



ANCASTER MINOR HOCKEY LEAGUE

Website: www.ancasterminorhockey.com

TENDER DOCUMENT

Invitation to Tender (ITT) – Call for Tenders

The AMHL invites tenders for a one (1) year contract for CHIPs Player and Coach Development for the 2010/2011 season. This contract will include the duties as laid out in the Annex. Those bidding should assume that they will be 'running the program for the AMHL' at the CHIPs level, and also provide continuity of instruction and direction through the Mite, Tyke House League and Tyke Rep program practices. The AMHL will provide ice at Spring Valley Arena in Ancaster on Friday evenings, Saturday mornings and Sunday mornings for this program. The season begins the last weekend in September, ends on the last Saturday in March, and is made up of 25 weeks in between, excluding holiday breaks. Use this number as the basis for estimating the season requirements.

It is anticipated that the successful bidder will position themselves as the on-ice leader and also include 2 to 4 trained staff members as on-ice station leaders for 2 hours of CHIPs ice per weekend for the season. In addition to CHIPs, the successful bidder will include a plan for working on and off the ice with the coaches on improving Mite, Tyke House League season practices (same duration as the CHIPs season) and also for the Tyke Rep practices which start earlier than the CHIPs season. It is expected that Mites and Tykes will require additional on-ice training in the form of 1 to 2 practices a month using AMHL ice. The AMHL will also evaluate any bids that do not include running all or part of these development sessions on AMHL ice.

If you are interested, please submit a tender bid via email to the AMHL at: chips@ancasterminorhockey.com. The deadline for submission of tender bids is 4:00 p.m. on Wednesday, August 4th, 2010.

Submission of a tender implies acceptance of:

1. the duties and responsibilities as specified by the AMHL which are described in the 2 page Annex form attached to this ITT, and
2. that the successful tender shall also be subject to entering into a written contract of agreement within thirty (30) days of July 30, 2010, which shall set out these duties and responsibilities and other general contract provisions in a form satisfactory to the AMHL, including a mutual termination clause upon thirty (30) days prior written notice.

THE LOWEST OR ANY TENDER BID WILL NOT NECESSARILY BE ACCEPTED

Ancaster Minor Hockey League (AMHL) Rights

The AMHL reserves the right, in its sole and absolute discretion to reject any or all Tender submissions, accept a Tender Submission which is not the lowest price, reject a Tender Submission even if it is the only one received by AMHL and cancel the purchase at any time either before or after the receipt of the Tender Submission, without liability to itself, as the best interests of AMHL may require, or as required in accordance AMHL by-laws, policies or procedures. AMHL may also make changes to the product ordered and receive credit for or pay additional amounts as required in its discretion.



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3. that the AMHL may choose to award separate contracts by division if one provider can not successfully meet the requirements for the entire program
4. the AMHL reserves the right to advertise the use of professional development services in any online and in-print material using the name and website of the successful bidder.

This invitation to tender is in no way binding on the AMHL. The AMHL's contractual obligation commences only upon signature of the contract with the successful tenderer. Up to the point of signature, the AMHL may either abandon the procurement or cancel the award procedure, without the tenderers being entitled to claim any compensation. You will be informed whether or not your tender has been accepted.

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Annex: Duties and responsibilities of Registrar and Ice Scheduler.

Annex: Duties and responsibilities of the CHiPs, Mite and Tyke Player and Coach Development contract position:

1. CHiPs, Skaters, Age 4, new to hockey (~80-100 skaters)
 - Work with the Director of IP to set up a season long program that adheres to the Hockey Canada IP curriculum for CHiPs level skaters
 - Plan for 2 hours per week on ice support for the season
 - Provide dedicated and consistent on ice training for the skaters
 - Provide an on-ice leader for each hour of CHiPs each week
 - Provide 2-4 on-ice station leaders for each hour of CHiPs each week.
 - Develop a program to include and leverage the skills of any on-ice parents
 - Develop enthusiastic skaters looking forward to the next year
2. Mite, Tyke House, Age 5 and 6 (~60-80 skaters)
 - Work with the Director of IP to set up a season long program that adheres to the Hockey Canada IP curriculum for Mite and Tyke aged players
 - Provide dedicated and consistent on ice training for the skaters
 - Plan for 3 hours on the ice 1 to 2 times a month for the season
3. Tyke Rep, Age 6 (~15 skaters)
 - Work with the Tyke Rep Coach to provide input on development plans for the team
 - Provide dedicated and consistent on ice training for the skaters
 - Plan for 1 hour on the ice 1 to 2 times a month for the first 3 months of the season
4. Jump Start Program:
 - Each season the AMHL has 6-8 skaters that are new to hockey try out at the Tyke / Novice and Atom levels that are not ready to play hockey at the level their peers. In the past these skaters have gone into CHiPs to learn the basics, but this does not provide a growth path to ensure that they will be ready for the follow season. Please include in your bid a plan for accelerating the development of these specific skaters.
5. Other duties:
 - Participate with the Director of IP in a new player initiation meeting for parents new to AMHL hockey to discuss the details of the program. This will be a 1.5 hour meeting in August.

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