

## PROVINCIAL/TERRITORIAL YOUTH CLUB LICENCE 1

The Provincial/Territorial Youth Club Licence – Level 1 of the Canada Soccer Club Licensing Program builds on the characteristics and behaviours of an organization in the Canada Soccer Standards for Quality Soccer with a balance of expectations across the governance, administration, infrastructure, and technical pillars. The characteristics and behaviours of the Provincial/

Territorial Youth Club Licence – Level 1 are designed to recognize high quality grassroots, community, and competitive organizations that have developed their governance and operations. Organizations achieving the Provincial/Territorial Youth Club Licence – Level 1 demonstrate their commitment to quality and to providing an enhanced participant experience.

### Provincial/Territorial Youth Club Licence 1 Foundational Requirements:

Organizations applying for the Canada Soccer National Youth Licence must submit the following information to Canada Soccer:

1	Organization Name
2	Location
3	District/Region (if applicable)
4	Province/Territory
5	Membership Status
6	President — Name, Contact Information (phone and email)
7	Administrative Lead — Name, Position, Contact Information (phone and email), Job Description
8	Technical Lead — Name, Position, Contact Information (phone and email), Qualifications, Job Description
	<b>Program Information:</b>
9	Stream(s) of Participation (Grassroots, Community, Competitive, Development, Performance)
10	Stage(s)/Age(s) of Participation
11	Gender(s) of Participation
12	Club Infrastructure Form — Facilities, Website, other official online locations (Facebook, Twitter, Instagram, YouTube, etc.)

Provincial/Territorial Youth Licence 1 must include the following foundational criteria identified by Canada Soccer and may include additional criteria identified by Provincial/Territorial Soccer Organizations:

	<b>Technical &amp; Sporting Criteria:</b>
	Provides a safe soccer experience:
13	Adheres to Canada Soccer Code of Conduct and Ethics
14	Has a Code of Conduct to Protect Children
15	Has Guidelines for Appropriate/Inappropriate Conduct between Adults/Adolescents and Children
16	Has a Policy requiring that any suspicion of child abuse is reported to law enforcement
17	Has a Policy outlining what to do if you witness inappropriate conduct that is provided to parents, coaches, and team personnel
18	Provides an environment that supports participant's physical and emotional safety (free of bully, discrimination, etc.)

19	Supports the Coaches Association of Canada Responsible Coaching Movement:
20	Has Rule of Two Guidelines on which it educates players, parents, coaches, and team personnel
21	All coaches and team personnel have completed Respect in Sport Activity Leader training
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
23	Facilities and equipment are safe, well-maintained, and in good condition
24	Demonstrates active implementation of the Canada Soccer Guide to Safety
25	<b>Provides an accessible, inclusive, and welcoming soccer environment:</b>
26	Provides programming that targets underrepresented groups as outlined in the Canada Soccer Guide to Accessibility and Inclusion
27	Has programs, partnerships, and/or other mechanisms to reduce barriers to participation
28	Appreciates diversity to ensure everyone feels safe and that they belong regardless of ability and background
29	Coaches are culturally sensitive and programs include culturally appropriate activities
30	Utilizes facilities that are accessible to participants of all abilities and advocates for enhancements to facility accessibility
31	Demonstrates active implementation of the Canada Soccer Guide to Accessibility and Inclusion
32	<b>Submits a Club Pathway that demonstrates the following:</b>
33	Alignment to Provincial/Territorial Pathway
34	Alignment to National Player Pathway
35	<b>Submits a Technical Plan that includes the following:</b>
36	Program Descriptions
37	Program alignment to Long Term Player Development stage-appropriate best principles as outlined by Canada Soccer
38	Coach Recruitment, Retention, Development, Assessment, Advancement and Recognition Strategy
39	<b>Operates a licensed Canada Soccer Dedicated Player Program</b>
	Technical Lead(s) hold(s) the following current and valid certification at minimum:
40	Community Stream Workshops for all stages at which the organization provides programming
41	Making Ethical Decisions Workshop and/or Online Evaluation
42	Respect in Sport Activity Leader Program
43	C Licence (2020)
44	Coach training and/or certification is aligned to programs operated and Canada Soccer and/or MA standards

	<b>Administration &amp; Financial:</b>
45	Registers all participants with its governing organization(s)
46	Does not interact with non-member soccer organizations for the purposes of soccer-related activities unless approved by governing organization(s)
47	Has a bank account
48	Has a minimum of two signing authorities and requires two signatures on all financial transactions
49	Prepares reviewed or audited financial statements
50	Has an identified Administrative Lead (paid or volunteer) with clearly defined responsibilities
51	All fulltime staff members have completed Respect in the Workplace training
	<b>Infrastructure:</b>
52	Has a website
53	Has access to facilities that meet the minimum requirements of the programs that it operates
	<b>Governance:</b>
54	Is a Member in Good Standing with its governing organization(s)
55	Is a legal entity
56	Is compliant with the by-laws, policies, and directives of its governing organization(s)
57	Works in harmony, aligning values and operations, with its governing organization(s)
58	Is compliant with all applicable requirements of governments (e.g., nonprofit statutes) and regulatory bodies (provincial sport regulators) within whose jurisdiction it operates
59	Holds an Annual General Meeting
60	Submits Letters of Incorporation and By-Laws
61	Submits a Vision, Mission, and Values Statement
62	Has a board of directors that is responsible for the affairs of the organization and:
63	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
64	All directors have completed Respect in the Workplace training
65	Selects, compensates (if applicable), and provides oversight of the Administrative Lead
66	Has policies and processes for the administration of discipline, misconduct, and inappropriate behaviour (ALL) that are independent of the Board of Directors (NOT FOR PROFIT ONLY)