



ACADEMY SUPER LEAGUE

BC RECOGNIZED ACADEMIES

REQUEST FOR PROPOSAL

Academy Super League (ASL)

For new BCRA applicants and renewal review

| Document Item | Details |
|---------------|-----------------------------------------------------------------------------------------------------|
| Program | British Columbia Recognized Academy (BCRA) |
| League | Academy Super League (ASL) |
| Administrator | BC Soccer Academies Association (BCSAA), unless otherwise designated in writing |
| Purpose | Application and review requirements for private academies seeking BCRA status and ASL participation |
| Status | Draft for review and adoption before publication |



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1. Introduction

1.1 British Columbia Recognized Academy (BCRA)

The British Columbia Recognized Academy (BCRA) program is designed for private soccer academies operating in British Columbia. Academies interested in BCRA status must apply in accordance with this Request for Proposal and demonstrate that they meet the technical, administrative, safety and operational standards required by BC Soccer Academies Association (BCSAA) and/or the authorized league administrator.

1.2 Academy Super League (ASL)

The Academy Super League (ASL) is a board-approved league initiative providing outdoor league play and related competition opportunities for eligible private academies with BCRA status. ASL participation is subject to acceptance, registration, compliance with league rules and any current BCSAA requirements.

1.3 BCRA Applications and Renewals

New applicants and renewing BCRA organizations must submit the required documentation before the published deadline. BCRA status and ASL participation are not automatic. Approval may be granted, denied, limited, suspended or made subject to conditions where necessary to protect player safety, league standards, competitive integrity or administrative compliance.

2. Submission Protocol and Deadline

2.1 Eligible Applicants

The BCRA RFP is open to private soccer academies registered as businesses or legal entities in British Columbia, whose staff, players, headquarters, offices and primary training/game operations are based in British Columbia.

- Submissions will not be accepted from BC Soccer affiliated clubs, club academies, or organizations that do not meet the private-academy eligibility criteria unless expressly approved by BCSAA/ASL.
- Applicants must provide accurate, current and complete information. False, misleading or incomplete information may result in rejection, suspension or later revocation of status.

2.2 Proposal Submission

- The RFP process will be operated by BC Soccer Academies Association (BCSAA) and/or its authorized designates.



- Questions regarding the RFP should be submitted in writing to the official ASL/BCSAA contact email published for the season. If no replacement contact has been issued, admin@bcasl.com may be used until updated by ASL/BCSAA.
- Submissions should be sent electronically in PDF format unless ASL/BCSAA specifically requests hard copies or additional file formats.

2.3 Deadline

Unless ASL/BCSAA publishes a different deadline, all proposals must be received at least three (3) weeks before the start of the applicable season. Late proposals may be rejected without review.

3. RFP Requirements and Evaluation Areas

Each submission must include the completed BCRA Application Form and all required supporting documents listed in this RFP. BCSAA/ASL reserves the right to reject any proposal that is incomplete or does not meet the required standard.

- Academy General Information
- Academy Staff
- Academy Administration and Risk Management
- Insurance, facilities, player safety and registration compliance
- Any additional documents requested by ASL/BCSAA during the review process

4. Academy General Information

| Requirement | Criteria / Required Information |
|-----------------------------------|----------------------------------------------------------------------------------|
| Academy Name | Legal academy name and proposed branded academy name. |
| Academy Mailing Address | Current mailing address and business operating address. |
| Academy Website URL | Official website and any primary public registration page, if applicable. |
| Primary Contact | Name, position, email address and phone number. |
| Primary Outdoor Training Facility | Name and address of main outdoor training facility. |
| Primary Outdoor Game Facility | Name and address of main outdoor game facility, if applicable. |
| Indoor Facilities | Name and address of primary indoor training/game facilities, if applicable. |
| Legal / Business Status | Confirmation that the academy operates as a private academy in British Columbia. |

5. Academy Staff

| Requirement | Criteria / Required Information |
|----------------------------|-----------------------------------------------------------------|
| Full List of Academy Staff | Full name, position, contact number, email, certification level |



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| | and role within the academy. |
| Technical Director | Minimum Provincial-level licence or approved equivalent, unless ASL/BCSAA grants written exception based on experience or transition plan. |
| Head Coaches | U13-U18: Provincial B Licence or approved equivalent recommended/required by ASL/BCSAA. U8-U12: stage-appropriate Canada Soccer/LTPD coach education or approved UEFA/USYSA/United Soccer Coaches equivalent. |
| Administrator / Manager | Primary administrative contact responsible for schedules, registration, compliance and league communication. |
| First Aid Personnel | A responsible person with valid first-aid training must be identified for academy programming and match-day operations where required. |
| Strength & Conditioning Coach | Access to a certified or appropriately qualified S&C coach, if S&C programming is offered. |
| Nutritionist / Sports Psychologist | Access to qualified support professionals where such services are advertised, provided or used as part of the academy program. |
| Certification Copies | The RFP must include copies or proof of all required certifications for staff listed in the application. |

