



**Canadian Soccer Association Club Licensing  
Regulations National 1 & 2 Club License**

Revised January 2026

## **PREAMBLE**

- The following are the Club Licensing Regulations of the Canadian Soccer Association, hereinafter referred to as Canada Soccer, which reflect the principles of the FIFA and Concacaf Club Licensing Regulations.
- Canada Soccer recognizes the everyday effort club stakeholders, especially their owners and administrators, make for our Canadian players, professional and amateur, youth and senior, female and male, to have an opportunity to play soccer and futsal. These efforts also contribute to bringing our game to fans at the stadiums, on their television screens and the radio so that soccer may be enjoyed by all.
- The Club Licensing Regulations have been designed as a development tool for all soccer clubs in Canada. The criteria outlined in these regulations have been carefully selected to serve as guidelines for clubs looking to increase their professionalism.
- The current version of the Canadian Soccer Association Club Licensing Regulations was adopted by the Canada Soccer Board of Directors.

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## Section I: Introduction

### 1. Goals of the Club Licensing Project

The overall aim of Canada Soccer's Club Licensing program is to raise the level of club soccer in Canada. With this in mind, four (4) main goals have been developed:

1. Understand and safeguard club soccer in Canada;
2. Raise the level of professionalism in club soccer administration;
3. Identify and share best practices of our clubs and leagues to further development; and
4. Formalize requirements for participation in national and regional club competitions.

### 2. The Level of Criteria

The criteria described in Canada Soccer's Club Licensing Regulations herein (the "**Regulations**") outline the criteria for clubs to obtain a National 1 or 2 Club License (hereinafter referred to as a "**National License**"). The fundamental items and procedures that the following categories of clubs need to meet to participate in national club competitions of Canada Soccer as of the 2026 season, and for every club that has qualified by sporting merit to a Concacaf club competition:

- All Professional Clubs in membership of Canada Soccer; and
- All Senior Clubs participating in Provincial Professional or Amateur Leagues and wishing to be eligible for the Canadian Championship, with the winner representing Canada Soccer in the Concacaf Champions Cup.

### 3. Scope of Application

1. These Regulations apply to all categories of clubs which participate in national leagues, regional or provincial adult "standards-based leagues" and competitions at Canada Soccer, as well as those clubs aiming to participate in Concacaf club competitions.

2. These Regulations govern the rights, duties and responsibilities of all parties involved in the Canada Soccer Club Licensing system and define:

- a) the minimum requirements to be fulfilled by Canada Soccer to function as the licensor for our clubs;
- b) the license applicant (club) and the license required to enter the national club competitions and Concacaf club competitions; and
- c) the minimum infrastructure, technical/sporting, administration, governance/financial/legal and social responsibility criteria to be fulfilled by a club to be granted a license by Canada Soccer as part of the admission procedure to enter the national or Concacaf club competition.

## Section II: Canada Soccer Club Licensing System

### 4. Exception Policy

Canada Soccer and/or Concacaf Administration may grant exceptions to the provisions set out in these Regulations.

## 5. Canada Soccer Responsibilities

Canada Soccer is the licensor of the Club Licensing system and is therefore in charge of implementing the Club Licensing system at the national level. For the implementation of the National Club Licensing system, Canada Soccer will:

- a) Include a provision regarding Club Licensing in the Canada Soccer By-laws and/or Regulations. As an alternative, the Club Licensing system may also be based on a binding agreement between the club and Canada Soccer or between the club and the affiliated league to which the Club Licensing system has been delegated;
- b) Appoint a Club Licensing Manager;
- c) Ensure consistency between the Concacaf Club Licensing Regulations and the Canada Soccer Club Licensing Regulations;
- d) Appoint the Club Licensing Committee; and
- e) Establish a Catalogue of Sanctions as outlined in Article 15.

## 6. Canada Soccer's Club Licensing Administration

Upon completion of the tasks outlined in Article 5, Canada Soccer's established Club Licensing Administration, under the guidance of the Club Licensing Manager, will:

- a) Finalize the Club Licensing Support Manual;
- b) Determine deadlines for documentation to be presented by the club to the Canada Soccer Club Licensing Manager;
- c) Send invitation letters to all local clubs to apply for a National License;
- d) Review documentation submitted by clubs;
- e) Visit each club during the licensing process, if needed;
- f) Base the license decision-making process on a two-instance approach (i.e. first instance and appeal instance); and
- g) Inform Concacaf of all National License decisions (approvals and denials).

