

FEBRUARY 2, 2018

HOCKEY DEVELOPMENT SERVICES

REQUEST FOR PROPOSALS

On-Ice Skills Instruction and Coaching Development/Mentorship

CLOSING DATE AND TIME: FEBRUARY 28, 2018 AT 4:00 pm PST

Address questions/proposals

ATTENTION: program@richmondseafairhockey.com

The Richmond Seafair Minor Hockey Association¹ (RSMHA) will begin operations in the 2018/2019 Season with amalgamation of the Richmond Minor Hockey Association and the Seafair Minor Hockey Association. RSMHA is presently developing its strategic approach to the future procurement of Hockey Developer Services. A key component of this strategy is obtaining input from industry experts on best practices and current trends in minor hockey development. The RSMHA Program Committee has recently completed this process, receiving input from multiple skill providers and directors from current larger minor hockey association programs, in various regions of the country.

Furthermore, we took recommendations from different governing bodies (ie. Hockey Canada and USA Hockey) while leveraging the expertise in both current separate hockey associations (Richmond and Seafair). The extensive research recently completed by the program committee has enabled them to create the necessary components of a robust hockey and coaching development program; this will most likely attract some of the best skill providers in the Province of BC.

Outlined below is a projection of the number of players we anticipate registering in the specific divisions:

Division	# of Players
Intro to Hockey	60
Initiation (H1)	110
Initiation Major (H2)	90
Novice Minor (H3)	120
Novice Major (H4)	120
Atom Recreational (House)	120
Atom Rep (A1 – A5)	85
Peewee Recreational (House)	136
Peewee Rep (A1 to A4)	68
Bantam Recreational (House)	96
Bantam Rep (A1 to A3)	51
Midget Recreational (House)	112
Midget Rep (A1 to A3)	51
Juvenile Recreational (House)	68
Juvenile Rep (A1)	20
TOTAL	1307 PLAYERS

¹ Operating name and branding is yet to be determined

The RSMHA will offer an integrated minor hockey program from Initiation to Juvenile in the City of Richmond, BC. The program will operate out of the three different facilities in the City of Richmond: Richmond Ice Centre (RIC), Minoru Arenas (Stadium and Silver Rinks), Richmond Oval (North and South rinks). RSMHA will be a member of the Pacific Coast Amateur Hockey Association, which is governed by BC Hockey. RSMHA is expected to ice teams in the top tiers of Rep Hockey Divisions and participate in the President's League for Recreational Hockey.

The Mission Statement of RSMHA is:

Richmond Seafair Minor Hockey is dedicated to providing an accessible opportunity for the youth of our community to grow through sport. In delivering our programs, we are guided by the following values:

- **fair play** while promoting good sportsmanship and adherence to the rules of hockey
- **respect** for teammates, opponents, officials, volunteers and our community;
- **inclusiveness** for members of all abilities and backgrounds;
- **determination** and hard work as a path to success;
- **safety**, both physical and emotional, of our players and officials; and
- **fun** and enjoyable minor hockey experience for our members

The Richmond Seafair Minor Hockey Association is currently accepting proposals from qualified hockey skill and coaching developers, who are interested in delivering one or more specific program components.

Developer Services:

RSMHA requires hockey developer services on a continuous and uninterrupted basis beginning in the 2018/2019 hockey season. All hired vendors are expected to provide the highest level of service quality with professional, trained and experienced personnel. RSMHA looks to all vendors for services to be delivered in a cost-effective, efficient manner without compromising player safety.

Hockey Development Operations:

All vendors are expected to be under the direction of the RSMHA. Operational decisions regarding the development services are established in consultation with the Board of Directors and or relevant sub-committees ie. Programming Committee.

Confidentiality:

Information received by the Program Committee members and the 10 Board of Directors, from the interested skill and coaching developers, will remain confidential. At no time will the RSMHA personnel discuss the specifics of your proposal with anyone, other than the signatory(s) of your proposal. At the same time, RSMHA requests that information pertaining to this solicitation, including any additional documentation provided to the Proponent/Bidder, is confidential and must not be disclosed without the written authorization of the RSMHA Board of Directors. Pricing and related information provided to the RSMHA, by the Proponent/Bidder shall remain confidential.

