

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 for 2020–2023.

I. GENERAL TIMETABLE AND DEADLINES FOR THE CLUB LICENSING PROGRAM

Canada Soccer has established a timetable and deadlines for implementing the Club Licensing Program for 2020–2023. 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.

| 2022-2023 | | |
|---|----------------------|--|
| Deadline | Organization | Action |
| By 03.08.2022 | Canada Soccer | Confirm and post National Youth Club Licence Criteria and invite letters of intent from member organizations |
| By 31.08.2022 | Member Organizations | Submit a written and signed letter of intent to apply for a National Youth Club Licence |
| By 01.09.2022 | Canada Soccer | Provide a list of potential applicants for the National Youth Club Licence from within its jurisdiction to each MA |
| By 07.09.2022 | Canada Soccer | Provide access to National Youth Club Licence Application Platform to Member Organizations submitting letter of intent and in good standing. |
| By 01.11.2022 | Member Organizations | Submit National Youth Club Licence Application Package and all supporting documentation to Canada Soccer Club Licensing Manager |
| By 31.03.2023 | Canada Soccer | Conduct an Application Review Meeting with each organization applying for the National Youth Club Licence |
| By 31.05.2023 | Canada Soccer | Canada Soccer Club Licensing Committee completes reviews of all National Youth Club Licence applications |
| By 15.06.2023 | Canada Soccer | Notification and communication of Canada Soccer Club Licensing Committee decisions to all National Youth Club Licence applicants in writing |
| Earlier of 29.06.2023 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 15.07.2023 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 02.08.2022 | Confirm and post National Youth Club Licence Criteria and invite letters of intent from member organizations |
| By 01.09.2022 | Provide a list of potential applicants from within its jurisdiction to each PTSO |
| By 07.09.2022 | Provide National Youth Club Licence Application Package to Member Organizations submitting a letter of intent |
| By 31.03.2023 | Conduct an Application Review Meeting with each organization applying for the National Youth Club Licence. |
| By 31.05.2023 | Canada Soccer Club Licensing Committee completes reviews of all National Youth Club Licence applications |
| By 15.06.2023 | 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 15.07.2022 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.

| Deadline | Action |
|---------------|--|
| By 06.09.2022 | Confirm membership and standing of applicants for National Youth Club Licence from within jurisdiction |
| By 30.11.2022 | 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 or have an Action Plan in place that has been developed in consultation with and approved by 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 following tables indicate all criteria which must be met by the organization to be granted a National Youth Club Licence for the 2023 and 2024 seasons. The Supporting Documentation indicated must be submitted to the Canada Soccer Club Licensing Manager as a part of the National Youth Club Licence application by the specified deadline.

If the member organization fails to meet ANY of the criteria listed in the tables below and/or develop and adhere to an acceptable Action Plan, the organization may not be granted a National Youth Club Licence for 2023 and 2024.

| General | | | |
|---------|--|--------------------------|------------|
| | Criteria | Supporting Documentation | Deadline |
| | Written and signed letter of intent to apply for a National Youth Club Licence submitted | Letter of Intent | 31.08.2022 |
| 1-11 | General Information accurately completed and submitted | | 01.11.2022 |

| Technical and Sporting | | | |
|------------------------|---|--|------------|
| | Criteria | Supporting Documentation | Deadline |
| | Provides a safe soccer experience | President's, Administrative Lead's, and Technical Lead's Commitments | 01.11.2022 |
| 13 | Adheres to Canada Soccer Code of Conduct and Ethics | | 01.11.2022 |
| 14 | Has a Code of Conduct to Protect Children | Code of Conduct to Protect Children | 01.11.2022 |
| 15 | Has Guidelines for Appropriate/Inappropriate Conduct between Adults/Adolescents and Children | Guidelines for Appropriate/ Inappropriate Conduct between Adults/ Adolescents and Children, Code of Conduct to Protect Children | 01.11.2022 |
| 16 | Has a Policy outlining what to do if you witness inappropriate conduct that is provided to parents, coaches, and team personnel | Policy outlining what to do if you witness inappropriate conduct provided to parents, coaches, and team personnel Code of Conduct to Protect Children | 01.11.2022 |
| 17 | Has a Policy requiring that any suspicion of child abuse is reported to law enforcement | Policy requiring that any suspicion of child abuse is reported to law enforcement Code of Conduct to Protect Children | 01.11.2022 |
| 18 | Provides an environment that supports physical and emotional safety (free of bully, discrimination, etc.) | Anti-Bullying Policy, Anti-Discrimination Policy/Equity and Inclusion Policy | 01.11.2022 |

