



NORTHUMBERLAND MINOR HOCKEY ASSOCIATION REQUEST FOR PROPOSAL FOR COACH MENTOR FOR 2025-27 SEASONS

OBJECTIVE

The Northumberland Minor Hockey Association (NMHA) is seeking a qualified individual to deliver Coach Mentoring to its coaches at all levels. Qualified individuals are invited to submit a proposal to the NMHA.

The NMHA 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 2026-2027 season, if approved by the NMHA Executive.

COACH MENTOR REQUIREMENTS

The Proponent must have a comprehensive background in hockey as a coach which includes a strong familiarity with Hockey Canada’s certification and specialty clinic programs for coaches, as well as an extensive understanding of Hockey Canada Player Pathways and Skills & Development models. The Proponent must have a strong interest in the development of young players and the mentorship of coaches, as well as strong communication skills.

To be considered for this role, the Proponent must provide proof of each of the following:

- Development 1 Certified Coach Certification or higher;
- Respect in Sport – Activity Leader certification;
- Gender Identity & Expression Course; and
- a valid Criminal Record Check (CRC), including a vulnerable sector check.

The Proponent should outline the number of mentor sessions they intend to provide each team during the season and details of their mentorship plan.

The Proponent must provide the total contract price to deliver Coach Mentoring services for the season.

COACH MENTOR DUTIES

Reporting to the Vice President of Representative Hockey and the Director of Hockey Development, the Coach Mentor will be responsible for providing guidance and mentorship throughout the season to all NMHA coaches. The role of the Coach Mentor is to provide assistance in the areas of practice plans, game situation scenarios, and development, ensuring that coaches are developing skill sets for their players in accordance with the Hockey Canada Player Pathways and Skills & Development models. The Coach Mentor will also assist coaches with obtaining coach certifications required to coach at various levels.

At the beginning of the season, the Coach Mentor is required to have an introductory meeting(s) with

all coaches. The Coach Mentor will continue to have meetings with coaches throughout the season and will conduct follow-up evaluations of coaches and coaching staff through viewing games and practices at various stages of the season.

The Coach Mentor will promote and encourage open communication, positive and proper coaching etiquette, be open-minded, respectful, non-confrontational, able to have difficult conversations, manage conflict, and accept and give feedback in relation to improving hockey operations. At all times, the Coach Mentor must adhere to the NMHA's Policies and Procedures.

ADDITIONAL TERMS

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

Should this proposal be accepted, the Proponent will enter into agreement with NMHA for the faithful performance of the services covered by this proposal. The Proponent's response must also guarantee that all quoted prices will be honoured for the duration of the Initial Term of the agreement. Should the NMHA and the Proponent wish to extend the agreement beyond the Initial Term, an adjustment to price may be negotiated.

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

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 March 15, 2025 by email to development@northumberlandminorhockey.com and cc'd to rephockey@northumberlandminorhockey.com.

Questions regarding the Request for Proposal must be submitted in writing to the Director of Hockey Development, at development@northumberlandminorhockey.com no later than February 25, 2025. Answers to any questions raised by Proponents will be communicated to all Proponents involved in this Request for Proposal no later than March 4, 2025.

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 supplier to the NMHA.