



(/appform/2019-clublicensing)

Canada Soccer Club License Program Application

Refer to Ontario Soccer's website, hover over Grassroots, hover over Club Development and click on Club Licensing for program overview, program level criteria, connect with us, review processes, timelines, useful links and more!

General Information

Which level is your organization applying for? *

Based on your review of the criteria, select the level that your Organization wants to apply for. When you've made your selection, only criteria specific to that level will appear.

- National Youth Club License and OPDL
- Provincial Youth Club License, Level 2
- Provincial Youth Club License, Level 1
- Quality Soccer Provider

"Save Draft" frequently. Criteria not applicable to a selected level will not appear. Changing your level selection after uploading information may result in application data loss. Only PDF files will be reviewed.

Who is completing the application on behalf of the Organization?:

Please provide the above named individuals Email Address:

Please provide the above named individuals direct contact number (Cell Phone preferably, where a voicemail can be left):

Please provide the above named individuals Role / Position with the Organization?:

1. Organization Name: *

2. Organization Location: *

3. District / Region (if applicable)?:

4. Organization's Province: Ontario (This field has been auto-completed)

5. Organization's Membership Status: Active (This field has been auto-completed)

6. President's Full Name *

President's Phone *

President's Email *

7. Administrative Lead's Full Name *

Administrator's Position i.e. formal title *

Administrator's Phone *

Administrator's Email *

8. Technical Lead's Full Name *

Technical Lead's Position i.e. formal title *

Technical Lead's Phone *

Technical Lead's Email *

"Save Draft" frequently. Criteria not applicable to a selected level will not appear. Changing your level selection after uploading information may result in application data loss. Only PDF files will be reviewed.

Program Information

9. Stream(s) of Participation (Grassroots, Community, Competitive, Development, Performance):

- Grassroots (U4 - U12 Recreational)
- Community (U4 - U18 Local Competition)
- Development (U4 - U12 District Competition)
- Competitive (U13 - U18 Regional Competition)
- Performance (U13 - U17 Provincial Competition)

10. Stage(s) / Age(s) of Participation:

- 8 and under
- 12 and under
- 13 - 18
- 19 and older

11. Gender(s) of Participation:

12. Facilities, Website, other official online locations (Facebook, Twitter, Instagram, YouTube, etc.):

In preparation for your application submission, refer to the Club Licensing page on Ontario Soccer's website; direct link: <https://www.ontariosoccer.net/page/show/4431386-canada-soccer-club-licensing-program->

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Upload Your Organization's 2020 Action Plan Document Here

Technical & Sporting Criteria

Refer to Ontario Soccer's website, visit the Club Licensing link, and utilize the category-specific resources available under Technical & Sporting:

If you prefer to upload one PDF document for all Technical & Sporting Criteria related to your application level, please do so via the File Upload option below this Presentational Text:

All Technical & Sporting Criteria can be uploaded in one PDF document here, criteria #13 through #73:



If you have chosen to upload all Technical & Sporting Criteria via one PDF document then you may scroll down and pass the upload functions for criteria #13 through #73 and continue your application with the next steps. If you would like to upload your documents separately then continue with each submission criteria below.

Provides a safe soccer experience:

Refer to the Canada Soccer Guide to Safety available via Ontario Soccer > Grassroots > Club Development > Club Licensing, ensure your Organization is adhering to specific standards outlined within the Guide as well as those outlined from Ontario Soccer.

13. Adheres to Canada Soccer Code of Conduct and Ethics:

Provide evidence that your organization meets this criteria, demonstrate it is communicated in policy, shown with procedure and shared with staff and members. If your organization is to going to implement this, add it to your action plan with a timeline.



14. Has a Code of Conduct to Protect Children:

Provide evidence that your organization meets this criteria, demonstrate it is communicated in policy, shown with procedure and shared with staff and members. If your organization is to going to implement this, add it to your action plan with a timeline.



15. Has Guidelines for Appropriate/Inappropriate Conduct between Adults/Adolescents and Children:

Provide evidence that your organization meets this criteria, demonstrate it is communicated in policy, shown with procedure and shared with staff and members. If your organization is to going to implement this, add it to your action plan with a timeline.



