



# American Collegiate Hockey Association

2008-2009 Manual

[www.achahockey.org](http://www.achahockey.org)

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# Part One

## Constitution

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### **ARTICLE I      NAME**

The name of the Association shall be the American Collegiate Hockey Association (ACHA).

### **ARTICLE II      PURPOSE AND MISSION**

#### **Section 1    Purpose**

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

#### **Section 2    Mission**

- A. The ACHA's primary mission is to support the growth of collegiate hockey programs nationwide. The ACHA identifies standards, which serve to unite and regulate teams at the collegiate level.
- B. The ACHA shall emphasize academic performance, institutional sanction, eligibility criteria, standards of play and opportunities for national competition.
- C. The ACHA promotes all aspects of collegiate hockey stressing the personal development of individual athletes as well as national recognition for member organizations.

# Part Two

## Administrative Bylaws

### ARTICLE III MEMBERSHIP

#### Section 1 Composition

- A. Any two (M3, W1, W2) or four year (M1, M2, M3, W1, W2) college or university that is located in the United States, its territories or possessions 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. [2003].
- B. In order for a team to be eligible with separate campuses, there must be a central administration/registrar. Teams with separate campuses and separate administrations/registrars must compete as separate teams. [2003].
- C. Teams shall not be eligible for participation in regional or national tournaments during first year of membership. (Former ACHA teams will be considered a first-year team after non-membership status for any one season)
- D. NCAA varsity programs shall not be eligible for membership in the ACHA. Exception: University of Scranton in M1 [2004].

#### Section 2 Voting Rights

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 Dues

Member programs shall be required to pay the Association team registration fee(s) by September 30th. There will be a 10% late fee per month for teams owing dues to the ACHA after this date.

#### Section 4 Benefits

- A. 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, recruiting recognition, technical assistance and affiliation with USA hockey.
- B. Members in good standing may automatically become members of the American Hockey Coaches Association (AHCA) by submission of a completed AHCA Collegiate Non-Varsity Membership Form to the Commissioner.

- C. For Insurance coverage purposes. All Local ACHA leagues seeking affiliation must complete Affiliation form and submit to corresponding Commissioners by August 1st. Affiliation form to be distributed for discussion. This affiliation grants League officers and officials ACHA insurance and D&O coverage benefits. [2006]

## **Section 5 Operational Standards**

### **A. Academics**

1. 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. 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/she attends and that school must be an ACHA member team. [2005]
3. ACHA student athletes must meet guidelines as established in each Divisional Policies and Procedures Section.

### **B. Eligibility and Appeals Rulings**

1. Ruling on Player eligibility is a function of the Divisional Commissioners. Appeals to this ruling may be appealed to the appropriate Divisional Appeals Committee according to procedures outlined in Article III and the Divisional Policy sections.

### **C. Team Requirements**

1. 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.
2. Teams must have a non-player head coach. Failure to have a non-player coach will result in suspension of ACHA benefits.
3. USA Hockey liability insurance is required with a copy to USA Hockey prior to first game. This includes submitting the following player and coach's information for the entire team: name, address, city, state, zip code, phone number, email address, date of birth, and gender.
4. Member programs shall also be required to comply with membership requirements as specified in the Association's Manual.
5. 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.
6. Teams must adhere to all ACHA standards, policies, and procedures.
7. Annual submission of the ACHA eligibility form including an affidavit from the university/college verifying affiliation in good standing by October 15th for Women's Teams and October 31st for Men's Teams. Teams are recommended to submit their eligibility form before their first game of the Fall Semester.
8. Submission of the second semester ACHA eligibility form including an affidavit from the university/college verifying affiliation in good standing by January 20th for Women's Teams and January 31st for Men's Teams. Teams are recommended to submit their eligibility form before their first game of the Winter/Spring Semester.

