



POLICIES AND PROCEDURES MANUAL

Section Ten | **Sanctioning and Endorsement Policy**

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1 Tournament Sanctioning

1.1 Definitions

1.1.1 The following terms have these meanings in this policy:

- a) *“Entity”* – Organizations such as clubs, zones, community associations, teams, etc., that fall under the authority of a Regular or Associate Member. Entities have no authority within the SSA Membership structure other than what is granted them by their MO.
- b) *“Governing Body”* – The organization that has the authority to manage a judicial process as per the policies of the governing body. Governing body may refer to Canada Soccer, SSA, or Member Organizations, clubs/zones or entities that are members of SSA.
- c) *“Match Official/Referee”* – Individuals who perform as referees, assistant referees, 4th officials, referee administrators, referee assignors, referee supervisors, referee mentors, referee leads, referee instructors and referee assessors during sanctioned soccer activities.
- d) *“Members”* – All members defined by SSA by-laws and for the purposes of this policy shall also include parents, guardians and caregivers of individual members and spectators at SSA events and SSA sanctioned competitions.
- e) *“MO”* – Member Organization.
- f) *“Organizer”* – Anyone performing an activity connected with soccer at a Member Organization or entity, regardless of title, type of activity (administrative, sporting or any other) and duration of the activity. Includes all directors, officers, committee members, coaches, trainers, match officials, diversity officers, persons in charge of safety, and any other person responsible for technical, medical and/or administrative matters, members, clubs or leagues, as well as all other persons obliged to comply with SSA and Canada Soccer by-laws regardless of whether they are paid or volunteers.
- g) *“SSA”* – Saskatchewan Soccer Association.
- h) *“Team Personnel”* - All supervisory team personnel including but not limited to coaches, assistant coaches, managers, trainers and other medical staff, and gender representative personnel or anyone that wishes to have access to the field of play.

1.1 Introduction

1.1.1 Why do we have tournament sanctioning requirements and standards?

Saskatchewan Soccer Association (SSA) is the governing body for soccer in Saskatchewan. In this role, SSA is entrusted by the statutes of FIFA and the constitution of Canada Soccer with the mandate of governing, fostering, developing and promoting soccer in Saskatchewan. As an organization, SSA is committed to Canada Soccer’s Long Term Player Development (LTPD) Model, Wellness to World Cup (W2WC). The underlying principles of LTPD are based heavily on providing developmentally appropriate sport through a player-centred approach. These principles commit SSA and our Member Organizations and Entities running sanctioned tournaments to place the development, safety, enjoyment and well-being of the individual participant above all else when delivering these competitions.

In order to ensure all competitions within Saskatchewan observe these principles, SSA has developed a series of standards for tournaments. These standards are designed to ensure participants have the opportunity to compete in a developmentally appropriate environment conducive to maximizing their potential and showcasing their abilities. While tournaments are valuable social events for participants and have become essential fundraisers to support the many high-quality initiatives taking place within the host MO/entities, this value cannot come at the expense of the participants. By applying for sanctioning, tournament organizers agree to abide by all SSA tournament sanctioning policies and meet

ALL SSA required tournament sanctioning standards. Tournaments that fail to meet these standards will be subject to discipline as outlined in this document and/or SSA's *Discipline Policy*.

It is the belief of SSA that all participants should have the opportunity to participate in developmentally appropriate sport and we are committed to ensuring all competitive structures within Saskatchewan are aligned to this guiding principle.

Should you have any questions about tournament sanctioning, contact the Coordinator of Competitions Development.

