



ALBERTA SOCCER ASSOCIATION ENDORSEMENT GUIDELINES

For (but not limited to): indoor and outdoor soccer camps or schools, academy style programs, skills clinics, showcase or prospect games, education based academies and special events.

APPLICATION AND PROCESSING PROCEDURE:

1. New Applications:

- Completed applications should include: the program info form, a word document and/or program brochures or supporting documentation should be used to provide requested information. Completed applications and fee (if applicable) should be submitted to programs@albertasoccer.com.

2. Renewals:

- Annual renewal will only require confirmation either no changes or details of changes to the programming from the previous year (including new staff and their police record checks).
- Education based programs must also include a current certificate or letter of insurance.
- Private Player Development Programs must include their annual fee and a current certificate of insurance.

Endorsement applications for soccer development related camps, programs and activities are required to be in compliance with the Alberta Soccer Rules and Regulations: Rule 24 (to view the complete ASA Rules & Regulations please visit www.albertasoccer.com)

3. Processing of Applications:

- Acknowledgement of receipt of application and request for any missing/additional information if required will be sent to applicant and their District within one week of the date it is received by the ASA.
- Notification of successful, unsuccessful or conditional endorsement shall be sent to applicant and their District.
- Denied applications may be appealed to the ASA Technical Committee.
- Endorsed academies, camps, events and education programs will be posted on the ASA web site once approved and be linked to program web sites.

4. Endorsement Fees

- **Alberta Soccer and Associate Members:** There is no endorsement fee for programs being offered by Alberta Soccer Association members or their Associate member associations for currently registered ASA participants.
- **Non-Alberta Soccer member fee**
All non-affiliated/private applications must be accompanied by a \$50.00 (+ GST) fee.

5. What to include in your application

- **Technical Elements (all applications)**
 - Program must follow the long term player development model
 - Objectives and purpose of the soccer training program
 - Brief synopsis/ overview of each program
 - List of all coaches and instructors
 - Coaching qualifications of instructors (see below for coaching guidelines and associated ratings)
 - Instructor to player ratio (maximum U4 - 6:1; U6 – 8:1; U8 – 10:1; U10/U12 – 12:1; U14+ – 18:1)
 - Age groups and gender(s) including skill level of players
 - Equipment standards for the program

- **Additional Technical Elements (required for Education applications only):**
 - NCCP coaching qualifications must be noted for all instructors.
 - It is strongly recommended that a certified teacher should be supervising these training sessions.
 - High School Academies should have five hours per week on field soccer instruction, Junior High School Academies should have four. In addition, the soccer curriculum should include sport performance, player and coach education programs.
 - Elementary school academies should have three hours per week on field soccer instruction.

- **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 a female coach or attendant 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 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. If you experience difficulty in obtaining a letter of support, please advise the ASA of this in your application.

- **Insurance**
 - **District or Club Player Development Program**
 - All ASA registered players, coaches, referees (where applicable) and facilities are covered under the Alberta Soccer Association published policies.
 - Any non-registered players may pay the \$20 temporary registration fee, 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**
 - All ASA registered players, coaches, referees are covered under the Alberta Soccer Association published policies.
 - Any non-registered players may pay the \$20 temporary registration fee, must be paid PRIOR to the start of the camp if the business would like ASA insurance to extend to the players.
 - The private provider must provide proof of Commercial General Liability (CGL), with minimum coverage of \$2,000,000 for the Business element that will cover, 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**
 - Coverages must be in place for all participants
 - Proof insurance or ASA coverage will be assessed on a case by case basis.

CATEGORIES & RATINGS:

1. Categories

- **District or Club Player Development Programs** are operated by a district or club. All participants in these programs must be registered playing members of the association and members in good standing with ASA.
- **Private Player Development Programs** are considered for profit and will include but are not limited to indoor/outdoor soccer camps, indoor/outdoor soccer schools, academy style programs, skills clinics, showcase or prospect games, and visiting professional coaches or teams.
- **Education Based Player Development Programs:** Education programs are recognized by Alberta Soccer as individually based programs, where players are registered in an approved Alberta Education Program i.e. junior high, high school, college or university.
- **Charitable and Special Events:** are considered on a case by case basis. Please contact the Program Coordinator for more information on endorsement for these events.

2. Ratings



- **ONE STAR (RECREATIONAL) EXAMPLES:** Week long summer camps, one time
- **TWO STAR (TECHNICAL) EXAMPLES:** Ongoing camps/academies accommodating a range of skill levels
- **THREE STAR (ADVANCED) EXAMPLES:** Club academies or camps geared toward high level players

3. Minimum Coaching Guidelines

- **One Star (Recreational academy/camp):**
 - 2 NCCP/CSA Children's License-Active Start, FUNdamentals, Learning to Train & MED Module (or Equivalent) coaches.
 - Above coaching requirements are based upon 2 groups of players.
 - If the number of participants is such that there are less or more than 2 groups of players the following minimum coaching requirements are needed:
 - 1 Group Of Players - 1 Children's License Coach
 - 2+ Groups Of Players - 2+ Children's License Coaches
- **Two Star (Technical academy/camp)**
 - 2 CSA Provincial B Level (or equivalent) coaches
 - 2 NCCP/CSA Children's License-Active Start, FUNdamentals, Learning to Train & MED Module (or Equivalent) coaches
 - Above coaching requirements are based upon 4 groups of players.
 - If the number of participants are such that there are less or more than 4 groups of players the following minimum coaching requirements are needed:
 - 1 Group Of Players - 1 CSA Provincial B Coach
 - 2 Groups Of Players - 1 CSA Provincial B Coach & 1 Children's License Coach
 - 3 Groups Of Players - 1 CSA Provincial B Coach & 2 Children's License Coaches
 - 4+ Groups Of Players- 2 CSA Provincial B Coaches & 2+ Children's License Coaches
- **Three Star (Advanced technical academy/camp):**
 - 1 CSA National B level (or equivalent) coach
 - 2 CSA Provincial B level (or equivalent) coaches
 - 2 NCCP/CSA children's license-Active Start, FUNdamentals, Learning to Train & MED Module (or Equivalent) coaches
 - Above coaching requirements is based upon 5 groups of players.
 - If the number of participants are such that there are less or more than 5 groups of players the following minimum coaching requirements are needed:
 - 1 Group Of Players - 1 CSA National B Coach
 - 2 Groups Of Players - 1 CSA National B Coach & 1 CSA Provincial B Coach
 - 3 Groups Of Players - 1 CSA National B Coach, 1 CSA Provincial B Coach & 1 Children's License Coach
 - 4 Groups Of Players - 1 CSA National B Coach, 1 CSA Provincial B Coach & 2 Children's License Coaches
 - 5+ Groups Of Players- 1 CSA National B Coach, 2 CSA Provincial B Coaches & 2+ Children's License Coaches