**Chicago Hawks**

**Hockey Club**

**“CHHC”**



Manager’s Handbook

2025-2026 Season

Table of Contents

[CONTACTS: 5](#_Toc207116789)

[GETTING STARTED Checklist 6](#_Toc207116790)

[USA Hockey Number: 6](#_Toc207116791)

[NATIONAL LEVEL BACKGROUND SCREENING 6](#_Toc207116792)

[SafeSport Completed 6](#_Toc207116793)

[First Team Email 6](#_Toc207116794)

[Assistant Coaches 6](#_Toc207116795)

[Parent Meeting 6](#_Toc207116796)

[Attend Manager Meeting Tuesday, 8/26, 6:30PM CST: Weight Room 7](#_Toc207116797)

[Roster 7](#_Toc207116798)

[Slush fund 7](#_Toc207116799)

[Accounting for Slush 7](#_Toc207116800)

[Weekly Reminder 7](#_Toc207116801)

[CSDHL Prospects Scheduling 8](#_Toc207116802)

[NIHL Scheduling 8](#_Toc207116803)

[NWHL 8](#_Toc207116804)

[Website Calendar 8](#_Toc207116805)

[Arrange Scorekeeper for all HOME games 8](#_Toc207116806)

[Labels 8](#_Toc207116807)

[Referees 8](#_Toc207116808)

[Clock (all) (recommended) 9](#_Toc207116809)

[Games 9](#_Toc207116810)

[Post Game 9](#_Toc207116811)

[Get Familiar with your League 9](#_Toc207116812)

[USA HOCKEY 10](#_Toc207116813)

[SAFESPORT – MUST COMPLETE ASAP! 10](#_Toc207116814)

[NATIONAL LEVEL BACKGROUND SCREENING - REQUIRED 10](#_Toc207116815)

[GENERAL INFORMATION 10](#_Toc207116816)

[FORMS ARE AVAILABLE ON THE HAWKS WEBSITE 11](#_Toc207116817)

[Team Rosters / Official Rosters / travel Permits 12](#_Toc207116818)

[Referee Schedule: 14](#_Toc207116819)

[BUG (Back-Up Goalie) 14](#_Toc207116820)

[TRAVEL PERMITS 14](#_Toc207116821)

[GAME LIMIT Guidelines 15](#_Toc207116822)

[AHAI AWARD PATCHES 16](#_Toc207116823)

[MAKING THE GRADE 16](#_Toc207116824)

[ICE SCHEDULING 17](#_Toc207116825)

[CSDHL Prospects Scheduling 17](#_Toc207116826)

[NIHL Scheduling 17](#_Toc207116827)

[NWHL 17](#_Toc207116828)

[Return Ice Policy 2025-2026 18](#_Toc207116829)

[REFEREES 19](#_Toc207116830)

[GAME CLOCK AND SCOREKEEPING 20](#_Toc207116831)

[REPORTING SCORES 21](#_Toc207116832)

[Scoresheets: 21](#_Toc207116833)

[SLUSH FUND POLICY 22](#_Toc207116834)

[● Northern Illinois Hockey League (NIHL) Slush Fund Policy 22](#_Toc207116835)

[● Central States Developmental Hockey League (CSDHL) Slush Fund Policy 22](#_Toc207116836)

[● MIDGET TEAMS 23](#_Toc207116837)

[For All Players – Slush Fund Travel Reimbursement Policy: 23](#_Toc207116838)

[For All Managers 24](#_Toc207116839)

[VOLUNTEER POLICY 24](#_Toc207116840)

[SOCIAL MEDIA AND ELECTRONIC COMMUNICATIONS POLICY 25](#_Toc207116841)

[ZERO TOLERANCE 27](#_Toc207116842)

[INJURY POLICY 27](#_Toc207116843)

[BASELINE CONCUSSION TESTING 27](#_Toc207116844)

[RULES & ETHICS 27](#_Toc207116845)

[SAFETY & RETURN-TO-PLAY POLICY 28](#_Toc207116846)

[EQUIPMENT INFORMATION 28](#_Toc207116847)

[EQUIPMENT POLICY 28](#_Toc207116848)

[NECK GUARD POLICY 29](#_Toc207116849)

[CLUB FUNDRAISING 29](#_Toc207116850)

[Chicago Hawks Fundraising Policy 2024-25 30](#_Toc207116851)

[General Policies 31](#_Toc207116852)

[PROPERTY DAMAGE POLICY 32](#_Toc207116853)

[TOURNAMENTS 32](#_Toc207116854)

[AHAI STATE TOURNAMENT 33](#_Toc207116855)

[SCRIMMAGE GAMES: (ALL LEAGUES) 33](#_Toc207116856)

[CHICAGO HAWKS WEBSITE: 34](#_Toc207116857)

[HOCKEY LEAGUES 35](#_Toc207116858)

[Northern Illinois Hockey League (NIHL) 35](#_Toc207116859)

[NIHL Representative: John Janda 35](#_Toc207116860)

[NIHL Peoria Rule: 36](#_Toc207116861)

[SCHEDULING MEETING: 37](#_Toc207116862)

[AT THE SCHEDULING MEETING: 37](#_Toc207116863)

[Rescheduling Games: 38](#_Toc207116864)

[Central States Developmental Hockey League (CSDHL) 38](#_Toc207116865)

[CSDHL Representative: 38](#_Toc207116866)

[General Information 38](#_Toc207116867)

[Scoresheets 38](#_Toc207116868)

[Northwest Hockey League 39](#_Toc207116869)

[CHHC & DPHC Social Media Player Contract 40](#_Toc207116870)

# CONTACTS:

**Full list seen on CHHC site:** [**Link**](https://www.chicagohawkshockey.com/about/contacts/29466)

**USA HOCKEY:** [**usahockey.com**](http://www.usahockey.com)

**AHAI:** [**ahai.org**](http://www.ahai.org)

**CSDHL:** [**CSDHL.org**](http://www.csdhl.org)

**NIHL:** [**NIHL.info**](http://www.nihl.info)

**President: Amanda Hanlon:** [**hawkspresident@chicagohawks.com**](mailto:hawkspresident@chicagohawks.com)

**VP / DIBS-Volunteer Coordinator: Pat Tagler;** [**vicepresident@chicagohawks.com**](mailto:vicepresident@chicagohawks.com)

**Hockey Director: Steve Poapst;** [**spoapst@chicagohawks.com**](mailto:spoapst@chicagohawks.com)

**Manager Liaison: Rennie Santilli;** [**managerliason@chicagohawks.com**](mailto:managerliason@chicagohawks.com)

**Cell: 248-931-1624**

**Ice Scheduler: icescheduler@chicagohawks.com**

**Registrar: Brian Casey;** [**registrar@chicagohawks.com**](mailto:registrar@chicagohawks.com)

**Treasurer: Dan Knotts;** [**treasurer@chicagohawks.com**](mailto:treasurer@chicagohawks.com)

**Referee Scheduler or Cancellation:**

CSDHL: [csdhlvp@gmail.com](mailto:csdhlvp@gmail.com), NIHL: [assigner@ahai2.org](mailto:assigner@ahai2.org)

**Equipment Manager / Spirit Wear: Nick Skweres**

[**equipmentmanager@chicagohawks.com**](mailto:equipmentmanager@chicagohawks.com) **/ spiritwear@chicagohawks.com**

**Rules and Ethics: Suzy Ravasio;** [**rulesandethics@chicagohawks.com**](mailto:rulesandethics@chicagohawks.com)

**Secretary: Suzy Ravasio; [secretary@chicagohawks.com](mailto:secretary@chicagohawks.com)**

**CSDHL Representative**: **Pete Bilecki; Peter.bilecki@db.com**

**Scorekeeping: Tony Zasowski;** [**tonyz1947@yahoo.com**](mailto:tonyz1947@yahoo.com)

**NIHL Representative & Fundraising: John Janda;**[**johnjandajr@att.net**](mailto:johnjandajr@att.net)

# GETTING STARTED Checklist

\*\* If you are a new manager, please email Brian Casey ([registrar@chicagohawks.com](mailto:registrar@chicagohawks.com)) so he is able to get you screened.

