**BYH NIHL Representative Summary**

**Responsibilities:** (Not necessarily in the order performed.)

1. Attend monthly meetings and share appropriate information with the BYH board, highlighting specific impact and action items. This includes information from AHAI and IHOA.
2. Monitor NIHL calendar and make sure the board and hockey director are aware of key dates are on the BYH calendar. I recommend a monthly update email to all parties.
3. Share Manager handbook with new team managers (updated annually on the NIHL website)
4. Share NIHL scheduling requirements and processes with BYH Hockey Director and Board. This is a big item during the seeding round and full season scheduling process.
5. Arbitrate conflicts between BYH managers and other NIHL team managers. Usually scheduling issues, but can be anything. Keep BYH board informed and escalate to the president if necessary.
6. Be involved as necessary with NIHL Rules & Ethics on BYH suspensions and other Rules & Ethics issues. This can be any number of things. Referee abuse, fan suspensions, fines, filing suspension information, match misconduct processes, etc.
7. Gather information and submit the Bantam Checking Clinic Declaration form on behalf of BYH.
8. Share information with board, hockey director, and managers on the annual NIHL Blackhawks tournament.
9. Get items/materials distributed at NIHL meeting to the appropriate BYH entities. Helmet stickers, patches, awards, etc.
10. Participate in the annual team declaration process. Spreadsheets are provided by BYH to the NIHL board indicating how many teams BYH will field for the coming season and what levels we are requesting they play.
11. All NIHL communications are to go the NIHL board through the NIHL representation or the BYH president. Parents, players, fans, etc. are not allow to communicate directly with the NIHL Board.
12. Practice game scoresheets are available on the NIHL webpage for sharing with managers. NIHL score sheets are to be used only in official games.
13. Share NIHL code of conduct annually with BYH Hockey Director and Board.
14. Advise the BYH board annually on what the NIHL team registration process is and what forms NIHL requires from each team.
15. Advise the BYH board when the annual NIHL managers meetings are to be held. They are held in Chicago in conjunction with the seed round scheduling.
16. Get payments to NIHL as required. (Annual fees, fines, special items)
17. Share information with BYH Hockey Director and Board on special NIHL programs. (NIHL Best Flow, NIHL Academic Excellence, NIHL Game of the Week, etc.)
18. Numerous items come up for vote in NIHL meetings. Watch the agenda’s closely and be prepared to represent BYH interest on all votes. E.g. New team admission to NIHL and Approval of various operational items. Major items and rule change votes are conducted at the annual NIHL meeting with team presidents attending.

**Best Practices:**

1. Ensure Board Members and Hockey Directors are kept informed an in the loop.
2. Ensure appropriate communications are made to managers and head coaches.
3. Ensure that NIHL information is shared on the BYH website when appropriate.
4. Keep key NIHL contact information on your phone. NIHL President and Rules and Ethics in particular.
5. Have the NIHL Rules handy and be aware of the suspension rules. A call can come at any time from a manager at a tournament asking what to do regarding suspensions or communications with NIHL.
6. Establish relationships with NIHL board members. This can help a lot in some situations.
7. Be ready during the scheduling rounds to arbitrate scheduling conflicts that managers and schedulers cannot resolve. This **will** happen.
8. Start early on the drive to the NIHL meetings. Due to the timing of the meetings rush hour traffic is always a problem.
9. I do not recommend that we have other NIHL members represent us at meetings. If they do follow up with them. NIHL meeting minutes are brief and sketchy sometimes.
10. The NIHL board does not like long meetings and lots questions and discussion during the meetings. Often, responses during the meetings with be very brief. Approach the board after the meeting to discuss complex or controversial issues.
11. Complaining and whining is not encouraged or rewarded. If there are problems, issues, or concerns that involve the board, approach them with recommendations and potential solutions.
12. There are always some discussions on Peoria Rule situations at the board and occasionally between teams. Be prepared with suggestions on how to resolve issues. Also, there are usually some different impacts and processes for Peoria Rule teams. Keep an eye on those.