

March 20, 2019

HOCKEY DEVELOPMENT SERVICES

REQUEST FOR PROPOSALS

On-Ice Skills Instruction and Coaching Development/Mentorship

CLOSING DATE AND TIME: April 8th AT 4:00 pm PST

Address questions/proposals

ATTENTION: steve.howitt@richmondjetsmha.com

The Richmond Jets Minor Hockey Association (RJMHA) is presently developing its approach for Hockey Developer Services for the upcoming season.

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)	100
Initiation Major (H2)	90
Novice Minor (H3)	100
Novice Major (H4)	100
Atom Recreational (House)	100
Atom Rep (A1 – A5)	85
Peewee Recreational (House)	100
Peewee Rep (A1 to A4)	68
Bantam Recreational (House)	96
Bantam Rep (A1 to A3)	50
Midget Recreational (House)	100
Midget Rep (A1 to A3)	50
Juvenile Recreational (House)	60
Juvenile Rep (A1)	20
TOTAL	1200 PLAYERS

The RJMHA 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). RJMHA is a member of the Pacific Coast Amateur Hockey Association, which is governed by BC Hockey. RJMHA 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 RJMHA is:

The Richmond Jets Minor Hockey Association 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 Jets 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:

RJMHA requires hockey developer services on a continuous and uninterrupted basis beginning in the 2019/2020 hockey season. All hired vendors are expected to provide the highest level of service quality with professional, trained and experienced personnel. RJMHA 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 RJMHA. Operational decisions regarding the development services are established in consultation with the Board of Directors and or relevant Committees i.e. Programming Committee.

Confidentiality:

Information received by the Program Committee members and the Board of Directors, from the interested skill and coaching developers, will remain confidential. At no time will the RJMHA personnel discuss the specifics of your proposal with anyone, other than the signatory(s) of your proposal. At the same time, RJMHA 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 RJMHA Board of Directors. Pricing and related information provided to the RJMHA, 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-Pee wee Rec	9.00	11.00	198.00	242.00
Intro to Hockey & First Shift	2.00	3.00	44.00	66.00
Atom-Pee wee 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
Pee wee-Midget	1.50	2.00	33.00	44.00
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Small Area Games				
Initiation/Novice	2.00	3.00	44.00	66.00
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Defense/Forward Specific				
Pee wee-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
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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
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Additional goalie program components can be included in your RFP proposal (i.e. video analysis and mental preparation).

With an estimated 1200 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 RJMHA.

Coaching Development	Season
Division	Proj. Hours
Initiation -Minor & Major	15.00
Novice - Minor & Major	13.00
Atom -Peewee Rec	15.00
Atom/Peewee A3-A5	14.00
Atom-Peewee 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 RJMHA program committee/Board of Directors.

- RJMHA may need to hire multiple skill providers so please share your philosophy for working alongside 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.
- Candidates will be encouraged to bring forward opt-in skill program ideas.
- Proposals should include the number of sessions provided to RJMHA 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/vendors/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 RJMHA based on a per session basis.
- Successful candidates may be required to provide monthly reports to the RJMHA program committee and/or Board of Directors.
- Proposals are requested prior to the deadline date or they may not be considered by the RJMHA 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 steve.howitt@richmondjetsmha.com

Proposal Evaluation and Response:

- Proposals will be evaluated by the RJMHA program committee generally based on the criteria listed above.
- RJMHA commits to respond to all submitted proposals.
- RJMHA 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.