



Chiefs Hockey Club
Team Manager's Handbook
2019/2020
Version: 14

Introduction

Thank you for joining the Chiefs Hockey Club as your team's Manager! Your partnership with your team's head coach and assistant coaches will equate to a great team experience this season. Managing a team is a unique opportunity to play a direct role in your team's success and the fun experienced by your families. It does require hard work and requires a commitment of time, energy and organization on your part. And, while it is only a small "thank you", the Chiefs treasurer will soon be applying a 10% discount on your player's registration fee. If you have more than one player in your family, the discount will be applied to the one, higher registration fee. Additionally, all new Fall/Winter season Managers also get a free Chiefs logo jacket, to show your Chiefs pride. At the beginning of the season the club's Director of Spiritwear will contact you to make arrangements. We hope you will wear this jacket to all of your team's games.

The Chiefs Mission and Background

The Chiefs Hockey Club is a family oriented, not-for-profit organization with the primary purpose of enriching the lives of member families through youth ice hockey. The club offers balanced, equal playing time to skaters of various talents, at each level, and on every team. Volunteer coaches are parents and community members who strive to balance quality goal-oriented instruction and fun, keeping in mind that a well-rounded childhood includes more than just hockey. The Chiefs Hockey Club is a hockey community where love for the game is experienced across players and families.

The club plays in two leagues: NWHL (Northwest Hockey League) for its coed teams and NIHL (Northern Illinois Hockey League) for its girls teams.

Within the NWHL, the club is considered a "House Travel, Tier 3, Single A" organization. This information is important to know for your tournament planning. Additionally, the club is a member of the Northwest Hockey League and the Amateur Hockey Association of Illinois (AHA). The club abides by the rules and regulations as set forth by these to associations.

The Important Role of Team Manager

A team manager plays many, diverse roles. At times you are the lead communicator, chief financial officer, coordinator, administrator, etc.

While the coaching staff is the team's lead on-ice, you are the team's lead off-ice. Many times you will need to lead conversations with the coaches and parents about dates, such as upcoming games, practices, tournaments, etc. Never assume someone else is thinking ahead and managing the details, because that "someone" is you.

Finally, a well-managed team makes a huge difference in the overall enjoyment of the season. Many players and family members note that some of their best memories are made at team parties and gatherings, off-ice - building and maintaining relationships that last well beyond the season.

Who Will Support You?

It is important to know that you are not alone, there are many individuals available to assist you and your success as team Manager.

1. Vice President

One of the core responsibilities of the Chiefs Hockey Club Vice President is to support the club managers. The VP will provide you with many of the resources you need to successfully manage your team.

2. Your Team Volunteers:

One of your first duties as Manager is to recruit volunteers to assist you. You cannot do everything yourself and will need the help from your fellow team parents to effectively manage. Some suggested volunteers include:

i. Dryland Coordinator

Throughout the season, you will need a volunteer to coordinate your team's dryland activities. This includes player stretching and warm-ups 45-60 minutes prior to all games and off-ice training, a few times throughout the season. (see Appendix).

ii. Score Sheet Recorder (home games only)

At each game, the home game manager is responsible for providing a score sheet and a score sheet recording volunteer. After the game, the home game manager is then responsible for entering the game score into the NWHL/Sports Engine app (more on this later).

iii. Scoreboard Operator (home games only)

At each home game, the home team must also provide a volunteer to operate the scoreboard. Typically, each team has parents who have experience operating the scoreboards at The Edge (more on this later).

iv. Penalty Box Attendant

At all games, plan on asking one parent manage your team's penalty box. This volunteer will ensure a player serving a penalty exits on time and the door is safely opened and closed.

v. Optional - Game Music Operator (home games only)

One significant way to enhance everyone's game experience is to provide music during your game. Each time the referee's whistle blows, a short music clip can play, just like at a real NHL game. Ask a volunteer to download an app that allows instant playback of music and have fun. Each rink at The Edge has a sound system that allows music use (more on this later).

vi. Optional - Game Videographer and YouTube Posting

Some teams ask a parent to videotape each game and then post the video to YouTube. While this adds work, it is a great way to preserve player memories of the season. The Chiefs have a YouTube channel that is available to post your videos (more on this later).

3. Chiefs Website and App

Our club website www.chiefshockeyclub.com contains a vast amount of information that you can utilize to help manage your team. When logged in, you can communicate with your team, subscribe to practice/game calendars, confirm rink locations, enter player stats, etc. We suggest you spend some time exploring the site to get familiar with what it has to offer. Additionally, the documents noted within this Handbook are available digitally for your use in the Documents section of the Chiefs website.

To email your team, from the Chiefs website, simply navigate to your team's page, find your roster via the team tab and click "options".

Your team information, on Chiefs website, syncs automatically to the [SportsSignUp Play app](#). Download the app and sign-in using your Chiefs information. The app will search for your team and will sync. If you have used the app in the past and have trouble signing in, delete the app and download it again.

Please note: The club requires all team communications to come from the official Chiefs website and or app. The club does not allow team leadership to use group texts or email communications outside of the Chiefs website. Doing so could expose families to excessive, unwanted communication from other families and exposes their phone numbers and email addresses without their consent. Only use the Chiefs website and app for team communications.

Chiefs Spirit Wear and Pride Items – On-Line Spirit Wear Store

The club offers a variety of spirit items for players and parents to show their Chiefs Pride. You can find this store on our Chiefs website. **Feel free to order items from the site for upcoming tournaments.**

Additionally, all new club players will get the following items with their new jerseys and socks. Early in the season, ask all of your players/parents if they need these items. If so, you can send an email to the Chiefs Spiritwear Director to provide them for your team.

- **Two Car Logo Stickers**
- **Two Helmet Logo Stickers per Player**
- **Helmet Number Stickers**
- **NWHL Shoulder Patches or** (see appendix for proper positioning)
- **NIHL Helmet Stickers**
- **S.T.O.P. Patch** (see appendix for proper positioning)

Fall/Winter Season: Mite

The Mite NWHL Fall/Winter season falls into a few different categories:

Pre-December 1st

Practices and cross-ice jamborees until December 1st with no full-ice NWHL games allowed per USA Hockey's American Development Model (ADM). AHAI does allow full-ice tournament participation. Early in October, you and your coach will want to work with other clubs to book your jamborees. Jamborees are scrimmages that your team will confirm with other teams, in the NWHL. You provide home ice and your opponent, in turn, provides ice (two scrimmages). The Chiefs Ice Scheduler will provide your coach

with home ice to use for this purpose. The earlier your team plans these, the better. Your coach has information on how to access and set-up the Chiefs ice divider boards. They may come in handy for cross-ice Jamborees.

Mite Locker Rooms

As you know, having four + teams sharing two locker rooms is not ideal but sometimes a reality. Each contracted ice slot comes with two locker rooms. However, if there is a full 60 minutes of open ice following your slot time, you can get up to two additional locker rooms. It is not uncommon for Mites to also use the West window corridor to dress. The Minor Hawks program frequently uses this space for dressing. If you like, you can ask the front desk of the ice status the week prior to your Jamboree and communicate this to parents so players can pre-dress at home, if needed.

Mite Schedule

Pre-Tier – November 18 – December 15

Think of this as Mite “pre-season”. Four games are played during “pre-tier”. The NWHL uses the results from this part of the season to then “seed” teams into appropriate, competitive divisions for “post-tier”. These games are scheduled at the NWHL’s November scheduling meeting. The date and time of this meeting will be sent to you and your coach.

Post-Tier – December 28 – March 1

This is the Mite “regular season” and 7 games are played here (3-4 home and 3-4 away). These games are scheduled at an NWHL scheduling meeting. The date and time of this meeting will be sent to you and your coach.

Playoffs – Early March

Typically, all NHWL teams play in the playoffs and the teams with the best record, during the playoffs, move onto 4th, 3rd, 2nd and 1st place games the final weekend. As soon as this schedule is known, it will be sent to you and your coach.

Fall/Winter Season: Squirt, PeeWee and Midget

The NWHL Fall/Winter season falls into three main windows:

1. Pre-Tier – October - Mid-November

Think of this as “pre-season”. Six games are played during pre-tier (three home and three away). The NWHL uses the results from this part of the season to then “seed” teams into appropriate, competitive divisions for post-tier

2. Post-Tier – Mid-November – February

This is the “regular season” and 12 games are played here (six home and six away)

3. Playoffs – Early March

Typically, all NHWL teams play in the playoffs and the teams with the best record, during the playoffs, move onto 4th, 3rd, 2nd and 1st place games the final weekend

Projected Team Expenses

Hockey is an expensive youth sport and while most costs are paid at player registration, there are a variety of expenses that each family will incur throughout a season. It may be helpful to share this information with your families so they are aware of these unknown expenses and so they can budget accordingly.

The Chiefs registration fee covers team ice time for practices and games, team supplies and materials, AHA, NWHL and NIHL membership, one tournament registration fee of up to \$1,200 and funding of \$500 for a team party (typically spent at a tournament).

While the Chiefs registration fee covers the vast majority of the season expenses, each family can expect to have additional expenses throughout the season. A rough estimate of these expenses is included below for you to communicate to each family during the team meeting or via email early in the season. Planning for these expenses ahead of time may be helpful.

