



TriCities Female Ice Hockey Association
34A – 2755 Lougheed Hwy, Suite 609
Port Coquitlam, BC
V3B 5Y9

INDEPENDENT CONTRACTOR JOB POSTING

ICJP#: 2025-01

TITLE: Administrative Assistant

1. INTRODUCTION

1.1 Background

TriCities Female Ice Hockey Association (“TCFIHA” or the “Association”) is a community based non-profit minor hockey association, guided by our volunteer board of directors (“Board”) and run primarily by volunteers from our membership. TCFIHA is home to over 350 female hockey players from our 5-year-old U7 Division to 20-year-old U21 Division.

1.2 Philosophy

All children who wish to learn the skills of hockey should have the opportunity to do so, within the limitations of available facilities, financial restrictions, and available volunteer coaches. Furthermore, to provide an environment in which these children can learn hockey skills, play hockey at a level consistent with their aspirations, learn good sportsmanship and develop into young adults that their families and community can be proud of.

1.3. Amateur Hockey Structure

TCFIHA is a member association of and subject to the rules and regulations of:

- PCAHA;
- BC Hockey; and
- Hockey Canada.

2. INVITATION

The Association, by its volunteer elected Board, invites qualified parties (each, a “Proponent”) to submit an application for the performance of the duties required of a TCFIHA Administrative Assistant as detailed below (the “Work”). As support staff for the Association, the Administrative Assistant is subject to the policies, procedures, rules, and regulations of the Association, PCAHA, BC Hockey, and Hockey Canada.

3. SUBMISSION INSTRUCTIONS



TriCities Female Ice Hockey Association
34A – 2755 Lougheed Hwy, Suite 609
Port Coquitlam, BC
V3B 5Y9

3.1 Anticipated Timeline

The following table sets out the anticipated timeline for this ICJP:

Activity	Timeline
Closing Date	1700 PST, Sunday, June 29 th , 2025
Interviews	June 30 th to July 10 th , 2025
Awarded	Friday, July 11 th , 2025
Work Commences	Tuesday, July 15 th , 2025

The dates above are estimates only and are subject to change at the sole and absolute discretion of the Board.

3.2 Delivery of Applications

Applications are to be in the form of a Cover Letter explaining how you would be a good fit for TCFIHA and a CV sent electronically by way of email to President@TriCitiesFemaleIceHockey.ca.

3.3 Closing Time

Applications must be received on or before the Closing Time (date and time) as listed in Section 3.1.

3.4 Late Applications

Applications received after the Closing Time will not be considered unless approved by the President.



TriCities Female Ice Hockey Association
34A – 2755 Lougheed Hwy, Suite 609
Port Coquitlam, BC
V3B 5Y9

3.5 Amendment of Applications

A Proponent may withdraw or amend (additions, deletions, or substitutions) a submitted application in the same manner as described in Section 3.2 at any time prior to but not after the Closing Time.

3.6 Contact Person

The following person is the “Contact Person” for this ICJP: Peter Aragon
President@TriCitesFemaleIceHockey.ca

3.7 Scope of Work

The key responsibilities of the Administrative Assistance include:

- 3.7.1 Maintain and monitor the assigned association email address and reply to email messages or forward email messages to the appropriate Board member.
- 3.7.2 Communication sent to specific association groups, association wide, or to partners at the direction of the Executive Committee. (“Executive Committee” is composed of the TCFIHA President, 1st VP, 2nd VP, 3rd VP, Secretary & Treasurer).
- 3.7.3. Attend meetings TCFIHA receives an invite to at the direction of the President and as a representative of TCFIHA.
- 3.7.4 Assist in organizing and overseeing TCFIHA Events throughout the year.
- 3.7.5 Assist in organizing and overseeing TCFIHA Rep tryouts and House evaluations.
- 3.7.6 Assist in organizing and overseeing TCFIHA Rust Removal Camps and other camps held throughout the year.
- 3.7.7 Assist in organizing and overseeing the TCFIHA tournament as directed by the President and/or Tournament Director.
- 3.7.8 Assist in organizing and overseeing Coach the Coach sessions as directed by the President and/or the Coaching Coordinator.
- 3.7.9 Assist in organizing and overseeing Referee Development sessions as directed by the President and/or Referee in Chief.
- 3.7.10 Assist in creating the Predator Pulse monthly newsletter with the President.
- 3.7.11 Assist with requesting contracts for required services when needed.
- 3.7.12 Assist with seeking sponsorship for the association and association events/tournaments as directed by the President and/or Tournament Director.
- 3.7.13 Assist the Board with membership growth as directed by the President and/or Executive Committee.
- 3.7.14 Any other tasks as required by the President.



**TriCities Female Ice Hockey Association
34A – 2755 Lougheed Hwy, Suite 609
Port Coquitlam, BC
V3B 5Y9**

The duties above are anticipated duties that may be modified at the discretion of the President and/or the Executive Committee and will be modified only in a manner that fits within the allotted contract hours as outlined in Expectations 3.8.3.