**Reference CHHC site link:**

<https://www.chicagohawkshockey.com/team-manager-resources/become-a-manager/29508>

## USA Hockey Number:

Sign up as a team manager / volunteer ASAP

## NATIONAL LEVEL BACKGROUND SCREENING

## SafeSport Completed

## First Team Email

1. Coaches receive the contact list typically 24 hours after the team assignments. Ask them to send it to you.
2. Send out a team e-mail making introductions:
   1. Let them know you will be collecting slush fund to cover the following
      1. Tournament fees
      2. Scorekeeper fees
      3. Team neck guard
      4. Team mouth guard (if required)
      5. Other team expenses as outlined in the CHHC slush fund policy

## Assistant Coaches

Please find out from your head coach who your assistant coaches will be. Once you find out, send each assistant coach an email and CC our register with their:

* USA Hockey Number
* SafeSport Complete
* National Level Background Screening

Remember, no coach or assistant coach can be added to the roster without being screened, completing SafeSport, and completing age-appropriate coaching modules.

## Parent Meeting

Talk to your head coach and set up a parent meeting after the first practice so the coaches can talk to the parents and answer any questions they may have. Please advise your coach to come to the meeting prepared to discuss his philosophy regarding playing time, skater development, etc. The first meeting is also the time to discuss the coach’s expectations for travel and tournaments and any other costs in addition to Hawks fees.

## Attend Manager Meeting Tuesday, 8/26, 6:30PM CST: Weight Room

* Volunteer check
* Slush policy
* Red Helmets Mandatory
* When fees are due and consequences if you don’t comply
* Neck guard
* Mouth guard policy, if applicable
* Slush Fund Fee
* Locker room monitors
* Social media reporter
* Videographer

## Roster

* Review the roster and confirm all team members are included
* Print off copies for manager book if needed

## Slush fund

* Speak with your coach regarding expectation for tournaments. (see Slush Fund Policy)
* Tournaments can run anywhere from $2000+ for entry fee and sometimes includes a separate referee fee. Refer to the Slush Fund policy for details in regards to paying for coaches’ (head and one assistant coach) hotel rooms.
* Try to get a feel for number of home games you’ll have so you know how much you’ll pay out for scorekeeper fees ($30 - $40 per game depending on level)
* Each skater, including the goalie, pay equal amounts

## Accounting for Slush

* Use the spreadsheet template on the [website](https://www.chicagohawkshockey.com/team-manager-resources/links-forms/29513) to account for funds
* Track template using google sheets and share as viewer with your team
* Google template link: <https://docs.google.com/spreadsheets/d/1cbGfsLFUiqJYZGbRzZnvA1g5GupkqZmmNHnWuW0X8Qg/edit?usp=sharing>
  + Select 🡪 File🡪 Make a Copy
  + Save 🡪 your team’s name ex. **PW2-CHHHC 2025-26 Season Budget**
  + Share with your team as VIEW only
  + Share with “Editor” [managerliason@chicagohawks.com](mailto:managerliason@chicagohawks.com)
  + Share with “Editor” [treasurer@chicagohawks.com](mailto:treasurer@chicagohawks.com)
* Maybe find a person who can be your team “banker” (optional)
* Must be prepared to show accounting to a questioning parent.
* Slush Fund accounting will be required to be turned into CHHC

## Weekly Reminder

* Give updates every week either Sunday or Monday morning to confirm ice schedule for the week. (games, practices, etc.)
* Don’t forget to include goalie clinic and off ice, if applicable

## CSDHL Prospects Scheduling

Go to League website: [Link](https://www.csdhl.org/)

An initial grid to schedule declaration round games will be released to clubs on September 5, 2025. Schedules due back to CSDHL by September 11, 2025. A second grid will be released to clubs on October 22, 2025 to schedule all regular season games based on final placement after the declaration round. Schedules due back to CSDHL by October 28 2025.

## NIHL Scheduling

Go to League website: [Link](https://nihl.info/)

* ManagersForms
* Print off all forms needed
* Read and understand or ask questions
* Ask for help during scheduling from an experienced manager
* Prepare your calendar
* Review Master Ice Schedule from Ice Schedler
* Mark off days that our ice is not available
* Review the calendar with your coach and confirm days he may not be available.
* Schedule games at league scheduling
* After you scheduled your games, follow league rules on how to enter your HOME games

## NWHL

* ManagersForms
* Print off all forms needed
* Read and understand or ask questions

## Website Calendar

* Add all scheduled games to your calendar
* Add all practices, goalie clinics, and off ice to your calendar

## Arrange Scorekeeper for all HOME games

* For all HOME games you will need to contact a score keeper. (Please see contact list)

## Labels

* Prepare your team’s scoresheet labels using the template on the Hawks or AHAI: [website](https://www.chicagohawkshockey.com/team-manager-resources/links-forms/29513)
* Players should be in numerical order, not alphabetical

## Referees

* Print off your confirmation of referees from the AHAI website the night before your game.
* Don’t print off too early because things can change. However, do check a few days prior to game to confirm referees have been scheduled
* Contact AHAI Scheduler (on website) if you do not have your game assigned
* Bring printed proof to the game or be able to access AHAI site from your phone

## Clock (all) (recommended)

* Print off the directions to use the clock (on Hawks website)
* Keep in your folder just in case a scorekeeper is late.

## Games

* If not using Gamesheets iPad to score games
* Place 1 label on each page of the score sheet (3 labels needed)
* Confirm referees have arrived 10 minutes before game time
* Confirm you have a scorekeeper
* Goalie should be designated
* Indicate if someone is: (confirm with coach)
  + INJ (injured or sick)
  + ABS (if they were healthy but are not playing for another reason)
  + SUSP (suspended player)

## Post Game

* Enter game score via website of league. Please follow your league’s rules on how to post scores of your HOME games.
* Post ALL game scores on Chicago Hawks website.

## Get Familiar with your League

* Visit their website and read all rules and regulations.
* [USA Hockey](https://www.usahockey.com/)
* [CSDHL](https://www.csdhl.org/)
* [NHIL](https://nihl.info/)
* [AHAI](https://www.ahai.org/)

**\*\*\*\*\*END OF CHECKLIST\*\*\*\*\***

# USA HOCKEY

Every manager will need to register at USA Hockey for your USA Hockey number. It does not cost anything, and you will receive a hockey number just like your player did. When you receive this number, please email Brian Casey at [registrar@chicagohawks.com](mailto:registrar@chicagohawks.com) immediately.

Manager USA Hockey number

* Go to the website just like you did for your child
* Register as a manager. It is free
* Give this number to the Register (Brian Casey) so he can add you to the roster.
* Background Screening – New managers

# SAFESPORT – MUST COMPLETE ASAP!

No manager can be added to a roster until SafeSport has been completed. Please take the time to do this ASAP. **The SafeSport Training and Refresher Training are each valid for one (1) season beginning on 4/1/19.**  Once complete, please send certificate number to Manager Liaison [managerliaison@chicagohawks.com](mailto:managerliaison@chicagohawks.com) and [registrar@chicagohawks.com](mailto:registrar@chicagohawks.com)

<https://www.usahockey.com/safesporttraining>

# NATIONAL LEVEL BACKGROUND SCREENING - REQUIRED

In compliance with new requirements from the United States Olympic & Paralympic Committee (USOPC), USA Hockey has launched a new national level background screening program. All adult coaches, officials, board members, employees, volunteers, and anyone else who will have regular contact with, or authority over, athletes under the age of 18 are required to submit to a background screen before any such contact with those athletes.

Please visit <https://www.usahockey.com/backgroundscreen> for more information and to begin the process. Screening is now open!

The eight-digit self-registration ID number for USAH to initiate your screen is **35615801**.

The cost to you is $30 and will now have to be completed every year. If you have any questions, please contact Brian Casey, Registrar, at [registrar@chicagohawks.com](mailto:registrar@chicagohawks.com).

# GENERAL INFORMATION

Any questions, you can contact the Manager Liaison, Rennie Santilli at **managerliaison@chicagohawks.com**. Cell (248)-931-1624

Most communication to you will be via email. Please notify us of the email you want to use for all communications.

Team managers will have a folder located in the Managers’ Box at the front desk of the rink. Any items that cannot be emailed will be left in your folder.

There **must** be an adult who has been screened by an approved AHAI company in the locker rooms **at all times**. The Coaches have been notified of this rule and must assure that there is someone in the locker room. If they or one of their assistants are not going to be in the locker room, then they must have made arrangements for a screened male adult who has also completed SafeSport training for boys’ teams and screened female adult who has also completed SafeSport training for girls’ teams to be in there at all times. Our liability insurance will not cover incidents where an incident occurs and a screened adult was not present. For the safety of all of our skaters, please make sure that there is someone in the locker room at all times! Your team will be responsible for any damages that occur to the locker rooms at our or opponents’ rinks.