1.2 Process of Sanctioning Tournaments in Saskatchewan

- 1.2.1 Tournament organizers apply for sanctioning by completing the SSA tournament sanctioning form.
- 1.2.2 The SSA tournament sanctioning form must be approved by an SSA Member Organization through the signature of an authorized individual.
- 1.2.3 Member Organizations applying to host a tournament must be in good standing with SSA. Entities applying to host a tournament must be in good standing with their Member Organization and SSA.
- 1.2.4 Member Organizations cannot unreasonably deny the approval of an SSA tournament sanctioning form to an entity in good standing.
- 1.2.5 Following Member Organization approval, the completed SSA tournament sanctioning form is submitted to SSA. Incomplete forms will not be accepted.
- 1.2.6 All tournament sanctioning forms must be accompanied by the tournament sanctioning application fee. The tournament sanctioning fee is:
 - a) \$100.00 if submitted thirty days or more before the start of the tournament
 - b) \$250.00 if submitted less than thirty days before the start of the tournament
- 1.2.7 Sanctioning applications will not be considered more than 10 months before the start of the tournament.
 - a) Should the sanctioning requirements and/or standards change between the time of sanctioning and the start of the tournament, the tournament organizer is responsible for ensuring the tournament meets the revised requirement and/or standards.
- 1.2.8 Following review of the tournament sanctioning form, SSA will contact the applicant regarding any concerns, errors or omissions in the application.
- 1.2.9 Tournaments held the same weekend as an SSA provincial championship or annual general meeting (AGM) will not be sanctioned if conflicts are anticipated. Examples of conflicts include, but are not limited to, the availability of delegates for the AGM or players, officials, teams, volunteers and/or facilities for a provincial championship, media coverage and/or exposure of the tournament.
- 1.2.10 Upon approval of the tournament sanctioning form, the applicant will be informed of the decision and available tournament information will be posted on the SSA website.

- 1.2.11 Upon approval of sanctioning, tournament organizers may begin full promotion of the tournament. Promotion of a tournament prior to sanctioning is prohibited without permission of SSA and may result in disciplinary sanctions, as outlined in Article 1.6 - Compliance.
- a) In recognizing that tournament organizers may wish to begin promotion more than 10 months before the start of the tournament, permission may be granted by SSA for limited tournament promotion prior to sanctioning. Contact SSA to request permission to promote a tournament prior to sanctioning.
- 1.2.12 A copy of the tournament schedule must be submitted to SSA for approval at least 10 business days before the start of the tournament. Failure to submit a tournament schedule will result in disciplinary sanctions, as outlined in Article 1.6 - Compliance.
- 1.2.13 Posting or distribution of a tournament schedule prior to approval is prohibited and will result in disciplinary sanctions, as outlined in Article 1.6 - Compliance.
- 1.2.14 The tournament schedule should be distributed to participating teams no later than five days prior to the start of the tournament.
- 1.2.15 The tournament organizer must submit the tournament follow up report and financial statement within twenty business days of the conclusion of the tournament. Failure to submit the tournament follow up report and financial statement by this deadline will result in disciplinary sanctions, as outlined in Article 1.6 - Compliance.
- 1.2.16 Copies of all rosters and game sheets must be submitted to SSA upon request. Failure to submit rosters and/or game sheets if requested will result in disciplinary sanctions, as outlined in Article 1.6 - Compliance.
- 1.2.17 SSA must be notified of the intention to include the serving of alcohol during a sanctioned tournament. Should alcohol be served by the tournament organizer, they are responsible for ensuring compliance with all legal requirements. Failure to do so may void SSA insurance coverage.
- 1.2.18 SSA shall not be held responsible for any financial losses incurred by the tournament organizer in hosting a sanctioned tournament.

1.3 Tournament Sanctioning Policies and Standards

Administrative policies:

All tournaments within jurisdiction of SSA must be sanctioned by SSA.

- a) SSA staff and/or board members are provided free entry to any sanctioned tournament.
- b) Entry into a sanctioned tournament in Saskatchewan is limited to teams that are properly affiliated with SSA or other provincial, state or national association.
- c) All participating teams from within Saskatchewan must be registered members in good standing with an SSA Member Organization and/or SSA.
- d) All participating teams from outside of Saskatchewan must be registered and in good standing with their district, provincial, state and/or national soccer association.
- e) All participating teams from outside Saskatchewan must have a valid travel permit or other official written permission to participate from their provincial, state and/or national soccer association.