3.8 Expectations

The TCFIHA Administrative Assistant is expected to:

3.8.1 Ensure that the TCFIHA brand, communications, representation, and duties of the position are consistent with the TCFIHA's mission, bylaws, code of conduct, and core values. In all its duties, adhere to the rules and regulations of TCFIHA, PCAHA, BC Hockey, and Hockey Canada.

3.8.2 Make use of their own computer equipment, Wi-Fi, and software required to complete the work.

3.8.3 Deliver to the TCFIHA President and Executive Committee an average of 14 hours of work per week towards the above scope of work and expectations. As there are high and low periods throughout the season, the 14 hours of work per week will reflect the high and low pattern, with some weeks with fewer hours to other weeks with more hours.

3.9 Form of Application

Proponents should follow the form of Application described in Section 3.2 and provide all or any portion of the scope of work requested by this ICJP.

4. FINANCIAL

4.1 TCFIHA Administrative Assistant Salary

TCFIHA membership has approved a contract salary of \$18,600 for the TCFIHA Administrative Position.

4.2 Independent Contractor Status

It is the intention of the Association that the TCFIHA Administrative Assistant is engaged as an independent contractor of the Association and is not an employee of the Association.



TriCities Female Ice Hockey Association
34A – 2755 Lougheed Hwy, Suite 609
Port Coquitlam, BC
V3B 5Y9

4.3 Tax Matters

As the TCFIHA Administrative Assistant is an independent contractor and not an employee of the Association, TCFIHA Administrative Assistant will invoice the Association on the 10th of every month for the following pay schedule and amounts.

Invoice Date	Amount	Payment Date
August 10 th , 2025	\$1550.00	August 15 th , 2025
September 10 th , 2025	\$1550.00	September 15 th , 2025
October 10 th , 2025	\$1550.00	October 15 th , 2025
November 10 th , 2025	\$1550.00	November 15 th , 2025
December 10 th , 2025	\$1550.00	December 15 th , 2025
January 10 th , 2026	\$1550.00	January 15 th , 2026
February 10 th , 2026	\$1550.00	February 15 th , 2026
March 10 th , 2026	\$1550.00	March 15 th , 2026
April 10 th , 2026	\$1550.00	April 15 th , 2026
May 10 th , 2026	\$1550.00	May 15 th , 2026
June 10 th , 2026	\$1550.00	June 15 th , 2026
July 10 th , 2026	\$1550.00	July 15 th , 2026

The above payment schedule reflects the TCFIHA Administrative Assistant awarded the contract on July 15th, 2025 and running to July 14th, 2026. The above dates can be adjusted if the contract is awarded on a different date.

It is the responsibility of the TCFIHA Administrative Assistant to determine if they are required to invoice for GST and if so, the amount as indicated in the table above is inclusive of GST. If the TCFIHA Administrative Assistant invoices TCFIHA for GST, then the TCFIHA Administrative Assistant must provide their GST number on the monthly invoice.

5. APPLICATION EVALUATION

5.1 Application Considerations

To be considered responsive, an Application must meet all the requirements as outlined in Section 3 above. Applications not meeting all requirements will be considered non-competitive and will not be given further considerations. Only shortlisted Applicants will be invited to an interview with the Executive Committee.



**TriCities Female Ice Hockey Association
34A – 2755 Lougheed Hwy, Suite 609
Port Coquitlam, BC
V3B 5Y9**

Evaluation Criteria

Applicants Covering Letter and CV will be reviewed along with their interview performance and the Executive Committee will identify the ideal candidate based on the following:

- Experience
- Knowledge of working with computer software, Teamsnap, Teamsnap Tournaments, and Teamsnap websites.
- Lack of Conflicts
- Fit for TCFIHA

Please note that the TCFIHA Executive Committee will provide instruction on Teamsnap, Teamsnap Tournaments, and Teamsnap websites if the ideal candidate does not have experience in these areas.

5.2 Candidate Selection

The successful candidate will be selected based on the best overall value to the Association as determined by the Board and generally based on the criteria outlined in Section 5.1.

6. CONFIDENTIALITY

Information pertaining to this ICJP, including any additional information provided to the successful candidate, is strictly confidential. The distribution of this information without the express written consent and authorization from TCFIHA is strictly prohibited.

7. CONTRACT AWARD

Upon selection of a successful Candidate, if within thirty (30) days of notification of award by TCFIHA, a written agreement (contract) cannot be negotiated and finalized, TCFIHA at its sole discretion may terminate negotiations with the selected candidate. In this case, TCFIHA reserves the right to enter into negotiations with the next qualified Candidate or to cancel this ICJP entirely and not award a contract to any Applicant. The Association will not be obligated in any manner to any Applicant, selected, whatsoever until a written contract has been duly executed relating to an approved Applicant.



**TriCities Female Ice Hockey Association
34A – 2755 Lougheed Hwy, Suite 609
Port Coquitlam, BC
V3B 5Y9**

8. RENEWAL OF CONTRACT

TCFIHA and the awarded Candidate have the right to jointly agree to renew the existing contract for an additional year at the end of each contract period.

If TCFIHA Board decides to not renew the contract prior to the end of a given contract year, TCFIHA has the right to do a call out for Applicants and to go through the process outlined herein for determining the best candidate moving forward.