



REQUEST FOR PROPOSAL (RFP) – REFEREE-IN-CHARGE (RIC)

RFP #: BMHA 2026-006

Title: Referee-in-Charge (RIC)

Issue Date: April 17, 2026

Closing Date & Time: Friday, May 8, 2026 at 5pm

Contact Person: Rebecca Chau, Executive Administrator

Email: 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 Referee-in-Charge 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 Referee-in-Charge.

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 Referee-in-Charge.

The detailed responsibilities are outlined below.

Overview

The Referee-in-Charge (RIC) oversees BMHA's on-ice officiating program, including recruitment, development, assignment coordination, and support of officials. The role helps ensure BMHA has a sufficient pool of qualified officials, that assignments are managed appropriately, and that officiating standards are supported throughout the season.

Key Responsibilities

Recruitment

- Recruit new on-ice officials and promote officiating opportunities within the Association.
- Support the retention and ongoing engagement of existing officials within the Association.
- Organize and coordinate referee training clinics and certification courses through BC Hockey.
- Ensure BMHA on-ice officials are aware of annual certification and re-certification requirements.
- Maintain up-to-date records of BMHA officials, including certification status, level, and general assignment readiness.

Development, Supervision, & Evaluation

- Develop, implement, and maintain an officiating developing and training program for on-ice official development program for BMHA, including mentorship, training, and evaluation opportunities for officials at various levels.
- Provide ongoing supervision, observation, and feedback to BMHA on-ice officials to support skill development, confidence, consistency, and advancement.
- Establish and oversee a structured approach to officiating development, which may include shadowing, pairing, in-game observation, and other development supports, as appropriate.
- Attend games in the City of Burnaby on a regular basis to observe officials and provide coaching, guidance, and performance feedback.
- Assess officials' readiness for game assignments and progression to higher levels of officiating responsibility.
- Conduct evaluations of officials, as needed, to support development, identify areas for improvement, and help ensure officials are assigned at an appropriate level.
- Address and help resolve officiating concerns or complaints from team officials, members, and BMHA Executive.

Referee Assigning



- Oversee and coordinate the assigning of BMHA on-ice officials for games within the scope of BMHA's responsibility (e.g., U13 and younger), including games assigned through the designated referee assigning system.
- Assist referees, team officials, and other users in getting set up and becoming familiar with the referee assigning system (e.g., Horizon WebRef/Spordle).
- Assign officials in a manner that reflects certification level, experience, readiness, and fairness of opportunity.

Other Responsibilities

- Stay current with rule changes and interpretations from BC Hockey and Hockey Canada, and communicate relevant updates and officiating standards to BMHA officials, team officials, and players, as appropriate.
- Act as the primary contact for BMHA on-ice officials regarding assignments, rule clarifications, and officiating expectations.
- Serve as the liaison between BMHA and BC Hockey's officiating program, and maintain regular communication with BC Hockey, PCAHA, and BMHA Executive on officiating-related matters.
- Attend BMHA coach/manager meetings and provide updates on referee assigning and officiating matters.
- Develop and maintain an annual calendar of key officiating-related tasks, milestones, and dates for inclusion in the Association's annual calendar.
- Provide regular updates to the Executive on officiating matters, including referee development and performance.

Key Deliverables

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

- Recruitment and retention of a sufficient pool of BMHA on-ice officials.
- Timely and coordinated referee assignments for games within BMHA's assigning scope.
- Ongoing development, supervision, and support of officials throughout the season.
- Maintained and organized records related to official certification and assignment readiness.
- Regular communication with officials, team officials, governing bodies, and BMHA leadership on officiating matters.
- Participation in coach/manager meetings and provision of officiating-related information and updates.
- An annual officiating calendar outlining key deadlines, clinics, milestones, and seasonal requirements.
- An end-of-season summary of officiating activities and recommendations for improvement.

System & Technology Requirements

The proponent should be comfortable using or learning Spordle and any other BMHA's designated systems and tools related to referee assigning, communication, and officiating administration. This may include assigning platforms, email, spreadsheets, and shared documents.



The Proponent is responsible for providing and maintaining their own computer equipment, internet access, and any other tools necessary to perform the Work..

Time Commitment Expectations

This is a part-time contract engagement with work occurring throughout the hockey season, with workload tending to be slightly heavier at the beginning of the season.

Proponents should outline their availability and capacity to support the Work.

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 with the subject line "RFP – Referee-in-Charge – Proponent Name"

Closing Time - Proposals must be received no later than **Friday, May 8, 2026 at 5pm (Pacific Time)**. Late submissions may not be considered.