



**NORTHUMBERLAND MINOR HOCKEY ASSOCIATION  
REQUEST FOR PROPOSAL FOR SKILLS DEVELOPMENT AND POWER SKATING  
2025-27 SEASONS**

**OBJECTIVE**

The Northumberland Minor Hockey Association (NMHA) is seeking a qualified hockey developers to deliver power skating and skills development programming to its players at all levels. Qualified individuals are invited to submit a proposal to the NMHA to address one or more of the following age groups and levels of play:

- MD/HL – U7 to U9
- AA / A / HL -U10 to U13
- AA / A / HL U14 to U16 (U18 sessions maybe added upon team request)

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.

**DEVELOPMENT SERVICES REQUIREMENTS**

The NMHA intends to provide U8 through U18 Representative teams (including MD) and U7 to U15 house league teams with a minimum of four sessions, and a maximum of eight development training sessions, throughout the hockey season at no additional cost to registrants. The sessions will occur during regularly scheduled practice times for each team. The number of teams will be confirmed at the start of the season.

The NMHA requires a minimum instructor to player ration of 1:5 (one instructor for every five players)

Proponent should outline the skills and milestones to be taught during the power skating and/or development sessions. Provide an example of drills that maybe included in the session.

Safety and development are of paramount importance. The Proponent will be sole responsible for hiring, training, and supervising qualified instructors, as applicable. The successful Proponent will be required to provide proof of Respect in Sport certification, and current , Valid Criminal Record Checks (CRC), including a vulnerable sector check and this must be uploaded to the OHF portal as well. Use of instructors not listed in the Proposal submission must be submitted to the NMHA for approval. Prior to them participating in any on-ice activities with NMHA members.

Proponent must provide the price per hour to deliver the development instruction services. The cost of the ice time for development sessions shall be the responsibility of the NMHA.

**ADDITIONAL TERMS**

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

Proponent will issue monthly invoices to NMHA at the end of each month, outlining dates and hours worked. Payment will be made by cheque.

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, OHF, and Hockey Canada regulations with regards to player safety and development.

The Proponent shall maintain commercial general liability insurance written on an occurrence basis and providing coverage for all activities related to or undertaken in connection with the work described herein with a limit of not less than \$2,000,000 for each occurrence. Such insurance shall apply to all of Proponent's on-ice personnel.

**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](mailto:development@northumberlandminorhockey.com) and cc'd to [rephockey@northumberlandminorhockey.com](mailto:rephockey@northumberlandminorhockey.com).

Questions regarding the Request for Proposal must be submitted in writing to the Director of Hockey Development, at [development@northumberlandminorhockey.com](mailto: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.