## 7. The Soccer Club

1. The soccer club is defined as being the legal entity fully responsible for a soccer team(s) which participates in provincial/territorial, national and international club competitions and is a member of or is affiliated through membership to Canada Soccer.

2. The status of a soccer club (professional or amateur, or both) is not relevant to the issue of a license.

3. The legal form or structure of a soccer club is not relevant to the issue of a license.

4. Only a registered member of Canada Soccer or a Member Association may apply for a license. Natural persons may not apply for a license.

5. Professional and/or Amateur teams may be members of a Member Association or Canada Soccer, but not both.

6. The club is fully responsible for participation in national and international soccer

competitions as well as the fulfillment of the Club Licensing criteria within the deadlines established by Concacaf and Canada Soccer.

## 8. The License

1. Licenses will be issued by Canada Soccer per the provisions of these Regulations.
2. Canada Soccer will issue a written invitation to the soccer clubs to apply for a license. The club applying for a license must submit a written application to Canada Soccer. In this application, the club must declare that it shall fulfill the obligations of the licensing system.
3. Only clubs which fulfill the criteria established in these Regulations by the relevant deadline will receive a license.
4. Canada Soccer will indicate the license expiration date.
5. A license may be withdrawn by the Club Licensing decision-making bodies during a season if:
  - a) for any reason, a club becomes insolvent and enters liquidation during the season, as determined by Canadian (or applicable Provincial) law. Where a club becomes insolvent but enters administration during the season, the license will not be withdrawn if the purpose of the administration is to rescue the club and its business;
  - b) any of the conditions for the issue of a license are no longer satisfied; or
  - c) the club violates any of its obligations under the national regulations.
  - d) The club is found by final judgment in violation of any applicable law.

## 9. Territory and Affiliations with other Clubs and Associations

1. Amateur and Professional teams that are members of a Member Association and are issued a National License by Canada Soccer will be bound by the guidelines of their respective Member Association and/or the guidelines of their Provincial/Territorial competition or League.
2. Professional teams in membership of Canada Soccer that are issued a National License, notwithstanding the geographical/territorial guidelines to which they must adhere within their league or competitions, are bound by the following guidelines:
  - a) They may affiliate with clubs or associations of the Province or Territory where their head office is registered and located;
  - b) If there are multiple teams within one Province or Territory, teams may affiliate with other clubs within their Province or Territory only after receiving written permission from Canada Soccer;
  - c) If there is no existing professional team in a Province or Territory, professional teams from other Provinces or Territories may choose to affiliate within that Province or Territory but must first inform Canada Soccer and seek approval from the Member Association in question. They must also adhere to all regulations of the Province or Territory in which they are operating;

- d) Professional teams from outside a Province or Territory may affiliate in a Province or Territory with an existing professional team, but may only do so with written permission from Canada Soccer; and
  - e) Existing affiliations will only be recognized after Canada Soccer (and if applicable, the Member Association in question) has reviewed and agreed in writing, as per the guidelines above.
3. Failure to adhere to these guidelines may result in a loss of license or sanctions under Article 15 below.

#### 10. The Club Licensing Decision-Making Bodies

1. Canada Soccer shall establish a Club Licensing Committee, which can be appointed or elected, as the first instance decision-making body of the Club Licensing system.
2. The Club Licensing Committee shall be independent from the Canada Soccer Appeals Committee and shall receive administrative support from the Club Licensing Administration. A member of the Club Licensing Committee, or the Appeals Committee, must in all cases immediately abstain from participating in the licensing process if there is any doubt as to his/her independence towards the club or if there is a conflict of interest.
3. Canada Soccer may nominate administrative staff of Canada Soccer and the affiliated leagues as members of the Club Licensing Committee.
4. The Club Licensing Committee shall decide on whether a license shall be granted to a club based on the documents provided and in accordance with the provisions of the Regulations at the submission deadline set by Canada Soccer.
5. Canada Soccer Appeals Committee shall decide on appeals submitted in writing and make a final and binding decision on whether a license shall be granted.
6. All decisions by the Club Licensing Committee must be made in writing, and if a license is rejected, the motive for refusal must be reasoned.
7. Canada Soccer may delegate the duties of the Club Licensing Committee to other existing bodies (e.g. committees and commissions).

