CANADA SOCCER NATIONAL YOUTH CLUB LICENCE

The Canada Soccer National Youth Club Licence recognizes the highest achieving organizations from across Canada and rewards them with the Canada Soccer Approved Youth Soccer Club endorsement and associated MLS Home Grown Player benefits. Organizations achieving this licence display characteristics and demonstrate behaviours aligned with the highest expectations of governance, administration, infrastructure, and technical, support their PTSO and Canada Soccer Pathways, and participate in the highest level of competition in Canada; the Canada Soccer Player Development Program.

	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
	Program Information:
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.)
	Organizations applying for the Canada Soccer National Youth Licence must meet the following criteria:
	Technical & Sporting Criteria:
	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 outlining what to do if you witness inappropriate conduct that is provided to parents, coaches, and team personnel
17	Has a Policy requiring that any suspicion of child abuse is reported to law enforcement
18	Provides an environment that supports participants' physical and emotional safety (free of bullying, 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 aged 18+ 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	At least one parent or guardian from each participating family has completed Respect in the Sport Parent Program training (RECOMMENDATION)
24	Facilities and equipment are safe, well-maintained, and in good condition
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
26	Demonstrates active implementation of the Canada Soccer Guide to Safety
27	**Provides an accessible, inclusive, and welcoming soccer environment:**
28	Provides programming that targets underrepresented groups as outlined in the Canada Soccer Guide to Accessibility and Inclusion
29	Has programs, partnerships, and/or other mechanisms to reduce barriers to participation
30	Promotional materials and program images use inclusive language and images
31	Facilities are accessible to participants of all abilities
32	Demonstrates active implementation of the Canada Soccer Guide to Accessibility and Inclusion
33	**Submits a Club Pathway that demonstrates the following:**
34	Alignment to Provincial/Territorial Pathway
35	Alignment to National Player Pathway
36	An established pathway to provide players with access to opportunities for participation in Grassroots, Community, Competitive, and Development/Performance Streams
37	An established pathway that provides opportunities for players to continue participation in the Soccer for Life stage (senior and masters)
38	Player Management Pathway describing processes and supports in place to support players in moving through the Club Pathway
39	**Submits a Technical Plan that includes the following:**
40	Program Descriptions
41	Program alignment to Long Term Player Development stage-appropriate best principles as outlined by Canada Soccer
42	Aligns to Canada Soccer Grassroots Standards (required by 2026)
43	Alignment to Strategic and Operational Plans
44	Holistic approach that includes Physical, Mental, Technical/Tactical, and Social/Emotional development
45	Yearly Training Plan (YTP) that includes training and competition components for all stages, age groups, levels, and teams in which the organization provides programming
46	Playing Philosophy and Training Methodology and/or Curriculum aligned to Long Term Player Development model

47	Game Model aligned to playing philosophy
48	Coach Recruitment, Retention, Development, Assessment, Advancement and Recognition Strategy
49	Strategy targets women in coaching
50	Strategy focuses on transition of players to coaching roles
51	**Sport Science and Medicine Plan that:**
52	Is aligned to Technical Plan
53	Supports physical, mental, and social/emotional development
54	Includes a Physical Training Plan and stage–appropriate physical testing protocol
55	Provides both general group and individual Sport Science training and support
56	Includes injury prevention, assessment, treatment, and return to play protocols
57	Includes Anti–Doping and Healthy Lifestyle Policy and Education Program for Players and Team Personnel
58	**Technology Support Plan that:**
59	Makes match video available to coaches and players
60	Has video analysis capabilities
61	**Operates a Grassroots Program aligned to the Skill Centre Principles, Standards, and Training and Match Structure:**
62	Completes Skill Centre Application Desk Audit
63	Completes Skill Centre Site Visit – announced and unannounced
64	Offers at least 3 sessions per week open to any player and meeting the Skill Centre requirements
65	U9-U13 Competitions allow for open rosters and meet the Skill Centre requirements
66	Has two Skill Centre Lead Coaches (boys and girls) who are Children's Diploma/Licence Certified and one of whom is present at every Skill Centre field session
	Technical Lead holds the following current and valid certification at minimum:
67	Grassroots Workshops for all stages at which the organization provides programming
68	Making Ethical Decisions Workshop and/or Online Evaluation
69	Respect in Sport Activity Leader Program
70	Canada Soccer Safe Sport Roster
71	Concacaf B Diploma, B Licence and/or Youth Licence
72	Children's Diploma
73	Canada Soccer Technical Director Diploma (2028)
74	The Technical Lead is committed to ongoing development and education
75	Coach training and/or certification is aligned to programs operated and Canada Soccer and/or PTSO standards
76	Has a Goalkeeper Coach and provides Goalkeeper Training

