

Request for Proposal

Services Requested:
**Soccer Club Registrar
Services**



Proposal Due By:
Dec 10th 2020

The **Roseville Youth Soccer Club** is one of Northern CA largest soccer clubs. We are looking for a company to fulfill the duties of a club registrar. The contract is for a one-year period with the option of a one year extension for the following year. The contract would be valid for the 2021-2022 season. This is not a board position. The successful bidder must be a legal entity, fully licensed and insured and engaged in similar work and/or have the experience of performing registrar type of tasks in the past.

Registrar Duties:

- Shall be responsible for all recreational and competitive player registrations, create player passes under U.S. Club process and or Cal North, and any and all correspondence needed and/or is customary when registering players, including requesting missing information, verifying information, and/or updating the database as necessary.
- Shall be responsible for RYSC meeting the criteria set by the City of Roseville for assistance to youth groups
- Shall be responsible to process all successful coach applications approved by the Board, to include online registrations, background check, and creating a coach pass within the parameters set out by US Club Soccer.
- Shall be responsible for creating team rosters and distributing to coaches in July for the recreational season and June for the competitive season; additional competitive seasons include winter and spring with fewer teams participating
- Shall be responsible for entering and updating all registration information and storing the data on a back-up/cloud drive annually.
- Shall be responsible for following current document retention guidelines by all affiliates

- Shall provide a copy of registration numbers with addresses (names omitted) to the Director of Fields each Fall for the City's field allocation process
- Shall attend and report to monthly Board meetings during the Fall registration season, March-August, as needed.

Evaluation Metrics and Criteria (in order of importance)

- Ability of service provider to provide high level of service
- Ability of service provider to work with Board members, flexibility on short time frames and/or notices (communication)
- Pricing / Cost
- Information provided in the response to the RFP such as value add services and/or experience
- Endorsements or References

Submission Requirements

- Listing of all services and related costs that the company can provide
- Each proposal must include a cover letter with the following information (in the order presented here).

Company Name: Mailing Address, City, State Zip

Web Site (if applicable)

Phone

List a min. of (2) staff members who will function as main POC throughout the duration of the contract and their roles

Required Attachments:

Business License Certification (or plan to get one)

Business tax certificate (or plan to get one)

With questions, please email president@rosevillesoccer.com

Proposals are due via email by EOB by December 10th, 2020.

Please send proposals in pdf format to: president@rosevillesoccer.com

Attention: John Sommercamp, RYSC President