16. Has a Policy outlining what to do if you witness inappropriate conduct that is provided to parents, coaches, and team personnel:

Provide evidence that your organization meets this criteria, demonstrate it is communicated in policy, shown with procedure and shared with staff and members. If your organization is to going to implement this, add it to your action plan with a timeline.



17. Has a Policy requiring that any suspicion of child abuse is reported to law enforcement:

Provide evidence that your organization meets this criteria, demonstrate it is communicated in policy, shown with procedure and shared with staff and members. If your organization is to going to implement this, add it to your action plan with a timeline.



18. Provides an environment that supports participant's physical and emotional safety (free of bully, discrimination, etc.):

Provide evidence that your organization meets this criteria, demonstrate it is communicated in policy, shown with procedure and shared with staff and members. If your organization is to going to implement this, add it to your action plan with a timeline.



Supports the Coaches Association of Canada Responsible Coaching Movement:

Upload Your Organizations Coaches Association of Canada Responsible Coaching Movement Pledge:

Refer to the Canada Soccer Guide to Safety via Ontario Soccer Club Licensing Page, then visit the Coaches Association of Canada link to Responsible Coaching Movement and take the pledge!



19. Has a Rule of Two Policy on which it educates players, parents, coaches, and team personnel:

Provide evidence that your organization meets this criteria, demonstrate it is communicated in policy, shown with procedure and shared with staff and members. If your organization is to going to implement this, add it to your action plan with a timeline.



20. All coaches and team personnel have completed Respect in Sport Activity Leader Training:

Provide a copy of your Organization's list of team personnel, age groups they are associated / coaching and their respect in sport activity leader training certificate.



21. 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:

Provide your Organization's list of coaches with the background check dates, the name and signature of the Club representative who confirmed receipt, the date of expiry and that individual's signature.



22. At least one parent or guardian from each participating family has completed Respect in the Sport Parent Program training (RECOMMENDATION):

Provide your organizations list of teams with team parents or guardian name that has completed Respect in Sport. If your organization has not yet implemented this, add it to your action plan with a timeline.



23. Facilities and equipment are safe, well-maintained, and in good condition:

Provide evidence that your organization meets this criteria, demonstrate it is communicated in policy, shown with procedure and shared with staff and members. If your organization is to going to implement this, add it to your action plan with a timeline.



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:

Provide evidence of individuals from the organization that have committed the commit to kids online training:

<https://protectchildren.ca/en/get-involved/online-training/commit-to-kids/> (<https://protectchildren.ca/en/get-involved/online-training/commit-to-kids/>)

+ Select a file



25. Demonstrates active implementation of the Canada Soccer Guide to Safety:

Provide evidence that your organization meets this criteria, demonstrate it is communicated in policy, shown with procedure and shared with staff and members. If your organization is to going to implement this, add it to your action plan with a timeline.

+ Select a file



Provides an accessible, inclusive, and welcoming soccer environment:

26. Provides programming that targets underrepresented groups as outlined in the Canada Soccer Guide to Accessibility and Inclusion:

Provide evidence that your organization meets this criteria, demonstrate it is communicated in policy, shown with procedure and shared with staff and members. If your organization is to going to implement this, add it to your action plan with a timeline.

+ Select a file



27. Has programs, partnerships, and/or other mechanisms to reduce barriers to participation:

Provide evidence that your organization meets this criteria, demonstrate it is communicated in policy, shown with procedure and shared with staff and members. If your organization is to going to implement this, add it to your action plan with a timeline.

+ Select a file



28. Promotional materials and program images use inclusive language and images:

Provide evidence that your organization meets this criteria, demonstrate it is communicated in policy, shown with procedure and shared with staff and members. If your organization is to going to implement this, add it to your action plan with a timeline.

+ Select a file



29. Facilities are accessible to participants of all abilities:

Upload what your organization is doing now to ensure that facilities are accessible to participants of all abilities.

+ Select a file



30. Demonstrates active implementation of the Canada Soccer Guide to Accessibility and Inclusion:

Provide evidence that your organization meets this criteria, demonstrate it is communicated in policy, shown with procedure and shared with staff and members. If your organization is to going to implement this, add it to your action plan with a timeline.

