

Scope of Work

Mighty Mites & Junior Timbits
Request for Proposal (RFP)

2017/2018 Hockey Season



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1 BACKGROUND

Two years ago, the Airdrie Minor Hockey Association (AMHA) initiated the Mighty Mites program; development aimed at 3 – 5 year olds that were learning to skate.

AMHA is continuing the structured programming of the Mighty Mites program and Jr. Timbits program. Both programs shall follow Hockey Canada guidelines for Initiation level skaters. For full details please refer to the Hockey Canada website.

The purpose of this program is to introduce the basic Fundamentals of hockey in a fun, engaging, and safe environment. In addition to developing the skill of the skaters, another goal is to assist with the coaching development of interested parents through on-ice coach training.

The Contractor shall not include parent volunteers as members of its staff and cannot rely on parents of registered skaters in order to meet minimum instructor to skater ratios.

2 PROGRAMMING

2.1 MIGHTY MITES

The program will be delivered through two separate programming sessions; fall 2017 and winter 2018.

Each session will consist of a number of groups, the number of which will be based on the number of registrations received by the AMHA. Each group will have a maximum of 30 skaters.

AMHA Mighty Mite Program is currently schedule to operate (could increase and/or slightly change pending City of Airdrie Ice Availability :

Tuesday Mornings 10:00AM-10:45AM

Tuesday Afternoons 1:00PM-1:45PM

2.2 JUNIOR TIMBITS

The program will be delivered through one programming session, October-March.



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Junior Timbits will consist of a number of groups, the number of which will be based on the number of registrations received by the AMHA. Each group will have a maximum of 50 skaters.

The Junior Timbits groups will run during weekends (e.g. Saturdays & Sundays beginning at 6:45 AM).

Each group will run twice per week.

3 REQUIREMENTS

3.1 ALL PROGRAMS

The Contractor shall supply all labour, equipment, tools, and unsupplied materials necessary to complete the following for all groups:

1. Provide qualified hockey coaches for the registration levels specified in each program. The minimum coaching certification is the Hockey Alberta issued Respect in Sport Activity Leader/Coach/Officials program.
2. Provide fun and interactive on-ice instruction for all registered skaters following specific Hockey Canada goals for skills development outlined in its Initiation program.
3. Work with registered on-ice volunteers in order to develop their ability to run programming, direct and teach children, and assess on-ice skills.
4. Coordinate the number of groups and ice times with the AMHA. While reasonable effort will be made to accommodate the availability of the Contractor, the AMHA is limited by ice time availability and shall exclusively determine the required programming times.
5. Communicate any issues that arise immediately to the AMHA so that an agreement can be reached on how to address. All communication to participants must be also cc'd to the AMHA program director or liaison.
6. While engaged in the programming the contractor and their employees will be stewards of Airdrie Minor Hockey. The contractor and their employees will be permitted to wear track suits (supplied by the contractor) signifying your affiliation with your own company however there will be no focus on marketing, engagement and promotion of



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your own company beyond your attire and your logo alongside that of AMHA, with a link to your website on official communication.

7. To remain compliant with federal Anti-Spam legislation the Contractor will not use AMHA email contacts for the purpose of marketing your business.
8. Practice plans are required to be sent via email to all on ice volunteers and the program director a minimum of three days prior to the ice time.

3.2 MIGHTY MITES

The Contractor shall supply all labour, equipment, tools, and unsupplied materials necessary to complete the following for all groups in all sessions:

1. Provide one (1) instructor for every six (6) registered skaters. The Contractor must be able to supply staff for up to 30 registrants per session, but only charge based on the instructors required to meet the minimum instructor ratio. For example, if 22 students are registered for a session, the Contractor shall invoice for 4 instructors, even if additional instructors are present.
2. Issue owner supplied paraphernalia to all registered skaters.
3. Unregistered participants (children of hired coaches etc) are not permitted on the ice at any time during this programming.

3.3 JUNIOR TIMBITS

The Contractor shall supply all labour, equipment, tools, and unsupplied materials necessary to complete the following for all groups:

1. Provide one (1) instructor for every eight (10) registered skaters on practice sessions and provide three instructors (3) for every 50 skaters on mini game sessions. In conjunction with the programming the contractor is expected to engage in coach training to prepare the on ice volunteers to assume some of the coaching responsibilities as the season progresses. It is not the intent of AMHA to phase out the contractor, rather the intent is to have our coaches learn from professionals to prepare them for future years and divisions. The Contractor must be able to supply staff for up to 50 registrants per session, but only charge based on the



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instructors required to meet the minimum instructor ratio. For example, if 30 students are registered for a session, the Contractor shall invoice for 3 instructors for a practice session, even if additional instructors are present.

2. To accommodate our development model, AMHA expects that the instructors for this program be consistent. The players will be divided into four groups on the ice, each group will have a lead instructor (contract employee) and these employee are required to be the same individuals each week within reason (illness, vacation etc).

3. Unregistered participants (children of hired coaches etc) are not permitted on the ice at any time during this programming.

4 WORK NOT INCLUDED

The following activities are not in the Contractor Scope of Work and shall not be included in the pricing submitted. The AMHA will provide the services necessary to complete:

1. Rental and payment of ice surfaces and change rooms;
2. Structure and logistics of registrations and payments.