



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

INDEPENDENT CONTRACTOR JOB POSTING

ICJP#: 2025-03
TITLE: Tournament Coordinator

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 Tournament Coordinator as detailed below (the “Work”). As support staff for the Association, the Tournament Coordinator 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, June 15 th , 2025
Interviews	June 16 th to 26 th , 2025
Awarded	Friday, June 27 th , 2025
Work Commences	Tuesday, July 1 st , 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.



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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

3.7 Scope of Work

Objective: The TCFIHA Tournament Coordinator plays a vital role in planning, organizing, and executing the largest BC female minor hockey tournament in compliance with relevant regulations and guidelines. Their responsibilities encompass tournament logistics, team coordination, volunteer management, financial oversight, and ensuring a high standard of professionalism and customer satisfaction.

Responsibilities:

3.7.1 Regulatory Compliance and Tournament Procedures:

Demonstrate comprehensive knowledge of PCAHA Rulebook, TCFIHA Policies, BC Hockey Rules and Regulations, ensuring tournaments adhere to all governing guidelines.
Develop and maintain procedures for tournaments to ensure consistency and compliance.

3.7.2 Scheduling and Registration Management:

Utilize high-level spreadsheet management skills to organize tournament schedules and team registrations efficiently.
Help coordinate schedules within allocated ice with TCFIHA Ice Allocator.
Oversee registration processes in collaboration with TCFIHA Registrar along with document collection.

3.7.3 Independent Work and Time Management:

Work autonomously with outstanding time management skills, ensuring flexible scheduling to accommodate varying demands.



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Maintain meticulous attention to detail throughout all aspects of tournament planning and execution.

3.7.4 Conflict Resolution and Professionalism:

Maintain a level-headed approach to conflict resolution, addressing challenges creatively while upholding professionalism and tournament standards.

Ensure a positive and respectful atmosphere for all participants, spectators, and volunteers.

3.7.5 Software Proficiency and Budget Management:

Demonstrate excellent proficiency in MS Office programs, particularly Excel, Google applications, and online spreadsheet applications.

Experience with tournament software such as TeamSnap and Spordle is advantageous.

Comfortably manage budgets, with some accounting knowledge preferred.

3.7.6 Event Planning and Profit Generation:

Apply event planning expertise to develop and execute each tournament's timeline and design.

Identify opportunities to generate profit for teams and the association while delivering exceptional value to participants.

3.7.7 Marketing and Brand Building:

Strengthen the TCFIHA brand by effectively marketing tournaments to other associations.

Collaborate with tournament committees to set donation goals and maximize sponsorship opportunities.

3.7.8 General Responsibilities:

Plan each year's tournament timeline and design.

Secure tournament ice and coordinate schedules.

Collaborate with TCFIHA Registrar & Treasurer on registrations.

Recruit and train Division Tournament Coordinators.

Apply for tournament approvals and sanctions with TCFIHA Admin.

Collaborate with Treasurer on maintaining budgets and payments

Apply for gaming licenses and report gaming activities with TCFIHA Admin.

Delegate actionable activities to tournament committees.

Supervise and coordinate volunteer assignments with TCFIHA volunteer coordinator.



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3.7.9 Reporting and Accountability

The Tournament Director reports directly to the Executive Board, closely working with the President, Treasurer, Ice Allocator, Registrar, and Administrative Assistant.

3.7.10 Additional Responsibilities for the Tournament Coordinator:

Invite Minor Hockey Associations to participate in tournaments.
Maintain relationships with host hotels and secure sponsorships.
Monitor tournament-related communication channels.
Recruit and collaborate with tournament chairs.
Liaise between tournament chairs and TCFIHA Board of Directors.
Facilitate tournament committee meetings.

By fulfilling these responsibilities with dedication and expertise, the Minor Hockey Tournament Coordinator contributes significantly to the success and reputation of TCFIHA's hockey tournaments, fostering a positive and memorable experience for all involved stakeholders.

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 Tournament Coordinator 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



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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 Tournament Coordinator Salary

TCFIHA Board of Directors has approved a contract salary of \$5,000 for the TCFIHA Tournament Coordinator Position.

4.2 Independent Contractor Status

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

4.3 Tax Matters

As the TCFIHA Tournament Coordinator is an independent contractor and not an employee of the Association, TCFIHA Tournament Coordinator will invoice the Association on the 20th of every month for the following pay schedule and amounts.

Invoice Date	Amount	Payment Date
July 20 th , 2025	\$500.00	August 1 st , 2025
August 20 th , 2025	\$500.00	September 1 st , 2025
September 20 th , 2025	\$500.00	October 1 st , 2025
October 20 th , 2025	\$500.00	November 1 st , 2025
November 20 th , 2025	\$500.00	December 1 st , 2025
December 20 th , 2025	\$500.00	January 1 st , 2026
January 20 th , 2026	\$500.00	February 1 st , 2026
February 20 th , 2026	\$500.00	March 1 st , 2026
March 20 th , 2026	\$1000.00	April 1 st , 2026

The above payment schedule reflects the TCFIHA Tournament Coordinator awarded the contract on July 1st, 2025 and running to March 31st, 2026. The above dates can be adjusted if the contract is awarded on a different date.



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It is the responsibility of the TCFIHA Tournament Coordinator 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 Tournament Coordinator invoices TCFIHA for GST, then the TCFIHA Tournament Coordinator 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

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.



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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.

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.