

## MEMBER ASSOCIATION YOUTH CLUB LICENCE – LEVEL 1

The Member Association 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 Member Association 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 Member Association Youth Club Licence – Level 1 demonstrate their commitment to quality and to providing an enhanced participant experience.

### Member Association Youth Club Licence – Level 1 Foundational Requirements:

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, X, Instagram, YouTube, etc.)

### Member Association Youth Club Licence – Level 1 must include the following foundational criteria identified by Canada Soccer and may include additional criteria identified by Member Associations:

	<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 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	Facilities and equipment are safe, well-maintained, and in good condition
24	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
25	Demonstrates active implementation of the Canada Soccer Guide to Safety
26	<b>Provides an accessible, inclusive, and welcoming soccer environment:</b>
27	Provides programming that targets underrepresented groups as outlined in the Canada Soccer Guide to Accessibility and Inclusion
28	Has programs, partnerships, and/or other mechanisms to reduce barriers to participation
29	Appreciates diversity to ensure everyone feels safe and that they belong regardless of ability and background
30	Coaches are culturally sensitive and programs include culturally appropriate activities
31	Utilizes facilities that are accessible to participants of all abilities and advocates for enhancements to facility accessibility
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	<b>Submits a Technical Plan that includes the following:</b>
37	Program Descriptions
38	Program alignment to Long Term Player Development stage-appropriate best principles as outlined by Canada Soccer
39	Aligns to Canada Soccer Grassroots Standards (required by 2026)
40	Coach Recruitment, Retention, Development, Assessment, Advancement and Recognition Strategy
41	<b>Operates a Grassroots Program aligned to the Skill Centre Principles, Standards, and Training and Match Structure:</b>
42	Completes Skill Centre Application Desk Audit
43	Completes Skill Centre Site Visit – announced
44	Offers at least 2 sessions/week open to any player and meeting the Skill Centre requirements
45	U9-U13 Competitions allow for open rosters and meet the Skill Centre requirements
46	Skill Centre Lead Coach is C Diploma/Licence Certified and present at every Skill Centre field session
47	<b>Technical Lead(s) hold(s) the following current and valid certification at minimum:</b>
48	Grassroots Stream Workshops for all stages at which the organization provides programming
49	Making Ethical Decisions Workshop and/or Online Evaluation

50	Respect in Sport Activity Leader Program
51	Canada Soccer Safe Sport Roster
52	C Diploma
53	Children's Diploma
54	Coach training and certification aligned to programs operated, Canada Soccer Safe Sport Roster and Modified Safe Sport Roster, and/or MA standards
<b>Administration &amp; Financial:</b>	
55	Registers all participants with its governing organization(s)
56	Does not interact with non-member organizations unless approved by governing organization(s)
57	Has a bank account
58	Has a minimum of two signing authorities and requires two signatures on all financial transactions
59	Prepares notice to reader financial statements (review engagement or audit preferred)
60	Has an identified Administrative Lead (paid or volunteer) with clearly defined responsibilities
61	All fulltime staff members have completed Respect in the Workplace training
<b>Infrastructure:</b>	
62	Has a website
63	Has access to facilities that meet the minimum requirements of the programs that it operates
<b>Governance:</b>	
64	Is a Member in Good Standing with its governing organization(s)
65	Is a legal entity
66	Is compliant with the by-laws, policies, and directives of its governing organization(s)
67	Works in harmony, aligning values and operations, with its governing organization(s)
68	Is compliant with all applicable requirements of governments (e.g., nonprofit statutes) and regulatory bodies (provincial sport regulators) within whose jurisdiction it operates
69	Holds an Annual General Meeting
70	Submits Letters of Incorporation and By-Laws
71	Submits a Vision, Mission, and Values Statement
72	Has a board of directors (not for profit) or director(s) (private) that is responsible for the affairs of the organization and:
73	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
74	All directors have completed Respect in the Workplace training
75	Selects, compensates (if applicable), and provides oversight of the Administrative Lead
76	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)