



**2023**

# **Bow View Jingle Ring Tournament**

**Information Package &  
Tournament Rules**

**#JingleRing23**

**U12 A/B,  
U16 B/C, & U19 B**

**Brookfield Residential Seton  
YMCA 4995 Market St SE  
Calgary, AB  
November 24-26, 2023**

**Bow View Jingle Ring**



## Contents

Welcome .....	3
Tournament Committee .....	3
Social Media .....	3
Facility Information .....	4
Important Parking Information .....	4
Arena Layout, Location Information and Hours .....	5
Dressing Room Information.....	6
Team Warm Up Guidelines.....	6
Tournament Activities Onsite .....	7
Apparel Onsite .....	7
Jingle Ring Pre-Order Tournament Sweaters .....	7
Amenities Offsite .....	8
Skate Sharpening Locations.....	8
Score Hockey Range (Tournament Sponsor) .....	8
Tournament Rules .....	9
Required Tournament Rules .....	9
Tournament Rules and Format.....	9
Tie Breaker Rules for Team Standing Regardless of game score, a maximum SEVEN goal difference will be used when applying the tie breaker rules.....	10
Tie Breaker Rules for Medal Games.....	10
Minor Officials .....	11
Spectator Liaison.....	12
Schedule by Division .....	13
U12 A   B .....	13
U16B   C.....	14
U19B .....	15
EMERGENCY ACTION PLAN - YMCA SETON .....	16
PROTEST AND GRIEVANCE FORM .....	17



## Welcome

Bow View Ringette Association is pleased to host our 8th Annual Jingle Ring Tournament. We would like to welcome all teams participating this year! We are excited to be hosting 5 divisions ranging from U12 to U19.

A heartfelt thank you to all our sponsors for supporting the Jingle Ring Tournament as well as a thank you to our many volunteers for helping make this tournament a success!

## Tournament Committee

Sue Piercey  
Joanne Patton  
Jessica Brownrigg  
Tracy Beaton

Nicole Young  
Nicole Maxfield  
Kailey Piercey

## Social Media

Share your pictures with us at [jr.social@bowviewringette.com](mailto:jr.social@bowviewringette.com) as well as on X, Instagram, Snapchat and Facebook with our tournament hashtag!

**#JingleRing23**



**Bow View Jingle Ring**



# Facility Information

## Brookfield Residential YMCA Seton - 4995 Market St SE.

For more information about our tournament location please visit:

<https://www.ymcacalgary.org/locations/brookfield-residential-ymca-seton>



## Important Parking Information

There will be free parking available for up to 2.5 hours for those visiting the facility (including the Calgary Public Library). There will be no action required for stays under 2.5 hours.

After 2.5 hours, there will be a parking fee of \$10/day flat rate charged. The 2.5-hour limit will be monitored and enforced Monday-Friday from 5:00am-5:00pm through a ParkPlus monitoring system.

Following the 2.5-hour limit, registration, and a \$10 payment through the ParkPlus machine or app will be required. There will be a Parking Pay Station available at the East Entrance.

All vehicles that have not paid for parking after the 2.5-hour free parking limit during the enforced hours may be ticketed by the City of Calgary. The ParkPlus monitoring system will ensure the 1,000 parking spaces are available to those using the Brookfield Residential YMCA and the Calgary Public Library in this high-density area (including a large hospital, high school, and a variety of multi-residential buildings) which has high demand for parking.

