



CLOVERDALE MINOR HOCKEY ASSOCIATION

Request for Proposal Director of Hockey Operations January 15, 2025

ISSUED BY: CLOVERDALE MINOR HOCKEY ASSOCIATION

1. Introduction and Background

Cloverdale Minor Hockey Association (CMHA) is a non-profit organization providing minor hockey programming for approximately 850 youth from the ages of U7 to U21 in Surrey, British Columbia. CMHA operates under the auspices of Hockey Canada, B.C. Hockey, and the Pacific Coast Amateur Hockey Association.

CMHA is in need of a Director of Hockey Operations and is accepting proposals in response to this Request for Proposal in order to find a qualified source to provide hockey development for its players and coaches.

Our goal in hockey development is to provide our players and coaches with current best of class development in:

- Players: Overall hockey skill and tactical development, with long term player development as a defining principle.
- Coaches: Support in current coaching tactics, skill development, and season planning.

Our Association is also striving to create growth of the game, and to be a positive influence on both our players and the community at large.

The objective of this Request for Proposal is to locate a source that will provide best overall value to CMHA.



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2. Submission Guidelines & Requirements

The following submission guidelines and requirements apply to this Request for Proposal:

- a. In this document the term 'Contractor' refers to the person or company awarded the contract for this RFP.
- b. Only qualified individuals with prior experience in providing programs such as this should respond to this Request for Proposal.
- c. **Bidders who plan to submit a proposal should notify Stacy Benn, Vice President of Administration, Cloverdale Minor Hockey, at vpadmin@cloverdaleminorhockey.com no later than midnight January 31, 2025.**
- d. Bidders must list at least one (preferably two) previously executed programs that are substantially similar to this project as part of their response, including references for each and examples of work should be provided.
- e. A technical proposal must be provided that is not more than 10 pages. This technical proposal must provide an overview of the proposed program(s) as well as resumes of key personnel planned to be performing the work. In addition, the technical proposal should provide a proposed schedule and milestones, as applicable.
- f. A price proposal must be provided that is not more than three (3) pages. This price proposal should indicate the overall fixed price for the project. Pricing can be broken down into categories such as player development, coach development, and administration of those programs.
- g. Proposals must be signed by representative(s) authorized to commit to the proposal.
- h. If a standard set of terms and conditions is required, those must be submitted with the proposal. All terms and conditions will be subject to negotiation.
- i. **Detailed proposals must be submitted by midnight February 15, 2025 to be considered.**
- j. Proposals must remain valid for a period of at least 90 days.
- k. CMHA anticipates selecting at least two proposals for more in-depth discussions and evaluation.



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3. Program Description

- a. Develop and present on-ice programs for all levels within the CMHA.
- b. Perform public relations as required pertaining to CMHA and its coaches.
- c. Liaise with the Executive Committee on behalf of the coaches in the association.
- d. Be part of the coach selection committee for all divisions within CMHA.
- e. Present list for selection of coaches to Executive Committee for approval.
- f. Liaise with PCAHA coach coordinator and B.C. Hockey regarding coaching clinics.
- g. Meet with association coaches to discuss problems and solutions.
- h. Attend meetings of the Executive Committee.
- i. Perform evaluations on coaches and during games and practices.
- j. Design and implement a player evaluation system for all players.
- k. Operate and design (Rep and C Level) evaluations of players for team selections.
- l. Establish team play guidelines.
- m. Create coaching guidelines and expectations for each level of hockey.
- n. Create a coach mentorship program for all coaches at all levels.
- o. Operate, promote and run association development in season.
- p. Operate, promote and run association development in spring.
- q. Operate, promote and run association development in pre-season.
- r. Provide framework for mid and post-season assessments of player progress.
- s. Bring new ideas for growing the game within the community.
- t. Responsible for creating and organization of all evaluation process initiation, rep and C levels.
- u. Scheduling, evaluators, evaluation criteria,
- v. Lead communication with all division managers
- w. Website updating for association development.
- x. Website updating for association camps.
- y. Invoice checking and communication with all development providers.
- z. Scheduling all player and goalie development and communicating with the providers.
- aa. Review of development and lead communication for all inquiries and feedback
- bb. Coordinate scheduling of with the ice allocator.
- cc. Coordinate and communicate with administrator team snap registration and communicate to development participants.



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4. Project Scope

Proposals must provide the scope or details and timelines of how the individual will carry out the description of the program detailed in item three (3). CMHA fully understands that support of all these items may require a multi-year plan to achieve.

Presently CMHA provides the following amount of on ice development over the course of the season:

	Lead Instructor	Secondary
U7/U9	280 hours	280 hours
C Level Development	64 hours	48 hours
Rep Development	71 hours	
Atom Transition Skates	12 hours	
Pre -Season Camps	56 hours	56 hours
Spring Development	39 hours	39 hours

Your responses will be evaluated on the following criteria.

- a. How the contractor intends to develop and institute the required programs.
- b. How the contractor intends to evaluate and utilize the development hours as effectively and efficiently as possible.
- c. How the contractor intends to fulfill the requirements of the program with the appropriate human or technical resources.
- d. How based on the number of hours of on ice development what the contractor can deliver.
- e. The level of experience the contractor has had in implementing a program as described.
- f. The quality of references the contractor can provide of organizations that have utilized the contractor's services.
- g. Cost of services



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5. RFP Timelines

RFP Issuance:	January 15, 2025
Notification of intention to submit proposal:	January 31, 2025
Submission of full RFP:	February 15, 2025

All proposals shall be submitted via e-mail in PDF format.