# BLACK GOLD LEAGUE OPERATIONS MANUAL APPENDICES

2023 - 2024



#### **APPENDIX A - FORMS**

#### Forms:

| A-1 | Protest, Grievance, or Appeals                                 |
|-----|--|
| A-2 | Zone 5 Black Gold League Request - Overage, Retreats, Advances |
| A-3 | Black Gold League Official's Report                            |

#### **Preamble**

Sections A to C below deal with Protests, Grievances or Appeals within the Black Gold League. The appropriate section below is to be submitted to the BGL Secretary along with a non-refundable payment to the BGL Treasurer in the amount specified in Appendix B.



Date of Submission:

# ZONE 5 BLACK GOLD LEAGUE PROTEST, GRIEVANCE OR APPEAL FORM

### <u>SECTIONA</u> - PROTEST - A formal statement of disapproval or dissent with an event or outcome.

RGI File Number: FOR BCI LISE ONLY

| Date of Cabillicoloff:            |            | BOET NO Number: | TON BGE OSE ONET |
|-----------------------------------|------------|-----------------|------------------|
| Team Code:                        |            | Game Date:      |                  |
| Coach Name:                       |            | Game Number:    |                  |
| Opposing Team Code:               |            | Game Location:  |                  |
| Describe the protest in full deta | ail below: |                 |                  |
|                                   |            |                 |                  |
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|                                   |            |                 |                  |
|                                   |            |                 |                  |
| Signatures:                       |            |                 |                  |
| Association President (print):    |            |                 |                  |
| (signature):                      |            |                 |                  |
| Coach (print):                    |            |                 |                  |

(signature):



# ZONE 5 BLACK GOLD LEAGUE PROTEST, GRIEVANCE OR APPEAL FORM

## <u>SECTIONB</u> – GRIEVANCE - A formal complaint of an accepted practice or item in the BGL Manual; also applicable for Code of Conduct.

| Date of Submission:              |               | BGL File Number: | FOR BGL USE ONLY |
|----------------------------------|---------------|------------------|------------------|
| BGL Section Number:              |               | Association:     |                  |
| Complainant:                     |               |                  |                  |
|                                  |               |                  |                  |
| Describe the grievance in full d | letail below: |                  |                  |
| <b>3</b>                         |               |                  |                  |
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| Signatures:                      |               |                  |                  |
| A                                |               |                  |                  |
| Association President (print):   |               |                  |                  |
| (signature):                     |               |                  |                  |
| Complainant (mint)               |               |                  |                  |
| Complainant (print):             |               |                  |                  |
| (signature):                     |               |                  |                  |



# ZONE 5 BLACK GOLD LEAGUE PROTEST, GRIEVANCE OR APPEAL FORM

## <u>SECTIONC</u> – APPEAL - A formal request to alter a specific decision around a specific event either made automatically or by a lower body.

| Date of Submission: | BGL File Number: | FOR BGL USE ONLY |
|---------------------|------------------|------------------|
| Team Code:          | Game Date:       |                  |
| Coach Name:         | Game Number:     |                  |
| Opposing Team Code: | Game Location:   |                  |

| Describe the appeal in full detail below: |  |  |
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| Signatures:                               |  |  |
| Association President (print):            |  |  |
| (signature):                              |  |  |
| Coach (print):                            |  |  |
| (signature):                              |  |  |



#### **ZONE 5 BLACK GOLD LEAGUE REQUEST FORM**

(Overage, Retreats, Advances,)

#### **Preamble**

Sections A to E below deal with Overage Players, Team Retreats, and Team Advances within Black Gold League.

#### Please note the following:

- 1. Sections A deals with approvals of individual players therefore separate submissions of pages 2 and 3 must be provided for each player. Forms that contain more than one player request on it will not be accepted as the BGL will only approve each player individually. Submission required before M1 or M2, prior to season start.
- 2. Section B deals with Team Retreats. Pages 2 and 3 must be submitted, <u>prior to M3 repooling meeting</u>
- **3.** Section C deals with Team Advances. Pages 2 and 3 must be submitted, <u>prior to M3 repooling meeting.</u>

**Note:** The BGL Executive recommends that Associations make submissions prior to the deadline to ensure that any additional information required can be obtained before the deadline.

The BGL Executive will make a ruling on the individual request and provide a written acceptance/denial of that request prior to the start of the second session of play. Please note that the decision of The Executive is final and no further appeals will be heard.

Submissions must be emailed to the attention of the Black Gold League Secretary. Information will then be forwarded to The Black Gold League Executive for review. The BGL Executive will discuss the submission with the Association Representatives at the BGL meetings.



