



BLACK GOLD LEAGUE/HOST COMMITTEE REPRESENTATIVE
U12 LEAGUE CHAMPIONSHIP POST EVENT INSTRUCTIONS

Congratulations on being a U12 Championships Host Association!

These events cannot take place without the support of local associations like yourselves. Due to COVID, 2022 will be our first year for league U12 Championships. We are hopeful that each host association has a successful event and any highlights and experiences that may occur will help us with planning future events.

Please find attached the post event forms that you are required to complete and submit so we can make the appropriate payments

1. **Follow Up Report** – this should be completed by the host associations BGL representative or Host Committee Chair.

This report lists the final rankings of the competing teams, a request for more medals (if needed) and an opportunity for feedback. If the feedback area is not sufficient space, please feel free to include a separate sheet. We want to hear all feedback – positive comments, constructive criticism and ways to improve for next year.

2. **Financial Report** – this should be completed by the host associations BGL representative or Host Committee Chair. Your association ice allocator may need to be consulted for ice/facility costs and invoices

While some of the information is not mandatory, we hope that you will share as much as you feel comfortable with. Sharing the financial outcome of all the activities related to your event will provide useful information that will help us to advise future hosts with ideas and concepts that were both successful and unsuccessful.

The hosting grant is to cover the cost of the required ice for your event. If your ice costs exceed the amount of the grant you may request additional funds to cover this cost. If you are applying for additional funds to cover the cost of the required ice, you **MUST** include the original invoices from your ice provider(s).

3. **Official Supervisor Report** – this should be completed by your Officials Supervisor and given to the host association BGL representative or Host Committee Chair for inclusion in the final report submission to BGL

In addition to the Report, the Official Supervisor must submit a full event schedule showing the officials' assignments, Misconduct/Match reports, evaluation forms and individual Official Expense Claims. Relevant forms will be shared/forwarded to Ringette Alberta.

4. **Officials Expense Claim** – this should be completed by each official at your event, and submitted to the Official Supervisor for inclusion in their report

Official Supervisors will hand out official expense forms for each official to fill out (per diem) and sign. Please ensure that the address information is complete as this is the address that will be used to mail out officials' payments.

The Official Supervisor will collect these for inclusion with their reports to BGL.

The BGL Representative or Host Committee Chair can email **ALL** reports to Scheduler@blackgoldleague.com for review, approval and request for payments. Game sheets do not need to be emailed. Please mail these to: Sandra Fenton, 4 Emery Court, St Albert, AB T8N 5T3

Any request for additional medals will be communicated directly between BG and the team making the request so please ensure the contact information is included.

THANK YOU FOR YOUR CONTRIBUTION TO THE BGL U12 CHAMPIONSHIPS



BLACK GOLD LEAGUE/HOST COMMITTEE REPRESENTATIVE
U12 LEAGUE CHAMPIONSHIP FOLLOW-UP

LEVEL: _____

LOCATION: _____ **DATE:** _____

RESULTS

1 st - _____	5 th - _____
2 nd - _____	6 th - _____
3 rd - _____	7 th - _____
4 th - _____	8 th - _____

MEDALS

1. Are there any extra medals? YES NO Quantity? _____
Please return extras to BGL (BGL representative can bring these to the AGM)

2. Are any extra medals needed? YES NO Quantity? _____
Please note: There will be a \$10/medal charge applied if extra medals are required.
Send to: _____

Please email to scheduler@blackgoldleague.com:

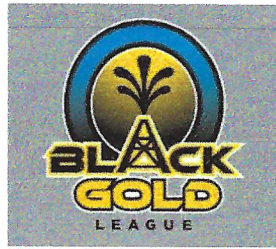
1. Completed follow-up report
2. Completed Financial Report
3. Officials Supervisor Report
4. Completed Officials Expense Claim Form

Please mail game sheets (white copy) to Sandra Fenton, 4 Emery Court, St Albert, AB T8N 5T3

Please comment on highlights and learning experiences regarding your Championships.

SUBMITTED BY: _____

THANK YOU FOR YOUR CONTRIBUTION TO THE BGL U12 CHAMPIONSHIPS

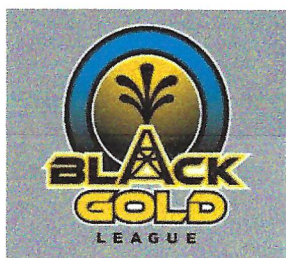


U12 CHAMPIONSHIPS FINANCIAL REPORT

While not all the information below is mandatory, the league is requesting that you supply all information that pertains to your event. These details will help us plan future events.