Anticipated, Estimated Additional Season Expenses

- Chicago Wolves On-Ice Opportunities (optional)
 - The Chicago Wolves offer amazing opportunities for Mites and Squirts to skate on their ice with very affordable game tickets. Feel free to contact the Chicago Wolves: Ann Pacione, Group and Youth Hockey Account Executive - apacione@chicagowolves.com
- Tournament #1 (travel tournament, for example)
 - Tournament registration fees. If there are any left-over fees, each family would owe the difference.
 - \$250-\$350 Hotel room per family, per room for two nights
 - \$75/Person for food at leisure over the course of the weekend
 - \$50-\$75 for Gas
 - Tournament Party (club funds \$500)
 - Overage cost per family for team party if over \$500 = TBD
 - Tournament Souvenirs = At your discretion
- Tournament #2 (local tournament, for example)
 - \$75/Person for food at leisure over the course of the weekend
 - \$25-\$50 for Gas
 - \$TBD Team party costs per family (100% is funded by team)
 - \$TBD Tournament registration fees (100% is funded by team)
\$69/Player ~ average
 - Tournament Souvenirs = At your discretion
- Team Parties
 - Typically, throughout the course of a season, a team will have 2-3 team parties hosted at a private venue (restaurant, sports facility, Go Carts, etc.)
 - There are varying costs that typically apply to these parties that can range from \$15/person to \$25/person depending on the party location and amenities

Team Manager Season Schedule of Responsibilities and Tasks

This section of the Manager's Handbook is intended to help you plan your frequent team communications as well as your daily and weekly action items. While the list below does not represent all Manager communications and responsibilities, the intention is to help Managers plan their activities as well as offer suggestions on what to communicate (what families may find helpful).

- **Manager Meeting**

Held 1-2 Weeks After the Draft

- **Complete SafeSport Training, Background Screening and Acquire Your USA Hockey Number**

Immediately Upon Your Confirmation as Manager

You will receive instructions from the Chiefs Registrar. In order for you to have an NWHL/Sports Engine account, this must be complete (see below).

- **Player & Parent Document Distribution and Collection**

Email by Manager, to Families after Manager's Meeting

Complete by First Pre-Tier Game

Frequency = Once to Distribute and Reminders as Needed

After the Manager's meeting, you will provide a few forms for your parents to fill-out and return to you. You can find these document templates on the Chiefs website, under Home and then in Documents. The completed documents should be returned to you, prior to the first game and then stored in your Manager's binder. These documents will come in handy should you need to contact a parent, treat a player in their parent's absence, etc. These documents include:

- Player's Birth Certificate (a photo copy is fine)
- Player Information Sheet
- USA Hockey Consent to Treat
- USA Hockey Waiver of Liability
- Chiefs Zero Tolerance Policy
- Participant Code of Conduct

- **Team Meeting Invite, Location Determination & Hosting with Coach**

Complete by Manager and Coach Prior to First Pre-Tier Game

Frequency = Once to Distribute and Reminders as Needed

The team and parent meeting is typically the one time each season where a coach and manager sit-down with the team families to introduce themselves and to discuss the season ahead.

The meeting is also a good time to check family calendars for upcoming tournaments and team parties as well as to collect the player/parents documents. You may also like to ask for your game volunteers and recruit volunteer helpers to assist with tournament and party planning and walk parents through team calendar subscription options.

As the team Manager, you will primarily be responsible for choosing the meeting date and location (with the help of your coach) and communicating with the parents

to schedule the meeting. Meeting location options include, a locker room, the dance room at John Street, the balconies at Jefferson, a coach's house, etc.

- **Team Volunteer Recruitment Email**

Complete by Manager Week Prior to First Game

Frequency = Once to Distribute/Collect and Reminders as Needed

Earlier in this handbook, your needed game volunteers are noted. You may wish to send an email specifically asking for parent volunteers to assist you throughout the season (both game and planning/coordination).

For the game/technical volunteers (dryland, scoreboard, music, etc.), you may wish to find a few experienced parents who are comfortable with these areas and have them train other less experienced or new parents to share the burden. During an upcoming practice, have the parents meet in the scorekeeper's box and have a training session. This works very well and builds confidence in the new parents and their ability to assist.

- **Creation of NWHL/Sports Engine Account**

Complete by Manager Prior to First Game

Frequency = Once

After each home game the team Manager is required to enter the game scores into the NWHL website or via the Sports Engine app. In order to use this system, the NWHL will send each Manager instructions on how to create an account and how to enter your scores. More on this can be found below in your home game information. For additional details, please see the Appendix.

- **Team Roster Stickers**

Complete by Manager Prior to First Game

Frequency = as Needed to Maintain Supply

You will notice that on your team's game score sheets, there is room for you to enter your team's roster. Instead of hand writing the names and numbers at each game, it is much easier to pre-print stickers to have ready and simply apply. See the handbook appendix for more detailed information. For around \$25 you can contact <http://www.hockeyteamlabls.com> and they will create a very professional looking sticker template for you. You then print from that template. All instructions will be provided by the company. We highly recommend this option and it's quick, easy and professional looking.

- **Team Contact Card**

Complete by Manager Prior to First Game (or anytime early in the season)

Frequency = as Needed to Maintain Supply

Some coaches and managers like to distribute a contact card to their team and the Manager can typically help put this together. This card can simply be a laminated double-sided business card containing each player's name, jersey number and parent contact information. This helps the coaches and families get to know each player and offers an easy way to access parent phone numbers throughout the

season. For around \$25 you can contact <http://www.hockeyteamlabls.com> and they will create a very professional looking contact card for you to print from.

- **Monday AHAI Game and Referee Assignments**

Every Monday to Ensure AHAI Schedule is Accurate

Frequency = Weekly (typically Monday's)

On Monday of each week, you should log-into your AHAI account to ensure the noted games are accurate and to make sure referees are scheduled for your games. Please see the Appendix, for complete details.

- **Weekly Practice, Game and Volunteer Reminder Emails**

Begins Week Prior to First Game and Continues Each Week Thereafter

Frequency = Weekly (typically Monday's)

Items to note and include in your weekly team reminders:

- Confirm your assigned and needed volunteers
- "This week's" upcoming game and practice dates, times and locations
- Arrive at practices 30 minutes prior (or as coach determines)
- Arrive at games 45-60 minutes prior for players to attend pre-game dryland warm-ups and stretching (see Appendix), to get dressed and for meeting with coaches
- Remind parents of the club's "Sick Children Stay Home Policy" policy (see Appendix)
- Check front desk for locker room assignment – if first to arrive please check-out key to assist the team
- Always wear your Chiefs warm-up's to and from each game (club policy)
- Always bring both game jerseys to games as well as your reversible practice jersey
- Chiefs reversible practice jerseys are required to be worn at all practices (leave your game jerseys at home, protect and preserve them for your games)
- Don't forget to bring water
- No food in locker rooms at any time

- **Tournament #1 Planning and Communication** (Fall/Winter only)

Begins with Manager and Coach 1.5 – 2 Months Prior to Tournament

Frequency = Throughout Tournament Planning as Needed

- **Tournament #2 Planning and Communication** (Fall/Winter only)

Begins with Manager and Coach 1.5 – 2 Months Prior to Tournament

Frequency = Throughout Tournament Planning as Needed

- **End of Season Team Party (typically in February or around the Playoffs)**

Begins with Manager and Coach 1.5 – 2 Months Prior

Frequency = Throughout Planning as Needed

- **NWHL Playoffs Communication (1 Month Prior to Playoffs)**

Frequency = When Schedule Posted by NWHL & for Championship (TBD)

Note: A reminder and sample email will be sent to you

- **End of Season Player Document Return to Parents**
Frequency = 1 Week Prior to Final Game and Reminders as Needed
Note: A reminder and sample email will be sent to you
- **Manager Debrief Meeting with Club and Binder Return**
This meeting typically happens 1-2 weeks after the season ends.

Game Responsibilities Guide

1. Home Game Responsibilities

- a. The games are the most exciting part of each season. Games also require some very specific responsibilities of each team's Manager. The list below will help you plan ahead as well as check items off of your list!
- b. **Pre-Game**
 - i. **Pack Your Binder!** – Ensure all of your player and parent documents are with you as well as blank score sheets, pens, accident reporting documents, etc. Also, ensure you or your coach have the team's first aid kit.
 - ii. **Arrive Early and Check-Out Locker Room Key** – Check-out your team locker room from the front desk. If you are not able to arrive early, ask another parent or one of the coaches can get the key (whomever arrives first).
 - iii. **Dryland Coordinator** – Make sure your Dryland Coordinator has arrived, is gathering players and is working with them on stretching and warm-ups
 - iv. **Score Sheet Prep** – Fill-out one of your blank score sheets, apply your home team stickers and give the sheet to the away team's manager to do the same. Ask their manager to return the sheet to you, once complete.
 - v. **Jersey Check** - Per NWHL rules, home jerseys are "light" (white for Chiefs) and visitors are "dark" (black for Chiefs). Check that the visiting team is wearing "dark" jerseys and socks. If they have jersey issues and cannot wear "dark", you may need to have your Chiefs team wear their black jerseys.
 - vi. **Your Home Game Volunteers** – Ensure your game volunteers (score sheet recorder, score board operator, penalty box operator, music operator and videographer) have arrived and are in position early for the game.
 - vii. **Pre-Game and Post-Game Locker Room Rules** – All coaches are aware of these rules, but we ask that all Managers help monitor these to ensure compliance
 1. The use of cameras by anyone is not allowed in any locker room at any time.
 2. No food is allowed in any locker room, at any time. This policy is in place to ensure the safety of players and parents who may have severe food allergies. If a player needs to eat while at a rink, please ask them to do so in the rink lobby or other food service areas.
 3. The Club requires that two adult coaches (of the same gender as the players or two adult women in the case of an all-girls team) be present in a locker room, at all times, to ensure

player safety. If Mites and Squirts need assistance with skates or equipment, this assistance is allowable by parents. Parents should however, leave after assistance is given. If assistance is otherwise needed, a coach may ask for your help.

