



ENDORSEMENT PROGRAM INFORMATION FORM

ASSOCIATION APPLYING FOR ENDORSEMENT: _____

NAME OF APPLICATION CONTACT PERSON: _____

EMAIL: _____ PHONE NUMBER: _____

WEBSITE: _____

DISTRICT ASSOCIATION: _____

TYPE OF PROGRAM:

- District or Club Player Development Program _____
- Private Player Development Program _____
- Education Based Player Development Program _____
- Charitable or Special Event _____

1. New Applications:

- Include all items noted below in the checklist. Submit to programs@albertasoccer.com.

2. Renewals:

- Submit confirmation either no changes or details of changes to the programming from the previous year (including staff).
- Private Player Development Programs must also have to include a copy of their current certificate of insurance and \$50.00 (+GST) fee.
- Submit to programs@albertasoccer.com

3. Endorsement Fees

- **Alberta Soccer and Associate Members:**
 - A \$20 per participant charge applies for any currently unregistered (non-ASA) participants in these programs. A list of the names and birthdates of these players must be submitted to Alberta Soccer PRIOR to the start of the program and districts will be invoiced accordingly.
- **Non-Alberta Soccer member fee**
All non-affiliated/private applications must be accompanied by a \$50.00 (+ GST) fee.

3. Checklist for new applications: The program information form along with program brochures, a word document and any supporting documentation should be used to provide requested information.

- **Technical Elements (all applications)**
 - Objectives and purpose of the soccer training program
 - Brief synopsis/ overview of each program
 - List of all coaches and instructors and their coaching qualifications of instructors
 - Instructor to player ratio
 - Age groups and gender(s) including skill level of players
 - Equipment standards for the program
- **Administrative Elements (all applications)**
 - List of each program to be offered during the endorsement period
 - Dates on which the program(s) is/are proposed to operate
 - Hours of instruction and daily timetable
 - Any off field activities to be incorporated
 - Anticipated number of participants
 - All applications involving co-ed participants are required to include the name of a female coach/es or attendan/st who will be on site during operating hours
 - Copies of cleared police record checks no more than three years old for all staff involved with the program or letter from your district association confirming they have them on file **(Note: Education applications are exempt from this requirement as their instructors are required to already have as current staff within the educational system.)**
 - Proposed location(s) including description of facilities being utilized
 - Emergency action plan and identification of qualified First Aid providers
 - A letter of support from the respective district/s in which program/s will operate.
- **Insurance**
 - **District or Club Player Development Program**
 - A list of the names and payment (\$20 pp temporary registration fee) for all not currently non-registered ASA players who will participate of must be paid PRIOR to the start of the camp if the business would like ASA insurance to extend to the players.
 - If the District or Club is engaging a private organization, proof of contract OR private insurance for the contractor may be required.
 - **Private Player Development Program**
 - A list of the names and payment (\$20 pp temporary registration fee) for all not currently non-registered ASA players who will participate of must be paid PRIOR to the start of the camp if the business would like ASA insurance to extend to the players.
 - A copy of the insurance certificate to provide proof of Commercial General Liability (CGL), with minimum coverage of \$2,000,000 for the Business element that covers, at minimum the following elements;
 - Facilities as additional insured
 - Full Participant Coverage for any non-ASA registered personnel
 - Personal Injury
 - Legal Expenses
 - **Education Based Player Development Program**
 - Proof of insurance must be provided by the institution (copy of policy or by letter)
 - **Charitable and Special Events**
 - Proof or insurance (certificate) or ASA coverage will be assessed on a case by case basis.