

REQUEST FOR PROPOSAL (RFP)

Lower Mainland Ringette League (LMRL)
Ice Scheduler – 2025–2026 Season



The Lower Mainland Ringette League (LMRL) is seeking proposals from qualified individuals or contractors to fulfill the role of Ice Scheduler for the 2025–2026 ringette season. The successful candidate will be responsible for scheduling all league games within LMRL's boundaries and in accordance with Ringette BC and LMRL policies.

2. BACKGROUND

The LMRL is a non-profit society that governs league ringette play across Metro Vancouver and the Fraser Valley. When the volunteer Board role responsible for scheduling is unfilled or requires additional support, LMRL engages a *contractor* to fulfill this role who receives a seasonal contract. The Ice Scheduler is not a voting member of the LMRL Board. The LMRL Vice-President acts in a supervisory role and supports the Ice Scheduler for them to fulfill their roles and responsibilities of the seasonal contract.

3. CONTRACT OVERVIEW

Contract Term: September 15, 2025 – March 15, 2026

Compensation: \$5,000, paid in two installments:

\$2,500 on December 15, 2025

\$2,500 on March 15, 2026

Contracting Authority:

Carla Clapton, LMRL Vice-President (carla.clapton@lmrl.ca)

Mike Kinar, LMRL Treasurer (mike.kinar@lmrl.ca)

4. SCOPE OF WORK

The Ice Scheduler will be responsible for the following key deliverables:

a. Scheduling

- Create and manage league schedules for FUN1/2, U10 to 18+ (Club & Zone), and Masters. The management of league schedules includes regularly checking email and responding to game re-scheduling requests throughout the season as well as making updates to the league schedule in the RAMP software within five days of receipt.
- Produce three schedule phases: Tiering/Pooling, First Half (Nov–Dec), Second Half (Jan–Mar).
- Ensure compliance with Ringette BC/Canada Game technical standards and LMRL guidelines.
- Coordinate ice availability from Member Associations.
- Assign unique game IDs, designate home teams, and balance home/away games.

b. Communications

- Liaise with Association Ice Schedulers, Division Coordinators, and LMRL Executives.
- Update schedules and process game changes or cancellations.

- Submit finalized schedules to the LMRL Webmaster for publishing in accordance with the RAMP software.

c. Meetings

- Attend LMRL Board and Division meetings as requested.
- Participate in virtual or in-person meetings with stakeholders as necessary.

5. CONTRACTOR REQUIREMENTS

- Must have consistent access to a computer and email.
- Ability to respond promptly to stakeholders and adapt to tight turnaround schedules.
- Submit finalized schedules to the webmaster for publishing as per the specs of the RAMP software.
- Experience with scheduling or logistics coordination in a sport or league setting is preferred.
- Familiarity with Ringette BC and Ringette Canada competition guidelines is an asset.
- Must use personal equipment/software to perform all duties.

6. SUBMISSION GUIDELINES

Interested applicants must submit a proposal that includes:

- Cover Letter outlining qualifications and interest
- Resume or description of relevant experience
- Availability for the contract term and key deadlines
- References (optional, but preferred)

7. SUBMISSION DEADLINE

All proposals must be submitted by August 23, 2025, to:

Carla Clapton
Vice-President, LMRL
carla.clapton@lmrl.ca

8. EVALUATION CRITERIA

Proposals will be evaluated based on the following:

- Relevant experience and qualifications
- Understanding of the role and deliverables
- Responsiveness and communication style
- Cost alignment with contract budget (fixed fee: \$5,000)

9. ADDITIONAL INFORMATION

- The Ice Scheduler is expected to comply with all LMRL and Ringette BC policies and Codes of Conduct.
- The LMRL may request interviews with shortlisted candidates.
- LMRL reserves the right to reject any or all proposals.

We look forward to working with a dedicated individual who will help us deliver a smooth and successful ringette season for our athletes and associations.