



American Collegiate Hockey Association

Women's Division Policies and Procedures Manual
2005 – 2006

This version of the manual provided to the ACHA board for re-combination into one ACHA manual and is posted as a "temporary" version.

CONTENTS

| | |
|---|-----------|
| Part One. Women's Division General Rules | 1 |
| I. STATEMENT OF PURPOSE | 1 |
| II. MISSION STATEMENT | 1 |
| III. TEAM ELIGIBILITY REQUIREMENTS | 2 |
| A. Membership Composition | 2 |
| B. Women's Division Membership Classification | 2 |
| C. Membership Requirements..... | 2 |
| D. Membership Benefits | 3 |
| E. Suspension of Membership Benefits | 3 |
| F. Affiliation Procedure | 4 |
| G. Membership Restrictions | 4 |
| H. Membership Operation Standards..... | 4 |
| I. Team Uniforms | 4 |
| J. Communication..... | 5 |
| IV. PLAYER ELIGIBILITY REQUIREMENTS | 5 |
| A. Recruitment..... | 5 |
| B. Player Registration..... | 5 |
| C. General Player Eligibility..... | 5 |
| D. Academic Requirements..... | 6 |
| E. Financial Aid | 7 |
| V. RULES OF PLAY | 8 |
| A. NCAA Rule Book | 8 |
| B. Dressing Maximums | 8 |
| C. Incidents and Discipline | 8 |
| D. Women's Division Provisions..... | 8 |
| VI. RANKING PROCEDURES | 9 |
| A. Ranking Provisions | 9 |
| B. Ranking Committee Composition | 10 |
| C. Ranking Eligibility..... | 10 |
| D. Reporting Results | 10 |
| E. Ranking Decisions | 10 |
| F. Ranking and Score Distribution..... | 10 |
| VII. NATIONAL TOURNAMENTS..... | 11 |
| A. Sponsorship | 11 |
| B. Women's Division Tournament Format..... | 11 |
| C. Selection of Sites | 11 |
| D. Selection of Teams | 11 |
| E. Women's Division Tournament Seeding | 12 |
| F. Player Eligibility | 12 |

G. Women's Division Officiating System 13
H. Rules of Play..... 13
I. All Tournament Recognition 13
J. Operation Standards 13
K. Team Behavior..... 14
VIII. ACHA RECOGNITION..... 15
IX. ACHA LOGO 15
X. ADMINISTRATION 15
A. Board of Directors 15
B. Executive Director 15
C. Commissioners 16
D. Competition Committee 16

Part Two. By-Laws 17

ARTICLE I NAME 17
ARTICLE II PURPOSE 17
ARTICLE III MEMBERSHIP..... 17
ARTICLE IV GOVERNANCE 18
ARTICLE V BOARD OF DIRECTORS..... 19
ARTICLE VI OFFICERS..... 21
ARTICLE VII MEETINGS 22
ARTICLE VIII COMMITTEES 23
ARTICLE IX EXECUTIVE DIRECTOR..... 24
ARTICLE X COMMISSIONERS 25
ARTICLE XI POLICIES AND PROCEDURES MANUAL 25
ARTICLE XII NATIONAL TOURNAMENT DIRECTOR 26
ARTICLE XIII FISCAL YEAR 26
ARTICLE XIV DISSOLUTION 26
ARTICLE XV PROVISION FOR CHANGE IN THE BYLAWS 26

Part Three. Directory of Personnel..... 27

Part One

Women's Division General Rules

- Statement of Purpose
- Mission Statement
- Team Eligibility
- Player Eligibility
- Rules of Play
- Ranking Procedures
- National Tournaments
- ACHA Recognition and Logo
- Administration

I. STATEMENT OF PURPOSE

The American Collegiate Hockey Association (ACHA) is an organization of College/ University affiliated programs, which provides structure, regulate operations and promotes the quality of collegiate ice hockey.

II. MISSION STATEMENT

The ACHA's primary mission is to support the growth of two year and four year collegiate hockey programs nationwide. The ACHA identifies standards, which serve to unite and regulate teams at the collegiate level.

The ACHA shall emphasize academic performance, institutional sanction, eligibility criteria, standards of play and opportunities for national competition.

The ACHA promotes all aspects of collegiate hockey stressing the personal development of individual athletes as well as national recognition for member organizations.

III. TEAM ELIGIBILITY REQUIREMENTS

A. Membership Composition

Members of the ACHA shall be university or college sanctioned ice hockey teams. Annually, members shall submit an affidavit to verify affiliation in good standing. Approved hockey teams are eligible for full membership with all rights and privileges.

B. Women's Division Membership Classification

Women's Division members shall be those teams, which comply with player eligibility and other requirements as specified for Women's Division teams in ACHA Policies and Procedures.

C. Membership Requirements

1. Annual submission of the ACHA team membership form including an affidavit from the university/college verifying affiliation in good standing by October 25th.
2. Annual declaration of Women's Division status by October 25th.
3. Annual submission of final play results and player statistics by the annual meeting in April. Player statistics for the Women's Division shall include goals, assists and penalty minutes, and goaltender statistics shall include saves and goals against average.
4. Annual payment of season membership dues by September 30th. There will be a 10% fine per month for teams for teams owing dues to the ACHA after this date.
5. Submission of the second semester ACHA membership form for the Women's Division by January 31st.
6. Team must have a non-player head coach. Failure to have a non-player coach will result in suspension of ACHA benefits
7. USA Hockey liability insurance is required with a copy to USA Hockey prior to first game.
8. Team must adhere to all ACHA standards, policies and procedures.

