



# CANADA SOCCER APPLICATION PACKAGE

This document contains important instructions and forms to be completed to support your candidacy.

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CANDIDATE NAME:

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## I. CANADA SOCCER CALL FOR NOMINATIONS

### Directors

February 2025

The Nominations Committee of the Canada Soccer Board of Directors calls for nominations to fill the following vacancies:

- One (1) Regional Director from Nova Scotia/New Brunswick/Prince Edward Island/Newfoundland/Labrador (three-year term)**
- One (1) Regional Director from Alberta/Northwest Territories (three-year term)**
- Two (2) Independent Directors (three-year term)**

The terms will commence immediately following the 2025 Canada Soccer Annual Meeting of the Members held on **Saturday, May 3, 2025**.

Candidates can be nominated for only one (1) position - either Regional Director or Independent Director.

**Regional Directors** are elected to represent one (1) of the following six (6) geographical regions : British Columbia/Yukon Territory; Alberta/Northwest Territories; Manitoba/Nunavut/Saskatchewan; Ontario; Quebec; and Nova Scotia/New Brunswick/Prince Edward Island/Newfoundland/Labrador.

**Independent Directors** are elected to bring balance, equity, and required expertise to the Board in its composition.

The Nominations Committee is seeking qualified candidates to play a leadership role in the stewardship of Canada Soccer in pursuit of its Mission to 'provide leadership in the pursuit of excellence in soccer, nationally and internationally, in cooperation with its members and stakeholders.'



Qualified candidates will possess the competencies and/or expertise necessary to provide leading-edge governance and to further the vision and priorities of Canada Soccer's *Strategic Plan*, leading to a legacy of success.

Canada Soccer embraces an environment where equity, diversity and inclusion are cultural norms and where all individuals, regardless of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status, Official language, disability, and Indigenous status are respected and valued.

## **BACKGROUND**

The Board of Directors of Canada Soccer has the role of developing policies and strategies that govern the game of soccer in Canada.

In considering candidates for Director, the Nominations Committee is guided by the following:

1. Board Composition Requirements (see below)
2. Qualifications (see below)
3. Diversity requirements
4. The candidate's competencies/expertise (see below)

## **BOARD COMPOSITION REQUIREMENTS (*By-laws of Canada Soccer*)**

- The Board of Directors is composed of 14 Directors, including a President, Vice President, six (6) Regional Directors and six (6) Independent Directors;
- One (1) Regional Director shall be a resident in each of the six (6) regions as follows: British Columbia/Yukon Territory; Alberta/Northwest Territories; Manitoba/Nunavut/Saskatchewan; Ontario; Quebec; and New Brunswick/Nova Scotia/Prince Edward Island/Newfoundland and Labrador;
- An Independent Director may be a resident anywhere in Canada;
- The Board shall include one (1) former Athlete (former member of one of the National Teams; e.g., Senior, Youth, Para, Beach or Futsal); and
- Not more than 60% of the Directors shall be of the same gender.

## **QUALIFICATIONS (*By-laws and Governance Policies of Canada Soccer*)**

The following persons are disqualified from serving as a Director:

- a) a person who is less than 18 years of age;
- b) a person who has been declared incapable by a court in Canada or in another country;



- c) A person who has the status of bankrupt;
- d) A person who has not met the requirements of Canada Soccer regarding the passing of a criminal record check;
- e) A person who is serving simultaneously as a paid employee of Canada Soccer, any of its Members, or any organization where a conflict of interest may exist;
- f) A person who is serving simultaneously as a member of a Judicial Body of Canada Soccer;
- g) A person who simultaneously holds the position of Director or any senior executive position with any of its Members;
- h) A person who simultaneously is a consultant or contractor for Canada, any of its Members, or any organization where a conflict of interest may exist; or
- i) A player who simultaneously is under contract to any Professional Club or Semi-professional Club that is a Member of Canada Soccer, is a member of or affiliated with any of Canada Soccer's Members or is sanctioned by another member association of FIFA.

An individual who at the time of election is not in compliance with any of the above qualifications must promptly take steps to become compliant no later than ninety (90) days from the date of election. If such individual remains in non-compliance after the ninety (90) day period, Canada Soccer may take all necessary steps to relieve the individual of their elected position.

## COMPETENCIES

Canada Soccer is seeking high performing Directors with expertise across an array of functional areas who will bring business/governance competencies that complement the existing skills of the board. The Nomination Form provides details in this regard.