#### 11. The Decision-Making Procedure

In the Regulations or in the Support Manual, Canada Soccer shall define procedural rules with respect to decision-making. These shall, as a minimum, regulate the following standards:

- a) deadlines (e.g. submission deadlines);
- b) the principle of equal treatment;
- c) representation (e.g. legal representation);
- d) the right to be heard (e.g. convocation, hearing);
- e) official language(s);
- f) time limit to issue a request (e.g. calculation, compliance, interruption, and extension thereof);



- g) time limit to appeal;
- h) effect of the appeal;
- i) type of evidence requested;
- j) burden of proof (e.g. club has burden of proof);
- k) decisions (in writing with reasoning, etc.);
- l) ground for complaint;
- m) content and form of pleading;
- n) deliberation and hearings; and
- o) cost of procedure, administrative fee, and deposit.

## 12. Equal Treatment and Confidentiality

1. Canada Soccer ensures equal treatment of all clubs applying for a license.
2. Canada Soccer guarantees the clubs' full confidentiality regarding all information submitted during the licensing process. Anyone involved in the licensing process or appointed by Canada Soccer must sign a confidentiality acknowledgment before assuming their tasks.

## 13. Spot Checks

1. Canada Soccer and/or Concacaf reserves the right to conduct spot checks at any time, at the clubs, stadiums, training facilities and headquarters.
2. FIFA has the right to request Concacaf to conduct a specific spot check.
3. The spot checks aim to ensure licenses have been correctly awarded by Canada Soccer at the time of the final and binding decision.
4. Upon FIFA's request, Concacaf shall send FIFA comprehensive reports about the results of the spot checks.
5. If Concacaf determines that Canada Soccer issued a license in breach of the national and Concacaf Club Licensing Regulations, Canada Soccer shall be sanctioned by Concacaf's Disciplinary Committee in accordance with the applicable disciplinary regulations. If deemed appropriate, the matter may also be referred to Concacaf's Ethics Committee.

## 14. FIFA Spot Checks

1. If Concacaf fails to implement a spot check procedure, does not conduct spot checks of Canada Soccer or does not send to FIFA, at its request, comprehensive reports about the result of the spot checks, FIFA shall set Concacaf a deadline to do so. If this deadline is not respected by Concacaf, FIFA has the right to conduct the spot checks directly. Canada Soccer is obliged to cooperate with FIFA for this purpose and provide FIFA with full access to the files.
2. If FIFA realizes that Canada Soccer has issued a license in breach of the national and Concacaf Club Licensing Regulations, FIFA shall inform Concacaf so the latter can

sanction Canada Soccer in accordance with Article 12. If Concacaf fails to act or fails to impose sanctions, FIFA shall set Concacaf a deadline to do so. If this deadline is not respected by Concacaf, the FIFA Disciplinary Committee has the right to sanction Canada Soccer directly in accordance with the FIFA Disciplinary Code.

### 15. Catalogue of Sanctions

Under the Club Licensing Regulations or the Support Manual, Canada Soccer will establish a Catalogue of Sanctions for the Club Licensing system (e.g. for non-fulfillment of National Criteria). The Catalogue of Sanctions may include, but is not limited to:

- a) a caution;
- b) a fine;
- c) the obligation to submit evidence or fulfill certain conditions by a certain deadline;
- d) the deduction of points;
- e) a prohibition on concluding new transfer agreements or players' contracts; or
- f) the obligation to submit guarantees.

### 16. Option for Canada Soccer to Delegate the Club Licensing System to its Members

1. Canada Soccer may delegate the Club Licensing system, in whole or in part, to a League in Membership or

Member Association, subject to the approval of Concacaf's General Secretariat.