Presence of an adult will prevent any damages from occurring. Parents who have not been screened or completed the SafeSport training program **may not** be in the locker room. This rule is for the protection of the skaters, parents, and the Chicago Hawks Hockey Club.

24-Hour-Rule

If a parent has a concern about a game situation, playing time, or other event, the parent needs to wait 24 hours before contacting the coach, directors, or manager. This time period is meant to help buffer any emotional response that may result from a particular situation during a game, practice, skills session, or team event.

# FORMS ARE AVAILABLE ON THE HAWKS WEBSITE

(Hawks Main Page/Resources/For Team Managers/Links & Forms) [**Click Here**](https://www.chicagohawkshockey.com/team-manager-resources/links-forms/29513)

* Locker Room Damage Report
* Chicago Hawks Rules & Ethics Incident Report
* CSDHL Manager Information
* NIHL Manager Forms & Information
* NIHL Scoresheet
* Scoresheet Instructions
* Game Scheduling Tips
* Return to Play Policy
* Slush Fund Budget Template
* Hawks Scoresheet Label Template
* USA Hockey Scoresheet (use for scrimmages)
* Scheduling Worksheet Template
* Wallet List Template
* Scorekeeper Clock Instructions (Darien)

# Team Rosters / Official Rosters / travel Permits

**Registrar: Brian Casey**

**registrar@chicagohawks.com**

Your official team roster will be generated by Brian Casey, Hawks Registrar. He will receive the list of players for each team after tryouts are completed and will generate a roster form for each team. Please notify him ASAP if you are informed a player is not going to play on your team. The only coaches that are allowed to be on the bench during a game are coaches who are officially rostered with USA Hockey. Managers may not be on the bench during games.

You will find your certified roster on your AHAI team webpage. AHAI log in and password will be sent to you via email. This is your team’s official roster. **Do not** make any changes to the roster that you receive. **Do not** write names in on your roster or mark out any names. Any changes to your roster must be done via Supplemental Rosters (see below) and must be approved by the Hawks registrar and certified by the AHAI registrar. You need to communicate all changes to Brian Casey.

It is important that you keep a copy of your official roster with you at all games. You may be asked to validate a skater or coach’s information by presenting a copy of your roster to the opposing team.

**Please check your roster frequently throughout the season!** Anything in red must be addressed. Email the registrar and manager liaison immediately if you see any issues.

Even though you must have a certified roster prior to team practices or games, you may add players and assistant coaches to your official roster up until October 15th. If there is a change/addition that needs to be made to your roster, send an email to Brian Casey with the name of the player or assistant coach to be added to the roster. He will get the roster corrected. Make sure you are checking your roster on the AHAI site for the latest version.

**Only coaches and assistant coaches are allowed on the ice during practice and on the bench during a game.** To be on the ice or the bench, you must be on the roster. Managers ARE NOT coaches. Your roster specifically states that managers are not allowed on the bench during games. This is an AHAI rule. Also, only **registered Hawk skaters** are allowed on the ice during practices. Siblings, friends, non-Hawk coaches, etc., are not allowed on the ice during practice. If you want an older sibling to be on the ice coaching, that sibling will need to become a student coach (forms are available from Dan Casey).

It is essential that all skaters on the ice during a practice or game are registered Chicago Hawks Hockey Club members. This is the only way that the Chicago Hawks Hockey Club, the coach, and each of the skaters are covered by USA Hockey Insurance. If a skater is not on the official roster, none of the skaters or the coaches who are on the ice will be covered should an injury occur. You are responsible to assure that all the skaters on your team are listed on the official roster.

**To get your roster:** [**Click Here**](https://secure.ahai2.org/organizations/dir.asp?dir=val)

Once you log in into the AHAI site for your team, you will see the images below. Click on the roster tab.

****

Once on the roster tab, click on the USA Hockey icon to generate your team’s official roster. You will see a digital signature from the AHAI registrar. Again, remember to check your roster throughout the season.

****

# Referee Schedule:

You will also be able to check your referee schedule by clicking on the Schedule tab and entering the dates you would like searched. Make sure you are checking at least a couple of days prior to games to make sure you have referees scheduled.



# BUG (Back-Up Goalie)

***\*\* An email must be sent to the AHAI registrar before you use your BUG\*\**** [***ahairegistrar@ahai2.org***](mailto:ahairegistrar@ahai2.org) ***and copy our registrar at*** [***registrar@chicagohawks.com***](mailto:registrar@chicagohawks.com)

**All teams must list two *(2)* goalkeepers in order for their roster to be certified by the AHAI Registrar.**  If you have only one goalie on your team, Brian Casey will be letting you know who your BUG will be. Brian adds the BUG to your roster. Any questions, please email Brian.

If you have a “BUG” on your roster, it is a good idea to reach out to the family at the start of your season so they have your contact info.

# TRAVEL PERMITS

Travel permits are required for ALL games played outside of the state of Illinois except for league games ex: CSDHL playing Chesterfield or NIHL playing Midwest Blackbirds).

You must have one permit for each out-of-state tournament or game you play outside of Illinois.

Managers must request a permit from the Hawks Registrar, the earlier the better.

Please provide the following information to the registrar for all tournaments outside of Illinois:

\*Team Name

\*Tournament Name, Dates and Location

When the permit is ready, you will find it on your team’s AHAI page right below your certified roster. (See above). Please print the permit and take it with you to all tournament games. You can also email the link to the tournament company. Please allow 2-3 weeks for delivery of the permit.

If your team requires a Canadian travel permit, contact Brian Casey and please allow ample time. It can take at least 2-4 weeks.

# GAME LIMIT Guidelines

AHAI’s (Amateur Hockey Association Illinois) game limit policy is in effect. The intent of this rule is to increase the practice-to-game ratio of all AHAI affiliate teams and to emulate the introduction of the USA Hockey American Development Model. Accordingly, AHAI has imposed the following:

**Game limits will be as follows:**

Squirt and Girls 10U = 40 games Max. unless approved by CHHC

Pee Wee and Girls 12U = 45 games Max. unless approved by CHHC

Bantam and Girls 14U = 50 games Max. unless approved by CHHC

Midget 15U = 50 games Max. unless approved by CHHC

Midget 16U and Girls 16U = 60 games Max. unless approved by CHHC

Midget 18U and Girls 19U = 60 games Max. unless approved by CHHC

Game suggestions include all league, tournament and practice games. All tournaments, both local and out of area, will count as **three (3)** games toward the team’s game limit regardless of number of games played.

All showcase tournaments count as actual games played.

All playoff games for USA Hockey and AHAI registered League, State and National competition do not count toward the team game limits.

The AHAI team game limits shall be mandatory for High School, Tier II and Tier III / House /Recreation teams and recommended for Tier I teams.

**Anything over the maximum game limit, needs to get approval from Steve Poapst, Hockey Director**

# AHAI AWARD PATCHES

Players are eligible to earn award patches throughout the season as recognition of superior achievement in their playing. These include:

* Hat Trick - Skaters scoring 3 goals in one game
* Playmaker - Skaters registering 3 assists in one game
* Zero Club - Goaltenders playing a complete game without allowing a goal

**The following rules apply to earning these distinctions:**

The game must have been played as league competition. Sanctioned tournament games that include USA Hockey registered referees are eligible for this award. Practice or exhibition games do not qualify.

Request for each award must be confirmed with a copy of the game score sheet. Please highlight the name of the skater, their number, and the team level (e.g. - Squirt #3).

Place this information in the appropriate folders in the manager box at the Darien Sportsplex. Brian Casey will be checking these folders and obtaining the patches. All requests for patches are due by the end of the last game of the regular season. If one of your players has achieved one of the three awards, it might be easiest to submit a copy of your score sheet immediately after your game. There is a limit of one patch in each area of distinction for each skater.

# MAKING THE GRADE

CSDHL AND NIHL Academic Programs

All 2025-2026 NIHL players will be eligible to participate in the Academic Excellence Program. Please see the NIHL website for instructions on how to participate in the program. CSDHL players will be eligible for the Academic Scholars Awards Program. Please see the CSDHL website for details.

