

Request for Proposal

Title: TCFIHA Summer Development
Contact: Natasha Breland
Email: 2ndvp@tricitysfemaleicehockey.ca

Issue Date: May 15, 2026

Proposal Submission Deadline: June 1, 2026

1. INTRODUCTION

TCFIHA is seeking proposals from qualified hockey development providers, coaching organizations, and training companies to design and deliver a Summer Hockey Development Program in August for athletes ranging from U9 to U18 levels.

The goal of this program is to provide high-quality on-ice training that enhances player development in skating, puck skills, hockey IQ, conditioning, and overall athletic performance during the summer season.

Candidates are expected to possess:

- Previous hockey development experience
- Current coaching certifications
- Up-to-date Criminal Record Checks

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

- PCAHA
- BC Hockey
- Hockey Canada

TCFIHA is committed to delivering athlete-centered hockey programming that promotes skill development, sportsmanship, and long-term athletic growth. Our organization supports players across multiple age groups and competitive levels throughout the year.

2. INVITATION TO PROPONENTS

The Association, through its volunteer elected Executive, invites qualified parties (“Proponents”) to submit a competitive proposal for the TCFIHA Summer Hockey Development Program.

The successful proponent will enter into an agreement with TCFIHA to provide services as outlined within this Request for Proposal.

The work is expected to commence upon award of contract.

3. PROGRAM OBJECTIVES

The Summer Hockey Development Program should aim to:

- Improve individual player skills and hockey fundamentals
 - Enhance skating mechanics and edge control
 - Develop shooting, passing, puck protection, and game awareness
 - Build conditioning, agility, and injury prevention habits
 - Foster teamwork, accountability, and confidence
 - Provide age-appropriate instruction for varying skill levels
 - Deliver measurable athlete progress throughout the program
-

4. SCOPE OF WORK

The selected proponent will be responsible for providing the following services:

4.1 On-Ice Development

- Skating instruction
- Puck handling and shooting development
- Small-area games
- Position-specific training
- Game situation drills
- Competitive development sessions

4.2 Staffing

- Qualified lead instructors
- Certified coaches

4.3 Administration

- Session planning
- Registration coordination support

- Attendance tracking
-

5. PROGRAM REQUIREMENTS

Proposals should clearly address the following program requirements.

5.1 Program Structure

- Proposed schedule and duration
- Age group breakdowns
- Player-to-coach ratios

5.2 Coaching Qualifications

All coaching staff should possess:

- Relevant hockey certifications
 - Coaching experience
 - Criminal Record Checks
 - Experience working with youth athletes
-

6. DELIVERABLES

The successful proponent will provide:

- Program curriculum (if different from TCFIHA proposed programs)
 - Staffing schedule
 - Participant evaluations
 - Final program summary and recommendations
-

7. PROPOSAL SUBMISSION REQUIREMENTS

Proposals must include the following information:

1. Company overview and experience
2. Coaching staff bios and certifications
3. Proposed development model if different from proposed

4. Sample training curriculum
 5. Pricing structure and detailed budget
-

8. BUDGET REQUIREMENTS

Proponents are requested to provide:

- Total program cost
- Staffing rates and breakdown, including instructor-to-player ratios
- Proponents may submit multiple pricing options based on varying enrollment and instructor-to-player ratios

All pricing must be clearly identified and include any additional fees or charges or taxes

TCFIHA strongly prefers fixed-rate pricing and the elimination of variable expenses such as program development fees, supervision costs, or junior/senior instructor rate differences. Proponents are requested to incorporate these costs into their session rates wherever possible to provide clear and predictable pricing.

9. TIMELINE

Milestone	Date
RFP Issued	May 15, 2026
Questions Deadline	May 25, 2026
Proposal Submission Deadline	June 1, 2026
Vendor Interviews (if required)	June 5 – 15, 2026
Selection Notification	June 20, 2026
Program Start Date	August 9, 2026

10. SUBMISSION INSTRUCTIONS

All proposals must be submitted electronically in PDF format to:

2ndvp@tricitiefemaleicehockey.ca

Subject Line:

Summer Hockey Development Program RFP Submission

Late submissions may not be considered.

11. TERMS AND CONDITIONS

TCFIHA reserves the right to:

- Reject any or all proposals
- Request additional information from proponents
- Negotiate terms with selected proponents
- Cancel or amend this RFP at any time

All costs associated with the preparation and submission of proposals shall be borne solely by the proponent.

12. QUESTIONS AND INQUIRIES

All inquiries regarding this Request for Proposal should be directed to:

Natasha Breland
2nd VP TCFIHA
2ndvp@tricitiefemaleicehockey.ca

APPENDIX A – Proposed Ice and Age Groups (subject to change)

August 9 – 30 – Sundays at Poco Arena

1:15 – 2:15 PM – U9/U11

2:30 – 3:30 PM – U13/U15

3:45 – 4:45 PM – U9/U11 Pond Hockey – only 2 staff needed – Referee and Organizer

5:00 – 6:00 PM – U13/U15 Pond Hockey - only 2 staff needed – Referee and Organizer

August 17 – 21 – Monday to Friday at POCO
12:45 – 1:45 PM – New To Hockey
2:00 – 3:00 PM – New To Hockey

August 17 – 22nd Poirier Arena – M- F and Saturday (22)
U11 Pathways
4:00 – 5:00 PM
5:15 – 6:15 PM
Saturday
2:45 – 3:45 PM
4:00 – 5:00 PM

August 24 – 28th Poirier Arena
REP PREP Camps
12:00 – 1:00 PM – open if times fill up or other program
1:15 – 2:15 PM – U13
2:30 – 3:30 PM – U15
3:45 – 4:45 PM – U18

August 31 – September 3 – Poirier
C RUST REMOVALS
7:00 – 8:00 AM – U7/U9
8:15 – 9:15 AM – U11
1:15 – 2:15 PM - U13
2:30 – 3:30 PM – U15
3:45 – 4:45 PM – U18