9. Annual submission of final play results and player statistics by the annual meeting in April. Player statistics shall include goals, assists and penalty minutes, and goaltender statistics shall include saves and goals against average

#### D. Recruitment

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

#### E. Ethics

1. No staff member, i.e. (Head Coach, Assistant Coach, General Manager, Trainer, Faculty Advisor, booster, etc) from an active ACHA team, shall recruit other collegiate member players or staff during the active year (the active year shall be defined as the term from September 1 through August 31 for a given season). This shall include both ACHA teams as well as other sanctioned collegiate hockey teams (NCAA, NAIA, non-ACHA club, etc). School teams that have been suspended, are under probation, or are perceived as 'not in good standing' with either the school or the ACHA, will be subject to the above provisions for the entire active year, provided that team has played 1 regular-season game (regular-season game shall be defined as any sanctioned game with referees after September 1).
2. A playing member of a team shall be defined as a player on a roster at any time during said season.
3. A team will be allowed to contact a player during a season only after that player has either:
  - a. Disenrolled from the former school
  - b. Enrolled at a new school (only the new school will be allowed to contact that player)
  - c. Received a written release that has been submitted through the ACHA Commissioner's office. The head coach of the current school is not required to sign for the release, but the current school, including head coach, will be notified of the player's intention.
4. This is in effect whether the contact has been initiated by the player or not.
5. Teams that have been contacted by a current player shall immediately end the contact and notify the Commissioner of the contact as soon as possible. Include the date, time, and method of contact from the player to protect your school.
6. Any violation of this policy by a staff member will result in a minimum 1-year suspension from the ACHA, with the exact length to be determined by the ACHA Board of Directors.
7. The violating institution will be subject to an immediate suspension of membership benefits as outlined in the ACHA Manual. [2005]

#### F. Team Behavior

1. Any ACHA team using an ineligible player in any 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 or Commissioner.
2. 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

## G. Incidents

1. 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 commissioner within 48 hours.

## Section 6 Affiliation

Teams seeking initial membership to the ACHA must meet membership requirement as stated in Article III.

## Section 7 Financial Aid

- A. 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.
- B. 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.
- C. 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.

## Section 8 Suspension of Membership Benefits

- A. 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.
- B. All suspension of benefits for violations shall be decided by the Board of Directors or Commissioner of the ACHA.
- C. All suspension of benefits may be appealed in writing within 15 days to the ACHA Board of Directors or Commissioner who shall convene an Appeals Committee consisting of three coaches of member teams.
- D. All appropriate documents shall be distributed to each member of the Appeals Committee by the Executive Director or Commissioner. 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.
- E. 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 re-instatement fee, per occurrence, upon readmission. [2005]

## ARTICLE IV LOGO

The ACHA Logo and name brand 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

## **ARTICLE V 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 VI BOARD OF DIRECTORS**

### **Section 1**

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.

### **Section 2**

The Board of Directors shall be the officers of the Association elected by the membership. These persons shall be the President, Vice President for Men's Division 1, Vice President for Men's Division 2, Vice President for Men's Division 3, and Vice President for Women's Division 1 and Women's Division 2, the Secretary and the Treasurer. The Past President shall serve ex-officio without vote.

### **Section 3**

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. [2002]
- 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 Division breakout. [2005]
- E. New officers shall take office upon the completion of the business of the annual meeting in progress, except for ACHA representatives to USA Hockey. [2007]
- 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 4

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 and appointments.
- C. Replace ACHA Staff Members in the event of a vacancy between annual meetings.
- D. Manage the appointment of an Executive Director.
- E. Receipt of reports from the Executive Director
- F. Call meetings of the Association.
- G. Admit new members.
- H. Impose and enforce penalties for violation of the Bylaws or Policies and Procedures.
- I. Remove any penalties for violation of the By-laws or Policies and Procedures.
- J. Appoint committees from the Board and/or the membership representatives, supervise committee work, and receive reports.
- K. Control the financial plan for the organization
- L. Establish and collect membership/registration fees and other funds of the Association.
- M. Budget and direct the expenditures of the Association.
- N. Audit all books, vouchers, receipts and records of the Association.
- O. 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.
- P. To select a Don Spencer Service Award recipient to recognize exceptional service to the ACHA.
- Q. 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.
- R. The board will approve the types and kinds of ACHA recognition and awards for its participating divisions. [2005]
- S. Select members to the ACHA Hall of Fame. The entire nominating procedure will be developed and maintained on the ACHA website. [2007]

## **ARTICLE VII 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 Executive Director shall serve as a representative of the organization in matters where the Board has not designated another person as an organizational representative. [2005]

### **Section 3**

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 (AHCA), and promotion and marketing of the ACHA. [2005]

## **ARTICLE VIII 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 – Men’s Division 1 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 – Men’s Division 2 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 – Men’s Division 3 shall serve as a member of the Executive Committee and assume all duties of the President in his/her absence if the Vice Presidents for Divisions 1 and Division 2 are unable to so serve.
- E. The Vice President – Women’s Division 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 1, 2 or 3 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 IX COMMISSIONERS**

### **Section 1**

Commissioners shall be nominated by the Executive Director.

