



# SQS INTERNAL AUDIT CHECKLIST

<LOGO OF MEMBER BEING AUDITED>

<b>MEMBER AUDITED:</b>		<b>SCOPE OF AUDIT:</b>		<b>BCSA DOC NO.:</b>	BCSA-FORM-022
<b>WEBSITE:</b>					<b>REV. NO.:</b>
<b>CONTACT NAME:</b>		<b>AUDIT CRITERIA:</b>	Canada Soccer Association Standards for Quality Soccer (SQS) Requirements	<b>STATUS:</b>	Published
<b>CONTACT NUMBER:</b>					<b>ORIGINATOR:</b>
<b>EMAIL:</b>		<b>CRITERIA REFERENCES:</b>	SQS Documentation as posted by Big Country Soccer Association (BCSA) on the BCSA website	<b>CHECKER:</b>	I. Toellner
<b>AUDIT LOCATION:</b>					<b>APPROVER:</b>

### AUDIT SCORING LEGEND

	1	2	3	4	5
<b>A.1</b>	(a) The requirement is not yet formally introduced in the soccer community but the Registered Member has access to the BCSA requirements.	(a) The requirement has been identified by the Registered Member in meeting minutes or plans for the requirement to be introduced into the soccer community.	(a) The requirement has been introduced internally but has not been rolled out to the soccer community.	The requirement is in the process of being completed in the soccer community.	The requirement has been rolled out into the soccer community and completed. The SQS requirement is in place and compliance is verified.
<b>A.2</b>	(b) SQS requirement is not being complied with as required by BCSA, ASA, and CSA.	(b) Partial compliance is noted of the SQS requirements.	(b) Compliance is verified but opportunities for improvement is available to strengthen the compliance to the SQS requirements.	(b) Registered Member has strong compliance to the SQS requirement but minor opportunities for improvement are available.	(b) Registered Member has mastered the SQS requirements and possesses approaches that are leading in meeting SQS compliance.

### VERIFICATION LEGEND

	<b>VERBAL (V)</b>	<b>DOCUMENTED (D)</b>	<b>PROVEN (P)</b>	<b>RECORDED (R)</b>	
<b>B.</b>	Audit activities can be verified through one or more of the following verification details to assist the auditor in determining if compliance has been achieved to the SQS requirements.	The auditor may interview randomly selected community representatives to assess the general knowledge requirements of SQS requirements.	The auditor will review information that is made available to the soccer community hard-copy or digital in determining if the SQS requirements are available to the community.	The auditor will observe activities as it relates to SQS requirements to determine if there is awareness and demonstration of the requirements.	The auditor may review completed records to verify demonstration of SQS requirements being completed, as required through recordkeeping.

### AUDIT COMPLETION/ REVIEW AND APPROVAL/ ACCEPTANCE/ DISTRIBUTION

<b>AUDIT COMPLETED BY</b>		<b>AUDIT REVIEWED BY (BCSA)</b>		<b>AUDIT PRESENTED TO</b>		<b>AUDIT STATUS (check)</b>		<b>AUDIT DISTRIBUTION</b>	
Name		Name		Name		Audit results presented to the Registered Member are agreed with as presented in the audit report.	Name		
Position		Position		Position			Name		
Sign		Sign		Sign		Audit results are agreed with pending changes as agreed between the Registered Member and the auditor.	Name		
Date		Date		Date			Name		

### CONFIDENTIALITY STATEMENT

**C.** *The auditor noted in this audit assessment of the Registered Member noted in this audit assessment agree to and will exercise confidentiality of the information obtained through the performance of, and/or that has been shared with the auditor at the time of performing this audit assessment. The auditor agrees not to share publicly the results of the audit or any other information that was obtained through the performance of the audit activities. The auditor agrees that this audit assessment is intended as a mentoring tool to support the Registered Member noted in this audit assessment with implementing, and where noted, improving upon the Registered Member's implementation, monitoring, and improving the Standards for Quality Soccer (SQS) requirements. Should through the course of the audit, it was recognized by the auditor that the Registered Member has a process and/ or approach that is leading whereas other Registered Members could benefit from this Registered Member, permission will be obtained by Big Country Soccer Association (BCSA) from the head of the Registered Member's organization so share those processes and/ or approaches. No names or positions will be presented in this audit report, if applicable, to ensure confidentiality with those the auditor may have engaged with during the course of this audit.*