9. Team shall participate in organizational meetings; provide timely response to requests for information/feedback by ACHA Board and staff and compliance with all administrative procedures.

10. Women's Division teams who do not submit team/player requirements and registration materials by the appropriate deadline shall be deemed not in good standing with the ACHA Women's Division until the paperwork is received and assessed a monetary fine of \$10 per week.

- a. Teams who have been granted extensions shall not be assessed fines for submission of paperwork until after their extension has expired.
- b. Late paperwork fines shall accrue until paperwork is received or until the first day of the National Tournament that season.
- c. Unpaid late paperwork fines shall remain outstanding and the team will not be eligible for future ACHA membership until the fine is paid.

D. Membership Benefits

1. Members will benefit from participating in the organization by any or all of the following: national affiliation, national information system-newsletter, national standards, national rankings, national tournaments, national awards, national program recognition, recognition for recruiting, technical assistance and affiliation with USA hockey.
2. Members in good standing may automatically become members of the American Hockey Coaches Association (AHCA) by submission of a completed AHCA collegiate club membership form to the President of the ACHA.

E. Suspension of Membership Benefits

1. Membership affiliation and benefits may be suspended or withdrawn for non-compliance with any ACHA rules or regulations. Suspension of benefits may include removal of team participation in national ranking and tournament, probationary status for one or more seasons, or forfeiture of games for violation of player eligibility requirements.
2. All suspension of benefits for violations shall be decided by the Board of Directors of the ACHA.
3. All suspension of benefits may be appealed in writing within 15 days to the ACHA Board of Directors who shall convene an appeal panel consisting of three coaches of member teams, designated in sequence, by alphabetical order and by Division if appropriate.

4. All appropriate documents shall be distributed to each member of the appeals committee by the Executive Director. The Appeals Committee shall decide to deny, uphold or modify the appeal.

The Appeals Committee shall render a decision within 15 days of receipt of appeal. The decision of the Appeals Committee is final.

F. Affiliation Procedure

Teams seeking initial membership to the ACHA Women's Division must meet membership requirement as stated in Article III, Section C by November 1 ~~December 31~~.

G. Membership Restrictions

1. NCAA varsity programs shall not be eligible for membership in the ACHA.
2. ~~Teams shall not be eligible for participation in regional or national tournaments during first year of membership.~~ Women's Division teams shall be eligible for participation in the national tournament during the first year of membership. Starting in the 2006-2007 season, Women's Division, teams shall only be eligible for the national tournament on or after the second consecutive year of membership.

H. Membership Operation Standards

1. Any ACHA Women's Division Team which fails to honor a confirmed scheduling commitment with a signed game contract except under an Act of God or circumstances outside their control, without giving ~~four weeks~~ twenty-eight days' notice, is responsible to pay for all costs associated with the game, including ice rental fees and referees. If a team cancels ~~two~~ three or more games in one season without extenuating circumstances, the team shall be ineligible for rankings and the national tournament ~~regional or national tournaments~~. Any disputes regarding the circumstances under which games are canceled shall be reviewed by the ACHA Board of Directors. An Incident Report must be filled with the ACHA Women's Division Commissioner ~~office~~ on each contentious game cancellation incident.
2. Any team using an ineligible player in an ACHA game shall forfeit the game in which the player participated and may be subject to suspension of membership benefits by action of the ACHA Board of Directors.

I. Team Uniforms

1. All players must wear NCAA approved facemask and helmet.

2. All Women's Division players must wear same color jerseys and socks during all ACHA games. Women's Division players are encouraged, but not required to wear same color helmets, gloves and hockey pants.
3. All players must display an ACHA logo helmet sticker located on the helmet in a position specified by division commissioners.
4. Any team participating in an ACHA sanctioned tournament without properly displayed ACHA logos shall be assessed a fine of \$500.00.

J. Communication

The head coach, the team's ACHA representative, and the team captain are the official representatives of the team and will be the liaisons between the team and the ACHA. All communication to the ACHA administration shall be directed through these individuals. Players or other members of traveling parties shall not approach ACHA administrators regarding issues that are more appropriately addressed with official team contacts. Any violation of this rule may result in forfeit of a bid to the national tournament and/or suspension of membership within the ACHA.

IV. PLAYER ELIGIBILITY REQUIREMENTS

A. Recruitment

Each member of the ACHA shall have the option of utilizing a nonbinding ACHA letter of intent in recruiting student athletes for their university and their hockey program.

B. Player Registration

Each player shall verify with the ACHA Women's Division ~~his or~~ her academic and playing status at the beginning of each season. Verification forms, provided to each team by the ACHA Women's Division office, shall be returned completed and signed by the registrar by October ~~15th~~^{31st} for the first semester and January ~~20th~~^{31st} for the second semester.

C. General Player Eligibility

1. A student-athlete shall not be eligible for participation in the ACHA if the individual received pay for participation in the sport.
2. Student athletes who have played professionally shall not be eligible for competition in the ACHA.

