

**Request for Proposals
American Polocrosse Association
Player Development Program**

The APA PDP seeks to create a Coaching Accreditation Program in order to promote the development of club and clinic coaches. The accreditation program is not intended to be a required training for coaches, but rather should be a supportive structure to assist coaches in developing their skills. This RFP aims to solicit plans for developing and managing a Coaching Accreditation Program, to begin by January 2019 and to run for a minimum of 2 years. The proposed program should be sustainable beyond the initial period and should provide a structure from which our coaches can work to develop their players. In addition, the proposed program should provide a process through which coaches can progressively improve their coaching skills, including the possibility of levels of coaching accreditation.

A responsive proposal will include the following elements:

1. **Proposed strategy for training coaches.** Provide a description of coaching philosophy to be employed including outline of proposed training program, ideas for levels of coach accreditation, and framework for ongoing development of coaches.
2. **Implementation Plan.** Discuss how the coaching accreditation program would be delivered, including suggested locations and timeframes, and deliverable products or services. If the proposal includes an online format or option, discuss specifications. Note that responsive proposals will include a minimum of 2 hands-on trainings annually.
3. **Timeline.** Describe plan for coach training, including when each deliverable from the proposal will be met.
4. **Qualifications.** Describe relevant experience including playing and coaching, as well as any previous experience training coaches.
5. **Budget.** Provide a detailed budget for developing and implementing the program for a minimum of 2 years.
6. **Supporting Materials.** Letters of recommendation and other documentation of previous success as a coach or trainer may be included for consideration.

Bidding Process:

Individuals interested in submitting a proposal should respond ASAP to the PDP Chair, Donna Ellis at donna@ellisdesigngroup.net. **Proposals are due by August 1, 2018.** Questions are welcomed prior to the deadline. To submit a proposal, thoroughly respond to the items outlined in this RFP and email your proposal to Donna Ellis. Proposals received after the deadline will not be considered.