



REQUEST FOR PROPOSAL (RFP):

CLIFTON PARK YOUTH HOCKEY 6U & 8U PROGRAM FACILITATOR / HEAD COACH

The Clifton Park Youth Hockey (CPYHA) organization is seeking proposals from interested parties to serve as the facilitator and head coach of the 6 and under (6U) and 8 and under (8U) hockey programs. Questions regarding this RFP should be directed to Tom Rourke.

SCOPE OF WORK

The CPYHA 6U and 8U programs are designed to provide an enjoyable and fun atmosphere for the players to learn the basics of hockey. CPYHA generally follows the American Development Model (ADM) established by USA Hockey in 2009. Each season generally consists of 16-18 weeks of on-ice sessions, running from October through February. Practices are held at least two times a week for both the 8U and 6U (~4 hours on-ice total weekly). The 6U and 8U program typically has between 40-50 participants each.

The successful bidder will generally manage and execute a full season development and practice plan for both the 6U and 8U programs. Specific tasks include, but are not limited to:

1. Creating a full season development plan for each of the 6U and 8U programs.
2. Creating practice plans for each practice throughout the season.
3. Coordinating and instructing available volunteer coaches to ensure proper performance of the practice plans.
4. Coordinating with the CPYHA Board of Directors to create and execute a plan to increase participant enrollment and retention for each of the 6U and 8U programs.
5. Participating in scheduled on-ice practices.

CPYHA is seeking a strategic long-term partner and recognizes that the full implementation of any proposed plan may require some period of time. As such, CPYHA requires a five (5) year commitment. Extensions or renewal of the term may be available at the sole discretion of CPYHA. The contract will tentatively begin in anticipation of the 2019-2020 hockey season.

PROPOSAL SUBMISSIONS

Please submit the following to Tom Rourke at tomrourke66@gmail.com no later than 2/22/19:

1. Summary of your playing and coaching experience.
2. Statement of your philosophy with respect to development of ice hockey players at the 6U and 8U age groups.

3. Sample season-long development plan that illustrates the practical implementation of your development philosophy.
4. Sample practice plan for each of an 8U and 6U one (1) hour practice.
5. Plan for increasing enrollment for both the 6U and 8U programs.
6. Proposed fee structure, per season, to perform the tasks / scope of work described above.
7. Proposed staffing plan and identification of key personnel (if available).

SELECTION PROCESS

Tentative timeline for selection of successful bidder is as follows:

1. This RFP will be publicly available for review and download on the CPYHA website (<http://www.cliftonparkyouthhockey.com/>) starting on 1/09/19
2. Submissions will be accepted until 2/22/19. Submissions will be accepted via email at tomrourke66@gmail.com.
3. Following the final submission, the CPYHA selection committee will review the submissions and down-select submissions to one or more potential successful bidders. At this time the selection committee may request more information from a bidder.
4. In person interviews for the one or more potential successful bidders will be conducted as needed for the selection committee to make a final selection.
5. The selected bidder will be notified by 4/15/19.

ADDITIONAL NOTES

CPYHA reserves the right to reject any or all proposals and/or alter any or all of the above stated requirements and scope of work as it deems necessary to serve the best interests of the organization.

The successful bidder shall be required to execute a formal agreement with CPYHA within thirty (30) days following notification of selection.

Key personnel identified in the submission documents may not be substituted without prior authorization of CPYHA. Proposed replacements of key personnel must have equivalent experience and qualifications as the identified key personnel.