6. Academy Administration and Risk Management

| Requirement | Criteria / Required Information |
|--------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Vision and Mission Statements | Academy vision, mission and player-development philosophy. |
| Risk Management Manual | Screening policy, harassment/bullying policy, safe sport policy, emergency action plan, injury/concussion protocol, privacy/media policy and incident reporting process. |
| Criminal Record / Vulnerable Sector Checks | Current checks for all staff and adult representatives working with minors, in accordance with applicable law and ASL/BCSAA requirements. |
| Insurance | Current liability insurance for academy operations and proof of insurance for owned/rented facilities where applicable. |
| Code of Conduct | Code of Conduct for players, staff, parents/spectators and administrators. |
| Player Forms | Medical history form, emergency contact form, waiver/consent form, media consent form and any required registration forms. |
| Age Group Programs | List of age groups and genders, staff responsible for each team/group, number of players by age/gender, number of teams/groups and minimum two age groups/teams unless ASL/BCSAA approves otherwise. |
| Coach-to-Player Ratio | Academy should maintain an appropriate coach-to-player ratio. The previous RFP standard of no more than 1:14 is retained |



7. BCRA Entitlements

Subject to approval, good standing, registration, insurance and compliance with current ASL/BCSAA rules, BCRA academies may receive the following entitlements:

- Participation against eligible academies in approved ASL/BCSAA tournaments, showcases, festivals, exhibition games, futsal leagues or league competitions.
- Eligibility for ASL league cup or other ASL/BCSAA competitions where offered.
- Access to ASL/BCSAA-approved match officials where available and assigned through the proper process.
- Game insurance coverage as provided or arranged through BCSAA/ASL, subject to policy terms and registration requirements.
- Use of the ASL brand for approved marketing purposes, subject to brand guidelines and good standing.

8. Rights and Responsibilities

8.1 Contact and Communication

All questions regarding the RFP submission and process must be directed to the official ASL/BCSAA contact email published for the applicable season. Academies are responsible for monitoring ASL/BCSAA communications and meeting published deadlines.

8.2 Retention of Rights

BCSAA/ASL retains the right to accept, reject, request clarification, impose conditions on, or defer any proposal. Acceptance into the BCRA program does not guarantee permanent status or unconditional ASL participation.

8.3 Proponents' Expenses

BCSAA/ASL is not responsible for any costs associated with preparing, submitting or revising a BCRA proposal.

8.4 Withdrawal of Proposals

A proposal may be withdrawn in writing before the submission deadline. After the deadline, withdrawal may be subject to ASL/BCSAA approval if scheduling, registration or competition planning has already been affected.

8.5 Agreement and Registration

Upon acceptance and approval into the BCRA program, the academy may be required to sign an ASL/BCSAA agreement and must register its players, teams and team officials according to current policies before participating in ASL activities.



9. BCRA Application Form

This form may be completed digitally or printed and submitted with all supporting documentation requested by ASL/BCSAA.

| Academy General Information | |
|----------------------------------------------------------------|--------------------------------|
| Legal Academy Name: | Proposed Academy Branded Name: |
| Academy Mailing Address: | Academy Website URL: |
| Name and Address of Academy Primary Outdoor Training Facility: | |
| Name and Address of Academy Primary Outdoor Game Facility: | |
| Name and Address of Academy Primary Indoor Training Facility: | |
| Name and Address of Academy Primary Indoor Game Facility: | |
| Academy Primary Contact | |
| Name: | Position: |
| Email Address: | Phone Number: |
| Mailing Address: | |

The applicant is applying for BCRA status connected to Academy Super League (ASL) participation, subject to approval and compliance with ASL/BCSAA requirements.

10. Declaration and Signature

BC Soccer Academies Association and/or the authorized ASL administrator retains the right to accept or reject any proposal. The applicant acknowledges that BCSAA/ASL is not responsible for any costs associated with preparing or submitting this proposal.

If the academy successfully attains or renews BCRA status, the academy agrees to register its players, teams and team officials in accordance with current ASL/BCSAA policies and to provide all certifications and supporting documents requested as part of this RFP.

| Print Name | Signature | Date |
|------------|-----------|------|
| | | |

Submission Checklist

- Completed BCRA Application Form, legal/business information and primary contact details
- Facility information for training and games
- Staff list, coaching certifications and first-aid certifications
- Risk management manual, safe sport documents, criminal record / vulnerable sector check confirmation and current liability insurance
- Code of Conduct, medical form, waiver/consent form, media/privacy forms, age-group/team list, player numbers and coach-to-player ratio information