Player Development	Projected Range			
	Hrs/Week		Season	
Technical Skills				
Initiation -5 to 7 Years of Age	7.00	9.00	154.00	198.00
Initiation Major	3.00	4.00	66.00	88.00
Novice-Peeewe Rec	9.00	11.00	198.00	242.00
Intro to Hockey & First Shift	2.00	3.00	44.00	66.00
Atom-Peeewe Rep	2.00	3.50	44.00	77.00
Bantam/Midget Rep	1.00	1.50	22.00	33.00
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Power Skating				
Novice -Atom	4.50	5.50	99.00	121.00
Peeewe-Midget	1.50	2.00	33.00	44.00
Small Area Games				
Initiation/Novice	2.00	3.00	44.00	66.00
Defense/Forward Specific				
Peeewe-Midget	2.00	3.00	44.00	66.00
Above Based on a 22 Week Program				
Total Development Hours	34.00	45.50	748.00	1,001.00

In addition to the regular player programming, we are also in search of proposals for our Goalie Development Program:

Goalie Development		Projected	
Group Training		Hrs/Week	Season
Novice-Pee wee Rec	8.00		160.00
Atom-Pee wee Rep	8.00		160.00
Bantam/Midget	2.00		40.00
Individual Sessions			
Atom -Pee wee Rec	2.00		40.00
Atom-Pee wee Rep	4.00		80.00
Bantam/Midget Rep	2.00		40.00
Above Based on a 20 Week Program			
Total Development Hours	26.00		520.00

Additional goalie program components can be included in your RFP proposal (i.e. video analysis and mental preparation).

With an estimated 1300 players for the upcoming season, our coaching development and mentorship will be a vital ingredient to the overall success of our Hockey Programming for years to come. As a result, we have identified a need for coaching developers to submit their proposals based on the projected coaching/mentor requirements of RSMHA.

Coaching Development	Season
Division	Proj. Hours
Initiation -Minor & Major	15.00
Novice - Minor & Major	13.00
Atom -Pee wee Rec	15.00
Atom/Pee wee A3-A5	14.00
Atom-Pee wee A1-A2	8.00
Bantam/Midget Rec	6.00

Bantam/Midget Rep	6.00
Total Development Hours	77.00

Proposal Guidelines:

- The median range of program hours provided is what the program committee is projecting.
- Applicants are welcome to submit proposals for one or more categories (age group) or a partial category.
- Must include a detailed hockey resume which is specific to minor sport; as well, at least 2 references who can validate previous work experience.
- Include your philosophy on player development, and/or coaching development, and how you like to interact with RSMHA program committee/Board of Directors.
- RSMHA may need to hire multiple skill providers so please share your philosophy for working along side or together with other providers.
- Please identify any declaration of conflict you feel the program committee should be aware of, i.e. kids playing in the association, spring hockey and other hockey commitments, etc.
- Proposals should include the number of sessions provided to RSMHA and who is going to deliver these hours. Clearly state your development focus and overall plans for that proposal; as well what your contingency plan is for the days you unexpectedly are unable to perform your hired duties.
- All skill providers/coach mentors must be legally able to work in Canada, current with respect to Criminal Record Checks, Concussion Awareness Training Tools (CATT), Respect in Sport, Coaching Certifications or any other BC Hockey mandated credentials. HCSP may be required.
- Proposals should include the hourly rate that would be charged to the RSMHA based on a per session basis.
- Successful candidates will be required to provide monthly reports to the RSMHA program committee and/or Board of Directors.
- Proposals must be received prior to the deadline date or else they will not be considered by the RSMHA Program Committee.
- Proposals submitted by individuals shall be signed by those individuals; proposals submitted by partnerships shall identify a primary contact and be

signed by at least one additional partner; proposals submitted by corporations shall be signed by properly authorized signing officers.

- Any questions regarding this request for proposal can be emailed to the programming committee at program@richmondseafairhockey.com
- Successful candidates will be encouraged to bring forward opt-in skill program ideas.

Proposal Evaluation and Response:

- Proposals will be evaluated by the RSMHA committee generally based on the criteria listed above.
- RSMHA commits to respond to all submitted proposals.
- RSMHA intends to initiate post-evaluation discussions with the selected candidate(s) for any refinements and next steps.

Thanks for your time and consideration of working more closely with us. We look forward to reviewing your submission in the very near future.