+ Select a file



Submits a Club Pathway that demonstrates the following:

31. Alignment to Provincial Pathway:

Provide evidence that your organization meets this criteria, demonstrate it is communicated to membership and shared with staff and reflected in all relative planning tools. <https://www.ontariosoccer.net/player-talented-pathway> (<https://www.ontariosoccer.net/player-talented-pathway>)

+ Select a file



32. Alignment to National Player Pathway:

Provide evidence that your organization meets this criteria, demonstrate it is communicated to membership and shared with staff and reflected in all relative planning tools. <https://www.ontariosoccer.net/player-talented-pathway> (<https://www.ontariosoccer.net/player-talented-pathway>)

 
33. An established pathway to provide players with access to opportunities for participation in Grassroots, Community, Competitive, and Development/Performance Streams:

Provide evidence that your Organization has an internal established pathway for players providing players with access to all available youth streams.

 
34. An established pathway that provides opportunities for players to continue participation in the Soccer for Life stage (senior and masters):

Provide evidence that your Organization has an internal established pathway for players providing players with access to all available adult and senior streams. This could include partnerships with organizations that specialize in adult and senior soccer.

 
35. Player Management Pathway describing processes and supports in place to support players in moving through the Club Pathway:

Provide descriptions that are made available to players and coaches which outline the process and the support that is available to assist players in moving along the Organization's internal pathway.

 

Submits a Technical Plan that includes the following:

Upload your Organization's Technical plan.

See page 51 of the OPDL RFP for examples of what a Technical Plan can include:

https://cdn3.sportngin.com/attachments/document/261b-1797954/2019_Application_Process_Feb_25th.pdf?_ga=2.231290652.229184734.1554131191-432747124.1551121987 (https://cdn3.sportngin.com/attachments/document/261b-1797954/2019_Application_Process_Feb_25th.pdf?_ga=2.231290652.229184734.1554131191-432747124.1551121987)

 
36. Program Descriptions:

Provide descriptions for each one of your Organization's programs.

 
37. Program alignment to Long Term Player Development stage-appropriate best principles as outlined by Canada Soccer:

Provide evidence that your Organization's programs are aligned to LTPD stage-appropriate best principles as outlined by Canada Soccer Wellness to World Cup plan.

 
38. Alignment to Strategic and Operational Plans:

Provide evidence that your Technical Plan is aligned to the Organization's Strategic and Operational Plans.



39. Holistic approach that includes Physical, Mental, Technical/Tactical, and Social/Emotional development:

Provide evidence that your Organization approach to development is holistic in that it encompasses all corners of player development.



40. Yearly Training Plan (YTP) that includes training and competition components for all stages, age groups, levels, and teams in which the organization provides programming:

Provide your Organization's yearly training plan, it should include the training and competition components for all age groups that your Organization offers programs to.



41. Playing Philosophy and Training Methodology and/or Curriculum aligned to Long Term Player Development model:

Provide your Organization's playing philosophy and training methodology as well as the curriculum that reflects these, all should reflect alignment to LTPD principles.



41i. Coach Recruitment, Retention, Development, Assessment, Advancement and Recognition Strategy:

Upload your Organization's coach strategy which should outline the plan to recruit, retain, develop, assess, advance and recognize coaches within your environment.



41ii. Strategy focuses on transition of players to coaching roles:

Outline your Organization's strategy to transition players out of their roles on the field (once they are ready) to advance into coaching roles.



42. Game Model aligned to playing philosophy:

Outline your game model and demonstrate how it is aligned or linked to your Organization's playing philosophy.



43. Coach Recruitment, Retention, Development, Assessment, Advancement and Recognition Strategy:

Upload your Organization's coach strategy which should outline the plan to recruit, retain, develop, assess, advance and recognize coaches within your environment.



44. Strategy targets women in coaching with dedicated plan for achieving such targets:

Visit <https://www.caaws.ca/> (<https://www.caaws.ca/>) for assistance on strategies to target women in coaching - this resource can help guide you toward putting together a dedicated plan for achieving such targets.