# ICE SCHEDULING

**Ice Scheduler:**

[**spoapst@chicagohawks.com**](mailto:spoapst@chicagohawks.com)

**icescheduler@chicagohawks.com**

You have received your schedule for the fall season via Crossbar. If you will not be able to use your designated ice slot, inform Coach Poapst as soon as possible of any ice that is to be unused (these slots will go into a pool of open ice slots for other teams to request). Verify your schedule and verify any slot you will not be able to use. Your team will be held accountable for unused ice (See below for the new policy). If you schedule an away game on a home slot, you will receive a banked ice slot for use during the season when open ice becomes available. You will not receive a banked sheet if your team decides to play in a tournament because it was your choice to give up the ice.

## CSDHL Prospects Scheduling

Go to League website: [Link](https://www.csdhl.org/)

An initial grid to schedule declaration round games will be released to clubs on September 5, 2025. Schedules due back to CSDHL by September 11, 2025. A second grid will be released to clubs on October 22, 2025 to schedule all regular season games based on final placement after the declaration round. Schedules due back to CSDHL by October 28 2025.

## NIHL Scheduling

Go to League website: [Link](https://nihl.info/)

* ManagersForms
* Print off all forms needed
* Read and understand or ask questions
* Ask for help during scheduling from an experienced manager
* Prepare your calendar
* Review Master Ice Schedule from Ice Schedler
* Mark off days that our ice is not available
* Review the calendar with your coach and confirm days he may not be available.
* Schedule games at league scheduling
* After you scheduled your games, follow league rules on how to enter your HOME games

## NWHL

* ManagersForms
* Print off all forms needed
* Read and understand or ask questions

## Return Ice Policy 2025-2026

It is the managers and/or coaches of the team’s responsibility to return unused ice back to the Chicago Hawks Hockey Club (CHHC). An email will be sent from the Ice Scheduler two times during the season asking for any unused ice to be returned to the club. Managers and/or Coaches will have one week to return ice back to the club. The first email will be sent in the beginning of the season after NIHL scheduling and second email will be after NIHL scheduling in November. In the email it will indicate the date returned ice is due to avoid fines. To return unused ice back to CHHC, an email must be sent to the hockey director and ice scheduler in the appropriate amount of time listed below to avoid fines.

After the initial grace period of a week expired the following will occur:

* If returning ice back to the club due to your team playing in a tournament, the ice has to be returned back to the club within 30 days of ice slot your team will not be using.
* If returning ice back to the club due to scheduling conflict or any other reason, the ice has to be returned back to the club within 14 days of ice slot your team is not using.

If the ice is not returned to the club within guidelines above, the team, who has been assigned the ice slot, will need to reimburse the club $200.00. This fine will be paid to the CHHC from the team’s slush fund. Hockey Director and/or Ice Scheduler will notify Treasurer of CHHC of the occurred fine and Treasurer will reach out to team manager to collect.

Shared ice slots are excluded from the Return Ice Policy

Any exceptions to this policy will need to be approved by the CHHC board.

# REFEREES

**Referee Scheduler and Cancellations**

**CSDHL**

Glenn Agrest

Vice President

847-217-7586

[csdhlvp@gmail.com](mailto:csdhlvp@gmail.com)

**NHIL**

AHAI Assigner:

Dave Zednik: [assigner@ahai2.org](mailto:assigner@ahai2.org)

All Illinois League game referees will be scheduled by the league

If you change a scheduled game, it is essential that you contact your league referee scheduler. Please send an email and cc: **icescheduler@chicagohawks.com**

the ice scheduler, with a simple message stating "game has been changed from.....to....." (remember to list your team and number, who it was against, the time and the arena and rink name it was scheduled for and the new information). Please remove all other emails that may be on your string and only send the information specific to the change minus all the correspondence between you and the other team. Send the email as soon as the agreement has been made with the other team. This is very important to avoid not having refs for your game or being charged for a ref that comes to a game that you cancelled. Please allow two days from the change to guarantee referees.

If you schedule a practice game, you need to email **icescheduler@chicagohawks.com** and your league referee scheduler with the information (date, time, arena, rink, opposing team, etc.). CSDHL will confirm the referees have been scheduled and the game will appear on your CSDHL site.  Your team’s slush fund is responsible for practice game referee costs. CSDHL will bill the Club and Hawks Treasurer will let you know what to pay the Club. Referee reference costs are noted on Page 31. NEVER PAY REFEREES DIRECTLY!  Remember that practice games do count in your total game count. Avoid not having refs for your game or being charged for a ref that comes to a game that you cancelled. Please allow two days from the change to guarantee referees.

# GAME CLOCK AND SCOREKEEPING

It is highly recommended that you enlist a scorekeeper for all of your home games instead utilizing a parent on your team. Please email Tony Zasowski at [tonyz1947@yahoo.com](mailto:tonyz1947@yahoo.com). He will help get your games covered and does a great job.

Cost per game (payable in cash and is paid from the team slush fund)

$30/game for Mite, Squirt NIHL & NWHL & Girls 10U, 12U, 14U, 16U

$35/game PW, Bantams, Girls 19U

$40/game Midgets

$40/game for Tournaments

NOTE: If you cancel a game and forget to inform Tony and he or one of his scorekeepers shows up for that game, you are responsible for paying Tony or the scheduled scorekeeper double the fee. That fee is paid from your team’s slush fund.

# REPORTING SCORES

CSDHL and NIHL: please follow rules according to your league you are playing in for the season.

Some leagues will give the Club a fine for late entries of team home game scores. It is the manager’s responsibility and those costs will be passed on accordingly.

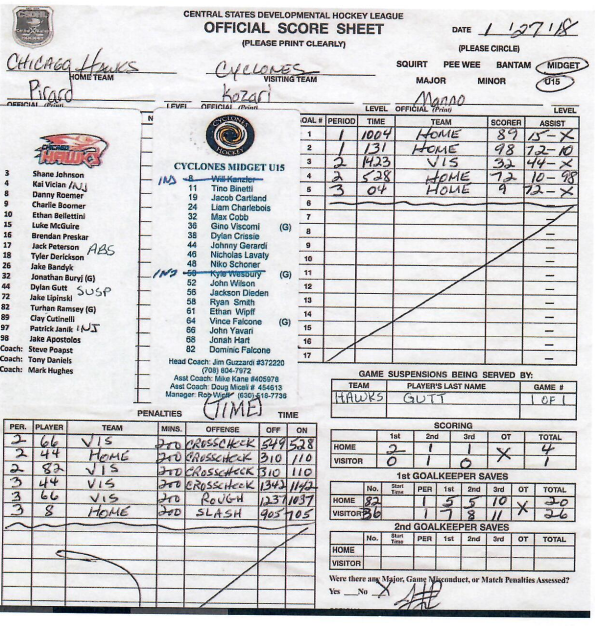
**Any errors in the posting should be reported to the league immediately!**

Also, please post all game scores, home and away, to your team page on the Chicago Hawks website.

## Scoresheets:

Please keep all scoresheets throughout the season. Leagues do require copies of all scoresheets to prove eligibility for playoffs.

* Indicate if someone is:
  + INJ (injured or sick)
  + ABS (you have no idea where they are)
  + SUSP (suspended player)