### **Section 2**

Commissioners shall be approved and appointed by the Board of Directors to facilitate the operations and management of each division's membership services and programs.

### **Section 3**

The Commissioners shall be responsible to the Executive Director in the performance of duties.

### **Section 4**

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 Executive Board.

## **ARTICLE X REFEREE-IN-CHIEF**

### **Section 1**

A Referee-in-Chief shall be nominated by the Executive Director and approved by the Board of Directors.

### **Section 2**

Specific duties of Commissioners shall be as designated in this manual. The Commissioners shall be responsible to the Executive Director in the performance of duties. [2005]

## **ARTICLE XI NATIONAL TOURNAMENT DIRECTOR**

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

position shall be a four-year term and can be automatically renewed by the ACHA Board. The ACHA Board at their sole discretion, reserves the right to replace the National Tournament Director at any time. The National Tournament Director shall not have voting rights on the ACHA Board or have the ability to bind the ACHA contractually or financially. [2005]

## **ARTICLE XII ACHA REPRESENTATIVES TO USA HOCKEY**

### **Section 1**

After elected by the membership at the Association meeting, the Board shall appoint that person(s) as the USA Hockey Representative(s). The director(s) will serve as a liaison between the ACHA and USA Hockey.

### **Section 2**

This will be a 2-year term. [2007]

### **Section 3**

The ACHA representatives to USA hockey shall take office after the conclusion of the USA Hockey Annual Congress (June).

## **ARTICLE XIII COACH-IN-CHIEF**

### **Section 1**

A Coach-in-Chief shall be nominated by the Executive Director and approved by the Board of Directors. The position shall be a four-year term and shall renew automatically subject to Executive Director and Board of Directors' approval. [2007]

### **Section 2**

Specific duties of the Coach-in-Chief shall be as designated in this manual. The Coach in-Chief shall be responsible to the Executive Director in the performance of duties. [2007]

### **Section 3**

General Duties of the Coach-in-Chief: plan and schedule coaching education and professional development opportunities for Coaches of the ACHA; promote USA Hockey Inc.'s coaching program and organize coaching [accreditation] clinics in conjunction with other ACHA / USA Hockey events; serve as liaison to USA Hockey's Coaches Section; organize, communicate and/or participate in College Hockey Fairs and information seminars for student athletes bound for ACHA colleges and universities; assist as directed in the recruitment, selection and development of coaches for ACHA sanctioned events. [2007]

## ARTICLE XIV COMMITTEES

### Section 1

The Standing Committees of the Association shall be:

- A. Rules Committee – Men’s Division 1
- B. Rules Committee – Men’s Division 2
- C. Rules Committee – Men’s Division 3
- D. Rules Committee – Women’s Division 1
- E. Rules Committee – Women’s Division 2
- F. Rankings Committee – Men’s Division 1 (Chairperson: Commissioner – Men’s Division 1)
- G. Rankings Committee – Men’s Division 2 (Chairperson: Commissioner – Men’s Division 2)
- H. Rankings Committee – Men’s Division 3 (Chairperson: Commissioner – Men’s Division 3) [2005]
- I. Rankings Committee – Women’s Division 1 (Chairperson: Commissioner – Women’s Division) [2005]
- J. Rankings Committee – Women’s Division 2 (Chairperson: Commissioner – Women’s Division) [2005]
- K. Tournament Committee – Men’s Division 1
- L. Tournament Committee – Men’s Division 2
- M. Tournament Committee – Men’s Division 3
- N. Tournament Committee – Women’s Division 1
- O. Tournament Committee – Women’s Division 2
- P. Awards Committee – Men’s Division 1
- Q. Awards Committee – Men’s Division 2
- R. Awards Committee – Men’s Division 3
- S. Awards Committee – Women’s Division 1
- T. Awards Committee – Women’s Division 2
- U. Executive Committee (Members of the Board of Directors)