3. Student athletes shall utilize a year of ACHA eligibility for each year of competition at a junior college.
4. For the Women's Division only, ANY player that is an NCAA or CIS ice hockey rostered player may not participate in the ACHA Women's Division during the same season. This rule applies to any NCAA or CIS ice hockey player regardless of whether or not the NCAA or CIS and ACHA programs exist at the same institution. An NCAA or CIS ice hockey rostered player is defined as any player who is listed on the eligibility files with the NCAA or CIS or their respective league for that season, regardless of whether or not the player participated in any games or was listed on any game sheet. Players who are red-shirted shall also be included in this rule. Non-compliance will result in a forfeiture of all games in which an ineligible player was used.
5. No Women's Division player may be added to a team roster after January 31.
6. ACHA student athletes shall be required to sign ~~a player eligibility~~ an annual player agreement form at the beginning of each season.
7. If a player's eligibility is challenged by another team, the ACHA reserves the right to petition the registrar of the player's university to verify the eligibility of a player.

D. Academic Requirements

1. All ACHA student athletes must maintain a cumulative GPA of at least 2.0 by the beginning of a student athlete's second year of eligibility.
2. Women's Division
 - a. Women's Division student athletes shall be enrolled as a student in a program of study leading to an associate, baccalaureate, masters, doctoral, professional, or equivalent degree, as determined by the regulations of the university or college. ~~members shall meet one of the following criteria:~~
 - (i) ~~Student athletes shall be enrolled as a student in a program of study leading to an associate, baccalaureate, masters, doctoral, professional, or equivalent degree, as determined by the regulations of the university or college; or~~
 - b. Women's Division student athletes shall be limited to six (6) years of eligibility. If, however, the student athlete was on an NCAA or CIS ice hockey roster at any level, at any time, the student athlete is restricted to four (4) years of ACHA Women's Division play, minus her time with the prior NCAA or CIS program. ~~Former NCAA/CIS players have five (5) years to complete four (4) years of collegiate hockey based upon their original roster date on the NCAA/CIS team. Special student athlete cases may have their status reviewed by the ACHA Women's Division Commissioner by submitting a written statement.~~

- c. Women's Division student athletes must enroll in a minimum of twelve (12) credit hours for Freshmen and Sophomores and nine (9) credit hours for Juniors and Seniors for associate and baccalaureate degree students, or a minimum of six (6) hours for masters, doctoral, or professional degree students. An equivalent standard shall be applied to institutions utilizing a quarter system. Second year students pursuing an associate's degree at a two-year school will be considered a senior for eligibility purposes if their school deems them a senior academically.
- d. Women's Division student athletes must successfully complete a minimum of nine (9) credits each semester for associate and baccalaureate degree students, or six (6) credits each semester for masters, doctoral or professional degree students, to be eligible for play in the following semester. An equivalent standard shall be applied to institutions utilizing a quarter system.
- e. Women's Division student athletes in the last semester or quarter prior to completing their degree are required to enroll in a minimum of three (3) credit hours.
- f. Special student athlete cases may have their student status reviewed by the ACHA Women's Division Commissioner by submitting a written statement and certification of enrollment status from the dean and/or school registrar.
- g. Women's Division student athletes who are rostered in at least twenty percent (20%) of their team's ACHA only scheduled games (regular and post season games), shall be deemed to have used a full year of eligibility. A Women's Division student athlete may be granted an additional year of eligibility if she was rostered in less than twenty percent (20%) of her team's ACHA scheduled games for any given season.
- h. Spring eligibility will be based on the fall semester final grades or equivalent mid-year mark for schools on the quarter system. No athlete will be able to add, alter or change their Cumulative GPA or credits between semesters in a J term or Winter term.

E. Financial Aid

1. Student-athletes may receive only financial aid, which has been properly channeled through the college/university financial aid office or other college/university office. Financial aid shall be awarded on a need basis only as determined by the United States Department of Education Standards for Financial Assistance Program formula as applied to each institution.
2. Additionally, student athletes may not receive financial aid or monetary disbursement of any kind from the ACHA program he/she represents nor from any booster club or sponsor affiliated with the ACHA hockey program.

3. Failure to adhere to the financial aid policy will result in immediate suspension of membership benefits in the ACHA for a one year period. The Board of Directors will review and act upon requests for reinstatement.

V. RULES OF PLAY

A. NCAA Rule Book

The ACHA will use the rules of play specified in the NCAA Rule Book unless specified otherwise in these Policies and Procedures. Teams are responsible for obtaining copies of the NCAA Rule Book each season.

B. Dressing Maximums

ACHA teams shall be permitted to have the option of dressing a maximum of 18 skaters and three goaltenders or 19 skaters and two goaltenders.

C. Incidents and Discipline

1. The ACHA Policies and Procedures for student athletes receiving disqualification (DQ) penalties shall be the same procedures and suspensions as required by the NCAA rules.
2. All disqualification penalties shall be reported to the Commissioner immediately after both an~~with weekly score reports on each~~ ACHA and non-ACHA game. This requirement shall include DQ information on players in exhibition games as well as in post season tournament play.
3. An ACHA Incident Report format shall be provided for reporting to the appropriate ACHA commissioner's office by fax, mail, or e-mail any incidents involving players, coaches, teams, officials or referees. An Incident Report must be completed for each separate incident and submitted to the appropriate commissioner within 48 hours.
4. Commissioners, the Board of Directors and Appeal boards may not lessen or overrule a penalty given by the on-ice officials during a game but may supplement the disciplinary action further for both player, coach or team.

D. Women's Division Provisions

1. Women's Division shall follow USA Hockey Senior Women's rules and regulations regarding non-checking and body contact.