| | | | |
|----|--|--|----------------|
| 19 | Supports the Coaches Association of Canada Responsible Coaching Movement | Signs the CAC Responsible Coaching Movement Pledge. Screenshot confirmation of completion of Responsible Coaching Movement Pledge | 01.11.2022 |
| 20 | Has Rule of Two Guidelines on which it educates players, parents, coaches, and team personnel | Rule of Two Guidelines | 01.11.2022 |
| 21 | All coaches and team personnel have completed Respect in Sport Activity Leader training | Coach and Team Personnel List | 01.11.2022 |
| 22 | 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 | Coach and Team Personnel List | 01.11.2022 |
| 23 | At least one parent or guardian from each participating family has completed Respect in the Sport Parent Program training | Training Report (if this criterion is being implemented) | Recommendation |
| 24 | Facilities and equipment are safe, well-maintained, and in good condition | As determined by applicant | 01.11.2022 |
| 25 | 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 | Commit to Kids Certificate | 01.11.2022 |
| 26 | Demonstrates active implementation of the Canada Soccer Guide to Safety | Description of implementation | 01.11.2022 |
| 27 | Provides an accessible, inclusive, and welcoming soccer environment | As determined by applicant | 01.11.2022 |
| 28 | Provides programming that targets underrepresented groups as outlined in the Canada Soccer Guide to Accessibility and Inclusion | Description of Programming | 01.11.2022 |
| 29 | Has programs, partnerships, and/or other mechanisms to reduce barriers to participation | Description of Programming | 01.11.2022 |
| 30 | Promotional materials and program images use inclusive language and images | As determined by applicant | 01.11.2022 |
| 31 | Facilities are accessible to participants of all abilities | AODA Policy or equivalent | 01.11.2022 |
| 32 | Demonstrates active implementation of the Canada Soccer Guide to Accessibility and Inclusion | Description of implementation | 01.11.2022 |

| Technical and Sporting | | | |
|------------------------|---|---|------------|
| | Criteria | Supporting Documentation | Deadline |
| 33-37 | <p>Submits a Club Pathway that demonstrates the following:</p> <ul style="list-style-type: none"> ▶ Alignment to Provincial/Territorial Pathway ▶ Alignment to National Player Pathway ▶ An established pathway to provide players with access to opportunities for participation in Grassroots, Community, Competitive, and Development/Performance Streams ▶ An established pathway that provides opportunities for players to continue participation in the Soccer for Life stage (senior and masters) | Club Pathway | 01.11.2022 |
| 38 | Player Management Processes describing processes and supports in place to support players in moving through the Club Pathway | Player Management Pathway | 01.11.2022 |
| 39-46 | <p>Submits a Technical Plan that Includes the following:</p> <ul style="list-style-type: none"> ▶ Program Descriptions ▶ Program alignment to Long Term Player Development stage-appropriate best principles as outlined by Canada Soccer ▶ Alignment to Strategic and Operational Plans ▶ Holistic approach that includes Physical, Mental, Technical/Tactical, and Social/Emotional development ▶ Yearly Training Plan (YTP) that includes training and competition components for all stages, age groups, levels, and teams in which the organization provides programming ▶ Playing Philosophy and Training Methodology and/or Curriculum aligned to Long Term Player Development model ▶ Game Model aligned to playing philosophy | <p>Technical Plan</p> <p>Yearly Training Plan</p> <p>Game Model</p> | 01.11.2022 |
| 47-49 | <p>Coach Recruitment, Retention, Development, Assessment, Advancement and Recognition Strategy that includes the following:</p> <ul style="list-style-type: none"> ▶ Targets women in coaching ▶ Focuses on transition of players to coaching roles | Coach Recruitment, Retention, Development, Assessment, Advancement and Recognition Strategy | 01.11.2022 |
| 50-56 | <p>Sport Science and Medicine Plan that:</p> <ul style="list-style-type: none"> ▶ Is aligned to Technical Plan ▶ Supports physical, mental, and social/emotional development ▶ Includes a Physical Training Plan that includes a stage-appropriate testing protocol ▶ Provides both general group and individual Sport Science training and support ▶ Includes injury prevention, assessment, treatment, and return to play protocols ▶ Includes Anti-Doping Policy and Education Program for Players and Team Personnel | Sport Science and Medicine Plan | 01.11.2022 |