2. Canada Soccer, as a member of Concacaf, remains fully responsible for the proper implementation of the Club Licensing system, regardless of whether there is a delegation.

## Section III: Canada Soccer Club Licensing Criteria

### I. INFRASTRUCTURE CRITERIA

Implementation of the Infrastructure Criteria is aimed at ensuring that clubs have adequate stadiums and training facilities for all matches and training sessions, as well as informing clubs of the minimum requirements their stadiums must comply with to participate in Concacaf club competitions.

### 17. Club Infrastructure

The club must accurately complete and submit the *Infrastructure* section on the Club Licensing System.

### 18. The Stadium

1. The club must have a stadium available to host home matches through one of the following options:

- a) The club legally owns the stadium; or
- b) The club rents a stadium or is permitted to use a stadium free of charge. The club must provide a copy of the written contract or agreement with the owner of the stadium. The contract or agreement specifying the club's use of the stadium for all home matches should be, at a minimum, for the duration of the upcoming season.

2. The stadium must have permanent seating for a minimum of 2000 spectators. ***For National 2 applicants, the stadium capacity may be less than 2000.***

3. The stadium must be enclosed.

4. The stadium must have adequate spectator security, adequate vehicular access and parking, permanent public sanitation facilities, and adequate concessions.

5. The stadium must have a press box capable of seating twenty people, with adequate security, and a separate area for the working press. It shall have a separate area for electronic broadcast, at least one broadcast phone line if requested by a visiting team, one long-distance phone line, one local phone line, online capabilities, a fax machine, a copying machine, a video (not of production quality) and refreshments. ***Not required for National 2 License.***

6. The stadium shall have a field of play which measures at least 68 meters by 105 meters (expandable to 75 by 110 meters) unless otherwise required by the Competition authorities and approved by Canada Soccer. The stadium shall have field markings and equipment according to FIFA Rules and free of non-soccer markings, a stadium clock capable of counting up or down forty-five (45) minutes, a scoreboard indicating the current score, and a public-address system.

7. A minimum of three (3) separate locker rooms (home team, away team, and match officials) are to be provided. Each shall have separate showers and toilets that are not accessible by the public. On match day, security shall be provided for the locker rooms from a minimum of two (2) hours before the scheduled kick off time until one (1) hour after the game or when the last player or official has left the area, whichever is appropriate. (Note: new build stadiums shall have three (3) additional locker rooms to enable double headers to be played and separate locker rooms for male and female match officials.)

8. All outdoor playing surfaces must meet FIFA standards.

#### **19. The Training Fields**

The club must have all its training fields registered with Canada Soccer by completing and submitting the *Infrastructure section on the Club Licensing System*.

#### **20. The Headquarters**

The club must maintain a full-time office, located in the team's market area. The office shall be able to accommodate the required staff and team activities. It shall be open during regular business hours for twelve (12) months a year. It shall be equipped with all the usual and necessary office equipment and supplies.

## **II. TECHNICAL & SPORTING CRITERIA**

Implementation of the Technical and Sporting Criteria is aimed at identifying and increasing the number of players and coaches while improving the experience for youth players at the club level.

## 21. Club Youth & Technical Section

The club must accurately complete and submit the *Technical* section on the Club Licensing System.

## 22. Club Sporting Personnel

The Club must appoint, at a minimum, the following required positions:

- 1) Head Coach for its first team
- 2) Assistant Coach for its first team
- 3) Licensed Medical Staff to oversee all Club medical matters
- 4) Physiotherapist to its first team
- 5) Goalkeeper Coach for its first team
- 6) Physical Trainer for its first team

No individual may simultaneously occupy an administrative role and a sporting role for these requirements.

## 23. Head Coaches

The club must have a qualified head coach appointed to all teams who holds the required CSA Coaching License or an acceptable foreign license as determined by Canada Soccer, **OR** he or she has demonstrated enrollment to actively participate in the next available/applicable Canada Soccer Coaching License course conducted by the Association. Coaches engaged with Youth teams must hold the required CSA Coaching License appropriate to youth development.

