

**Request for Proposals**  
**Antigonish Community Sport Hub Coordinator**

**Overview**

The Antigonish Community Sport Hub is a Pilot project between multiple community sport organizations and municipal recreation departments to implement a shared-services model of community sport delivery, benefiting multiple organizations and the Antigonish community. The Sport Hub is looking to create a 'one-stop-community sport-shop', designed to positively impact ongoing sport participation by increasing recreational sport opportunities and enhancing competitive play at the community level.

The Pilot will involve a small group of organizations that focus their sport delivery on youth programming within the Town and County of Antigonish through shared deliverables, along with strong measurement and evaluation. Throughout Pilot development, additional community sport organizations and stakeholders will be approached and engaged for partnership opportunities within the Sport Hub model to advance beyond summer 2020.

**Invitation**

The Antigonish Community Sport Hub Council is seeking proposals from qualified individuals/organizations to act in the capacity of Sport Hub Coordinator.

Antigonish Community Sport Hub Council is comprised of representation from the Municipality of the County of Antigonish, the Town of Antigonish, Sport Nova Scotia and various community sport organizations. The Sport Hub Coordinator will report directly to the Project Manager: Stephanie Spencer, Community Sport Lead, Sport Nova Scotia

The Sport Hub Coordinator is responsible to implement the shared and agreed upon deliverables of the Sport Hub Council by working with community sport organizations, town and county municipal recreation departments and community sport stakeholders.

This is a contract for a 6-month term with the possibility of extension.

The contract will be hosted by the Municipality of the County of Antigonish.

## Scope of Work

Responsibilities include but are not limited to:

Job Parts	Key Duties and Responsibilities
Technology Development	<ul style="list-style-type: none"><li>- Support the advancement of a shared communication site, online registration system, volunteer data-base and accounting processes.</li><li>- Design of technology user guides, organizational roles/responsibilities and organizational use of shared software.</li><li>- Online resource development for coaches, officials, organizations and parents.</li></ul>
Program Alignment	<ul style="list-style-type: none"><li>- Coordination of aligned program scheduling, launch days, in-person registration, coach education and partnership programs.</li><li>- Scheduling of community sport facilities and hosting schedules.</li></ul>
Communication	<ul style="list-style-type: none"><li>- Coordination of organizational resources to support board effectiveness.</li><li>- Creation of sport pathways for participant development.</li><li>- Creation of a consistent parent engagement/communication plan and user code of conducts.</li><li>- Recording and distribution of Council meeting proceedings and monthly reports to community partners.</li></ul>
Measurement and Evaluation	<ul style="list-style-type: none"><li>- Participation in, and support to, measurement and evaluation practice as determined through priority areas.</li></ul>
Sustainability	<ul style="list-style-type: none"><li>- Support the development of the partnership agreement, terms of reference, roles, responsibilities, and governance models.</li><li>- Support to the expansion of community sport organization engagement and partnership opportunities.</li><li>- Seek out and assist in funding opportunities to support the overall financial plan.</li></ul>

## Essential Qualifications and Competencies

- Undergraduate/post-secondary degree in Kinesiology, Sport Administration, Sport Management, Health & Human Performance, Physical Education, Recreation Management or equivalent work experience in the field of coaching or administrating sport.
- Working knowledge of the Canadian and Nova Scotia sport systems and their components.
- Proven understanding of sport development and programming at the community level.

- Highly organized self-starter with project management experience. Must be able to prioritize, organize, co-ordinate and follow-up on deliverables within established timelines.
- Superior oral and written communication skills.
- Experience working with multiple stakeholders and meeting coordination.
- Must possess/have access to a vehicle

### **Hours of Work, Remuneration and Renewal**

- Sport Hub coordinator contract will be for 6 months.
- Hours will be part-time, for approximately 20-25 hours/week (The individual/Organization must be able to work flexible hours to accommodate time-sensitive priorities).
- Possibility to extend contract beyond 6 months.
- Mileage remuneration will be in accordance with Provincial Guidelines.
- Individual/Organization must be able to commence work upon awarding of the contract.
- Given the Contractor's status as an independent contractor, no workers' compensation insurance shall be obtained by the Municipality covering the Contractor or the Contractor's employees.

### **Submission Format and Content**

- Provide a cover page showing the project identification, proponents address, telephone number and closing date and time.
- Fees and rates for the items listed in the Scope of Work.
- The Contractor shall obtain Comprehensive General Liability insurance coverage with a minimum inclusive limit of \$2,000,000 per occurrence for bodily and personal injury, and property damage including loss of use thereof, and Automobile Insurance coverage for a minimum inclusive limit of \$2,000,000 per occurrence for both owned and non-owned vehicles (the "Insurance Policies").

### **Submission**

Proposals may be submitted in hard copy by delivering three (3) sealed copies clearly marked as Antigonish Community Sport Hub: Sport Hub Coordinator- Request for Proposal Response to Marlene Melanson, 285 Beech Hill Rd, Beech Hill, Nova Scotia, B2G 2L4.

Proposals may be submitted electronically. They should be clearly labelled as Antigonish Community Sport Hub: Sport Hub Coordinator- Request for Proposal Response and submitted to [marlene.melanson@antigonishcounty.ns.ca](mailto:marlene.melanson@antigonishcounty.ns.ca)

The individual assumes the burden of delivery.

- Proposals submission are due by 12:00 noon, local time, Thursday, November 28<sup>th</sup>, 2019
- Late submissions will not be accepted
- Proposals are to be clearly marked: Request for Proposals – Sport Hub Coordinator.
- The Sport Hub Council reserves the right to reject any or all Quotations, waive formality informality or technicality in any of the Quotations, not necessarily accept the lowest Quotation, or to accept any Quotation that may be in the best interest of the Group.

## **General Terms and Conditions**

### Confidentiality

Material and information provided to the individual/organization by the Sport Hub partners must be kept confidential. This includes reports as well as information collected during the contract term. All information and documentation are to be treated as confidential and not to be released unless permission is granted by the Project Manager; unless they are identified as public documents.

### Costs incurred by the Proponents

All costs and expenses incurred in the preparation and submission of a proposal shall be borne by the individual/organization. There shall be no direct or indirect payment for the preparation of a submission or to attend interviews in response to this Request for Proposal.

### Freedom of Information

All documents, including submissions of proposals to the Municipality, become the property and a record of the Municipality; as such are subject to the Nova Scotia's Freedom of Information and Protection of Privacy Act and the Nova Scotia Municipal Government Act. By submitting a proposal, the proponent is agreeing to public disclosure of its contents as required under these Acts.

Stephanie Spencer, Community Sport Lead  
Sport Nova Scotia  
149 Church Street, Suite 4  
Antigonish, NS, B2G 2E2  
C: 902-863-7395