



ALBERTA SOCCER ASSOCIATION (ASA)
PROVINCIAL CLUB LICENSE COMMITTEE
TERMS OF REFERENCE

1. COMMITTEE NAME

The name of this Committee shall be the Provincial Club License Committee.

2. PURPOSE AND AUTHORITY

The purpose of the Committee is to support the successful implementation of Canada Soccer's Club Licensing program in Alberta.

The Alberta Soccer Board of Directors (Board) delegate, through the Executive Director, to the Committee the responsibility and authority to:

- a. Work with the Alberta Soccer Districts and/or Clubs to meet the desired standard for each of the three (3) levels of Provincial Club Licensing as outlined by Canada Soccer;
 - i. Standards for Quality Soccer License (SQS)
 1. Standards must, at minimum, align with Canada Soccer SQS to be met by May 1, 2023
 2. Required for Provincial Competition at Tier 1-4 levels
 - ii. Member Association (MA) Level 1 (TBD)
 1. MA Level 1 standards plus additional requirements as determined by majority vote of the Provincial Club License Committee
 - iii. Member Association (MA) Level 2 (TBD)
 1. MA Level 2 standards plus additional requirements as determined by majority vote of the Provincial Club License Committee
- b. Develop the provincial implementation strategy for each level of the Provincial Club Licensing program in Alberta.
- c. Review the applications through the approval process for the appropriate Provincial Club Licensing program in Alberta. Final recommendation to Canada Soccer shall be granted by Alberta Soccer Association.
- d. Circulate and receive recommendations from Alberta Soccer youth member districts and Canada Soccer related to;



- i. Standards for MA Level 1 and MA Level 2, and
- ii. MA Level 1 and MA Level 2 implementation strategy.

3. MEMBERSHIP

The Committee shall be comprised of a minimum of eight (8) voting members to a maximum of ten (10) members as follows;

- a. One (1) Alberta Soccer staff member
 - i. The Alberta Soccer Technical Director, who will serve as Chair of the Committee, or designated Alberta Soccer staff
- b. Six (6) to eight (8) Alberta Soccer District members;
 - i. One (1) Edmonton Minor Soccer
 - ii. One (1) Edmonton Interdistrict Youth Soccer
 - iii. One (1) Calgary Minor Soccer
 - iv. Minimum of three (3) and a Maximum of five (5) Rural Members

4. COMMITTEE TERM LIMITS

There are no term limits, as this is an ad hoc Committee with a commitment to achieving longer term goals. As such, any member may be replaced, from time to time, based on their ability to contribute.

5. SUBCOMMITTEES

There are no subcommittees

6. COMMITTEE MEMBER RESPONSIBILITIES

- a. All Committee members are expected to actively participate in the Committee's initiatives, as requested, and attend meetings on a regular basis.
- b. A member who is unable to participate on a regular basis may be required to resign from the Committee.

7. COMMITTEE MEETINGS



The Committee will meet as required. Meetings may be held via conference call or face-to-face. Meeting notes will be available through Alberta Soccer.

8. QUORUM & VOTING

- a. Quorum will be achieved when more than 50% of current voting committee members are present.
- b. A majority of the Committee members present, either in person, by conference call, shall constitute an official action of the Committee
- c. In the case of a tie vote on a motion by the Committee members present, the motion shall fail.

9. NOMINATIONS TO THE COMMITTEE & VACANCIES

- a. The Executive Director shall fill any vacancies related to Alberta Soccer staff.
- b. Edmonton Minor Soccer shall fill any vacancies for their organization
- c. Calgary Minor Soccer shall fill any vacancies for their organization
- d. Edmonton Interdistrict Soccer shall fill any vacancies for their organization
- e. Vacancies for Rural Members shall be filled by the Alberta Soccer Technical Director through a call for nominations made to and received from Rural Districts.

10. RECUSALS

Committee members may abstain from participating in official actions of the Committee if there is an apparent or perceived conflict of interest.

11. AMENDMENTS TO THE TERMS OF REFERENCE

The Committee may propose amendments to this Term of Reference to the Executive Director.



ALBERTA SOCCER ASSOCIATION
LEAD, GOVERN AND EVOLVE

11759 Groat Road
Edmonton, AB T5M 3K6

