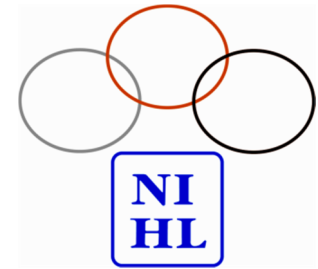


NIHL Manager Handbook



Most of the following information is condensed from the NIHL Rules as they pertain to team managers. If there is a conflict between the Manager Handbook and the NIHL Rules, the latter must take precedence. If you need additional information, please refer to the NIHL Rules, contact your organization's NIHL representative or contact the appropriate league official.

SPONSOR PATCHES

As soon as your team is together, determine which players need sponsor patches for their jerseys. If a player is new to your organization or is returning but ordering new jerseys, they will need patches.

Contact Sue D'Anza at suedanza@comcast.net to order two patches per player (one each for home and away jerseys). Players must have a patch on their jersey during all NIHL games.

Please indicate the following in your email: Your team (ex: Hawks Squirt Silver or Vikings Bantam #2), your name, and an address where you would like the patches mailed.

Patches must be affixed to the player jerseys in such a way that they are seen in team pictures. DO NOT place patches on the back or lower hem of jerseys.

Elite patches will be mailed to applicable teams after the seeding round is complete. Questions about Elite patches can be forwarded to Pam Sottile at psottile@comcast.net.

ROSTERS

Rosters are due to be entered into NIHL's electronic system no later than **October 15**.

Roster information required:

Players: Jersey number, full name, date of birth and position; i.e. skater, goalie, backup goalie.

Adults: Name, address, phone number and position; i.e. head coach, assistant coach, manager.

It is very important that all information is spelled correctly and all players (including back-up goalies), coaches and managers are included. This will be the information that is used to make up our Wolves Cup Tournament booklets. The total number of players on each roster is used to ensure we order enough Wolves Cup Tournament trophies for each player.

ONLY MANAGERS AND NIHL'S WEBMASTR HAVE DIRECT ACCESS TO YOUR TEAM'S PAGE.

ADDING / DROPPING PLAYERS

If a player is added to your team **after October 15**, it will be necessary for your organization's registrar to obtain written permission from AHAI to do so. Once that letter is received, it should be forwarded to the NIHL registrar **PRIOR** to that player taking part in any on-ice activity with the team. Once a player has been approved to be added to the roster by both AHAI and NIHL, immediately enter that player's information onto your roster on NIHL's electronic system.

Organizations based outside of Illinois may have different roster deadlines within their state. If this applies to your team, contact the NIHL registrar for instructions on approval.

If a player leaves the team for any reason, please delete his or her name from your roster on NIHL's electronic system.

All rosters are "frozen" at midnight, December 31.

BACKUP GOALIES (BUG)

Every team must show two goalies on their roster. They can both be full-time members of your team or you can have one full-time goalie and a backup goalie (BUG).

The backup goalie can be another player on your team's roster or he or she can come from another team within your organization. If the latter is the case, the backup goalie must be on an official USA Hockey roster one skill level below using USA Hockey's "AA" or "A" designations.

Examples: Bantam AA team can take a BUG from the same organization's Bantam A team.

Peewee A team (the last team) can take their BUG from the same organization's Squirt AA team.

The youngest and lowest level team must use a player from their own team.

If your BUG is from a lower team, they can dress and be on the bench for games but may only play in a game if your designated goalie becomes injured or is absent due to injury, illness or misfortune. The NIHL Tournament Committee must approve any BUG being played in a Wolves Cup Tournament game.

SCHEDULING HINTS

Wear something to the scheduling table (a hat, T shirt, jacket, etc.) that identifies you as your team's manager.

Have a calendar with your home game slots highlighted or marked to be easily seen. Make sure your ice scheduler has given you the required number of home ice slots with the proper time allotment for games.

Schedule teams farthest from your home rink first. This will give you more opportunities to make those games convenient to both teams.

