



# FOOTBALL ONTARIO

*Building the Game. Protecting the Players.*

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## OFFICIAL POLICY

# NCCP Certification Compliance

Fine Schedule, Audit Requirements, and Enforcement Framework

<b>Policy Reference</b>	FO-POL-2026-NCCP-01
<b>Status</b>	<b>Approved</b>
<b>Approval Authority</b>	Football Ontario Board of Directors
<b>Date of Approval</b>	April 2026
<b>Effective Date</b>	Immediately upon approval
<b>Policy Owner</b>	Director of Operations
<b>Next Scheduled Review</b>	Following the first full enforcement season



## 1. Purpose and Scope

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### 1.1 Purpose

Football Ontario, as a member of Football Canada and a recognized Provincial Sport Organization under Sport Canada, is bound by the Football Canada framework, which mandates minimum National Coaching Certification Program (NCCP) standards for coaches at every level of the game. This policy establishes the certification compliance, audit, and enforcement framework that applies to all Football Ontario member clubs and their bench staff.

Consistent enforcement of NCCP standards is essential to safeguard athletes, ensure equitable competitive conditions, and manage the liability exposure of Football Ontario and its member clubs. This policy formalizes a transparent and scalable fine structure to address these obligations.

### 1.2 Scope

This policy applies to:

- All Football Ontario member clubs and the leagues in which they participate;
- All individuals serving in a bench staff capacity, including head coaches, assistant coaches, and any other on-field personnel for whom NCCP certification is required;
- All age divisions sanctioned by Football Ontario, including tackle, flag, and non-contact programming.

### 1.3 Authority

This policy is issued under the authority of the Football Ontario Board of Directors. Football Ontario staff are directed to implement and administer this policy in accordance with the provisions set out below.

## 2. Definitions

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For the purposes of this policy:

- **Bench Staff** means any person occupying a coaching or on-field staff role with a member club for which NCCP certification is required.
- **Club** means a member organization of Football Ontario, including its administrative leadership.
- **Coach** means an individual member of bench staff.



- **Compliance Committee** means the standing committee established under Section 10 to administer appeals brought under this policy.
- **Cure Period** means the 14-calendar-day window during which a club may remedy a deficiency identified in a Notice of Non-Compliance, except where this policy provides otherwise.
- **Grace Period** means the one-year period afforded to newly registered coaches under Section 6 during which NCCP certification fines will not be assessed against that individual.
- **NCCP Audit Form** means the mandatory compliance verification form prescribed by Football Ontario, to be completed and submitted by member clubs at the intervals identified in Section 7.
- **Notice of Non-Compliance** means the written notice issued by Football Ontario identifying a deficiency under this policy.

### 3. Required NCCP Certifications by Division

Required NCCP courses differ based on the age division in which a coach is working. The tables below set out the applicable courses, the base fine assessed to the club for each missing certification, and the doubled fine that applies where the coach themselves has not completed the required course.

#### 3.1 Coaches Working in U14 and Under

All coaches working with athletes in U14 divisions and younger must hold each of the following four certifications:

NCCP Course	U14 & Under	Base Club Fine	Coach Missing Cert (Doubled)
Community Sport	Required	\$50	<b>\$100</b>
Safe Contact	Required	\$50	<b>\$100</b>
Safe Sport	Required	—	<b>\$25</b>
Making Headway	Required	—	<b>\$25</b>

*Note: Community Sport is required only for coaches working with athletes in U14 divisions and younger. It is not required for coaches working exclusively in divisions above U14.*

#### 3.2 Coaches Working in Divisions Above U14



Coaches working in divisions above U14 must hold each of the following certifications. Community Sport is not required.

NCCP Course	Over U14	Base Club Fine	Coach Missing Cert (Doubled)
Community Sport	Not Required	—	—
Safe Contact	Required	\$50	\$100
Safe Sport	Required	—	\$25
Making Headway	Required	—	\$25

### 3.3 Distinction Between Base Club Fine and Coach Missing Certification

**Base Club Fine.** A Base Club Fine applies where a coach's certification documentation has not been properly submitted to Football Ontario. This is an administrative or registration failure on the part of the club, where the underlying certification may exist but has not been verified through proper channels.

**Coach Missing Certification (Doubled Fine).** A Doubled Fine applies where the coach has not, in fact, completed the required NCCP course. As this circumstance presents a direct risk to athlete safety, it warrants a higher penalty than an administrative lapse.

#### Illustrative Example

A coach working in a U16 program is missing Safe Contact. The base course fine is \$50. Because the coach has not completed the course — not merely failed to submit paperwork — the fine doubles to \$100.

## 4. Fines for Coaches Without Football Ontario Membership

Clubs are responsible for ensuring all bench staff hold active Football Ontario membership at all times during the competitive season. Fines under this section are assessed on a scaled basis according to the number of coaches found without valid Football Ontario membership at the time of audit or roster review.

Coaches Without Membership	Fine	Action
1 – 4 coaches	No fine — warning	Written notice issued to club executive.



Coaches Without Membership	Fine	Action
5 coaches	<b>\$250</b>	Second notice issued; 14-day cure period applies.
10 coaches	<b>\$500</b>	Compliance review may be initiated by Football Ontario.
20 coaches	<b>\$750</b>	Club placed on formal compliance watch.
30 or more coaches	<b>\$1,000</b>	Club eligibility review triggered.

*Fines under this section are assessed per audit cycle. A club that fails to remediate after the initial fine will be subject to the escalation provisions in Section 7.4.*

## 5. NCCP Audit Requirements and Related Fines

Football Ontario requires all member clubs to complete and submit a mandatory NCCP Audit Form at the intervals designated by Football Ontario during the competitive season. The NCCP Audit Form documents the certification status of all rostered coaches and is the primary compliance verification instrument under this policy.