4. Horseplay, unsportsmanlike behavior and bullying will not be tolerated by the club and is forbidden anywhere and at all times.
5. Please reference the club's Locker Room Dress Policy and the USA Hockey Co-ed Locker Room Policy, in the Appendix. The club requires a team follow one of the policy and options listed in the USA Hockey Co-Ed Locker Room Policy. **Be sure to send an email to your team, noting your team's plan for the season.**

c. During Game

- i. Coaches may wish for you to lock the locker room and hold onto the key during the game. Work with your coach on this and then be sure to unlock the door as soon as the game is over.
- ii. Be alert during the game for notes/texts from the bench (your coaches). While rare, a coach may need to contact you about an injured player (to begin injury report, in your binder) or run to the locker room for a missing inhaler, for example.

d. Post-Game @ Rink

- i. At the conclusion of game, as the home team manager, you need to collect the completed score sheet from your scorecard recorder. You will need to provide a copy to the away team manager, keep a copy for yourself and place a copy in the Chiefs filing box behind the desk at the Jefferson rink. Attempt to drop-off the rink copy after each home game.
- ii. At the game, take a picture of the score sheet (or scan it with a scan app) and email it to your team's coaching staff.

e. Player Recognition @ Rink (supplies provided after Manager's Meeting)

- i. Chiefs Hockey Club Logo Pucks
 1. You will be given enough pucks for one to be given to each player throughout the season.
 2. Typically coaches award one at each game to that game's "Player of the Game".
 3. Coaches will typically wrap the edges of the puck with stick tape and write the date, player name and accomplishment on the tape.
 4. You may wish to assist your coaches in keeping track of who they have given pucks, throughout the season.

f. Post-Game @ Home

- i. Work with your video volunteer to edit and post your game video onto the Chiefs YouTube channel.
- ii. Within 48 hours of the game (home games only), post the final game score on the NWHL website or via the Sports Engine app. In order to enter your game scores you will need your NWHL login information, team name and NWHL division. Prior to the first game you will receive an email from the NWHL with instructions on how to create an account and how to use the site/app. For additional details, please see the Appendix.

- iii. Enter your game score into the Results section of the Chiefs website and enter your player statistics into the Statistics section of the website. Tell your coaches that you are entering this information as they will find it very helpful for recognizing players later.
 - g. **Can't Make the Game?** Simply arrange for another parent to take your place. Please ensure they know what to do. Give them this handbook, if helpful.
2. **Away Game Responsibilities** (Same as Home game, with the following exceptions)
- a. **Pre-Game**
 - i. **Score Sheet Prep** - Retrieve score sheet from home team, apply team stickers, fill-out and return
 - ii. **Jersey Check** - Check that visiting team is wearing "dark" jerseys and socks. If they have jersey issues and cannot wear "dark", you may need to have your Chiefs team wear their black jerseys. Per NWHL rules, home jerseys are "light" (white for Chiefs) and visitors are "dark" (black for Chiefs).
 - b. **Post-Game @ Rink**
 - i. At the conclusion of game, the home team will provide you with a copy of the completed and signed score sheet. Keep this for your records.
 - ii. At the game, take a picture of the score sheet (or scan it with a scan app) and email it to your team's coaching staff.

Appendix

Table of Contents:

1. Chiefs Hockey Club Conduct Policies and Procedures
2. Score Sheet Roster Stickers
3. Game Score Sheets
4. Chiefs Hockey Club YouTube Channel
5. Home Game Music
6. Tournaments Information and Options
7. NWHL and NIHL Rules & Game Scoreboard Times
8. Jersey Patch and Helmet Sticker Locations
9. Accident Reporting Documents
10. The Edge Scoreboard Operation Instructions
11. Setting up Your NWHL Account and Posting Home Game Scores
12. AHA! Game and Referee Assignment Confirmation
13. Rescheduling Games due to Weather Issues and Other Reasons
14. Dryland Program
15. "Sick Children Stay Home" Policy
16. Chiefs Locker Room Dress Policy and USA Hockey Coed Locker Room Policy

Appendices:

1. **Chiefs Hockey Club Rules and Conduct Policies and Procedures**
The Club has a document that outlines all Club policies and procedures regarding Rules and Conduct. These pertain to all Parents, Players and Spectators. All parents agreed to the document terms when registering prior to the season start. It is helpful to read through the document to ensure you are aware of the policies and procedures should an issue occur. Of particular interest is the Game Misconduct procedures as you may run into this during the season. Finally, please note that if you are confronted by anyone, with a complaint or concern, please ask them to reference the Chiefs Rules and Conduct Policies and Procedures (particularly the complaint policy and form near the back of the document). Coaches and Managers are not to take-on a complaint or concern themselves (unless it is an emergency). If a Coach or Manager has a concern or complaint about anyone, please also reference the club's Rules and Conduct Policies and Procedures. This document is available in the documents section of the Club website.
2. **Score Sheet Roster Stickers**
Creating your roster stickers can be a bit tricky and almost always look unprofessional. Many Managers use an Avery label format to design and print their labels. Once complete, you simply peel and stick your labels on your game score sheet.
 - a. For around \$25 you can contact <http://www.hockeyteamlabls.com> and they will create a very professional looking template for you to print from. **We highly recommend this option**, if you are willing spend a little money for convenience.
 - b. For free, a few templates are available for you to try, customize and use. These templates are available in the Documents section of the Chiefs website. There are a few versions available to choose, based on your preference.

3. Game Score Sheets

Scoresheets are provided at each scheduling meeting. You will only need these for your home games as each “home” manager provides the sheets. Keep them in your binder. Should you need additional sheets, extras will be kept at the Jefferson front desk, Chiefs file cabinet.

4. Chiefs Hockey Club YouTube Channel Information

Should you like to video record your games and host them on YouTube, ask for our YouTube channel login information. You (or your volunteer) can then place each video there for all to see. After posting each video you will want to email your team with the link so they can view it.

5. Home Game Music Information

If you would like to have a volunteer play music during your home games, feel free to ask for app suggestions. The set-up is simple as all they will need is an iPad or iPhone and a cable (1/8" headphone jack to RCA Y) to hook into The Edge sound systems. When you arrive at the Home rink, ask the front desk to ensure the system is on.

App Examples: Hockey Score Keeper Sounds and Soundboard

6. Tournament Information and Options

Your team's participation in its two tournaments is the most logistically heavy component of the season. If you desire any assistance in the planning, ask for a few parent volunteers to lead various parts of the planning. Also, feel free to ask other Managers for suggestions, recommendations and tips. Outlined below are simply a few helpful hints to keep in mind when planning for your tournaments.

- a. All Chiefs teams are encouraged to participate in two tournaments outside of the league with one travel tournament and one local tournament.
- b. Plan on working with your coach immediately (at the start of the season) to target each tournament. This will then allow you to begin parent communication pertaining to player availability to attend. It is desirable, but not always possible, to have 100% participation.
- c. **Plan on your two tournaments being early enough in the season so that if one cancels, you can find a back-up option. Every year tournaments cancel and you should be prepared for this to happen.**
- d. The Chiefs pays for one tournament registration fee of up to \$1,200 and funding of \$500 for a team party (typically spent at a tournament). If your registration fee is more than \$1,200, your team will need to pay the difference. If your registration fee is under \$1,200, there will be no cash value for the difference.
- e. Send the Chiefs Treasurer your registration fee invoice and the Treasurer will pay the fee directly to the tournament organization. **Do not pay the tournament organizer directly.**
- f. Ask your team of parents for volunteers to assist you in planning the weekend. Ask one to be in charge of the hotel and the other in charge of the parties and gatherings (while you run communications), for example.
- g. A list of popular tournaments will be provided to all coaches and managers early in the season to assist in picking a tournament.

