



# REQUEST FOR PROPOSAL: LEAGUE ADMINISTRATOR SERVICES

**ISSUED BY:** Eastern Ontario Soccer (EOS)

**DATE OF ISSUE:** January 5, 2026

**CLOSING DATE:** January 30, 2026, at 4:00 PM

**CONTACT:**

Vicki Lowe, Executive Director

Eastern Ontario Soccer

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Email: [ed@eosoccer.ca](mailto:ed@eosoccer.ca)

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## 1. EXECUTIVE SUMMARY

Eastern Ontario Soccer (EOS) is seeking proposals from qualified individuals or league management agencies to serve as the **League Administrator** on a contract basis.

The successful candidate will assume full operational responsibility for the administration of the **Eastern Ontario Soccer League outdoor season**, managing the league's lifecycle from team registration through season conclusion.

## 2. ORGANIZATION OVERVIEW

**Eastern Ontario Soccer (EOS)** is the governing body for soccer in the region, representing over 35,000 registered players. Our jurisdiction includes the City of Ottawa, Prescott-Russell, Stormont, Dundas and Glengarry, Lanark, North Grenville, and Renfrew County.

- **Mission:** Collaborative sport experiences
- **Vision:** To be the leading District in Canada, raising the standards of development for all

## 3. SCOPE OF SERVICES

The contract will cover the 2026 operational year (Outdoor season) with a primary focus on operational excellence and customer service.

The Administrator will be responsible for:

- **Team Registration:** Managing the intake of team applications, validating eligibility, and reconciling registration fees.
- **Team Placement:** Meeting with the EOS Technical Coordinator and Club Technical Directors post-registration to smooth out divisions and ensure teams are placed correctly
- **League Scheduling:** Constructing schedules for multiple divisions (Youth Regional, Youth District Competitive, and U8 to U13 Development).
- **Game Management:** Overseeing the digital game sheet process, verifying results, and tracking standings where applicable.
- **Game Rescheduling:** Managing game rescheduling, guided by the EOSL Game Reschedule Policy
- **Discipline Management:** Preparing weekly discipline reports and sharing them with the Discipline Department for processing
- **Special Incidents:** Recording and sharing Special Incident Reports (SIR), ensuring the correct EOS department actions them, and that each SIR is closed appropriately.
- **Communications:** Serving as the primary point of contact for Club Administrators and Team Officials.

#### 4. SUBMISSION REQUIREMENTS

Proposals must include the following:

1. **Candidate/Agency Profile:**
  - Experience in sports administration, specifically within the Ontario Soccer landscape.
  - Demonstrated knowledge of the League framework within Ontario Soccer and Long-Term Player Development (LTPD).
2. **Operational Plan:**
  - Methodology for managing high-volume scheduling and communications.
  - Tools/software proficiency (e.g., E2E, RefCentre, PowerUp Sports).
3. **Strategic Approach:**
  - A brief outline of your approach to preparing a district league for IModel implementation.
4. **Fee Structure:**
  - Proposed monthly retainer or annual contract fee.
5. **References:**
  - Two (2) references from relevant sports organizations

## 5. EVALUATION CRITERIA

EOS will evaluate proposals based on the following weighted criteria:

Criteria	Weight
Experience & Qualifications (Soccer admin experience, EOSLI knowledge)	40%
Operational Plan	30%
Budget / Cost	25%
References & Alignment (Fit with EOS Mission/Vision)	5%

## 6. TIMELINE & SUBMISSION

- **Proposals Due:** January 30, 2026, by 4:00 PM.
- **Interviews:** To be scheduled with shortlisted candidates.
- **Contract Start:** TBD (Target March 1, 2026).

Please submit your proposal electronically to **Vicki Lowe** at [ed@eosoccer.ca](mailto:ed@eosoccer.ca).

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*Eastern Ontario Soccer reserves the right to reject any proposal or negotiate terms with the selected contractor.*