45. Strategy focuses on transition of players to coaching roles:

Outline your Organization's strategy to transition players out of their roles on the field (once they are ready) to advance into coaching roles.

 

Sport Science and Medicine Plan that:

46. Is aligned to Technical Plan:

Sport science & medicine studies how the healthy body works during exercise to promote performance and the prevention, treatment and rehabilitation of injuries before returning to play protocol. Demonstrate how you have aligned this to the Technical Plan.

 **47. Supports physical, mental, and social/emotional development:**

Demonstrate how your sport science and medicine plan support your Organization's four corner development.

 **48. Includes a Physical Training Plan and stage-appropriate physical testing protocol:**

Provide your Organization's physical training plan and stage-appropriate physical testing protocol.

 **49. Provides both general group and individual Sport Science training and support:**

Outline the details of your Organization's plan that covers general group and individual sport science training and support.

 **50. Includes injury prevention, assessment, treatment, and return to play protocols:**

Provide the details of your Organization's injury prevention plan and protocol, the assessment protocol when injuries occur, the treatment plan and protocol, and the return to play protocol.

 **51. Includes Anti-Doping Policy and Education Program for Players and Team Personnel:**

Provide your Organization's Anti-Doping Policy and education program for players and team personnel. Ensure to demonstrate how it's shared, delivered and provided to staff, players and members.

 

Technology Support Plan that:

52. Makes match video available to coaches and players:

For the appropriate age groups, provide the details of your technology support plan as it related to making match video available to coaches and players.

 **53. Has video analysis capabilities:**

Provide the details of your Organization's Technology Support Plan that outlines the video analysis capabilities.

**54. Operates a licensed Canada Soccer Skill Centre:**

Upload the program details of your Organization's open development training for the grassroots age groups. Open and accessible to all players who want supplemental development training in your Organization's environment.

**55. Participates in a U11/U12 Developmental League that aligns to Canada Soccer requirements for Skill Centres:**

Provide the details for U11/U12 players who participate in a developmental league of which aligns to the principles of four corner player development.

**56. Participates in Canada Soccer Player Development Program or other competitive environment recognized by Canada Soccer:**

Provide the participation your Organization's players have had in player development programs that are recognized by Canada Soccer (and example are Festivals)

**57. Provides Futsal programming:**

Provide the details of your Organization's futsal offerings / futsal programs that players within your program participate in. The futsal program should have a line item devoted to it's delivery in the organizations budget.

**58. Has an identified Technical Lead with clearly defined responsibilities:**

Identify the technical lead of all programs, provide that individuals job description / roles and responsibilities.



Technical Lead holds the following current and valid certification at minimum:

59. Community Stream Workshops for all stages at which the organization provides programming:

Provide a scan copy of all the current and valid certification of your technical lead, whether local or foreign education. Ideally this would include certification that has been delivered by Ontario Soccer or Canada Soccer or a recognized body.

**60. Making Ethical Decisions Workshop and/or Online Evaluation:**

Upload your technical lead's making ethical decision workshop certificate and / or their completed online evaluation document.

**61. Respect in Sport Activity Leader Program:**

Upload your technical lead's respect in sport activity leader program certificate.



62. Appropriate Level Licence for Application Level:

Upload your technical lead's highest recognized coaching education and any supporting documentation, such as equivalency paperwork for any foreign coaching certifications you've received equivalency for.

63. Children's Licence (2021):

Upload your Children's License registration confirmation or the Club's commitment to send the technical lead to pursue this necessary education by 2021.

64. Youth Licence (2021):

Upload your Youth License registration confirmation or the Club's commitment to send the technical lead to pursue this necessary education by 2021.

65. Canada Soccer Executive Leadership Diploma (2022):

Upload your Club's commitment to send the appropriate individual to pursue this necessary education by 2022.

66. The Technical Lead is committed to ongoing development and education:

Provide evidence of ongoing development and education. I.e. conference attendance receipts, confirmation, workshop or webinar participation, etc. This criteria should have a line item devoted to it in the operating budget.

