



## REQUEST FOR PROPOSAL (RFP) – ICE ALLOCATOR

RFP #: BMHA 2026-004

Title: Ice Allocator

Issue Date: April 13, 2026

Closing Date & Time: Monday, May 4, 2026 at 5pm

Contact Person: Rebecca Chau, Executive Administrator

Email: [admin@burnabyminor.com](mailto:admin@burnabyminor.com)

### 1. About BMHA

Burnaby Minor Hockey Association (“BMHA” or the “Association”) is a community-based, non-profit minor hockey association serving approximately 700 youth from U5 through U21. The Association operates under a volunteer Executive Board and is supported by contracted administrative and development professionals.

BMHA is a member association of PCAHA, BC Hockey, and Hockey Canada and is committed to providing a safe, inclusive, and positive hockey environment for all participants.

### 2. Invitation to Proponents

Burnaby Minor Hockey Association invites qualified individuals or organizations (“Proponents”) to submit a proposal for the provision of services as Ice Allocator as detailed below (the “Work”).

This Request for Proposal (“RFP”) outlines the requirements, expectations, and evaluation process for the engagement. The successful Proponent will be required to operate in accordance with BMHA Constitution, Bylaws, Policies, and the rules and regulations of PCAHA, BC Hockey, and Hockey Canada.

### 3. Purpose of this RFP

BMHA is seeking proposals from qualified individuals or organizations to provide services as Ice Allocator.

Anticipated start date: June 1, 2026

Proposed contract term: One (1) year, with the option, at the sole discretion of BMHA, to extend the initial term for up to two (2) additional one (1) year periods, for a maximum total term of three (3) years.



## 4. Scope of Work

The successful Proponent will provide services to support the operations of BMHA in the role of Ice Allocator.

The detailed responsibilities are outlined below.

### Overview

The Ice Allocator is responsible for the planning, coordination, and management of all ice used by Burnaby Minor Hockey Association (BMHA). This includes developing and maintaining the seasonal ice schedule, coordinating ice usage across teams and programs, and serving as the primary liaison between BMHA, ice facilities, and team officials regarding ice allocation.

### Key Responsibilities

#### Ice Planning & Allocation

- Work with the Executive, Director of Hockey Operations, and relevant program leads to determine the Association's overall ice requirements for the season, including preseason, evaluations/tryouts, regular season practices and games, development sessions, tournaments, and playoff ice.
- Develop and maintain the detailed master ice schedule for all BMHA teams and programs, balancing program needs with available ice and supporting equitable distribution across divisions.
- Provide input and supporting data to the Executive regarding ice requirements for the upcoming season.
- Assist the Executive in planning for future ice allocation needs based on registration projections and team formation.

#### Scheduling & Ice Management

- Maintain and regularly update the association's ice schedule.
- Act as the primary contact for team officials regarding ice scheduling matters.
- Communicate procedures for returning, requesting, or exchanging ice.
- Ensure all ice exchanges, returns, or reassignments are coordinated through the Ice Allocator and comply with BMHA policies.
- Manage schedule changes resulting from league schedules, tournaments, arena closures, or other operational disruptions and communicate updates to all affected.
- Reallocate ice when required to address team conflicts, cancellations, or changes in program needs.
- Post available ice slots for redistribution to teams when unused or returned ice becomes available.
- Ensure unused ice is returned to the applicable facility within required timelines to maximize credits or reallocation opportunities.
- Track returned, unused, and redistributed ice.



- Maintain records of ice usage and provide summaries to the Executive to support planning and facility discussions, and identify opportunities to improve scheduling efficiency and overall ice utilization.
- Review the “no-show” reports provided by ice facilities, and notify the Treasurer of team deposit cheques that need to be cashed due to their absence for scheduled ice times.

#### Ice Application, Contract & Facility Coordination

- Coordinate and complete seasonal ice application requests required by facilities on behalf of BMHA.
- Work with the Executive to determine the Association’s ice requirements prior to submitting applications.
- Review facility ice allocations to confirm they align with BMHA’s submitted applications and program needs.
- Review draft ice contracts against the approved ice application and allocation to ensure all requested ice has been correctly included.
- Confirm the accuracy of allocations and contracts prior to Executive approval and signing.
- Serve as the primary contact between BMHA and ice providers, including the City of Burnaby, Scotia Barn, and other facilities used by the Association.
- Attend ice allocation meetings and communicate schedules and changes with facilities as required.
- Ensure compliance with facility policies related to ice use and schedule changes.

#### Other Responsibilities

- Provide regular updates to the Executive on ice allocation and scheduling matters, including preseason planning updates and in-season summaries of ice usage and adjustments, as required.
- Attend Executive or other BMHA meetings when required to support ice-related planning.
- Develop and maintain an annual calendar of key tasks, milestones and dates of ice-related matters, for inclusion in the association annual calendar.
- Operate in accordance with BMHA policies and the rules of PCAHA, BC Hockey, and Hockey Canada.