- National 1 License Head Coach = A Diploma
- National 2 License Head Coach = B Diploma
- Youth Program Head Coach = B Diploma

## 24. Assistant Coaches

The club must appoint a qualified Assistant Coach to all teams who holds the required CSA Coaching License, or an acceptable foreign license as determined by Canada Soccer, **OR** he or she has demonstrated enrollment to actively participate in the next available/applicable Canada Soccer Coaching License course conducted by the Association. Coaches engaged with Youth teams must hold the required CSA Coaching License appropriate to youth development.

- National 1 License Assistant Coach = B Diploma
- National 2 License Assistant Coach = C Diploma
- Youth Program Assistant Coach = C Diploma

## 25. Goalkeeper Coaches

The club must appoint, at a minimum, a qualified Goalkeeper Coach to its team who holds the required CSA Coaching License, or an acceptable foreign license as determined by Canada Soccer, **OR** he or she has demonstrated enrollment to actively participate in the next available/applicable Canada Soccer Coaching License course conducted by the

Association. Coaches engaged with Youth teams must hold the required CSA Coaching License appropriate to youth development.

- National 1 and National 2 License Goalkeeper Coach = Canada Soccer Goalkeeping Diploma
- Youth Program Goalkeeper Coach = Canada Soccer Goalkeeping Diploma

## 26. Online Registration of All Club Teams

All coaches and players, including youth players and coaches, must be registered with Canada Soccer through Canada Soccer Connect, the Canada Soccer online platform.

All contracts for professional players must be properly registered (refer to Articles 2 and 5 of the FIFA Regulations on the Status and Transfer of Players).

A roster of all players and coaches in the first team(s) and youth team(s) must be uploaded.

## 27. Alignment

Each club must align to the Canada Soccer Pathway and its Provincial/Territorial Member Association(s) Pathway and be compliant with the rules and regulations of Canada Soccer and its Provincial/Territorial Member Association.

## 28. Youth Teams

The club must, at a minimum and in line with its youth development plan, satisfy the following youth team requirements:

- Two (2) youth teams between the ages of 15 to 20 years of age. An affiliation with a club that fulfills this requirement is possible, but that club must be a member of Canada Soccer or a Member Association and must fulfill the criteria regarding a National Youth Club License.
- Clubs who operate a youth program for players Under 13 and younger will be required to align to the *Canada Soccer Grassroots Standards* by the start of the season 2026.
- A club holding the National 1 Club License cannot operate ongoing programming that removes players from amateur youth programs before Under 14. Clubs holding the National 1 Club License may operate camps or open registration supplemental programs prior to Under 14.
- Appoint a licensed Head Coach to its youth team(s)
- Appoint licensed Assistant Coach to its youth team(s).

No individual may simultaneously occupy an administrative role and a sporting role for these requirements.

## 29. Medical Care & Personnel

All first team players must undergo and pass an annual medical examination performed by

a certified healthcare professional and have medical insurance provided by the club or League.

All full-time youth program players over the age of twelve (12) must undergo and pass an annual medical examination performed by a certified healthcare professional.

The club must appoint a minimum:

- One licensed medical staff member to oversee all club medical matters, with the appropriate national certification.
- One Physiotherapist to its first team, with the appropriate certification.
- One Physical trainer for its first team.

### 30. Club Strategy, Philosophy & Performance

Each Club shall document and make available to Canada Soccer its Club strategy, philosophy, and performance goals, as well as a youth development plan detailing its philosophy and objectives regarding its approach to sustaining youth teams.

***Recommended, but not a requirement for a National 2 License.***

### 31. Technical Decision Processes & Staff Collaboration

Each club shall establish a technical board/committee of key decision makers within the club to ensure collaboration on key technical initiatives and that discusses and supports the key aspects of Art. 27 above.

***Recommended, but not a requirement for a National 2 License.***

### 32. Team Development: Curriculum, Philosophy, Training & Competition Integration

Each club shall have and present a soccer philosophy, curriculum, and training/competition strategy.

***Recommended, but not a requirement for a National 2 License.***

### 33. Individual Development: Vision, Evaluation, Development Plans

Each club shall have and present a strategy and vision by which it evaluates and monitors the individual development of its players.