When possible, schedule opponents near your home rink during the week. This will leave weekend slots open for those opponents travelling longer distances.

Don't "back-load" your schedule. Try to leave the weekend(s) near the end of the season open. This is especially important during the regular season as winter weather conditions can become unpredictable. If a game has to be rescheduled, there must be time to do so.

During the scheduling meeting, if you're having trouble scheduling a game, there are people in the room to help you work it out. If scheduling is being done electronically and you're having a problem, contact your NIHL representative who will then contact your opponent's NIHL representative and they will assist in scheduling the game.

If scheduling is being done electronically, or you would like to schedule a practice game with another NIHL team, you will find contact information for all managers on NIHL's electronic system.

Scheduling and playing NIHL league games takes precedence over all other games and tournaments with the exception of State Tournament games.

GAME TIMES

Following are start timeframes for games. While scheduling, keep in mind teams subject to the Peoria Rule are not required to play on weeknights and Sunday games involving Peoria Rule teams must begin at or before 3:00 pm. Games may be played outside these guidelines only if both teams agree.

Squirt - Bantam	Monday thru Friday	6:00 pm - 9:00 pm
Midget	Monday thru Friday	6:00 pm - 9:30 pm
All Levels	Saturday	8:00 am - 9:00 pm
All Levels	Sunday	8:00 am - 8:00 pm

IMMEDIATELY AFTER SCHEDULING

- 1) Log on to NIHL's electronic system with the log-in you received at scheduling.
- 2) Complete your user profile using an e-mail address you check often.

After setting up your user profile it will be necessary for you to log on again.

- 1) Log on the second time using your email address as your user name and either the password you were given or your new password if you changed it.
- 2) Enter all of your **HOME** games into NIHL's electronic system.
- 3) Enter your team's roster, including adults, as explained under **ROSTERS** (page 1).
- 4) Order referees for your **HOME** games through AHAI's Web Tools.

If you have trouble logging in, contact Jim D'Anza at JimboMrD@comcast.net. Should you have questions, there is a step-by-step Power Point tutorial on how to use the electronic system (StatMgr) on the NIHL.info web site under the "Manager Forms and Information" tab.

GAME CHANGES

Occasionally you will receive a request to reschedule a game for any number of reasons. Games do not have to be rescheduled. However, if the game change is agreeable to both teams, *the team that has asked for the game change, has the greater responsibility to make concessions to the convenience of their opponent.*

*If the original game slot is cancelled, the **HOME** team must IMMEDIATELY cancel the officials for that game!*

Once both teams have agreed on a new game date and time, the **HOME** team's manager must follow these steps:

- 1) Schedule officials for the new game slot.
- 2) Change the pertinent game information on NIHL's electronic system.

FORFEITS ARE NEVER ALLOWED! ALL GAMES MUST BE PLAYED!

SCORE SHEETS

You will receive enough score sheets for your league home games at, or just after, scheduling. Please use these score sheets for official NIHL games only. There is a practice game score sheet available for download on the NIHL web site under the “Manager Forms and Information” tab.

A score sheet must be completed for every league game. Many managers use labels with each player’s name and jersey number instead of writing out the roster each time. If you use labels, one label must be affixed to each copy of the score sheet.

Fill out the score sheet completely using the proper team name as given by NIHL, Level and Tier within the metallic level (if applicable). Ensure the score sheet is signed by both coaches and all referees after the game.

Keep a copy of all score sheets for league home and away games during the season. You will need them to prove tournament eligibility.

If a player is unable to play in a particular game, you must indicate next to his or her name (on all three copies) if the player is absent (ABS) for non-medical reasons, injured (INJ), or suspended (SUSP). This will become very important when determining eligibility for the Wolves Cup Tournament.

