



REQUEST FOR PROPOSAL

DIRECTOR OF HOCKEY OPERATIONS

Issued by: **LEASIDE HOCKEY ASSOCIATION**

1. INTRODUCTION

The Leaside Hockey Association (LHA) has been offering minor hockey programs to the youth of our community since 1952. The LHA is incorporated as a non-profit organization providing minor hockey programming for House League, Hockey School, CDS/Select and GTHL players – providing over 1,200 youth and their families with a hockey experience that meets their commitment level, competitive goals, and development aspirations.

The LHA philosophy is to provide a safe and fun athletic environment which provides our players with a solid foundation of physical activity, hockey fundamentals, team participation, and competitive game experience.

2. OVERVIEW

LHA is performing an active search for a **Director of Hockey Operations (DHO)**, and in support of this search is accepting proposals in order to find a qualified resource.



The successful candidate will report to the VP and GM of Player & Coach Development. The DHO will be expected to create a refreshed and innovative vision for the LHA on and off-ice program and implement a strategic plan to enhance our program delivery at all levels and age groups in a way that serves the best interests of our players, coaches, families, and the broader community. While the term of this engagement is open to negotiation, the LHA's preference is for a **5 year term conditional on successful annual reviews.**

3. KEY RESPONSIBILITIES

The DHO will be responsible for the following:

1. Creating a development framework and pathway for LHA players, that incorporates on-ice skills, fun, and character building that is in line with Hockey Canada's Long-Term Player Development.
2. Assisting with on-ice assessments (including tryout invigilation support for competitive Select and GTHL teams which will require multiple personnel) and establishing development measures for our coaches and players.
3. Providing LHA coaching mentorship, education, and resources with the aim of providing a more consistent and better aligned coaching experience for all participants from House League to GTHL AA.
4. Elevating the profile of the LHA internally and externally in the community and beyond through social media and email communications, in-person events, external speaker programming, and clinics.

4. PROPOSAL CONTENT

Each proposal should include the following:

1. An overview of your organization's capabilities including background, history, leadership team profiles and key experience.
2. An overview of how your organization would manage the hockey school, including but not limited to:
 - a. Coaching & development philosophy
 - b. Learning objectives
 - c. Sample 2 week curriculum
 - d. Player feedback (i.e. report cards)
 - e. Plan of engagement with on-ice coaches
 - f. Plan of engagement with parents and broader community

**** For your reference, a sample Hockey School Program is included at Appendix A.***

3. The minimum qualifications expected of all professional instructors that your organization would use for the Leaside Hockey School, including but not limited to:
 - a. NCCP
 - b. High Performance 1
 - c. First aid certifications
 - d. Speak Out/Respect in Sport
 - e. Vulnerable Sector Police Searches
 - f. Safe Sport and diversity training

4. A description of insurance coverage for your organization, your professional instructors and participants in your programs and its applicability to the Leaside Hockey School.
5. Your organization's approach to sourcing professional instructors (in the event that additional staffing would be required to scale up to run this program).
6. A minimum of **2** references from existing/past experience.
7. A minimum of **2** references from parents whose children have participated in one of your programs.
8. A description of your organization's social policies/practices including your approach to the promotion of diversity.
9. A price proposal that is no more than three (3) pages. The price proposal should include the overall fixed price for delivery of the program on an annual basis and a pricing proposal exclusively for the Leaside Hockey School. Pricing components should be broken down into categories such as player development, coach development and administration of programs.
10. Any other information you feel relevant to the successful management of the LHA.
11. If a set of standard terms and conditions is required, those must be submitted with the proposal. All terms and conditions will be subject to negotiation.

5. PROPOSAL EVALUATION CRITERIA

The LHA is committed to providing a top tier hockey school program and, to that end, all proposals will be considered using a fair and robust evaluation process. Responses will be evaluated using the following criteria:

1. Quality and comprehensiveness of the program proposal. We have provided key facts and expectations regarding the program, but we have not been prescriptive about how the program should be run. We are looking to each bidder to leverage their hockey, player development and leadership experiences to put forward a creative and robust proposal that will maximize player engagement and development and achieve the right level of parent-instructor engagement, while ensuring a safe and fun learning environment.
2. Qualifications and development successes of the bidder. We will place significant weight on references from existing/past clients.
3. Professionalism, qualifications and development successes of proposed coaching staff.
4. Ability to scale up, if required, to meet the staffing requirements for the Leaside program.
5. Competitiveness of pricing. While our goal is not to seek out the lowest cost provider, non-competitive pricing (on both the high and low end), will be considered outliers and will affect our evaluation accordingly.

6. Evaluation of the organization's social practices/policies, including its approach to promoting diversity.
7. During final stages of interviews - candidate may be asked to do an in person session (depending on COVID regulations)

6. CONFIDENTIALITY

The LHA will treat each bidder's proposal and all information contained together with any information gathered in any interview carried out as part of this RFP process as confidential.

7. SUBMISSION TIMELINES & RULES

1. Proposals must be electronically submitted to Chris Burkett, VP Player and Coach Development at vpdevelopment@leasidehockey.com by no later than July 15, 2021.
2. Candidates will be contacted by August 1, 2021.
3. A successful candidate is expected to be selected by **August 15, 2021**.
4. All questions or other communications regarding this RFP should be addressed, via email, to **Chris Burkett, VP Player & Coach Development at vpdevelopment@leasidehockey.com**.
5. The LHA may amend, vary or revoke this RFP at any time and is under no obligation to accept any proposal made.

APPENDIX A

SAMPLE HOCKEY SCHOOL PROGRAM

Division	Time	Enrollment (2019-2020)	Sample Past Program Details
U5 (Squirt)	7:10-8:00a	29	Instructors focus on skill development and learn to skate/play basics. Players' skating abilities greatly vary. Some skaters still require a skating training aid assistance from a volunteer to get up.
U6 (Mite)	8:10-9:00a	37	
U6 (Mite)	9:10-10:00a	36	
U7 (Tyke)	10:10-11:00a	41	Instructors focus on skill development and learn to play the basics. As the season progresses, some sessions may include an informal scrimmage.
U7 (Tyke)	11:10-12:00a	41	
U7 - CDS (Tyke)	12:10-1:00p	41	Still part of the learn to play program, instructors focus on skills development, however these players are part of our competitive programs, so some skills may be more advanced compared to the other U7 group.
U7 – CDS (Tyke)	1:10-2:00p	36	
U8 – CDS (Minor Novice)	2:10-3:00p	27	<p>September – December: Instructors focus on skill development. Players are assigned a time slot and will remain part of that session until the end of December. As these players are part of our competitive program, skills are more advanced compared to our Minor Novice (non-CDS) group.</p> <p>January – March: players are assigned a team (approximately 9 players/team) and play cross ice, 3 on 3, informal games. To ensure that all teams play one another, teams may play at 2:10 or 3:10p (varies week to week depending on the schedule). Some players have an interest in net and will choose to play as a goalie. It varies week to week. The LHA has goalie equipment to lend out to players</p>
U8 – CDS (Minor Novice)	3:10-4:00p	27	

U8 (Minor Novice)	4:10-5:00p	29	<p>September – December: Instructors focus on skill development. Players are assigned a time slot and will remain part of that session until the end of December.</p> <p>January – March: players are assigned a team (approximately 9 players/team) and play cross ice, 3 on 3, informal games. To ensure that all teams play one another, teams may play at 4:10 or 5:10p. Few players in this group have an interest in goal, so many games are played with a shooter tutor.</p>
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