***Recommended, but not a requirement for a National 2 License.***

### 34. Player Welfare and Safe Sport Compliance

The club affirms that player welfare is the top priority. All medical and training practices will adhere to Canada Soccer's Safe Sport policies and the highest ethical standards. This means maintaining a safe environment free from harassment or abuse, ensuring informed consent for treatments, protecting the privacy rights of minors, and empowering players to speak up about any medical or welfare concerns. A player-first approach will guide every decision – for instance, if a player needs to take additional rest for health reasons, the club will support that fully, even if it means missing games. Additionally, the use of a neutral player advocate or liaison whom players can approach regarding any health or welfare issues, so that they always have an independent channel in case of concerns is highly encouraged. By embedding these principles, the club safeguards players' physical and mental well-being.

### 35. Safe Soccer

Each club must demonstrate that it actively adheres to and implements all relevant areas of the Canada Soccer Guide to Safety, must establish and implement a policy to protect, safeguard, and ensure the welfare of youth players and ensure they are in a safe environment when participating in activities organized by the Club and at a minimum, must:

1. Adhere to Canada Soccer's Code of Conduct and Ethics;
2. Have a Code of Conduct for both its staff/team personnel and athletes;
3. Have guidelines for appropriate/inappropriate conduct between adults/adolescents and children;
4. Have a youth team travel policy that clearly defines responsibilities, restrictions, and acceptable/unacceptable behaviours that are shared with, and agreed to, by parents, athletes, and team personnel;
5. Have a Policy or Procedures in place outlining what to do if you witness inappropriate conduct that is provided to parents, coaches, and all team personnel;
6. Have a Policy or Procedures in place requiring that any suspicion of child abuse be reported to law enforcement;
7. Provide an environment that supports participants' physical and emotional safety (free of bullying, discrimination, etc.);
8. Ensure all staff, coaches and team personnel have completed proper Background Screening, including a Criminal Record Check (CRC) with a Vulnerable Sector Check (VSC) or Enhanced Police Information Check (E-PIC) within the last 3 years;
9. Ensure that 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;
10. Have a Rule of Two Policy on which it educates players, parents, coaches, and team personnel; and
11. Have Concussion and Anti-Doping Policies & Education Programs for Players and Team Personnel that conform to those of Canada Soccer.

### 36. Coaching Development: Education, Career Management & Evaluation

Each club shall have and present a strategy and process by which it educates, develops, and evaluates its coaches. ***Recommended, but not a requirement for a National 2 License.***

### 37. Talent Identification

Each club shall have and present a vision, strategy, and methodology by which it scouts and identifies talented players. ***Recommended, but not a requirement for a National 2 License.***



### 38. Women's Soccer

Each club shall incorporate a female soccer program into its strategy and plan. This may be demonstrated through active involvement in Canada Soccer's Regional Excel Program (REX), the establishment of girls' youth teams, or a series of girls' youth tournaments, festivals, or clinics to actively engage and encourage female involvement in soccer.

## III. ADMINISTRATION CRITERIA

Implementation of the Administration Criteria is aimed at encouraging clubs to appoint individuals to key administrative roles to increase the level of professionalism at the organizations.

### 39. General Club Information

The club must accurately complete and submit the online *General Club Information* section on the Club Licensing System.

### 40. Administrative Personnel

No individual may simultaneously occupy an administrative role and a sporting role for these requirements.

No individual may occupy multiple administrative roles for these requirements (2027)

### 41. General Manager

The club shall have a General Manager or Chief Executive who is responsible for managing its daily operations.

### 42. Technical Director / Academy Director

The club shall have a Director who is responsible for guiding the Club's development programs and strategy, philosophy and performance goals regarding, but not limited to, its coaching education, development, performance evaluation, and curriculum.

***Recommended, but not a requirement for a National 2 License.***

### 43. Team Manager/Administrator

The club shall have an administrator or registrar who is responsible for the registration and administration of its players.

### 44. Media Officer

The club shall appoint a Media Officer who is responsible for running its media operations.

### 45. Finance Officer

The club shall appoint a Finance Officer who is responsible for its financial operations. This individual can be either a person working in the club's administration, or an external partner mandated by the club through a written contract.

