

Camp & Academy Endorsement Guidelines

All programs who are not operated through an Alberta Soccer Regular or Associated Member should familiarize themselves with [Alberta Soccer General Rules & Regulations](#) Rule 28 which covers specific rules for non-Member Camps & Academy Endorsement.

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 Alberta Soccer.
- **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** 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.

RATINGS



APPLICATION PROCESS

New applications:

Completed applications must include the [program info form](#), and all required information described below. Completed applications should be submitted to mthomas@albertasoccer.com and fee (if applicable) can be made by credit card over the phone (780-474-2200) or in person by cash, credit/debit or cheque made payable to Alberta Soccer Association. Invoicing can be done upon request.

Programs who do not apply for renewal annually will be considered new programs.

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 two weeks of the date it is received by Alberta Soccer.

Notification of successful, unsuccessful or conditional endorsement shall be sent to applicant and their District after review and rating process.

Endorsed academies, camps, events and education programs will be posted on the ASA web site once approved and be linked to program web sites.

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. For programs that are open to participants outside of their own associations however, there is an application fee of \$50.00 (+GST).

Non-Alberta Soccer members:

All non-affiliated/private applications must be accompanied by a \$50.00 (+ GST) fee.

PLAYER REGISTRATION FEES

Excluding Education programs, endorsed programs must pay player registration fees, including Regular Member, ASA and CSA fees, for any player that is not registered in a Regular Member program in the season in which the camp or academy is running. Programs are responsible for presenting properly completed forms to districts, prior to those player's participation in their endorsed programs.

WHAT TO INCLUDE IN YOUR APPLICATION**1. Administrative Elements (all new 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 with the following exception
 - 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 are denied a letter/letters of support, you may appeal this to Alberta Soccer. Please contact mthomas@albertasoccer.com for more information.

2. Insurance (all new applications)

- 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-ASA registered players must pay the appropriate player registration fees prior to participation. ([Use Unregistered Camp & Academy Endorsement Player Form.](#))
 - Camps or events lasting 1 week or less have the option to pay a \$20 guest registration fee in lieu of the full player registration fee prior to participation. ([Use Unregistered Camp & Academy Endorsement Player Form.](#))
- Private Player Development Program
 - All ASA registered players, coaches, referees are covered under the Alberta Soccer Association published policies.
 - The private provider must receive written approval from the registered player's district and club to access an ASA travel permit for events outside of Alberta or to participate in events (exhibition games, showcase events, tournaments etc.) in Alberta.
 - Any non-ASA registered players must pay the appropriate player registration fees prior to participation. ([Use Unregistered Camp & Academy Endorsement Player Form.](#))
 - Camps or events lasting 1 week or less have the option to pay a \$20 guest registration fee in lieu of the full player registration fee prior to participation. ([Use Unregistered Camp & Academy Endorsement Player Form.](#))
 - The private provider must provide proof of Commercial General Liability (CGL), with minimum coverage of \$2,000,000 for the Registered Business operating the Camp or Academy and must add Alberta Soccer as an additional insured to the CGL policy.
- 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 of insurance or Alberta Soccer coverage will be assessed on a case-by-case basis.

3. Technical Elements (all new 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 and their coaching qualifications. This must include either copies of dated coaching certificates and/or NCCP #, date of certification, course and status (i.e. C License – Trained, June 2021, MED, June 2021)
- Instructor to player ratio (maximum):
 - U4 to U8 – 8:1 (1 group of players)
 - U10 to U14+ – 12:1 (1 group of players)
- Age groups and gender(s) including skill level of players

4. 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.
- Hours
 - High School
 - 3 – 5 Hours
 - Junior High
 - 3 – 4 Hours
 - Elementary
 - 2 – 3 Hours
- The soccer curriculum should include sport performance, player and coach education programs.

5. Renewal Applications:

- Renewal fee (where applicable)
- Letter/s of support from the district/s where the program operates.
- Documentation provided about program details for original/previous endorsement period.
- List of proposed program offerings including dates, hours of instruction, daily timetable & if any planned off-field activities
- Proposed location & facilities description
- Emergency action plan and identification of qualified First Aid providers
- List of all coaches and instructors and their coaching qualifications.
 - This must include either copies of dated coaching certificates and/or NCCP #, date of certification, course and status (i.e. C License – Trained, June 2021, MED, June 2021)
 - This must include copies of valid CPIC (Vulnerable Sector) checks within 3 years, for all staff or a letter from District confirming these police checks
- Education based and Private Player Development programs must also include a current certificate or letter of insurance.
 - If a District or Club is engaging a private organization, proof of contract OR private insurance for the contractor may be required.
- Before processing, all renewal applications except Education programs must also include a list of program participants which includes Last Name, First Name, Age Group and Alberta Soccer District/Club they were registered with during the previous endorsement period.

MINIMUM COACHING GUIDELINES



ONE STAR PROGRAMS (RECREATIONAL)

1 Group of players: 1 Coach with 2 NCCP Certifications (or equivalent); Active Start, FUNdamentals, Learning to Train, Soccer for Life & MED Module

2 Groups of players: 2 Coaches with 2 NCCP Certifications (or equivalent); Active Start, FUNdamentals, Learning to Train, Soccer for Life & MED Module

- **3+ Groups of Players:** +2 Coaches with 2 NCCP Certifications or Equivalent; Active Start, FUNdamentals, Learning to Train & MED Module for every additional group over 2
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TWO STAR PROGRAMS (TECHNICAL)

1 – 4 Groups of Players: 1 Canada Soccer C Licence CERTIFIED coach (or equivalent).

5 Groups of Players: 2 Canada Soccer C Licence CERTIFIED coaches (or equivalent).

- **6+ Groups of Players:** +1 Minimum Canada Soccer C Licence TRAINED (or equivalent) coach for every additional group over 5
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THREE STAR PROGRAMS (ADVANCED)

1 – 4 Groups of Players: 1 Canada Soccer National Youth/Children's Licence (or equivalent)

5 Groups of Players 1 Canada Soccer National Youth/Children's Licence (or equivalent) coach & 2 Canada Soccer C Licence CERTIFIED (or Equivalent) coaches

- **6+ Groups of Players:** +1 Minimum Canada Soccer C Licence TRAINED (or equivalent) coach for every additional group over 5
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