



## Carleton Heights Curling Club

1436 Normandy Crescent, P.O. Box 5141, Station F, Ottawa, ON. K2C 3H4

### Request for Proposal – Ice Technician

The Carleton Heights Curling Club (CHCC) is seeking proposals for the services of an **Ice Technician** for the 2017-18 curling season. CHCC desires a contract for services (as opposed to an employer-employee relationship with the Ice Technician). The contract would be for one year, beginning July 1, 2017 and ending June 30, 2018, with the possibility of extension for a second year, by mutual agreement.

CHCC is a four sheet curling club. The curling ice is normally required to be ready for play in mid-August, and the curling season normally finishes at the end of April (the exact dates for the 2017-18 season will be specified at a later date by the Club Executive). CHCC has morning, afternoon, and evening curling leagues and rentals, with up to 6 draws per day. There are approximately 1100 draws per year at the club, including league play, rentals, bonspiels and other special events.

The principal duties of the Ice Technician relate to ice installation, ice maintenance during the season, ice removal and storage of curling stones and other equipment at the end of the season. *Interested candidates should contact CHCC to obtain a more detailed list of duties, as well as other information related to reporting arrangements, minimum qualifications, etc.*

Responses to this request for proposal must include:

- A written resume of relevant work experience and qualifications.
- Copies of any training certificates or other relevant credentials.
- Details of the remuneration that would be expected (the total amount, and a breakdown of the basis for this amount).
- The name and contact information (telephone number and/or email address) of at least two references that can vouch for the qualifications and relevant work experience of the candidate.

Responses to this request for proposal must be received by CHCC by **March 24, 2017**.

Proposals may be mailed (or delivered by hand) to the above address  
or faxed to 613-224-1043  
or emailed to [CarletonHeightsCC.Ice@gmail.com](mailto:CarletonHeightsCC.Ice@gmail.com).

Further information may be obtained via this same email address or by contacting Marilyn Kelly, Club President, telephone 613-852-8840.

February 28, 2017