2. All teams should strive to play three 17-minute stop time periods (2 hour games); however, three 15-minute stop periods will be allowed (1.5 hour game). Any game length that is less than three 15-minute stop periods shall be deemed a forfeit for the home team. A game that is curfewed after 1.5 hours would count as a regular game.
3. Women's Division teams do not need to comply with the two (2) goaltender minimum rule, but can dress no more than nineteen (19) skaters if they dress only one (1) goaltender.
4. All ACHA Women's Division games require certified on-ice officials by US Hockey, NCAA, NIHOA, or other nationally recognized and sanctioned officials' organization.
5. During the regular season teams may employ either a two (2) person officiating system with two referees, or a three (3) person officiating system with one referee and two assistant referees (AR).
6. All Women's Division team must play a mandatory five-minute overtime in the event of a tie after regulation play in all regular season games unless there is a written exception on a signed game contract.

VI. RANKING PROCEDURES

A. Ranking Provisions

The ACHA will provide a ranking service to its Women's Division members on a regular basis. Rankings conducted by ranking committees will take into consideration season record as well as strength of schedule.

1. Women's Division
 - a. Women's Division shall be divided into regions, to be announced after initial registration and to be approved by the Vice President for the Women's Division. In case of disputes on regional assignments, the Women's Division Commissioner is authorized to settle disputes.
 - b. Teams will be ranked on a regional basis as well as top 15 nationally.
 - c. Ranking Committee shall use the formula outlined in the document, "Women's Division Ranking Procedures."
 - d. Women's Division regional ranking will be determined at the beginning of each season by the Women's Division Commissioner. There will be four rankings per season, with the final ranking being issued exactly ~~1 month~~ 22 days before the first day of the national tournament. All games for the entire season must be scheduled

and reported by the first ranking to count for the rankings. All other games scheduled and played will be considered non-ACHA games.

B. Ranking Committee Composition

1. The Women's Division Ranking Committee shall consist of a subcommittee of coaches and/or staff currently and directly affiliated with an ACHA team, and the Committee Coordinator or the Women's Division Commissioner. These members will apply for appointment to the Women's Division Vice President. A maximum of one representative from an ACHA team will be appointed to the committee. Each member must participate in every ranking, barring extenuating circumstances, or they will be removed from the committee immediately.
2. In addition, the Ranking Committee will calculate each ranking using the Pairwise Ranking system - NCAA D-III version, which shall have one "vote" on the ranking committee. The PairWise (PWR) Ranking formula will be posted on the ACHA Women's Division web site, along with each ranking's calculation.

C. Ranking Eligibility

ACHA Women's Division teams need only compete in a minimum of ten (10) games per season against other ACHA Women's Division teams. A minimum of 4 other ACHA teams must be played to be eligible for the national tournament.

D. Reporting Results

The winning team shall report full game sheet results, including shots on net, via the website upon completion of each game. In the result of a tie, the Home team shall report the full game sheet results. Full score sheet information shall be entered online by Monday at midnight, or by Sunday at midnight on Ranking weeks. Teams failing to submit full score sheet results on time will receive a forfeit. Extra consideration will be given to those teams travel extraordinary distances, on a case-by-case basis by the Commissioner, for reporting results. Any team missing two deadlines in a season will be excluded from the ranking and may have their tournament selection consideration revoked for that season.

E. Ranking Decisions

The decisions of the Ranking Committees are final and may not be appealed.

F. Ranking and Score Distribution

Results of monthly rankings and scores of all games shall be distributed to members in good standing in each division within one week of the completion of the ranking process.

VII. NATIONAL TOURNAMENTS

A. Sponsorship

1. The ACHA shall sponsor annually a national tournament system for Women's Division competition to provide a focal challenge in intercollegiate competition, to support positive recognition for collegiate hockey, and to showcase the achievements of individual programs and their players.
2. The name of the tournament shall be the ACHA Women's Division National Championship~~Tournament~~.

B. Women's Division Tournament Format

The Women's Division National Tournament shall consist of a single tournament involving twelve (12) teams who have received the highest ranking nationally, as described in Paragraph VII.E., below. The tournament shall be a four-day tournament to be held on a Thursday, Friday, Saturday and Sunday in ~~early~~ March. The Competition committee shall make further format determinations and forward them to the National Tournament Director and the Local Host Director.

C. Selection of Sites

1. Proposal bids for the site selection to host the Women's Division National Tournament shall be submitted in writing by the Women's Division breakout session agenda deadline, to the Vice President and National Tournament Director. The proposals will be made two years in advance and be presented in person at the Women's Division breakout session by all potential hosts, and be voted on by the Women's Division members in attendance. In the event that there are no proposals to host the event, the tournament site shall be selected by the ACHA Board of Directors.
2. Changes to the policy manual relevant to the national tournament shall not apply to tournaments for which a site is already selected. Hosts shall accommodate these changes if possible. Tournament site selection shall be the last agenda item at each annual meeting breakout session so that bidders any consider newly enacted changes before making their proposal.

D. Selection of Teams

1. Bids to compete in the national tournaments shall be extended to teams based on national rankings as determined by the ACHA Rankings Committees.