### CONFLICT OF INTEREST STATEMENT

*The auditor confirms that this audit was completed where there is no existence of a conflict of interest that would call into to question the details of this audit. The auditor acknowledges there is no personal gains from having performed this audit personally and on behalf of Big Country Soccer Association (BCSA). This audit was completed and presented with the intent on providing mentorship support to the Registered Member noted in this audit report at meeting the Standards for Quality Soccer (SQS) requirements.*



## SQS INTERNAL AUDIT SUMMARY

<LOGO OF MEMBER BEING AUDITED>

SECTION	SECTION NAME	TOTAL POINTS POSSIBLE	AWARDED SCORE	COMPLIANCE PERCENTAGE	TARGET PERCENTAGE
1	Organizational Details	20			80%
2	Safe Soccer Experience	25			80%
3	Parent Controls and Information	10			80%
4	Coaching Controls and Information	25			80%
5	Long-Term Player Development (LTPD) Requirements	25			80%
6	Soccer Program Facilities	15			80%
7	Membership Governance with BCSA	15			80%
8	Match Official Controls and Information				80%

INSERT GRAPH ON AUDIT  
SCORE ASSIGNED  
PERCENTAGES

INSERT STATISTIC GRAPH ON  
IMPROVEMENT LOG ACTIONS

INSERT STATISTIC GRAPH ON  
IMPROVEMENT LOG PRIORITIES

AUDIT SUMMARY COMMENTS:

SECTION	VERIFICATION REQUIREMENT				SQS REQUIREMENT	AUDITOR GUIDELINE	AUDITOR COMMENTS	AUDIT SCORE ASSIGNED				
	Verbal	Documented	Proven	Recorded				1	2	3	4	5
<b>1.0</b>	<b>ORGANIZATIONAL DETAILS</b>											
1.1		X			The Registered Member is a member in good standing with BCSA.	The Auditor is to a document and/ or statement that is available by the Registered Member that confirms that the Registered Member is in good standing with BCSA in order to be covered by the SQS Certification.		0	0	0	0	0
1.2		X			The Registered Member is to identify who the representative is for SQS Requirements.	Auditor is to review a document and/ or statement that is available by the Registered Member that identifies who the SQS Representative is for the Registered Member.		0	0	0	0	0
1.3		X	X		The Registered Member does have a functioning website, social media account for which they can use to support the availability of BCSA SQS Requirements and other related soccer program information.	Auditor is to review and access the electronic infrastructure that is in place for the Registered Member to confirm there are resources available for use to support the availability and communication of the SQS Requirements and other related soccer information for the community. If available, the Auditor is to review the general function to access any SQS Requirements.		0	0	0	0	0
1.4	X	X			The Registered Member operates with a functioning Board and/ or committee of volunteers with a listing of general responsibilities for the positions that are in place to support the community soccer program and services.	The Auditor is to confirm with through discussions with the Registered Member the make-up and set-up of the group that is assigned the responsibility to operate a soccer program within the community. A listing of members may be available along with a listing of general responsibilities for the program. <i>NOTE: Look for any details that support the SQS program.</i>		0	0	0	0	0
<b>Additional Comments:</b>								0	0	0	0	0
								<b>Section Total</b>			<b>0</b>	
<b>2.0</b>	<b>SAFE SOCCER EXPERIENCE</b>											
2.1		X	X	X	The Registered Member has a process in place where they communicate and/ or provide the Canada Soccer Association Code of Conduct to Parents, Coaches, and/ or volunteers.	The Auditor is to look for where there is access to the Canada Soccer Association Code of Conduct for those that require it. This may be a posting on the website/ social media accounts, provided directly to participants during a meeting or orientation, and/ or built as a requirement in the registration process of any of the Registered Members soccer program activities. Auditor is to confirm the version provided is the most current version from Canada Soccer Association.		0	0	0	0	0
2.2		X	X		The Registered Member has access and does make available the BCSA policies that are established for SQS Certification (as listed and available on the BCSA website).	The Auditor is to confirm that the Registered Member does provide access to their soccer community the BCSA policies that are in place to support the SQS Requirements and other related soccer activities. The Auditor is to confirm the links are active to the main BCSA Policy Page and/ or any links that are established by the Registered Member to specific policy documents posted on the BCSA website. <i>NOTE: If the Registered Member does have their own policies, it must meet the intent of BCSA's policy as a minimum.</i>		0	0	0	0	0

