obtain agreed level of licence
By 01.02.2019	Soccer Nova Scotia	Provide Provincial & Territorial Sport Organization Club Licence Application Package to Member Organizations who have declared for a licence
Open	Member Organizations	Submit Provincial & Territorial Sport Organization Club Licence Application Package and all supporting documentation to Soccer Nova Scotia Consultant
Open	Canada Soccer	Review and decision by Soccer Nova Scotia Club Licensing Committee regarding all Provincial & Territorial Sport Organization Club Licence applications
Open	Canada Soccer	Notification and communication of Soccer Nova Scotia Club Licensing Committee decisions to submit Provincial & Territorial Sport Organization Club Licence applicants to Canada Soccer in writing
Ten (10) business days following the receipt of decision	Member Organizations	Written appeals submitted by applicants to Canada Soccer based on decision of Canada Soccer Club Licensing Committee
60 days from receipt of application for leave to appeal	Canada Soccer	Final decision and notification by the Canada Soccer Appeals Committee regarding the license applications of member organizations submitting appeals
7 days after the final appeal decision	Canada Soccer	Submission of all licensing decisions by Canada Soccer to governing PTSO, MLS, and CONCACAF

II. Responsibilities of Canada Soccer & Soccer Nova Scotia

In addition to establishing the Club Licensing System, Canada Soccer has opted to accept additional responsibilities with regards to the Provincial & Territorial Sport Organization Club Licence. The actions and associated deadlines for these responsibilities are outlined below.

Deadline	Action
By 30.09.2018	Confirm and post Provincial & Territorial Sport Organization Club Licence Criteria
By 01.10.2018	Invite self-declaration from member organizations
Open 30 days from day of initial meeting	Present a club analysis on the self-declaration & the initial consultation process. Objective to create a 90 day plan to obtain agreed level of licence
By 01.02.2019	Provide Provincial & Territorial Sport Organization Club Licence Application Package to Member Organizations who have declared for a licence
Open	Review and decision by Soccer Nova Scotia Club Licensing Committee regarding all Provincial & Territorial Sport Organization Club Licence applications
Open	Notification and communication of Soccer Nova Scotia Club Licensing Committee decisions to submit Provincial & Territorial Sport Organization Club Licence applicants to Canada Soccer in writing
15 days from receipt of application for leave to appeal	Written appeals submitted by applicants to Canada Soccer based on decision of Canada Soccer Club Licensing Committee
60 days from receipt of application for leave to appeal	Final decision and notification by the Canada Soccer Appeals Committee regarding the license applications of member organizations submitting appeals
7 days after the final appeal decision	Submission of all licensing decisions by Canada Soccer to governing PTSO, MLS, and CONCACAF

IV. Responsibilities of the Member Organization

To obtain a Canada Soccer Provincial & Territorial Sport Organization Club Licence the member organization must meet all criteria for the Canada Soccer Provincial & Territorial Sport Organization Club Licence or have an Action Plan in place that has been developed in consultation with and approved by Canada Soccer & Soccer Nova Scotia.

These criteria include the completion of the following forms, which must be accurately completed by all member organizations as part of their Provincial & Territorial Sport Organization Club Licence application:

- Information Form
- Technical Form
- Coach and Team Personnel Form
- Safety Form
- Accessibility and Inclusion Form
- Infrastructure Form
- Administration and Finance Form
- Governance Form

In addition, these criteria also include the following organizational and leadership commitments as well as endorsement of the application by the PTSO:

- President's Commitment
- Administrative Lead's Commitment
- Technical Lead's Commitment
- Commitment to Safety
- Commitment to Accessibility and Inclusion

The following tables indicate all criteria which must be met by the organization to be granted a National Youth Club Licence for the 2019 and 2020 seasons. The Supporting Documentation indicated must be submitted to the Canada Soccer Club Licensing Manager as a part of the National Youth Club Licence application by the specified deadline.

If the member organization fails to meet ANY of the criteria listed in the tables below and/or develop and adhere to an acceptable Action Plan, the organization may not be granted a Provincial & Territorial Sport Organization Club Licence.

