

SK Member Association Level 1

Support Guide for Canada Soccer Club Licensing Program

(V2.0 April 2022)



OVERVIEW

The Canada Soccer Member Association Level 1 Support Manual has been created to guide organizations in the fulfillment of the Canada Soccer Club Licensing regulations for the Member Association Level 1 licence.

Timelines for the Club Licensing Program

Refer to the Saskatchewan Soccer website for the latest timelines for implementing the Club Licensing Program.

Responsibilities of Member Organizations

To obtain a Canada Soccer MA Level 1 Licence and subsequently become eligible to participate in the Competitive Stream in 2022 and beyond, the member organization must meet all criteria for the Canada Soccer MA Level 1 or have an action plan in place that has been developed in consultation with and approved by Saskatchewan Soccer (and ultimately, Canada Soccer).

The following tables indicate all criteria which must be met by the organization to be granted a MA Level 1 Licence. The supporting documentation indicated must be submitted to Saskatchewan Soccer as part of the application by the specified deadline. The supporting materials indicated are meant to assist member organizations in the development of each criteria.

If the member organization fails to meet any of the criteria listed in the tables below and/or develop and adhere to an acceptable action plan, the organization may not be granted a MA Level 1 licence.

MA LEVEL 1 SUPPORT GUIDE

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GENERAL CRITERIA

	Criteria	Supporting Materials	Supporting Documentation
	Declaration of Intent submitted		Declaration of Intent
1	Organization Name		
2	Location		
2.1	Media Locations (website, Facebook, Instagram, Twitter, Youtube, etc)		
3	Province/Territory		
4	Membership Status		
5	President – Name, Phone Number, Email		
6	Administrative Lead – Name, Phone Number, Email, Job Description		Job Description
7	Technical Lead – Name, Phone Number, Email, Qualifications, Job Description		Job Description
8	Program Information:		
8.1	Stream(s) of participation (Grassroots, Community, Competitive, Development, Performance)	Competition Designations	
8.2	Stage(s)/Age(s) of participation		
8.3	Gender(s) of participation		
9	Club Infrastructure Form - Facilities	Facilities Template	Facilities List

TECHNICAL & SPORTING CRITERIA

	Criteria	Supporting Materials	Supporting Documentation
10	Provides a safe soccer experience		
10.1	Adheres to Saskatchewan Soccer Code of Conduct & Ethics & Canada Soccer Code of Conduct and Ethics	Code of Conduct & Ethics template <i>Section 3 – Code of Conduct & Ethics</i> Management & Operations Guide Guide to Safety	Code of Conduct & Ethics or statement of adherence to Saskatchewan Soccer and Canada Soccer Code of Conduct and Ethics
10.2	Has a Code of Conduct to Protect Children	Guide to Safety	Code of Conduct to Protect Children
10.3	Has guidelines for appropriate/inappropriate conduct between adults/adolescents and children	Guide to Safety	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	Guide to Safety <i>Section 13 – Risk Management Policy</i>	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/guardians/caregivers, coaches, and team personnel	Guide to Safety	Policy outlining what to do if you witness inappropriate conduct provided to parents/guardians/caregivers, coaches, and team personnel
10.6	Provides an environment that supports participants' physical and emotional safety (free of bullying, discrimination, etc.)	Code of Conduct & Ethics template <i>Section 3 – Code of Conduct & Ethics</i> <i>Section 13 – Risk Management Policy</i> Guide to Safety	
10.7	Supports the Coaches Association of Canada Responsible Coaching Movement	Guide to Safety	Signs the CAC Responsible Coaching Movement Pledge. Responsible Coaching Movement Certificate
10.7.1	Has Rule of Two guidelines on which it educates players, parents, coaches, and team personnel	<i>Section 13 – Risk Management Policy</i> Guide to Safety	Rule of Two Guidelines
10.7.2	All coaches and team personnel have completed Respect in Sport Activity Leader training	Team Personnel Database Template <i>Section 13 – Risk Management Policy</i>	Coach and Team Personnel List or Implementation Plan
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	Team Personnel Database Template <i>Section 13 – Risk Management Policy</i> Guide to Safety	Coach and Team Personnel List
10.8	Facilities and equipment are safe, well-maintained, and in good condition	Facilities Template <i>Section 13 – Risk Management Policy</i> Management & Operations Guide	Facilities List
10.9	Demonstrates active implementation of the Canada Soccer Guide to Safety	<i>Section 13 – Risk Management Policy</i> Guide to Safety	

