

Whitehorse Minor Hockey Association RFP –

Summer Hockey Camp

Yukon Hockey Academy



Re: Request for Proposal (RFP) from Whitehorse Minor Hockey (WMHA) for a Third-Party Summer Hockey Camp Facilitator

SYNOPSIS:

WMHA is seeking an interested facilitator to act as an independent third party and work closely with WMHA to deliver and run players thru top quality, high level, engaging on ice hockey skills and coordinate, supervise and safely wrangle athletes to and from their off-ice activities (dryland, yoga, video review etc.).

The facilitator will be responsible for coordinating the on-ice components of the camp with the assistance of and support of an administrator and members of the WMHA Executive and Board Members-representing and communicating issues that might arise and problem solving as required.

Whitehorse Minor Hockey will be responsible for the pre-event marketing, player registration and equipment provision (pucks, on ice apparatus etc.).

Pre-camp deliverables would include but are not limited to

- 1) Practice plans for the three specific groupings (U9/U11 and U13/15 and U18/Elite/Junior).
- 2) A Covid-19 Plan including demonstrating understanding of the Yukon Sport Guidelines as well as Whitehorse Minor Hockey Return to Play document.

Whitehorse Minor Hockey Summer Camps will run the following dates and times (these are approximate times for context).

Monday July 12th to Friday July 16th 8 am -11:45am and 12:45pm - 3:30pm

Monday July 19th to Friday July 24th 8 am - 11:45am and 12:45pm - 3:30pm

The camp facilitator will arrange for and cover the cost of sufficient skilled adult coaches to meet the requirements of WMHAs Summer Camps (two certified adult coaches), and one dryland coach. The association will assist in hiring assistants (+/- 4 per session) and cover the costs of these assistants for each camp week (the assistants will act as rovers, puck pushers and group leaders).

The camps include approximately 24 hours of skate time and 20 hours of sport related off ice activity i.e.) dryland, yoga, video review, mental attitude training etc. for each of the two weeks. +/-48 hours on ice total, 40 hours off ice total

It is anticipated that summer camp groups will consist of approx. 25-30 skaters per session.

<See sample summer camp schedules for context>

Statement of Requirements:

RFP submissions must address the following criteria:

- **Proposed salary/fee** for delivery of services
- **Summary of skill set for coaching staff**
- **Summary of similar experience** complete with letters of recommendation if available
- **Provide a Conflict of Interest statement**, listing the name of any WMHA employees, directors or volunteers having an interest in any firm listed in the proposal submission and nature of that interest. An admission of Conflict of Interest will not necessarily exclude a candidate from consideration.
- Proof of certification for any and all staff who would be working with our players through your company. All staff must have a Criminal Record Check with a Vulnerable Sector checks, RIS and CATT. All on ice leads must be certified in Hockey Canada Coach 2 or higher.

Submission of this Proposal:

Submissions shall include one (1) electronic pdf copy sent directly to Whitehorse Minor Hockey

Email: stacey@whitehorseminorhockey.ca

WMHA is not responsible for any costs incurred by you in the preparation of your response to this RFP. If the proposal is accepted, it will form part of the contract that will be negotiated subsequently. Any statements, therefore, included in the proposal as to the performance of the product will be contractually binding.

The Selection Committee is not obligated to employ any or all applications to this RFP competition.

Timeline:

Deadline for submission of proposal: **March 1, 2021**. Please provide costs and all information available by deadline.

Confidentiality of Information:

All information contained in this RFP is publicly available. We will however, treat all identifying and other personal information within strictest confidence in accordance with the privacy bylaws of Yukon.

Successful Proposal:

The final decision will be communicated by letter or email to all individuals and corporations that submitted a proposal by **March 15, 2021**.

We thank you for your interest in providing player evaluations services to our association. Should you require further information please contact Whitehorse Minor Hockey at stacey@whitehorseminorhockey.ca

See you at the rink, Whitehorse Minor Hockey

SAMPLE CAMP SCHEDULES FROM PAST CAMPS (context for quote submissions)



Whitehorse Minor Hockey Association
Yukon Hockey Academy



Novice/Atom

MONDAY & WEDNESDAY

8:00-8:30		Sign-In - MONDAY only
8:30-9:00		Dressing
9:00-10:15		On Ice
10:30-11:45		Dryland
11:45-12:30		Lunch
12:30-1:00		Dressing
1:00-2:00		On Ice
2:15-3:00		Stickhandling
3:00-3:15		Pick-Up

TUESDAY & THURSDAY

8:30-9:00		Dressing
9:00-10:15		On Ice
10:30-11:45		Dryland
11:45-12:30		Lunch
12:30-1:00		Dressing
1:00-2:15		On Ice
2:30-3:00		Dryland
3:00-3:15		Pick-Up

FRIDAY

<u>8:30-9:00</u>		Dressing
<u>9:00-10:15</u>		On Ice
<u>10:30-11:45</u>		Dryland
<u>11:45-12:30</u>		Lunch
<u>12:30-1:00</u>		Dressing
<u>1:00-2:15</u>		GAME!!!
<u>2:30</u>		Pick-Up



Whitehorse Minor Hockey Association
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Peewee/Bantam

MONDAY & WEDNESDAY

<u>9:30-10:00</u>		Sign-In - MONDAY only
10:00-10:30		Dressing
10:30-11:45		On Ice
12:00-1:15		Dryland
1:15-1:45		Lunch
1:45-2:15		Dressing
2:15-3:30		On Ice
3:45-4:15		Stickhandling
4:15-4:30		Pick-Up

TUESDAY & THURSDAY

10:00-10:30		Dressing
10:30-11:45		On Ice
12:00-1:15		Dryland
1:15-2:00		Lunch
2:00-2:30		Dressing
2:30-3:30		On Ice
3:45-4:15		Dryland
4:15-4:30		Pick-Up

FRIDAY

10:00-10:30		Dressing
10:30-11:45		On Ice
12:00-1:15		Dryland
1:15-2:00		Lunch
2:00-2:30		Dressing
2:30-3:45		GAME!!!
4:00		Pick-Up