# SLUSH FUND POLICY

* Northern Illinois Hockey League (NIHL) Slush Fund Policy – The parent/guardian of the player agrees to pay their player’s portion of the team’s slush fund. The slush fund can cover a variety of team expenses including, but not limited to, scorekeepers for regular season games, qualified coaching travel expenses, playoff-related expenses like Blackhawk Cup and NIHL Blackhawks Tournament games, scrimmage games, referee costs, coaches’ gifts, practice jerseys, team parties, and tournaments. The parent/guardian also agrees to pay their portion of tournament-related expenses. Please be prepared – some teams may choose to participate in tournaments early in the season, as early as the end of September. Tournaments can be either local and/or out of state/country which will be determined by the majority of the team or head coach. The parent/guardian is responsible for paying their portion of the tournament fees and non-parent head coach’s hotel room(s).  If the team has a non-parent assistant coach, the assistant coach’s hotel room(s) will also be covered by the team.  (Maximum of two coaches’ hotel rooms per tournament). Parent/guardian will pay their portion of the slush fund regardless of whether their player is able to participate in the tournament(s).  Payment will be made to the team manager.
* Central States Developmental Hockey League (CSDHL) Slush Fund Policy – The parent/guardian of the player agrees to pay their player’s portion of the team’s slush fund. The slush fund can cover a variety of team expenses including, but not limited to, scorekeepers and trainers for regular season games, qualified coaching travel expenses, playoff-related expenses like Blackhawk Cup and playoff games, scrimmage games, referee costs, coaches’ gifts, practice jerseys, team parties, and tournaments. The parent/guardian also agrees to pay their portion of tournament/league game-related expenses.  Please be prepared – some teams may participate in tournaments/league games out of town early in the season, as early as September. Tournaments/league games can be either local and/or out of state/country which will be determined by the league, majority of the team, or head coach. The parent/guardian is responsible for paying their portion of the tournament fees and non-parent head coach’s hotel room(s).  If the team has a non-parent assistant coach, the assistant coach’s hotel room(s) will also be covered by the team.  (Maximum of two coaches’ hotel rooms per tournament/league games). Hotel expenses will also apply to league games out of town.  Parent/guardian will pay their portion of the slush fund regardless of whether their player is able to participate in the tournament(s)/league games.  Payment will be made to the team manager.
* MIDGET TEAMS: It is always the goal to keep slush fund expenses as minimal as possible. Please be aware that due to rising costs of team events, tournaments/showcases, travel, and various other slush fund expenses, slush fund requirements may approach or exceed a $1,000 contribution per player this season. Our costs remain in line with other area clubs.

## For All Players – Slush Fund Travel Reimbursement Policy:

* Trips greater than 350 miles (including but not limited to Blaine, Cleveland, Pittsburgh, Nashville) from Darien Sportsplex: Airfare and vehicle rental fee will be covered by team slush for a non-parent head coach and one (1) non-parent assistant coach for the duration of the games/tournament. Every effort should be made to book the lowest airfare possible by scheduling as far in advance as possible. Rental car classification must be intermediate or compact. Gas, mileage, and meals are not reimbursable expenses. If the coach should choose to stay longer or arrive earlier, any additional costs will not be reimbursed by the team.  If coach/s assist with other teams, all expenses will be shared equally between teams. Any trips 350 miles or less are considered to be drivable, and expenses will not be reimbursed by the team (including but not limited to St. Louis, Detroit, Madison, Indianapolis).
* If at any time during the current season the parent/guardian, cannot/will not pay the slush funds fees due to the manager, their player will NOT be able to practice or play in any scheduled games. The player will not be able to participate until payment has been made or an arrangement has been approved by the Chicago Hawks Hockey Club Board of Directors. If a head coach is a parent, grandparent, or other relative of a player on the team, the team is not required to pay for the head coach’s hotel room(s). This shall be the case so long as the head coach and respective player share a hotel room.

For All Managers **–** Slush funds must be made available to any parent on your team at their request. The Slush Fund form is on the website under the Managers tab. This form **must** be used for all teams’ slush accounting. Slush fund accounting must be sent to [managerliaison@chicagohawks.com](mailto:managerliaison@chicagohawks.com) and [treasurer@chicagohhawks.com](mailto:treasurer@chicagohhawks.com) no later than January 15th.

**Nov. 11th, 2025, and Jan. 15th 2026, or end of season, whichever comes first.**  Slush funds are only to be used for above-stated items. Please understand the slush fund belongs to the team. For any expenses outside of the above, the majority of the team must agree. Costs for tournaments fees, referee fees, coaches’ hotel rooms, and a team party. Slush fund may not be used for coach meals or gas expense unless majority of team agrees. When in doubt, ask!

* Use the spreadsheet template on the [website](https://www.chicagohawkshockey.com/team-manager-resources/links-forms/29513) to account for funds
* Track template using google sheets and share as viewer with your team
* Google template link: <https://docs.google.com/spreadsheets/d/1cbGfsLFUiqJYZGbRzZnvA1g5GupkqZmmNHnWuW0X8Qg/edit?usp=sharing>
  + Select 🡪 File🡪 Make a Copy
  + Save 🡪 your file as your team’s name;
    - ex. **PW2-CHHHC 2025-26 Season Budget**
  + Share with your team as **VIEWER**
  + Share with “Editor” to [managerliason@chicagohawks.com](mailto:managerliason@chicagohawks.com)
  + Share with “Editor” to [treasurer@chicagohawks.com](mailto:treasurer@chicagohawks.com)
* Maybe find a person who can be your team “banker” (optional)
* Must be prepared to show accounting to a questioning parent.
* Slush Fund accounting will be required to be turned into CHHC

# VOLUNTEER POLICY

Vice President: Pat Tagler

[vicepresident@chicagohawks.com](mailto:vicepresident@chicagohawks.com)

**CHICAGO HAWKS HOCKEY CLUB VOLUNTEER POLICY 2025-2026**

Each Hawk Squirt, Peewee, Bantam, and Midget family is required to donate eight (8) hours of their time at Chicago Hawks Hockey Club event(s) or pay a buy-out fee of $300. No refunds will be provided to those who opt for the buy-out and later fulfill the required 8 hrs.

NOTE: If a family has a Peewee, Bantam, or Midget player AND another player at either the Mite or Squirt level, that family must complete eight (8) hours to fulfill the Volunteer Obligation Policy.

As part of the registration, Families are required to agree to either work the required hours, or opt out, and pay $300.00 to waive the volunteer requirement. If you agree to work your hours, your credit card will be charged $1.00 during registration which allows us to hold your credit card information should you not complete your hours. Should you not fulfill your volunteer hours by March 1, 2025, your credit card will be charged $400.00. This fee will not be prorated for partial completion of hours. Failure to work the volunteer hours or pay the $400 fee will result in a hold placed on your account for the following season, and your player(s) will not be allowed on the ice until the past season’s debt is settled.

Volunteer slots are added throughout the season. The volunteer commitment and fee are per family, not per player. Volunteer hours are awarded for support of the Hawks Hockey Club programs and not for team specific functions. DIBS hours are not transferable to other families. Volunteer slots must be fulfilled by adults unless otherwise specified in the event posting. The only exception to this requirement is Learn to Skate “on ice” help, which ONLY Peewee-Midget level Hawks players are eligible to assist. If you have any questions regarding volunteering, please consult the CHHC Volunteer Policy or email our Vice President at [vicepresident@chicagohawks.com](mailto:vicepresident@chicagohawks.com).

NOTE: U12-U18/U19 (Youth and Girls) age teams will be required to assist with learn-to-skate as a team throughout the year. These are mandatory and do not count toward player’s volunteer hours.

**CHHC will offer team volunteer DIBs for:**

* Two (2) Locker room monitors
* One (1) Social media reporter
* One (1) Game videographer for film review
* One (1) Scorekeeper – PLEASE NOTE: If you choose to have a team volunteer for a scorekeeper, you can’t also pay Tony Z to keep score from the team slush fund. Your team assigned scorekeeper is responsible for paying or finding a replacement scorekeeper.

# SOCIAL MEDIA AND ELECTRONIC COMMUNICATIONS POLICY

The Chicago Hawks Hockey Club (“Club”) is committed to developing individuals with “leadership, commitment and outstanding character” on and off the ice.  To that end, we will require strict adherence to the following social media and electronics communications policy by all Club members, coaches, and their families as a condition of their participation in the Club:

The Club will not tolerate its members participating in any form of electronic communication that is deemed by its Rules and Ethics Committee to be derogatory, hateful, vengeful, or otherwise disrespectful to the Club, any member of the Club, any coach of the Club, or any other person(s) associated with any other hockey club or organization.  This includes, but is not limited to, communications deemed harmful to the goodwill or reputation of the Club, any member of the Club, any coach of the Club, or any other person(s) associated with any other hockey club or organization. This further includes, but is not limited to, sending a text or email about the Club, any member of the Club, any coach of the Club, or any other person(s) associated with any other hockey club or organization that is intended to abuse, bully, humiliate, or harass.

Any communications that are deemed to violate this policy will be reviewed by the Club’s Rules and Ethics Committee for possible sanctions up to and including expulsion from the Club and further reporting to AHAI.

\*\*Please see Page 32, of this handbook for the CHHC & DPHC Social Media Player Contract

# ZERO TOLERANCE

The Hawks Hockey Club supports USA Hockey’s Zero Tolerance. USA Hockey’s policies will apply to ALL parents, players, team managers, and coaches.