2. All decisions by the Rankings Committee are final and may not be appealed. (See Article VI, Section E) Teams shall accept or decline the bid in writing within 24 hours.
3. In the event of a tie in the national ranking, the Women's Division Vice President and Commissioner shall determine which of the tied teams shall be offered an invitation to the national tournament.
4. All teams must declare their ability to participate in the National Tournament by signing a binding letter of intent by January 20 of each season. This letter would serve to confirm that a team has the resources (financial or otherwise) to compete at nationals and will accept an invitation if one is extended. If a team does not sign a binding letter of intent by this deadline, it will be taken as a declination to attend the national tournament.

E. Women's Division Tournament Seeding

The first place team in each Region, the host, and the other eight highest nationally ranked teams for the final or last Ranking shall receive a spot at nationals. Teams will be seeded in the order in which they are nationally ranked.

F. Player Eligibility

1. Evidence of Eligibility

Evidence of the eligibility of each player shall be submitted by the registrar of each team's university by February 15th.

2. Challenging Eligibility

Any team challenging the eligibility of any player in a regional/national tournament shall do so in writing to the Tournament Director, the Executive Director, or the President of the Board of Directors.

3. Penalty for Use of Ineligible Players

Any team using an ineligible player in the national tournament shall forfeit those games in which the player participated and be subject to suspension of membership benefits by action of the ACHA Board of Directors.

4. Appealing Eligibility Rulings

Decisions on Regional/National Tournament player eligibility may be appealed to an Appeals Committee convened by the Board of Directors according to procedures outlined in Article III, Section E, Subsections 3 and 4 of these Policies and Procedures.

G. Women's Division Officiating System

A three-person officiating system shall be utilized in ACHA National tournaments. This system shall incorporate the use of one referee and two assistant referees (AR).

H. Rules of Play

1. Overtime Play: In the case of games tied at the end of regulation time, a five minute overtime shall be played in all preliminary games and in consolation round games. In the event a preliminary or consolation game is tied after an overtime period, the game will remain a tie.
2. In the event of a tie in semifinal, championship, or third place game, the officials shall allow a three minute rest followed by a five minute sudden-victory overtime. If the game remains tied, there shall be a new ice surface followed by a seventeen-minute, sudden-victory overtime and continue with new ice and successive seventeen-minute, sudden-victory overtime periods until a goal is scored.
3. In the event of ties in records in tournament competition, the higher standings will be determined by comparing the tied teams in the following order: 1) head to head competition; 2) number of tournament wins; 3) goals against in all tournament games; 4) goal differential in all tournament games; 5) fewest number of penalties in all tournament games; 6) fewest total penalty minutes in all tournament games; and 7) coin flip, called in the air by the higher-seeded team.
4. Team uniform policies for national tournaments shall comply with the standards stated in Article III, Section I of these Policies and Procedures.

I. All Tournament Recognition

The national tournament director shall organize an all-tournament team awards committee which shall select first and second all-tournament teams and a tournament MVP.

J. Operation Standards

1. The Women's Division National Tournament Director shall maintain a "National Tournament Standards Manual" which shall be provided to each year's host in order to communicate the minimum operational standards of the tournament. This document shall be updated each year following the tournament and annual meeting, and shall be provided to the new host as close as possible to June 1 preceding the tournament.

2. The National Tournament Standards shall include, but is not limited to, information supporting the following:
 - a. The host for each national tournament shall work with the National Tournament Director to develop the game schedule in accordance with the official game format outlined in Article VII, Section B of this document. Final approval of the game schedule shall come for the ACHA Women's Division Vice President.
 - b. The host for each national tournament shall be responsible for having a Certified Athletic Trainer present at each tournament game in accordance with the standards in the tournament manual. This information should be outlined in a Medical Emergency Plan and submitted to the Women's Division National Tournament Director prior to the tournament.
 - c. The ACHA shall assign officials to officiate all tournament games. The host team shall utilize experienced minor off-ice officials, and designate an official tournament scorer(s) and game announcer(s) for the event.
 - d. All official tournament communication with participating teams shall come from the National Tournament Director rather than the host team, in order to maintain one standard of communication and provide the ACHA an opportunity to verify information before it is communicated to teams.
 - e. The host for each national tournament shall assist participating teams in finding local lodging and transportation for the event. Normally, this will include arranging tournament rates with local companies to provide these services.
 - f. The host shall make provisions for arranging media coverage for the tournament event and accommodating the broadcast representatives of each participating program.

K. Team Behavior

1. It is the responsibility of all members to monitor player behavior at hotels, restaurants, rinks, etc., to ensure the ACHA is viewed in a positive manner. Any confirmed damages are the sole responsibility of the teams and institutions directly involved, and restitution is expected to be paid immediately.
2. The head coach, the team's ACHA representative, and the team captain are the official representatives of the team and will be the liaisons between the team and the ACHA. All communication to tournament officials shall be directed through these individuals. Players or other members of traveling parties shall not approach tournament representatives regarding issues that are more appropriately addressed with official team contacts. Any violation of this rule may result in tournament expulsion and/or suspension of membership within the ACHA.

VIII. ACHA RECOGNITION

- A. Annually the ACHA will recognize in each Division, outstanding individuals in the following three categories: All-American (three (3) teams), Honorable Mention All-American, Academic All-American, Player of the Year, and Coach of the Year. The head coach is responsible for submission of end of year award nominations. At the end of January, the ACHA Executive Director will solicit from all teams in good standing, nominations for any and all of the award categories. Nominations must be accompanied by the appropriate documentation.
- B. The ACHA Executive Director will distribute copies of the nomination material to Awards Committees for the Women's Division to select annual national awards recipients.
- C. The ACHA Board of Directors will review and certify the results of the election and declare and announce the award recipients at the ACHA Annual Meeting.

