



Call for proposals — FUNdamentals Program Coordinator

Deadline: July 31, 2022

Delta Ringette Association (DRA) is seeking a contractor to deliver the FUNdamentals program to children from age 5-8 years old during the 2022/2023 ringette season. Interested individuals are welcome to submit a proposal that meets the statement of work (SOW) below.

Program Objective: To administer and deliver Delta Ringette's FUNdamentals program to children ages 5-8 years old for the 2022/2023 ringette season, following the guidelines as set out in Ringette Canada's [Children's Ringette guidelines](#) and as outlined by DRA in this SOW.

Background: Due to the nature of having so many families new to ringette in the division, it is a challenge each year to find a head coach who is comfortable & qualified to coach the division. Delta Ringette is proposing an on-ice Program Coordinator to ensure that our youngest ringette players acquire the appropriate skills and parent volunteers gain confidence to continue coaching in the future. The estimated start date of FUNdamentals is September 10, 2022, and the end of the program is March 11, 2023.

Scope: FUNdamentals (a part of "Children's Ringette") is a program that focuses on providing age & stage appropriate experiences for our youngest and newest ringette players. The program, set out by Ringette BC, emphasises fun & play, grouping children based on skill and readiness and using an adapted game (small area games & small nets), to maximize skill development for all. Ringette BC provides a comprehensive [toolkit](#) of weekly lessons and on-ice games to use.

Delta Ringette generally has between 20-30 FUNdamental players. These players range in age from 5 – 8 years old and are divided into two groups based on skill; FUN1 & FUN2.

Tasks:

- Delivering on-ice instruction for 1 hour each Saturday morning (time TBD) at Tilbury. Ice Lessons should follow Ringette BC's program guidelines and focus on both skating & ringette skills appropriate for the skill level and age.
- Providing a written version of the Saturday practice plan to volunteer coaches so they can repeat it at the weekday (usually Tuesday) ice time.
- Mentoring parent/volunteer coaches & on-ice helpers to develop future head and assistant coaches as their children age into U10 and above.
- Working with team manager to register for local jamborees and dividing the group into skill-appropriate squads when needed.
- Helping to assess players twice a year (or as requested by the Director of Coaching) and recommending appropriate division for next season.
- Communicating with parents ensuring players are fitted with proper gear and teaching players & parents the basic rules of the game.
- Informing the President & Director of Coaching of any issues that arise with parents, volunteers or players and providing feedback regarding the program throughout the season.

Meetings & Reporting:

The Contractor will provide monthly progress reports to the President and Director of Coaching throughout the duration of the program.

Deliverables:

A 23-week FUNdamentals program following Ringette BC's FUNdamentals Program guidelines delivered between September 10, 2022 – March 11, 2022.

Qualifications & Requirements *(missing qualifications must be completed by December 1, 2022)*

- CSI Trained
- Criminal Record Check (vulnerable sector)
- Respect in Sport or Safe Sport
- Making Headway in Sport (or concussion awareness training)
- Making Ethical Decisions Module & Evaluation
- Signed Coach Code of Conduct
- Preference may be given to someone with previous ringette playing experience

Upon successful completion of any of the above courses that involve a registration fee, Delta Ringette will reimburse the Contractor for the full amount.

Compensation:

The selected applicant will receive an honorarium of \$100.00 a week to a maximum of \$2,300.00

To Apply:

Please include a cover letter, background and qualifications in your proposal and email to the President, Shanna Keen at president@deltaringette.ca by July 31, 2022.

Proposal should answer the following questions:

- What is your previous experience with ringette, coaching & working with children?
- Why are you interested in the position of FUNdamentals Coordinator?
- What are some of the attributes you possess that would make you an ideal candidate for this role?

If you have any questions, please reach out to Shanna Keen at president@deltaringette.ca.