



SASKATCHEWAN
SOCCER ASSOCIATION

C Diploma Procedures

August 2025



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Table of Contents

INTRODUCTION.....	3
APPLICATION PROCESS	4
APPLICATION WINDOW	4
ADMISSION PRE-REQUISITES	4
APPLICATION REVIEW.....	4
WAITLIST	4
COURSE FEES	5
PAYMENT PROCESS	5
POTENTIAL ADDITIONAL FEES	5
COURSE STANDARDS	6
COURSE REQUIREMENTS	6
PARTICIPATION REQUIREMENTS	6
CANADA SOCCER PLAGIARISM POLICY	6
AI USE	7
CONSEQUENCES OF PROHIBITED AI USE	7
REQUEST FOR ABSENCE.....	8
COURSE REMOVAL	8
REASONS FOR REMOVAL FROM A COURSE	8
REQUIRED WORK	9
LATE SUBMISSIONS.....	9
RE-ASSESSMENT	9
EXTENSIONS.....	10
APPEALS	10



Introduction

The purpose of this document is to support the coach in understanding the Saskatchewan Soccer Association policies and procedures in the offering of the CONCACAF C Diploma. These protocols create a consistent standard for coaches across the province, ensuring a consistent approach to coaching. They ensure the safety and well-being of each coach by creating an optimal learning environment.

Saskatchewan Soccer is committed to fostering an inclusive and accessible environment. As such, Saskatchewan Soccer will consider applicants that meet the requirements and that reflect the diversity of the soccer community. Saskatchewan Soccer seeks to provide fair, equitable, and accessible opportunities for all. Accommodations during the application process are available upon request.

Questions surrounding this document should be directed to Saskatchewan Soccer Association Manager of Coach and Player Development.

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Application Process

Application Window

The C Diploma will have a 10-week application window that opens on the first Monday of April and closes at 11:59pm CST on the respective end date as communicated in the published bulletin. Applications will only be accepted through the Submittable platform. Completing an application does not guarantee acceptance on the course.

Admission Pre-Requisites

For an applicant to be admitted to a course, the following conditions must be met.

- Eighteen (18) years of age by the start of the course.
- Completed application (incomplete applications will not be considered).
- Is a registered member of a Saskatchewan Soccer Association Member Organization and is registered with that organization in the RAMP system.
- Member in good standing and does not have outstanding discipline charges, fines, or fees.
- Completed all requirements of the Canada Soccer Safe Sport Roster
 - Current Criminal Record Check with Vulnerable Sector Search (2 Year Expiration)
 - Respect in Sport for Activity Leaders (5 Year Expiration)
 - Making Ethical Decisions Online Evaluation
 - Making Headway in Sport
 - NCCP Emergency Action Planning
 - Understanding the Rule of Two
- Supporting documentation is submitted as requested in the application form.
- Is in an appropriate coaching and/or work environment for the course.

Application Review

A 2-week application review will occur at the conclusion of the application window. All applicants will be screened for the admission pre-requisites. All applicants will be informed by 11:59PM CST at the end of the 2-week window as outlined in the respective published bulletin.

Waitlist

If applicants are not offered a place on the course for which they have applied, they will be placed on the waitlist. This will be communicated to the applicants.

Course Fees

Payment Process

The course fee is due within 28 days of acceptance letters being sent to the applicant as outlined in the respective published bulletin. Confirmation of course participation is not complete until payment is received in full. If payment is not received as outlined, then the individual's placement in the course will be forfeited.

Should an applicant withdraw from the course after the acceptance letter and payment have been received, a refund will be made up to fourteen (14) days prior to the beginning of the course, subject to a \$150 processing fee.

Cancellations made with less than fourteen (14) days to the commencement of the course will not be eligible for a refund.

Should a cancellation be the result of emergency reasons or unforeseen circumstances, refunds will be provided at the sole discretion of the Saskatchewan Soccer Association.

Potential Additional Fees

Additional fees will be dependent on the information outlined below in course standards:

- Late submissions and extensions are subject to a \$250 assessment fee.
- Third attempt video submission attempts are subject to a \$250 assessment fee.
- Appeals are subject to a \$250 re-assessment fee.

Course Standards

Course Requirements

Coaches must have the following materials:

- Laptop or tablet.
- Notebook with writing instruments.
- Soccer boots & shin guards.
- Running shoes.
- Appropriate attire to participate in on-field sessions. *Note that once the training kit is received, it is expected that coaches will wear their Adidas kit for all in-person training.*

Participation Requirements

Courses are designed considering adult learning principles, and therefore, 100% attendance and engagement are required for the duration of the course. Accommodations will be made if required.

Coaches are required to be in a workspace that allows them to actively participate in the course online.

Active participation is defined as:

- Webcam and microphone must be fully operational and turned on.
- Ongoing contributions to discussions and group tasks.
- Participation on-field where possible and applicable

Coaches should not be in a vehicle, on the side of a field, or any other place deemed an inappropriate and unsafe learning environment. If coaches are deemed to be in an inappropriate or unsafe learning environment, they will be removed from the online session, and it will be considered an absence.

Coaches are required to arrange and pay for their own travel, accommodation, and meals during the in-person components of the course.

Canada Soccer Plagiarism Policy

Saskatchewan Soccer has adopted the following plagiarism policy as originally developed by the Canada Soccer Coach Education Department.

Plagiarism is the act of presenting someone else's work, ideas, or words as your own, without proper acknowledgment. This includes copying from sources such as books, articles, websites, other students' work, or any other material, whether published or unpublished.