- f) The tournament organizer must submit copies of all travel permits for teams from outside Saskatchewan to SSA prior to the start of the tournament. Failure to submit travel permits will result in disciplinary sanctions, as outlined in Article 1.6 - Compliance.
- g) All participants (players, team personnel, match officials, organizers) from within Saskatchewan must be registered members in good standing with an SSA Member Organization and/or SSA.
- h) All participants (players, team personnel, match officials, organizers) from outside of Saskatchewan must be registered and in good standing with their district, provincial, state and/or national soccer association.
- i) Any player wishing to participate as a “guest” or “permit” player (as defined and allowed under the tournament rules) must have written permission to participate from the Member Organization and/or Entity with whom they are registered.

1.3.2 Administrative Standards

- a) All sanctioned tournaments must be overseen by a tournament organizing committee. The members of this committee must be declared as a part of the sanctioning application.
- b) All sanctioned tournaments must observe the *SSA Event Discipline Procedure* (see Article 2 of the *Discipline Policy*). As dictated by this policy, judicial processes for events must be overseen by an event discipline committee. The members of the event discipline committee must be declared as a part of the sanctioning application.
 - i. Modifications may be made to the *Event Discipline Procedure*, but modifications (and the reasons for those modifications) must be outlined in the tournament host’s sanctioning application and approved by SSA prior to distribution in the tournament rulebook.
- c) Sanctioned tournaments must meet the following administrative standards in order to receive sanctioning:
 - i. An emergency action plan (EAP) is in place and supported through adequate training.
 - ii. A telephone is on-site at all fields and available for emergency calls
 - iii. A minimum of one first aid and CPR trained individual is on call throughout the tournament.
 - iv. Field marshals are present at all fields and familiar with their role and responsibilities.
 - v. Adequate crowd control measures are in place, including the utilization of the *SSA Match Officials Procedure* (see Article 3 of the *Discipline Policy*) or a tournament-specific policy that meets these standards.
 - vi. A room is available for meetings, discipline hearings and any other matter that requires privacy.
 - vii. A tournament rulebook is provided to participating teams and contains the following, as a minimum:
 - a Policy on refunds to participating teams in the event that all, or a portion of, the tournament is cancelled by the tournament organizer for any reason.
 - b Policies and/or provisions ensuring that the behaviour of teams, players, team personnel, and spectators is appropriately controlled. These policies and provisions must be aligned to the *Code of Conduct and Ethics* and *Discipline Policy*.
 - c Tournament discipline procedure that is aligned to the *Event Discipline Procedure*, and any approved modifications.
 - d Procedures for protests.

- 1.3.3 It is recommended that sanctioned tournaments meet the following administrative standards in order to provide a successful tournament:
- a) Information packages are provided to participating teams and include information on accommodation, meals and playing facilities.
 - b) An identified individual trained in first aid and CPR on-site at every venue.
 - c) Change rooms with showers.
 - d) Game results board.
 - e) Concession.
 - f) Social event for participants.

1.4 Technical Policies

- 1.4.1 All tournaments must be played on outdoor fields or in indoor facilities with playing surfaces that meet SSA standards for safety (see *Risk Management Policy*).
- 1.4.2 Tournament play may not commence prior to 7:00am and must be complete by 10:30pm for youth teams (Under 19 and younger).
- 1.4.3 Games kicking off between 7:00-8:00 am are restricted to the involvement of teams that do not use a hotel. Generally that would be considered as those teams registered within the hosting or approving Member Organization or located within 100 km.
- 1.4.4 Sanctioned tournaments are required to have a minimum amount of time between the end of a game and the commencement of the next game for every participating team. **The amount of rest time between games MUST be a minimum of four times the length of the game.** Regardless of game length, the minimum rest time between games can never be less than 120 minutes or 2 hours. The following table outlines the specific requirements for the most frequent game lengths; however, the tournament organizer is responsible for ensuring the required rest time is accurately calculated and adhered to when scheduling.