### 46. Marketing Officer

The club shall have appointed a Marketing Officer who is responsible for its commercial matters.



#### 47. Medical Staff

The club shall appoint a doctor, and each team must have one (1) physiotherapist, certified and licensed by their respective national regulatory authorities.

#### 48. Security Officer

The club must appoint a Security Officer who is responsible for its safety and security operations.

#### 49. Venue Officer

The club must appoint a Venue Officer or primary operational contact for all stadium matters.

#### 50. Communication Plan

The club must follow a structured communication plan to facilitate clear and timely information sharing. This plan establishes designated points of contact at the club for various matters, ensuring direct and efficient lines of communication.

#### 51. Day of Game Personnel

Clubs shall engage a press box supervisor, a field manager, a visiting team liaison person, a match official's liaison officer, adequate uniformed security, access to an ambulance with a ten-minute response time, at least six uniformed ball persons, adequate ticket staff and where appropriate, ushers. Key personnel shall be in radio communication with match day operations.

#### 52. Staff Management

All clubs must document and submit its staffing structure in an organizational chart that details all employees and their function within the club. It must also have:

1. Job descriptions
2. Staff Handbook/Policy Manual
3. Staff recruitment, selection strategy, and screening policy – in particular, screening and Criminal Records / Vulnerable Sector Check for any individual in contact with minors.
4. Succession plan

***Recommended, but not a requirement for a National 2 License***

### IV. GOVERNANCE, FINANCIAL & LEGAL CRITERIA

Implementation of the Governance, Financial and Legal Criteria aims to assist Canada Soccer in understanding the financial capabilities, protecting and safeguarding the integrity and continuity of club competitions. It also looks to understand the capabilities of the clubs while formalizing their legal structure.

#### 53. Club Finances Section

The club must accurately complete and submit the *Club Finances* Section in Canada Soccer Connect.

#### 54. Bank Account

The Club must have a bank account under its name.

#### 55. Budget

The club must prepare and submit or present a budget for the upcoming season.

#### 56. Financial Statements

The club may be required, at the request of Canada Soccer, Concacaf, or FIFA, to prepare and submit or present its audited Financial Statements (Balance Sheet, Income Statement and Audit Reports) from the previous fiscal year. In alignment with the Concacaf Club Licensing Regulations, all Clubs will be required to prepare and submit their audited financial statements from the previous fiscal year beginning in 2027. Concacaf Administration reserves the right to review audited financial statements from any Club.

The Club must provide accurate financial information on:

1. Club Total Income (in USD)
2. Club Merchandise Income (in USD)
3. Club Gate Receipts Income (in USD)
4. Club Total Expenses (in USD)
5. Club Total Player Salaries (in USD)
6. Club Head Coach Salary (in USD)

#### 57. Overdue Payables

The Club must prove it has no overdue payables toward other Clubs.

The Club must prove it has no overdue payables or outstanding contractual and/or legal obligations with its current/former employees and social/tax authorities. The term “employees” shall include, but is not limited to:

- a) All professional players according to the applicable FIFA Regulations on the Status and Transfer of Players; and for this requirement, a signed declaration by the team captain states that there are no overdue payables toward players.
- b) The administrative, technical, medical, and security staff. For the purposes of this requirement, a signed declaration by a Club authorized signatory is required stating that there are no overdue payables toward administrative, technical, medical, and security personnel.

#### 58. Legal Declaration

The administrative, technical, medical, and security staff. For the purposes of this requirement, a signed declaration by a Club authorized signatory is required stating that there are no overdue payables toward administrative, technical, medical, and security personnel. The club must submit a legally valid declaration confirming the following:

- a) It recognizes as legally binding the Statutes, By-laws, rules and regulations, and decisions of FIFA, Concacaf, Canada Soccer and of its respective league;
- b) It recognizes the exclusive authority of CAS (the Court of Arbitration for Sport in