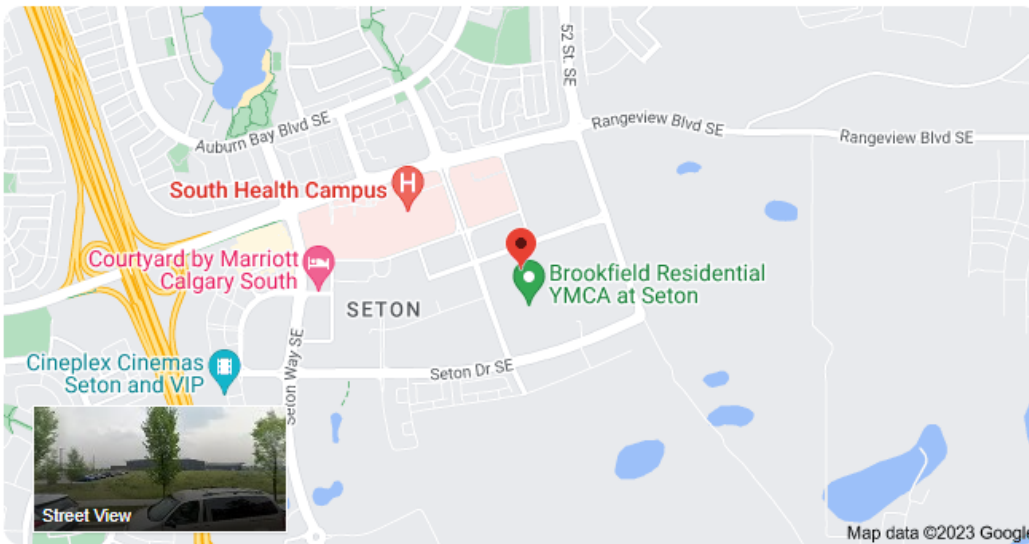
**Please note regarding arena parking:** The arena entrance will be the only entrance that remains open *after* the main facility's closing hours. Please be aware that there will not be access to the other facility entrances once the security gate has been closed.

**Bow View Jingle Ring**

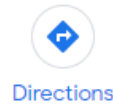


## Arena Layout, Location Information and Hours

Monday – Friday: 5:30am – 10:00pm  
Saturday: 7:00am – 10:00pm  
Sunday: 6:15am - 10:00pm



4995 Market St SE  
Calgary, AB T3M 2P9



**Bow View Jingle Ring**



## Dressing Room Information

Dressing rooms at Brookfield Residential Seton YMCA require an electronic pass to open the door. This pass will be available at the tournament information desk.

Skate guards are also **HIGHLY** recommended to be worn while walking between dressing rooms and player benches.

## Team Warm Up Guidelines

### BACKGROUND

Teams performing pre-competition warm-ups using public areas of YMCA Seton (ex. hallways, stairwells, concourse/bleacher areas) is an unsafe activity. A hazard assessment was conducted regarding this practice and determined that it was a high safety risk, and the activities cannot be allowed to occur in public or operational areas.

### LOCATIONS

All dressing rooms are considerably large and can be used for warm-up, alternatively, if the weather is co-operative, warming-up outside is permitted (supervised and in a safe manner). Music is only allowed within the dressing rooms or outside the building and must be at a respectable level. Using these spaces removes teams from the main public area and minimizes conflict with other activities.



## Tournament Activities Onsite

Here are some of the activities happening at the Seton YMCA arena:

Pick A Player	50/50
Raffle Table	Pressed YYC Apparel
Sucker Pull	Santa Visit

## Apparel Onsite

**PressedYYC** will be on site at Seton YMCA Arena over the weekend with ringette merchandise for sale. Accepts cash and credit.

**Friday: 9:00am - 8:00pm**  
**Saturday: 9:00am - 8:00pm**

## Jingle Ring Pre-Order Tournament Sweaters



New this year pre-order your Jingle Ring Sweaters

[Order Here](#)

Deadline for Pre-Order: **November 13<sup>th</sup>, 2023**



**Bow View Jingle Ring**



## Amenities Offsite

### Skate Sharpening Locations

#### **Pro Hockey Life**

116-4916 130<sup>th</sup> Ave SE  
403.236.2962

Friday: 10:00am - 9:00pm  
Saturday: 9:00am - 6:00pm  
Sunday: 10:00am – 5:00pm

#### **Sport Chek**

4307 130<sup>th</sup> Ave SE  
403.257.8129

Friday: 10:00am - 9:00pm  
Saturday: 10:00am – 8:00pm  
Sunday: 11:00am – 6:00pm

### Score Hockey Range (Tournament Sponsor)

[Score Hockey Range](#) - Great team building activity – pre-book Score Hockey Range for your ringette team.

3320 9 St SE, Calgary, AB T2G 3C3



12 total shooting lanes, 2 RapidShot Hockey Training Systems, A 70 by 20 foot rink for skating, passing and shooting, *(can accommodate 2 to 4 players with goaltenders)* and 10 additional lanes that include pucks, rings, targets, radar guns, and sling boards to improve that shot!