- h. Contact the Chiefs Registrar to acquire your “Certified Roster”. This document is required by all tournament companies.
- i. You will need to acquire a travel permit from the Chiefs Registrar prior to participating in the travel tournament. Please allow two weeks to allow for processing time.
- j. Plan tournament parties and free-time activities players and families.
- k. If you like, arrange for player and sibling gift bags to be given out at the tournament. It is fun to include Gatorade in the bags for the players to drink throughout the weekend. **Reference the Chiefs Spiritwear website for gift and apparel options.**
- l. Create signs for each player’s hotel room door to show their Chiefs pride.
- m. Create a detailed tournament itinerary to email to the parents prior to the weekend. Include all necessary details, including rink addresses, party locations and necessary reminders.
- n. Keep in mind that your team’s game schedule will not typically be released by the tournament company until 10-7 days prior to the first game. In the cases of Friday games, you may need to warn parents that taking kids out of school may be required with final news to be communicated 10 days prior.
- o. Finally, since your participation in a tournament may mean you will be missing pre-scheduled practice ice time, please notify the Chiefs Ice Scheduler with your tournament dates so that he may release your practice ice and give it to other teams.**

7. NWHL Rules & Game Scoreboard Times

- a. **Please share this information with your home game scoreboard and scoresheet volunteers**
- b. A binder containing the information below is located in each home rink’s scorekeepers booth for your reference.
- c. NWHL
 - i. Complete Rules: <http://www.nwleague.com/page/show/1927068-rules>
 - ii. 3 Minute Warm-Up @ All Games
 - iii. Three - Game Periods:
 - 1. Mite-PeeWee: 11 Minutes each period
 - 2. Bantam-Midget: 13 Minutes each period
 - iv. Minor Penalty:
 - 1. Mite-PeeWee: 1:30
 - 2. Bantam-Midget: 2:00
 - v. Major Penalty:
 - 1. Mite-PeeWee: 4:00
 - 2. Bantam-Midget: 5:00
 - vi. Misconduct:
 - 1. Mite-PeeWee: 8:00
 - 2. Bantam-Midget: 10:00
 - vii. Each team is allowed one 30-second time-out per game
 - viii. **Running Clock due to Goal Differential:** When a score has a goal differential of 5 or more goals, the 3rd period game clock shall be a running clock. If, during the game, the goal differential drops to 4 or fewer, the running clock is discontinued. The game clock

shall stop in the event of player injury, to set penalties on the scoreboard and at the game official's discretion.

- ix. **Running Clock due to Ice Time Issues:** When a game is predicted to exceed the contracted ice time (see below), the home team will go to a "running clock" (the clock does not stop until the game is over, this includes during penalties – the clock should stop during player injuries).
- x. **Per NWHL rules:**
 - 1. The Home team should go to a running clock when the remaining game time = the remaining contracted ice time.
 - 2. Bantam and Midget home teams must provide 70-minute ice slots for all home games.

d. NIHL

- i. Complete NIHL Rules:
<http://www.nihl.info/Home/LeaguePage?linkId=0f045ab3-abb3-4bfd-8810-66bac15bf6af>
- ii. Playing times for all games (seeding round, regular season and tournament) will be stop-time periods as indicated here, except as set forth in the Slaughter Rule/Running Clock section below.

<u>Gold - Silver – Bronze - Girls</u>				
		Penalty Minutes		
	<u>Period Length</u>	<u>Minor</u>	<u>Major</u>	<u>Misconduct</u>
Squirts/Girls 10U	11 minutes	1:30	4:00	8:00
Peewees/Girls 12U	12 minutes	2:00	5:00	10:00
Bantams/Girls 14U	13 minutes	2:00	5:00	10:00
Girls 16U / 19U	14 minutes	2:00	5:00	10:00

- iii. The minimum time for the warm-up preceding the game shall be no less than five (5) minutes. Further, in the event of an injury, third period time must be agreed upon by both coaches. Notwithstanding the provisions of this rule, should the competing coaches agree to play the game not in compliance with these playing times, penalty times and clock operation; once the game is started, the results of that game will be absolute and final.
- iv. The timekeeper will put one (1) minute on the clock between the 1st period and 2nd period and the 2nd period and 3rd period of NIHL games. After the one (1) minute expires, the referees will signal the new period is set to begin and both teams will send their players to the ice surface for the period faceoff.
- v. Slaughter Rule/Running Clock
 - 1. At the point in the third period when a five (5) goal deficit first arises, the clock should be turned off to record the goal and not restarted until the ensuing face-off. While a five (5) goal deficit exists in the third period, the clock should remain running with the following exceptions:

2. The clock should remain running if a goal is scored by either team, and the five (5) goal differential still exists. However, if the losing team scores a goal to narrow the deficit to four (4) goals, then the clock is turned off to record the goal, and not restarted until the ensuing face-off occurs, at which point normal stop time will again be kept.
 3. NIHL does not permit running time EXCEPT under the slaughter rule and with respect to Mite cross-ice games. There are NO OTHER EXCEPTIONS!
- vi. Should a HOME team run out of assigned ice time and be required to vacate the ice surface with time left on the clock, the scorekeeper will note the time remaining on the score sheet. The remaining time left in the game will be played with the responsibility on the offending HOME team to ensure the conclusion of the game in the following manner:
1. The first time the two teams meet at the offending home teams' rink, the incomplete game will be finished prior to the start of the new game.
 2. In the event the only remaining game between the two teams is at the affected visiting teams' rink, the affected visiting team will make every effort to conclude the unfinished game prior to the start of their scheduled game, and any additional cost to have the original game completed will be borne by the original home team.
 3. If no games remain between the two teams, it shall be the responsibility of the original home team to conclude the game prior to the season's end or the seeding round end.

8. Jersey Patch and Helmet Sticker Locations

- NWHL Jersey Patches
 - New players are provided two sets of patches to apply to their new home and away jerseys, an NWHL patch and a STOP patch. If you are an existing player and do not have these patches, please talk to your team Manager and they will be provided them to you from the club's Director of Spiritwear.
 - S.T.O.P. Patch – Back / centered above name / below collar
 - AHA's S.T.O.P. program involves providing players with a 3" S.T.O.P. Patch which goes on the center back of their jerseys (both home and away).
 - **The program is designed to remind opposing players that any hit from behind is dangerous**
 - STOP Patches are required on all jerseys (NWHL and NIHL girls)
 - For more info: <http://www.ahai.org/page/show/276311-stop-patch-program>
 - NWHL Patch – Upper right shoulder (both home and away)
NWHL Patches are required on all NWHL player jerseys



- **NWHL and NIHL Helmet Stickers**
New players are provided a set of stickers to apply to their helmets, two logo stickers and a jersey number sticker. If you are an existing player and do not have these stickers, please talk to your team Manager and they will be provided them to you from the club's Director of Spiritwear).
- **Chiefs Logos**
Two Chiefs logo stickers are provided and are to be displayed on each side of the helmet. Since helmet models vary, the stickers can be located anywhere on the left and right sides.



- **Jersey Number**
Your player's number should be applied to the back/center of the helmet.



9. Accident Reporting and Insurance Forms

In the unlikely event a player or spectator is injured at a Chiefs Hockey Club practice, game or event, the team Manager is required to fill-out, sign and have signed by the player's parent, the provided "USA Hockey Catastrophic Injury/Spectator Injury Incident Report". As soon as possible, report the incident and scan/email the completed form to the Chiefs President.

Should the injured party desire to open an insurance claim with USA Hockey, they may do so by reading and filling out the "USA Hockey Case Report and Accident Insurance Claim Form".

Keep a copy of the "USA Hockey Catastrophic Injury/Spectator Injury Incident Report" has been placed in your binder and should kept in your binder at all times.

Each form can also be found in the Documents section of the Chiefs website.



CASE REPORT AND ACCIDENT INSURANCE CLAIM FORM



(NOTE: Report and Claim Form will be returned if not fully completed and signed.)

Basic Procedures for Submitting Case Report and Accident Insurance Claim Form

1. The participant or participant's parents/guardian should complete pages 2 and 3 of the form, and forward it to K&K Insurance Group, Inc.
2. The coach/program administrator must sign the completed case report.
3. If referee claim, the Referee in Chief must sign the completed case report.

To the Athlete/Parent/Guardian/Coach/Referee/Volunteer

Attach current itemized physician, hospital or other provider's bills for accident medical expenses claimed as well as the primary carrier's Explanation of Benefits showing payments and denials. These bills must show the patient's name, condition (diagnosis), type of treatment given, date the expense was incurred and the charges made.

K&K INSURANCE GROUP, INC. / SPECIALTY BENEFITS, INC.
Claims Department
P.O. Box 2338
Fort Wayne, Indiana 46801-2338
(800) 237-2917



Instructions for Completing the Accident Insurance Form to the Injured Person/Parent/Guardian

To the injured person/parent/guardian: Attach current itemized physician, hospital, or other provider's bills for accident medical expenses as well as the primary carrier's explanation of benefit showing their payment and denial. These bills must show the patient's name, condition (diagnosis), type of treatment given, date the expense was incurred, and the charges made. Return this form to K&K Insurance Group, Inc. Please note: Claim forms will be returned if not fully completed and signed. Omission of vital information will cause a delay in claim processing.

Applicable in Arizona

For your protection, Arizona law requires the following statement to appear on this form. Any person who knowingly presents a false or fraudulent claim for payment of a loss is subject to criminal and civil penalties.

Applicable in Arkansas, Delaware, District of Columbia, Kentucky, Louisiana, Maine, Michigan, New Jersey, New Mexico, New York, North Dakota, Pennsylvania, South Dakota, Tennessee, Texas, Virginia, Washington and West Virginia

Any person who knowingly and with intent to defraud any insurance company or another person, files a statement of claim containing any materially false information, or conceals for the purpose of misleading, information concerning any fact, material thereto, commits a fraudulent insurance act, which is a crime, subject to criminal prosecution and [NY: substantial] civil penalties. In DC, LA, ME, TN, VA and WA, insurance benefits may also be denied.

Applicable in California

For your protection, California law requires the following to appear on this form: Any person who knowingly presents a false or fraudulent claim for payment of a loss is guilty of a crime and may be subject to fines and confinement in state prison.