Length of Game	Minimum Rest Time Between Games	Minimum Rest Time Between Games
2 x 30 minutes	240 minutes	4 hours
2 x 25 minutes	200 minutes	3.33 hours
2 x 20 minutes	160 minutes	2.67 hours
2 x 15 minutes	120 minutes	2 hours

1.5 Technical Standards

- 1.5.1 Sanctioned tournaments must meet the following technical standards in order to receive sanctioning (10 20):

LTPD STAGE	FUNDAMENTALS	LEARNING TO TRAIN			ACTIVE FOR LIFE
Age Group	U7/8	U9/10	U11/12	U13/14	U15 and older
Playing Format (maximum number of players on the field)	4v4 (no GK) or 5v5 (with GK)	7v7 (including GK)	9v9 (including GK)	11v11 (including GK)	11v11 (including GK)
Squad Size (Game day only)	Maximum 10	Ideal 9 / Maximum 12	Ideal 12 / Maximum 16	Ideal 16 / Maximum 18	Ideal 16 / Maximum 18
Field Width	4v4 (no GK) – 20 to 25m 5v5 (with GK) – 25 to 30m	30 to 36m	42 to 55m	45 to 90m	45 to 90m
Field Length	30 to 36m	40 to 55m	60 to 75m	90 to 120m	90 to 120m
Goal Size (maximum)	5ft (1.52m) x 8ft (2.44m) Smaller goals should be used if playing without GK	6ft (1.83m) x 18ft (5.49m)	7ft (2.13m) x 21ft (6.40m)	8ft (2.44m) x 24ft (7.32m)	8ft (2.44m) x 24ft (7.32m)
Ball Size	3 or 4	4	4	5	5
Maximum Playing Game Time Per Day	60 minutes	80 minutes	100 minutes	120 minutes	120 minutes
Recommended Game Duration for Tournaments with multiple games per day	2 x 15 minutes	2 x 20 minutes	2 x 25 minutes	2 x 30 minutes	2 x 30 minutes
Maximum Game Duration	2 x 15 minutes	2 x 25 minutes	2 x 30 minutes	2 x 40 minutes	2 x 45 minutes

1.5.2 The following coaching standards are also required of all participating teams under the jurisdiction of SSA in order to receive sanctioning: [SSA Coaching Standards](#).

1.5.3 Additional explanations pertaining to the required technical standards are as follows:

- a) Playing Format = the maximum number of players on the field. Tournaments may utilize a playing format that involves fewer players on the field and adapt the squad size, field width and length and goal size accordingly; however, the maximum number of players on the field cannot be exceeded for any age group. Age group formats must adhere to the Canada Soccer LTPD requirements (no standings/playoffs results-based approach within the Grassroots Stream, etc).
- b) Squad Size = the maximum number of players participating in any given game. The squad size may exceed the maximum for training and the participating players can change between games and/or competitions; however, cannot exceed the maximum in any given game. The squad size standards are developed within the LTPD and are designed to encourage active participation from all players in game situations.
- c) Field Width and Length = the range of acceptable field sizes for each LTPD stage and age group based on the playing format. Tournaments may adapt the playing format to involve fewer players on the field within each age group and adapt the field size accordingly; however, the maximum field width and length cannot be exceeded for any age group.
- d) Goal Size = the maximum goal size permitted based on the playing format. Tournaments may adapt the playing format to involve fewer players on the field within each age group and adapt the goal size accordingly; however, the maximum goal size cannot be exceeded for any age group.
- e) Ball Size = at the Under 9 age group, tournaments may utilize either a size 3 or size 4 light ball. All other age groups must utilize the size of ball outlined in the technical standards.
- f) Maximum Playing Game Time per Day = the maximum amount of time that a team can be on-field in any given day, regardless of the number of games in which they will participate. Tournaments with multiple games per day must adjust the length of these games to fit within these standards.
- g) Recommended Game Duration for Tournaments with Multiple Games per Day = tied to the maximum amount of playing game time per day, these are the recommended game durations for situations where teams are required to play multiple games in a single day.
- h) Maximum Game Duration = the maximum length of regulation play for any game.
- i) It is mandatory that all referees officiating in an SSA sanctioned tournament be certified through a Canada Soccer accredited refereeing course.