77	Goalkeeper Coach has completed Canada Soccer Goalkeeping Workshop
78	Has access to an internal Learning Facilitator to deliver Canada Soccer Community Coaching Workshops for the stages at which it offers programming
79	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
80	Has access to a qualified Physical Training Provider who is responsible for development and oversight of Physical Training Plan in conjuction with Technical Lead and coaches (as applicable)
81	Has access to Medical Staff, which includes at minimum one doctor and one physiotherapist or athletic therapist that is properly certified and licensed

	Administration & Financial:
82	Registers all participants with its governing organization(s)
83	Does not interact with non–member organizations unless approved by governing organization(s)
84	Has a bank account
85	Has a minimum of two signing authorities and requires two signatures on all financial transactions
86	Prepares reviewed or audited financial statements
	Meets the following finanicial standards:
87	Net Assets = >0
88	Current Ratio = >1.5
89	Debt Ratio = <1
90	Operating Reserves = >20% or confirmation of financial support equivalent to 20% Operating Reserve
91	Average Earnings = >0
92	Staff Productivity Ratio = >2
93	Technical Cost Margin = >20%
94	Provides financial support for Administrative Lead, Technical Lead, Technical Staff (if applicable), and coaches to pursue ongoing development, training and certification
95	**Submits an Operational Plan that includes the following:**
96	Marketing and Communications Plan
97	Financial Development Strategy
98	Facility Strategy
99	Community Engagement Strategy
	Has administrative policies that include the following:
100	Compliance with Personal Information Protection and Electronic Documents Act (PIPEDA) or other Provincial legislation that has been deemed substantially similar (if applicable)

101	Refunds (when are refunds applicable or not?)
102	Collections (when should the club remove program access for unpaid program fees?)
103	Registrations (governing registration windows, early–bird or multi–sibling discounts, waitlists, program exchanges/credits)
104	Procurement (governing what procurement process must be employed for purchases of varying size (ranging from staff purchase to full structured RFP)
105	Investments (outlining broad direction (and risk tolerance) of the investment of the organization's capital reserves)
106	Submits an Organizational Chart
107	Has an identified Administrative Lead with clearly defined responsibilities
108	The Administrative Lead is committed to ongoing development and education
109	**Has a Human Resource Policy that includes the following:**
110	Employee responsibilities & behavioural standards
111	Employment agreements
112	Performance management
113	All staff members have completed Respect in the Workplace training
114	Conducts an annual member/customer satisfaction survey and shares results with governing organization(s)

Infrastructure:

115	Has a physical space or access to a consistent location as a headquarters for operations
116	Has a website
117	Has access to facilities that meet the minimum requirements of the programs that it operates
118	Has a Facility Strategy that is aligned to Strategic, Operational, and Technical Plans

Governance:

119	Is a Member in Good Standing with its governing organization(s)
120	Is a legal entity
121	Is compliant with the by–laws, policies, and directives of its governing organization(s)
122	Works in harmony, aligning values and operations, with its governing organization(s)
123	Is compliant with all applicable requirements of governments (e.g., nonprofit statutes) and regulatory bodies (provincial sport regulators) within whose jurisdiction it operates
124	Holds an Annual General Meeting
125	Submits Letters of Incorporation and By–Laws
126	Submits a Vision, Mission, and Values Statement

127	Has a board of directors (not for profit) or director(s) (private) that is responsible for the affairs of the organization and:
128	Is no larger than the optimal size (8–12 directors)
129	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
130	All members have completed Respect in the Workplace training
131	Has director recruitment policies and processes which ensure that the board has:
132	The requisite competencies and knowledge to carry out its governing functions (NOT FOR PROFIT ONLY)
133	A composition that reflects diversity (i.e., gender, ethnicity, visible minorities, age) (NOT FOR PROFIT ONLY)
134	Utilizes board committees including standing committees for audit/finance and nominations (NOT FOR PROFIT ONLY)
135	Has processes for the professional development of its directors (e.g. director orientation and ongoing education) (NOT FOR PROFIT ONLY)
136	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
137	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)
138	Selects, compensates, and provides oversight of the Administrative Lead
139	Adopts and utilizes a strategic plan as the basis of its planning and decision–making
140	Approves an annual operating plan and budget, prepared by the Administrative Lead, based on the strategic plan
141	Submits a Strategic Plan
142	Has policies and processes for the administration of discipline misconduct, and innapropiate behaviour (ALL) that are independent of the Board of Directors (NOT FOR PROFIT ONLY)
143	Has policies and processes for the administration and dispute resolution (ALL) that are independent of the Board of Directors (NOT FOR PROFIT ONLY)
144	Has policies and processes for the administration of appeals that are independent of the Board of Directors