

CANADA SOCCER PTSO YOUTH CLUB LICENCE – LEVEL 1

The Provincial/Territorial Youth Club Licence – Level 1 of the Canada Soccer Club Licensing Program builds on the characteristics and behaviours of an organization in the Canada Soccer Standards for Quality Soccer with a balance of expectations across the governance, administration, infrastructure, and technical pillars.

The characteristics and behaviours of the PTSO Youth Club Licence – Level 1 are designed to recognize high quality grassroots, community, and competitive organizations that have developed their governance and operations. Organizations achieving the PTSO Youth Club Licence – Level 1 demonstrate their commitment to quality and to providing an enhanced participant experience.

Organizations applying for the Canada Soccer PTSO Youth Licence Level 1 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
Program Information:	
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 PTSO Youth Licence Level 1 must meet the following criteria:

Technical & Sporting Criteria:

Provides a safe soccer experience:

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.)

Supports the Coaches Association of Canada Responsible Coaching Movement:

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	Facilities and equipment are safe, well-maintained, and in good condition
23	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
24	Demonstrates active implementation of the Canada Soccer Guide to Safety
	Provides an accessible, inclusive, and welcoming soccer environment:
25	Provides programming that targets underrepresented groups as outlined in the Canada Soccer Guide to Accessibility and Inclusion
26	Has programs, partnerships, and/or other mechanisms to reduce barriers to participation
27	Promotional materials and program images use inclusive language and images
28	Facilities are accessible to participants of all abilities
29	Demonstrates active implementation of the Canada Soccer Guide to Accessibility and Inclusion
	Submits a Club Pathway that demonstrates the following:
30	Alignment to Provincial/Territorial Pathway
31	Alignment to National Player Pathway
	Submits a Technical Plan that includes the following:
32	Program Descriptions
33	Program alignment to Long Term Player Development stage-appropriate best principles as outlined by Canada Soccer (75% or higher on LTPD Matrix)
34	Coach Recruitment, Retention, Development, Assessment, Advancement and Recognition Strategy
35	Operates a licensed Canada Soccer Dedicated Player Development Program (2020)
	Technical Lead holds the following current and valid certification at minimum:
36	Community Stream Workshops for all stages at which the organization provides programming
37	Making Ethical Decisions Workshop and/or Online Evaluation
38	Respect in Sport Activity Leader Program
39	C Licence Certified (2018)
40	Coach training and/or certification is aligned to programs operated and Canada Soccer and/or PTSO standards:
41	U13 above age groups must have a minimum Soccer for Life certificate listed as their head coach
42	Obtains the SNS Silver Coaching Standards

Administration & Financial:

Registers all participants with its governing organization(s):

- 43 Enters all players into the SNS player registration system before the outlined deadlines
- 44 Enters all coaches into the SNS coach registration system before the outlined deadlines
- 45 Does not interact with non-member organizations unless approved by governing organization(s)
- 46 Has a bank account
- 47 Has a minimum of two signing authorities and requires two signatures on all financial transactions
- 48 Prepares reviewed or audited financial statements

Infrastructure:

- 49 Has a website
- 50 Has access to facilities that meet the minimum requirements of the programs that it operates
- 51 Prepares reviewed or audited financial statements
- 52 Has an identified Administrative Lead (paid or volunteer) with clearly defined responsibilities
- 53 All full-time staff members have completed Respect in the Workplace training

Governance:

- 54 Is a Member in Good Standing with its governing organization(s)
 - 55 Is a legal entity
 - 56 Is compliant with the by-laws, policies, and directives of its governing organization(s)
 - 57 Works in harmony, aligning values and operations, with its governing organization(s)
 - 58 Is compliant with all applicable requirements of governments (e.g., nonprofit statutes) and regulatory bodies (provincial sport regulators) within whose jurisdiction it operates
 - 59 Holds an Annual General Meeting
 - 60 Submits Letters of Incorporation and By-Laws
 - 61 Submits a Vision, Mission, and Values Statement
- Has a board of directors that is responsible for the affairs of the organization and:**
- 62 All members have completed Respect in the Workplace training
 - 63 Selects, compensates, and provides oversight of the Administrative Lead
 - 64 Has policies and processes for the administration of discipline (ALL) that are independent of the Board of Directors (NOT FOR PROFIT ONLY)