



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 mthomas@albertasoccer.com

2. Renewals:

- Resubmit documentation provided about program details for original/previous endorsement period.
- Submit confirmation of either no changes or details of changes to the programming from the previous year (including staff) and, if open to participants outside of your association, the \$50.00 (+FST) fee.
- Education and Private Player Development Programs must also include a copy of their current certificate of insurance and \$50.00 (+GST) fee
- Letter/s of support from the district/s the program is operating in.
- List of program participants from the previous endorsement period program/s which includes Last Name, First Name and Alberta Soccer District/Club they were registered with.
 - Not required for Education programs
- Submit all to mthomas@albertasoccer.com

3. Additional fees

- **All programs**
 - All endorsed programs, except Education 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. This must be done prior to the start of the program/s using the Unregistered Camp & Academy Endorsement Player form. Programs are responsible for presenting properly completed forms to districts and making required payments to them.

4. Checklist for new & renewal 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**
 - Objectives and purpose of the soccer training program (**new applications**)
 - Brief synopsis/ overview of each program (**new applications**)
 - List of all coaches and instructors and their coaching qualifications of instructors (**new applications & any updates for renewals**)
 - Instructor to player ratio (**new applications**)
 - Age groups and gender(s) including skill level of players (**new applications**)
 - Equipment standards for the program (**new applications**)
- **Administrative Elements (required for both new & renewals)**
 - 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 attendant/s 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/s of support from the respective district/s in which program/s will operate.
- **Insurance**
 - **District or Club Player Development Program**
 - Refer to 2. regarding requirements for players who are not currently registered under Alberta Soccer.
 - 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**
 - Refer to 2. regarding requirements for players who are not currently registered under Alberta Soccer.
 - 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.