**Bow View Jingle Ring**





# Tournament Rules

## Required Tournament Rules

1. The Official Rules of Ringette Canada will apply.
  2. In the case of conflict in uniform color, the **VISITING** team must change their uniforms.
  3. In medal games, the higher place team shall be **HOME**.
  4. Teams must declare goaltender(s), captains, and alternate captains on the game sheet by indicating G, C, or AC beside the players' names.
  5. Good sportsmanship and fair play will be stressed throughout the tournament.
    - Abusive/offensive language is not to be used on the ice, bench area or in the public halls and lobbies of the arenas.
    - Bow View Ringette reserves the right to remove any person failing to meet good sportsmanship standards.
  6. The head coach or acting coach from any **TEAM** accumulating **MORE THAN 30** penalty minutes in any **ONE GAME**, shall be suspended for their next tournament game. (No protests will be accepted)
  7. All **MATCH** penalty infractions will result in immediate ejection of a player or staff member from the game and automatic suspension from all remaining tournament games.
  8. Game scores will be displayed on the time clock, posted in arenas, and recorded for tie breaking procedures, with a **MAXIMUM SEVEN GOAL** difference.
  9. It is the responsibility of each team to ensure that [Ringette Alberta Player Affiliation Policy](#) is followed.
    - Teams must strike the names of players who are not participating in a game from the game sheet.
    - When using an affiliate, the name(s) of the player(s) and their jersey number must be written in the appropriate space on the game sheet, marked with (AP) for Affiliate Player and (AG) for Affiliate Goalie.
    - Game sheets are checked at the control room for proper use of affiliate players. Affiliate players must be registered on your team tournament registration form.
- Out-of-Province Teams**
- Any out-of-province team using an affiliated player must provide a copy of the affiliated player(s)' regular team provincial registration.

## Tournament Rules and Format

1. Each team will play three round robin games and one medal game.
2. All teams must be available to play their first game at 8:00am Friday, November 24th, 2023.
3. Game sheets with roster labels will be available at the check-in desk of the arena. They are to be completed and signed by the coach and returned to the check-in desk at least fifteen (15) minutes before game time.
4. **Teams must supply off-ice officials** for all games except final medal games. Home teams shall provide scorekeeper, timekeeper, and penalty box. Away teams shall provide shot clock and penalty box.
5. Each game will have a three-minute warm up and a two-minute halftime between periods.
6. Teams must be ready to go on the ice ten (10) minutes before game time. Teams not iced within two (2) minutes of game time will forfeit the game. However, the game will be played as an exhibition.
7. Game Duration:
  - U12 – two 18 minute stop time periods
  - U16 & U19 – two 23-minute stop time periods
8. **\*\*The game clock will be dropped to two minutes when there is five minutes of ice time remaining.\*\***
9. **POINT STRUCTURE** - Teams receive two points for a win, one point for a tie, and zero points for a loss. At the completion of round robin play, teams will be ranked according to the total points in all games played.
10. Time-Outs - Each team is entitled to ONE 30-second time-out per regulation game. Each team is entitled to ONE additional 30-second timeout in overtime.
11. Any team wishing to file a protest may do so by submitting their request in writing, along with a \$250 e-transfer, to [jingle.ring@bowviewringette.com](mailto:jingle.ring@bowviewringette.com). The written protest must be received within one hour of the incident occurring to enable sufficient time to address the concerns raised.
12. A protest committee will meet to deal with any protests received. (If the protest is upheld, the \$250 will be refunded). No game protests involving referee judgment will be accepted. ALL REFEREE DECISIONS SHALL BE FINAL.



## Tie Breaker Rules for Team Standing

Regardless of game score, a maximum SEVEN goal difference will be used when applying the tie breaker rules.