General		
Criteria	Supporting Documentation	Deadline
Signed letter of self-declaration to apply for a Provincial & Territorial Sport Organization Club Licence submitted	Declaration of Intent	Open

Technical and Sporting		
Criteria	Supporting Documentation	Licence
Provides a safe soccer experience	Commitment to Safety	PTSO 1 & 2
Adheres to Canada Soccer Code of Conduct and Ethics	Commitment to Safety	PTSO 1 & 2
Has a Code of Conduct to Protect Children	Code of Conduct to Protect Children	PTSO 1 & 2
Has Guidelines for Appropriate/Inappropriate Conduct between Adults/Adolescents and Children	Guidelines for Appropriate/Inappropriate Conduct between Adults/Adolescents and Children	PTSO 1 & 2
Has a Policy requiring that any suspicion of child abuse is reported to law enforcement	Policy requiring that any suspicion of child abuse is reported to law enforcement	PTSO 1 & 2
Has a Policy outlining what to do if you witness inappropriate conduct that is provided to parents, coaches, and team personnel	Policy outlining what to do if you witness inappropriate conduct provided to parents, coaches, and team personnel	PTSO 1 & 2
Provides an environment that supports participant's physical and emotional safety (free of bully, discrimination, etc.)	Commitment to Safety	PTSO 1 & 2
Supports the Coaches Association of Canada Responsible Coaching Movement	Signs the CAC Responsible Coaching Movement Pledge	PTSO 1 & 2
Has a Rule of Two Policy on which it educates players, parents, coaches, and team personnel	Rule of Two Policy	PTSO 1 & 2
All coaches and team personnel have completed Respect in Sport Activity Leader training	Coach and Team Personnel Form	PTSO 1 & 2
All coaches and team personnel have completed proper Background Screening, including a Criminal Record Check	Coach and Team Personnel Form	PTSO 1 & 2

(CRC) with Vulnerable Sector Check (VSC) or Enhanced Police Information Check (E-PIC) within the last 3 years		
Facilities and equipment are safe, well-maintained, and in good condition	Infrastructure Form Commitment to Safety	PTSO 1 & 2
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	Safety Form	PTSO 1 & 2
Demonstrates active implementation of the Canada Soccer Guide to Safety	Commitment to Safety Safety Form	PTSO 1 & 2
Provides an accessible, inclusive, and welcoming soccer environment	Commitment to Accessibility and Inclusion	PTSO 1 & 2
Provides programming that targets underrepresented groups as outlined in the Canada Soccer Guide to Accessibility and Inclusion	Accessibility and Inclusion Form	PTSO 1 & 2
Has programs, partnerships, and/or other mechanisms to reduce barriers to participation	Accessibility and Inclusion Form	PTSO 1 & 2
Appreciates diversity to ensure everyone feels safe and that they belong regardless of ability and background	Accessibility and Inclusion Form	PTSO 1 & 2
Promotional materials and program images use inclusive language and images	Accessibility and Inclusion Form	PTSO Level 2
Facilities are accessible to participants of all abilities	Infrastructure Form	PTSO 1 & 2
Demonstrates active implementation of the Canada Soccer Guide to Accessibility and Inclusion	Commitment to Accessibility and Inclusion Accessibility and Inclusion Form	PTSO 1 & 2
Submits a Club Pathway that demonstrates the following: - Alignment to Provincial/Territorial Pathway - Alignment to National Player Pathway - An established pathway to provide players with access to opportunities for participation in Grassroots, Community, Competitive, and	Club Pathway	PTSO 1 PTSO 2

<p>Development/Performance Streams</p> <ul style="list-style-type: none"> - An established pathway that provides opportunities for players to continue participation in the Soccer for Life stage (senior and masters) 		
<p>Submits a Technical Plan that Includes the following:</p> <ul style="list-style-type: none"> - Program Descriptions - Program alignment to Long Term Player Development stage-appropriate best principles as outlined by Canada Soccer – 75% audit 	Technical Plan	PTSO Level 1
<ul style="list-style-type: none"> - Alignment to Strategic and Operational Plans - Holistic approach that includes Physical, Mental, Technical/Tactical, and Social/Emotional development - Yearly Training Plan (YTP) that includes training and competition components for all stages, age groups, levels, and teams in which the organization provides programming 		PTSO Level 2
<p>Coach Recruitment, Retention, Development, Assessment, Advancement and Recognition Strategy that includes the following:</p>	Coach Recruitment, Retention, Development, Assessment, Advancement and Recognition Strategy	PTSO Level 1
<ul style="list-style-type: none"> - Targets women in coaching - Focuses on transition of players to coaching roles 		PTSO Level 2
<p>Sport Science and Medicine Plan that:</p> <ul style="list-style-type: none"> - Is aligned to Technical Plan - Supports physical, mental, and social/emotional development 	Sport Science and Medicine Plan	PTSO Level 2
<p>Technology Support Plan that:</p> <ul style="list-style-type: none"> - Makes 20 % match video available to coaches and players - Has video analysis capabilities 	Technology Support Plan	PTSO Level 2