| Technical and Sporting | | | |
|------------------------|---|---|--|
| | Criteria | Supporting Documentation | Deadline |
| 57-59 | Technology Support Plan that: <ul style="list-style-type: none"> ▶ Makes match video available to coaches and players ▶ Has video analysis capabilities | Technology Support Plan | 01.11.2022 |
| 60 | Operates a licensed Canada Soccer Skill Centre | Implementation Plan or Program Description + Separate Application | Implementation Plan by 01.11.2022 Operational by 04.30.2023 |
| 61 | Participates in a U11/U12 Developmental League that aligns to Canada Soccer requirements for Skill Centres | Description of competitive environment + separate application | Implementation Plan by 01.11.2022 Operational by 30.04.2023 |
| 62 | Participates in Canada Soccer Player Development Program or other competitive environment recognized by Canada Soccer | | |
| 63 | Provides futsal programming | Program description | 01.11.2022 |
| 64-71 | Has an identified Technical Lead with clearly defined responsibilities and the following certification: <ul style="list-style-type: none"> ▶ Grassroots Workshops for all stages at which the organization provides programming Making ▶ Ethical Decisions Workshop and/or Online Evaluation ▶ Respect in Sport Activity Leader Program ▶ B Licence Part 2 (or National B Licence) ▶ Children's Licence ▶ Youth Licence ▶ Canada Soccer Executive Leadership Diploma | Organization Info, as outlined in application package | 01.11.2022 01.11.2022 01.11.2024 |
| 72 | The Technical Lead is committed to ongoing development and education | Technical Lead Commitment | 01.11.2022 |
| 73 | Coach training and/or certification is aligned to programs operated, the Canada Soccer Safe Sport Roster and/or PTSO standards | Coach and Team Personnel List | 01.11.2022 |
| 74 | Has a Goalkeeper Coach and provides Goalkeeper Training | Organization Info Program Description | 01.11.2022 |
| 75 | Goalkeeper Coach has completed Canada Soccer Youth Licence - Goalkeeping Workshop | | 01.11.2022 |
| 76 | Has access to an internal Learning Facilitator to deliver Canada Soccer Grassroots Coaching Workshops for the stages at which it offers programming | Organization Info | 01.11.2022 |

| Technical and Sporting | | | |
|------------------------|---|--|------------|
| | Criteria | Supporting Documentation | Deadline |
| 77 | Has access to an Integrated Support Team that includes properly certified experts in Nutrition, Mental Skills Training, Performance Analysis (Physiology and Biomechanics), as well as the Physical Training Provider and Medical Staff | Organization Info Sport Medicine and Science Plan | 01.11.2022 |
| 78 | Has access to a qualified Physical Training Provider who is responsible for development and oversight of Physical Training Plan in conjunction with Technical Lead and coaches (as applicable) | Organization Info Sport Medicine and Science Plan | 01.11.2022 |
| 79 | Has access to Medical Staff, which includes at minimum one doctor and one physiotherapist or athletic therapist that is properly certified and licensed | Organization Info Sport Medicine and Science Plan | 01.11.2022 |