**All members acknowledge Zero Tolerance when registering their player.**

# INJURY POLICY

The Hawks injury policy allows a proration of fees to any player who is off the ice for a period greater than six weeks due to an injury that occurs on-ice during a Hawks game or practice. A note from a medical doctor confirming the injury is required. COVID-19 diagnoses/absences are not included and therefore not eligible for a refund under this policy. Only one injury refund is allowed per player per season regardless of whether the subsequent injury is a recurrence of the first injury or a completely new/different injury.

The Chicago Hawks reserve the right to review all cases and determine eligibility on a case-by-case basis, especially claims involving hockey players who are dual rostered on non-Chicago Hawks Hockey Club or Darien Phantoms teams.

For purposes of the refund policy, we assume that the season starts September 1 and ends on the last day of February – so a 181-day season.  For example, if a family paid $2,000 for their player for the season, it breaks down to $11.04/day. If the player is injured and misses seven weeks of hockey, you are entitled to a $540.96 refund (49 days X $11.04/day).

# BASELINE CONCUSSION TESTING

ImPACT Baseline concussion testing will be required for all players mites-midgets. Players 12 and over will be provided with a link to perform the baseline at home with parent oversight. Players 11 and under will have their baseline concussion test performed at an assigned time with parent oversight. Information will be provided after tryouts. All baseline tests should be completed within a week after receiving notice.

# RULES & ETHICS

**Contact: Suzy Ravasio**

Contact: rulesandethics@chicagohawks.com

All infractions of ZERO TOLERANCE must be reported immediately (coach, parent, skater, etc). The Hawks have adopted the NIHL/CSDHL Zero Tolerance By-Law and added a Drug and Alcohol policy as well. The Club will conform to these standards

To report issues which you think are a violation, contact R&E ASAP after the occurrence. Your issue must be documented in writing. Send that documentation to the above email address or place that in R&E mailbox at Darien. The Incident Report form is located on the website.

# SAFETY & RETURN-TO-PLAY POLICY

Any player, who in the opinion of a coach, athletic trainer, or physician exhibits any signs, symptoms, or behavior consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from play and practice.  The player may not return to play and/or practice without written clearance by a qualified healthcare professional.

In accordance to USA Hockey, the USA Hockey Concussion Management Return to Play Management Form must be completed, signed by the qualified healthcare professional, the parent(s), and the coach. Managers should email copy to [hockeyoperations@chicagohawks.com](mailto:hockeyoperations@chicagohawks.com) and keep the original with them. That email will be received by Pat Tagler and Steve Poapst.

**Please see website for Return-to-Play Policy**

**Questions?** Please contact Steve Poapst, Hockey Director, at [spoapst@chicagohawks.com](mailto:spoapst@chicagohawks.com).

# EQUIPMENT INFORMATION

**Contact: Nick Skweres**

[**equipmentmanager@chicagohawks.com**](mailto:equipmentmanager@chicagohawks.com)

Socks, shells, and the Hawks apparel package are provided by the Chicago Hawks as part of your fees. Name plates are included with the jerseys.

\*Players are not allowed to trade jerseys, shells, or socks with another player. Each jersey number is issued to a specific player and must be worn all season.

\*All players must have a Home (light) and Away (dark) jersey and socks.

\*Replacement socks are available for purchase.

Instruct your teams to ALWAYS bring both jerseys to all games. Unfortunately, the league may issue fines if a team is without both jerseys, which will be passed on to the team to pay.

# EQUIPMENT POLICY

The Chicago Hawks require RED helmets for players on all teams (excluding In-House, Silver Mites, and goalies).  Players who do not have the required red helmet by **10/01/2025** will not be allowed to play in league and/or tournament games.  For the 2025-2026 season, matching shells/covers will be provided to go over the player’s pants. Player helmet stickers - the only player helmet stickers that are allowed are, numbers and league stickers.  Any other stickers must be approved before wearing them.  What should NOT be placed on helmets are stripes down the center, goal stickers, etc.

## NECK GUARD POLICY

**Players:**

Must wear neck guards for all on-ice activities this includes but limited to, practice and games, Per AHIA and USA Hockey. If a player is observed on the ice without a neck guard, the official will remove that player from the ice until he or she is in compliance. Neck guards must be worn according to the manufacturer’s specifications. They must fit properly, not oversized, pushed down, unzipped, rolled over, taped or in any way altered. If they are modified in any way, they are not neck guards and the player will be removed. Failure to leave the ice will result in a delay-of-game penalty. A misconduct penalty shall be assessed to any player or goalkeeper of that team for a subsequent violation during that game. The definition of a neck guard is: neck guards are specifically designed by the manufacturer to protect the neck. They are clearly labeled as such. There is the shirt type that zip up or the band type that attach with Velcro. Arm bands, head bands, ear warmers, plain turtlenecks and mock turtlenecks are not neck guards.

**Goalies:**

Neck laceration protectors, designed for that purpose, are required in all age classifications except for Adults. Goaltenders in Adult age classifications are strongly recommended to wear a neck laceration protectors designed for that purpose. Hanging throat protectors are recommended. No form fitted facemasks shall be permitted.

\*\*Please reference [USA Hockey Rule Book](https://www.usahockeyrulebook.com/page/show/1015111-section-three-equipment) for full list of Equipment

# CLUB FUNDRAISING

**Fundraising: Amanda Hanlon**

[**hawkspresident@chicagohawks.com**](mailto:hawkspresident@chicagohawks.com)

Web Ads/Sponsors

Ad space is available on the Chicago Hawks Hockey website. This a great way to support your player and the Club. 50% of the purchase price of each web ad/sponsor that you bring to the Club will be credited to your designated skater’s fees. Please contact Amanda Hanlon with questions. Website ad opportunities are available all season.

Please contact fundraising@chicagohawks.com with any questions about ads.

Corporate Sponsors

The Chicago Hawks Hockey Club is looking for Corporate Sponsors. We have the creativity to

tailor our sponsorship packages to meet your objectives. Corporate sponsors also offer an opportunity for a team to underwrite tournaments costs, etc. Visit the Chicago Hawks website [www.chicagohawks](http://www.chicagohawks).com to download fundraising forms.

## Chicago Hawks Fundraising Policy 2024-25

Chicago Hawks Policy Fundraising is an important activity for athletic programs. The Chicago Hawks Hockey Club (CHHC) supports team fundraising as a way to help teams meet their goals for team and player development. CHHC is organized under section 501©(3) of the Internal Revenue Code. This section allows corporations like CHHC to be tax exempt if no part of the net earnings of the organization inure to the benefit of any private shareholder or member. All payments made from funds raised by individual teams must meet these requirements so that we can continue to maintain our exempt status. This means that all payments must promote hockey and all payments must benefit all members of the team. In order to protect members, the club’s reputation and the Club’s tax-exempt status, the CHHC Board has outlined several general policies related to team fundraising.

# General Policies

* In an effort to maintain consistency, team managers or delegated team fundraising members must submit their team fundraiser in writing to the President for fundraising approval before being initiated by any member of the team. Details should include fundraiser type, fundraising dates, estimated funds, fundraising contact info, and what funds will be used for.
* Types of team fundraising may include sale of goods or services or through sponsors (individual or corporate). Goods or services may not compete directly with any CHHC merchandise or current Club fundraising effort. All use of the CHHC name, logos, and likeness must be approved prior to use and full disclosure included in the approval process.
* Participating team members are responsible for all expenses incurred as a result of Team fundraisers.
* Whenever possible, a check should be issued for payment of team expenses directly to the supplier. An invoice or adequate supporting detail is required for payment. Note: If payment is made to reimburse an individual, the team manager makes the request and provides a receipt for all expenses to support the reimbursement request prior to a check being issued.
* Fundraising is a team decision. Some teams may choose not to fundraise, instead requiring that all players contribute their fair share of expenses. Teams may not mandate that players and families participate in fundraising. There must be an option to pay a set amount instead. The team may set a per player fundraising goal, but it may not require a player who does not meet that goal to make up the difference. If a player exceeds the minimum goal, the excess funds must benefit the team as a whole.
* All funds raised and expenses incurred are allocated on a per player basis (not per family). If a family has two players on the same team they will benefit from funds raised and be responsible for expenses for each player.
* All of the funds generated from any team fundraising activity during any single season must be spent during that season and must be utilized during the season in which the money was generated. Team funds not used by April 1 2025 will be donated to the Club. This can be extended by written request and approval by the Board.
* Fundraising cannot be done inside the club during events and cannot conflict with CHHC fundraisers such as the Holiday Open House. Teams are still expected to put together a raffle basket which will also help with team fundraising efforts.