Applicable in Colorado

It is unlawful to knowingly provide false, incomplete, or misleading facts or information to an insurance company for the purpose of defrauding or attempting to defraud the company. Penalties may include imprisonment, fines, denial of insurance, and civil damages. Any insurance company or agent of an insurance company who knowingly provides false, incomplete, or misleading facts or information to a policy holder or claimant for the purpose of defrauding or attempting to defraud the policy holder or claimant with regard to a settlement or award payable from insurance proceeds shall be reported to the Colorado Division of Insurance within the Department of Regulatory Agencies.

Applicable in Florida and Idaho

Any person who knowingly and with the intent to injure, defraud, or deceive

any insurance company files a statement of claim containing any false, incomplete or misleading information is guilty of a felony.*

* In Florida - Third Degree Felony

Applicable in Hawaii

For your protection, Hawaii law requires you to be informed that presenting a fraudulent claim for payment of a loss or benefit is a crime punishable by fines or imprisonment, or both.

Applicable in Indiana

A person who knowingly and with intent to defraud an insurer files a statement of claim containing any false, incomplete, or misleading information commits a felony.

Applicable in Minnesota

A person who files a claim with intent to defraud or helps commit a fraud against an insurer is guilty of a crime.

Applicable in Nevada

Pursuant to NRS 686A.291, any person who knowingly and willfully files a statement of claim that contains any false, incomplete or misleading information concerning a material fact is guilty of a felony.

Applicable in New Hampshire

Any person who, with purpose to injure, defraud or deceive any insurance company, files a statement of claim containing any false, incomplete or misleading information is subject to prosecution and punishment for insurance fraud, as provided in RSA 638:20.

Applicable in Ohio

Any person who, with intent to defraud or knowing that he/she is facilitating a fraud against an insurer, submits an application or files a claim containing a false or deceptive statement is guilty of insurance fraud.

Applicable in Oklahoma

WARNING: Any person who knowingly and with intent to injure, defraud or deceive any insurer, makes any claim for the proceeds of an insurance policy containing any false, incomplete or misleading information is guilty of a felony.

Catastrophic Injury/Spectator Injury Incident Report

Use this form ***only*** to report potential catastrophic injuries or spectator injuries.

This is **not** a claim form and **does not trigger an insurance claim.**

This form is for reporting purposes only.

Name of Injured: _____ Date of Birth: _____

Name of Parent (if a minor): _____

Address: _____ City: _____ State: _____

Telephone: _____

Local Program/Club Name: _____

Address: _____

Contact(s) & Phone #(s) _____

Date of Incident: _____ Location: _____

Game, Practice, Other: _____ Age Category: _____

Team: _____

Coach and Phone #: _____

Description of Incident: _____

Description of Injuries or Property Damage: _____

Medical Information: (Injury, Ambulance, Hospital and Doctor, On site Trainer or EMT) _____

Report Filed By: _____ Phone #: _____

Date of report: _____

Send or fax report to Your District Risk Manager or Associate Risk Manager as soon as possible.

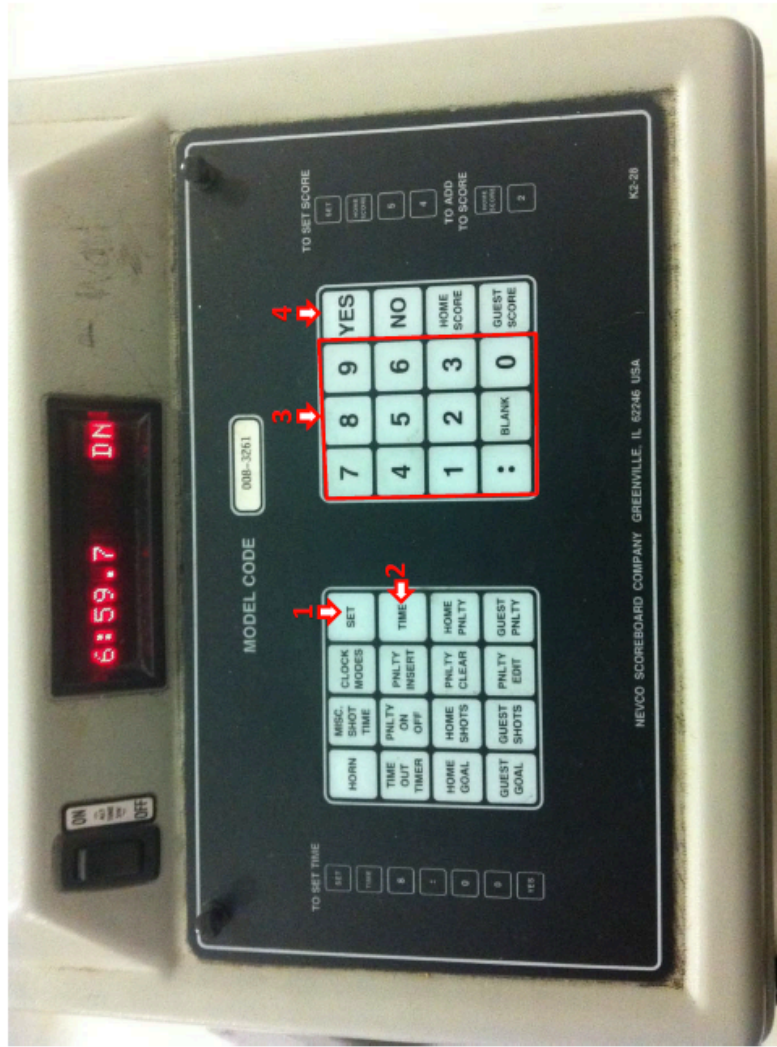
10. The Edge Scoreboard Operation Instructions

Operating a scoreboard can be intimidating to some, but you likely have parents already on your team, who have experience in operating the scoreboard, and are ready to assist. We recommend getting interested parents together, early in the season, to train each other. The Edge Scoreboard operating instructions are included below. You may also wish to view a few instructional videos available on-line, such as this one on YouTube:

<https://www.youtube.com/watch?v=QGI5OBt1Sal>

Setting Up & Running the Scoreboard

- Turn scoreboard on using the switch on the right side
 - The scoreboard will ask "start where turned off". Answer "NO"
 - The scoreboard will ask "do you want to use an auto start program". Answer "NO"
 - Enter model number of your unit when prompted
 - The scoreboard will ask if you want to use the Shot clock Answer "NO"
 - The scoreboard will ask if you want to use Penalty time out Answer "NO"
 - **To Set The Time Clock:**
 - Select "SET"
 - Select "TIME"
 - Enter the time "###:##" (example "08:00")
 - Select "YES"
 - Unit will ask for Period
 - Enter period number "#" (example "1", "2", "3")
- If you make an error at any time during data entry: Select the "Time" button to exit back to your starting point.
- **TO ENTER A PENALTY**
 - Select "SET"
 - Select "HOME PNLT" (or "AWAY PNLT")
 - Enter the time for the penalty "##:##"
 - Select "YES"
 - Enter the Player Number "##"
 - **TO CLEAR A PENALTY**
 - Select "HOME PNLT" (or "AWAY PNLT")
 - Select "PNLT CLEAR"
 - Note: if there is more than 1 penalty, press the "home pnlt" or "guest pnlt" button until the penalty you want to clear shows up.
 - **TO EDIT A PENALTY TIME**
 - Select "HOME PNLT" (or "AWAY PNLT")
 - Select "PENALTY EDIT"
 - Edit the time "##:##"
 - Select "TIME"
 - **TO CHANGE THE SCORE**
 - Select "HOME SCORE" (or "GUEST SCORE")
 - it will ask you how many to add
 - Select "1"
 - Select "TIME"
 - **TO EDIT A SCORE**
 - Select "SET"
 - Select "HOME SCORE" (or "GUEST SCORE")
 - (Enter the correct score on the number pad)
 - Select "TIME"



TO SET THE TIME AND PERIOD

- Press "SET" (1)
- "TIME" (2)
- "08:00" (example) (3)
- "YES" (4)
- PRESS "#" (period number) (3)



TO CHANGE SCORE
 "HOME SCORE" (or "GUEST SCORE") (1)
 it will ask you how many to add
 PRESS "1" (2)
 "Time" (3)

TO EDIT A SCORE
 PRESS "SET"
 "HOME SCORE" (or "GUEST SCORE") (1)
 (Enter the correct score on the number pad)
 PRESS "TIME" (3)

11. Setting up Your NWHL Account and Posting Home Game Scores

In order to post your home game scores, you will need an account with the NWHL/Sport Engine.

If you do not already have a NWHL/Sport Engine, follow these instructions.

- a. Go to the NWHL website (nwleague.com), select the "Create an Account" button in the top left section of the home page which will take you to a Create New Sport Engine Account page. Complete all of the information and select Sign Up for Your Sport Engine Account.
- b. Once you do this the NWHL will be notified and will link you to the Sports Engine website so that you can post scores.

If you already have an account with NWHL/Sport Engine, you will see a "Become A Member" button in the top left corner of the page, when you are logged in to the NWHL site. Select this button and you will automatically register with the NWHL.

To post your home game scores: Go to the NWHL website (nwleague.com), log into your account, select your team level button (i.e., Bantam), team division, team name, select the "Edit Mode" button (located in the top right section of the page), select the Game Schedule button, select the time of the game (located under the Status column), select the Quick Score button, select Final (Game Status), type in the score for the home and visitor teams, and select the Save button.

