



**COQUITLAM**  
**MINOR HOCKEY**

## **Request for Proposal - Volunteer Coordinator**

### **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.

#### **1.3 Volunteer Policy**

CMHA has a mandatory volunteer policy based on participation in volunteer activities for association-level tasks and roles. Full policy details can be found here:  
<https://coquitlamminorhockey.org/volunteer/>

### **2. INVITATION**

The Association, by its volunteer and elected Executive, invites qualified parties (each, a “Proponent”) to submit a competitive proposal for the performance of the duties required of a Volunteer Coordinator as detailed below (the “Work”). As a person under a contract in support of the Association, the Volunteer Coordinator is subject to the

policies, procedures, rules, and regulations of the Association, PCAHA, BC Hockey, and Hockey Canada. The Proponent does not need to be a Member of CMHA, nor have any children registered with CMHA.

### **3. SUBMISSION INSTRUCTIONS**

#### **3.1. Anticipated Timeline**

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

- a) Closing Time: June 15, 2025 at 6pm
- b) Selection of Preferred Proponent: by June 30, 2025
- c) Award: by June 30, 2025
- d) Contract Commences: July 1, 2025

*The dates above are estimates only and are subject to change at the sole and absolute discretion of the Association. The Association may choose to extend the Closing Time. In such a case, the other dates will be extended by the same amount of time.*

#### **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 Volunteer Coordinator is expected to:

- 4.1.1. Be aware that the Association is volunteer-focused, could not operate without volunteers and able to explain the Volunteer Policy to members
- 4.1.2. Have high degree of skill in organizing and managing spreadsheets
- 4.1.3. Have the ability to work effectively on an independent basis and time management must be flexible. Skill in this area must be outstanding.
- 4.1.4. Be detail oriented.
- 4.1.5. Have the ability to maintain a level-headed approach to conflict resolution, adept at effectively and creatively addressing challenges while upholding a high standard of professionalism.
- 4.1.6. Have excellent working knowledge of MS Office programs, particularly Excel, Google applications and online spreadsheet applications.
- 4.1.7. Be comfortable learning a new volunteering tracking system using [signup.com](https://signup.com). Experience with this system is an asset.
- 4.1.8. Be comfortable communicating with members and the Executive Board.
- 4.1.9. Volunteer management experience is an asset.
- 4.1.10. Make use of their own computer equipment, Wi-Fi, and software required to complete the Work (with the exception of the [signup.com](https://signup.com) subscription, which will be paid for by the Association).
- 4.1.11. In all their 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 Volunteer Coordinator:

- 4.2.1. Input of evaluation and tryout volunteering shifts into [signup.com](https://signup.com)
- 4.2.2. Ensure that there is adequate coverage at the Volunteer Sign-in Desk at evaluations and tryouts to ensure volunteers are signing in for shifts.
- 4.2.3. Work collaboratively with the Division Coordinators and VP's on other volunteering needs they have.
- 4.2.4. Reconcile the HCR rosters for volunteering of team officials on the Master spreadsheet

4.2.5. Input of volunteering shifts for association events, for other team-based roles that qualify for Association-level volunteering, and for any other shifts required by the Association in [signup.com](https://signup.com).

4.2.6 Input of signups for the Tournament Committees' members and Events & Engagement Committee's members on [signup.com](https://signup.com)

4.2.7 Maintain the Master list as the season progresses so that the non-compliant list is current at all times.

4.2.8 Communicate to Division Coordinators and VP's regularly about non-compliant families.

4.2.9 Provide a final list of non-compliant families (after the last Association event of the year has occurred) to the Board for ratification of depositing volunteer cheques.

4.2.10 Pull deposit cheques out of their file folders to be deposited by the Association.

#### 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.

#### 4.4 Time Investment

Historically, this role is busiest in August, and then becomes basic maintenance of records for the balance of the season. Time investment over the course of the entire year's cycle is estimated to be approximately 3 hours per week **on average**. Some weeks will see more and some will see less hours.

### 5. FINANCIAL

#### 5.1. Compensation

The successful proponent will be offered \$6000 per calendar year, to be divided into 4 equal invoices per year, upon the completion of the following:

- 1st payment after pre-season volunteering (Aug-Sept) has been reconciled
- 2nd payment after fall volunteering (Sept-Dec events) has been reconciled
- 3rd payment after winter volunteering (Dec-March) has been reconciled and Division Coordinators and VP's have reviewed preliminary list of non-compliant families
- 4th payment after Spring volunteering (March-AGM) has been reconciled, families have been informed they are non-compliant, and a final list of non-compliant families provided to the Board for ratification vote by July meeting.

### 5.2. Independent Contractor Status

It is the intention of the Association that the Volunteer Coordinator is engaged as an independent contractor of the Association. The Volunteer Coordinator is not an employee of the Association.

### 5.3. Tax Matters

As the Volunteer Coordinator 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 after the completion of each tournament. GST will be inclusive in compensation noted in 5.1.

5.4 The Term of the Contract will be determined once the Contract is awarded.

## **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. CMHA reserves the right to not offer the position to any candidate if none of the proposals meet the requirements.

## **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.