- 1) When two or more teams have an equal number of points after round robin play, the teams will be ranked according to the following rules:
  - a) **Head-to-Head** - The winner of more game(s) between each other during the round robin will be declared the highest position.
  - b) **Goal Differential** - If still tied, teams shall be ranked according to the difference between goals for and against in games between the tied teams in round robin play. The team with the highest positive difference shall be ranked highest, the team with the second highest positive difference shall be ranked next, etc.
  - c) **Goal Quotient** - If still tied, teams shall be ranked according to the highest ratio of goals for, divided by goals against for all games played in the round robin. The tied team with the highest ratio shall be ranked highest, the team with the second highest ratio shall be ranked next, etc.
  - d) **Fewest Goals Against** - If still tied, teams shall be ranked according to the least goals against in all games. The tied team with the least goals against shall be declared the highest position, the team with the second least goals against shall be next, etc.
  - e) **Least Penalty Minutes** - If still tied, teams shall be ranked according to the least total penalty minutes for all games played in the round robin. The tied team with the least penalty minutes shall be declared the highest position, the team with the second least penalty minutes shall be next, etc.
  - f) **Highest Ratio** - If still tied, teams shall be ranked according to the highest ratio of goals for, divided by the sum of goals for, plus goals against, for all games played in the round robin. The tied team with the highest ratio shall be ranked highest, the team with the second highest ratio shall be ranked next, etc.
  - g) **Coin Toss** - If still tied, two tied teams shall be ranked by a coin toss. If more than two teams are still tied, teams shall be ranked by random draw.
- 2) NOTE: Each step of the tie breaking rules shall apply to all teams involved in the tie. **If three or more teams are involved in the tie, the tie breaking procedure shall only revert to (A) if teams are still tied after the application of subsequent rules.**

## Tie Breaker Rules for Medal Games

U12, U16 and U19

**Overtime Period** - If a MEDAL GAME is tied at the end of the second period, an overtime, five (5) minute, stop-time, SUDDEN VICTORY, period will be played. Ring possession shall be determined by a coin toss called by the home team. Penalties assessed in regulation play shall carry-over to the overtime period.

**Shoot-Out** - If the game winner is not determined in the overtime period, the game winner will be determined by a Shoot-Out.

- The team that lost the coin toss for the overtime period shall have the choice to shoot first or second.
- Coaches must produce the names of their shooters immediately after the overtime period.
- Shooters must be selected from the players on the current game's game sheet.
- Penalties from previous periods shall not carry over to the shoot-out.

**Shoot-Out Round One:** Three shooters from each team alternate shots. The game winner will be the team with the most goals after three shooters. The shoot-out will end if it becomes impossible for one team to score sufficient goals to tie the other team.

**Shoot-Out Round Two:** If it is still tied after round one, teams shall continue one shooter at a time until a winner is determined. No player may shoot again until all players have taken a shot. The game winner will be declared when one team scores and the other team does not in sudden victory format.

- If no additional ice time is available, a coin toss will determine the game winner.

**Bow View Jingle Ring**



## Minor Officials

As per Chinook League regulations, HOME teams shall provide 3 minor officials and AWAY teams shall provide 2 minor officials for each game as follows for all round robin games.

### **AWAY**

Shot Clock Operator  
Penalty Box

### **HOME**

Time Clock Operator  
Score Keeper  
Penalty Box

The Jingle Ring Tournament will provide all minor officials for medal games.

### **Shot Clock Operator**

The Shot Clock Operator will pick up the shot clock remote at the Tournament Check in Desk and turn in the keys for their vehicle in exchange for the remote. This generally prevents shot clock operators from leaving the arena with the shot clock remote. When the shot clock remote is returned to the Check in Desk, the vehicle keys will be returned.

### **Scorekeeper**

Scorekeepers will be required to pick up the "scratch" game sheet from the Tournament Check in Desk 10 minutes before the game begins. Scorekeepers will be required to use the "scratch" game sheet as well as enter the data in the RAMP Game Sheets App. The Game Code will be on the "scratch" game sheet.

Scorekeepers should be familiar with RAMP Game Sheets App as our volunteers will not be able to train scorekeepers to use the app. Scorekeepers are not required to "live" score on RAMP Game Sheets App if they are not able to access wi-fi. Game data can be synced after the game is finished.

Scorekeepers are required to return the completed "scratch" game sheet to the Tournament Check in Desk after the game is finished.

The following checklist will be on each "scratch" game sheet.