| Administration and Financial | | | |
|------------------------------|--|---|--|
| | Criteria | Supporting Documentation | Deadline |
| 80 | Registers all participants with its governing organization(s) | MA Endorsement | 01.11.2022 |
| 81 | Does not interact with non-member organizations unless approved by governing organization(s) | MA Endorsement | 01.11.2022 |
| 82 | Has a bank account | | 01.11.2022 |
| 83 | Has a minimum of two signing authorities and requires two signatures on all financial transactions | As determined by applicant | 01.11.2022 |
| 84 | Prepares reviewed or audited financial statements | Engagement Review or Audited Financial Statements for the past 5 years | 01.11.2022 |
| 85-91 | Meets the following financial standards: <ul style="list-style-type: none"> ▶ Net Assets = >0 ▶ Current Ratio = >1.5 ▶ Debt Ratio = <0 ▶ Operating Reserves = >20% or confirmation of financial support equivalent to 20% Operating Reserve ▶ Average Earnings = >0 ▶ Staff Productivity Ratio = <2 ▶ Technical Cost Margin = >20% | Engagement Review or Audited Financial Statements for the past 5 years | 01.11.2022 |
| 92 | Provides financial support for Administrative Lead, Technical Lead, Technical Staff (if applicable), and coaches to pursue ongoing development, training and certification. | Budget | 01.11.2022 |
| 93-97 | Submits an Operational Plan that includes the following: <ul style="list-style-type: none"> ▶ Marketing and Communications Plan ▶ Financial Development Strategy ▶ Facility Strategy ▶ Community Engagement Strategy | Operational Plan Marketing and Communications Plan Financial Development Strategy Facility Strategy Community Engagement Strategy | 01.11.2022 01.11.2022 01.11.2022 Recommendation |

| Administration and Financial | | | |
|-------------------------------------|---|---------------------------------------|-----------------|
| | Criteria | Supporting Documentation | Deadline |
| 98-103 | Has administrative policies that include the following: <ul style="list-style-type: none"> ▶ Compliance with Personal Information Protection and Electronic Documents Act (PIPEDA) or other Provincial legislation that has been deemed substantially similar (if applicable) ▶ Refunds ▶ Collections ▶ Registrations ▶ Procurement ▶ Investments | Administrative Policies | 01.11.2022 |
| 104 | Submits an Organizational Chart | Organizational Chart | 01.11.2022 |
| 105 | Has an identified Administrative Lead with clearly defined responsibilities | Organization Info | 01.11.2022 |
| 106 | The Administrative Lead is committed to ongoing development and education | Administrative Lead Commitment | 01.11.2022 |
| 107-110 | Has a Human Resource Policy that includes the following: <ul style="list-style-type: none"> ▶ Employee responsibilities & behavioural standards ▶ Employment agreements ▶ Performance management ▶ All staff members have completed Respect in the Workplace training | Human Resource Policies Staff List | 01.11.2022 |
| 111 | Conducts an annual member/customer satisfaction survey and shares results with governing organization(s) | Survey Results | 01.11.2022 |

| Infrastructure | | | |
|-----------------------|--|---|-----------------|
| | Criteria | Supporting Documentation | Deadline |
| 12 | Infrastructure Form accurately completed and submitted | Infrastructure Section | 01.11.2022 |
| 112 | Has a physical space or access to a consistent location as a headquarters for operations | Infrastructure Section | 01.11.2022 |
| 113 | Has a website | Infrastructure Section | 01.11.2022 |
| 114 | Has access to facilities that meet the minimum requirements of the programs that it operates | Infrastructure Section Facility List | 01.11.2022 |
| 115 | Has a Facility Strategy that is aligned to Strategic, Operational, and Technical Plans | Facility Strategy | 01.11.2022 |