# ZONE 5 BLACK GOLD LEAGUE REQUEST FORM (Retreats, Advances, Overage)

| Association:                   | Phone #:  |  |
|--------------------------------|---|--|
| Contact Name:                  |   |  |
| E-mail:                        |   |  |
| Rationale for the request (Thi | s must be filled in for each request below):          |  |
|                                |   |  |
|                                |   |  |
|                                |   |  |
|                                |   |  |
|                                |   |  |
|                                |   |  |
| Check one (1) only. C          | Only one (1) request per submission will be accepted. |  |
| REQUEST:                       | REQUIRED:   |  |
| Overege Player                 | Complete  |  |
| Overage Player                 | Section A   |  |
|                                | Complete  |  |
| Team Retreat                   | Section B   |  |
|                                |   |  |
| Team Advance (Self Advance)    | Complete Section C                                    |  |



# BLACK GOLD LEAGUE REQUEST FORM (Retreats, Advances, Overage)

| Team Code:  | Dist.   | sion/Level |  |
|---|---|------------|--|
| TeamName:   | Division/Level:   |            |  |
| Player Name:  |   | Jersey #:  |  |
| D.O.B.:   | Age (as of Dec 31):   | Yrs. Exp:  |  |
| SECTION B - Team Retre                                    | eat   |            |  |
| •   | Game Reports at the level of play your to level teams would be recommended and                      | •          |  |
| TeamName: Division/Level:                                 |   |            |  |
| # Game Sheets Submitte                                    | ed:   |            |  |
| Division/Level Request                                    | ed:   |            |  |
|   |   |            |  |
|   |   |            |  |
| •   |   |            |  |
| SECTION C - Team Adva                                     | nce (Self Advance)  |            |  |
| Play and submit all Official                              | ance (Self Advance)  Game Reports at the level of play your to level teams would be recommended and |            |  |
| Play and submit all Official<br>games against requested l | Game Reports at the level of play your to   |            |  |



Game #:

#### **BLACK GOLD LEAGUE OFFICIAL'S GAME REPORT**

This report is intended to be used should a Ringette Alberta Official's Report not be available.

Official's Name:

| Game Date:                        | 2 <sup>nd</sup> Official's Name:                      |
|-----------------------------------|---|
| Arena:                            | Team Staff:   |
| Game Time:                        | Team Staff:   |
| Be specific in your report. If me | ore space is needed, use a separate sheet and attach. |
| - specific in Journe point in in- | no opulo io noodoa, doo d oopulato onoot and diddon   |
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| L                                 |   |
| Official's Signature:             | Date:   |



#### APPENDIX B - FEES AND FINES

#### **Updated September 2023**

#### FEES:

Performance Bond: \$1,000 / Association

Team Fee\* \$125 / Team + \$45 / Team Subsidy (FtMac)

+ \$40 / Team Session 3 Administration

Protest / Grievance / Appeal: \$200.00 / instance

BGL Game Scheduler Fee (Regular Season): \$8.50 / Game

BGL Statistician Honorarium: \$1,000 / Season

BGL Webmaster Honorarium: \$1,000 / Season

#### FINES:

Fines are assessed to and are to be paid by the Association. It is up to the Association to deal with their teams.

Fines are to be paid within 30 days of the date of the invoice.

Failure to pay in full within this timeframe is subject to a subsequent 10% penalty for every week in full or in part in excess of 30 days. All unpaid fines are carried forward to the subsequent season and must be paid to remain as a member in good standing.

Failure to Determine Rescheduled Game Date: \$750.00 / team

Game Forfeiture: \$750.00 first instance

\$1500.00 subsequent instances

Obnoxious / Inappropriate Behaviour: \$750.00 / instance

Failure to Submit – after deadline, or in specified format: \$300.00 per instance

i.e. C1 Ice Allocator Contact Info, C2 and C8 Association Ice Submissions, C4 Member Association Executive Contact Information, C6 Team Contact List, C12 Association Ice

Submission for U10 Playoffs \*\*

Failure to Reschedule through Association Ice Allocator \$300 / instance

Team Past Reschedule Limit \$300 / game

Failure to complete game statistic submission \$300 / instance

\*\*NOTE: Refer to BGL Calendar on website for appropriate dates and deadlines.

<sup>\*</sup> The Session 3 Administration fee applies to teams participating in U14 and above. AA teams are excluded unless a Session 3 is scheduled. Should a Team choose not to participate in Session 3, the \$40/team administration fee will be returned.