IX. ACHA LOGO

The ACHA Logo is the sole property of the American Collegiate Hockey Association. Any commercial use of the ACHA Logo must be approved by the Executive Director of the ACHA. If the ACHA Logo is used commercially, the ACHA will receive 7% of gross revenue.

X. ADMINISTRATION

A. Board of Directors

The Board of Directors manages the business and affairs of the ACHA and has the authority to establish policies and procedures for the operation of the organization and its services. The duties of the Board of Directors are delineated in the ACHA Bylaws and include: appointment of the Executive Director, receipt of reports from the Executive Director, control of the financial plan for the organization, oversight of programs and appointment, supervision and receipt of reports of committees.

B. Executive Director

The Board appoints an Executive Director who is the administrative officer of the organization. The Executive Director is responsible for the administration of approved ACHA activities and subject only to policies and orders issued by the Board or by any of its authorized committees. The Executive Director serves as the representative of the

organization where the Board has not designated another person as an organizational representative. Specific responsibilities of the Executive Director include chairing of the ranking committees, representing the ACHA in matters with USA Hockey and the ACHA, and promotion of the ACHA.

C. Commissioners

Commissioners for each division are appointed by the organization to facilitate the activities of the four Divisions. Responsibilities of the Commissioners include promotion of membership, providing technical assistance to leagues and member programs, following up on player and team registration and eligibility issues, facilitating resolution of member concerns during the season, assisting in the organization and operation of regional and national tournaments, representing the ACHA at special events, and other duties assigned from time to time by the Board. Each Commissioner is nominated by the Executive Director and approved by the Board of Directors. Each Commissioner is responsible to the Executive Director in the performance of duties.

D. Competition Committee

1. The Competition Committee will consist of the Women's Division Vice President, Commissioner, Tournament Director, and two coaches from each region. One coach in each region shall be appointed by the Women's Division Vice President and one coach from each region will be voted on by the region team representatives.
2. The Competition Committee will hear and approve any necessary items that fall under their scope of practice. All decisions made by this committee will be approved by a majority vote.
3. The Competition Committee scope of practice shall include End Year Player Awards, National Tournament format, and operating procedures. The competition committee shall not hear or rule on items covered under the Vice President or Commissioner's scope of practice as defined by the ACHA bylaws.

Part Two

By - L a w s

ARTICLE I NAME

The name of the Association shall be the American Collegiate Hockey Association.

ARTICLE II PURPOSE

Section 1

The purpose of the Association is to be an organization of collegiate affiliated programs which provides structure, regulates operations, and promotes quality in collegiate ice hockey.

Section 2

Section 2 - The purpose and activities of the Association shall be limited at all times to those specified in Section 501 (c) (3) of the Internal Revenue Code.

ARTICLE III MEMBERSHIP

Section 1

Any two or four year college or university approved active ice hockey team is eligible for full membership in this Association and upon compliance with all provisions of these Bylaws and all Policies and Procedures of this Association, shall be deemed a member program and entitled to all rights and privileges of that status.

Section 2

Section 2 - Each member program shall designate one voting representative and one alternate voting representative. Each member program shall be entitled to one vote on each matter submitted to membership vote.

Section 3

Member programs shall be required to pay the Association team registration fee(s).

Section 4

Section 4 - Member programs shall also be required to comply with membership requirements as specified in the Association's Policies and Procedures Manual.

Section 5

Players can participate only for the school they attend. Schools sharing facilities such as "Club Sports participation" for any reason or by school mandate cannot be included for the parent ACHA team. The player can only play for the school he attends and that school must be an ACHA member team.

Section 6

Any member college or university whose ACHA benefits are suspended or revoked by the Board of Directors shall be subject to an additional \$300.00 reinstatement fee, per occurrence, upon readmission.

ARTICLE IV GOVERNANCE

Section 1

The affairs of this Association shall be governed by the Board of Directors.

Section 2

The principal office of the Association shall be the principal office of the current elected Association President.

ARTICLE V BOARD OF DIRECTORS

Section 1

The Board of Directors shall be the officers of the Association elected by the membership. These persons shall be the President, Vice President for Division I, Vice President for Division II, Vice President for Division III, and Vice President for Women's Division, the Secretary and the Treasurer. The Past President shall serve ex-officio without vote.

Section 2

As members of the Board of Directors, the officers of the Association shall be elected for two year terms. Elections shall be conducted at the annual meeting of the Association according to the following conditions:

- A. Candidates may run for office or be nominated by submitting a written statement to the Association Office three weeks in advance of the annual meeting of the Association.
- B. Only candidates who have signified their consent to serve shall be nominated or elected to office.
- C. For the office of President candidates must have previously served as a member of the ACHA Board of Directors for at least two years.
- D. Officers shall be elected by simple majority of members present and voting at the Association annual meeting. The election of the Division Vice-Presidents will be done at the Divison breakout.
- E. New officers shall take office upon the completion of the business of the annual meeting in progress.
- F. A vacancy occurring in any such office shall be filled for the unexpired term by the person selected by the Board of Directors.
- G. Any officer may be removed from office only for cause at the annual meeting of the Association. The removal requires a majority vote of members in attendance of the Association annual meeting after the officer has an opportunity to be heard.
- H. Any officer who ceases to be a sanctioned representative of a member program shall automatically forfeit his/her office and membership on the Board of Directors.

