



SAINT PAUL BLACKHAWKS SOCCER CLUB

BUILDING CHARACTER & COMMUNITY

Saint Paul Blackhawks Soccer Club

Request for Proposals

Position: Referee Assignor

Due Date: February 10, 2018

Information and Instructions

About this Request for Proposal

The Saint Paul Blackhawks Soccer Club seeks bids or proposals from parties interested in providing the services detailed below—primarily assignment of USSF-certified officials to US Soccer-affiliated youth soccer matches by certified referee assignors. Key expectations the Blackhawks have for the role of referee assignor are detailed below, however the Blackhawks welcome bids or proposals that may not completely all expectations. An explanation of any differences would be helpful.

Bids or proposals may take the form of either a free form written response or a proposed formal contract. Potential applicants are encouraged to contact Referee Director Benjamin Exley at referees@blackhawksoccer.com with questions or for more information.

All bids or proposals must be received by February 10, 2018 to be considered.

About the Saint Paul Blackhawks Soccer Club

The Saint Paul Blackhawks Soccer Club is a not for profit organization based in St. Paul, Minnesota. The Blackhawks offers developmental and competitive soccer for players ages 5 through 19. Blackhawks teams compete in both MYSA and TCSL soccer leagues during the regular season, and in TCSL and Minnesota Futsal League competitions in the winter. The Blackhawks also hosts an annual Futsal tournament in the late winter.

In 2018, Blackhawks expect to field 60-65 teams, U9 and up, at various competitive levels for TCSL and MYSA summer leagues. Each of these teams expects around 5 home matches. These matches, possibly along with the futsal tournament, are matches for which Blackhawks will need to assign USSF certified referees.

Saint Paul Blackhawks Soccer Club Mission

Saint Paul Blackhawks Soccer Club builds character in our soccer players and strengthens our community. Our mission is to develop highly skilled, respectful, competitive soccer players. As a Saint Paul-based organization, we embrace our

diversity and welcome the different cultures that bring richness to our club and our players' experience.

Definitions

Game – Any soccer match hosted by the Blackhawks requiring USSF certified referee(s) for:

- Minnesota Youth Soccer Association (MYSA) US Youth Soccer affiliated league matches
- Twin Cities Soccer League (TCSL) US Club Soccer affiliated league matches
- Minnesota Futsal League (MFL) US Youth Futsal affiliated league matches
- Any tournament organized by Blackhawks and sanctioned by any of the above organizations
- Any other games or scrimmages as mutually agreed upon in advance and in writing by both parties

Official – Includes all of the following:

- USSF-certified Referees acting as either the match Referee or Assistant Referee
- USSF-certified Referees acting as mentors
- USSF-certified Mentors or Assessors assigned in a mentoring or assessing capacity

Contracted Services

Contractor's Operational Duties & Responsibilities

- Schedule Officials for MYSA or TCSL league matches, and any MFL or other sanctioned tournament scheduled by Blackhawks
- Use an automated online assignment system for Officials, either the MNSRC system or Game Officials
- Be available via phone, email, automated assignment system or other means of communications to address assigning issues in a timely manner for each scheduled or rescheduled game, examples of which include the following
 - Informing Officials of changes to scheduled games, including cancellations
 - Assigning replacement Officials in the event an assignment is turned back
 - Responding to Officials requests for changes to assignments
 - General questions from Officials on laws of the game, league procedures, etc.
- Provide data for appropriate payments to Officials (names, addresses, fees due, SSNs, etc.) to Blackhawks at least monthly
 - How often?
- Ensure all Officials are aware of the pay rate for assigned matches
- Provide an invoice for contracted services within one month of the last scheduled game of the season including detail of:

- The Officials assigned to each game and confirmation of attendance of each Official.
- The Officials who were scheduled but were not in attendance at Games and did not provide notice of assignment turn back to the Assignor at least 24 hours in advance of the scheduled game time
- Games cancelled for which payment is still due to assigned Officials
- Cancel assignments for Officials if notified by club that a match will not take place more than 4 hours before scheduled start time and provide notice to Officials at least 2 hour prior to scheduled game time
- Provide notifications to specified Blackhawks contacts between 6 and 24 hours prior to a match's scheduled start time if not all required Officials positions are assigned
- Provide an annual report of total payments to each Officials at by January 15th of the following year
- Maintain skills ratings for referees with input from Referee Director or others, as appropriate, and share with Blackhawks as requested

Compensation Schedule

Blackhawk Soccer Club shall compensate according to the following schedule:

- \$__Bid Amount__ for each Official per game and/or scrimmage as of the scheduled game time
 - For all age groups in the MYSA and TCSL leagues, a Referee and two Assistant Referees positions shall be available to be assigned
 - For any Futsal matches a single Referee will be scheduled
 - For any sanctioned tournaments the same referee assignments shall apply
 - The above assignment requirements may be modified if agreed to in writing in advance by the parties
- The same rate shall be paid for Officials who are assigned and present at game time for a game which not played for any reason if advance notice, as defined above, was not provided by the club to the Assignor
- The same rate shall be paid for Officials who are assigned and present at game time for a game, which, by no fault of the CONTRACTOR, was not properly rescheduled.

Other Desired Responsibilities

Blackhawks would like potential assignors to consider providing additional services, particularly around forming a working partnership with coaches and team managers, and around development and execution of a mentor program. Though not included in the contracted duties and responsibilities, Blackhawks encourages bids to include a narrative response to the items below including whether the applicant would be willing to participate and how they could help Blackhawks support referee development and to foster a sense of community between all participants.

- Willing to help drive a Referee Mentor Program possibility including:
 - Willingness to schedule identified experienced referees with newer crews
 - Assist with recruitment of mentors, whether certified Mentors or Assessor, or just experienced referees
 - Coordination to avoid situations where all scheduled Officials are in their first year
 - Tracking experience levels of Officials to assign mentored referees to challenging games in which they will be working with more experienced Officials
 - Assignment of identified mentors either as an Referee, Assistant Referee or dedicated mentor with identified mentees
- Working with the Referee Director to identify and reach out to referees who have indicated interest if working with Blackhawks but have few or no games assigned
- Attend annual coaches meeting and/or Team Managers meeting
- Attend short portion of instructional clinics, with emphasis on Entry Level Clinics hosted by Blackhawks

Bid for 2018 Saint Paul Blackhawks Soccer Club Referee Assignor

Bids for this contract labor position may be sent in writing via email Saint Paul Blackhawks Soccer Club. Email to: referees@blackhawksoccer.com or mail bid to: Saint Paul Blackhawks, PO Box 40436, Saint Paul, MN 55104-8436.

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