



**COQUITLAM**  
**MINOR HOCKEY**

## **Request for Proposal - Tournament Director**

### **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 Tournament Offerings**

CMHA hosts five tournaments per year; one over the Thanksgiving Weekend, one over the Remembrance Day Weekend, two over the school Winter Holiday Break, and one over the Family Day Weekend. Specific dates vary.

### **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 Tournament Director as detailed below (the “Work”). As a person under a contract in support of the Association, the Tournament Director is subject to the policies,

procedures, rules, and regulations of the Association, PCAHA, BC Hockey, and Hockey Canada.

### **3. SUBMISSION INSTRUCTIONS**

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

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

- a) Closing Time: June 18, 2025 at 12pm
- b) Selection of Preferred Proponent by: June 30, 2025
- c) Award by June 30, 2025
- d) Work 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. This may or may not extend the other dates.*

#### **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 Tournament Director is expected to:

- 4.1.0 Have executed hockey tournaments in the recent past and require no training on processes or logistics related to running hockey tournaments
- 4.1.1. Have comprehensive knowledge of PCAHA Rulebook and tournament procedures; CMHA Policies, BC Hockey Rules and Regulations.
- 4.1.2. Have a high degree of skill in organizing and managing spreadsheets required for scheduling sheets of tournament ice and registrations.
- 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. Have experience using tournament software, systems, and websites such as Jotform and Spordle is an asset.
- 4.1.8. Be comfortable and familiar with budgeting, and some accounting knowledge is preferred.
- 4.1.9. Event planning is an asset.
- 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 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 Tournament Director:

- 4.2.1. Plan each year's tournament timeline and overall design, including sanctioning requirements.
- 4.2.2. Secure tournament ice in the pre-season and coordinate the schedule within allotted ice, including providing schedule to PCAHA for upload

- 4.2.3. Work collaboratively with CMHA Admin Coordinator on tournament registrations, payments, and document gathering.
- 4.2.4. Recruit & train Division Tournament Coordinators to execute the plan for each division's tournament and hold an in-person Committee meeting to assign roles and to provide the layout for each tournament.
- 4.2.5 Be onsite for the first morning of each tournament to ensure the committee has completed their setup and systems correctly
- 4.2.6. Regular and ongoing communication with BC Hockey and PCAHA as required
- 4.2.7 Act as the Treasurer for tournaments, including applying for gaming licenses/submitting gaming income reports, accounts payable, and reconciliations of the budget.
- 4.2.8 Identify and create profit for teams whenever possible, including helping the committees find/solicit sponsorship or fundraising opportunities
- 4.2.9 Arrange and procure swag, awards and banners
- 4.2.10 Ensure the following season's BC Hockey sanctions and City of Coquitlam Special Event Request forms have been completed and submitted by deadline.
- 4.2.11 Update the website with the new season's tournaments' info
- 4.2.12 Complete all post-tournament reporting required by BC Hockey

#### 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 Tournament Director 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 Proposal must accept a 10% holdback of fees that will be paid when all tasks are completed for that season

#### 5.3. Independent Contractor Status

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

#### 5.4. Tax Matters

As the Tournament Director 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.

## **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.