## **ARTICLE XV POLICIES AND PROCEDURES**

### **Section 1**

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

### **Section 2**

Changes to the Policies and Procedure 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. [2005]

## **ARTICLE XVI PROVISION FOR CHANGE IN THE BYLAWS**

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. [2005]

## **ARTICLE XVII 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.

### **Section 4**

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

### **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 XVIII      FISCAL YEAR**

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. [2005]

## **ARTICLE XIX      DISSOLUTION**

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. [2005]

# Part THREE

## Operating Policies

### ARTICLE I MEMBERSHIP

#### Section 1 Operational Standards

##### A. Eligibility and Appeals Rulings

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, including Major Junior A hockey (OHL, WHL, QMJHL), 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, as well as any college program (M1, M2, M3, W1, W2, non-ACHA, club, NCAA, NAIA, etc.).
4. ACHA student athletes shall be required to sign a player agreement form at the beginning of each season or whenever added to the player roster before playing a game.
5. 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.

##### B. Team Uniforms

1. All players must wear NCAA approved facemask and helmet.
2. All Divisional players must wear same color equipment at regional and national tournaments.
3. All players must display an ACHA logo helmet sticker located on the helmet in a position specified by division commissioners. (rear lower-right or rear lower-left of the helmet)
4. Any team participating in an ACHA sanctioned tournament without properly displayed ACHA logos shall be assessed a fine of \$500.00.
5. Any variation of these dress code rules must be approved by the appropriate Divisional Commissioner.

- ##### C. Any ACHA team which fails to honor a confirmed scheduling commitment except under an act of God shall have membership benefits suspended immediately and declared ineligible for rankings and national tournament consideration. In addition the ACHA Board of Directors or Commissioner may levy fines on programs found in violation of justifiable game cancellation standards. An Incident Report must be filed with the ACHA office on each contentious game cancellation incident. Any disputes regarding the circumstances under which games are canceled shall be reviewed by the ACHA Board of Directors and/or Commissioner. An Incident Report must be filed with the ACHA office and Divisional Commissioner on each contentious game cancellation incident.

## **ARTICLE II RULES OF PLAY**

### **Section 1**

The ACHA will use the rules of play specified in the NCAA Ice Hockey Rules & Interpretations Rule Book unless specified otherwise in the Divisional Policies and Procedures. [2001].

1. The NCAA size restrictions on goaltender equipment (i.e. to conform to NHL size standards) are deferred for ACHA member teams for the 2007-2008 season. There will be no further deferments of the size restrictions after the 2007-2008 season. Beginning with the 2008-2009 season, ACHA members will comply with the new size restrictions [2007]

### **Section 2**

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.

### **Section 3**

All disqualification penalties shall be reported to the Commissioner 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.

### **Section 4**

All overtime play during the regular season shall be 4 on 4. [2007]

### **Section 5**

Spitting at an opposing player, fan, or official is an automatic game disqualification. [2007]

## **ARTICLE III RANKINGS**

### **Section 1**

The ACHA will provide a ranking service to its members on a regular basis.

### **Section 2**

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

## **ARTICLE IV NATIONAL TOURNAMENTS**

### **Section 1**

The ACHA shall sponsor annually a national tournament 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.

### **Section 2**

The names of the tournaments shall be the:

- A. ACHA Men's Division 1 National Championship.
- B. ACHA Men's Division 2 National Championship.
- C. ACHA Men's Division 3 National Championship.
- D. ACHA Women's Division 1 National Championship.
- E. ACHA Women's Division 2 National Championship.

### **Section 3**

The ACHA shall assign officials to officiate all tournament games.

### **Section 4**

Team uniform policies for national tournaments shall comply with the standards stated in Article I, Section 1, Part B of the Operational Policies.