**Appropriate uses of fundraising monies, but are not limited to:**

* Tournament registration fees
* Payments for coach’s hotel room and travel expenses to participate in tournaments (for coaches that do not have a child on the team). When the head coach (or acting head coach) has a child on the team, the team may vote to pay for his hotel room and travel expenses. This requires approval from all team members. No after-the-fact reimbursements will be made.
* Training expenses (including coaching or player development).
* Payment for extra practices or games not included in Club fees.
* Player hotel room and tournaments’ – If approved by all team members, the team may write a check payable directly to the hotel for each player’s hotel room or block of rooms for the team. No checks will be made payable directly to individuals and no after-the-fact reimbursements will be made.
* Team building activities within reason and with approval from the board (no excessive meals or activities)
* Coach end-of-season gifts
* Team administrative expenses

**Team funds may NOT be used for:**

* Individual incentive awards for players.
* Purchase of individual equipment items (jerseys, sticks, shells, bags), Club funds and or resources may not be used; however, funds donated by a sponsor specifically for an item of equipment may be used for that equipment, assuming that the specification is in writing. If fundraising is desired to purchase a third (alternate) jersey for the team, all members of the team must be in agreement and the purpose of the fundraiser fully disclosed.
* Unnecessary expenses like expensive team meals, private transportation rentals, team activities not approved by the board.

# PROPERTY DAMAGE POLICY

Team managers are strongly recommended to check the condition of the locker room before and after all practices and games. Report any problems or damages you observe to the rink manager immediately. It would be unfortunate for any team to be blamed for damages done by another group. Remember, your team will be held responsible for any damages report during your ice slot.

Assessment for damages will be as follows:

1. Team Fines

2. **Plus**, Cost of Damages

3. Damages to the boards or glass can be upwards of $400. Advise your skaters and coaches NOT to hit slap shots at the boards or glass.

Remember, everyone acknowledges zero tolerance form along with a drug and alcohol endorsement.

# TOURNAMENTS

AHAI only allows participation in tournaments that are sanctioned USA Hockey tournaments at the proper levels. If you have any questions about whether a tournament is a sanctioned one, please contact Brian Casey.

Please read tournament company policies for discounts that may apply and always ask the tournament company if any discounts will apply, such as multiple tournaments with the same tournament company or multiple Hawks teams at the same tournament.

Also, once you schedule a tournament, please email **icescheduler@chicagohawks.com**

and inform you will not be using your ice for the dates of the tournament.

Remember, if your tournament is outside of Illinois, you will need a travel permit.

# AHAI STATE TOURNAMENT

Chicago Hawks Hockey Director Steve Poapst will determine what teams are in this tournament. It is toward the end of the season and more information will come out then. Do not register for Blackhawk Cup or pay any fees until you are given the direction by the Club. The Club will pay the registration fees and referee fees for any games played up to the round robin playoff tournament. **Should your team advance to the State playoff round robin tournament, the entry fee to participate must come from the team’s Slush Fund. This fee can be similar to the cost of a tournament.**

**If a team is asked for supplemental insurance or additional insurance please say “NO”. Your team is covered by the Chicago Hawks Hockey Club (CHHC).**

# SCRIMMAGE GAMES: (ALL LEAGUES)

Should your team decide to play a scrimmage game at Darien, the game will be played on your team’s assigned practice ice. You must use referees – no exceptions! Please email [assigner@ahai2.org](mailto:assigner@ahai2.org) all game details to get refs scheduled and cc: [**icescheduler@chicagohawks.com**](mailto:icescheduler@chicagohawks.com)**.** Please give at least a week’s notice, if not more.

Your team will be responsible for the cost of the referees. The Club Treasurer Dan Knotts ([treasurer@chicagohawks.com](mailto:treasurer@chicagohawks.com)) will send you an email with the cost that needs to be reimbursed to the Club. The slush fund should be used for this cost. Remember that all scrimmage games do count in your total number of games allowed per AHAI rules.

**As a guide here are approximate ref costs (SUBJECT TO CHANGE):**

U18 CS $305

U16 CS $205

U15 CS $205

Bantam CS $134.00

Bantam Gold - Bronze $102.00

Bantam Silver

Peewee CS $118.00

Peewee Gold - Bronze $94.99

Squirt CS $104.00

Squirt Gold - Bronze $82.00

G19U NIHL $114.00

G16U NIHL $114.00

G14U NIHL$102.00

G12U NIHL $94.00

G10U NIHL $82.00

# CHICAGO HAWKS WEBSITE:

Managers are responsible for updating and maintaining their team’s page and calendar on the Hawks website. The Chicago Hawks webmaster will give you access to your team’s page. Your login and password will be the same that you use to register your player.

**Link to Website management**: [Click Here](https://www.chicagohawkshockey.com/team-manager-resources/website-management/29511)

All games should be posted immediately after scheduling to the calendar for your families. All practices, skills, off ice, and goalie clinics should also be posted. Managers are required to post all game scores promptly.

Managers may also post team news. However, under no circumstances should players’ full names be posted Please use first name and first initial of last name (i.e., Bobby T.) Photos may be posted only if names are not shown. EXCEPTION: Midgets are allowed to have full names and information posted.

Please submit any news on your team, including tournament wins or other team events, to our social and marketing coordinator at [marketing@chicagohawks.com](mailto:marketing@chicagohawks.com) to post on the Club’s home page. Make sure to include a 2-3 paragraph write-up and photo. Any team news may also be posted on the Club’s social media accounts. Under no circumstance is a team to start their own social media pages with the Club’s name or bearing any resemblance to the Club. Send us your news! We want to brag!

# HOCKEY LEAGUES

***\*\*\*PLEASE FAMILIARIZE YOURSELF WITH YOUR LEAGUE’S WEBSITE. EACH LEAGUE MAY HAVE DIFFERENT RULES AND PROCEDURES. EACH LEAGUE IS ONLY HIGHLIGHTED IN THIS HANDBOOK.***

## Northern Illinois Hockey League (NIHL)

**nihl.info/**

## NIHL Representative: John Janda

[**johnjandajr@att.net**](mailto:fundraising@chicagohawks.com)

You will be required to attend two scheduling meetings during the season. If the manager is unable to attend you are responsible for sending a team representative. If a team fails to schedule all of their games NIHL will assess a $1000.00 fine payable by the team and the manager and the club president must appear before Rules and Ethics Committee. The first scheduling meeting is for the purpose of tiering teams within the gold, silver, and bronze levels. In the second scheduling meeting Elite/Gold teams will schedule regular season games and Silver & Bronze teams will schedule regular season games.

4.19 – Posting Game Results.

              4.19.1 Scores for all NIHL Seeding Round and Regular Season games must be recorded on NIHL’s electronic recording system by the HOME TEAM within 48 hours after the game is concluded, Failure to adhere to this requirement will result in a $100 fine to the member organization involved.

              4.19.2 If any HOME TEAM fails to record the score of any game on NIHL’s electronic system within the deadline set by NIHL for that Seeding Round or Regular Season, the result of that game will be considered a LOSS for the HOME TEAM, subject to review by the Executive Board. The Executive Board will determine Regular Season final standings based on scores recorded on the NIHL electronic system and losses imposed for failures to record game scores, and thereafter the Statistician, in conjunction with Tournament Committee chair, will meet and arrange the pairings based on the final and approved standings. Any challenges to the Regular Season final standings must be made by the member organization’s President or NIHL Representative directly to the NIHL President within twenty-four (24) hours after final standings are announced on the NIHL website. The Tournament pairings will be announced after review of any challenges.

              4.19.3 A minimum $300 fine will be imposed for any game score that is not recorded by the HOME TEAM manager on the NIHL electronic system by the end of seeding round or regular season deadline set by the Executive Board.  The final determination and levying of any fines will be made by the NIHL Rules & Ethics Committee.

## NIHL Peoria Rule:

This rule requires the remaining NIHL clubs (other than Kenosha) shall not be required to travel to Bloomington, Pekin, Peoria, South Bend, Midwest Blackbirds, Champaign, or Quad Cities “HOME” games. This rule does not apply in the Midget Major, Midget Minor, Bantam, and Girls Gold playing divisions, nor in Tournament games; including first round games in single game elimination formatted tournaments.

