



COQUITLAM

MINOR HOCKEY

REVISED: Request for Proposals: Development for 2024/25 Season

Coquitlam Minor Hockey Association (CMHA) is requesting proposals for our Development program positions for the 2024/25. As a Tier 1 organization, CMHA is looking to provide and foster a growth and learning environment for our players both on and off the ice. For the 2024-25 season, we are looking to restructure our Development Coordinator position and enhance our development program.

With the reimagining of the Development Coordinator role, we are looking to bring someone on to our team to help with the strategic goals and vision of our hockey program. This role is predominantly administrative and strategically focused and does not include the on-ice portion of development, though the successful candidate(s) will also have the option to provide on-ice services as required as an additional role.

The successful proposal will consider both on and off ice development, have an in-depth knowledge, and preferably, developed relationships with local service providers, and have considerations of our unique development needs in Coquitlam. The proposal should also outline how the plan will be evaluated in an ongoing basis, with key performance indicators and goals identified.

This is a contract position, and the contract will be a 12-month contract beginning June 1st, 2024, with an option for the association to extend the contract as needed. Although our hockey season is short, the work is a 12-month commitment with respect to planning, scheduling, and booking. Evaluations of the program will be conducted throughout the season to help adjust and improve our program.

Proposals can be sent to admin@coqmha.org and all submissions must be received by April 24th (updated).

Who are we looking for?

This position requires the successful candidate to have a high hockey IQ, administrative knowledge, experience working with community hockey associations, experience coaching, experience the design and implementation of a hockey development plan. Ideally, the candidate will also have experience working with a board of directors, experience with creating and maintaining budgets.

The landscape of minor hockey is continuously changing, and this position requires someone who is able to stay current with up-to-date coaching methods and strategies while also being familiar with relevant issues to CMHA, Pacific Coast Amateur Hockey Association (PCAHA), BC Hockey, and Hockey Canada. Our interest is to continue to develop our players and to keep

players in community hockey associations. We believe one of the first steps to this is to create a solid foundation of development within our association and are looking for the candidate to be thinking strategically for the development of our players.

Please ensure your application provides a preliminary budget breakdown for the program you are proposing.

Budget and Position Breakdown:

The role is broken down into two key components which can be for either one candidate or can be divided into two separate but complementary roles. This role has the unique option to be separated into multiple roles, or one successful candidate may assume the entirety of the position.

Component 1:

- **Strategic Development:** Written Seasonal Development Plan (Please include compensation expectations).
In this position we are looking for:
 - Plan for each category (Rep, House, Initiation) with progressions and integration of any relevant pathways
 - Specific measures of success (how will it be measured, what will be measured) (i.e. S.M.A.R.T goals)
 - To include a Plan for in-house development, pay per use development in winter, spring and summer, goalie development
 - Coordinate with registrar / ice allocator / treasurer to ensure programs are managed efficiently
 - Provide season-end report on success/stretchches of the plan

Component 2:

- **Development Administration:** (Please include contract expectations). For this position we are looking for:
 - Scheduling service providers (SPs)
 - Development Admin would not be excluded from scheduling themselves, but they would not have right of first refusal and would also need to take direction from the Board on suggested SPs that the Board may want to hire
 - Reviewing of SP invoices for accuracy, submitting them for payment once approved
 - Liaison between Board and SPs
 - Organize measuring of success/challenges

Notes:

- The intention with this RFP is to open the process up to proposals, while also separating the on ice work from the administrative work, and to allow for strategic vision for our Development program.
- Please note that this does not include the budget for Service Providers. On ice work will be billed separately, and the Development role(s) are able to provide the on ice work as well as utilizing SPs.
- Add ons for these positions will include the Mini C program and our Learn to Coach (Mentor) program for additional payment.
- If the successful candidates wish to coach individual teams, this will be deemed as a separate contract, and time spent exclusively with one team must be considered separate to these roles.

Any questions can be directed to the President at president@coqmha.org