



# **SQUAMISH MINOR HOCKEY ASSOCIATION**

*Dedicated to the development of hockey  
players and citizens of the community.*

## **Request for Proposals for Technical Director of Hockey**

**Issued:  
Monday, February 14, 2022**

**Submission Deadline:  
Monday, March 7, 2022 at 5:00 pm PST**

### **1) About Squamish Minor Hockey Association:**

Squamish Minor Hockey Association (SMHA) is a community-based nonprofit organization that provides a comprehensive minor hockey program to an average of 275 young players per season.

Our mission:

*To establish and operate ice hockey teams and programs in the District of Squamish, dedicated to encouraging and fostering the highest standards of sportsmanship, self-discipline, courage, perseverance, and citizenship of its members both on and off the ice.*

We are committed to the development of individual skills, team play, and character of every player in the organization. SMHA focuses on providing all youth between the ages of 5 to 17 years with equal opportunity to access hockey programs and services that promote fitness, sportsmanship, teamwork, cooperation, and community. SMHA provides support for each player to have the best possible chance to participate, have fun, and succeed in the sport of ice hockey.

SMHA's hockey program consists of both recreational (House league) and competitive team (Rep) opportunities. Divisions include pre-novice U6 – U9, U11, U13, U15, and U18. We also support the Sea to Sky Bears Zone Teams in partnership with Whistler Minor Hockey Association for divisions U15 and U18. In a typical season, the teams have regular practices two to three times per week with one or more games per week. Games consist of both home and away competitions. Each team has the opportunity to experience at least one away tournament per season.

SMHA is run by a volunteer Board of Directors. The Board of Directors is elected by voting members of the Association for two-year terms. Elections are held annually to coincide with the Annual General Meeting.

SMHA is made up of approximately 80 – 100 community volunteers as parent coaches, team managers, tournament coordinators, equipment managers, referee schedulers, ice schedulers, and fundraising coordinators.

Brennan Park Recreation Center holds the only sheet of ice in the municipality of Squamish. SMHA programming takes place at this community centre seven days per week. Ice times start at 5:45 AM and can go as late as 10:00 PM with a range of 3 to 7 hours of ice time each day.

### **2) Invitation to Proponents:**

This Request for Proposals ("RFP") is an invitation from Squamish Minor Hockey Association to prospective proponents to submit proposals for a Technical Director of Hockey to support our Player & Coach Development Program as further described in this document.

### **3) RFP Contact:**

The contact for this RFP process and all inquiries will be:

Megan Reynolds: [megan.1reynolds@gmail.com](mailto:megan.1reynolds@gmail.com)

Proponents and their representatives are not permitted to contact any employees, officers, agents, board members or other representatives of Squamish Minor Hockey Association other than the RFP Contact, concerning this RFP. Failure to adhere to this rule may result in the disqualification of the proponent and the rejection of the proponent's proposal.

#### **4) Question Period:**

Questions regarding this RFP may be submitted to the RFP Contact up to and including Friday, March 4, 2022 at 5:00 pm PST.

#### **5) Scope of Work:**

SMHA is seeking a Technical Director of Hockey as a paid contract position to work with the SMHA President and Board of Directors to deliver a comprehensive Player & Coach Development Program. The Technical Director will be helping to shape the future of our association while developing a strong, sustainable hockey program that addresses the needs and maximizes the potential of players and coaches at all levels of play.

The Technical Director will be responsible for all aspects of player and coach development in the Squamish Minor Hockey program, including but not limited to:

- Design, delivery and facilitation of an on/off ice program that reflects Hockey Canada guidelines.
- Design and implement hockey development programs that support advancement in individual player skills as well as team skills and concepts.
- Lead all aspects of coach recruitment, hiring and retention, with the support of the coach hiring committee.
- Manage, mentor and motivate paid and volunteer coaches for all levels of play, with an eye to their continuing involvement in the association and their progression to higher levels.
- Improve programs for the instruction of players new to the game.
- Improve player skill development at all levels of play, including initiation, house and rep levels.
- Improve participation and skill development of goalies at all levels of play.
- Identify high performance and committed players ready for higher levels of play and coordinate mentoring for them as they transition to higher levels both within and outside of the association.
- Provide technical leadership and develop the rep team tryout process.
- Support the Sea to Sky Bears Zone Teams in partnership with Whistler Minor Hockey Association for divisions U15 and U18.
- Provide front-line support to players and coaches.
- New program development, such as spring and summer camps, power skating and skills development.
- Support a culture of equity and inclusion in hockey to increase participation of underrepresented members of our community.
- Make recommendations to SMHA for program improvement and implement changes as required.
- Support governance and policy development for hockey related policies and procedures.
- Provide monthly reports to the SMHA Board of Directors regarding program development and performance.
- Attend Board and Member meetings as required.
- Liaise with sport governing bodies and hockey organizations if required.