SECTION	VERIFICATION REQUIREMENT				SQS REQUIREMENT	AUDITOR GUIDELINE	AUDITOR COMMENTS	AUDIT SCORE ASSIGNED				
	Verbal	Documented	Proven	Recorded	This is what the standard is requesting be documented, communicated, proven, and/or recorded.	This is the guidelines for the auditor to review to assist in determining if the intent of the SQS Requirement is met. Keep in mind, there may be different options to meeting the same requirement.	Auditor details in their comments the current status of the Registered Member in meeting the SQS requirements. These comments will be supported by the score provided.	1	2	3	4	5
2.3	X	X	X	X	The Registered Member does have access to the BCSA Risk Management Guideline and has established a risk management process within their soccer program.	The Auditor is to confirm through conversations with representatives of the group that controls the soccer program for the community verifying the presence of a risk management process. This is to also be confirmed through verification that the Registered Member has access to the BCSA Risk Management Guideline. Additional verification is required through a review of the "Risk and Opportunity Registry" or similar tool that records risk management discussion and actions to address in support of providing a safe soccer environment for the community. <i>NOTE: The Registered Member may have their own Risk Management Process so long as it meets the intent of the guideline for BCSA as a minimum.</i>		0	0	0	0	0
2.4		X	X		The Registered Member is to have access to and make available the BCSA Rules and Discipline Committee requirements to support enforcement of the SQS Requirements and other related soccer rules, regulations, and conduct.	The Auditor is to verify that the most up to date version of the BCSA Rules and Discipline Committee requirements are posted and available to the soccer committee of the Registered Member. <i>NOTE: The Registered Member may have their own specific Discipline process unique for their program. Auditor is to review and use reasonable judgment if the Registered Member's own requirements meet the intent of the BCSA Rules and Discipline Committee requirements.</i>		0	0	0	0	0
2.4		X	X	X	The Registered Member is to have access to and make available the BCSA B.A.H.D Form (Bullying, Abuse, Harassment, Discrimination) for recording incidents that go against providing a safe environment for players, fee of bullying, discrimination, etc.)	The Auditor is to verify that the BCSA B.H.A.D form is available and accessible to the soccer community of the Registered Member. <i>NOTE: The Auditor may also have completed records of reported incidents to further verify that the policy is being supported and actioned by the Registered Member. If so available, the Auditor is to only comment on the process being active and not on any details that the records may contain to support confidentiality.</i>		0	0	0	0	0
Additional Comments:								0	0	0	0	0
								Section Total			0	
<b>3.0 PARENT CONTOLS AND INFORMATION</b>												
3.1		X	X	X	The Registered Member is to have an onboarding process whereby SQS Requirements are made available to and are accessible by the parents/ guardians (volunteers and to the youth players).	The Auditor is to verify that the Registered Member makes available to parents and guardians the SQS requirements of BCSA. Additionally, this will also include the Parent Guideline document made available by BCSA to all Registered Members. <i>NOTE: The Registered Member may also have a recorded activity i.e. orientation whereby the parent/ guardian has signed off as reviewing specific SQS Requirements as provided to them by the Registered Member and/or BCSA. If such records are available, the Auditor is to comment on the process but not specific individuals that have signed off on any records.</i>		0	0	0	0	0