- Before the game starts - ensure both teams have checked in their players and team staff and signed the game sheet in RAMP Game Sheets App
- Type Referee names in the official's area
- Type Shot Clock Operator, Timekeeper and Scorekeeper names in the officials area
- Type the period length in minutes under 1<sup>st</sup> and 2<sup>nd</sup> (18 min-U12&U14, 23 min-U16&U19)
- If there is a change in goalies during the game select the team, goalie, type # of minutes played, goals against & shots on net (same as goals against for these purposes) and save
- If there is no change in goalies during the game, then do this at the end of the game for each goalie who played
- Check the Goals in the App match your "scratch" game sheet
- Check the Penalties in the App match your "scratch" game sheet



- Check the Final Score for Home and Away match your "scratch" game sheet
- Click Sync All
- Mark Game as Completed

## Spectator Liaison

The purpose of this role is to improve the players' experience and assist the officials and coaches at the game with spectator management by helping prevent unsupportive cheering, comments, and behaviour from the team's fans in the stands. The team's Spectator Liaison *cannot* be a Coach.

They must register at the front desk prior to each game to receive their Spectator Liaison neck lanyard which will be worn during every game. This will be handed back in at the end of the game at the front desk.

### **Spectator Liaison Duties are to include:**

1. Wear the Spectator Liaison neck lanyard during the game.
2. Place oneself in the middle of your team's spectators that have come to watch and support your team. Please don't sit way off to the side or at the end of the rink - BE VISIBLE!
3. Monitor the behaviour of ALL your teams spectators
4. Quickly diffuse potential issues before they escalate by making your presence visible to the spectator and calmly addressing the behaviour of the person(s) involved.
5. Ensure communication is EFFECTIVE and not COMBATIVE.

The Spectator Liaison has full authority to ask any spectator causing an issue to leave the arena immediately.

### **Inappropriate behaviour can include the following:**

- Banging on the glass or boards.
- Making abusive, negative, or derogatory comments to the officials, players or other teams spectators
- Using profanity
- Going to areas of the arena that are off limits to spectators
- Throwing Objects



# Schedule by Division

## U12 A | B

U12 A Division							
Date	Day	Game #	Arena	Start Time	End Time	Home	Visitors
24-Nov-23	Fri	121100	Seton A	8:00 AM	9:00 AM	CBV-U12A-2 KaPow!	SGV-U12A-1 Fury
24-Nov-23	Fri	121101	Seton A	9:15 AM	10:15 AM	U12A-1 BV Chaos	STA-U12A-1 Madness
24-Nov-23	Fri	121102	Seton B	4:30 PM	5:30 PM	CBV-U12A-2 KaPow!	BowView Chaos
24-Nov-23	Fri	121103	Seton A	7:00 PM	8:00 PM	SGV-U12A-1 Fury	STA-U12A-1 Madness
25-Nov-23	Sat	121104	Seton A	9:15 AM	10:15 AM	STA-U12A-1 Madness	CBV-U12A-2 KaPow!
25-Nov-23	Sat	121105	Seton B	9:30 AM	10:30 AM	BowView Chaos	SGV-U12A-1 Fury
25-Nov-23	Sat	121106 Bronze	Seton B	4:45 PM	6:15 PM	U12A - 3rd Place	U12A - 4th Place
26-Nov-23	Sun	121107 Gold	Seton A	10:30 AM	12:00 PM	U12A - 1st Place	U12A - 2nd Place

U12 B Division							
Date	Day	Game #	Arena	Start Time	End Time	Home	Visitors
24-Nov-23	Fri	122100	Seton B	9:30 AM	10:30 AM	CBV-U12B-2 Speed Demons	LED-U12B-1 Jaguars
24-Nov-23	Fri	122101	Seton A	10:30 AM	11:30 AM	CBV-U12B-1 Havoc	STA-U12B-2 Vipers
24-Nov-23	Fri	122102	Seton A	2:45 PM	3:45 PM	CBV-U12B-2 Speed Demons	CBV-U12B-1 Havoc
24-Nov-23	Fri	122103	Seton B	3:15 PM	4:15 PM	LED-U12B-1 Jaguars	STA-U12B-2 Vipers
25-Nov-23	Sat	122104	Seton A	8:00 AM	9:00 AM	STA-U12B-2 Vipers	CBV-U12B-2 Speed Demons
25-Nov-23	Sat	122105	Seton B	8:15 AM	9:15 AM	CBV-U12B-1 Havoc	LED-U12B-1 Jaguars
25-Nov-23	Sat	122106 Bronze	Seton B	6:30 PM	8:00 PM	U12B - 3rd Place	U12B - 4th Place
26-Nov-23	Sun	122107 Gold	Seton A	12:15 PM	1:45 PM	U12B - 1st Place	U12B - 2nd Place