## THE NOMINATIONS PROCESS

1. Nominations for a Director from the floor at the Annual Meeting of the Members are not permitted.
2. Nomination Forms, together with other supporting documentation, are available at [www.canadasoccer.com](http://www.canadasoccer.com) (see ABOUT/Resource Centre).
3. Nominations may be forwarded by any individual, organization, or Member, and there may be multiple candidates from any region. All such nominations shall require a proposer and a seconder and must be accompanied by a completed and signed nominations form and the other supporting documents requested by the Nominations Committee.



4. Candidates for Director will be provided an opportunity to speak to the Members at a town hall meeting held before the Annual Meeting of the Members at a date and time to be determined, which will be in person or available online.
5. The 2025 Annual Meeting of the Members shall be held on Saturday, May 3, 2025.
6. The deadline for the receipt of nominations is **12.00ET on Wednesday, February 26, 2025**.

### CANDIDATES' DOCUMENTS

Candidates are required to complete and submit the following documents in either official language of Canada. ***(Please note that incomplete submissions may be rejected):***

- 1) Completed PDF forms in the following section that include:
  - Nomination Form
  - Acknowledgement and Consent Form
  - Candidate's Fair Process Declaration
  - A list of three (3) individuals who will serve as references
- 2) Full résumé (maximum 3 pages) and Cover Letter
- 3) Current criminal record check (not older than 6 months):
  - An acceptable record check includes one of the following:
    - Police Criminal Record Check
    - Police Information Check
    - Police Vulnerable Sector Check
    - myBackCheck.com (online)

**\*PUBLIC RECORD SEARCHES AND INTEGRITY CHECKS WILL ALSO BE CONDUCTED. CANDIDATES WILL BE ASKED TO CONSENT TO THE COLLECTION, USE AND DISCLOSURE OF PERSONAL INFORMATION FOR SUCH A PURPOSE (SEE ACKNOWLEDGEMENT AND CONSENT FORM).**

Please submit **completed** documents via email or by hard copy by **12.00ET on Wednesday, February 26, 2025** to:

**Chair, Canada Soccer Nominations Committee  
237 Metcalfe Street, Ottawa, ON, K2P 1R2  
Email: [nominations@canadasoccer.com](mailto:nominations@canadasoccer.com)**



## II. NOMINATION FORM

Please indicate the position this nomination is for:

Regional Director from Nova Scotia/New Brunswick/Prince Edward Island/Newfoundland/Labrador  
(three-year term)

Regional Director from Alberta/Northwest Territories (three-year term)

Independent Director (three-year term)

PLEASE PRINT	NOMINEE
Name	
Address	
Phone	
Email	
Date	
Signature	

PLEASE PRINT	NOMINATOR*	SECONDER*
Name		
Name of Voting Member**		
Current / Former Occupation		
Capacity in which you know Nominee		
Address		
Phone		
E-mail		
Date		

\*Can be any adult (18 years or older) with knowledge of the candidate's experience/background

\*\* Applicable for President-elect



Signature		
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Please attach a cover letter (approx. 1-2 pages) which:

- (1) summarizes briefly the qualifications cited in your attached resume and competency/expertise matrix that are relevant to being a Director of Canada Soccer;
- (2) Identifies your particular strengths and competencies that will add value to the Board of Canada Soccer; and
- (3) states the reasons why you wish to serve on the Board of Canada Soccer.

**Drop Down Selection:** Please select the level of competency/expertise that you will bring to the Canada Soccer Board: 0=minimal (0-2 years), 1=Intermediate (3-9 years), 2=Expert (10+ years).

1. FUNCTIONAL COMPETENCIES	
Senior executive leadership (e.g., CEO, CFO, VP)	
Organizational performance assessment	
Human resource management	
Legal	
Strategic planning	
Risk management	
Policy development	
Financial statements, budgeting	
2. BUSINESS COMPETENCIES	
Sales	
Fundraising/philanthropy/foundation	
Corporate partnerships	
Marketing	
Traditional media (e.g., TV, radio, print)	
Social media	
Public relations and communications	
3. DIRECTOR/BOARD EXPERTISE	
Director of publicly traded company	
Director of private company	
Director of Sports organization (e.g., professional or amateur club, provincial)	
Director of Association (e.g., not-for-profit)	
Professionally licensed as a Director (e.g., C. DIR, ICD.D)	
4. SUBJECT MATTER EXPERTISE	