#### **6) Qualifications:**

- The successful proponent will have a minimum of National Coaching Certificate Program (NCCP) Level 1 or Hockey Canada Development 1 Coaching Certificate.
- Strong working knowledge of Hockey Canada's Long-Term Player Development (LTPD) and Long-Term Athlete Development (LTAD) models, and ability to translate them into coaching plans that support individual player skills development and team tactics.
- 5 years coaching experience with players under the age of 18.
- Speak-Out, Respect in Sport, and Respect in Coaching certificates.
- Concussion Awareness Training certificate.
- BC Hockey Associate Membership.

- All appropriate security clearances, including a Criminal Record Check for Vulnerable Persons.
- Past experience as a player at a competitive level, head coach, technical director and/or administrator.

#### **7) Attributes:**

- Proponents must have an understanding of the needs of beginners as well as high-performance athletes.
- A love of working with children and youth, a sense of fun and an ability to bring this to bear in coaching situations.
- Strong understanding of what motivates children and youth and how to incorporate this into coaching plans and player development programs.
- Experience serving as a role model to youth, while exemplifying the values of amateur sport and a passion for youth and hockey.
- Creativity and an openness to try new things.
- Strong communication skills with children, parents and caregivers.
- Provide vision and leadership to the program.

#### **8) Additional Requirements:**

The successful proponent will be required to provide the following:

- a) Computer hardware and software programs required to fulfill obligations.
- b) Proof of general liability insurance naming SMHA as additional insured.
- c) Proof of WorkSafe BC coverage.

Squamish Minor Hockey Association will provide:

- a) Access to the rink and office space at Brennan Park Recreation Centre.
- b) Equipment required on-ice for player and coach development programs.
- c) Rental space required for any coach development training and seminars.

#### **9) RFP Submission Content:**

Submissions should address the following:

- a) Experience and qualifications.
- b) Examples of work relevant to the Scope of Work outlined in this RFP.
- c) An overview of the approach to fulfilling the deliverables outlined in the Scope of Work, including details on coach development, on-ice player development, the number of coaches required, and any subcontracts that will be engaged in program delivery.
- d) A financial summary outlining fees and estimated hours. Proponents should provide a summary of employees, subcontractors, tasks, hours and fees for the scope of work outlined in this RFP.
- e) A calendar of activities to support the Scope of Work identified in this RFP.
- f) References from current or past clients.

#### **10) Responses to the RFP:**

SMHA will acknowledge receipt of all submissions, however, proponents will not hear further from SMHA unless SMHA selects to engage with all proponents, at its sole discretion.

#### **11) Submission Delivery and Closing Date:**

SMHA will receive submissions in electronic .pdf format only through email no later than **Monday, March 7, 2022 at 5:00 PM PST** (the "submission closing date and time"). The submission should be limited to 15 pages total in length and file size should not exceed 20 MB. Only those submissions received on or before the submission closing date and time will be considered.

When sending submissions via email, the proponent is responsible for ensuring that its submission is received before the submission closing date and time at the email address specified on the RFP

contact section of this RFP. SMHA is not responsible for technical issues that prevent the submission from being received by the submission closing date and time. Hard copy, oral, facsimile and telephone submissions will not be accepted or acknowledged.

**12) Submission Amendments:**

Proponents may amend their submissions prior to the closing date. Any amendment should clearly identify which part of the proposal the amendment is intended to amend or replace.

**13) Submission Withdrawals:**

At any time, a proponent may withdraw a submission upon written notice to the RFP Contact.

**14) Submission Costs:**

The proponent will bear all costs associated with or incurred in preparation and presentation of its proposal.

**15) Evaluation Criteria:**

SMHA will evaluate each submission based on the following criteria and weighting:

Experience and qualifications	25%
Proposed approach	30%
Quality of proposal	20%
Financial summary	20%
References	5%

**16) Contract and Terms:**

The term of the agreement is expected to be two (2) years beginning April 2022 through March 31, 2025, with an option to extend the agreement upon mutual agreement between the parties.

**17) Contract Negotiations:**

A selected proponent will receive an invitation to enter into contract negotiations to finalize an agreement with SMHA. The content of the RFP submission will form the basis for commencing negotiations between SMHA and the selected proponent. SMHA intends to finalize the agreement with the selected proponent during the contract negotiation period; however, if the parties can not conclude negotiations and finalize the agreement, SMHA may discontinue negotiations with said proponent and commence negotiations with another proponent. This process will continue until an agreement is finalized or until SMHA elects to cancel the RFP process.

**18) No Contract until Execution of Written Agreement:**

This RFP process is intended to identify prospective suppliers for the purpose of negotiating potential agreements. No legal relationship or obligation regarding the procurement of any services will be created between the proponent and SMHA by this RFP process until the successful negotiation and execution of a written agreement between the parties.

**19) Confidentiality:**

Any information provided or obtained in connection with this RFP is not to be used for any purpose other than in responding to this RFP and the performance of any subsequent contract terms, and must not be disclosed without prior written consent between the parties. Proponents are advised that their proposals will, as necessary, be disclosed on a confidential basis to an RFP selection committee assigned by SMHA.

**20) Governing Law:**

The terms and conditions of the RFP are to be governed by and construed in accordance with the laws of the province of British Columbia and the federal laws of Canada applicable therein.