Operates the SNS Player Pool principles (Operates a licensed Canada Soccer Dedicated Player Program (2020))	Technical Form	PTSO Level 1
Operates a licensed Canada Soccer Skill Centre	Technical Form	PTSO Level 2
Participates in a U11/U12 Developmental League that aligns to Canada Soccer requirements for Skill Centres	Technical Form	PTSO Level 2
Has an identified Technical Lead with clearly defined responsibilities and the following certification: <ul style="list-style-type: none"> - Community Stream Workshops for all stages at which the organization provides programming - Making Ethical Decisions Workshop and/or Online Evaluation - Respect in Sport Activity Leader Program - C Licence Certified (2019) - B Licence Part 2 Certified (2018) 	Information Form	PTSO Level 1
<ul style="list-style-type: none"> - Children's Licence (2021) - Youth Licence (2021) 		PTSO Level 2
The Technical Lead is committed to ongoing development and education	Technical Lead Commitment	PTSO Level 1 & 2
Coach training and/or certification is aligned to programs operated and Canada Soccer and/or PTSO standards <ul style="list-style-type: none"> - U13 above age groups must have a minimum 'Soccer for Life' certificate listed as their head coach before the end of the coach registration deadline - Obtains the SNS Silver Coaching Standards 	Coach and Team Personnel Form	PTSO Level 1
<ul style="list-style-type: none"> - Obtains the SNS Gold Coaching Standards - Club conducts in-house additional coach education clinics. Minimum of five annually 		PTSO Level 2
Has a Goalkeeper Coach and provides Goalkeeper Training	Coach and Team Personnel Form Technical Plan	PTSO Level 2

Administration and Financial		
Criteria	Supporting Documentation	Deadline
Registers all participants with its governing organization(s) <ul style="list-style-type: none"> - Enters all players into SNS player registration system before the outlined deadlines - Enters all coaches into SNS coach registration system before the outlined deadlines 	PTSO Endorsement	PTSO Level 1 & 2
Does not interact with non-member organizations unless approved by governing organization(s)	PTSO Endorsement	PTSO Level 1 & 2
Has a bank account	Administration and Finance Form	PTSO Level 1 & 2
Has a minimum of two signing authorities and requires two signatures on all financial transactions	Administration and Finance Form	PTSO Level 1 & 2
Prepares reviewed or audited financial statements	Reviewed or audited financial statements	PTSO Level 1 & 2
Meets the following financial standards: <ul style="list-style-type: none"> - Net Assets = >0 - Current Ratio = <1.5 - Debt Ratio = <1 - Average Earnings = >0 - Technical Cost Margin = >20% 	Reviewed or audited financial statements	PTSO Level 2
Submits an Operational Plan that includes the following: <ul style="list-style-type: none"> - Marketing and Communications Plan 	Operational Plan	PTSO Level 2
Has administrative policies that include the following: <ul style="list-style-type: none"> - Compliance with Personal Information Protection and Electronic Documents Act (PIPEDA) or other Provincial legislation that has been deemed substantially similar (if applicable) - Refunds - Collections - Registrations 	Administrative and Finance Form	PTSO Level 2
Submits an Organizational Chart	Organizational Chart	PTSO Level 2

Has an identified Administrative Lead with clearly defined responsibilities	Information Form	PTSO Level 1 & 2
The Administrative Lead is committed to ongoing development and education	Administrative Lead Commitment	PTSO Level 2
Has a Human Resource Policy that includes the following: - Employee responsibilities & behavioural standards - Employment agreements - Performance management	Administrative and Finance Form	PTSO Level 2
- All staff members have completed Respect in the Workplace training		PTSO Level 1 & 2

Infrastructure

Criteria	Supporting Documentation	Deadline
Has a physical space or access to a consistent location as a headquarters for operations	Infrastructure Form	PTSO Level 2
Has a website	Infrastructure Form	PTSO Level 1 & 2
Has access to facilities that meet the minimum requirements of the programs that it operates	Infrastructure Form	PTSO Level 1 & 2

Governance

Criteria	Supporting Documentation	Deadline
Is a Member in Good Standing with its governing organization(s)	PTSO Endorsement	PTSO Level 1 & 2
Is a legal entity	Governance Form Legally valid declaration outlining the business status, ownership structure (if applicable), and control mechanism	PTSO Level 1 & 2
Is compliant with the by-laws, policies, and directives of its governing organization(s)	PTSO Endorsement	PTSO Level 1 & 2
Works in harmony, aligning values and operations, with its governing organization(s)	PTSO Endorsement	PTSO Level 1 & 2

