

## PROVINCIAL/TERRITORIAL YOUTH CLUB LICENCE 2

The Provincial/Territorial Youth Club Licence — Level 2 of the Canada Soccer Club Licensing Program identifies organizations committed to achieving the highest expectations of the Grassroots, Community, and Competitive Streams and targets those with aspirations of moving in to the

Development/Performance Stream. Organizations achieving the Provincial/Territorial Youth Club Licence — Level 2 are making an enhanced commitment across each of the pillars, which requires significant resources to achieve.

### Provincial/Territorial Youth Club Licence 2 Foundational Requirements:

Organizations applying for the Provincial/Territorial Youth Club Licence 2 must submit the following information to Canada Soccer:

1	Organization Name
2	Location
3	District/Region (if applicable)
4	Province/Territory
5	Membership Status
6	President — Name, Contact Information (phone and email)
7	Administrative Lead — Name, Position, Contact Information (phone and email), Job Description
8	Technical Lead — Name, Position, Contact Information (phone and email), Qualifications, Job Description
<b>Program Information:</b>	
9	Stream(s) of Participation (Grassroots, Community, Competitive, Development, Performance)
10	Stage(s)/Age(s) of Participation
11	Gender(s) of Participation
12	Club Infrastructure Form — Facilities, Website, other official online locations (Facebook, Twitter, Instagram, YouTube, etc.)

Provincial/Territorial Youth Licence 1 must include the following foundational criteria identified by Canada Soccer and may include additional criteria identified by Provincial/Territorial Soccer Organizations:

<b>Technical &amp; Sporting Criteria:</b>	
	Provides a safe soccer experience:
13	Adheres to Canada Soccer Code of Conduct and Ethics
14	Has a Code of Conduct to Protect Children
15	Has Guidelines for Appropriate/Inappropriate Conduct between Adults/Adolescents and Children
16	Has a Policy requiring that any suspicion of child abuse is reported to law enforcement
17	Has a Policy outlining what to do if you witness inappropriate conduct that is provided to parents, coaches, and team personnel
18	Provides an environment that supports participant's physical and emotional safety (free of bully, discrimination, etc.)
19	Supports the Coaches Association of Canada Responsible Coaching Movement:

20	Has Rule of Two Guidelines on which it educates players, parents, coaches, and team personnel
21	All coaches and team personnel have completed Respect in Sport Activity Leader training
22	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 3 years
23	Facilities and equipment are safe, well-maintained, and in good condition
24	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
25	Demonstrates active implementation of the Canada Soccer Guide to Safety
26	<b>Provides an accessible, inclusive, and welcoming soccer environment:</b>
27	Provides programming that targets underrepresented groups as outlined in the Canada Soccer Guide to Accessibility and Inclusion
28	Has programs, partnerships, and/or other mechanisms to reduce barriers to participation
29	Appreciates diversity to ensure everyone feels safe and that they belong regardless of ability and background
30	Coaches are culturally sensitive and programs include culturally appropriate activities
31	Utilizes facilities that are accessible to participants of all abilities and advocates for enhancements to facility accessibility
32	Demonstrates active implementation of the Canada Soccer Guide to Accessibility and Inclusion
33	<b>Submits a Club Pathway that demonstrates the following:</b>
34	Alignment to Provincial/Territorial Pathway
35	Alignment to National Player Pathway
36	An established pathway to provide players with access to opportunities for participation in Grassroots, Community, Competitive, and Development/Performance Streams
37	An established pathway that provides opportunities for players to continue participation in the Soccer for Life stage (senior and masters)
38	<b>Submits a Technical Plan that includes the following:</b>
39	Program Descriptions
40	Program alignment to Long Term Player Development stage-appropriate best principles as outlined by Canada Soccer
41	Alignment to Strategic and Operational Plans
42	Holistic approach that includes Physical, Mental, Technical/Tactical, and Social/Emotional development
43	Yearly Training Plan (YTP) that includes training and competition components for all stages, age groups, levels, and teams in which the organization provides programming
44	Coach Recruitment, Retention, Development, Assessment, Advancement and Recognition Strategy
45	Strategy targets women in coaching

46	Strategy focuses on transition of players to coaching roles
47	Sport Science and Medicine Plan that:
48	Is aligned to Technical Plan
49	Supports physical, mental, and social/emotional development
50	<b>Operates a licensed Canada Soccer Skill Centre</b>
	Technical Lead(s) hold(s) the following current and valid certification at minimum:
51	Community Stream Workshops for all stages at which the organization provides programming
52	Making Ethical Decisions Workshop and/or Online Evaluation
53	Respect in Sport Activity Leader Program
54	C Licence (2019)
55	Children's Licence (2022)
56	Youth Licence (2022)
57	The Technical Lead is committed to ongoing development and education
58	Coach training and/or certification is aligned to programs operated and Canada Soccer and/or PTSO standards
59	Has a Goalkeeper Coach and provides Goalkeeper Training
	<b>Administration &amp; Financial:</b>
60	Registers all participants with its governing organization(s)
61	Does not interact with non-member soccer organizations for the purposes of soccer-related activities unless approved by governing organization(s)
62	Has a bank account
63	Has a minimum of two signing authorities and requires two signatures on all financial transactions
64	Prepares reviewed or audited financial statements
	Meets the following financial standards:
65	Net Assets = >0
66	Current Ratio = >1.5
67	Debt Ratio = <1
68	Average Earnings = >0
69	Technical Cost Margin = >20%
70	Submits an Operational Plan that includes the following:
71	Marketing and Communications Plan
72	Has an identified Administrative Lead with clearly defined responsibilities
73	The Administrative Lead is committed to ongoing development and education

74	All fulltime and part-time permanent staff members have completed Respect in the Workplace training
	<b>Infrastructure:</b>
75	Has a physical space or access to a consistent location as a headquarters for operations
76	Has a website
77	Has access to facilities that meet the minimum requirements of the programs that it operates
	<b>Governance:</b>
78	Is a Member in Good Standing with its governing organization(s)
79	Is a legal entity
80	Is compliant with the by-laws, policies, and directives of its governing organization(s)
81	Works in harmony, aligning values and operations, with its governing organization(s)
82	Is compliant with all applicable requirements of governments (e.g., nonprofit statutes) and regulatory bodies (provincial sport regulators) within whose jurisdiction it operates
83	Holds an Annual General Meeting
84	Submits Letters of Incorporation and By-Laws
85	Submits a Vision, Mission, and Values Statement
86	Has a board of directors that is responsible for the affairs of the organization and:
87	Is no larger than the optimal size (8-12 directors)
88	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
89	All directors have completed Respect in the Workplace training
90	Utilizes board committees including standing committees for audit/finance and nominations (NOT FOR PROFIT ONLY)
91	Selects, compensates (if applicable), and provides oversight of the Administrative Lead
92	Adopts and utilizes a strategic plan as the basis of its planning and decision-making
93	Approves an annual operating plan and budget, prepared by the Administrative Lead, based on the strategic plan
94	Submits a Strategic Plan
95	Has policies and processes for the administration of discipline, misconduct, and inappropriate behaviour (ALL) that are independent of the Board of Directors (NOT FOR PROFIT ONLY)
96	Has policies and processes for the administration of dispute resolution (ALL) that are independent of the Board of Directors (NOT FOR PROFIT ONLY)
97	Has policies and processes for the administration of appeals that are independent of the Board of Directors