

## 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 MA 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.)
19	<b>Supports the Coaches Association of Canada Responsible Coaching Movement:</b>

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	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	<b>Provides an accessible, inclusive, and welcoming soccer environment:</b>
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	<b>Submits a Club Pathway that demonstrates the following:</b>
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	<b>Submits a Technical Plan that includes the following:</b>
40	Program Descriptions
41	Program alignment to Long Term Player Development stage-appropriate best principles as outlined by Canada Soccer
42	Alignment to Strategic and Operational Plans
43	Holistic approach that includes Physical, Mental, Technical/Tactical, and Social/Emotional development
44	Yearly Training Plan (YTP) that includes training and competition components for all stages, age groups, levels, and teams in which the organization provides programming
45	Playing Philosophy and Training Methodology and/or Curriculum aligned to Long Term Player Development model

46	Game Model aligned to playing philosophy
47	Coach Recruitment, Retention, Development, Assessment, Advancement and Recognition Strategy
48	Strategy targets women in coaching
49	Strategy focuses on transition of players to coaching roles
50	<b>Sport Science and Medicine Plan that:</b>
51	Is aligned to Technical Plan
52	Supports physical, mental, and social/emotional development
53	Includes a Physical Training Plan and stage-appropriate physical testing protocol
54	Provides both general group and individual Sport Science training and support
55	Includes injury prevention, assessment, treatment, and return to play protocols
56	Includes Anti-Doping Policy and Education Program for Players and Team Personnel
57	<b>Technology Support Plan that:</b>
58	Makes match video available to coaches and players
59	Has video analysis capabilities
60	Operates a licensed Canada Soccer Skill Centre
61	Participates in a U11/U12 Developmental League that aligns to Canada Soccer requirements for Skill Centres
62	Participates in Canada Soccer Player Development Program or other competitive environment recognized by Canada Soccer
63	Provides Futsal programming
64	Has an identified Technical Lead with clearly defined responsibilities
	<b>Technical Lead holds the following current and valid certification at minimum:</b>
65	Community Stream Workshops for all stages at which the organization provides programming
66	Making Ethical Decisions Workshop and/or Online Evaluation
67	Respect in Sport Activity Leader Program
68	B Licence Part 2 (or National B Licence) (2020)
69	Children's Licence (2022)
70	Youth Licence (2022)
71	Canada Soccer Executive Leadership Diploma (2023)
72	The Technical Lead is committed to ongoing development and education
73	Coach training and/or certification is aligned to programs operated and Canada Soccer and/or MA standards
74	Has a Goalkeeper Coach and provides Goalkeeper Training

75	Goalkeeper Coach has completed Canada Soccer Goalkeeping Workshop
76	Has access to an internal Learning Facilitator to deliver Canada Soccer Community Coaching Workshops for the stages at which it offers programming
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
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)
79	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>	
80	Registers all participants with its governing organization(s)
81	Does not interact with non-member organizations unless approved by governing organization(s)
82	Has a bank account
83	Has a minimum of two signing authorities and requires two signatures on all financial transactions
84	Prepares reviewed or audited financial statements
	<b>Meets the following financial standards:</b>
85	Net Assets = >0
86	Current Ratio = >1.5
87	Debt Ratio = <1
88	Operating Reserves = >20% or confirmation of financial support equivalent to 20% Operating Reserve
89	Average Earnings = >0
90	Staff Productivity Ratio = >2
91	Technical Cost Margin = >20%
92	Provides financial support for Administrative Lead, Technical Lead, Technical Staff (if applicable), and coaches to pursue ongoing development, training and certification
93	<b>Submits an Operational Plan that includes the following:</b>
94	Marketing and Communications Plan
95	Financial Development Strategy
96	Facility Strategy
97	Community Engagement Strategy (RECOMMENDATION)
	<b>Has administrative policies that include the following:</b>
98	Compliance with Personal Information Protection and Electronic Documents Act (PIPEDA) or other Provincial legislation that has been deemed substantially similar (if applicable)

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

<b>124</b>	<b>Has a board of directors that is responsible for the affairs of the organization and:</b>
<b>125</b>	Is no larger than the optimal size (8–12 directors)
<b>126</b>	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
<b>127</b>	All members have completed Respect in the Workplace training
<b>128</b>	<b>Has director recruitment policies and processes which ensure that the board has:</b>
<b>129</b>	The requisite competencies and knowledge to carry out its governing functions (NOT FOR PROFIT ONLY)
<b>130</b>	A composition that reflects diversity (i.e., gender, ethnicity, visible minorities, age) (NOT FOR PROFIT ONLY)
<b>131</b>	Utilizes board committees including standing committees for audit/finance and nominations (NOT FOR PROFIT ONLY)
<b>132</b>	Has processes for the professional development of its directors (e.g. director orientation and ongoing education) (RECOMMENDED)
<b>133</b>	Organizes a biennial governance development workshop with a Canada Soccer designated expert (NOT FOR PROFIT ONLY) (RECOMMENDED)
<b>134</b>	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
<b>135</b>	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)
<b>136</b>	Selects, compensates, and provides oversight of the Administrative Lead
<b>137</b>	Adopts and utilizes a strategic plan as the basis of its planning and decision-making
<b>138</b>	Approves an annual operating plan and budget, prepared by the Administrative Lead, based on the strategic plan
<b>139</b>	Submits a Strategic Plan
<b>140</b>	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)
<b>141</b>	Has policies and processes for the administration of dispute resolution (ALL) that are independent of the Board of Directors (NOT FOR PROFIT ONLY)
<b>142</b>	Has policies and processes for the administration of appeals that are independent of the Board of Directors