### **Section 5**

The ACHA, through a contracted vendor, shall sell exclusive tournament souvenir apparel on site. A prime location spot shall be reserved for apparel vendor. The host team shall receive 10% of the total gross sales, and the ACHA shall receive 15% of the total gross sales. [2004]

### **Section 6**

The tournament host shall supply the ACHA with 3 complimentary hotel rooms for its staff at the Official Host hotel, or a similar hotel. The rooms will start one day previous to the Tournament start and end one day after the Tournament concludes. [2007]

### **Section 7**

The ACHA will furnish the awards for the National Tournament. The tournament host shall pay for the awards for the National Tournament. [2007]

### **Section 8**

Any broadcasts (audio, video, etc) from an ACHA Sanctioned Event (specifically National Tournaments, Regionals, Showcases, etc) are the sole property of the ACHA. Any broadcast or rebroadcast not initiated by the ACHA must be cleared in writing by

the respective Commissioner prior to the events. Fees may be assessed for the broadcast or rebroadcast of these events. [2007]

## **ARTICLE V     AWARDS**

### **Section 1**

Annually the ACHA will recognize outstanding individuals in each Division in the following categories:

- A. All-American
- B. Honorable Mention All-American
- C. Academic All-American
- D. Player of the Year
- E. Coach of the Year.

### **Section 2**

At the end of the regular season, the ACHA Commissioner, Vice-President, or 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.

### **Section 3**

The head coach is responsible for submission of end of year award nominations.

### **Section 4**

The ACHA Commissioner, Vice-President, or Executive Director will distribute copies of the nomination material to the Divisional Awards Committees to select annual national awards finalists.

### **Section 5**

The ACHA Executive Director will review and certify the results of the awards and announce the award recipients prior to the ACHA Annual Meeting.

# Part Four

## Men's Division 1 Policies

### I. TEAM ELIGIBILITY REQUIREMENTS

#### A. Membership Composition

Members of Men's Division 1 shall be 4-Year University or college sanctioned ice hockey teams. [2003]

#### B. Men's Division 1 Membership Classification

Men's Division 1 members shall be those teams which comply with player eligibility and other requirements as specified for Men's Division 1 teams in the ACHA Manual. [2003]

#### C. Membership Requirements

1. Teams interested in joining Men's Division 1 must complete the Men's Division 1 Application Form, anytime between September 1 and the deadline for Agenda Items (~late March, early April), for entrance the following season. No teams will be considered for Men's Division 1 after the deadline has passed for that season, including ACHA Men's Division 2 or 3 teams.
  - a. Applications can be requested from the Commissioner
  - b. For current ACHA members, there will be a non-refundable \$150 application fee. For non- ACHA members, there will be a \$1,000 application fee, of which \$150 will be a non-refundable application fee. The remaining \$850 will be applied as a credit towards the next season's dues if accepted or returned to the non-ACHA member if the application is denied. Should the non-ACHA member decide not to join, the \$850 will be forfeited to the ACHA.
  - c. Upon receipt of the Application and Application Fee by the Men's Division 1 Commissioner, a decision on acceptance or denial will be rendered within 15 business days.
  - d. Teams may apply only once per season.
  - e. The Commissioner shall poll the current season members of Men's Division 1 in good standing, with a vote to accept or deny the application.
  - f. A 75% majority of yes votes returned will grant the applicant admission into Men's Division 1 for the following season.
  - g. If a 75% majority is not reached, a 3-person panel [Men's D1 Commissioner, Men's D1 Vice-President, and ACHA President] reserves the right to override the decision, and grant the applicant admission.
  - h. Once an applicant has been approved, the team must give their written acceptance within 5 business days. If the team is not currently a member of the ACHA, it must also pay the remaining

- dues balance for the next season within 30 days of acceptance, or forfeit its acceptance and application fee in full.
- i. Any team that has given their written acceptance but does not play in Men's Division 1 for that upcoming season will not be eligible for the National Tournament at any level during the upcoming season. Should that team wish to join Men's Division 1 another time, that team must reapply for acceptance, and may not do so until 2 complete seasons have passed (starting with the upcoming season as season number one).
2. Returning Men's Division 1 teams must declare their intent to remain in Men's Division 1 in writing by July 1 to be eligible for the National Tournament for the upcoming season. [2007]
  3. Any team which has had their Membership Benefits suspension upheld may be expelled after 30 days from Men's Division 1. After expulsion, a team must petition like a new team to be re-admitted into Men's Division 1.
  4. Payment of Dues - \$1,400 [2007]
  5. All required information must be turned into the Commissioner's office before a teams 1st game of the season:
    - a. Season Schedule
    - b. Team Roster [including player name (first and last), jersey #, position, height, weight, hometown, academic major, and last team played for (before current team)].
    - c. Head Coach picture and bio
    - d. ACHA dues
    - e. Player Agreement Forms with signature
    - f. USA Hockey roster [including player name (first and last), jersey #, position, height, weight, hometown, academic major and last team played for (before current team)].
    - g. ACHA website roster at [www.achahockey.org](http://www.achahockey.org) [(including player name (first and last), jersey #, position, height, weight, hometown, academic major and last team played for (before current team))].
    - h. Non-compliance will result in forfeiture of games until all of the above requirements have been met. [2003]
  6. While all Men's Division 1 teams should strive to reach these membership requirements, all existing teams receive a grandfather on all items. Any new team failing to meet these requirements could petition Men's Division 1 for an exception.
    - a. Main Hockey Team on Campus (No NCAA Program)
    - b. Web Site - \$25 fine/month
      - A. All teams shall maintain and update web sites throughout the season.
      - B. Web Sites must include:
        - i. Roster
        - ii. Schedule w/ game times and location
        - iii. Arena Location & directions