- Lausanne) for any dispute of international dimension involving FIFA, Concacaf and Canada Soccer;
- c) It recognizes the exclusive authority of the SDRCC (Sport Dispute Resolution Centre of Canada) for any dispute of national dimension and Canada Soccer, Member Associations, Leagues, and clubs;
  - d) It recognizes the prohibition on recourse to ordinary courts under the FIFA Statutes, the Concacaf Statutes, and Canada Soccer Bylaws;
  - e) At a national level, it will play in competitions that are recognized and endorsed by Canada Soccer (e.g. national championship, national cup);
  - f) At regional level, it will participate in competitions recognized by Concacaf. For the avoidance of doubt, this provision does not relate to friendly matches;
  - g) It undertakes to abide by and observe the provisions and conditions of the national regulations;
  - h) All submitted documents under the Club Licensing system are complete and accurate;
  - i) It authorizes the competent Club Licensing authority to examine documents, seek information and in the event of any appeal procedure, seek information from any relevant public authority or private body in accordance with national law;
  - j) It acknowledges that Canada Soccer, Concacaf, and FIFA reserves the right to conduct spot checks at national level to review the assessment and decision-making processes.

An authorized signatory of the club must execute this declaration.

#### 59. Ownership and Control of Clubs

The club must submit a legally valid declaration outlining the ownership structure (if applicable) and control mechanism of the club that details as follows:

No natural or legal person involved in the management, administration and/or sporting performance of the Club, either directly or indirectly:

- a) Holds or deals in the securities or shares that allows such person to exercise significant influence in the activities of any other club participating in the same competition;
- b) Holds a majority of the shareholders' voting rights of any other club participating in the same competition;
- c) Has the right to appoint or remove a majority of the members of the administrative, management or supervisory body of any Club participating in the same competition;
- d) Is a shareholder and along Controls a majority of the shareholders' voting rights of any other club participating in the same competition pursuant to an agreement entered into with other shareholders of the club in question;
- e) Is a member of any other club participating in the same competition;
- f) Is involved in any capacity whatsoever in the management, administration and/or

sporting performance of any other club participating in the same competition;  
and

- g) Has any power whatsoever over the management, administration and/or sporting performance of any other club participating in the same club competition.

#### 60. Statutes and Extract of Register

The club must provide the following documents:

- a) A copy of the club's valid Statutes, By-laws, or the equivalent legal document;
- b) If applicable, an extract from a public register (e.g. trade register) which demonstrates that the club is a legal entity and contains Registered Name, Popular Name, Address of Headquarters, Legal Form, list of authorized signatories, and type of required signature (e.g., individual, collective).

#### 61. Annual General Meeting

The club must provide the date of its last held Annual General Meeting (AGM).

#### 62. Written Contracts with Professional Players

All professional players employed by the club must have a written employment contract with the club and that contract must be registered with Canada Soccer through its online registration platform – Canada Soccer Connect (see Articles 2 and 5 of the FIFA Regulations on the Status and Transfer of Players).

### V. SOCIAL RESPONSIBILITY CRITERIA

Implementation of the Social Responsibility Criteria is aimed at increasing the involvement and impact of clubs in their local communities.

#### 63. Anti-Racism Protocol

The club must inform (and instruct) its players, officials, and fans of the Concacaf Anti-Racism protocol for matches.

The club must provide a declaration of implementation of the Concacaf Anti-Discrimination Protocol for all home matches.

#### 64. Community Relations / Outreach

The club must appoint a Community Relations Officer who is responsible for community engagement/initiatives to develop and maintain strong and mutually beneficial relationships with its community. **Recommended, but not a requirement for a National 2 License.**

### Section IV: Final Provisions

#### 65. Authoritative Text

If there is any discrepancy in the interpretation of the English or French versions of these Regulations, the English version shall be authoritative.

#### 66. Matters not provided for herein

The Canada Soccer administration will have the final decision on any matter not provided for in these Regulations or in cases of force majeure or in the event of ambiguity or conflict between Articles.

#### 67. Language of Correspondence

All correspondence between Canada Soccer, the league and/or club must be in one of Canada's official languages (English or French). If any correspondence is not written in any of the official languages, then Canada Soccer may request any party for a certified translation of documents at their expense.

#### 68. Adoption and Entry into Force

These Regulations were adopted by Canada Soccer Board of Directors and come into force with immediate effect.