



NORTH VANCOUVER MINOR HOCKEY ASSOCIATION

CONTRACT SERVICES OPPORTUNITY

Posting Date: May 1, 2026	Role Type: Contract (9 months)
Closing Date: May 22, 2026	Position Title: C Hockey Lead

The North Vancouver Minor Hockey Association (NVMHA) operates under a volunteer Board and is supported by contracted administrative and development professionals.

Purpose of this Contract

We are seeking a **C Hockey Lead** - a high-impact role for someone who loves the game, thrives working with coaches and players, and wants to make a real impact on the day-to-day experience.

This role is responsible for the delivery and execution of the C Hockey program, ensuring coaches are supported, standards are consistent, and players and families have a fun, organized, and rewarding experience throughout the season.

All qualified individuals (“Proponents”) are invited to submit their proposals for the provision of services below (“Work”).

Scope of Work

The successful Proponent will provide services to support the operations of NVMHA in the role of C Hockey Lead.

The detailed responsibilities are outlined below.

Duties and Key Responsibilities

Program Delivery & Execution

- Lead the operational delivery of the C Hockey program across all divisions
- Support team formation, player balancing, and program consistency
- Monitor and uphold program standards and communication across divisions
- Identify and implement operational improvements within the C program
- Support delivery of pre-season, in-season, and end-of-season coach meetings in alignment with Hockey Operations priorities

Coach Support & Development

- Lead the recruitment, selection, and placement of C Hockey coaches, in collaboration with the Director of Hockey Operations and Division Directors
- Serve as a visible and accessible resource for coaches
- Provide support and guidance to volunteer coaches to ensure consistent program delivery and alignment with Association standards
- Ensure coaches complete required Hockey Canada certifications and clinics
- Provide guidance on practice planning, player development, and team management

Player Development & Retention

- Promote player retention and clearly communicate development pathways
- Support evaluation processes and player placement
- Ensure end-of-season player evaluations are completed by coaches
- Ensure end-of-season coach feedback sessions are conducted

Program Integration

- Lead the operational delivery of the Junior Coach / On-Ice Helper program within C Hockey
- Support the implementation of Affiliate Player participation within the Association
- Work with the Director of Hockey Operations to integrate skills and goaltender development programming into team environments
- Support ongoing evaluation and feedback of coaches to ensure alignment with program expectations and continuous improvement

Role Alignment

The C Hockey Lead works closely with the Director of Hockey Operations to ensure alignment with Association standards, development philosophy, and program priorities.

The C Hockey Lead works in partnership with Division Directors, who are primarily responsible for divisional administration, communication, and coordination.

Coaches remain responsible for running their teams, with the C Hockey Lead providing support, guidance, and consistency across the program.

This role focuses on execution, coach support, program consistency, and operational accountability.

Key Deliverables

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

- Successful delivery of the C Hockey program across all divisions
- Completion of team formation and player balancing aligned with Association standards
- Recruitment, placement, and onboarding of C Hockey coaches
- Ongoing support and engagement of coaches throughout the season
- All coaches meeting Hockey Canada certification requirements
- Delivery of pre-season, in-season, and end-of-season coach meetings
- Completion of end-of-season player evaluations across all C teams
- Completion of end-of-season coach feedback sessions
- Delivery of the Junior Coach / On-Ice Helper program
- Integration of skills and goaltender development programming within teams
- Clear and consistent communication with coaches and stakeholders
- Identification and implementation of operational improvements within the C program

Competencies

- Commitment to fostering a positive hockey culture and community experience
- Strong understanding of minor hockey operations and player development
- Ability to support and mentor volunteer coaches
- Excellent communication and relationship management skills
- Strong organizational and problem-solving abilities
- Ability to manage multiple priorities in a dynamic environment
- Ability to prioritize tasks, seek support when needed, and strong time management skills

Qualifications

- Previous coaching or hockey operations experience preferred
- Experience working within minor hockey or sport organizations
- Strong leadership and communication skills
- Respected within the hockey community and able to positively influence others

Contract Details

- Seasonal contract (August – April)
- Estimated average of 30 hours per week, even higher during peak season (August to October) with peak periods during evaluations and season start.
- A combination of on-site and virtual engagements week to week are required.

- Reports to the Director of Hockey Operations, with regular interaction and reporting to the NVMHA Board of Directors as required.

Contract Process

- Many of the administrative and operational roles that support NVMHA are structured as term-based contracts.
- As contracts come to an end, NVMHA may post contract opportunities to ensure a fair and transparent approach.
- This process is not a reflection of performance. Current contractors are welcome to apply.
- This approach reflects the conclusion of contract terms and NVMHA's commitment to consistent governance.

To Submit Your Proposal

Please submit your proposal that includes the following to president@nvmha.com, subject "**Contract Services Proposal - C Hockey Lead - [Your Name]**"

- Resume and Cover Letter outlining your interest and relevant experience
- Brief overview of your approach to the role, including how you would support delivery, communication, and organization throughout the season
- Availability & Capacity, including ability to support key peak periods (evaluations, season start, events)
- Compensation Expectations, including preferred structure (hourly, monthly, or seasonal)
- References (minimum of two professional references)
- Conflict of Interest Disclosure (if applicable)

Proposal Evaluation

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

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