If a player or coach receives a suspension during a game, a **legible** copy of that score sheet must be scanned and emailed (no phone pictures please) to NIHL’s Rules and Ethics Committee NIHL.RandE@gmail.com within 48 hours of the game’s conclusion. In turn, all score sheets indicating that player or coach served the suspension must also be forwarded to Rules and Ethics. Please ensure these score sheets are readable!

GAME DAY

Players should always bring both home and away jerseys to each game.

The **HOME** team manager is responsible for finding the AWAY team manager to complete the score sheet’s roster information before the game.

Fifteen minutes prior to game time, the **HOME** team’s manager or coach should verify the on-ice officials have arrived and are qualified. A minimum of two on-ice officials are required for an official game to begin. NEVER BEGIN A GAME WITH ONLY ONE ON-ICE OFFICIAL.

After the game, give one copy of the score sheet to the visiting manager or coach and enter the game results in NIHL’s electronic system.

POSTING GAME SCORES

The **HOME** team's manager is responsible for posting scores to NIHL's electronic system within 24 hours of the game ending. This time may be shortened at the end of the seeding round and regular season as standings need to be calculated in a short period of time.

NIHL'S WOLVES CUP TOURNAMENT

You will need to complete a Player Eligibility form to turn in at your first game. Attached to this form will be copies of each NIHL game score sheet. *Make sure you keep a copy of your team's score sheets if you are going to be applying for individual award patches from AHA!*

In order for a player to qualify to play in any NIHL tournament game (including qualifying games), a player must have participated in a minimum of 60% of the team's NIHL league games (including the seeding round). If a player has missed games due to injury, and is clearly marked "INJ" on the appropriate score sheets, these games will not count against the 60% minimum. Tournament and exhibition games are not considered when determining eligibility.

If, during the course of playdown and/or tournament games, it is determined that a player has not met the eligibility requirement and has participated in these games, the player's organization will be subject to a \$1,000 fine and the loss of all games that player participated in.

Read the information posted on the NIHL web site regarding the tournament. These documents will give you everything you need to know about which teams will advance to the tournament, your level's host site and the contact person for that site, player eligibility, tie breakers, overtime rules, etc.

ACADEMIC EXCELLENCE AWARDS

Each season, NIHL, in conjunction with the Chicago Wolves, sponsor an Academic Excellence program to encourage our players to do their very best both on the ice and in the classroom. Details of the program can be found on the www.nihl.info site under the "Academic Excellence" tab.

If a player's school issues grades other than the traditional A, B, C, D, or F (shapes, numbers, etc.), we will consider the best grade available an "A". Qualifying report cards can come from any grading period throughout the school year, but must be submitted by **April 1**.

FINALLY

Each team's coaches and managers are responsible for their own conduct, as well as the conduct of their team officials (score keepers/penalty box attendants), players, parents and fans during the game and while they are at the facility in which the game is being played.

If anyone associated with your team is asked to leave the rink by an on-ice official, you are responsible for noting who that person is and asking them to leave. You may be contacted by a NIHL Rules and Ethics committee member for pertinent information during their investigation.

IMPORTANT NIHL OFFICIAL CONTACTS

NIHL web site

www.NIHL.info

NIHL Rules & Ethics Committee

NIHL.RandE@gmail.com

Suspensions given and served
General questions about NIHL rules

NIHL Statistician & Girls Division Director

Ruben Medina

Medina21@comcast.net

Questions regarding posting game scores
General questions regarding girls hockey

NIHL Web Master

Larry Beller

lbeller@nihl.info

Electronic system log-in problems

NIHL Secretary

Pam Sottile

PSottile@comcast.net

Score Sheets
Elite and Championship patches

NIHL's Wolves Cup Tournament Director

Jim D'Anza

JimboMrD@comcast.net

General questions regarding tournament

NIHL Registrar

Sue D'Anza

SueDanza@comcast.net

Rosters
Sponsor patches
Academic Excellence
General league questions

If you are having trouble finding the person you need, there are other NIHL Board contacts listed on NIHL's web site. Your organization's NIHL representative will also be able to help in many circumstances.