Revenues:	5 Teams	6 Teams	7 Teams
Grant per event	\$2,340	\$2,880	\$3,240
Sponsorship			
Donations/Fundraising			
Souvenir Sales			
TOTAL REVENUES			
Expenses:			
Ice Rental (please provide cost per ice slot)			
Facilities Rental			
Volunteers			
Publicity/Promotion			
Hospitality			
Sub-Total			
The following are covered by Black Gold League, per event			
Officials Fees (\$25/game, 13-18 Games, 2 officials/game)	\$650	\$800	\$900
Officials Supervisor Honorarium	\$125	\$125	\$125
Officials per diem	\$525	\$525	\$525
Scheduler's Fee	\$111	\$136	\$153
Officials Miscellaneous (mileage, etc)	\$119	\$117	\$115
Awards: Medals and Banner	\$377	\$377	\$377
Game Sheets	\$8	\$10	\$12
Sub-Total	\$1,915	\$2,090	\$2,207
TOTAL EXPENSES			
GRAND TOTAL			

Black Gold will provide 50% of the grant prior to the event. The remaining 50% will be sent once the Host Association has completed and submitted its final report.



**U12 CHAMPIONSHIPS
OFFICIAL SUPERVISOR REPORT**

SUPERVISOR'S NAME:

SUPERVISOR'S EMAIL:

Officials Names	# of Game Assignments Worked	Evaluation

Please comment of highlights and learning experiences from the event.

Please attach the following:

- 1. Event Schedule with Officials assignments for each game**
- 2. Copies of any Misconduct/Match Reports**
- 3. Individual Officials Expense Report for each official**



OFFICIALS EXPENSE CLAIM

NAME: _____ PHONE #: (____) _____

ADDRESS: _____ CITY: _____ PC: _____

EVENT: _____ EVENT DATE: _____

TRAVEL EXPENSE

Private Motor Vehicle: _____ kms @ \$0.30/km \$ _____

MEALS

Receipts required unless claiming the **Convenience Per Diem!** (Please see the Policy Guidelines related to expense claims)

Remember claim only to the maximum levels (indicated) when submitting receipts!

		<u>Total</u>	
# _____ Breakfast(s)	B1: _____ B2: _____ B3: _____	\$ _____	(receipted max of \$7.50 per Breakfast)
# _____ Lunch(s)	L1: _____ L2: _____ L3: _____	\$ _____	(receipted max of \$ 9.50 per Lunch)
# _____ Dinner(s)	D1: _____ D2: _____ D3: _____	\$ _____	(receipted max of \$17.50 per Dinner)

\$ _____

Supervisor Honorarium (\$125 per event) _____

\$ _____

Official Fees (\$25 per game) _____

\$ _____

(Please attach final game schedule with Officials assignments)

TOTAL EXPENSE CLAIM

\$ _____

Official's Signature: _____

DATE: _____

Official's Supervisor Signature: _____

DATE: _____

GUIDELINES RELATED TO EXPENSE CLAIMS

1. **Black Gold League will only process and reimburse expense claims submitted within 30 days of the expense being incurred!**
2. Expense Report, with original receipts, to be sent directly to BGL Scheduler at: 4 Emery Court, St Albert, AB T8N 5T3
ph: 780.932.3712 Email copies (scheduler@blackgoldleague.com) will only be accepted when receipts are not required.
3. Travel assistance will not be paid for within a 50 km radius of authorized individual's domicile.
4. Allowable Expense: Transportation: \$0.30/km for use of a personal vehicle when traveling to the event. It is expected that the majority of officials used for the U12 events will live within a 50 km radius and not be eligible for transportation coverage. It is expected that Official Supervisors are likely to come from outside the area. **Whenever possible, car-pooling is encouraged.**
5. **MEAL EXPENSES**
For the U12 League Championships, meal expenses are reimbursable. Claimant must provide an **itemized receipt** (per meal) with the following **maximums** applicable: **Breakfast \$7.50, Lunch \$9.50 and Dinner \$17.50.**

A second option for meal reimbursement is to claim a **Convenience Per Diem without any receipts**. \$5.00 may be claimed for Breakfast or Lunch, and \$10.00 may be claimed for Dinner.

NOTE: Request for reimbursement shall not include any expenses for alcoholic beverages.

An individual able to leave home after 8:00 a.m. may not, on the same day claim an expense for breakfast. An individual able to return home by 6:00 p.m. may not, on the same day claim an expense for supper.
6. **OFFICIALS SUPERVISOR HONORARIUM AND OFFICIAL GAME FEES:** Only Officials that have been pre-approved by Ringette Alberta will be eligible for payment from the Black Gold League. The use of officials **NOT** approved by Ringette Alberta are the financial responsibility of the host association.
7. Officials Supervisor signature is required before expense claim will be paid. Official Supervisor expense claims will be approved by BGL.