



## Saskatchewan PTSO Youth Club Licence 2

The Provincial/Territorial Youth Club Licence – Level 2 of the Canada Soccer Club Licensing Program identifies organizations committed to achieving the highest expectations of the Grassroots, Community, and Competitive Streams and targets those with aspirations of moving in to the Development/Performance Stream. Organizations achieving the Provincial/Territorial Youth Club Licence – Level 2 are making an enhanced commitment across each of the pillars, which requires significant resources to achieve.

*(Version 1.0, March 2019)*

### Saskatchewan PTSO Youth Club Licence 2 Foundational Requirements:

**Organizations applying for the Provincial/Territorial Youth Club Licence 2 must submit the following information to Canada Soccer:**

1		Organization Name
2		Location
3		Province/Territory
4		Membership Status
5		President - Name, Contact Information (phone and email)
6		Administrative Lead - Name, Position, Contact Information (phone and email), Job Description
7		Technical Lead - Name, Position, Contact Information (phone and email), Qualifications, Job Description
8		Program Information:
8.1		Stream(s) of Participation (Grassroots, Community, Competitive, Development, Performance)
8.2		Stage(s)/Age(s) of Participation
8.3		Gender(s) of Participation
9		Club Infrastructure Form – Facilities, Website, other official online locations (Facebook, Twitter, Instagram, YouTube, etc.)

**Provincial/Territorial Youth Licence 2 must include the following foundational criteria identified by Canada Soccer and may include additional criteria identified by Provincial/Territorial Soccer Organizations:**

#### Technical & Sporting Criteria:

10		Provides a safe soccer experience:
10.1		Adheres to Saskatchewan Soccer Code of Conduct and Ethics & Canada Soccer Code of Conduct and Ethics
10.2		Has a Code of Conduct to Protect Children
10.3		Has Guidelines for Appropriate/Inappropriate Conduct between Adults/Adolescents and Children
10.4		Has a Policy requiring that any suspicion of child abuse is reported to law enforcement
10.5		Has a Policy outlining what to do if you witness inappropriate conduct that is provided to parents, coaches, and team personnel
10.6		Provides an environment that supports participant's physical and emotional safety (free of bully, discrimination, etc.)
10.7		Supports the Coaches Association of Canada Responsible Coaching Movement:
10.7.1		Has a Rule of Two Policy on which it educates players, parents, coaches, and team personnel
10.7.2		All coaches and team personnel have completed Respect in Sport Activity Leader training
10.7.3		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 2 years
10.8		Facilities and equipment are safe, well-maintained, and in good condition
10.9		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