MA LEVEL 1 SUPPORT GUIDE

TECHNICAL & SPORTING CRITERIA continued

	Criteria	Supporting Materials	Supporting Documentation
11	Provides an accessible, inclusive, and welcoming soccer environment	Guide to Accessibility and Inclusion	
11.1	Provides programming that targets underrepresented groups as outlined in the Canada Soccer Guide to Accessibility and Inclusion	Launching an Adaptive Soccer Program Webinar Guide to Accessibility and Inclusion	
11.2	Has programs, partnerships, and/or other mechanisms to reduce barriers to participation	Guide to Accessibility and Inclusion	
11.3	Appreciates diversity to ensure everyone feels safe and that they belong regardless of ability and background	Code of Conduct & Ethics Template <i>Section 3 – Code of Conduct & Ethics</i> Guide to Accessibility and Inclusion	
11.4	Coaches are culturally sensitive and programs include culturally appropriate activities	Newcomer Engagement & Inclusivity Webinar Newcomer Engagement & Inclusivity Information Manual Guide to Accessibility and Inclusion	
11.5	Utilizes facilities that are accessible to participants of all abilities and advocates for enhancements to facility accessibility	Facilities Template Guide to Accessibility and Inclusion	Facilities List AODA Policy or equivalent
11.6	Demonstrates active implementation of the Canada Soccer Guide to Accessibility and Inclusion	Guide to Accessibility and Inclusion	
12	Submits a club pathway that demonstrates the following:	Club Pathway Template	Club Pathway
12.1	Alignment to provincial/territorial pathway		
12.2	Alignment to national player pathway	Canada Soccer Pathway	
13	Submits a technical plan that includes the following:	How to Write a Technical Plan Workshop How to Manage Your Technical Direction Workshop Management & Operations Guide	Technical Plan
13.1	Program descriptions	How to Write Program Descriptions Information Sheet How to Write Program Descriptions Example #1 How to Write Program Descriptions Example #2	Program Descriptions
13.2	Program alignment to Long Term Player Development stage-appropriate best principles as outlined by Canada Soccer	Canada Soccer Pathway	
13.3	Coach recruitment, retention, development, assessment, advancement and recognition strategy		Coach Recruitment, Retention, Development, Assessment, Advancement and Recognition Strategy
14	Operates a licensed Canada Soccer Dedicated Player Program		

TECHNICAL & SPORTING CRITERIA continued

	Criteria	Supporting Materials	Supporting Documentation
15	Technical Lead(s) hold(s) the following current and valid certification at minimum:	Team Personnel Database Template	
15.1	Community Stream workshops for all stages at which the organization provides programming		
15.2	C Licence		
15.3	Child Licence Certified (2021)		
15.4	PTSO Level TD Diploma (2021)	How to Manage Your Technical Direction workshop	
15.5	Making Ethical Decisions workshop and/or online evaluation		
15.6	Respect in Sport for Activity Leaders Program		
16	Coach training and/or certification is aligned to programs operated and Canada Soccer and/or PTSO standards		Coach and Team Personnel List

ADMINISTRATION & FINANCIAL CRITERIA

	Criteria	Supporting Materials	Supporting Documentation
17	Registers all participants with its governing organization(s)		
18	Does not interact with non-member organizations unless approved by governing organization(s)		
19	Has a bank account		
20	Has a minimum of two signing authorities and requires two signatures on all financial transactions		
21	Prepares reviewed or audited financial statements	Financial Statements Information Sheet Balance Sheet/Statement of Financial Position Template Income Statement Template Statement of Cash Flow Template	Reviewed or audited financial statements

MA LEVEL 1 SUPPORT GUIDE

ADMINISTRATION & FINANCIAL CRITERIA continued

	Criteria	Supporting Materials	Supporting Documentation
22	Has an identified Administrative Lead with clearly defined responsibilities		Job Description
23	All full time staff members have completed Respect in the Workplace training	Team Personnel Database Template	
34	Submits a vision, mission, and values statement	How to Write Mission, Vision & Values Statements Information Sheet Management & Operations Guide	Vision, Mission, and Values Statement

INFRASTRUCTURE CRITERIA

	Criteria	Supporting Materials	Supporting Documentation
24	Has a website		
25	Has access to facilities that meet the minimum requirements of the programs that it operates	Facilities Template Management & Operations Guide Guide to Safety	

GOVERNANCE CRITERIA

	Criteria	Supporting Materials	Supporting Documentation
26	Is a member in good standing with its governing organization(s)		
27	Is a legal entity	Member Organization Articles of Incorporation Information Sheet Member Organization Articles of Incorporation Template Member Organization Bylaws Information Sheet Member Organization Bylaws Template	Letters of incorporation or other proof of legal status Legally valid declaration outlining the business status, ownership structure (if applicable), and control mechanism
28	Is compliant with the by-laws, policies, and directives of its governing organization(s)		
29	Works in harmony, aligning values and operations with its governing organization(s)		

GOVERNANCE CRITERIA continued

	Criteria	Supporting Materials	Supporting Documentation
30	Aligns with SSA Freedom of Movement policy	<i>Section 2 – Member Rights and Responsibilities Policy</i>	
31	Is compliant with all applicable requirements of governments (e.g., nonprofit statutes) and regulatory bodies (provincial sport regulators) within whose jurisdiction it operates		
32	Holds an Annual General Meeting	AGM Agenda Template AGM Meeting Minutes Template	AGM Minutes
33	Submits Letters of Incorporation and By-Laws and annually submits any amendments	Member Organization Articles of Incorporation Information Sheet Member Organization Articles of Incorporation Template Member Organization Bylaws Information Sheet Member Organization Bylaws Template	Letters of Incorporation and By-Laws
35	Has a Board of Directors that is responsible for the affairs of the organization and:	Board Member Job Description Template Board Member Candidate Form Template Board Member Nomination Form Template Board Orientation Manual Information Sheet Director’s Commitment Form Template Management & Operations Guide Governance Guide	Governance Policies Board of Directors List
35.1	Annually registers board members with SSA	<i>Section 2 – Member Rights and Responsibilities Policy</i>	Executive Registration
35.2	All members have completed Respect in the Workplace training	Team Personnel Database Template	
35.3	Selects, compensates (if applicable), and provides oversight of the Administrative Lead	Management & Operations Guide	
35.4	All new board members complete SSA board orientation	Board Governance Training Governance Guide	
36	Have policies and processes that meet SSA & Canada Soccer administration of formal complaints and appeals	Formal Complaints Policy Template Discipline Policy Template Dispute Resolution Policy Template Appeals Policy Template <i>Section 4 – Formal Complaints Policy</i> <i>Section 5 – Discipline Policy</i> <i>Section 6 – Dispute Resolution Policy</i> <i>Section 8 – Appeals Policy</i> Management & Operations Guide Governance Guide	