



FIELD HOCKEY CANADA

Request for proposal

NATIONAL DATABASE AND EVENT MANAGEMENT SYSTEM

SUMMARY

This Request for Proposal is for a national registration database and event management system for Field Hockey Canada.

Proposals and inquiries should be sent to Chief Executive Officer Susan Ahrens - sahrens@fieldhockey.ca

ABOUT FIELD HOCKEY CANADA

Field Hockey Canada is the governing body of the sport in Canada, from junior to masters level athletes, competing recreationally and competitively. From grass roots to high performance, Field Hockey Canada is working to develop and strengthen field hockey across the country, and to position our national teams for consistent podium contention.

Field Hockey Canada is supported and recognized by the Canadian Olympic Committee (COC), International Olympic Committee (IOC) and the International Hockey Federation (FIH).

www.fieldhockey.ca

OVERVIEW

Field Hockey Canada is searching for a unifying tool to help set up a national registration database. The tool must also have an event registration system. Ideally, the system will meet the needs of Field Hockey Canada and its affiliated organizations (Provincial Sport Organizations and Clubs).

SYSTEM REQUIREMENTS

Field Hockey Canada has developed a set of requirements that the successful platform must meet.

MANDATORY REQUIREMENTS

- Member registration and payment portal
- Event registration and payment portal
- Registrant profiles and user accounts
- Administrator panels and functions (cascading levels, ideally)
- User-friendly interface
- Report generation (accounting, participants, events)
- Protection of privacy and personal information

ADDITIONAL FEATURES

- Document storage (e.g., criminal record checks, waivers, code of conduct etc.)
- Communication functionality (e.g., email members from within the system)
- Certification and qualification linking and integration with external sites (if possible, with the Coaching Association of Canada's database, Safe Sport etc.)
- Online/telephone administrative support

BUDGET

Proposals should indicate how each of the main required elements affects the budget. Requirements that affect the budget significantly should be highlighted. All reasonable proposals will be weighted on their merits.

Field Hockey Canada is a not-for-profit organization and prefers a company that shares our values. FHC is also aware that other National Sport Organizations have recently developed their own new national registration systems and may prefer a company that has experience in the sport sector. Additionally, experience working with field hockey organizations should be highlighted in proposal.

PROPOSAL

Please include the following:

- Company overview and details about your team
- Examples of similar systems you worked on (include contact information for at least two references)
- Explanation of system you are proposing (interface, build, etc.)
- Outline of stages of development (in phases, if applicable)
- How the system will meet our System Requirements (optionally include mock-ups, examples, design elements, etc. – the bulk of your proposal will be this section)
- How the development of the system can meet our timelines
- Pricing options and predicted amounts, as applicable (base, annual/monthly, etc.)

CONCLUSION

Thank you for your interest in submitting a proposal to Field Hockey Canada. Reminder that all submissions and questions can be directed to Susan Ahrens (Field Hockey Canada CEO) - sahrens@fieldhockey.ca