67. Coach training and/or certification is aligned to programs operated and Canada Soccer and/or PTSO standards:

Upload a spreadsheet with all coaches working within your organizations and their relevant training and / or certification that is aligned to program operated by Ontario Soccer or Canada Soccer. For example, any of the coaching education courses available

67i. Match Officials (Not Applicable to Private Academies At This Time):

67ii. Must contribute to Match Officials Development Fees:

Demonstrate the way in which your Organization contributes to Match Officials Development with funds to support the initiatives.

67iii. Must have a Qualified Club Head Referee (Ontario Soccer trained):

Identify your Club / Organization Head Referee (internal or external partnerships as well as connection through league play can be acceptable here)

67iv. Must have a Match Officials Development Plan, including budget:

If you have a Match Officials department / program, upload the development plan, including your Organization's budget.

67viii. Committed to enhancing the ratio of women as Club Match Officials, with targets and a dedicated plan for achieving these targets:

Provide evidence as to how your Organization is committed to enhancing the ratio of women as match officials, provide details on the targets and the dedicated plan for achieving these targets. Refer to <https://www.caaws.ca/> (<https://www.caaws.ca/>) for assistance on strategies.

67v. Mentorship and Support Program:

Provide the details of your match officials mentorship and support program. That could be internal or in cooperation with another organization or governing body.

67vi. Mechanism to audit all components of Club Match Officials Development Program:

Provide the details and mechanism around how your Organization audits all components of match officials and the development program.

67vii. Annual Education and Training Plan:

Provide the details of your annual education and training plan, including any fitness components.

68. Has a Goalkeeper Coach and provides Goalkeeper Training:

Provide your Goalkeeper Coach name, credentials / cv as well as their current and valid qualifications. Upload a copy of their employment agreement and the work in programming they are committed to delivering.

69. Goalkeeper Coach has completed Canada Soccer Goalkeeping Workshop (2020):

Upload your Goalkeeper Coach's GK workshop certificate (if available).

69i. Goalkeeper Coach has completed Ontario Soccer Goalkeeping Diploma:

Upload your Goalkeeper Coaches Goalkeeping Diploma (if available).

69ii. Has a partnership with an organization that offers access to an Integrated Support Team that includes property certified experts in Nutrition, Mental Skills Training, Performance Analysis (Physiology and Biomechanics), as well as the Physical Training Provider and Medical Staff:

Upload evidence of your Organization's partnership with another organization that offers access to an integrated support team (i.e. nutrition, mental skills training, performance analysis, as well as physical training provider and medical staff).



69iii. Has a partnership with an organization that offers access to a qualified Physical Training Provider who is responsible for development and oversight of Physical Training Plan in conjunction with Technical Lead and coaches (as applicable):

Upload evidence of a partnership with an organization that offers access to a qualified training provider who is responsible for the development and oversight of physical training plans in conjunction with the technical lead and coaches (as applicable).



69iv. Has a partnership with an organization that offers access to Medical Staff, which includes at minimum one doctor and one physiotherapist or athletic therapist that is properly certified and licensed:

Upload evidence of your organization's partnership with another organization that offers access to medical staff, incl. at minimum one doctor, one physio / athletic therapist that is properly certified and licensed.



70. Has access to an internal Learning Facilitator to deliver Canada Soccer Community Coaching Workshops for the stages at which it offers programming:

Provide the details of what access you have to a Learning Facilitator in your Organization. This individual should be able to deliver Community Coaching Workshops for the stages at which the organization services.



71. Has access to an Integrated Support Team that includes properly certified experts in Nutrition, Mental Skills Training, Performance Analysis (Physiology and Biomechanics), as well as the Physical Training Provider and Medical Staff:

Provide the details of access your Organization has to an integrated support team that services the outlined specialties.



72. Has access to a qualified Physical Training Provider who is responsible for development and oversight of Physical Training Plan in conjunction with Technical Lead and coaches (as applicable):

Provide the details of what access your organization has to a qualified physical training provider who is responsible for the development and oversight of a physical training plan in conjunction with the technical lead and coaches.



73. Has access to Medical Staff, which includes at minimum one doctor and one physiotherapist or athletic therapist that is properly certified and licensed:

Provide the details of what access your Organization has to medical staff, which includes at minimum the outlined specialists who are properly certified and licensed.