Although it is the responsibility of the home team to post game scores, the visitor team can also post scores. So, if you notice that the home team has not posted the game score in a timely manner, please feel free to post the game score. Please note that game scores for the weekend should be posted by Monday at 5pm.

You can also post scores, using the Sport Engine app! Look in the upper right corner of your team website page. You'll see a Team ID (i.e., 1132345). On your phone, download the Sport Engine app. It will ask you for your personal information (use the same information as you did when you created your login information) and your Team ID. Now, you can post scores via your phone!

Take care when posting, double check the score before inputting and double check what you typed before finishing the post. If you make a mistake, it's easy to fix, but the standing won't actually reflect the change for 2-3 days.

SportsEngine Registration & NWHL Membership

In order for you to be able to enter scores you must register with SportsEngine.com **AND** be a member of NWHLeague.com. Once these 2 steps are complete we can associate

1. Register with SportsEngine.com
 - a. This is only required if you have not registered with SportsEngine yet
2. Become a member of NWHLeague.com
 1. Same as registering with SportsEngine, this only needs to be done once.
 2. If you are not a member you will generally be prompted to become a member, or to “Connect” to NWHLeague.com.
 3. You can also look at your SportsEngine ID profile. Under your profile it will list the organizations you are a member of.
3. Once you are registered with SportsEngine and a member of NWHLeague will be able to link you with a team as designated by your club.

NWHL Score Entry

A few quick reminders in **BOLD**: the only thing you are **REQUIRED** to do on the NWHL site is to post home game scores. You are not required to add a roster, photos, posts, stats, etc. You can do that if you'd like, however. **YOU ARE NOT TO TOUCH THE SCHEDULE. DO NOT ADD GAMES, TOURNAMENTS OR PRACTICES.**

Let's get started! - **This is the web site as seen from a PC – it appears differently on mobile app.**

First, you will not even SEE the option to post a game score to a game until it begins. So, you're game at 3pm on Sunday is viewable as

it's on the schedule, but no option to post a score will come up until 3pm game time. So please don't panic

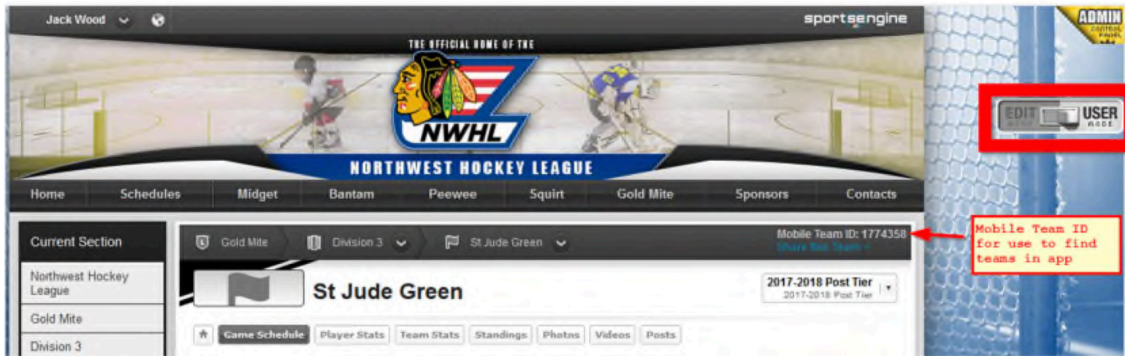
Second, there is an Edit/User button on your team page if you're linked. You cannot make any changes or even see the option to make changes until you're in “Edit” mode. So again, please don't panic. Get into Edit mode. Otherwise you're viewing the page as a normal team parent without admin abilities would view the page.

Below are a few screen shots to teach you about posting scores. Let me know if you have questions. But really try to trouble shoot, too. Many times you'll answer your own questions!

Screen Shot #1

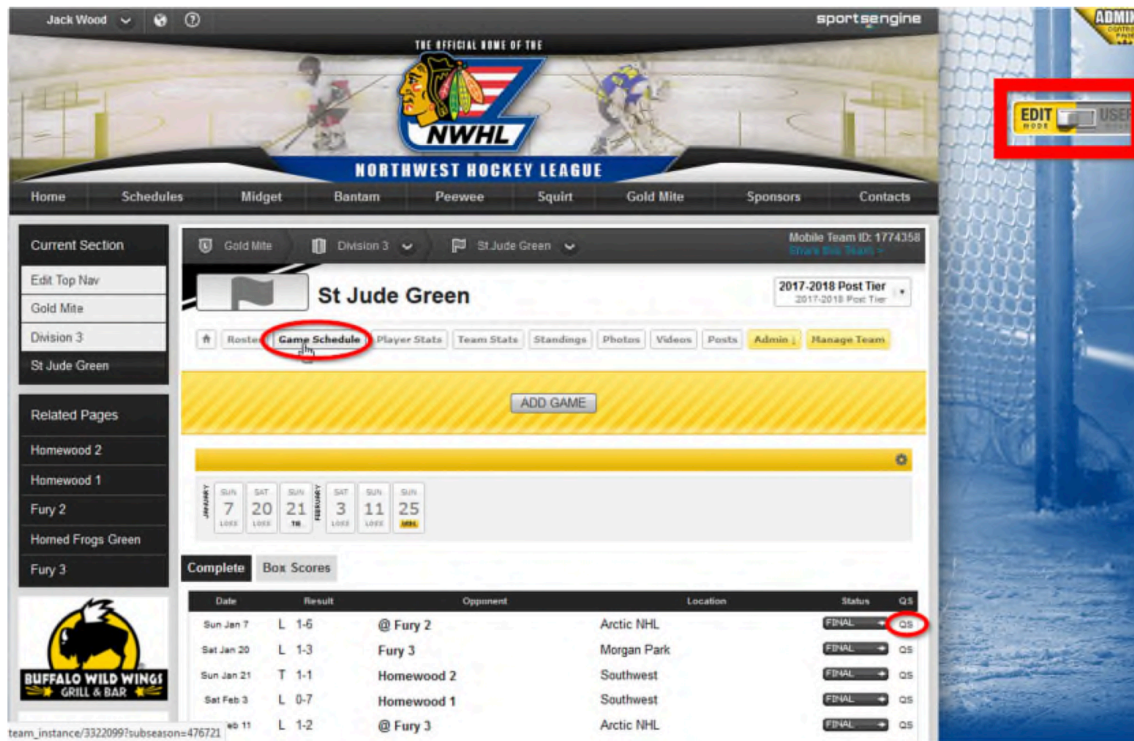
Circled is the Edit/User Button. You're might look a bit different as I'm an admin to the entire site, but you should have something similar The team id is something that you use with the Sport engine Ap. If your families download the ap (free) they can search the

team ID for the team and save it to their favorites. They can then see the game schedule here!



Screen Shot #2

Click on game schedule at the top of your team, again, make sure you're in Edit mode. Once there, click on the **game time or QS** (quick score) to post a score



Screen Shot #3

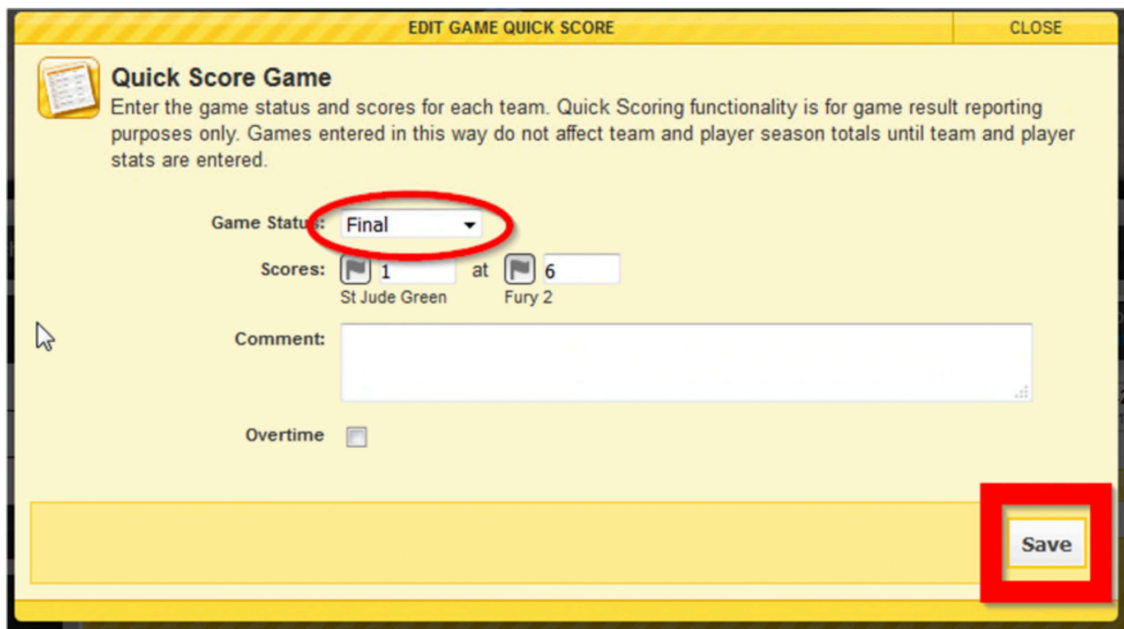
If you selected QS go to step 4

Once you've clicked the game time you see this screen. You need to click on Quick score. It will say at the time whether the game is scheduled or in progress or final. You'll want to make sure that you select FINAL.