SECTION	VERIFICATION REQUIREMENT				SQS REQUIREMENT	AUDITOR GUIDELINE	AUDITOR COMMENTS	AUDIT SCORE ASSIGNED					
	Verbal	Documented	Proven	Recorded				1	2	3	4	5	
				X	Registered Members keep a listing of those parents that are supporting the soccer program through volunteering (outside of coaching and team support) that have taken the Respect in Sport training program due to their volunteer work coming in contact with youth soccer participants.	The Auditor is to verify that the Registered Member is keeping a listing of those parents that have completed the Respect in Sport training. <i>NOTE: The parent group for this section of the audit only pertains to additional volunteers outside of coaching and team support.</i>		0	0	0	0	0	0
Additional Comments:								0	0	0	0	0	
								Section Total			0		
4.0	COACHING CONTROLS AND INFORMATION												
4.1				X	The Registered Member has a listing of coaches with their associated soccer training and certifications. This will also include Criminal Records Check (CRC) that are current for the season.	The Auditor is to review the listing of coaches that are active with the Registered Member to confirm that training, certification, and CRC's are being recorded.		0	0	0	0	0	0
4.2				X	Registered Members keep a listing of those coaches and team that personnel i.e. managers, assistant coaches, etc. have taken the Respect in Sport Activity Leader training program due to their work coming in contact with youth soccer participants.	The Auditor is to verify that the Registered Member is keeping a listing of those coaches and team personnel that have completed the Respect in Sport Activity Leader training.		0	0	0	0	0	0
4.3		X	X	X	The Registered Member is to have an onboarding process whereby SQS Requirements are made available to and are accessible by the coaches and team personnel.	The Auditor is to verify that the Registered Member makes available to coaches and team personnel the SQS requirements of BCSA. Additionally, this will also include the Coaching Guideline document made available by BCSA to all Registered Members. <i>NOTE: The Registered Member may also have a recorded activity i.e. orientation whereby the coach/ team personnel has signed off as reviewing specific SQS Requirements as provided to them by the Registered Member and/ or BCSA. If such records are available, the Auditor is to comment on the process but not specific individuals that have signed off on any records.</i>		0	0	0	0	0	0
4.4	X	X	X		The Registered Member has made available and accessible the BCSA policy on the Rule-of-Two requirements as enforced by Canada Soccer Association and Alberta Soccer Association.	The Auditor is to have discussions with randomly selected coaches on the Rule-of-Two to determine general awareness of the requirements. Further, the Auditor is to review where the Rule-of-Two requirements are made available to coaches by the Registered Member and that it is the most current version. <i>NOTE: Should the Registered Member of their own Rule-of-Two policy, it must meet the intent of BCSA's policy as a minimum.</i>		0	0	0	0	0	0
4.5			X		Coaches are using the correct equipment for the age group they are assigned to coach. The equipment is well maintain in fit-for-use condition for proper coaching and play.	The Auditor is to verify the coaches are using the correct equipment for the age group. Most notably the size of the ball, the size of the goals, and the size of the field of play. Additionally, the Auditor is to make note of the general condition to ensure fit-for-use for soccer play.		0	0	0	0	0	0
Additional Comments:								0	0	0	0	0	
								Section Total			0		