Is compliant with all applicable requirements of governments (e.g., nonprofit statutes) and regulatory bodies (provincial sport regulators) within whose jurisdiction it operates		PTSO Level 1 & 2
Holds an Annual General Meeting	Governance Form AGM Minutes	PTSO Level 1 & 2
Submits Letters of Incorporation and By-Laws	Letters of Incorporation and By-Laws	PTSO Level 1 & 2
Submits a Vision, Mission, and Values Statement	Vision, Mission, and Values Statement	PTSO Level 1 & 2
Has a Board of Directors that is responsible for the affairs of the organization and:	Governance Form	PTSO Level 1 & 2
<ul style="list-style-type: none"> - Is no larger than the optimal size (8-12 directors) - 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 - All members have completed Respect in the Workplace training 		PTSO Level 2
Selects, compensates, and provides oversight of the organization's Administrative Lead	Governance Form	PTSO Level 1 & 2
Approves an annual operating plan and budget, prepared by the Administrative Lead, based on the strategic plan	Governance Form	PTSO Level 2
Submits a Strategic Plan	Strategic Plan	PTSO Level 2
Has policies and processes for the administration of appeals and dispute resolution that are independent of the Board of Directors	Appeals and Dispute Resolution Policy and Processes	PTSO Level 1 & 2

V. Club Licence Review Process

The review of applications for the Provincial & Territorial Sport Organization Club Licence will utilize the following process. To obtain a Provincial & Territorial Sport Organization Club Licence, member organizations must participate in a review meeting.

Deadline	Responsibility	Action
By 31.10.2018	Soccer Nova Scotia	Soccer Nova Scotia appoint a Club Licensing Committee to endorse applications
Open	Clubs & Club Licensing Consultants	Club Licensing Consultants meet (either virtually or in person) to review all applications using the following process: <ol style="list-style-type: none"> 1. Financial Criteria 2. Technical Criteria (including infrastructure relating to technical programs) 3. Administrative Criteria (including infrastructure relating to administration) 4. Governance Criteria
Open	Club Licensing Consultants	Club Licensing Consultant develops a preliminary report for each application based on the consultation
Open	Soccer Nova Scotia	Club Licensing Committee representative(s) meets (either virtually or in person) to review the preliminary report to endorse or develop an action plan to address areas of concern, if necessary
Open	Canada Soccer	Canada Soccer Club Licensing Committee meets (either virtually or in person) to review and approve the action plan (if necessary) and finalize the decision regarding all licence applications
Open	Soccer Nova Scotia & Canada Soccer	Notification and communication of Canada Soccer Club Licensing Committee decisions to all applicants in writing

VI. Catalogue of Sanctions

As per the Canada Soccer Club Licensing Regulations, a Catalogue of Sanctions will be established. The table below contains a list of sanctions which correspond to specific Club Licensing criteria as well as a more general scale of sanctions that may be applied at the discretion of the Canada Soccer Club Licensing Committee. If an organization is unable to meet one or more of the criteria, the applicable sanction(s) shall be enforced.

Criteria	Action	Sanction(s)
Open	Criteria must be met at the time of application	If Criteria is not met, Licence will not be granted
Open	Review of application against Criteria: <ul style="list-style-type: none"> - If Criteria is met to the satisfaction of the Consultant or Club Licensing Committee, no further action is required - If Criteria is met but additional development is required <u>or</u> the Criteria is not met, 	N/A

	a mutually agreed upon Action Plan is developed to meet the criteria in advance of the deadline and signed by the President, Administrative Lead and Technical Lead of the Member Organization	
Action Plan Criteria	Member Organization will review and implement against the Action Plan with support of the Club Licensing Consultant in advance of the deadline indicated in the Action Plan. - Failure to implement	1 st Offense = Warning from Executive Director 2 nd Offense = Organization placed under review* 3 rd Offense = Removal of Licence
General Scale of Sanctions applicable to all Criteria	At the sole discretion of the Club Licensing Consultant & Committee, the sanctions indicated may be applied to a Member Organization for any of the following or any additional circumstance as determined by the Club Licensing Committee. <ul style="list-style-type: none"> • Failure to achieve the Criteria in advance of the deadline outlined in the Action Plan • Failure to achieve the Criteria to the satisfaction of the Club Licensing Committee in advance of the deadline outlined in the Action Plan • Failure to maintain Criteria during the licensing period • Failure to meet the minimum Appraisal standard Repeated sanctionable offenses may result in increased sanctions.	1. Development or revision of Action Plan 2. Meeting with Club Licensing Committee Consultant(s) 3. Written warning from Executive Director 4. Organization placed under review* 5. Removal of Licence

* Organizations placed under review may forfeit all or some licence benefits during the period under review at the sole discretion of the Club Licensing Committee. Organizations meeting the expectations outlined in the Action Plan developed to support the review process in the timelines indicated within the Action Plan will have the full licence benefits restored. Organizations placed under review multiple times may face additional sanctions at the sole discretion of the Club Licensing Committee, up to and including removal of the Licence.