**Bow View Jingle Ring**



## U16B | C

U16 B Division							
Date	Day	Game #	Arena	Start Time	End Time	Home	Visitors
24-Nov-23	Fri	163100	Seton B	8:00 AM	9:15 AM	CBV-U16B-2 Blaze	COC-U16B-1 Rockies
24-Nov-23	Fri	163101	Seton B	12:15 PM	1:30 PM	CBV-U16B-1 Pulse	SPK-U16B-1 Rage
24-Nov-23	Fri	163102	Seton B	5:45 PM	7:00 PM	COC-U16B-1 Rockies	SPK-U16B-1 Rage
24-Nov-23	Fri	163103	Seton B	7:15 PM	8:30 PM	CBV-U16B-2 Blaze	CBV-U16B-1 Pulse
25-Nov-23	Sat	163104	Seton A	3:00 PM	4:15 PM	SPK-U16B-1 Rage	CBV-U16B-2 Blaze
25-Nov-23	Sat	163105	Seton B	3:15 PM	4:30 PM	CBV-U16B-1 Pulse	COC-U16B-1 Rockies
26-Nov-23	Sun	163106 Bronze	Seton A	8:45 AM	10:15 AM	U16B - 3rd Place	U16B - 4th Place
26-Nov-23	Sun	163107 Gold	Seton A	2:00 PM	3:30 PM	U16B - 1st Place	U16B - 2nd Place

U16 C Division							
Date	Day	Game #	Arena	Start Time	End Time	Home	Visitors
24-Nov-23	Fri	163100	Seton A	1:15 PM	2:30 PM	CBV-U16C-2 Serpents	BMT-U16C-1 Rush
24-Nov-23	Fri	163101	Seton B	1:45 PM	3:00 PM	CBV-U16C-1 Rage	PEM-U16C-1 Pursuit
25-Nov-23	Sat	163102	Seton A	10:30 AM	11:45 AM	CBV-U16C-2 Serpents	CBV-U16C-1 Rage
25-Nov-23	Sat	163103	Seton B	10:45 AM	12:00 PM	BMT-U16C-1 Rush	PEM-U16C-1 Pursuit
25-Nov-23	Sat	163104	Seton A	4:30 PM	5:45 PM	PEM-U16C-1 Pursuit	CBV-U16C-2 Serpents
25-Nov-23	Sat	163105	Seton A	6:00 PM	7:15 PM	CBV-U16C-1 Rage	BMT-U16C-1 Rush
26-Nov-23	Sun	163106 Bronze	Seton B	7:15 AM	8:45 AM	U16C - 3rd Place	U16C - 4th Place
26-Nov-23	Sun	163107 Gold	Seton B	2:15 PM	3:45 PM	U16C - 1st Place	U16C - 2nd Place



