



DORCHESTER MINOR HOCKEY ASSOCIATION
REQUEST FOR PROPOSAL FOR U5/U6 HOCKEY PROGRAM
2024-2026 SEASONS

OBJECTIVE

The Dorchester Minor Hockey Association (DMHA) is seeking qualified hockey developers to deliver the U5 and U6 introductory hockey program to its players. Qualified individuals are invited to submit a proposal to the DMHA.

The DMHA intends to sign a two-year agreement (“Initial Term”) with the successful Proponent with the option to renew the agreement for (1) additional year after the 2025-2026 season, if approved by the DMHA Executive.

DEVELOPMENT SERVICES REQUIREMENTS

The DMHA intends to provide the U5 and U6 division with two weekly sessions throughout the hockey season. The sessions will occur during regularly scheduled practice times for each division. The number of skaters and specific ice times will be confirmed at the start of the season.

The DMHA requires that the Proponent commit to all sessions scheduled throughout the season.

Proponent should outline the skills and milestones to be taught during the regular sessions. Provide an example of activities and drills that may be included in the sessions.

Safety and development are of paramount importance. The successful Proponent will be required to provide proof of:

- Coach 1 – Intro to Coach
- Respect in Sport (RIS) - Activity Leader
- Gender Identity & Expression Course
- Rowan’s Law Resource Review & Acknowledgement
- Current, valid Vulnerable Sector check

Proponent must provide the stipend expectation per hour to deliver the U5/U6 instruction services. The cost of the ice time for sessions shall be the responsibility of the DMHA.

ADDITIONAL TERMS

Proponents must provide a description of their area of expertise and experience. At least three (3) references must be provided, including name, telephone number, and email address.

Proponent will issue monthly activity reports for stipend payment to DMHA at the end of each month, outlining dates and hours completed. Stipend payments will be made by e-transfer.

Should this proposal be accepted, the Proponent will enter into agreement with the DMHA for the faithful performance of the services covered by this proposal. The response must also guarantee that all quoted stipend amounts will be honoured for the duration of the Initial Term of the agreement. Should the DMHA and the Proponent wish to extend the agreement, adjustment to the stipend amount may be negotiated.

In carrying out its obligations, the Proponent shall familiarize themselves with, and comply with all applicable DMHA, OMHA, OHF and Hockey Canada regulations with regards to player safety and development.

The Proponent will be covered under DMHA/OMHA general liability insurance, providing coverage for all activities related to or undertaken in connection with the services described herein.

INSTRUCTIONS FOR PROPOSAL SUBMISSIONS

Please read this Request for Proposal document very carefully and provide all the required information in sufficient detail to allow the evaluation team to make an informed decision.

Deadline for Submissions – Proposals must be returned no later than 7:00 pm on June 1, 2024 by email to vp_hockeyoperations@dorchesterdragons.ca and cc'd to presidentofDMHA@gmail.com.

Questions regarding the Request for Proposal must be submitted in writing to the Vice President – Hockey Operations at vp_hockeyops@dorchesterdragons.ca no later than May 15, 2024. Answers to any questions raised by Proponents will be communicated to all Proponents involved in this Request for Proposal no later than May 25, 2024.

By submitting a Proposal, the Proponent certifies that the information submitted is correct, that the Proponent understands that the information submitted will be used to assess their suitability to become a service provider to the DMHA.