- iv. Ticket Prices & Packages
- v. Link to ACHA site
- c. Game Day Requirements
  - A. Locker Room Standards - \$50 fine/game
    - i. Private room for all visiting teams
    - ii. Private Shower Access for visiting teams
    - iii. Shower and room should be in same room
  - B. Matching Equipment / Uniforms – All outer (Showing) equipment shall be matching team colors. - \$50 fine/game
  - C. Teams shall roster no less than 16 players/game - \$50 fine/game
  - D. Private Referee room - \$50 fine/game
  - E. National Anthem shall be played - \$50 fine/game
  - F. Starting Line Up shall be read on the overhead PA - \$25 fine/game
  - G. Line Up Card provided to Ref and Game Announcer - \$25 fine/game
  - H. Game Announcer - \$25 fine/game
  - I. Ice cut after warm up and between each period - \$50 fine/game
  - J. Game Protocol posted for refs and visitors - \$25 fine/game
  - K. All players shall be dressed appropriately when entering and leaving a game facility - \$50 fine/game
    - i. Team uniform (i.e. Track Suit)
    - ii. Collared shirt & Dress Pants

## **D. Membership Restrictions**

1. While all Men's Division 1 teams should strive to reach these membership standards, all existing teams receive a grandfather on all items. Any new team failing to meet these standards could petition Men's Division 1 for an exception.
  - a. Minimum Seating Capacity 500
  - b. Minimum Budget - \$50,000
  - c. Minimum Attendance
    1. Three Hundred (300)/gm or (OR)
      - A. The greater of 3% or \$3000 of budget on Marketing/PR
    2. Marketing and PR Plan submitted to league office each year.
  - d. Game Day Requirements
    1. Main Event - All games shall be played as the main attraction at facility.

2. Game Times shall be prime time
  - A. Between 6 and 9pm start on weekdays
  - B. Between 1 and 9pm start on Saturdays
  - C. Between 1 and 5pm start on Sunday
  - D. Prime start times can be waived with Minimum ticket sales of 300 for game.
3. Game Protocol
  - A. Game protocol should stick as close to NCAA guidelines as possible.
  - B. If 60 minutes countdown to start time cannot be put on clock because of rink conflicts, the corresponding time should be put up when the clock is available.
- e. Travel
  1. Travel over 120 miles shall be by coach bus, plane, train or other non-player driven transportation.
  2. Hotel accommodations provided by team.

## **E. Men's Division 1 Operation Standards**

1. Teams shall have a game protocol sheet available to officials and the visiting team before the start of the game. (See NCAA Rulebook, Rule 8) [2001]
2. Reporting Scores
  - a. MUST be emailed or phoned in immediately upon completion of game by the home team (ACHA Men's Division 1 game) or road team if you are playing a non-Men's Division 1 team.
  - b. Include **ALL GAME DISQUALIFICATIONS** with your score
  - c. \$20 fine for late scores [2003]
3. Score sheets
  - a. List the 6 starting players then the rest of the roster in numerical order
  - b. Are to be faxed each Monday by 5:00 PM EST to 877-224-2612
  - c. Will be supplied by the ACHA
  - d. Must use official ACHA score sheet
  - e. \$20 fine for late/incorrectly filled out Score sheets [2003]
4. Fines
  - a. \$20 per occurrence unless specified for:
    - i. Late scores
    - ii. Late score sheets
    - iii. Incorrectly filled out Score sheets or Non-ACHA score sheet used
  - b. Other items as determined by the Commissioner in writing to team representatives. [2003]
5. A signed ACHA game contract is required. Game contracts shall be issued by the Home Team, or by the Host (i.e. Tournaments). Teams should include information on cancellation dates and appropriate cancellation fees and