SECTION	VERIFICATION REQUIREMENT				SQS REQUIREMENT	AUDITOR GUIDELINE	AUDITOR COMMENTS	AUDIT SCORE ASSIGNED				
	Verbal	Documented	Proven	Recorded	This is what the standard is requesting be documented, communicated, proven, and/or recorded.	This is the guidelines for the auditor to review to assist in determining if the intent of the SQS Requirement is met. Keep in mind, there may be different options to meeting the same requirement.	Auditor details in their comments the current status of the Registered Member in meeting the SQS requirements. These comments will be supported by the score provided.	1	2	3	4	5
5.0	<b>LONG-TERM PLAYER DEVELOPMENT (LTPD) REQUIREMENTS</b>											
5.1		X	X		The Registered Member has made available and is accessible the BCSA Coaching Program Curriculums for the age groups offered by the Registered Members.	The Auditor is to verify that the BCSA Coaching Program Curriculums are available by the Registered Members to their coaches. Additionally, the documents made available are the current versions as posted by BCSA on the BCSA website. <i>NOTE: The Registered Member may have their own age-specific curriculums so long as they meet the BCSA curriculum requirements as a minimum for LTPD and to properly facilitate the 4-corner model for youth developmental soccer.</i>		0	0	0	0	0
5.2		X	X		The Registered Member has formed teams that are in support of the BCSA requirements for team size based on the age groups that are offered by the Registered Members. Additionally, there is sufficient coaches assigned to each team in order to support the soccer program requirements.	The Auditor is randomly review team listings to assess the size of teams for the Registered Members are meet the requirements of BCSA. Additionally, the teams have proper player-to-coach ratios as noted in the Coaching Guidelines. <i>NOTE: There may be unique circumstances surrounding team sizes. Auditor is to consult the Registered Member further.</i>		0	0	0	0	0
5.3	X	X	X	X	The Registered Member is to make available and is accessible the Coaching Guideline document provided by BCSA to support coaches in their roles and responsibilities as noted by BCSA, Alberta Soccer Association, and Canada Soccer Association. In addition, the Registered Member has in place an onboarding process whereby they review with the coaches and team personnel the SQS Requirements that they are required to adhere to while coaching youth soccer for the Registered Member.	The Auditor is to verify through random discussions with coaches that they have received and/ or do have access to the Coaching Guidelines as provided by BCSA. Additionally, the Auditor is to confirm that the version that is available and accessible is the current version as posted on the BCSA website. Finally, the Auditor is to review any records that are generated to verify an onboarding process whereby the coaches and team personnel have been presented and did go through the general SQS Requirements as it applies to their roles and responsibilities. <i>NOTE: Should the Registered Member have their own version of a coaching handbook/ guidelines, it must meet the details of the BCSA Coaching Guideline as a minimum.</i>		0	0	0	0	0
5.4		X	X	X	The coaches that are assigned to coach by the Registered Members are using practice plans either developed by themselves, or through the use of ones available to them that meet the 4-corner developmental requirements as noted in the Coaching Guidelines and/ or the Coaching Program Curriculums. The practices are age-appropriate and meet the intent of the curriculums and LTPD requirements.	The Auditor is to review random samples of coaching practice plans and determine if they are meeting the intent of the 4-corner developmental requirements and the Coaching Program Curriculums. Additionally, the Auditor is to assess a practice using the practice plan to verify that the coaching is following through with the required LTPD requirements. <i>NOTE: The Registered Member may have their own specific curriculums so long as they meet the intent of the BCSA Coaching Program Curriculums as a minimum. Additionally, when observing the practice, the Auditor is to be a non-participant and non-disruptive to the practice.</i>		0	0	0	0	0
5.5		X		X	The Registered Member has developed a tracking process to record long-term player participation with their soccer program in the community.	The Auditor is to review the program and records being maintained by the Registered Member on tracking the long-term participation of the youth soccer players in their soccer program.		0	0	0	0	0
<b>Additional Comments:</b>								0	0	0	0	0
								<b>Section Total</b>			<b>0</b>	
6.0	<b>SOCCER PROGRAM FACILITIES</b>											
6.1		X			The Registered Member has a facility listing that identifies their general facility details for the soccer program in their community.	The Auditor is to review documentation as provided by the Registered Member that inventories the facilities they use for their soccer program. <i>NOTE: Auditor is to note if both indoor and outdoor facilities are being inventoried in the listing.</i>		0	0	0	0	0