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Administration & Financial Criteria:

Refer to Ontario Soccer's website, visit the Club Licensing link, and utilize the category-specific resources available under Administration & Financial:

If you prefer to upload one PDF document for all Administration & Financial Criteria related to your application level, please do so via the File Upload option below this Presentational Text:

All Administration & Financial Criteria can be uploaded in one PDF document here, criteria #74 through #104:



If you have chosen to upload all Administration & Financial Criteria via one PDF document then you may scroll down and pass the upload functions for criteria #74 through #104 and continue your application with the next steps. If you would like to upload your documents separately then continue with each submission criteria below.

74. Registers all participants with its governing organization(s). Please note: Ontario Soccer to confirm this information, no requirement to upload information here.

75. Does not interact with non-member organizations unless approved by governing organization(s). Please note: Ontario Soccer to confirm this information, no requirement to upload information here.

76. Has a bank account:

Provide proof that your Organization has a bank account, i.e. a void check may act as proof.



77. Has a minimum of two signing authorities and requires two signatures on all financial transactions, unless owner is the sole signing authority:

Provide proof that your Organization has a minimum of two signing authorities and your policy with regards to requiring two signatures on all financial transactions.



78. Prepares reviewed or audited financial statements:

Provide your Organization's Reviewed or audited financial statements. The reviewed or audited financial statements should encompass all criteria in terms of meeting financials standards; criteria number 79-85. Provide the most recent year's statements.



Meets the following financial standards:

79. Net Assets = >0.

80. Current Ratio = <1.5:

81. Debt Ratio = <1:

82. Operating Reserves = >20% or confirmation of financial support equivalent to 20% Operating Reserve:

83. Average Earnings = >0:

84. Staff Productivity Ratio = >2:

85. Technical Cost Margin = >20%:

86. Provides financial support for Administrative Lead, Technical Lead, Technical Staff (if applicable), and coaches to pursue ongoing development, training and certification:

Provide your Organization's proof of financial support for the Administrative Lead, Technical Lead and Technical Staff (if applicable), and coaches to pursue ongoing development and training.



Submits an Operational Plan that includes the following:

Operational Plan

Provide a copy of your Organization's Operational Plan. The operational plan must include a Financial Development Strategy and Facility Strategy. As well as a Community Engagement / Involvement Strategy dependent on the level (recommended)



87. Marketing and Communications Plan:

Provide the section of your Organization's Operational Plan that offers your Marketing and Communication's Plan.



88. Financial Development Strategy:

Provide the section of your Organization's Operational Plan that offers your Financial Development Strategy.



89. Facility Strategy:

Provide the section of your Organization's Operational Plan that offers your Facility Strategy.



90. Community Engagement / Involvement Strategy (RECOMMENDATION):

Provide the section that offers your Community Engagement Strategy.



Has administrative policies that include the following:

91. Compliance with Personal Information Protection and Electronic Documents Act (PIPEDA) or other Provincial legislation that has been deemed substantially similar (if applicable):

Please provide your Organization's Personal Information Protection and Electronic Document Act (PIPEDA) Policy and Best Practices which demonstrates complete compliance.



92. Refunds (when are refunds applicable or not?):

Please provide your Organization's Refund Policy and Best Practices which includes information about when are refunds applicable and when they are not applicable.



93. Collections (when should the club remove program access for unpaid program fees?):

Please provide your Organization's Collections Policy and Best Practices which includes information about when are refunds applicable and when they are not applicable.


94. Registrations (governing registration windows, early-bird or multi-sibling discounts, waitlists, program exchanges/credits):

Please provide your Organization's registration policy that encompass the following: governing, registration windows, early-bird or multi-sibling discounts, waitlists, program exchanges/credits.


95. Service Provider Procurement process and policy (governing what procurement process must be employed for purchases of varying size (ranging from staff purchase to full structured RFP):

Provide your Organization's Procurement policy that includes the following: governing what procurement process must be employed for purchases of varying size (ranging from staff purchase to full structured RFP).