1.6 Compliance

1.6.1 Tournament organizers that fail to meet the deadlines, follow the processes, comply with the policies and/or meet the required standards contained within the *Tournament Sanctioning Policy* will be subject to disciplinary sanctions, according to the following table:

Infraction	Fine
Promotion of an unsanctioned tournament without SSA permission.	\$250.00
Failure to submit a copy of the schedule 10 days before the start of the tournament.	\$250.00
Posting or distribution of a tournament schedule prior to SSA approval.	\$250.00
Failure to submit travel permits for all out of province teams before the start of the tournament.	\$250.00

Failure to submit travel permits for all out of province teams within 10 business days of the conclusion of the tournament.	\$1000.00 per team
Failure to adhere to an administrative or a technical policy or to meet a required administrative or technical standard.	Up to \$5,000.00 and/or possible suspension of tournament
Failure to submit the tournament follow up report and financial statement within 20 business days of the conclusion of the tournament.	\$250.00
Failure to submit rosters and/or game sheets if requested.	\$250.00

Any fine for failure to comply with the *Tournament Sanctioning Policy* will be invoiced to the tournament organizer following submission of the final report and must be paid before December 31st of the year in which the tournament took place. Failure to pay fines in a timely manner may result in the loss of sanctioning for future tournaments.

1.7 SSA Non-member Soccer Instructional Program Endorsement Policy

- 1.7.1 Saskatchewan Soccer Association (SSA) is the governing body for soccer in Saskatchewan. In this role, SSA is entrusted by the statutes of FIFA and the constitution of Canada Soccer with the mandate of governing, fostering, developing and promoting soccer in Saskatchewan. As an organization, SSA is committed to Canada Soccer’s Long Term Player Development (LTPD) model, Wellness to World Cup (W2WC). The underlying principles of LTPD are based heavily on providing developmentally appropriate sport through a player-centred approach. These principles commit SSA to ensuring that all soccer activities taking place in Saskatchewan, including Soccer Instructional Programs (SIPs), place the development, safety, enjoyment and well-being of the individual participant above all else.
- 1.7.2 **All SIPs operated by SSA Non-Member organizations within Saskatchewan must be endorsed by the SSA.** The following policy and procedures apply to the endorsement of all SIPs in Saskatchewan and have been designed to ensure that these programs meet a minimum standard of quality.
- 1.7.3 **What is a Non-Member Soccer Instructional Program?**
A non-member SIP refers to any organized soccer event or series of events, delivered outside of SSA member structure (i.e. Regular, Associate or entity members), whose primary function is to teach the game of soccer or soccer-related activities. Non-Member SIPs include, but are not limited to, soccer camps, schools, clinics and development programs delivered by non-member organizations.
- 1.7.4 **Why does SSA endorse Soccer Instructional Programs?**
Endorsement ensures that the SIP meets SSA’s minimum standards for operation in areas such as facility quality, participant safety, insurance, technical expertise of coaching staff and volunteer/employee screening. These standards are designed to ensure participants can expect a program of reasonable quality. While providers that are not endorsed by SSA may provide programming of a high standard, these programs have not been reviewed by SSA and quality cannot be assured. As such, if SSA Member Organizations or entities are looking to hire external groups to deliver programming, these groups must be endorsed by SSA. In addition, SSA participant members (i.e. players, coaches and officials) are strongly encouraged to participate only in endorsed SIPs, as these programs have been reviewed and meet the SSA standards for quality assurance.

