

CANADA SOCCER PTSO YOUTH CLUB LICENCE – LEVEL 2

The Provincial/Territorial Youth Club Licence – Level 2 of the Canada Soccer Club Licensing Program identifies organizations committed to achieving the highest expectations of the Grassroots, Community, and Competitive Streams and targets those with aspirations of moving into the Development/Performance Stream.

Organizations achieving the Provincial/Territorial Youth Club Licence – Level 2 are making an enhanced commitment across each of the pillars, which requires significant resources to achieve.

Organizations applying for the Canada Soccer PTSO Youth Licence Level 2 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 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
32	An established pathway to provide players with access to opportunities for participation in Grassroots, Community, Competitive, and Development/Performance Streams
33	An established pathway that provides opportunities for players to continue participation in the Soccer for Life stage (senior and masters)
	Submits a Technical Plan that includes the following:
34	Program Descriptions
35	Program alignment to Long Term Player Development stage-appropriate best principles as outlined by Canada Soccer
36	Alignment to Strategic and Operational Plans
37	Holistic approach that includes Physical, Mental, Technical/Tactical, and Social/Emotional development
38	Yearly Training Plan (YTP) that includes training and competition components for all stages, age groups, levels, and teams in which the organization provides programming
39	Coach Recruitment, Retention, Development, Assessment, Advancement and Recognition Strategy
40	Strategy targets women in coaching
41	Strategy focuses on transition of players to coaching roles

Sport Science and Medicine Plan that:

- 42 Is aligned to Technical Plan
 - 43 Supports physical, mental, and social/emotional development
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Technology Support Plan that:

- 44 Makes 20% match video available to coaches and players at the AAA level
 - 45 Has video analysis capabilities
 - 46 Operates a licensed Canada Soccer Skill Centre
 - 47 Participates in a U11/U12 Developmental League that aligns to Canada Soccer requirements for Skill Centres
 - 48 Has an identified Technical Lead with clearly defined responsibilities
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Technical Lead holds the following current and valid certification at minimum:

- 49 Community Stream Workshops for all stages at which the organization provides programming
 - 50 Making Ethical Decisions Workshop and/or Online Evaluation
 - 51 Respect in Sport Activity Leader Program
 - 52 B Licence Part 2 (or National B Licence) (2018)
 - 53 Children's Licence (2021)
 - 54 Youth Licence (2021)
 - 55 The Technical Lead is committed to ongoing development and education
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Coach training and/or certification is aligned to programs operated and Canada Soccer and/or PTSO standards:

- 56 U13 above age groups must have a minimum Soccer for Life certificate listed as their head coach
 - 57 Obtains the SNS Gold Coaching Standards
 - 58 Club conducts in-house additional coach education clinics. Minimum of five annually.
 - 59 Has a Goalkeeper Coach and provides Goalkeeper Training
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Administration & Financial:

Registers all participants with its governing organization(s):

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

Meets the following financial standards:

66 Net Assets = >0

67 Current Ratio = <1.5

68 Debt Ratio = <1

69 Average Earnings = >0

70 Technical Cost Margin = >20%

Submits an Operational Plan that includes the following:

71 Marketing and Communications Plan

Has administrative policies that include the following:

72 Compliance with Personal Information Protection and Electronic Documents Act (PIPEDA) or other Provincial legislation that has been deemed substantially similar (if applicable)

73 Refunds (when are refunds applicable or not?)

74 Collections (when should the club remove program access for unpaid program fees?)

75 Registrations (governing registration windows, early-bird or multi-sibling discounts, waitlists, program exchanges/credits)

76 Submits an Organizational Chart

77 Has an identified Administrative Lead with clearly defined responsibilities

78 The Administrative Lead is committed to ongoing development and education

Has a Human Resource Policy that includes the following:

79 Employee responsibilities & behavioural standards

80 Employment agreements

81 Performance management

82 All staff members have completed Respect in the Workplace training

Infrastructure:

83 Has a physical space or access to a consistent location as a headquarters for operations

84 Has a website

85 Has access to facilities that meet the minimum requirements of the programs that it operates

Governance:

- 86 Is a Member in Good Standing with its governing organization(s)
- 87 Is a legal entity
- 88 Is compliant with the by-laws, policies, and directives of its governing organization(s)
- 89 Works in harmony, aligning values and operations, with its governing organization(s)
- 90 Is compliant with all applicable requirements of governments (e.g., nonprofit statutes) and regulatory bodies (provincial sport regulators) within whose jurisdiction it operates
- 91 Holds an Annual General Meeting
- 92 Submits Letters of Incorporation and By-Laws
- 93 Submits a Vision, Mission, and Values Statement
- Has a board of directors that is responsible for the affairs of the organization and:**
- 94 Is no larger than the optimal size (8-12 directors)
- 95 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
- 96 All members have completed Respect in the Workplace training
- 97 Utilizes board committees including standing committees for audit/finance and nominations (NOT FOR PROFIT ONLY)
- 98 Selects, compensates, and provides oversight of the Administrative Lead
- 99 Adopts and utilizes a strategic plan as the basis of its planning and decision-making
- 100 Approves an annual operating plan and budget, prepared by the Administrative Lead, based on the strategic plan
- 101 Submits a Strategic Plan
- 102 Has policies and processes for the administration of discipline (ALL) that are independent of the Board of Directors (NOT FOR PROFIT ONLY)
- 103 Has policies and processes for the administration of appeals and dispute resolution that are independent of the Board of Directors