



ONTARIO
SOCCER.
EST. 1901

Coach Development

Protocols & Policies

2025

Play. Inspire. Unite.

Table of Contents

Introduction	2
Application Process	3
Application Window	3
Admission Pre-requisites	3
Application Review	3
Waitlist	3
Course Fees	3
Payment Process	3
Potential Additional Fees	4
Course Standards	4
Course & Participant Requirements	4
AI Technology	4
Request for Absence	4
Timeline Policy	5
Removal from a Course	5
Late Submissions	5
Extension	5
Re-assessment	6
Appeals	6
Course-specific Continuing Professional Development Framework	7
Continuing Professional Development Point Scheme	7
Technical Director Diploma Renewal Process	8

Introduction

The purpose of this document is to support the coach in understanding the Ontario Soccer Coach Development Protocols & Policies. The protocols create a consistent standard for coaches across different levels and organizations, ensuring a uniform approach to coaching. They ensure the safety and well-being of each coach by creating an optimal learning environment.

Ontario Soccer is committed to fostering an inclusive and accessible environment; as such, Ontario Soccer will consider applicants that meet the requirements and that reflect and support the diversity of the soccer community. Ontario Soccer is seeking to provide fair, equitable, and accessible opportunities for all. Accommodations during the application process are available upon request.

Application Process

Application Window

A minimum of a 4-week application window will be provided for advertised courses. Application form will be turned off at 11:59pm EST at the end of the application window as outlined on the website and in the respective published bulletin. Applications are only accepted through Jotform, no applications or supporting documentation will be accepted through Coach Centre or email.

Admission Pre-requisites

For an applicant to be admitted to a course, the following conditions must be met.

- Has an active coach registration in the Member Registration System
- Member in good standing, has no outstanding discipline charges, fines or fees
 - Member also does not engage with unsanctioned organizations or activities
- Completed Application (incomplete applications will not be considered)
- Required pre-requisites for the course are completed at the time of application
- Supporting documentation submitted as requested in the application form
- Appropriate coaching and/or work environment based on the course
- Sixteen (16) years of age by the start of the course

Application Review

2-week application review where all applicants are screened for the admission pre-requisites. All applicants will be informed by 11:59pm EST at the end of the 2-week window as outlined in the respective published bulletin.

Waitlist

For those applicants who meet the criteria and are not offered a place on the course for which they have applied, they will be placed on the waitlist. This will be communicated to the applicants. Once a course has been confirmed as full, applications on the waitlist will be notified by email that the course is full. Applicants will need to re-apply to the next course.

Course Fees

Payment Process

The course fee is due one week after acceptance letters have been sent to the applicant as outlined in the respective published bulletin. Confirmation of course participation is not complete until payment is received in full. If payment is not received as outlined in, the respective published bulletin then the individual's placement in the course will be forfeited.

Should an applicant withdraw from the course after the acceptance notification and payment have been received, a refund will be made up to until ten (10) days prior to the beginning of the course, subject to a \$150 processing fee.

Cancellations made with less than ten (10) days to the commencement of the course will not be eligible for a refund. Should a cancellation be the result of an emergency, refunds will be provided at the sole discretion of Ontario Soccer.

Potential Additional Fees

Additional fees will be dependent on the information outlined below in Course Standards:

- Late submissions and extensions are subject to a \$300 assessment fee.
- Re-assessments are subject to an additional \$300 assessment fee.
- Appeals are subject to a \$300 administrative fee.

Course Standards

Course & Participant Requirements

Courses are designed considering adult learning principles, and therefore, 100% attendance and engagement is required for the duration of the course. Accommodations will be made if required at Ontario Soccer's sole discretion.

Coaches must be in a workspace that allows them to actively participate in the course online. Active participation is defined as:

- Webcams and microphones must be fully operational and turned on
- Ongoing contributions to discussions and group tasks
- Participation on-field where possible and applicable

Coaches should not be in a vehicle, on the side of a field, or any other place deemed an inappropriate and unsafe learning environment. If coaches are deemed to be in an inappropriate or unsafe learning environment they will be removed from the online session, and it will be considered an absence. Being in a moving vehicle creates legal issues, as well as a liability issue for all involved. Coaches are required to arrange and pay for their own travel, accommodation, and meals during the in-person components of the courses. Ontario Soccer will provide information on accommodation near the venues.