Canada Soccer	
Concacaf	
FIFA	
Canadian sport policy	
Knowledge about grassroots soccer (e.g., LTPD)	
Equity, diversity, and inclusion	
Government relations - federal	
Government relations - provincial	
Government relations - municipal	
<b>5. SPORT/ATHLETIC EXPERTISE</b>	
Player/athlete (soccer)	
Coach	
Official/referee	
Athlete (not soccer)	
Sport management/administration	
<b>6. DEMOGRAPHIC INFORMATION</b>	
Please list your gender identity	
Are you fluent in English?	
Are you fluent in French?	
In what province do you reside?	
Do you identify as an Indigenous person in Canada (First Nation, Metis, Inuit)?	
Do you identify as someone with a disability?	
Do you identify as a visible minority?	

***Please send this completed PDF package (Nomination Form, Acknowledgement and Consent Form, Candidate's Fair Process Declaration, Reference Form), along with a copy of your full résumé, a Cover Letter, and a criminal record check to:***

**Chair of the CSA Nominations Committee, 237 Metcalfe Street, Ottawa, ON, K2P 1R2  
Email: [nominations@canadasoccer.com](mailto:nominations@canadasoccer.com)**

**DEADLINE FOR SUBMISSION OF NOMINATION IS 12.00ET on Wednesday, February 26, 2025  
*Incomplete submissions may be rejected***



### III. ACKNOWLEDGEMENT AND CONSENT

**TO: Canada Soccer**

**RE: Collection of Personal Information**

Canada Soccer is hereby informing you of its intention to collect, use and disclose your personal information for the limited purpose of determining your suitability as a Director (“**Purpose**”). You acknowledge and agree that the Purpose is both reasonable and appropriate.

By signing below, you authorize Canada Soccer to collect your personal information for the Purpose, on the condition that the collection of your personal information is limited to that which is necessary for the Purpose.

Your personal information may be gathered from all sources, including individuals who have or have not agreed to provide Canada Soccer with a reference on your behalf, as well as the internet and social media.

All of the personal information, along with your Criminal Record Check, gathered by Canada Soccer will be kept in your file, and in the event said information is in electronic form, in a file on its secured hard drive.

The personal information in your file will only be accessed by Canada Soccer employees who are assigned the responsibility of filing and safeguarding your personal information.

All records containing personal information that identifies you will be kept by Canada Soccer with the appropriate level of security and confidentiality and said information will be destroyed within a reasonable time after the Purpose of the collection is satisfied.

By signing below, I, \_\_\_\_\_, acknowledge and consent to the collection, use, and disclosure of my personal information as indicated above.

Dated: \_\_\_\_\_

Candidate Signature: \_\_\_\_\_

Witness Name: \_\_\_\_\_

Witness Signature: \_\_\_\_\_





## IV. CANDIDATE'S FAIR PROCESS DECLARATION

Chair, Nominations Committee  
Canada Soccer  
237 Metcalfe Street  
Ottawa, ON  
K2P 1R2

### Re: Candidate's Fair Process Declaration

I, \_\_\_\_\_, having placed my name in nomination as a candidate  
*Name*

for the position of \_\_\_\_\_  
*(One of Regional Director, Independent Director or President)*

on the Canada Soccer Board of Directors at the elections in 2025, do hereby solemnly swear and attest

that, at any and all times, during my efforts to gain election, I will:

- Respect the ethical principles and requirements pertaining to the Directors set out in its *By-laws, Rules and Regulations, and Governance Policies* (see Resources at [www.canadasoccer.com](http://www.canadasoccer.com));
- Ensure that my candidacy is put forward on the merits of my platform;
- Avoid negative election campaign tactics;
- Avoid conduct of a nature that may cause harm to the reputation of Canada Soccer; and
- Not offer any inducement or consideration of any kind that confers a benefit, advantage or reward to another person in exchange for votes or voting support.

I have signed this document in full knowledge, understanding and acceptance of the foregoing.

DATED AT \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Witness



## V. FORM FOR THREE (3) REFERENCES

### Reference 1

<b>Name</b>	
<b>Title</b>	
<b>Organization</b>	
<b>Phone</b>	
<b>Email</b>	
<b>Relationship</b>	

### Reference 2

<b>Name</b>	
<b>Title</b>	
<b>Organization</b>	
<b>Phone</b>	
<b>Email</b>	
<b>Relationship</b>	

### Reference 3

<b>Name</b>	
<b>Title</b>	
<b>Organization</b>	
<b>Phone</b>	
<b>Email</b>	
<b>Relationship</b>	