**** Disclaimer: SSA insurance does not extend to participation in endorsed Non-Member SIPs. Members participating in an endorsed Non-Member SIP will not be covered through SSA insurance programs ****

- 1.7.5 A core value of SSA is that all participants should have the opportunity to participate in high quality, developmentally appropriate sport and we are committed to ensuring all organized soccer activities within Saskatchewan are aligned to this guiding principle. Through the endorsement process, SSA is better able to ensure SIP providers are also aligning their programs to these same principles.
- 1.7.6 What does Endorsement provide?
- a) Endorsement provides some security to participants by confirming that the SIP provider has met SSA's minimum standards. However, participants are not covered under SSA insurance while participating in SIP activities.
 - b) It also protects those SIP providers committed to delivering high standards of programming and separates them from those that have not been endorsed. In addition, SSA will promote endorsed SIP providers and their programming to the SSA membership through posting on the website at www.sasksoccer.com. SIPs that are not endorsed by SSA will not be promoted in any way.
 - c) Endorsement of a SIP provider does not bestow SSA membership or any of the privileges of membership. An SIP provider interested in pursuing membership within SSA should contact the SSA office for further information on this process and its requirements.

1.8 Process of Endorsement of Non-Member Soccer Instructional Programs (SIPs) in Saskatchewan:

- 1.8.1 SSA is the sole authority for the endorsement of SIPs within Saskatchewan.
- 1.8.2 All SIPs conducted in Saskatchewan by non-member organizations are required to be endorsed by SSA.
- 1.8.3 Non-member SIP providers apply for endorsement by completing the SSA non-member soccer instructional program (SIP) endorsement form.
- 1.8.4 SIP endorsement is a two-part process involving both the endorsement of a SIP provider and specific programs/events.
- 1.8.5 Program/event endorsement will only be granted to an endorsed SIP provider.
- 1.8.6 SIP provider endorsement is valid from the date of approval until September 30 of that year and must be renewed on an annual basis beginning on October 1 or 30 days prior to the start of the first program or event.
- 1.8.7 SSA will send a reminder of endorsement deadlines, along with the current SSA non-member SIP endorsement policy highlighting any changes from the previous year, to all endorsed SIP providers from the previous year by September 1.
- 1.8.8 Endorsement renewals may refer to previously submitted application documents but must include any changes or additions.
- 1.8.9 Endorsement of a specific program or event is valid only for that program or event.

- 1.8.10 SIP providers may apply to endorse multiple programs/events in a single application package; however, individual information is required for each event.
- 1.8.11 All SIP endorsement applications must be accompanied by the non-member SIP provider endorsement application fee.
- a) Non-member organization from **within Saskatchewan**:
 - i. Initial endorsement fee \$100
 - ii. Endorsement renewal fee \$50
 - b) Non-member organization from **outside Saskatchewan**:
 - i. Initial endorsement fee \$200
 - ii. Endorsement renewal fee \$50
- 1.8.12 SIP endorsement applications must be submitted at least 30 days prior to the start of the first program or event. Applications submitted less than 30 days before the start of the program will be subject to an additional late fee of \$25.00.
- 1.8.13 Endorsement applications will not be considered more than six (6) months before the start of the first program or event.
- 1.8.14 The SIP provider endorsement application Fee includes the cost of endorsement of an initial program or event. Each additional program or event beyond the initial one will be subject to a non-member SIP program/event endorsement fee of \$25.00.
- 1.8.15 Applications for endorsement of SIP programs and events after the initial endorsement application should be made using the soccer instructional programming - endorsement application form.
- 1.8.16 Endorsement applications for subsequent programs or events must be submitted at least fifteen (15) business days prior to the start of the program or event.
- 1.8.17 Endorsement applications will not be accepted without the signatures of both the program operator and head coach indicating their agreement to abide by the *SIP Endorsement Policy*.
- 1.8.18 It is the responsibility of the applicant to ensure that all required documents are completed in their entirety, supporting documents and information provided as required and submitted within the required timeframe. Incomplete forms or those that are not accompanied by the required documentation will not be accepted.
- 1.8.19 Following review of the non-member SIP endorsement application, SSA will contact the applicant regarding any concerns, errors or omissions in the application.
- 1.8.20 Following review of a non-member SIP endorsement application, SSA will inform the Member Organization(s) where the SIP(s) will take place, if applicable.
- 1.8.21 SSA Member Organizations may provide feedback regarding the non-member SIP endorsement application but will not have the authority to approve or deny the application.