Coaches are not required to stay at the suggested accommodations. If coaches are unable to participate in an activity, they must inform their assigned Coach Developer as soon as possible.

AI Technology

The purpose of the tasks and assignments is to help individuals organize their thoughts as it relates to particular concepts or ideas as well as application to their coaching environment and context. While the use of AI tools (i.e. ChatGPT) will help in the completion of the tasks and assignments, it will not assist in reflecting on those presented concepts or ideas. Considering this, it is expected that AI tools are not used and copied verbatim into tasks and assignments as this would be deemed plagiarism in an academic environment; this includes Ontario Soccer courses and the associated learning environment. Should it be found that individuals are using AI tools and copying responses or prompts verbatim into required tasks and assignments, the consequences will range from a minimum of redoing the assignment or up to a maximum of removal from the course at Ontario Soccer's sole discretion.

Request for Absence

Coaches that require an absence must submit an email to their Coach Developer, providing the dates and justification for the request. Upon approval, the Coach Developer shall confirm the request in writing and notify the Ontario Soccer, Manager of Player and Coach Development for record keeping purposes.

Absences will only be approved for emergency reasons or unforeseen circumstances. Coaches missing any sessions without written approval will be removed from the current course and required to re-apply for the next available course.

Timeline Policy

An engaging learning environment is grounded on a foundation of respect. While coaches will be given individual consideration for their specific needs, it is expected that they will be on time, both for in-person workshops and online sessions, and submit their coursework by the assigned due dates. Repeated failure to respect the course timelines will be managed as follows:

- The first occurrence will result in a corrective conversation with their Coach Developer.
- The second occurrence will result in a written warning from their Coach Developer that the next occurrence will result in removal from the course.
- The third occurrence will result in removal from the course.

The Coach Developers will record each strike in the [database](#). A copy of the incident will be filed with the candidate, Coach Developer, and Manager, Player & Coach Development.

Removal from a Course

Coaches may be removed from a course for several reasons, including but not limited to:

- Breaching the Canada Soccer and/or Ontario Soccer Code of Conduct and Ethics
- Failure to attend an in-person workshop
- Failure to attend a synchronous online workshop
- Failure to respect the course timelines including but not limited to assignments and asynchronous learning components

Please note that any individuals who are removed from a course will not be eligible to receive a refund.

Late Submissions

Submission of work after the designated due date is considered a late submission. Late submissions will be accepted up to a maximum 15 days after the posted deadline. Submissions following the 15 days will not be accepted, unless an extension has been granted, in writing, by a Coach Developer and confirmed by the Manager, Player and Coach Development.

Submissions received more than 15 days after the deadline will not be accepted unless an extension has been granted in writing and the coach will be considered to have "Failed" as outlined in the Observation of Competency.

Late submissions and extensions are subject to a \$300 fee.

Extension

An extension of a maximum of three months will be granted, in writing, by a Coach Developer and confirmed by the Manager, Player and Coach Development. Each candidate will only be granted one (1) extension.

To request an extension, candidates will need to complete a submission in the [Coach Education Status Review Form](#). A decision will be made by the Manager of Player and Coach Development. Communication on the decision will be presented back to the candidate in writing.

Extensions will only be approved for emergency reasons or unforeseen circumstances.

Extensions are subject to a \$300 fee.

Re-assessment

Trained coaches are permitted to apply for re-assessment once within twelve (12) months of completing the course.

To initiate the re-assessment process, the coach must:

- Complete a submission in the [Coach Education Status Review Form](#) confirming their desire to be re-assessed which will be sent to the Manager, Player and Coach Development. If the coach would like to be re-assessed by a different Coach Developer from the one who conducted the initial assessment, this must be indicated in the letter.
- Pay the \$300 fee and provide a copy of the receipt.
- The re-assessment process will include a pre-brief to ensure the coach is clear on the re-assessment expectations.
- Coaches receiving a Certified grade through the re-assessment process are awarded the appropriate licence.