Plagiarism is a serious offence and will not be tolerated. If plagiarism is detected in your portfolio or any assignment, it will result in:

- **Failing Grade:** You will receive a failing grade for the assignment.
- **Course Failure:** Depending on the severity and frequency of the plagiarism, you may fail the entire course.

Avoiding Plagiarism:

- **Cite Your Sources:** Always properly cite any sources you use, whether you quote directly, paraphrase, or simply borrow an idea. Example: B. Bartlett (2022)
- **Use Quotation Marks:** When using someone else's exact words, enclose them in quotation marks and provide a citation.
- **Paraphrase Carefully:** When paraphrasing, restate the original idea in your own words and sentence structure, and still provide a citation.
- **Seek Help:** If you are unsure about how to properly cite or avoid plagiarism, ask your coach developer for assistance.

AI Use

Permitted Use of AI: The use of AI tools (e.g. ChatGPT, Grammarly) is permitted for the following purposes:

- **Grammar and Spelling Checks:** You may use AI tools to help you identify and correct grammar and spelling errors.
- **Generating Ideas:** You may use AI tools to help you brainstorm ideas or generate outlines for your assignment.

Prohibited Use of AI: The use of AI tools is strictly prohibited for the following purposes:

- **Writing Your Reflections:** You must write your reflections in your own words. AI tools cannot be used to generate entries.
- **Replacing Your Own Analysis:** You must demonstrate your own understanding of the course material and your ability to apply it to your coaching practice. AI tools cannot be used to substitute for your own critical thinking and analysis.

Consequences of Prohibited AI Use

If it is determined that you have used AI tools in a prohibited manner, it will be considered a form of plagiarism and will be subject to the same consequences as outlined above.

Note that Saskatchewan Soccer will run all submitted work through AI detection software.

Request for Absence

Coaches that require an absence must submit an email to the Saskatchewan Soccer Association, Manager of Coach and Player Development, providing the dates and justification for the request. Upon approval, the Manager of Coach and Player Development shall confirm the request in writing.

Absences will only be approved for emergency reasons or unforeseen circumstances. Coaches missing any sessions without advanced approval will be removed from the current course without refund.

Course Removal

An engaging learning environment is grounded on a foundation of respect. While coaches will be given individual consideration for their specific needs, it is expected that they will be on time, both for in-person workshops and online sessions, and submit their coursework by the assigned due dates. Repeated failure to respect the course timelines will be managed as follows:

- The first occurrence will result in a corrective conversation with their Coach Developer.
- The second occurrence will result in a written warning from their Coach Developer that the next occurrence will result in removal from the course.
- The third offence will result in removal from the course.

Reasons for Removal from a Course

Coaches may be removed from a course for several reasons, including but not limited to:

- Breaching the Canada Soccer and/or Saskatchewan Soccer Association Code of Conduct and Ethics
- Failure to attend an in-person workshop
- Failure to attend a synchronous online workshop
- Failure to respect the course timelines including but not limited to assignments and asynchronous learning components
- Individuals who are removed from a course will not be eligible to receive a refund.

Required Work

Late Submissions

Submission of work after the designated due date is considered a late submission. Late submissions will be accepted up to a maximum of 30 days after the deadline. *Note: Late submissions will not be accepted, unless an extension has been granted, in writing, by the assigned Coach Developer and confirmed by the Manager, Coach and Player Development.*

Submissions received more than 30 days after the deadline will not be accepted unless an extension has been granted in writing and the coach will be considered to have “Failed” as outlined in the Observation of Competency.

Late submissions and extensions are subject to a \$250 fee.

Re-Assessment

Trained coaches are permitted two (2) certification assessment attempts per their registration fees. Should a coach be unsuccessful in obtaining certification after two (2) attempts, the following steps will occur:

- The trained coach will enter a minimum 6-month mentorship program with either their assigned Coach Developer or the Manager of Coach and Player Development. Mentorship may include, but is not limited to, meetings, session plan reviews, and additional videos to be submitted.
- The coach will be required to disclose this mentorship to their Member Organization Technical Lead for continued support.
- Upon conclusion of the 6-month mentorship, the trained coach will submit a letter to the Manager of Coach and Player Development confirming their desire to proceed with their final assessment attempt and provide their \$250 payment to the Saskatchewan Soccer Association.
- The trained coach will go through all necessary pre-brief steps prior to recording to ensure the coach is clear on the assessment expectations.
- Coaches receiving a Certified grade through this process will be awarded the appropriate Diploma.

If unsuccessful in their third attempt, the coach would be required to retake the course in full.

Extensions

An extension must be requested by email to your both your assigned Coach Developer with Manager of Coach and Player Development in copy, outlining the request.

Extensions will only be approved for emergency reasons or unforeseen circumstances and will be a maximum of ninety (90) days.

Extensions are subject to a \$250 fee.

Appeals

Coaches who wish to appeal a failed assessment must submit a written letter to the Manager, Coach and Player Development within two (2) weeks of the assessment date, highlighting specific areas of the assessment that they are appealing with supporting documentation (ex. Session Plan, EAP, Observation of Competency Form, link to pre-brief or debrief, Action Plan, etc.)

A \$250 fee must be paid as part of the appeal. If successful, the fee will be used to cover the reassessment and, if unsuccessful, the fee shall be retained by the Saskatchewan Soccer Association.

The assessment will be referred to the Manager, Coach and Player Development for review. If the original assessment was conducted by the Manager, Coach and Player Development, it will be referred to another member of the Saskatchewan Soccer Association Coach Education team for review.

Appeals will be completed and a decision provided to the appellant within 30 days of receipt.

Decisions of an appeal are final and are not subject to further appeal or any other review of the decision.