#### Key Deliverables

Deliverables include, but are not limited to, the following:

- Development and maintenance of the BMHA master ice schedule
- Equitable distribution of ice across teams and programs
- Timely schedule updates and communication of changes
- Management of returned or unused ice
- Participation in facility ice allocation meetings
- Periodic updates to the Executive on ice allocation and utilization
- Annual ice allocation planning timeline outlining key milestones
- End-of-season summary of ice usage and allocation to support planning for the upcoming season



## **System & Technology Requirements**

The Ice Allocator must be proficient in systems used by the Association, including:

- TeamSnap
- Spordle (as applicable)
- Google Workspace (Drive, Docs, Sheets)

The Proponent is responsible for providing their own computer equipment and internet access, and any other tools necessary to perform the Work. BMHA will provide required system access credentials.

All data, accounts, and system access remain the property of BMHA.

## **Time Commitment Expectations**

This is a part-time contract engagement with workload that varies seasonally based on the ice allocation cycle.

The workload is cyclical, with peak periods including preseason planning, team formation and scheduling, early season adjustments, and tournament or playoff scheduling.

The Ice Allocator is expected to manage workload to ensure timely completion of all deliverables, particularly during peak operational periods. Proponents should outline their availability and capacity to support these periods in their proposal.

## **Additional Responsibilities**

The successful Proponent may be asked to undertake additional duties reasonably related to the role and consistent with the objectives of the Work, as requested by the BMHA Executive or its designate.

## **5. Governance Framework**

The successful Proponent will operate within the governance structure established by the BMHA Executive, and in accordance with the Association's Constitution, Bylaws and Policies.

The successful Proponent will report to the BMHA Executive Board, or a designate appointed by the Executive.

The Proponent does not hold voting authority within the Association.

Reporting expectations may include meeting attendance, updates, invoicing, and performance reviews. Continued engagement may be contingent upon satisfactory performance.



## 6. Submission Requirements

Proponents should ensure their submission clearly addresses the requirements outlined in this RFP and provides sufficient detail to allow BMHA to evaluate the proposal. Proponents must submit a complete proposal that includes the following::

- Cover Letter/Executive Summary - a brief introduction and summary of the proposal.
- Experience & Qualifications - relevant professional and/or sport experience.
- Proposed Approach - description of how the Proponent would deliver the Work, including workflow, communication practices, tools or systems used, and any processes they would implement to ensure the responsibilities are completed effectively.
- Availability & Capacity - description of availability to support the role, including ability to support peak operational periods.
- Financial Proposal - include proposed compensation structure (e.g., monthly retainer, hourly rate, or seasonal fee), estimated annual cost, billing frequency, whether billing is personal or corporate, and GST status. Proponents should also clearly outline the basis for their pricing, including any key assumptions (e.g., scope interpretation, estimated time commitment, level of support, systems, any exclusions, etc.).
- References - minimum of two professional references
- Conflict of Interest Disclosure - disclosure of any actual or perceived conflicts of interest

Proposals must remain valid for 60 days from Closing Time.

## 7. Proposal Evaluation

Proposals will be evaluated based on relevant experience, demonstrated understanding of the role, proposed approach, qualifications, and overall value to the Association.

BMHA reserves the right to shortlist candidates, conduct interviews, request clarifications, negotiate scope, or not award a contract.

## 8. Independent Contractor Status

The successful Proponent will be engaged as an independent contractor, not as an employee of BMHA. BMHA will issue a T4A where required. The Proponent is responsible for all tax obligations.

## 9. Confidentiality & Data Protection

The successful Proponent must maintain confidentiality of member, financial, and operational information and return all documents and access credentials upon termination.



## 10. Transition & Knowledge Transfer

At the conclusion of the contract, the Proponent must participate in a transition process and transfer all relevant documents, passwords, and materials to ensure continuity.

## 11. General Terms

**Right to Reject** - BMHA reserves the right to accept or reject any or all proposals, cancel or re-issue the RFP, or negotiate with one or more Proponents. BMHA is not obligated to accept the lowest-cost proposal.

**No Binding Obligation** - This RFP does not constitute a binding agreement. No contract will exist until a written agreement is executed.

**Proponent Costs** - All costs associated with preparing and submitting a proposal are the responsibility of the Proponent.

## 12. Submission Instructions

**Submission Method** - Proposals must be submitted electronically in PDF format via email to: Rebecca Chau at [admin@burnabyminor.com](mailto:admin@burnabyminor.com) with the subject line "RFP – Ice Allocator – Proponent Name"

**Closing Time** - Proposals must be received no later than **Monday, May 4, 2026 at 5pm (Pacific Time)**. Late submissions may not be considered.