96. Financial Investments (outlining broad direction (and risk tolerance) of the investment of the organization's capital reserves):

Provide your Organization's Investment policy that includes the following: an outline of broad direction (and risk tolerance) of the investment of the organization's capital reserves.


97. Submits an Organizational Chart:

Provide a copy of a current Organizational Chart.


98. Has an identified Administrative Lead with clearly defined responsibilities:

Provide your Organization's job description for the Administrative Lead with clearly defined responsibilities.


99. The Administrative Lead is committed to ongoing development and education:

Provide your Organization's development and education plan for the Administrative Lead, including timelines and proof of such development and education (i.e. seminars, workshops, etc).



Has a Human Resource Policy that includes the following:

100. Employee responsibilities & behavioral standards:

Provide your Organization's Employee responsibilities & behavioral standards document.


101. Employment agreements:

Provide your Organization's Employee Agreements for all full and part time paid staff.

 

102. Performance management:

Provide your Organization's Performance Management policy and documents.

 

103. All staff members have completed Respect in the Workplace training:

Provide a list of all your employees, there Respect in the Workplace Certificate number, this file should include the date of completion and expiry (if any).

 

104. Conducts an annual member/customer satisfaction survey and shares results with governing organization(s):

Provide a copy of your Organization's annual member/customer satisfaction survey and shares results of such survey. Recommended to include the last years survey and results at minimum.

 

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Infrastructure Criteria:

Refer to Ontario Soccer's website, visit the Club Licensing link, and utilize the category-specific resources available under Infrastructure:

If you prefer to upload one PDF document for all Infrastructure Criteria related to your application level, please do so via the File Upload option below this Presentational Text:

All Infrastructure Criteria can be uploaded in one PDF document here, criteria #105 through #108:

 

If you have chosen to upload all Infrastructure Criteria via one PDF document then you may scroll down and pass the upload functions for criteria #105 through #108 and continue your application with the next steps. If you would like to upload your documents separately then continue with each submission criteria below.

105. Has a physical space or access to a consistent location as a headquarters for operations:

Provide the details of your Organization's head office / home office / club office. Wherever business / day - to - day operations are conducted.

 

106. Has a website

Provide the details of your Organization's website again here.

 

107. Has access to facilities that meet the minimum requirements of the programs that it operates:

Provide the minimum requirements of the programs that your Organization operates as well as the access your Organization has to use these facilities for the delivery of your programs.

 **108. Has a Facility Strategy that is aligned to Strategic, Operational, and Technical Plans:**

Provide your organization's facility strategy, this strategy should also be aligned with your strategic, operational and technical plans.

 

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Governance Criteria:

Refer to Ontario Soccer's website, visit the Club Licensing link, and utilize the category-specific resources available under Governance:

If you prefer to upload one PDF document for all Governance Criteria related to your application level, please do so via the File Upload option below this Presentational Text:

All Governance Criteria can be uploaded in one PDF document here, criteria #109 through #133: 

If you have chosen to upload all Infrastructure Criteria via one PDF document then you may scroll down and pass the upload functions for criteria #105 through #108 and continue your application with the next steps. If you would like to upload your documents separately then continue with each submission criteria below.

The Organization:

109. Is a Member in Good Standing with its governing organization(s) - Ontario Soccer will provide this information, no need to upload this information.

110. Is a legal entity:

Legally valid declaration outlining the business status, ownership structure (if applicable), and control mechanism.

 

111. Is compliant with the by-laws, policies, and directives of its governing organization(s). (Please note that Ontario Soccer can confirm this information on behalf of your Club / Academy, no action is required here.

112. Works in harmony, aligning values and operations, with its governing organization(s). Please note that Ontario Soccer can confirm this information on behalf of your Club / Academy, no action is required here.

113. Is compliant with all applicable requirements of governments (e.g., non-profit statutes) and regulatory bodies (provincial sport regulators) within whose jurisdiction it operates:

Provide a commitment letter that confirms your declaration / pledge to comply with all applicable requirements of government and regulatory bodies within whose jurisdiction your Organization operates.

**114. Holds an Annual General Meeting:**

Please provide your Organization's AGM Minutes. Or the details and agenda to your Organization's annual meeting.