Section 3

The Board of Directors shall have the power and responsibility to:

- A. Interpret, define and explain all provisions of these Bylaws and Association's Policies and Procedures.
- B. Manage the business and affairs of the Association and have the authority to establish management policies for the operation of the Association and its programs.
- C. Replace Board Members in the event of a vacancy between annual meetings.
- D. Manage the appointment of an Executive Director.
- E. Call meetings of the Association.
- F. Admit new members.
- G. Impose and enforce penalties for violation of the Bylaws or Policies and Procedures.
- H. Remove any penalties for violation of the By-laws or Policies and Procedures.
- I. Appoint committees from the Board and/or the membership representatives, supervise committee work, and receive reports.
- J. Establish and collect membership/registration fees and other funds of the Association.
- K. Budget and direct the expenditures of the Association.
- L. Audit all books, vouchers, receipts and records of the Association.
- M. Determine who shall be authorized from time to time on the Corporation's behalf to sign checks, drafts, or other orders for payment of money; to sign acceptances, notes, or other evidences of indebtedness; to enter into contracts; or to execute and deliver other documents and instruments.
- N. To select a Don Spencer Service Award recipient to recognize exceptional service to the ACHA.

- O. The Board will develop a plan for participation in future World University Games including the selection of coaching staff, scheduling tryout camps, and organizing practice times.
- P. The board will approve the types and kinds of ACHA recognition and awards for its participating divisions.

ARTICLE VI OFFICERS

Section 1

The Officers of this Association shall have the following powers and responsibilities:

- A. The President shall preside at all meetings of the membership and the Board of Directors. The President shall be responsible for setting meeting agendas and supervising the general progress of the Association. Further the President shall serve as an ex-officio member of all committees (except the Ranking Committees) and exercise all duties and power of the Board of Directors when it is impractical for him/her to obtain a vote of the Board of Directors. He/she shall promptly report such actions to the Board of Directors.
- B. The Vice-President - Division I shall serve as a member of the Executive Committee and assume all duties of the President in his/her absence (in odd numbered years.)
- C. The Vice-President - Division II shall serve as a member of the Executive Committee and assume all duties of the President in his/her absence (in even numbered years.)
- D. The Vice President – Division III shall serve as a member of the Executive Committee and assume all duties of the President in his/her absence should the Vice Presidents for Divisions I and Division II be unable to so serve.
- E. The Vice President – Women's shall serve as a member of the Executive Committee and assume all duties of the President in his/her absence should the Vice Presidents for Divisions I, II or III be unable to so serve.
- F. The Secretary shall maintain and keep minutes of all meetings of the membership and the Board of Directors. In addition the Secretary shall serve as a member of the Executive Committee and maintain organizational records as may be required.

- G. The Treasurer shall report on the financial status of the Association as requested. In addition the Treasurer shall be responsible for presenting an annual budget to the membership at the Association's annual meeting. The treasurer shall serve as a member of the Executive Committee.
- H. The Past President shall serve as an ex-officio member of the Board of Directors and the Executive Committee without vote. He/she shall also serve as chairperson of a nominating committee for the Board of Directors if needed.

ARTICLE VII MEETINGS

Section 1

Members of the Association shall meet no less than annually to function as the corporate body of the Association.

Section 2

The Annual Meeting of the Association Membership shall be held during the American Hockey Coaches Association Annual Convention.

Section 3

All regular meetings of the Association membership and the Board of Directors shall be announced in writing at least two weeks in advance. Special meetings of the Board of Directors may be convened by the president or by another officer and two members of the board providing written notice is given at least four days in advance. Only business specified in the notification shall be conducted at a special meeting.

The annual meeting shall be divided into two separate sessions: a general session for all members and a divisional session for specific members of each division (1, 2, 3, W).

Section 4

Section 4 - The procedure of meetings shall be governed by Robert's Rules of Order except where altered within the Association Bylaws.

Section 5

Section 5 - Decisions shall be made by majority of the vote cast except where a greater proportion is required by the Bylaws.

Section 6

At all meetings of the Board of Directors, a simple majority of the Board members shall constitute a quorum.

Section 7

Each member of the Board of Directors in attendance shall have one vote.

Section 8

At no time shall proxy votes be acceptable at meetings of the membership or Board of Directors.

Section 9

A meeting of the Board of Directors may take place via conference call in lieu of a meeting.

ARTICLE VIII COMMITTEES

Section 1

The Standing Committees of the Association shall be:

- A. Rules Committee - Division I
- B. Rules Committee - Division II
- C. Rules Committee – Division III
- D. Rules Committee – Women's
- E. Rankings Committee - Division I (Chairperson: Commissioner - Division I)
- F. Rankings Committee - Division II (Chairperson: Commissioner - Division II)
- G. Rankings Committee - Division III (Chairperson: ~~Vice President~~Commissioner - Division III)
- H. Rankings Committee - Women's (Chairperson: ~~Vice President~~Commissioner - Women's)

- I. Tournament Committee - Division I
- J. Tournament Committee - Division II
- K. Tournament Committee - Division III
- L. Tournament Committee - Women's
- M. Awards Committee - Division I
- N. Awards Committee - Division II
- O. Awards Committee - Division III
- P. Awards Committee - Women's
- Q. Executive Committee (Members of the Board of Directors)

ARTICLE IX EXECUTIVE DIRECTOR

Section 1

The Board shall appoint an Executive Director who shall serve as the administrative officer of the Association. The Executive Director shall be responsible for the administration of approved Association policies and activities and subject only to the directives issued by the Board or any of its authorized committees.

