



COQUITLAM

MINOR HOCKEY

Request for Proposal - Referee in Chief

1. INTRODUCTION

1.1. Background

Coquitlam Minor Hockey Association (“CMHA” or the “Association”) is a community based non-profit minor hockey association, guided by our volunteer executive board (the “Executive”) and run primarily by volunteers from our membership. CMHA is home to over 800 hockey male and female players from our 4-year-old Mini C’s Program to our 20-year-old U21 Division.

1.2. Philosophy

The Association’s philosophy is that all children who wish to learn the skills of hockey should have the opportunity to do so, within the limitations of available facilities, financial restrictions, and available volunteer coaches. Furthermore, to provide an environment in which these children can learn hockey skills, play hockey at a level consistent with their aspirations, learn good sportsmanship and develop into young men and women that their parents and community can be proud of.

2. INVITATION

The Association, by its volunteer elected Executive, invites qualified parties (each, a “Proponent”) to submit a competitive proposal for the performance of the duties required of a Referee in Chief as detailed below (the “Work”). As a person under a contract in support of the Association, the Referee in Chief is subject to the policies, procedures, rules, and regulations of the Association, PCAHA, BC Hockey, and Hockey Canada.

The Work is to commence on July 5, 2024.

3. SUBMISSION INSTRUCTIONS

3.1. Anticipated Timeline

The following table sets out the anticipated timeline for this RFP:

- a) Closing Time: June 17, 2024 at 6pm

- b) Selection of Preferred Proponent: June 21, 2024
- c) Award: June 28, 2024
- d) Work Commences: July 5, 2024

With the exception of the Closing Time, the dates above are estimates only and are subject to change at the sole and absolute discretion of the Association.

3.2. Delivery of Proposals

Proposals must be submitted electronically by way of email to the Contact Person.

3.3. Closing Time

Proposals must be received on or before the Closing Time (date and time) as listed in Section 3.1.

3.4. Late Proposals

Proposals received after the Closing Time will not be considered.

3.5. Amendment of Proposals

A Proponent may withdraw or amend (additions, deletions or substitutions) a submitted Proposal in the same manner as described in Section 3.2 at any time prior to but not after the Closing Time.

3.6. Contact Person

The following person is the "Contact Person" for this RFP:

Name: Eryn Tite

Email: treasurer@coqmha.org

4. PROPOSAL SUBMISSION FORM AND CONTENTS

4.1. Expectations

The Referee in Chief is expected to:

- 4.1.1. Have, at a minimum, HCOP Level III certification, maintained as required by Hockey Canada;
- 4.1.2. Possess excellent communication skills (written and spoken);
- 4.1.3. Provide a current Criminal Record Check issued directly to CMHA via the CRRP program;
- 4.1.4. Have, or be committed to obtain, insurance coverage under Hockey Canada's insurance program;
- 4.1.5. Have current Respect in Sport for Activity Leaders certification

- 4.1.6. Have, or be committed to quickly develop, a proficient working knowledge of the Spordle (or equivalent referee assigning software required by BC Hockey and / or PCAHA) platform to manage and assign on-ice officials for the Association *in the event of a vacancy in the CMHA Ref Assignor position which is a separate position*;
- 4.1.7. Have, or be committed to quickly develop, a proficient working knowledge of the Microsoft Office suite of applications;
- 4.1.8. Have, or be willing to quickly develop, a proficient working knowledge of the Google Suite and its various functionality and applications;
- 4.1.9. Provide timely information and recommendations to the Executive on matters of the Association;
- 4.1.10. Make use of their own computer equipment, Wi-Fi, and software required to complete the Work; and
- 4.1.11. In all its duties, adhere to the rules and regulations of CMHA, PCAHA, BC Hockey, and Hockey Canada.

4.2. Scope of Work

The key responsibilities of the Referee in Chief include:

- 4.2.1. Recruit on-ice officials;
- 4.2.2. Maintain a list of qualified on-ice officials;
- 4.2.3. Develop on-ice officials within CMHA, including the creation and implementation of an in-house development and training program and the maintenance of any waitlists that occur for same, as well as ensuring CMHA on-ice officials are aware of outside development opportunities;
- 4.2.4. Attend the various arenas within the City of Coquitlam for games that would require the Referee in Chief to assign CMHA's on-ice officials to provide for ongoing evaluation and feedback of same from time to time; and
- 4.2.5. Regular and ongoing communication with BC Hockey and PCAHA as required
- 4.2.6. Conduct performance evaluations and grading of CMHA officials as needed to ensure officials are able to officiate at the highest level possible.
- 4.2.7. Execute disciplinary measures with CMHA referees when warranted

4.3. Form of Proposal

Proponents should follow the form of Proposal described in this Section 4 and provide all the information requested by this RFP.

5. FINANCIAL

5.1. General Referee in Chief Duties

In your proposal, please include your cost / fee structure and/or breakdown based on requirements outlined in Section 4 above and your proposed payment frequency.

5.2. Independent Contractor Status

It is the intention of the Association that the Referee in Chief is engaged as an independent contractor of the Association. The Referee in Chief is not an employee of the Association.

5.3. Tax Matters

As the Referee in Chief is an independent contractor and not an employee of the Association, no tax or other deductions or benefits will be amended to the compensation paid to the Contractor. Furthermore, the contractor will be required to submit an invoice for payment on a regular basis, but not more than once per month for the duration of the contract. GST will be inclusive in compensation.

6. PROPOSAL EVALUATION

To be considered responsive, a Proposal must meet all the requirements outlined in Section 4 above. Proposals not meeting all of these requirements will be considered non-responsive and will not be given further consideration. Only shortlisted Proponents will be invited to present their Proposal to the Executive.

7. CONFIDENTIALITY

Information pertaining to this RFP, including any additional information provided to the Proponent, is strictly confidential. The distribution of this information without the express written consent and authorization from CMHA is strictly prohibited.

8. CONTRACT AWARD

Upon a selection of a successful Proponent, if within fifteen (15) days of notification of award by CMHA, a written agreement (contract) cannot be negotiated and finalized, CMHA at its sole discretion may terminate negotiations with the selected Proponent. In this case, CMHA reserves the right to enter into negotiations with the next qualified Proponent or to cancel this RFP entirely and not award a contract to any Proponent. The Association will not be obligated in any manner to any Proponent, selected, whatsoever until a written contract has been duly executed relating to an approved proposal.