**115. Submits Articles of Incorporation and By-Laws or Business License:**

Provide your Organization's Letters of Incorporation and By-Laws.

**116. Submits a Vision, Mission, and Values Statement:**

Provide your Organization's Vision, Mission, and Values Statement.



Has a board of directors / owner / operator that is responsible for the affairs of the organization:

117. Is no larger than the optimal size (8-12 directors) (Applicable to Not-For-Profit Organizations Only):

Please provide your Organization's outline of Member's of Board of Director's.

**118. 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:**

Provide your Organization's outline of Board of Director's that provides proof that they do not hold simultaneously a position of director, employee or contractor of another organization with which the organization has an ongoing relationship:

**119. All Board Members / Owners / Operators have completed Respect in the Workplace training:**

Provide your Organization's list of Board Members alongside the list of those who have completed Respect in the Workplace training.

Note, all members should complete this training.



Has director recruitment policies and processes which ensure that the board has:

120. The requisite competencies and knowledge to carry out its governing functions (NOT FOR PROFIT ONLY):

Provide your Organization's information on the Board of Director's and their requisite competencies and knowledge to carry out its governing functions (NOT FOR PROFIT ONLY).

**121. A composition that reflects diversity (i.e., gender, ethnicity, visible minorities, age) (NOT FOR PROFIT ONLY):**

Provide your Organization's composition that reflects diversity (i.e., gender, ethnicity, visible minorities, age).



122. Utilizes board committees including standing committees for audit/finance and nominations (NOT FOR PROFIT ONLY):

Provide your Organization's information that confirmed utilization of board committees including standing committees for audit/finance and nominations.



123. Has processes for the professional development of its directors (e.g. director orientation and ongoing education) (RECOMMENDED):

Provide your Organization's processes for the professional development of its directors (e.g. director orientation and ongoing education) (RECOMMENDED).



124. Organizes a biennial governance development workshop with a Canada Soccer designated expert (RECOMMENDED):

Provide your Organization's biennial governance development workshop with a Canada Soccer designated expert (RECOMMENDED).



125. Has clear lines of accountability for the Board / Owner / Operator and management, in which the Board / Owner / Operator (together with its standing committees) is responsible solely for the governing of the organization and management is responsible for administering programs, program structures, services, human resources, and day-to-day operations including finances:

Provide your Organization's President's Commitment where clear lines of accountability for board and management , are outlined (together with its standing committees) detailing they're responsible solely for governing of the organization and management.



126. Is a 'policy board' that defines the relationships between the board of directors, the administrative lead, the judicial bodies, and the stakeholders by Governance Policies that are approved by the Board / Owner / Operator (i.e., policies related to board and administrative lead roles and responsibilities, evaluation of the administrative lead's performance, risk mitigation, conflict of interest, board self-evaluation, and succession planning):

Provide your Organization's 'policy board' detail that defines relationships with Governance Policies that are approved by the board



127. Selects, compensates, and provides oversight of the Administrative Lead:

Provide your Organization's evidence that you select, compensate, and provide oversight to your Administrative Lead.



128. Adopts and utilizes a strategic plan as the basis of its planning and decision-making:

Upload your Organization's strategic plan or other relevant policy document that forms the basis of planning and decision-making.



129. Approves an annual operating plan and budget, provides a copy of this plan and budget that is currently in effect, which is prepared by the Administrative Lead, based on the strategic plan, provide a copy of the board approval (minutes):

Provide your Organization's approved annual operating plan and budget, this document should be prepared by the Administrative Lead, and approved based on the strategic plan:

 

130. Submits a Strategic Plan:

Provide your Organization's Strategic Plan.

 

131. Has policies and processes for the administration of discipline, including ethical violations, (ALL) that are independent of the Board of Directors / Owner / Operator:

Provide your Organization's Discipline Policy and Processes.

 

132. Has policies and processes for dispute resolution (ALL) that are independent of the Board of Directors / Owner / Operator:

Provide your Organization's Appeals and Dispute Resolution Policy and Processes.

 

133. Has policies and processes for the administration of appeals that are independent of the Board of Directors / Owner / Operator:

Provide your Organization's Ethical Violation's Policy and Processes.

 

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