



Airdrie Ringette Association – Request for Proposal

Project Name: Lead Coaching Instructor

RFP Release Date: Aug 27, 2024

Project Owner: Drew McKnight

RFP Due Date: Sept 12th 2024

Project Duration: 2024-25 Season

Planned Award Date: September 15, 2024

Submit Proposal To: submissions@airdrieringette.ca

1.0 Introduction

The Airdrie Ringette Association (ARA) is a non-profit youth sports organization that provides opportunities for athletes aged 5 to 19 to play the sport of ringette. ARA is sanctioned by Ringette Alberta (RAB) and Ringette Canada (RCAN) and adheres to their policies and rules. In the 2023/24 season, ARA welcomed approximately 230 athletes at all age and skill levels. A similar number of athletes are expected to register for the coming season.

ARA is considering integrating a Lead Coaching Instructor to provide consistency and mentorship to its coaches, thereby enhancing the skills and experience of players at all ages and abilities.

1.1 Purpose

This Request for Proposal (RFP) is being distributed to candidates interested in supporting ARA as the Lead Coaching Instructor. The role aims to assist new and experienced coaches through mentorship, provide consistency in programming, and strengthen our program.

1.2 Scope

The role of the Lead Coaching Instructor is to achieve the following outcomes:

- Provide direct support for new coaches on the ice at select practices.
- Reinforce coaching course materials.
- Support coaches with various issues not addressed in coaching courses.
- Empower coaches with confidence to enhance their coaching skills.



- Enhance all teams regardless of level and division.
- Encourage practice planning on IHS (a practice planning site allowing sharing by all ARA coaches).
- Participate in approximately 75 practices in cooperation with the coaching staff of each team throughout the association.

Deliverables:

- Review practice plans and provide feedback to coaches.
- Attend on-ice practices, provide real-time guidance, and follow up with written feedback to the coaches.
- Serve as a resource for coaches regarding skill development, strategy, and managing players.
- Provide feedback to the Director of Coach Development, who will implement ideas and share information with other ARA members.

1.3 Expected Qualifications

- Minimum of 5 years of coaching experience in ringette, including experience coaching youth athletes.
- Strong understanding of the rules and strategies of ringette.
- Excellent communication and interpersonal skills.
- Proven ability to mentor and develop other coaches.
- Certification in Coaching Education Programs.
- Availability to attend practices and meetings as required.

The role is expected to provide guidance to coaches for both off-ice and on-ice instruction.

1.4 Confidentiality

All submissions will remain confidential. Any unsuccessful proposals will remain on file for two years for audit purposes.

2.0 Submission Instructions

2.1 Background



The RFP is open to any interested parties with substantial coaching experience in ringette who feel they can excel in the outlined role.

2.2 General Instructions

- Proposals must be submitted on or before the due date stated above.
- Submissions should be electronic and emailed to coachingdirector@airdrieringette.ca.
- Information provided with adequate supporting documentation will be considered true and accurate.
- Candidates must address all items specified in the RFP.

2.3 Disqualification

Any information found to be false or misleading will result in automatic disqualification.

2.4 Structure of the Response

Please provide the following information:

- Personal background and coaching resume, company profile
- Experience in a similar role
- Approach to developing athletes of varying ages and skill levels
- Hourly rate
- Proposed outcomes of the role
- How success could be measured

2.5 Evaluation Criteria

The successful candidate will be determined based on the completeness of the proposal. Selection criteria include:

- Completeness of the proposal
- Past performance and credentials
- Cost
- Flexibility to attend on-ice practices and provide mentorship off-ice



- Ability to work with the Director of Coach Development
- Whether the candidate has a corporate entity

Only the successful candidate will be notified. If no suitable candidates are found, ARA may choose not to proceed with the initiative. ARA is not bound to select based on the lowest price but will determine what is considered the greatest value for its coaches and athletes.

Additional Information to be provided:

- Copies of coaching certifications
- Vulnerable Sector Check less than two years old and not expiring before the end of the contract term
- Keeping Girls in Sport Certification (may be completed upon selection but before employment)
- Safe Sport Certification

2.6 Timeline

- **RFP Release Date:** August 27 2024
- **Proposal Submission Deadline:** Sept 12, 2024
- **Submit to:** submissions@airdrieringette.ca
- **Planned Award Date:** September 15, 2024
- **Start Date:** October 1, 2024
- **Project Duration:** 2024-25 Season

2.7 Contact Information

- **Primary Contact:** Drew McKnight
- **Email:** coachdevelopment@airdrieringette.ca
- **Phone:** 403-616-5825

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