~~Section 2~~

~~The Board shall appoint a USA Hockey Representative. The representative will serve as a liaison between the ACHA and USA Hockey.~~

(Naples 2005: After elected by the membership at the Association meeting, the Board shall appoint that person as the USA Hockey representative. Move this and create an Article USA Hockey Representative along with his board-assigned duties. The ACHA referee-in-Chief was voted in during the 2004 Annual Meeting. Add the article for Referee-in-Chief along with his board-assigned duties.)

Section 3

Section 3 - The Executive Director shall serve as a representative of the organization in matters where the Board has not designated another person as an organizational representative.

Section 4

Section 4 - Other specific responsibilities of the Executive Director shall include chairing the Ranking Committees, representing the ACHA in matters with USA Hockey and the American Hockey Coaches Association.

ARTICLE X COMMISSIONERS

Section 1

Commissioners for all divisions may be appointed by the Board of Directors to facilitate the operations and management of each division programs and membership services.

Section 2

Each Commissioner shall be nominated by the Executive Director and approved by the Board of Directors.

Section 3

Section 3 - Specific duties of Commissioners shall be as designated in the Policies and Procedures Manual. The Commissioners shall be responsible to the Executive Director in the performance of duties.

ARTICLE XI POLICIES AND PROCEDURES MANUAL

Section 1

The Association membership shall establish and maintain a program Policies and Procedures Manual which shall delineate standards and directives for Association activities and operations.

Section 2

Changes to the Policies and Procedure Manual may be formulated and initiated by the Board of Directors but must be approved by majority vote by those in attendance at any Association meeting. All proposed changes in the Manual must be distributed in the announcement of the membership meeting.

ARTICLE XII NATIONAL TOURNAMENT DIRECTOR

Section 1

The Board shall appoint a National Tournament Director for each division. The director will assist with standardizing and running the yearly tournaments for all ACHA divisions.

ARTICLE XIII FISCAL YEAR

Section 2

The fiscal year for the Association shall begin July 1. Non-profit corporate tax papers (IRS Form 990, etc.) shall be filed corresponding to this date.

ARTICLE XIV DISSOLUTION

Section 1

In the event the American Collegiate Hockey Association finds it necessary or desirable to dissolve or cease to function as a non-profit corporation, all remaining assets shall be distributed to an organization or organizations, to be selected by the Board of Directors, which qualify as exempt organizations within the meaning of Section 501 (c) (3) of the Internal Revenue Code of 1954 or any succeeding provision of Federal Tax Law.

ARTICLE XV PROVISION FOR CHANGE IN THE BYLAWS

Section 1

These Bylaws may be amended by the affirmative vote of two-thirds of the members of the Association present at a meeting publicized two weeks in advance. Proposed changes shall be included in writing with a meeting announcement.

Part Three

Directory of Personnel

President

Marshall Stevenson

Towson University
Linthicum Hall
Towson, MD 21252
Phone 410-357-9878
Fax 410-704-4702
mstevenson@achahockey.org

Executive Director

Chris Wilk

P.O. Box 1013
Kent, OH 44240
(H) (330) 468-2959
(W) (800) 581-9080
chriswilk@achahockey.org

Vice President-Division I

John Bosch

1555 Wooden Bridge Tr.
Ballwin, MO 63021
636-861-3248
cell 314-791-4325
FAX 314-920-4880
jbosch@achahockey.org

Vice President-Division II

Mike Radakovich

18717 Golfview
Livonia, MI 48152
(W) (313) 226-1225
(H) (248) 476-4203
d2commissioner@achahockey.org

Vice President-Division III

Sam Kelly

kelly@achahockey.org

Vice President – Women's Division

Jim Henry

jhenry@achahockey.org

Secretary

Jim Martin

jmartin@achahockey.org

Treasurer

Brian Moran

2475 Archdale

West Bloomfield, MI 48324-3607

(H) (248) 366-7914

(W) (248) 478-8800

FAX: (248) 366-7915

bmoran4@achahockey.org

USA Hockey Representative

Ken Fikis

kfikis@achahockey.org

Advisor / Financial Planner

Joe Aho

jaho@achahockey.org

Commissioner – Division 1

Brian Moran

2475 Archdale

West Bloomfield, MI 48324-3607

(H) (248) 366-7914

(W) (248) 478-8800

FAX: (248) 366-7915

bmoran4@achahockey.org or

BMoran@ci.farmington-hills.mi.us

Commissioner – Division 2

Paul Hebert

phebert@achahockey.org

Commissioner – Division 3

Tom Vanderlaan

d3commissioner@achahockey.org

Commissioner –Women's Division

Erin Russ

2219 Garfield Ave. #206

Minneapolis, MN 55405

612-801-5563 Cell

612-332-1234 Work

eruss@achahockey.org

Referee-in-Chief

Shane Hanlon

shanlon@achahockey.org

National Tournament Director

(all divisions)

To be determined

Legal Counsel

Anthony Jalaba

legal@achahockey.org

Past President

Josh Brandwene

ACHA Internet Web Address

<http://www.achahockey.org>