SECTION	VERIFICATION REQUIREMENT				SQS REQUIREMENT	AUDITOR GUIDELINE	AUDITOR COMMENTS	AUDIT SCORE ASSIGNED				
	Verbal	Documented	Proven	Recorded	This is what the standard is requesting be documented, communicated, proven, and/or recorded.	This is the guidelines for the auditor to review to assist in determining if the intent of the SQS Requirement is met. Keep in mind, there may be different options to meeting the same requirement.	Auditor details in their comments the current status of the Registered Member in meeting the SQS requirements. These comments will be supported by the score provided.	1	2	3	4	5
6.2			X		The Registered Member ensures that facilities are accessible to all that wish to participate and/ or watch soccer events with the teams available.	Using the facilities listing provided by the Registered Member, the Auditor will use reasonable judgement to verify accessibility for those that wish to participate and/ or watch a soccer event. <i>NOTE: The Registered Member may not have direct control regarding accessibility to facilities. Therefore, the Auditor is to have a discussion with the Registered Member to see if concerns on accessibility have been brought forward by the Registered Member to their community leaders/ representative for response.</i>		0	0	0	0	0
6.3			X		Registered Member is to provide fields of correct size for the age groups that are in the soccer program with the correct size goals.	Auditor is to verify that the field sizes and goals are appropriate for the age groups registered with the Registered Member and are consistent with the BCSA Soccer Equipment Management Guideline, Alberta Soccer Association, and Canada Soccer Association.		0	0	0	0	0
Additional Comments:								0	0	0	0	0
								Section Total			0	
7.0	MEMBERSHIP GOVERNANCE WITH BCSA											
7.1	X	X	X	X	The Registered Member has a process in place to communicate any governance and/ or other soccer information that is received from BCSA, Alberta Soccer Association, and Canada Soccer Association to the soccer community of the Registered Member.	The Auditor is to have a discussion with the SQS Representative for the Registered Member to review how the Registered Member communicates information within the soccer community of the Registered Member. This may also include a review of a documented system and/ or records that the Registered Member may produce to help as a communication vehicle i.e. email notifications, through the website of the Registered Member, bulletins, etc. <i>NOTE: Depending on the systems in place, records and observation may not be available.</i>		0	0	0	0	0
7.2	X				The Registered Member does not interact with non-member organizations unless approved by BCSA and Alberta Soccer Association (where applicable).	The Auditor is to confirm with the Registered Member's SQS Representative that the Registered Member is aware of the restriction to interact with non-member organizations unless approval is provided. <i>NOTE: BCSA does have a policy on this requirement and may want to verify if the Registered Member has access to the policy.</i>		0	0	0	0	0
7.3	X	X		X	The Registered Member has an Annual General Meeting (AGM) to present information to the soccer community on the annual summary of soccer activities and information.	The Auditor is to verify if there is an Annual General Meeting (AGM) process whereby the Registered Member presents a summary of soccer information to the soccer community. This can be confirmed through discussion with the SQS Representative. A review of meeting minutes will provide the Auditor with how the meetings are structured and the general agenda items covered.		0	0	0	0	0
Additional Comments:								0	0	0	0	0
								Section Total			0	
8.0	MATCH OFFICIAL CONTROLS AND INFORMATION											
8.1		X	X		The Registered Member has made available and accessible the BCSA Match Official Guideline document for assigned Match Officials to review and be familiar with.	The Auditor is to verify that the Registered Member has access to the BCSA Match Official Guideline and that it is the current version of the Guideline. <i>NOTE: The Registered Member may have their own specific Match Official Handbook. The Auditor is to verify it meets the BCSA Match Official Guideline as a minimum.</i>		0	0	0	0	0

SECTION	VERIFICATION REQUIREMENT				SQS REQUIREMENT	AUDITOR GUIDELINE	AUDITOR COMMENTS	AUDIT SCORE ASSIGNED				
	Verbal	Documented	Proven	Recorded	This is what the standard is requesting be documented, communicated, proven, and/or recorded.	This is the guidelines for the auditor to review to assist in determining if the intent of the SQS Requirement is met. Keep in mind, there may be different options to meeting the same requirement.	Auditor details in their comments the current status of the Registered Member in meeting the SQS requirements. These comments will be supported by the score provided.	1	2	3	4	5
8.2		X	X	X	The Registered Member has their Match Officials signed off on the Match Official Code of Conduct at the start of the season.	The Auditor is to verify that the Registered Member has available and accessible the Match Official Code of Conduct. The Auditor is to verify that it is the current version as provided by BCSA. Additionally, the Auditor is to review a sample of the completed Match Code of Conduct of available Match Officials.		0	0	0	0	0
8.3				X	The Registered Member has a listing of Match Officials with their associated soccer training and certifications. This will also include Criminal Records Check (CRC) that are current for the season.	The Auditor is to review the listing of Match Officials that are active with the Registered Member to confirm that training, certification, and CRC's are being recorded.		0	0	0	0	0
Additional Comments:								0	0	0	0	0
								Section Total			0	



