



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

## INDEPENDENT CONTRACTOR JOB POSTING

ICJP#: 2025-06

TITLE: Registrar

### 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 Registrar as detailed below (the “Work”). As support staff for the Association, the Registrar is subject to the policies, procedures, rules, and regulations of the Association, PCAHA, BC Hockey, and Hockey Canada.

### 3. SUBMISSION INSTRUCTIONS



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### **3.1 Anticipated Timeline**

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

Activity	Timeline
Closing Date	1700 PST, Sunday, July 13 <sup>th</sup> , 2025
Interviews	July 14 <sup>th</sup> to 24 <sup>th</sup> , 2025
Awarded	Friday, July 25 <sup>th</sup> , 2025
Work Commences	Friday, August 1 <sup>st</sup> , 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](mailto: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.



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### **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](mailto:President@TriCitesFemaleIceHockey.ca)

### **3.7 Scope of Work**

The key responsibilities of the Webmaster/Social Media Coordinator include:

3.7.1 Responsible for the accurate and timely recording and registration of all TCFIHA participants on the Hockey Canada Registry (HCR)

3.7.2 Plans and organizes the registration cycle and related communications to the TCFIHA President at regular intervals.

3.7.3 Manage and set up the appropriate registration system annually, to intake registration – including tryout fees, registration payments, camps, and home tournament.

3.7.4 Ensures efficient registration and transfer of players.

Communicates effectively and in a timely manner with membership, assessing the requirement of the contact and distributing to appropriate volunteer Directors.

3.7.5 Assist Coaching Coordinator to ensure proper qualifications are obtained for roster approval.

3.7.6 Assist membership in navigating registration system.

3.7.8 Ensure registration is paid for by all eligible members and work with the Treasurer to ensure all fees are collected for season and tournament registration.

3.7.9 Maintain registration of membership as defined by PCAHA and BC Hockey  
Follow PCAHA and Hockey Canada Rules and Regulations for rostering of teams and leagues.

3.7.10 Prepare rosters per TCFHIA and PCAHA guidelines.

3.7.11 Attend TCFIHA monthly Executive meetings and provide updates on office responsibilities and duties.

3.7.12 Assist with tournament administrative duties – collecting registrations fees, gather and organize rosters and travel permits from each participating team, set and post tournament schedule and any communication pertaining to the tournament.

3.7.13 Move players into their teams on Teamsnap for the season, camps, and tournaments etc.

3.7.14 Performs other related duties as assigned by the President.



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The duties above are anticipated duties that may be modified at the discretion of the President and/or the Executive Committee.

### **3.8 Expectations**

The Registrar 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 Have non-traditional, flexible work hours (evenings, weekends)

3.8.4 Be comfortable with seasonal busy periods and demands that require a response in a timely manner

### **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 Registrar Salary**

TCFIHA Board of Directors has approved a contract salary of \$7,200 for the TCFIHA Registrar Position.

### **4.2 Independent Contractor Status**

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



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#### **4.3 Tax Matters**

As the TCFIHA Registrar is an independent contractor and not an employee of the Association, TCFIHA Registrar will invoice the Association on the 20<sup>th</sup> of every month for the following pay schedule and amounts.

Invoice Date	Amount	Payment Date
August 20 <sup>th</sup> , 2025	\$600.00	September 1 <sup>st</sup> , 2025
September 20 <sup>th</sup> , 2025	\$600.00	October 1 <sup>st</sup> , 2025
October 20 <sup>th</sup> , 2025	\$600.00	November 1 <sup>st</sup> , 2025
November 20 <sup>th</sup> , 2025	\$600.00	December 1 <sup>st</sup> , 2025
December 20 <sup>th</sup> , 2025	\$600.00	January 1 <sup>st</sup> , 2026
January 20 <sup>th</sup> , 2026	\$600.00	February 1 <sup>st</sup> , 2026
February 20 <sup>th</sup> , 2026	\$600.00	March 1 <sup>st</sup> , 2026
March 20 <sup>th</sup> , 2026	\$600.00	April 1 <sup>st</sup> , 2026
April 20 <sup>th</sup> , 2026	\$600.00	May 1 <sup>st</sup> , 2026
May 20 <sup>th</sup> , 2026	\$600.00	June 1 <sup>st</sup> , 2026
June 20 <sup>th</sup> , 2026	\$600.00	July 1 <sup>st</sup> , 2026
July 20 <sup>th</sup> , 2026	\$600.00	August 1 <sup>st</sup> , 2026

The above payment schedule reflects the TCFIHA Registrar awarded the contract on August 1<sup>st</sup>, 2025 and running to July 31<sup>st</sup>, 2026. The above dates can be adjusted if the contract is awarded on a different date.

It is the responsibility of the TCFIHA Registrar to determine if they are required to invoice for GST and if so, the amount as indicated in the table above is exclusive of GST. If the TCFIHA Registrar invoices TCFIHA for GST, then the TCFIHA Registrar 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.

Evaluation Criteria



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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:

- Strong interpersonal and communication skills
- Ability to work with confidential information and maintain absolute discretion and transparency.
- Proven ability to work independently, prioritize competing tasks and be able anticipate the needs and requirements of the association.
- Superior organization skills
- Strong attention to detail/accuracy, willingness to complete projects with high standards
- Working knowledge of MS Word, Excel, PowerPoint, and MS Outlook
- Knowledge of Hockey Canada (HC), Pacific Coast Amateur Hockey Association (PCAHA) and BC Hockey requirements
- Knowledge of and experience with the Hockey Canada Registry (HCR) registration system
- Demonstrated ability to meet deadlines.
- Ability to communicate effectively with a wide variety of stakeholders (players, team owners, board members, other league personnel, etc.)
- Required to have their own computer.

## **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



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be obligated in any manner to any Applicant, selected, whatsoever until a written contract has been duly executed relating to an approved Applicant.

## **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.