Screen Shot #4

You'll now get this screen. Change the game status to FINAL, input the scores for each team (do not invert), no comments are needed. And save. Please double check the score and status.



If you give the wrong score it can take 72 hours to update the standings and then families get upset.

Screen Shot #5

Now you're done. See the score to the left and the game as FINAL to the right! Scores update immediately on standings (unless you're correcting a mistake – site may take up to 72 hours for standings to reflect change).

The screenshot shows a web interface for a sports team named "Gold Mite". At the top, there is a navigation bar with a home icon, "Game Schedule", "Player Stats", "Team Stats", "Standings", and "Admin". A dropdown menu shows "2017-2018 Post Tier" and "2017-2018 Post Tier". Below this is a "Game Status" section with buttons for "SCHEDULED", "IN PROGRESS", and "FINAL". A note below these buttons says "Game is complete. Final score and statistics are displayed." The main content area features a large advertisement for an iPad app titled "Score this game live on your iPad." with an "Available on the App Store" badge and a "NEW" tag. To the right of the ad are three buttons: "SCORE LIVE" (with a sub-note: "Use SportsEngine Live to enter plays as they happen. Team and player stats will be calculated automatically. See the Getting Started Guide for more info."), "QUICK SCORE" (with a sub-note: "Quickly update the game score and status only (no stats)."), and "EDIT STATS" (with a sub-note: "Manually enter team and player stats in tabular format."). Below the main content area, the date and location are shown as "SUN, FEB 25, 2018 Morgan Park". A "FINAL" button is highlighted with a red box. At the bottom, the score is displayed as "St Jude Green 3" and "Horned Frogs Green 2".

12. AHAI Game and Referee Assignment Confirmation

Although it is not a common occurrence, some teams have experienced a referee (or referees) not showing up to their team's home games. The instructions below will help you to confirm that the NWHL has correctly scheduled your game and that referees have been assigned to your game.

Once you have been invited by AHAI to set-up an account, and done so, you will receive a weekly email to confirm your upcoming game date, time and location. It is always a great idea to log-into your account each Monday to proactively check your upcoming games as well as to ensure referees have been assigned.

To log-into your account, go to: www.ahai2.org

If you select "Login" (top left, "Login to your AHAI web page"), it will either take you directly to the AHAI system or ask you for your ID and password to get you into the system.

Once in the system, you will have access to numerous tabs which will provide you with a variety of information.

The image shows a screenshot of a computer desktop. In the background, an Outlook email is open, titled "Blues (SQ AA) Central States Major Schedule for Mon Dec 12 thru Sun Dec 18". The email content includes a "Login to your AHAI web page" link. In the foreground, a web browser window displays the "Amateur Hockey Association Illinois, Inc. 2016-2017" website for user "Mark C Soehn". The website has a navigation menu with tabs for "Personal", "Account", "Schedule", "Evaluations", "Rosters", "Contacts", and "State Tournament". A red-bordered box highlights the "Announcements" section, which contains the following text:

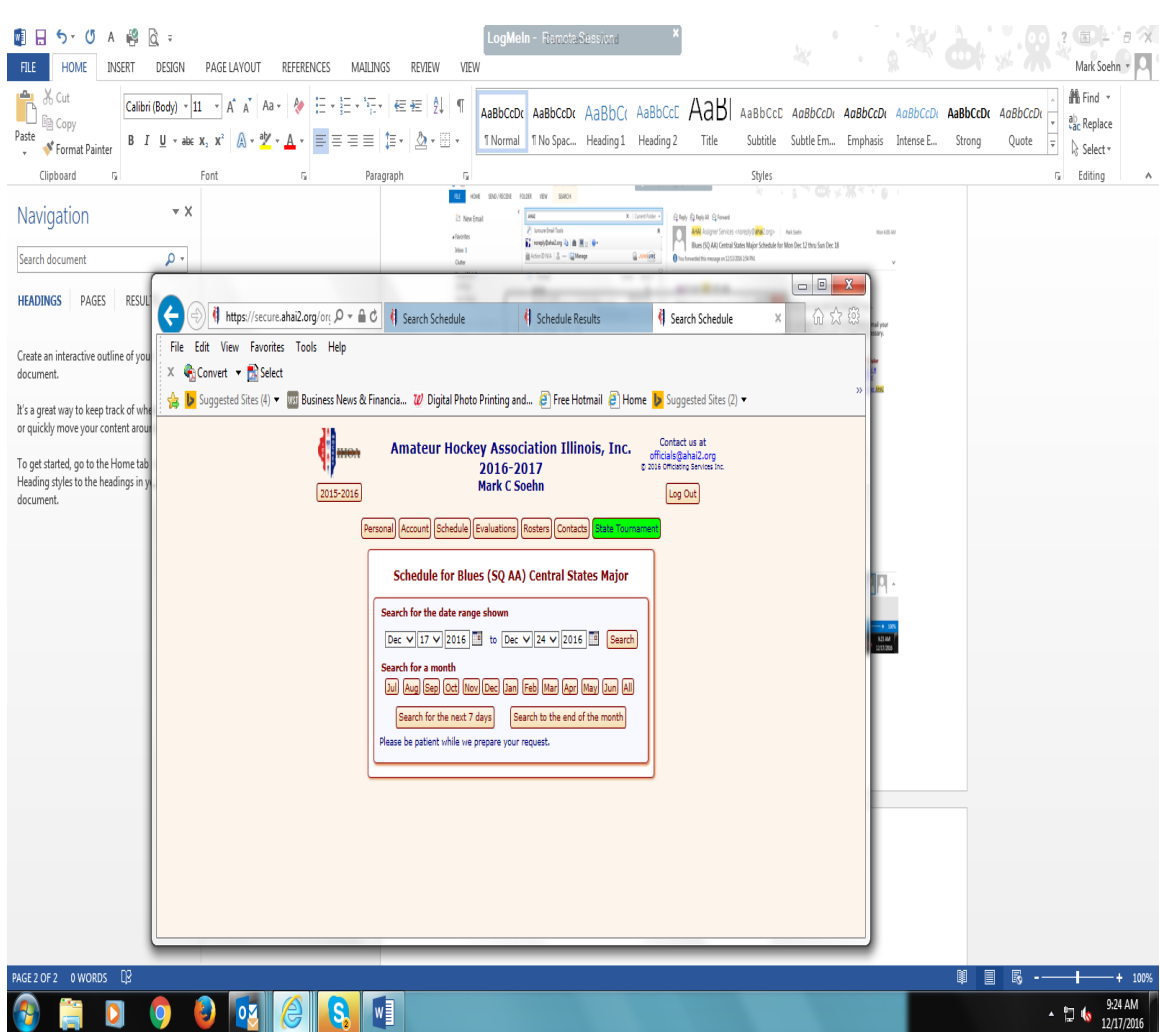
Announcements

- Visit the [public website](https://secure.ahai2.org/public/) at <https://secure.ahai2.org/public/> to view schedules for other leagues and teams
- Questions or corrections? Contact your officiating scheduler.
- Please review your schedule to verify that each game has been entered correctly.
- Unassigned officials are displayed as a line. Your scheduler will notify you well in advance of a game if he/she is unable to schedule officials. The web schedule may be as much as 24 hours behind the actual schedule. Please contact your officiating scheduler if you require immediate confirmation.
- You may insert a new game directly into the schedule using the Officiating Requisition link to the left. A 5 day notice is required. Exhibition games on Saturdays or Sundays may not be accepted unless your opponent is not local.

