

SK Member Association Level 2

Support Guide for Canada Soccer Club Licensing Program

(V2.0 April 2022)



OVERVIEW

The Canada Soccer Member Association Level 2 Support Manual has been created to guide organizations in the fulfillment of the Canada Soccer Club Licensing regulations for the Member Association Level 2 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 2 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 2 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 2 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 2 licence.

MA LEVEL 2 SUPPORT GUIDE

The Canada Soccer MA Level 2 Support Manual has been created to guide organizations in the fulfillment of the Canada Soccer Club Licensing regulations for the MA Level 2 licence.

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	

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 for Activity Leaders training	Team Personnel Database Template <i>Section 13 – Risk Management Policy</i> Guide to Safety	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 Guide to Safety	Facilities List

TECHNICAL & SPORTING CRITERIA continued

	Criteria	Supporting Materials	Supporting Documentation
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	Team Personnel Database Template Commit to Kids Certificate Guide to Safety	Commit to Kids Certificate
10.10	Demonstrates active implementation of the Canada Soccer Guide to Safety	<i>Section 13 – Risk Management Policy</i> Guide to Safety	
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	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	
12.3	An established pathway to provide players with access to opportunities for participation in Grassroots, Community, Competitive, and Development/Performance Streams	Club Pathway Template	
12.4	An established pathway that provides opportunities for players to continue participation in the Soccer for Life stage (adult and masters)	Launching a Walking Soccer Program Webinar	

MA LEVEL 2 SUPPORT GUIDE

TECHNICAL & SPORTING CRITERIA continued

	Criteria	Supporting Materials	Supporting Documentation
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	Alignment of organization's operational plans with strategic plan; alignment with SSA/Canada Soccer strategic plan	Strategic & Operational Plan Information Guide	
13.4	Holistic approach that includes physical, mental, technical/tactical, and social/emotional development	Holistic Youth Development Webinar	
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	Developing an Annual Plan Webinar Yearly Training Plan Template	
13.6	Coach recruitment, retention, development, assessment, advancement and recognition strategy		Coach Recruitment, Retention, Development, Assessment, Advancement and Recognition Strategy
13.6.1	Strategy targets women in coaching	Guide to Accessibility and Inclusion	
13.6.2	Supports physical, mental, and social/emotional development	Holistic Youth Development Webinar	
13.7	Sport Science and Medicine Plan that:		Sport Science and Medicine Plan
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:	Team Personnel Database Template	
15.1	Community Stream workshops for all stages at which the organization provides programming		
15.2	Making Ethical Decisions workshop and/or online evaluation		

TECHNICAL & SPORTING CRITERIA continued

	Criteria	Supporting Materials	Supporting Documentation
15.3	Respect in Sport for Activity Leaders Program		
15.4	C Licence		
15.5	Children’s Licence (2020)		
15.6	Youth Licence (2021)		
15.7	PTSO Level TD Diploma (2021)	How to Manage Your Technical Direction workshop	
16	The Technical Lead demonstrates ongoing development and education	Management & Operations Guide	
17	Coach training and/or certification is aligned to programs operated and Canada Soccer and/or PTSO standards		Coach and Team Personnel List
18	Has a goalkeeper coach and provides goalkeeper training		Technical Plan

ADMINISTRATION & FINANCIAL CRITERIA

	Criteria	Supporting Materials	Supporting Documentation
19	Registers all participants with its governing organization(s)		
20	Does not interact with non-member organizations 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 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

ADMINISTRATION & FINANCIAL CRITERIA continued

	Criteria	Supporting Materials	Supporting Documentation
24	Meets the following financial standards:	Management & Operations Guide	Reviewed or audited financial statements
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:	Strategic & Operational Plan Information Guide Management & Operations Guide	Operational Plan
25.1	Marketing and Communications Plan	Communications & Social Media Information Guide Management & Operations Guide	
26	Has an identified Administrative Lead with clearly defined responsibilities		
27	The Administrative Lead demonstrates ongoing development and education		
28	All full time and part time permanent staff members have completed Respect in the Workplace training	Team Personnel Database Template	

INFRASTRUCTURE CRITERIA

	Criteria	Supporting Materials	Supporting Documentation
29	Has a physical space or access to a consistent location as a headquarters for operations	Facilities Template	
30	Has a website		
31	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
32	Is a member in good standing with its governing organization(s)		
33	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
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	<i>Section 2 – Member Rights and Responsibilities Policy</i>	
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	AGM Agenda Template AGM Meeting Minutes Template Management & Operations Guide	AGM Minutes
39	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
40	Submits a vision, mission, and values statement	How to Write Mission, Vision & Values Statements Information Sheet Management & Operations Guide	Vision, Mission, and Values Statement
41	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

GOVERNANCE CRITERIA continued

	Criteria	Supporting Materials	Supporting Documentation
41.1	Annually registers board members with SSA	<i>Section 2 – Member Rights and Responsibilities Policy</i>	
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	Conflict of Interest Declaration Form Template Conflict of Interest Policy - Template	
41.4	All members have completed Respect in the Workplace training	Team Personnel Database Template	
41.5	Utilizes board committees including standing committees for audit/finance and nominations (Not for Profit Only)	Management & Operations Guide Governance Guide	
41.6	All new board members complete SSA Board Orientation	Board Governance Training Governance Guide	
41.7	Selects, compensates (if applicable), and provides oversight of the Administrative Lead	Management & Operations Guide	
41.8	Adopts and utilizes a strategic plan as the basis of its planning and decision-making	Strategic & Operational Plan Information Guide Management & Operations Guide	
41.9	Approves an annual operating plan and budget, prepared by the Administrative Lead, based on the strategic plan	Management & Operations Guide	
42	Submits a strategic plan	Strategic & Operational Plan Information Guide Management & Operations Guide	Strategic Plan
43	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	