10.10		Demonstrates active implementation of the Canada Soccer Guide to Safety
11		Provides an accessible, inclusive, and welcoming soccer environment:
11.1		Provides programming that targets underrepresented groups as outlined in the Canada Soccer Guide to Accessibility and Inclusion
11.2		Has programs, partnerships, and/or other mechanisms to reduce barriers to participation
11.3		Appreciates diversity to ensure everyone feels safe and that they belong regardless of ability and background
11.4		Coaches are culturally sensitive and programs include culturally appropriate activities
11.5		Utilizes facilities that are accessible to participants of all abilities and advocates for enhancements to facility accessibility
11.6		Demonstrates active implementation of the Canada Soccer Guide to Accessibility and Inclusion
12		Submits a Club Pathway that demonstrates the following:
12.1		Alignment to Provincial/Territorial Pathway
12.2		Alignment to National Player Pathway
12.3		An established pathway to provide players with access to opportunities for participation in Grassroots, Community, Competitive, and Development/Performance Streams
12.4		An established pathway that provides opportunities for players to continue participation in the Soccer for Life stage (adult and masters)
13		Submits a Technical Plan that includes the following:
13.1		Program Descriptions
13.2		Program alignment to Long Term Player Development stage-appropriate best principles as outlined by Canada Soccer
13.3		Alignment of organization's Operational Plans with Strategic Plan; Alignment with SSA/CSA Strategic Plans
13.4		Holistic approach that includes Physical, Mental, Technical/Tactical, and Social/Emotional development
13.5		Yearly Training Plan (YTP) that includes training and competition components for all stages, age groups, levels, and teams in which the organization provides programming
13.6		Coach Recruitment, Retention, Development, Assessment, Advancement and Recognition Strategy
13.6.1		Strategy targets women in coaching
13.6.2		Strategy focuses on transition of players to coaching roles
13.7		Sport Science and Medicine Plan that:
13.7.1		Is aligned to Technical Plan
13.7.2		Supports physical, mental, and social/emotional development
14		Operates a licensed Canada Soccer Skill Centre
15		Technical Lead holds the following current and valid certification at minimum:
15.1		Community Stream Workshops for all stages at which the organization provides programming
15.2		Making Ethical Decisions Workshop and/or Online Evaluation
15.3		Respect in Sport Activity Leader Program
15.4		C License Certified (2020)
15.5		Children's Licence (2020)
15.6		Youth Licence (2021)
15.7		PTSO Level TD Diploma (2021)
16		The Technical Lead demonstrates ongoing development and education
17		Coach training and/or certification is aligned to programs operated and Canada Soccer and/or PTSO standards
18		Has a Goalkeeper Coach and provides Goalkeeper Training
<b>Administration &amp; Financial:</b>		
19		Registers all participants with its governing organization(s)
20		Does not interact with non-member soccer organizations for the purposes of soccer-related activities unless approved by governing organization(s)
21		Has a bank account
22		Has a minimum of two signing authorities and requires two signatures on all financial transactions
23		Prepares Financial Reviews annually

24		Meets the following financial standards:
24.1		Net Assets = >0
24.2		Current Ratio = <1.5
24.3		Debt Ratio = <1
24.4		Average Earnings = >0
24.5		Technical Cost Margin = >20%
25		Submits an Operational Plan that includes the following and aligns to Organization's Strategic Plan
25.1		Marketing and Communications Plan
26		Has an identified Administrative Lead with clearly defined responsibilities
27		The Administrative Lead demonstrates ongoing development and education
28		All fulltime and part-time permanent staff members have completed Respect in the Workplace training
<b>Infrastructure:</b>		
29		Has a physical space or access to a consistent location as a headquarters for operations
30		Has a website
31		Has access to facilities that meet the minimum requirements of the programs that it operates
<b>Governance:</b>		
32		Is a Member in Good Standing with its governing organization(s)
33		Is a legal entity
34		Is compliant with the by-laws, policies, and directives of its governing organization(s)
35		Works in harmony, aligning values and operations, with its governing organization(s)
36		Aligns with SSA Freedom of Movement Policy
37		Is compliant with all applicable requirements of governments (e.g., nonprofit statutes) and regulatory bodies (provincial sport regulators) within whose jurisdiction it operates
38		Holds an Annual General Meeting
39		Submits Letters of Incorporation and By-Laws and annually submits any amendments
40		Submits a Vision, Mission, and Values Statement
41		Have a board of directors that is responsible for the affairs of the organization and:
41.1		Annually registers Board Members with SSA
41.2		Is no larger than the optimal size (8-12 directors)
41.3		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
41.4		All members have completed Respect in the Workplace training
41.5		Utilizes board committees including standing committees for audit/finance and nominations (Not For Profit Only)
41.6		All new Board Members complete SSA Board Orientation (2020)
41.7		Selects, compensates (if applicable), and provides oversight of the Administrative Lead
41.8		Adopts and utilizes a strategic plan as the basis of its planning and decision-making
41.9		Approves an annual operating plan and budget, prepared by the Administrative Lead, based on the strategic plan
42		Submits a Strategic Plan
43		Have policies and processes that meet SSA & Canada Soccer administration of formal complaints and appeals