# U19B

## U19 B Division

Date	Day	Game #	Arena	Start Time	End Time	Home	Visitors
24-Nov-23	Fri	192200	Seton B	10:45 AM	12:00 PM	RDR-U19B-1 Rush	CBV-U19B-3 IceSpicers
24-Nov-23	Fri	192201	Seton A	11:45 AM	1:00 PM	SPK-U19B-1 Attack	CBV-U19B-2 ACE
24-Nov-23	Fri	192202	Seton A	4:00 PM	5:15 PM	SGV-U19B-1 Edge	CBV-U19B-1 Bobcats
24-Nov-23	Fri	192203	Seton A	5:30 PM	6:45 PM	CNW-U19B-1 Storm	AIR-U19B-2 Impact
24-Nov-23	Fri	192204	Seton A	8:15 PM	9:30 PM	RDR-U19B-1 Rush	SPK-U19B-1 Attack
24-Nov-23	Fri	192205	Seton B	8:45 PM	10:00 PM	CBV-U19B-3 IceSpicers	CBV-U19B-2 ACE
25-Nov-23	Sat	192206	Seton A	12:00 PM	1:15 PM	SGV-U19B-1 Edge	CNW-U19B-1 Storm
25-Nov-23	Sat	192207	Seton B	12:15 PM	1:30 PM	CBV-U19B-1 Bobcats	AIR-U19B-2 Impact
25-Nov-23	Sat	192208	Seton A	1:30 PM	2:45 PM	CBV-U19B-2 ACE	RDR-U19B-1 Rush
25-Nov-23	Sat	192209	Seton B	1:45 PM	3:00 PM	SPK-U19B-1 Attack	CBV-U19B-3 IceSpicers
25-Nov-23	Sat	192210	Seton A	7:30 PM	8:45 PM	AIR-U19B-2 Impact	SGV-U19B-1 Edge
25-Nov-23	Sat	192211	Seton B	8:15 PM	9:30 PM	CNW-U19B-1 Storm	CBV-U19B-1 Bobcats
26-Nov-23	Sun	192212 7th Place	Seton A	7:00 AM	8:30 AM	U19B RED - 4th Place	U19B BLUE - 4th Place
26-Nov-23	Sun	192213 5th Place	Seton B	9:00 AM	10:30 AM	U19B BLUE - 3rd Place	U19B RED - 3rd Place
26-Nov-23	Sun	192214 Bronze	Seton B	10:45 AM	12:15 PM	U19B RED - 2nd Place	U19B BLUE - 2nd Place
26-Nov-23	Sun	192215 Gold	Seton B	12:30 PM	2:00 PM	U19B BLUE - 1st Place	U19B RED - 1st Place



# EMERGENCY ACTION PLAN - YMCA SETON

## Facility Information

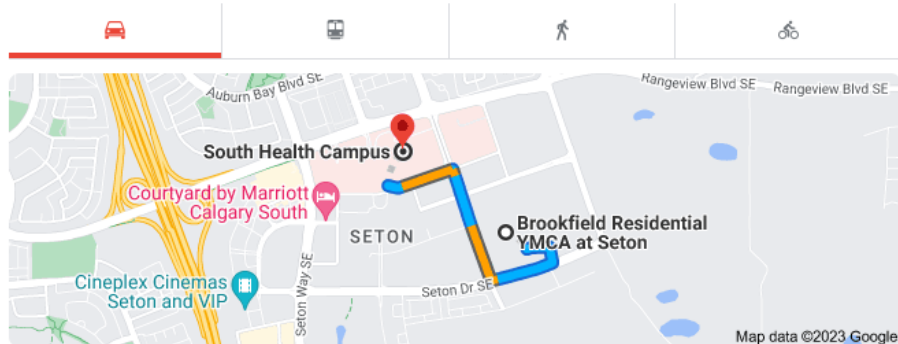
Brookfield Residential YMCA Seton  
4995 Market St SE  
Calgary, AB  
T3M 2P9  
403 351 5262

For **AMBULANCE** call **911**

## Closest Hospital

South Health Campus  
4448 Front St SE, Calgary, AB T3M 1M4

- Brookfield Residential YMCA at Seton, 4995 Market St SE, Calgary, AB T3M 2P9
- South Health Campus, 4448 Front St SE, Calgary, AB T3M 1M4



**3 min** (1.3 km) via 45 St SE



[Directions](#)

**4 min** (2.1 km) via Seton Dr SE

**4 min** (1.8 km) via Market St SE

**Bow View Jingle Ring**





# PROTEST AND GRIEVANCE FORM

- Protests or grievances based on a referee's judgment call will **not** be considered. **ALL REFEREE'S DECISION SHALL BE FINAL.**
- Any team wishing to file a protest may do so by submitting their request in writing, along with an e-transfer of \$250.00, to [jingle.ring@bowviewringette.com](mailto:jingle.ring@bowviewringette.com)
- Protests and grievances will only be entertained from a team staff member as registered on the team registration form
- The written protest must be received within One hour of the incident occurring to enable sufficient time to address the concerns raised. A grievance committee will meet to deal with any protests received. (If the protest is upheld, the \$250 will be refunded).
- The Protest and Grievance Committee's decisions are final and no further appeals will be entertained

Team Name and Division/Level: \_\_\_\_\_

Please explain the protest or grievance in detail (use the back of the sheet if necessary):

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\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Position with team

\_\_\_\_\_  
Date (MM/DD/YYYY)

\_\_\_\_\_  
Time

Contact information (phone number, cell number, name of hotel, etc.)