

CANADA SOCCER CLUB LICENSING SUPPORT MANUAL

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NATIONAL YOUTH 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 National Youth Club Licence.

I. GENERAL TIMETABLE AND DEADLINES FOR THE CLUB LICENSING PROGRAM

Canada Soccer has established a timetable and deadlines for implementing the Club Licensing Program. The list below contains an overview of the actions that will be taken by Canada Soccer, its Member Associations (MAs), and Member Organizations, as well as the associated deadlines, for the National Youth Club Licence process.

Deadline	Organization	Action
By 01.08 yearly	Canada Soccer	Confirm and post National Youth Club Licence Criteria and invite letters of intent from member organizations
By 31.08 yearly	Member Organizations	Submit a written and signed letter of intent to apply for a National Youth Club Licence
By 01.09 yearly	Canada Soccer	Provide a list of potential applicants for the National Youth Club Licence from within its jurisdiction to each MA
By 08.09 yearly	Canada Soccer	Provide access to National Youth Club Licence Application Platform to Member Organizations submitting letter of intent and in good standing.
By 01.11 yearly	Member Organizations	Submit National Youth Club Licence Application Package and all supporting documentation to Canada Soccer Club Licensing Manager
By 31.03 yearly	Canada Soccer	Canada Soccer Club Licensing Committee completes reviews of all National Youth Club Licence applications
By 15.07 yearly	Canada Soccer	Notification and communication of Canada Soccer Club Licensing Committee decisions to all National Youth Club Licence applicants in writing
Earlier of 29.07 yearly or 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
15 days from receipt of application for leave to appeal	Canada Soccer	Decision of whether appeal will be granted by Canada Soccer Chair of Appeals Committee and/or Appeals 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 licence applications of member organizations submitting appeals
By 15.09 yearly or 7 days after the final appeal decision	Canada Soccer	Submission of all licensing decisions by Canada Soccer to governing MA, MLS, and CONCACAF

II. RESPONSIBILITIES OF CANADA SOCCER

In addition to establishing the Club Licensing System, Canada Soccer has opted to accept additional responsibilities with regards to the National Youth Club Licence.

The actions and associated deadlines for these responsibilities are outlined below.

Deadline	Action
By 01.08 yearly	Confirm and post National Youth Club Licence Criteria and invite letters of intent from member organizations
By 01.09 yearly	Provide a list of potential applicants from within its jurisdiction to each MA
By 08.09 yearly	Provide National Youth Club Licence Application Package to Member Organizations submitting a letter of intent
By 31.03 yearly	Conduct an Application Review Meeting with each organization applying for the National Youth Club Licence
By 31.05 yearly	Canada Soccer Club Licensing Committee completes reviews of all National Youth Club Licence applications
By 15.07 yearly	Notification and communication of Canada Soccer Club Licensing Committee decisions to all National Youth Club Licence applicants in writing
15 days from receipt of application for leave to appeal	Decision of whether appeal will be granted by Canada Soccer Chair of Appeals Committee and/or Appeals Committee
60 days from receipt of application for leave to appeal	Final decision and notification by the Canada Soccer Appeals Committee regarding the licence applications of member organizations submitting appeals
By 15.09 yearly or 7 days after the final appeal decision	Submission of all licensing decisions by Canada Soccer to governing MA, MLS, and CONCACAF
By 31.07 yearly	Review, revise, and post National Youth Club Licence criteria

III. RESPONSIBILITIES OF THE MA

The actions and associated deadlines of the MA with regards to the National Youth Club Licence are outlined below. In addition, MAs may, at the request of Canada Soccer, collect and evaluate information related to the application, conduct site visits, and/or conduct supplemental reviews of applicants for participation in standards-based leagues; however, the final decision on the granting of the National Youth Club Licence rests with Canada Soccer.

Deadline	Action
By 07.09 yearly	Confirm membership and standing of applicants for National Youth Club Licence from within jurisdiction
By 30.11 yearly	Complete and submit Member Association Endorsement Form for each applicant for the National Youth Club Licence from within jurisdiction

IV. RESPONSIBILITIES OF THE MEMBER ORGANIZATION

To obtain a Canada Soccer National Youth Club Licence, the member organization must meet all criteria for the Canada Soccer National Youth Club Licence. Achievement of some criteria will be determined partly using subjective analysis by Canada Soccer. In those cases, additional feedback will be provided to the member organization should the criteria be deemed incomplete.

