

CANADA SOCCER CLUB LICENSING GENERAL TIMETABLE & DEADLINES

Canada Soccer has established a timetable and deadlines for implementing the Club Licensing Program in 2018 and 2019. The list below contains an overview of the actions that will

be taken by Canada Soccer, its PTSO members, and Member Organizations, as well as the associated deadlines, for the Club Licensing Program.

2018		
Deadline	Organization	Action
By 31.07.2018	Canada Soccer	Confirm and post National Youth Club Licence Criteria
By 31.07.2018	Canada Soccer	Confirm and post Canada Soccer Standards for Quality Soccer
By 31.07.2018	Canada Soccer	Confirm Canada Soccer implementation plan, application, review, and approval processes, and roles and responsibilities for Canada Soccer Standards for Quality Soccer
By 07.08.2018	Canada Soccer	Invite letters of intent from select member organizations currently participating in recognized standards-based leagues and any additional organizations as deemed appropriate by Canada Soccer
By 31.08.2018	Identified Member Organizations	Submit a written and signed letter of intent to apply for a National Youth Club Licence
By 31.08.2018	PTSOs	Confirm PTSO implementation plan, application, review, and approval processes, and roles and responsibilities for Canada Soccer Standards for Quality Soccer within jurisdiction and submit to Canada Soccer for approval
By 01.09.2018	Canada Soccer	Provide National Youth Club Licence Application Package to Member Organizations submitting a letter of intent.
By 01.09.2018	Canada Soccer	Provide a list of potential applicants for the National Youth Club Licence from within its jurisdiction to each PTSO
By 15.10.2018	Canada Soccer	Review and approve PTSO implementation plan, application, review, and recommendation processes, and roles and responsibilities for Canada Soccer Standards for Quality Soccer for each PTSO
By 31.10.2018	Member Organizations	Submit National Youth Club Licence Application Package and all supporting documentation to Canada Soccer Club Licensing Manager
By 31.10.2018	PTSOs	Confirm membership and standing, and endorse applicants for National Youth Club Licence from within jurisdiction
By 31.10.2018	PTSOs	Begin implementation of Canada Soccer Standards for Quality Soccer based on approved implementation plan
By 15.01.2019	Canada Soccer	Review and decision by Canada Soccer Club Licensing Committee regarding all National Youth Club Licence applications
By 22.01.2019	Canada Soccer	Notification and communication of Canada Soccer Club Licensing Committee decisions to all applicants in writing
Earlier of 05.02.2019 or ten (10) business days following the receipt of decision	Member Organizations	Written appeals submitted by applicants to Canada Soccer based on decision of Canada Soccer Club Licensing Committee

2018		
Deadline	Organization	Action
15 days from receipt of application for leave to appeal	Canada Soccer	Decision of whether appeal will be granted by Canada Soccer Chair of Appeals Committee and/or Appeals Committee
60 days from receipt of application for leave to appeal	Canada Soccer	Final decision and notification by the Canada Soccer Appeals Committee regarding the license applications of member organizations submitting appeals
By 31.01.2019 or 7 days after the final appeal decision	Canada Soccer	Submission of all licensing decisions by Canada Soccer to governing PTSO, MLS, and CONCACAF

2019		
Deadline	Organization	Action
By 31.03.2019	Canada Soccer	Confirm foundational requirements for Provincial/Territorial Youth Club Licence 1 and 2
By 30.06.2019	PTSOs	Develop criteria for Provincial/Territorial Youth Club Licence and submit to Canada Soccer for approval
By 30.06.2019	PTSOs	Develop PTSO implementation plan, application, review, and recommendation processes, and roles and responsibilities for Provincial/Territorial Youth Club Licence and submit to Canada Soccer for approval
By 31.07.2019	Canada Soccer	Confirm and post National Youth Club Licence Criteria and invite letters of intent from member organizations
By 31.07.2019	Canada Soccer	Review, revise, and post Canada Soccer Standards for Quality Soccer
By 31.07.2019	Canada Soccer	Review and approve Provincial/Territorial Youth Club Licence criteria for each PTSO
By 31.07.2019	Canada Soccer	Review and approve PTSO implementation plan, application, review, and recommendation processes, and roles and responsibilities for Provincial/Territorial Youth Club Licence for each PTSO
By 31.08.2019	Member Organizations	Submit a written and signed letter of intent to apply for a National Youth Club Licence
By 31.08.2019	PTSOs	Review and revise PTSO application, review, and recommendation processes, and roles and responsibilities for Canada Soccer Standards for Quality Soccer and submit to Canada Soccer for approval, as necessary
By 01.09.2019	Canada Soccer	Provide National Youth Club Licence Application Package to Member Organizations submitting a letter of intent.
By 01.09.2019	Canada Soccer	Provide a list of potential applicants for National Youth Club Licence from within its jurisdiction to each PTSO
By 30.09.2019	Canada Soccer	Review and approve amendments to Canada Soccer Standards for Quality Soccer application, review, and recommendation processes, and roles and responsibilities for PTSOs, as necessary

2019

Deadline	Organization	Action
By 31.10.2019	Member Organizations	Submit National Youth Club Licence Application Package and all supporting documentation to Canada Soccer Club Licensing Manager
By 31.10.2019	PTSOs	Confirmation of membership and standing, and endorsement of applicants for National Youth Club Licence from within jurisdiction
By 30.11.2019	PTSOs	Submit Provincial/Territorial Youth Club Licence Review and Recommendation Reports to Canada Soccer
By 15.12.2019	Canada Soccer	Visit each organization applying for the National Youth Club Licence to conduct a Review Meeting
By 15.01.2020	Canada Soccer	Review and decision by Canada Soccer Club Licensing Committee regarding all National Youth Club Licence applications
By 15.01.2020	Canada Soccer	Review Provincial/Territorial Youth Club Licence Review and Recommendation Reports from PTSOs and decision by Canada Soccer Club Licensing Committee regarding all applications
By 22.01.2020	Canada Soccer	Notification and communication of Canada Soccer Club Licensing Committee decisions to all applicants for National Youth Club Licence in writing
By 22.01.2020	Canada Soccer	Notification and communication of Canada Soccer Club Licensing Committee decisions on Provincial/Territorial Club Licence applications to all PTSOs in writing
Earlier of 05.02.2020 or ten (10) business days following the receipt of decision	Member Organizations	Written appeals submitted by applicants to Canada Soccer based on decision of Canada Soccer Club Licensing Committee
15 days from receipt of application for leave to appeal	Canada Soccer	Decision of whether appeal will be granted by Canada Soccer Chair of Appeals Committee and/or Appeals Committee
60 days from receipt of application for leave to appeal	Canada Soccer	Final decision and notification by the Canada Soccer Appeals Committee regarding the license applications of member organizations submitting appeals
By 31.01.2020 or 7 days after the final appeal decision	Canada Soccer	Submission of all licensing decisions by Canada Soccer to governing PTSO, MLS, and CONCACAF