If unsuccessful in their first two attempts, the coach would be required to be mentored for a minimum of 6 months and be allowed a final third attempt no later than twenty-four (24) months after completing the course.

Mentorship will need to be verified by the Mentor and Mentee via email to the Manager, Coach & Player Development from within the individual's Club environment or an external mentorship service.

If unsuccessful in their third attempt they would be required to retake the course in full.

Appeals

Coaches who wish to appeal a failed assessment must complete a submission in the [Coach Education Status Review Form](#) to the Manager, Player and Coach Development within two (2) weeks of the assessment date, highlighting specific areas of the assessment that they are appealing with supporting documentation (ex. Session Plan, EAP, Observation of Competency Form, link to pre-brief or debrief, Action Plan, etc.)

A \$300 fee must be paid as part of the appeal. If successful, the fee will be used to cover the re-assessment and, if unsuccessful, the fee shall be retained by Ontario Soccer.

The assessment will be referred to the Manager, Player and Coach Development for review. If the original assessment was conducted by the Manager, Player and Coach Development, it will be referred to a Master Coach Developer for review.

Appeals will be completed and a decision provided to the appellant within 30 days of receipt.

Decisions of an appeal are final and are not subject to further appeal or any other review of the decision.

Course-specific Continuing Professional Development Framework

Responsible for Renewal	Licence or Certification	Validity	Professional Development Credits Required
Ontario Soccer	Technical Director's Diploma	5 years	25 points
	Goalkeeper Coach Diploma	5 years	15 points
	Grassroots Diploma	5 years	15 points

All Ontario Soccer specific training must be renewed by individuals through Ontario Soccer directly. All applications to renew expiring certification (within the last 12 months) will carry an administrative processing fee of \$50 per certificate/licence. To submit a request for renewal to Ontario Soccer, please complete the [online form](#).

Please note: Any Ontario Soccer certification that is expired for over 12 months will carry an additional \$100 administrative fee.

Continuing Professional Development Point Scheme

	Activity Category	Points	Limitations
Sport-Specific	Active Coaching	1 point per year for every season coached	Maximum of 3 points
	NCCP Workshop	5 points per workshop/course or evaluation event completed	Maximum of 5 points per year
	Non-NCCP Workshop	1 point per hour up to 3 hours maximum	Maximum of 3 points per year
	Coach directed learning	3 points for the valid certification period	Maximum of 3 points
	Re-Evaluation in Context	100\$ of points required for PD credit in context	No further points required
	Ontario Soccer Course	Technical Director Diploma: 15 points Goalkeeper Diploma: 5 points Grassroots Coach Diploma: 5 points Game Leader: 1 point	Maximum of 3 points per year
Multi-Sport	NCCP Training or Evaluation	5 points per training or evaluation event completed	N/A

The point scheme outlined above will be used when determining the required and total accumulated points for each respective licensing and/or certification renewal. To support this process, Ontario Soccer will, at its own events or education workshops, provide a tool to track and verify accumulation of points.



Technical Director Diploma Renewal Process

Prior to 2019	2019+
Cost: \$300	Cost: \$200
Online workshops: Redefining Success in Sport Effective Marketing Strategies Safe Sport Training Female in Sport Technology in Sport Futsal Programming	Online workshops: Redefining Success in Sport Effective Marketing Strategies Safe Sport Training Female in Sport Technology in Sport Futsal Programming
Proof of completion: Keeping Girls in Sport Respect in Sport in the Workplace NCCP Safe Sport training DEI Ontario Soccer Module Gender Equity LENS NCCP Core Training for Learning Facilitators NCCP Core Training for Coach Developers	Proof of completion: Keeping Girls in Sport Respect in Sport in the Workplace NCCP Safe Sport training DEI Ontario Soccer Module Gender Equity LENS

ONTARIO SOCCER
7601 Martin Grove Road, Vaughan ON, L4L 9E4
905.264.9390 ontariosoccer.net
Proud Member of 

Play.
Inspire.
Unite.



**ONTARIO
SOCCER**[®]

EST. 1901