Member Organizations may be awarded a National Youth Club Licence with a supporting Action Plan that has been developed by Canada Soccer or be provided an Action Plan that must be completed prior to being awarded a National Youth Club Licence. The use of Action Plans is at the sole discretion of Canada Soccer.

These criteria include the accurate completion and submission of a completed application through the Canada Soccer Club Licensing System, which includes the following sections:

- ▶ Organization Information
- ▶ Safety
- ▶ Accessibility and Inclusion
- ▶ Technical
- ▶ Administration and Finance
- ▶ Governance

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

- ▶ President's Commitment
- ▶ Administrative Lead's Commitment
- ▶ Technical Lead's Commitment

The Canada Soccer National Youth Club Licence Standards indicate all criteria which must be met by the organization to be granted a National Youth Club Licence. Additional guidance on the supporting documentation required to be submitted to the Canada Soccer Club Licensing Manager as a part of the National Youth Club Licence application by the specified deadline is available in the Club Licensing Applicants Guide.

If the member organization fails to meet ANY of the criteria listed in the tables below, it may not be granted a National Youth Club Licence.

Deadline	Action
31.08 yearly	Written and signed letter of intent to apply for a National Youth Club Licence submitted to Canada Soccer
01.11 yearly	National Youth Club Licence application submitted to Canada Soccer through the Club Licensing System

V. CLUB LICENCE REVIEW PROCESS

The review of applications for the Canada Soccer National Youth Club Licence will utilize the following process. To obtain a National Youth Club Licence, member organizations must participate in a review meeting.

Deadline	Responsibility	Action
By 01.11 yearly	Canada Soccer	Canada Soccer appoints a Club Licensing Committee, which includes the Club Licensing Manager as well as at least one individual with expertise in the areas of finance, technical, governance, and administration
By 08.11 yearly	Club Licensing Manager	Completed National Youth Club Licence Application Packages are shared with Club Licensing Committee Members
By 15.12 yearly	Club Licensing Committee	Club Licensing Committee meets (either virtually or in person) to review all applications using the following process: 01. Technical Criteria (including infrastructure relating to technical programs) 02. Financial Criteria 03. Administrative Criteria (including infrastructure relating to administration) 04. Governance Criteria The review process may be concluded at any time if the application fails to meet the required criteria
By 15.01 yearly	Club Licensing Committee	Club Licensing Committee develops a preliminary report for each application based on the review
By 15.02 yearly	Member Organization	Member Organization submits a preliminary Action Plan in the Club Licensing System
By 15.03 yearly	Club Licensing Committee	Club Licensing Committee provides feedback on the preliminary Action Plan within the Club Licensing System
By 31.03 yearly	Canada Soccer	Club Licensing Committee representative(s) meets (either virtually or in person) with the President (or designate), Administrative Lead, and Technical Lead of each applicant to review the preliminary report and develop an action plan to address areas of concern, if necessary Representatives of the MA in jurisdiction may be included in this meeting at the discretion of Canada Soccer
By 30.04 yearly	Member Organization	Member Organization submits an Action Plan report in the Club Licensing System
By 15.06 yearly	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 preliminary report and decision regarding all licence applications
By 15.07 yearly	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)
Current Criteria	Criteria must be met at the time of application in advance of 01.11 yearly	If Criteria is not met, Licence may not be granted
Actionable Criteria (i.e. required in advance of a future date)	Review of application against Criteria: <ul style="list-style-type: none"> ▶ If Criteria is met to the satisfaction of the Club Licensing Committee, no further action is required ▶ If Criteria is met but additional development is required or the Criteria is not met, an Action Plan may be developed to meet the criteria in advance of a set deadline 	N/A
Action Plan Criteria	Member Organization must submit a progress report against the Action Plan to the Club Licensing Manager in advance of the deadline communicated and at minimum twice per year in advance of April 30 and October 31. <ul style="list-style-type: none"> ▶ Failure to submit a progress report 	1 st Offence = Warning 2 nd Offence = Organization placed under review* 3 rd Offence = Removal of Licence
General Scale of Sanctions applicable to all Criteria	At the sole discretion of the Club Licensing 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 <p>Repeated sanctionable offenses may result in increased sanctions.</p>	01. Development or revision of Action Plan 02. Meeting with Club Licensing Committee Representative(s) 03. Written warning 04. Monetary Sanction (Fine) 05. Organization placed under review* 06. 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.