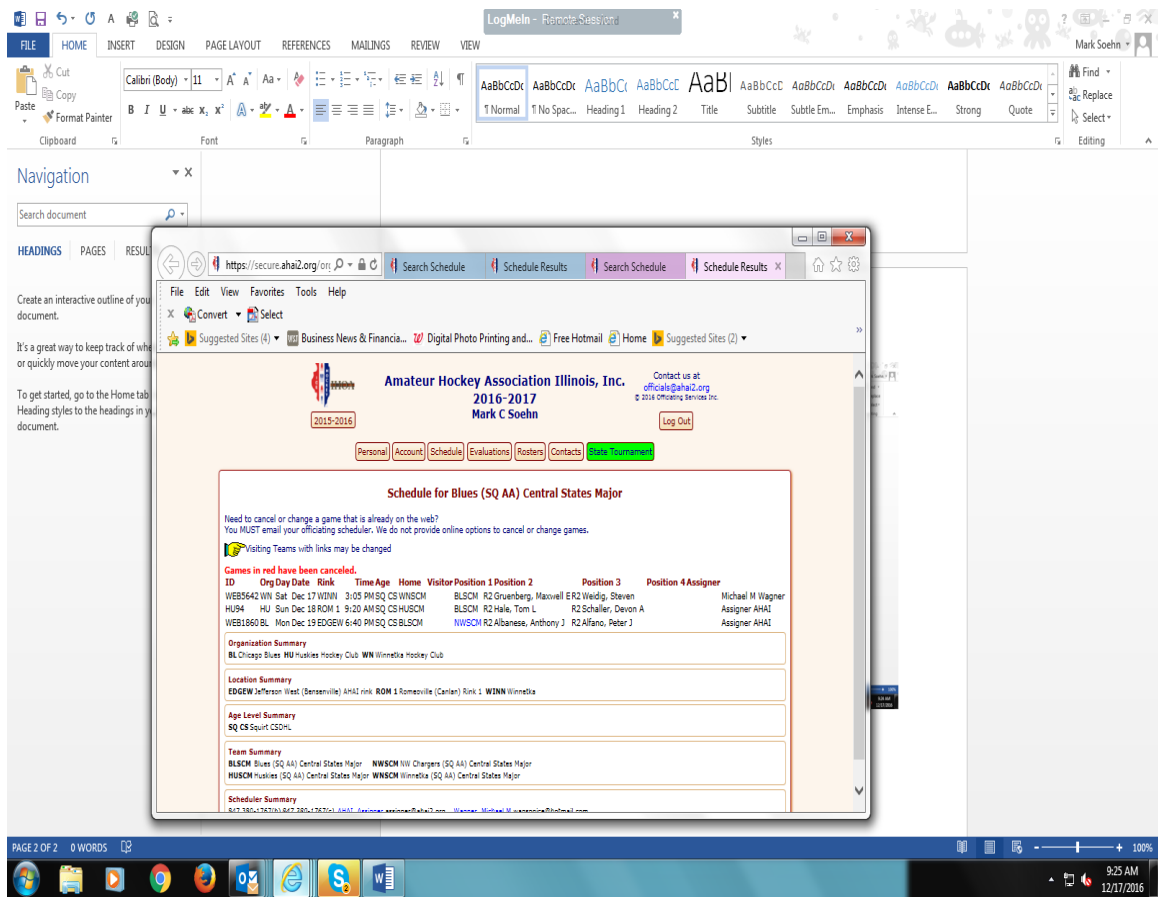
Evaluations

- After a game has been played you may evaluate each official by locating your team name under the Evaluation / Teams heading on the left side of this page.
- If you are not authorized to evaluate you will not see this section. Contact your officiating scheduler for assistance.
- A downloadable Evaluation form may be used to collect the information. We do not accept faxed or emailed forms.
- Evaluations must be submitted online.

Select the "Schedule" tab and then your team. This will take you to a window where you can select whatever time frame you would like (the default time frame should be the upcoming week).



Select "Search" and it should take you to a window that shows your team's games for the week and if referees have been assigned.



If there is not a name in the "Position 1" or "Position 2" columns, then you know that one referee or two referees have not yet been assigned to your game.

If you see names in these two columns, then you can assume referees have been assigned and you are good to go.

If one or both referees have not been assigned, then you should select officials@ahai2.org (top right of window) and send an email to the AHA! referee assigner explaining that a referee or referees have not been assigned to your game and to please provide some direction on what you need to do to get a referee assigned.

If your game is less than two days away and you are missing both referees (you have not heard back from the AHA! referee assigner), you must contact your team coach, the opposing team coach and the Chiefs President to make a decision on how to proceed. Many times Mite-PeeWee teams can find a volunteer or two to officiate your game, given this rare instance. For Bantam and Midget games without two referees, please contact the same individuals, as noted above, but in this case, a game reschedule is likely.

Games can be played with a single referee!

Coaches and/or assistant coaches should bring their coaching bag with them to games. If there is a single referee then the teams should volunteer someone to assist either on the ice or on the benches at the blue line to help with off sides.

You, as the team manager are responsible for reviewing the weekly AHAI email and making sure referees are assigned to the team's "home" games. If you do not receive an email, please check the website on Monday's.

The NWHL is responsible for scheduling the games, see on the AHAI site. If you see your game listed but it contains incorrect information, report these game scheduling issues to Rebecca Schulz (nwhlrebecca@yahoo.com) and copy the Chiefs Ice Scheduler.

13. Rescheduling Games due to Weather Issues and Other Reasons

The league expect all clubs to play all their scheduled games. For this reason, there are few reasons to request a change in game date. Additionally, requesting a game change is a time consuming and complex process.

In the winter months, during snow events, it's not uncommon for teams to debate whether to cancel a game. The league recommends against cancellation unless family safety is at risk. Long commute times is not a reason to a reason to cancel. Monitor your pre-game weather conditions and remind parents to plan ahead.

If a game cancellation is required, a game change form (located in the "Forms" section on the NWHL site) must be completed at least 10 days before the requested change and submitted to the NWHL Secretary (nwhlrebecca@yahoo.com). The requesting team will be charged a \$25 fee. The Secretary will then work to change the game and reschedule the game officials.

14. Dryland Program

The club maintains a dryland program to provide players with age appropriate pre-game stretching and warm-up time as well as off-ice training throughout the season.

The Chiefs dryland program consists of two components:

1. Pre-game warm-ups and stretching
2. Team visits to off-ice facilities for positioning drills and conditioning and exercise training and more

Pre-Game Warm-Ups and Stretching

Early in the season, your dryland coordinator, that you appoint, will be trained to lead your team in pre-game warm-ups and stretching. Your dryland coordinator will be trained by the club's personal trainer in age appropriate skills and techniques. After training, your coordinator will meet with your team 45-60 minutes prior to each game to lead your players through age appropriate warm-ups and stretching. Please ensure you remind your team to meet your coordinator prior to each game, in their warm-ups (per club policy).

Off-Ice Facility Dryland Training

At various times throughout the season, your team can participate in off-ice training, led by your coach. Early in the season (September – November), while outdoor temperatures are warm, invite your team to a session or two at local outdoor tennis court or at the John Street outdoor “street” rink.

Later in the season, you may choose for your team to visit an indoor facility for further training. The club will provide all coaches with suggestions on how to utilize the off-ice sessions, these will include positioning drills, stick handling drills and conditioning and exercise training. The club will be in touch with dates and indoor facility information.

15. “Sick Children Stay Home” Policy

The Chiefs Hockey Club maintains the District 205 “When Should Your Child Stay Home?” policy. The club requests that all parents show common sense and respect to other families when you believe your player (or a participating family member) may be sick. Please allow them to stay home or stay in their hotel room, if you are at a tournament. Your coach can do without your player for a game in which your player is sick. Parents of sick family members, who disregard this policy, may be subject to discipline by the Chiefs Rules and Conduct Committee.

“When Should Your Child Stay Home” according to District 205 and Chiefs Hockey Club policy?

- Any illness which is accompanied by decreased energy and an inability to sustain usual daily activity level.
- Diarrhea or Vomiting: until illness is over and your child does not experience vomiting or diarrhea for at least 24 hours – without use of medicine.
- Red eye(s) or Skin Rash: Your child may return to school and hockey when accompanied by a doctor’s note which states your child is cleared to return. If eye drop medication is prescribed, your child will need to complete 24 hours of medication at home, prior to returning to school and hockey.
- Bad coughs/Cold Symptoms (continual coughing, persistent runny nose, headache) which cause interference with your child’s ability to focus on school and hockey activities.
- Fever of 100 degrees or greater, by mouth (or 99 degrees or greater under the arm). Your child should be fever-free for 24 hours, without the use of medicine before returning to school and hockey.
- If antibiotics are prescribed for communicable diseases, the medication must be given for 24 hours at home before the student returns to school and hockey.

16. Chiefs Locker Room Dress Policy and USA Hockey Coed Locker Room Policy

The Locker Room Dress Policy attempts to balance the social integration and camaraderie of a team sport while providing a safe and respectful environment for all of our participants.

The Chiefs Hockey Club requires the following of all teams, even if the team is not coed.

All players are required to arrive at the rink wearing their hockey base layers or shorts and t-shirts (in good condition - no holes or tears in clothing) under their street clothes. All members of the team must have this minimum attire before entering a locker room so that no player has the opportunity to see others in a state of dress/undress.

If you are on a coed team, please discuss these additional options with the family of the female player. This would be in addition to the Base Layer policy above. Work with these parents to determine if one of the additional options should be enacted by the team. These are from the USA Hockey's Co-Ed Locker Room Policy:

- Have boys and girls change/dress in separate, supervised locker rooms. Then approximately ten (10) to fifteen (15) minutes before each game/practice everyone is to be ready in gear in one designated locker room so the coach can address the entire team. If a player (whether boy or girl) is not fully dressed by the time the coach arrives, then that player must go to a separate locker room or bathroom to finish dressing. The onus is on the players being properly dressed when the coaches actually begin preparing the team for the practice or game.
- Another option is the alternate use of a single locker room. Players of one gender dress in the locker room while players of the opposite gender wait outside. When the one group is ready, then the players switch places and the players in gear wait for players of opposite gender to get dressed. No coaching is to be done until all the players are together in full gear. Taking turns is a means of reasonable accommodation; neither gender group should be favored, nor should one group be the group who always has to wait to change.

Please note that with Co-ed programs, it is important that the persons monitoring the locker room is of the same gender as the players being monitored. USA Hockey would consider it acceptable to have one locker room monitor immediately outside the locker room and regularly checking in on the locker room. If there are two monitors, then they can monitor from inside the locker room. Having only one person inside a locker room can expose that person to allegations, so a second person can help protect one another from allegations.

Should you have any questions, concerns or need assistance with anything, please do not hesitate to contact the Chiefs Hockey Club.

Ken Haller
President, Chiefs Hockey Club
630.742.0459
kenhallerjr@icloud.com