- 1.8.22 Upon approval of the non-member SIP endorsement application, a copy of the approved application will be sent to the applicant. The Member Organization(s) where the SIP(s) will take place will be informed of the approval, if applicable.
- 1.8.23 Upon approval of endorsement, SIP providers may begin full promotion of the SIP. Promotion of a SIP prior to endorsement is prohibited without permission of SSA and may result in disciplinary sanctions.
 - a) In recognizing that SIP providers may wish to begin promotion more than 10 months before the start of the SIP, permission may be granted by SSA for limited SIP promotion prior to endorsement. Contact SSA for additional information or to request permission to promote a SIP prior to endorsement.
- 1.8.24 Upon approval of endorsement, information on the SIP provider will be posted on the SSA website. Additional information on SIP programs and events may also be posted and distributed to SSA membership at the request of the SIP provider.
- 1.8.25 Endorsed non-member SIPs may be subject to onsite visitation by SSA staff to confirm compliance.
- 1.8.26 SSA shall not be held responsible for any financial losses incurred by the SIP provider in delivering and/or operating an endorsed SIP.

1.9 SSA Soccer Instructional Program Endorsement Policies and Standards:

- 1.9.1 Administrative policies & standards:
 - a) Endorsed SIP providers must carry a minimum of \$2,000,000 in general liability insurance.
 - b) **** Disclaimer: SSA insurance does not extend to participation in endorsed non-member SIPs. Members participating in an endorsed non-member SIP will not be covered through SSA insurance programs ****
 - c) A telephone must be available on-site at all times and available for use in case of emergency.
 - d) It is strongly recommended that a minimum of one first aid and CPR trained individual be on-site throughout the SIP.
 - e) Washrooms must be available on-site during all SIPs.
 - f) Endorsement applications must include the following administrative information in order to be approved:
 - g) Copies of all registration forms, waivers and promotional materials
 - h) Proof of insurance coverage
 - i) Emergency action plan (EAP) including a list of program staff with standard first aid and CPR certification
 - j) Daily Itinerary including hours of on-field instruction for each age group
 - k) Program plan in the event of inclement weather
 - l) List of all off-field activities taking place as a part of the program
 - m) List of all non-technical education that will be provided as a part of the program and the qualifications of the instructor providing this education (e.g. mental training, nutrition, strength conditioning, etc.)
 - n) Description of facilities that will be used for program, including washrooms, locker rooms and lunch rooms, if appropriate

- o) Name, and confirmation of police clearance must be submitted for all administrative staff that will have contact with program participants. SSA may request to review copies of police clearances prior to approving SIP Endorsement.
- p) Anticipated total number of athletes attending program and maximum registrations accepted.
- q) Initial endorsement/renewal fee

1.10 Technical Policies

- 1.10.1 All SIPs must be conducted on outdoor fields or in indoor facilities with playing surfaces that meet SSA standards for safety (see *Risk Management Policy*).
- 1.10.2 The following minimum technical standards must be met in order to obtain endorsement for SIPs:
 - a) Head instructor/supervisor must hold a minimum Child Licence or equivalent.
 - b) All additional coaches must hold a minimum of age-appropriate community coach certification or equivalent.
 - c) All coaches and administrative staff in contact with program participants must have a valid CPIC with vulnerable sector screening
 - d) Maximum player to instructor ratio of 12:1

1.11 Technical Standards

- 1.11.1 The following technical information must be provided in its entirety in order to obtain endorsement of non-member SIP:
 - a) Name, and coaching certification, along with confirmation of CPIC clearance for all program coaching staff
 - b) Anticipated player to instructor ratio
 - c) List of all programs offered (e.g. goalkeeper training, position-specific training, conditioning, etc.)
 - d) Skill level of attending athletes
 - e) List of all materials (i.e. instructional manuals) used in the development of program curriculum

1.12 Compliance

- 1.12.1 SIP providers failing to abide by the *SSA Code of Conduct and Ethics*, policies and procedures and/or failing to meet the standards of SIP endorsement will be subject to a program review and potential sanctions, including but not limited to fines or suspension of endorsement.