| Governance | | | |
|------------|--|--|--|
| | Criteria | Supporting Documentation | Deadline |
| 116 | Is a Member in Good Standing with its governing organization(s) | MA Endorsement | 01.11.2022 |
| 117 | Is a legal entity | Letters of incorporation or other proof of legal status Legally valid declaration outlining the business status, ownership structure (if applicable), and control mechanism | 01.11.2022 |
| 118 | Is compliant with the by-laws, policies, and directives of its governing organization(s) | MA Endorsement | 01.11.2022 |
| 119 | Works in harmony, aligning values and operations with its governing organization(s) | MA Endorsement | 01.11.2022 |
| 120 | Is compliant with all applicable requirements of governments (e.g., nonprofit statutes) and regulatory bodies (provincial sport regulators) within whose jurisdiction it operates | Annual Corporate/Business Return or Registration | 01.11.2022 |
| 121 | Holds an Annual General Meeting | AGM Minutes | 01.11.2022 |
| 122 | Submits Letters of Incorporation and By-Laws | Letters of Incorporation and By-Laws | 01.11.2022 |
| 123 | Submits a Vision, Mission, and Values Statement | Vision, Mission, and Values Statement | 01.11.2022 |
| 124-127 | Has a Board of Directors that is responsible for the affairs of the organization and: <ul style="list-style-type: none"> ▶ Is no larger than the optimal size (8-12 directors) ▶ 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 ▶ All members have completed Respect in the Workplace training | Governance Section Governance Policies Board of Directors List By-Laws | 01.11.2022 01.11.2022 01.11.2022 01.11.2022 |
| 128-130 | Has director recruitment policies and processes which ensure that the board has: <ul style="list-style-type: none"> ▶ The requisite competencies and knowledge to carry out its governing functions (NFP) ▶ A composition that reflects diversity (i.e., gender, ethnicity, visible minorities, age) (NFP) | By-Laws Governance Policies | 01.11.2022 |
| 131 | Utilizes board committees including standing committees for audit/finance and nominations (NFP) | Governance Policies | 01.11.2022 |
| 132 | Has processes for the professional development of its directors (e.g. director orientation and ongoing education) | Governance Section Governance Policies | Recommendation |
| 133 | Organizes a biennial governance development workshop with a Canada Soccer designated expert | Governance Section | Recommendation |

| | | | |
|------------|--|--|------------|
| 134 | Has clear lines of accountability for the board and management, in which the board (together with its standing committees) is responsible solely for the governing of the organization and management is responsible for administering programs, program structures, services, human resources, and day-to-day operations including finances | President's Commitment Governance Policies | 01.11.2022 |
| 135 | Is a 'policy board' that defines the relationships between the Board of Directors, the Administrative Lead, the judicial bodies, and the stakeholders by Governance Policies that are approved by the board (i.e., policies related to board and administrative lead roles and responsibilities, evaluation of the administrative lead's performance, risk mitigation, conflict of interest, board self-evaluation, and succession planning) | President's Commitment Governance Policies | 01.11.2022 |
| 136 | Selects, compensates, and provides oversight of the organization's Administrative Lead | Governance Policies | 01.11.2022 |
| 137 | Adopts and utilizes a strategic plan as the basis of its planning and decision-making | President's Commitment Governance Policies | 01.11.2022 |
| 138 | Approves an annual operating plan and budget, prepared by the Administrative Lead, based on the strategic plan | Strategic Plan Operational Plan Budget | 01.11.2022 |
| 139 | Submits a Strategic Plan | Strategic Plan | 01.11.2022 |
| 140 | Has policies and processes for the administration of discipline, misconduct, and inappropriate behaviour (ALL) that are independent of the Board of Directors (NFP) | Discipline, misconduct, and inappropriate behaviour Policy and Processes | 01.11.2022 |
| 141 | Has policies and processes for the administration of dispute resolution (ALL) that are independent of the Board of Directors (NFP) | Dispute Resolution Policy and Processes | 01.11.2022 |
| 142 | Has policies and processes for the administration of appeals that are independent of the Board of Directors | Appeals Policy and Processes | 01.11.2022 |

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 01.11.2022 | 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 07.11.2022 | Club Licensing Manager | Completed National Youth Club Licence Application Packages are shared with Club Licensing Committee Members |
| By 25.02.2023 | Club Licensing Committee | Club Licensing Committee meets (either virtually or in person) to review all applications using the following process: <ul style="list-style-type: none"> 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 15.03.2023 | Club Licensing Committee | Club Licensing Committee develops a preliminary report for each application based on the review |
| By 31.03.2023 | 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 31.05.2023 | 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 15.06.2023 | 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) |
|--|---|---|
| Deadline of 01.11.2022 | Criteria must be met at the time of application in advance of 01.11.2022 | If Criteria is not met, Licence may not be granted |
| Deadline after 01.11.2022 | 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, a mutually agreed upon Action Plan is developed to meet the criteria in advance of the deadline and signed by the President | 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 Repeated sanctionable offenses may result in increased sanctions. | 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.