BC ATHLETICS REQUEST FOR PROPOSALS

HIGH PERFORMANCE PROGRAM REDEVELOPMENT PROJECT

CIRCULATED: NOVEMBER 20, 2026

PROPOSAL SUBMISSION DEADLINE: DECEMBER 16, 2026

ORGANIZATIONAL OVERVIEW

BC Athletics is the provincial sport organization for the sport of Athletics (Track & Field, Race Walking, Cross Country Running, Road Running, Mountain & Trail Running) in British Columbia. We are a member branch of Athletics Canada representing more than 7,000 individual members and a province-wide network of affiliated clubs and organizations.

BC Athletics is dedicated to inspiring a lifelong passion for Athletics by fostering participation, excellence, and community. Through accessible programs, supportive networks, and innovative opportunities, we aim to ignite the potential within every participant and celebrate the spirit of the sport across British Columbia.

PROJECT INTRODUCTION

BC Athletics is seeking to redevelop its high-performance program to establish a comprehensive athlete and coach development pathway that considers progression across all disciplines of Athletics and all stages of Long Term Athlete Development (LTAD).

At the conclusion of this project, BC Athletics will have a comprehensive high-performance program for both able body and para-athlete streams supported by an implementation plan and the processes and training needed to deliver it. The program will include athlete and coach identification and selection processes, an athlete programming and yearly training plan framework, a coach development strategy, a performance monitoring system with event and age-appropriate testing protocols, a sport science and sport medicine strategy, a plan for athlete progression into national programs, and a resource plan with a projected annual budget. Together, these should establish clear objectives, performance measures and processes that support positive, measurable and sustainable outcomes for athletes and coaches, and that can be consistently evaluated and repeated over time.

The project will consider alignment with Athletics Canada's high-performance program, the objectives and deliverables of viaSport's Enhanced Excellence Program, and the role of BC Athletics' affiliated clubs and coaches in supporting athlete development and program delivery.

BC Athletics is seeking evidence-based proposals from qualified individuals and/or a team of individuals to support BC Athletics in this project that considers all able bodied and para disciplines in Athletics, including Track & Field, Cross Country Running, Road Running, Race Walking and Mountain & Trail Running and develops a clear development pathway for athletes aged 9-22.

PROPOSAL TIMELINE

Milestone	Date
RFP Issued	November 20, 2026
Question Deadline	November 30, 2026
Proposal Submission Deadline	December 16, 2026
Proposal Review	December 17-22, 2026
Proponent Notification of next steps	December 23, 2026
Proponent Interviews	January 4-8, 2027
Proposal Selection	January 13, 2027
Anticipated Project Start Date	January 18, 2027
Anticipated Project Completion Date	September 30, 2027

PROPONENT CREDENTIAL REQUIREMENTS

- The principal proponent must have:
  - a professional coaching designation (Chartered Professional Coach, Masters in High-Performance Coaching or more advanced degrees);
  - direct practical Athletics experience at the Olympic/Paralympic or World Championship level in a management, coaching or performance supporting role;
  - an advanced understanding of LTAD principles and practices for the Development Pathway age range;
  - experience with creating event-based performance pathways;
  - a minimum of 2 professional or client references attesting to the proponent's capability to deliver a successful project outcome.

DEVELOPMENT PATHWAY

- The proposal should consider developing a pathway for athletes aged 9-22 years old, using the LTAD model to inform the proposal.

PROJECT DELIVERABLES

The successful proponent will develop a comprehensive high-performance program that addresses the elements below. The proponent will also provide an implementation plan and the training needed to deliver the program.

- **Athlete & Coach Identification and Selection**
  - Develop relevant athlete identification and selection processes for all listed age groups;
  - Develop relevant coach identification and selection processes for coaches across all age groups.

- **Athlete Programming – Yearly Training Plan**
  - Develop a core framework and associated resources to support athlete programming and annual training plan development.
  - Establish guidelines that support consistency while allowing for individual athlete needs and event-specific requirements.

- **Coach Pathway**
    - Develop a coach development strategy that enhances coach competence and confidence in program delivery and LTAD.
    - Identify key initiatives, resources and professional development opportunities to systematically support coach development.

- **Performance Monitoring**
    - Propose relevant performance indicators for each event discipline and age group.
    - Develop age-appropriate and graduated testing protocols for each event discipline and age group.
    - Recommend a performance monitoring system that supports athlete development, tracks progression and informs coach decision-making.

- **Sport Science and Sport Medicine**
    - Develop an age-appropriate sport science and sport medicine strategy that considers the needs of athletes across all disciplines and stages of development.
    - Identify recommended services, supports and delivery models.

- **Athlete Conversion**
    - Demonstrate how the provincial high performance pathway will support athlete progression and transition into Athletics Canada's national development and high performance programs.
    - Identify key performance benchmarks, transition points and opportunities for alignment with national programming.

- **Resource Allocation**
    - Identify the human, financial, technical and infrastructure resources required to implement and sustain the program annually.
    - Provide a detailed projected budget outlining the costs associated with the recommended program.
    - Identify opportunities for partnerships, external funding and resource sharing.

PROPOSALS SHOULD INCLUDE

- A detailed resume of the proponent(s) credentials and summary about why there is interest in engaging with this project;
- A summary of the proposed approach (interviews, surveys, focus groups etc.) for meeting the project deliverables;
- A timeline of project activities and submission of deliverables;
- Proposed team members to support the project;
- A detailed budget, including expected compensation for the project;
- A declaration of any actual or perceived conflicts of interest;
- Proposals should be no more than 10 pages, including appendices.
- A minimum of two professional or client references who can speak to the proponent’s ability to deliver a project of this kind

TERMS & CONDITIONS

- BC Athletics reserves the right to accept or reject any proposal;
- This RFP does not obligate BC Athletics to award a contract;
- Proponents are responsible for all costs associated with proposal preparation;
- Contract terms, including compensation will be negotiated with the successful proponent;
- BC Athletics owns the deliverables from the project and able to use the findings and recommendations however it sees it.

QUESTIONS & CLARIFICATIONS

For all questions or related inquiries, please contact BC Athletics CEO, Megann VanderVliet – megann.vandervliet@bcathletics.org

SUBMISSION

Please submit your proposal as a **single document PDF or Word document** to BC Athletics CEO, Megann VanderVliet – megann.vandervliet@bcathletics.org by December 16, 2026.

EVALUATION CRITERIA

Proposals will be evaluated based on:

Criteria		SCORE
Proponent Credentials (40%)	Professional coaching designation and education	
	Direct practical Athletics experience at the Olympic/Paralympic or World Championship level in a management, coaching or performance support role	
	Mastery of LTAD principles and practices for the development pathway for athletes aged 9-22.	
	Experience creating event-based performance pathways	
	References	
Project Deliverables (40%)	Athlete & Coach Identification and Selection	
	Athlete Programming – Yearly Training Plan	
	Coach Pathway	
	Performance Monitoring	
	Sport Science and Sport Medicine	
	Athlete Conversion	
Project Budget (10%)	Proponent fees and project costs, and value for money	
Quality of Proposal (10%)	Proposed approach, timeline, team members, and overall clarity	

Each criterion is scored 0-5. Scores are averaged within each category and then weighted to produce a total score.

SCORING SCALE

5 – Excellent – Exceeds requirements with significant added value
4 – Strong – Meets all requirements with some added value
3 – Adequate – Meets core requirements
2 – Weak – Partially meets requirements with some notable gaps
1 – Poor – Does not meet requirements
0 – Not addressed