

## 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
	<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.)

### Organizations applying for the Canada Soccer National Youth Licence must meet the following criteria:

#### Technical & Sporting Criteria:

	<b>Provides a safe soccer experience:</b>
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.)

<b>19</b>	<b>Supports the Coaches Association of Canada Responsible Coaching Movement:</b>
<b>20</b>	Has Rule of Two Guidelines on which it educates players, parents, coaches, and team personnel
<b>21</b>	All coaches and team personnel have completed Respect in Sport Activity Leader training
<b>22</b>	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
<b>23</b>	At least one parent or guardian from each participating family has completed Respect in the Sport Parent Program training (RECOMMENDATION)
<b>24</b>	Facilities and equipment are safe, well-maintained, and in good condition
<b>25</b>	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
<b>26</b>	Demonstrates active implementation of the Canada Soccer Guide to Safety
<b>27</b>	<b>Provides an accessible, inclusive, and welcoming soccer environment:</b>
<b>28</b>	Provides programming that targets underrepresented groups as outlined in the Canada Soccer Guide to Accessibility and Inclusion
<b>29</b>	Has programs, partnerships, and/or other mechanisms to reduce barriers to participation
<b>30</b>	Promotional materials and program images use inclusive language and images
<b>31</b>	Facilities are accessible to participants of all abilities
<b>32</b>	Demonstrates active implementation of the Canada Soccer Guide to Accessibility and Inclusion
<b>33</b>	<b>Submits a Club Pathway that demonstrates the following:</b>
<b>34</b>	Alignment to Provincial/Territorial Pathway
<b>35</b>	Alignment to National Player Pathway
<b>36</b>	An established pathway to provide players with access to opportunities for participation in Grassroots, Community, Competitive, and Development/Performance Streams
<b>37</b>	An established pathway that provides opportunities for players to continue participation in the Soccer for Life stage (senior and masters)
<b>38</b>	Player Management Pathway describing processes and supports in place to support players in moving through the Club Pathway
<b>39</b>	<b>Submits a Technical Plan that includes the following:</b>
<b>40</b>	Program Descriptions
<b>41</b>	Program alignment to Long Term Player Development stage-appropriate best principles as outlined by Canada Soccer
<b>42</b>	Aligns to Canada Soccer Grassroots Standards (required by 2026)
<b>43</b>	Alignment to Strategic and Operational Plans
<b>44</b>	Holistic approach that includes Physical, Mental, Technical/Tactical, and Social/Emotional development
<b>45</b>	Yearly Training Plan (YTP) that includes training and competition components for all stages, age groups, levels, and teams in which the organization provides programming
<b>46</b>	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	<b>Sport Science and Medicine Plan that:</b>
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	<b>Technology Support Plan that:</b>
59	Makes match video available to coaches and players
60	Has video analysis capabilities
61	<b>Operates a Grassroots Program aligned to the Skill Centre Principles, Standards, and Training and Match Structure:</b>
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
67	Participates in Canada Soccer Player Development Program or other competitive environment recognized by Canada Soccer if Player Development Program is not available in the region
68	Provides Futsal programming
	<b>Technical Lead holds the following current and valid certification at minimum:</b>
69	Grassroots Workshops for all stages at which the organization provides programming
70	Making Ethical Decisions Workshop and/or Online Evaluation
71	Respect in Sport Activity Leader Program
72	Canada Soccer Safe Sport Roster
73	Concacaf B Diploma, B Licence and/or Youth Licence
74	Children’s Diploma
75	Canada Soccer Technical Director Diploma (2028)
76	The Technical Lead is committed to ongoing development and education

77	Coach training and/or certification is aligned to programs operated and Canada Soccer and/or PTSO standards
78	Has a Goalkeeper Coach and provides Goalkeeper Training
79	Goalkeeper Coach has completed Canada Soccer Goalkeeping Workshop
80	Has access to an internal Learning Facilitator to deliver Canada Soccer Community Coaching Workshops for the stages at which it offers programming
81	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
82	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)
83	Has access to Medical Staff, which includes at minimum one doctor and one physiotherapist or athletic therapist that is properly certified and licensed
<b>Administration &amp; Financial:</b>	
84	Registers all participants with its governing organization(s)
85	Does not interact with non-member organizations unless approved by governing organization(s)
86	Has a bank account
87	Has a minimum of two signing authorities and requires two signatures on all financial transactions
88	Prepares reviewed or audited financial statements
	<b>Meets the following financial standards:</b>
89	Net Assets = >0
90	Current Ratio = >1.5
91	Debt Ratio = <1
92	Operating Reserves = >20% or confirmation of financial support equivalent to 20% Operating Reserve
93	Average Earnings = >0
94	Staff Productivity Ratio = >2
95	Technical Cost Margin = >20%
96	Provides financial support for Administrative Lead, Technical Lead, Technical Staff (if applicable), and coaches to pursue ongoing development, training and certification
97	<b>Submits an Operational Plan that includes the following:</b>
98	Marketing and Communications Plan
99	Financial Development Strategy
100	Facility Strategy
101	Community Engagement Strategy

	<b>Has administrative policies that include the following:</b>
102	Compliance with Personal Information Protection and Electronic Documents Act (PIPEDA) or other Provincial legislation that has been deemed substantially similar (if applicable)
103	Refunds (when are refunds applicable or not?)
104	Collections (when should the club remove program access for unpaid program fees?)
105	Registrations (governing registration windows, early-bird or multi-sibling discounts, waitlists, program exchanges/credits)
106	Procurement (governing what procurement process must be employed for purchases of varying size (ranging from staff purchase to full structured RFP)
107	Investments (outlining broad direction (and risk tolerance) of the investment of the organization's capital reserves)
108	Submits an Organizational Chart
109	Has an identified Administrative Lead with clearly defined responsibilities
110	The Administrative Lead is committed to ongoing development and education
111	<b>Has a Human Resource Policy that includes the following:</b>
112	Employee responsibilities & behavioural standards
113	Employment agreements
114	Performance management
115	All staff members have completed Respect in the Workplace training
116	Conducts an annual member/customer satisfaction survey and shares results with governing organization(s)
<b>Infrastructure:</b>	
117	Has a physical space or access to a consistent location as a headquarters for operations
118	Has a website
119	Has access to facilities that meet the minimum requirements of the programs that it operates
120	Has a Facility Strategy that is aligned to Strategic, Operational, and Technical Plans
<b>Governance:</b>	
121	Is a Member in Good Standing with its governing organization(s)
122	Is a legal entity
123	Is compliant with the by-laws, policies, and directives of its governing organization(s)
124	Works in harmony, aligning values and operations, with its governing organization(s)
125	Is compliant with all applicable requirements of governments (e.g., nonprofit statutes) and regulatory bodies (provincial sport regulators) within whose jurisdiction it operates
126	Holds an Annual General Meeting

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