



# Request for Proposals: Technical Director

## 1. INTRODUCTION & BACKGROUND

The Guelph Minor Hockey Association (GMHA) is a non-profit organization and has been providing minor hockey programming for approximately 1400 youth from the ages of U4 to U18 in Guelph, Ontario since 1948. The GMHA operates under the auspices of Hockey Canada, the Ontario Hockey Federation, and the Ontario Minor Hockey Association and is run by volunteers and a small team of staff in the club office.

The Guelph Minor Hockey Association (GMHA) is issuing for a Request for Proposals (RFP) for a Technical Director for the leadership, execution, and administration of the Hockey Development Program (HDP). The goal of the HDP is to improve the skill level of all participants, focusing on hockey specifically but with broader applicability to the development of young citizens. The program should be flexible enough to address children of all ages and abilities. It should include a component that improves our coaches' abilities to support development in their players.

## 2. SUBMISSION GUIDELINES & REQUIREMENTS

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

- a. Only qualified contractors with prior experience in providing programs such as this should respond to this Request for Proposal.
- b. **Bidders who plan to submit a proposal should confirm their intention via email to [procurement@guelphminorhockey.com](mailto:procurement@guelphminorhockey.com) no later than 5pm April 12<sup>th</sup> 2021.**
- c. A submitted proposal must be provided that is not more than 20 pages. This proposal should provide an overview of the proposed program(s). An addendum should be attached that includes supplementary information such as resumes of key personnel. The proposal should include pricing for the overall project, which can be broken down into subcategories if appropriate.
- d. The proposal must be signed by the representatives authorized to commit to the proposal.
- e. If a standard of terms and conditions is required, those must be submitted with the proposal. All terms and conditions will be subject to negotiation.
- f. **Detailed proposals must be submitted by 5pm on April 30<sup>th</sup>, 2021 to be considered. All submissions should be sent electronically to [procurement@guelphminorhockey.com](mailto:procurement@guelphminorhockey.com)**
- g. Proposals must remain valid for a period of at least 90 days.
- h. All RFPs will be evaluated on a broad range of criteria and not solely based on price.
- i. Information received by the GMHA from the interested parties will remain confidential. At the same time, GMHA requests that information pertaining to this solicitation, including any additional documentation provided to the Proponent/Bidder, is confidential and must not be disclosed without the written authorization of the GMHA Board of Directors. Pricing and related information provided to the GMHA, by the Proponent/Bidder shall remain confidential.



## Request for Proposals: Technical Director

### 3. SCOPE AND ELEMENTS OF THE HOCKEY DEVELOPMENT PROGRAM TECHNICAL DIRECTOR

The mandate of the Technical Director for the GMHA is as follows:

1. Develop and execute a broad-based program focused on the development of hockey skills, concentrating on leading on and off-ice clinics and programs designed to assist, educate, and develop our players into better hockey players and citizens.
  - Create and document a Hockey Development Program that reflects short-term and long-term goals, including metrics and evaluation levels and reflecting the various levels and age groups within the Association.
  - Create buy-in at the coach/parent/player level to create support for the development program's vision and goals.
  - Ensure the program implemented by the GMHA is aligned with Hockey Canada's Long Term Player Development Program.
  - Make sure the program includes speciality training where appropriate (goalies) as well as skills specific programming (skating instruction) for the entire group.
  - Ensure the correct execution by the development team by supporting training efforts and monitoring sessions.
  - Execute on programs designed for specific skills (hitting clinics)
  - Report to the Board of Directors on a regular basis as to the progress of development as compared to the plan as approved.
  - Promote the program within the GMHA parent and player community when possible.
2. Provide mentorship to coaches for development and be the program champion for the Association.
  - Support coaches in their understanding in the goals and implementation of the Development Program.
  - Observe practices and give direction on how coaches can be more effective at achieving the Development Goals.
  - Ensure the proper training and use of Hockey Share and other training tools.
  - Aid in coaching selection by providing feedback on the coaches' support and execution of the development plan.
3. Establish future Development goals (for both rep and house league programs), always ensuring that we remain fully aligned to Hockey Canada's Long-Term Development Program.
  - Refresh the program on an annual basis, ensuring that it remains forward thinking and up to date with the Hockey Canada Long-Term Development Program.



## Request for Proposals: Technical Director

- Work with the Board of Directors to determine budget costs and spend for the program.
  - Work with the Board of Directors to extend the program into House League, where appropriate (at a minimum to ensure coaches are working towards the right development goals)
  - Assist in the development and implementation of skills-based clinics to be run off-season, in situations where the board determines them to be appropriate.
4. Be a Subject Matter Expert for issues that pertain to hockey skills, and hockey development.
- Work with the Development team to complete player assessments and assist with team selection.
  - Help with assessment of coaches specific to their adherence to the development plan.
  - Offer hockey expertise to the board as required.
  - Offer tryout support to the association, providing guidance on proper approaches for team selection.

#### 4. PROPOSAL STRUCTURE

- Clearly state your development focus and overall plans for the Development mandate, and the approach you would take to establishing and delivering the Development goals. Plans will be evaluated on based on the needs of AAA, AA-AE, ADP and House league level players from 8 to 18. The proposal should reflect both hockey and skating skills, as well as specific position training (such as goalie training).
- Include your philosophy on development.
- Describe your approach to measurement and reporting to keep stakeholders informed of progress.
- Detail your approach to leading and supporting the associations coaches.
- Include a detailed resume which is specific to minor sport; as well, at least 2 references who can validate previous work experience. Resumes should also be included for all key personnel involved in the proposed plan. Please note that the expectation of the GMHA is that the personnel detailed in the proposal will be the ones performing the work, and that the GMHA will have the right to review any new member for suitability.
- Describe the support that will be provided for the organization's tryout process and individual player evaluation.
- Please identify any declaration of conflict you feel the program committee should be aware of (ie. kids playing in the association, relationships with GMHA Board Members/coaches, etc.)
- Please confirm that the contractor is legally able to work in Canada, current with respect to Criminal Record Checks, Concussion Awareness Training Tools (CATT), Respect in Sport, Coaching Certifications or any other OHF mandated credentials or equivalents.



## Request for Proposals: Technical Director

- Proposals should include the overall fee, as well as hourly/seasonal rates that would be charged to the GMHA.

### **5. EVALUATION AND AWARD PROCESS**

The following criteria will be used to evaluate proposals:

- Quality of service, as defined by delivery of the scope outlined in this document.
- Conformity with Hockey Canada Model of Development
- Suitability of requirements
- Cost of the program
- References

The work will not necessarily be awarded to the Proponent with the lowest cost. The final approval of the successful proposal will be made by the GMHA Board of Directors.