### 5.1 Fines

Violation	Fine	Notes
Failure to complete or submit the NCCP Audit Form	<b>\$500</b>	Per occurrence. Form must be resubmitted within 30 days.
Non-payment of any fine within 30 days	<b>\$200 admin fee</b>	Club eligibility subject to review.

### 5.2 Audit Submission Requirements

- The NCCP Audit Form must be completed truthfully and in full. Incomplete or inaccurate submissions are treated as a failure to complete.
- A club unable to submit the NCCP Audit Form — due to missing coach information, system issues, or administrative failure — must notify Football Ontario in writing within seven (7) calendar days of the prescribed submission date and resubmit a complete form within thirty (30) calendar days.
- Failure to resubmit within the 30-day window results in a second \$500 fine and the initiation of a formal compliance review.



## 6. One-Year Grace Period for Newly Registered Coaches

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Football Ontario recognizes that newly registered coaches may require time to schedule and complete required NCCP courses. The following provisions apply.

### 6.1 Provisions

- A coach registered with a member club for the first time is granted a one-year Grace Period, beginning on the date of their initial registration, within which to complete all NCCP certifications required for their division.
- During the Grace Period, NCCP certification fines will not be assessed against the club or the coach in respect of that individual's outstanding certifications.
- The Grace Period applies to NCCP course completion only. All coaches must hold valid Football Ontario membership from the date of their registration; the membership fines set out in Section 4 apply immediately and are not subject to the Grace Period.
- Clubs must document each newly registered coach and the corresponding Grace Period start date. Such documentation must be available for inspection upon audit request.
- Upon expiry of the Grace Period, the full provisions of Section 3 apply to any certifications not yet completed.

### 6.2 Exclusions

The Grace Period does not apply to:

- Coaches returning to coaching after a lapse in registration; or
- Coaches transferring between member clubs who have previously held Football Ontario registration.

## 7. Compliance Verification and Enforcement

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### 7.1 Annual Roster Submission

All member clubs must submit a complete coaching roster — including NCCP certification documentation and Football Ontario membership status — no later than seven (7) calendar days prior to the start of their competitive season, in accordance with the prevailing League policy.

### 7.2 Audits and Spot Checks



Football Ontario reserves the right to conduct random compliance audits at any point during the competitive season. Clubs found to be non-compliant will be assessed fines in accordance with Sections 3, 4, and 5, and any applicable escalation provisions.

### **7.3 Notice of Non-Compliance and Cure Period**

Upon identifying a deficiency, Football Ontario will issue a written Notice of Non-Compliance to the club. The club has fourteen (14) calendar days from the date of the Notice within which to remedy the deficiency before fines are formally assessed.

The Cure Period does not apply to failures to submit the NCCP Audit Form under Section 5, which are assessed immediately upon non-submission.

### **7.4 Escalation**

Where a club fails to remedy a deficiency within the Cure Period, or where a pattern of non-compliance is established across audit cycles, Football Ontario may initiate any of the following measures:

- Placement of the club on formal compliance watch;
- Initiation of a compliance review by Football Ontario staff;
- Referral of the matter to the Football Ontario Board of Directors for an eligibility determination.

## **8. Use of Fine Revenue**

All revenue collected through this policy will be allocated as follows:

<b>Share</b>	<b>Allocation</b>	<b>Purpose</b>
<b>80%</b>	<b>Football Ontario Coach Development Fund</b>	Subsidizes NCCP course registration fees for coaches at member clubs, reducing financial barriers to compliance.
<b>20%</b>	<b>Football Ontario Operations</b>	Covers administrative costs of compliance monitoring and audit management.

## **9. Appeals Process**

A club assessed a fine under this policy may appeal to the Football Ontario Compliance Committee within twenty-one (21) calendar days of receiving the fine notice.



### 9.1 Grounds for Appeal

Grounds for appeal are limited to the following:

- Demonstrable administrative error on the part of Football Ontario;
- Proof that the coach held valid certification or Football Ontario membership at the time of the alleged violation;
- Documented extenuating circumstances accompanied by supporting evidence; or
- Confirmation that the coach was within their one-year Grace Period under Section 6 at the time of the alleged violation.

### 9.2 Decision

The Compliance Committee will render a written decision within thirty (30) calendar days of receiving a complete appeal submission. The Compliance Committee's decision is final and binding on the club and on Football Ontario.

## 10. Administration

### 10.1 Compliance Committee

Football Ontario shall establish a Compliance Committee to administer the appeals process described in Section 9 and to support the enforcement of this policy. The composition, terms of reference, and operating procedures of the Compliance Committee will be established by Football Ontario staff under the authority of the Board of Directors.

### 10.2 Implementation

Football Ontario staff are directed to develop and maintain the administrative procedures required to give effect to this policy, including roster submission processes, audit form templates, fine assessment workflows, and Notice of Non-Compliance protocols.

### 10.3 Implementation Timeline

Step	Milestone	Timing
1	Board approval	April 2026
2	Policy effective	Immediately upon Board approval
3	Member club notification	Within 14 days of Board approval
4	Policy published on the Football Ontario website	Within 21 days of Board approval



Step	Milestone	Timing
5	First scheduled policy review	Following the first full enforcement season

### 10.4 Policy Review

This policy will be reviewed by Football Ontario following the conclusion of the first full enforcement season and at such intervals thereafter as the Board of Directors may determine. Amendments require approval by the Football Ontario Board of Directors.

## 11. Document Control

Version	Date	Author	Summary of Changes
1.0	April 2026	Football Ontario	Initial policy approved by the Football Ontario Board of Directors.



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