 Should a “HOME” game for Bloomington, Pekin, Peoria, South Bend, Midwest Blackbirds, Champaign, or Quad Cities be played at another club’s home rink, then that club shall be responsible to pay for the ice, and pay for and schedule the officials The “Affected Clubs” may, if they so choose, provide the minor (off-ice) officials. The “VISITING” team, which decided NOT to travel, will pay all costs.

The “VISITING” team, which decided NOT to travel, will pay all costs.

As a Club, we ask that you do not use this rule on Peoria.

## SCHEDULING MEETING*:*

1) Each manager will download and print out a copy of the Scheduling Form.

2) Each manager will then fill out the information regarding the team at the top of the form.

3) Each manger will then list their team’s home game slots in chronological order. Please note the season’s starting and ending dates as well as the recommended number of game slots. (Leave the “Visiting Team” column blank)

4) This form is then brought to the scheduling meeting. It is also suggested that you bring a calendar with your home game slots listed on it as well as wearing some item of clothing, such as a hat or something, which designates the Chicago Hawks Hockey Club.

## AT THE SCHEDULING MEETING:

1) Each manager will be given the list of teams that will be played as home games and as away games.

2) For each home game to be scheduled, the home team manager will give this sheet to the manager of the visiting team.

3) The visiting team manager will then select one of the listed game slots and “claim” that slot by signing his name in the “Visiting Team” column.

4) At that point, that particular game is then scheduled. (It is suggested that you write this in on your calendar.)

5) The manager will then retrieve his scheduling form and continue in a similar manner with the remainder of his home games as well as his away games.

6) If a manager decides that as his home schedule is filling out, he may opt to eliminate one of the game slot offerings. He can simply do this by drawing a line through one of his home game slots; however, keep in mind that he should still have the recommended number of game slots for each manager to choose from.

7) Once all home and away games are scheduled, the remaining paperwork for the league will be filled out, as in previous years, and turned in.

SUGGESTION: With your phone, take a picture of your completed scheduling form in case any issues arise later. This photo will be your proof of what was originally agreed upon.

## Rescheduling Games:

Once a game is scheduled (at the scheduling meeting), if a team wants to reschedule, they **MUST** have the permission of the opposing team. The opposing team has the right of refusal, without having to give a reason. Please keep this in mind when entering tournaments. Once this is done, you need to contact, depending on your league:

CSDHL: [csdhlvp@gmail.com](mailto:csdhlvp@gmail.com), NIHL: [assigner@ahai2.org](mailto:assigner@ahai2.org) Always cc: [**icescheduler@chicagohawks.com**](mailto:icescheduler@chicagohawks.com). (ice scheduler) of any rescheduled games, too. Rescheduling costs the Club money, so please try to limit the amount of reschedules.

# Central States Developmental Hockey League (CSDHL)

[csdhl.org](https://www.csdhl.org/)

## CSDHL Representative:

**Pete Bilecki – peter.bilecki@db.com**

## General Information

The Central States Developmental Hockey League is the elite Tier II league in Illinois and the Midwest. Founded in 1999 it has evolved into the premier Tier II league in the Midwest. The philosophy is based on the development and promotion of Tier II hockey in Illinois and the Central States region by offering, establishing and maintaining the highest standards of excellence and sportsmanship in individualized team play. Organizations must show over a consistent time period the commitment to fielding competitive travel hockey teams to be considered for membership to the league.

Additional information can also be found at [**www.csdhl.org**](http://www.csdhl.org)regarding the league.

[IPAD ACCESS KEY](https://www.csdhl.org/team-manager-resources/game-sheet-training/44969) is ipad-csdhl

## Scoresheets

All games will be scored using Gamesheet. [Click HERE](https://gamesheetinc.com/)

Scoresheets MUST accurately indicate which goaltender is in the net at all times.

Review all information on the score sheet prior to submitting to Gamesheet.

The “Home” team is responsible for using an iPad for scoring games on Gamesheet.

The CSDHL R&E Chairperson will deal only with the team manager or coach regarding any concerns about the score sheets or stats posted on the CSDHLwebsite.

Any player/coach who receives a game misconduct penalty during the game, must clearly be on the scoresheet.

Any player/coach serving their game misconduct penalty must be clearly listed on the scoresheet.

All scoresheets must be signed by both coaches and referees.

# Northwest Hockey League

Link: <https://www.nwhleague.com/>

More information to follow. At the current time please get familiar with the NWHL site. If you have any questions please email: [managerliaison@chicagohawks.com](mailto:managerliaison@chicagohawks.com)

# CHHC & DPHC Social Media Player Contract

**2024-25 Season**

**For the purposes of this contact, social media means any form of electronic communication through which users create online communities to share information, ideas, personal messages,**

**and other content, including, by way of illustration and not limitation, social networking sites such as Twitter, Facebook, Instagram, and Snapchat in addition to other social sites.**

**The CHHC and DPHC programs respect the right of our athletes to use social media. However, athletes should be aware that their online actions have consequences. While our coaches do not**

**monitor athlete social media accounts, we retain the right to act on information provided by third parties (athletes, parents, community members). Athletes should be aware that if their conduct is**

**deemed inappropriate, such conduct may be subject to discipline, including but not limited to practice or game suspension, and escalated to the Rules and Ethics committee if necessary.**

**It is important for our athletes to understand the need to exercise care in setting appropriate boundaries between their personal and public online behavior and to understand that what may**

**seem private in the digital world can often become public, even without knowledge or consent. Athletes who use social media must remember that any information posted reflects on the entire**

**Chicago Hawks and Darien Phantoms hockey clubs and, as such, is subject to the same**

**behavioral standards set forth in our organization.**

**Recognizing the above, please initialize the line preceding each statement.**

**\_\_\_\_\_\_ I am aware that I represent my sport, team, family, school, and community at all times**

**and will do so in a positive manner.**

**\_\_\_\_\_\_ I will not post or share any confidential information about myself or a teammate.**

**\_\_\_\_\_\_ I will not post or share photos of others without their permission.**

**\_\_\_\_\_\_ I will not post or share offensive or inappropriate images, language, or other content.**

**\_\_\_\_\_\_ I will not engage in online bullying, including making unkind comments.**

**\_\_\_\_\_\_ I will let a parent or coach know if I am the victim of online bullying.**

**\_\_\_\_\_\_ I take responsibility for my online profile, including my posts and photos, videos, or**

**other recordings posted by others in which I appear.**

**\_\_\_\_\_\_ I will not degrade my opponents before, during, or after games.**

**\_\_\_\_\_\_ I will use social media to purposefully promote abilities, team, community, and social**

**values.**

**\_\_\_\_\_\_ If I see a teammate post something potentially negative online, I will have a conversation**

**with that teammate. If I do not feel comfortable doing so, I will talk to the team captain or coach.**

**\_\_\_\_\_\_ I understand that posting certain types of photos or information on social media sites is**

**punishable by law.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(Player Signature) (Date)**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(Parent Signature) (Date)**

**Tips on best practice for social media use:**

**● Be aware that privacy settings are not foolproof.**

**● Avoid posting confidential information.**

**● Avoid unprofessional public profiles.**

**○ Any information you put on social media sites is considered public information and may be viewed by members of the public. Potential, current, and future colleges admissions recruiters and employers may access the information you put on social media sites.**

**● Avoid posting illegal activities.**

**○ Photos posted via social media become the property of the social media site. You may delete your photo, but the photo remains on the social media site’s server. Incriminating photos or statements including: depicting violence; hazing; sexual harassment; vandalism; stalking; underage drinking; selling, possessing, or using controlled substances; or any other inappropriate behaviors.**

**● Avoid bullying/threats of violence.**

**○ Bullying is a serious problem and is not limited to athlete-to-athlete interactions. Vicious treatment and hateful words often lead to violence, suicide, depression, and discrimination. Athletes should avoid the following:**

**■ Derogatory language or remarks about teammates, coaches, staff**

**members, or representatives of the organization.**

**■ Demeaning statements about and/or threats to any third party.**

**■ Creating serious danger to the safety or another person or making a**

**credible threat of serious or emotional injury to another person.**

**● Avoid lying, cheating, and/or plagiarizing HOCKEY LEAGUES**