penalties. No financial reimbursements will occur unless specified on the game contract. Both participating teams shall keep copies of the game contracts on file, and will produce a copy upon request by the ACHA Office. Any team unable to produce a copy upon request will be subject to a fine up to \$1,000 and/or Suspension of Membership Benefits as outlined in Part Two, Article III, Section 8. [2007]

## **II. PLAYER ELIGIBILITY REQUIREMENTS**

### **A. General Player Eligibility**

1. For schools where ACHA and NCAA hockey programs exist at the same institution, an NCAA rostered player may not participate in the ACHA during the same season. An NCAA rostered player is defined as any player who is listed on the eligibility list filed with the NCAA 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.
2. No Men's Division 1 player may be added to a team roster after February 15.
3. Men's Division 1 – Student athlete transfers between schools shall require written consent along with coach-to-coach communication followed by a written release signed by all parties.

### **B. Men's Division 1 Academic Requirements**

1. Student athletes shall be limited to four years of eligibility, however, in the event a Men's Division 2 team moves to Men's Division 1, those players whose four years of eligibility expired the previous season while competing at the Men's Division 2 level shall be granted one additional year of eligibility for the team's first season at the Men's Division 1 level. Should a former Men's Division 1 team move back to Men's Division 1 this eligibility extension shall not apply.
2. Student athletes shall be enrolled in a program of study leading to a baccalaureate degree or equivalent degree as determined by the regulations of the university. Men's Division 1 student athletes may be enrolled in a second baccalaureate degree or graduate program providing the student is enrolled at the same Institution he/she attended as an undergraduate and the student has eligibility remaining as specified in paragraph 1 of this section.
3. Student athletes must enroll in a minimum of 12 credit hours and drop to no lower than 9 credit hours during each semester of competition. A player who drops below 9 credit hours during a semester becomes immediately ineligible to continue competition. An equivalent standard shall be applied to institutions utilizing a quarter system.
4. Student athletes must successfully complete (take and pass) a minimum of 9 credits each semester to be eligible for play in the following semester. This applies to the fall semester only. [2003]
5. Each Men's Division 1 student athlete participating in consecutive semesters of competition after the first academic year must have successfully completed (taken and passed) 24 semester hours or equivalent in the previous 12 months or in the previous academic year. [2003]

6. No student athlete may participate in more than four national tournaments (including regional tournaments).
7. A senior in the last semester or quarter prior to graduation is not required to meet the 12 credit or equivalent hour minimum, provided the Commissioner is notified in writing by an official Team Representative.
8. If a student athlete has participated in 20% of all his team's scheduled games (preseason, exhibition, etc.), that student athlete shall have used a full year of eligibility. A student athlete may be granted an additional year of eligibility if he/she participated in less than 20% of regularly scheduled games in any one season. Red-shirted student athlete's names must be submitted at the beginning of the season along with the team's registration form.
9. Student athletes who transfer are not subject to residence status requirements but each year played in intercollegiate competition shall be counted as a year of eligibility.
10. Student athletes, who transfer, in order to be eligible to play for their new team, must have been eligible to play for their previous team at the time they transferred. If they were not so eligible, they cannot play for their new team until they satisfy all eligibility requirements as if they had previously played for their new team.

### **III. RULES OF PLAY**

#### **A. NCAA Rule Book Exceptions for Men's Division 1**

1. The ACHA will provide one copy of the NCAA Rule Book each season per team.
2. Teams shall be permitted to have the option of dressing a maximum of 18 skaters and three goaltenders or 19 skaters and two goaltenders.
3. All games where a Men's Division 1 team is the home team shall use a shootout at the conclusion of a tied game. Shootout format to be used is in Appendix B of the NCAA Rulebook. [2006]

#### **B. Men's Division 1 Provisions:**

1. All Men's Division 1 teams will use a standardized ACHA score sheet for all games.
2. All Men's Division 1 teams shall have a game protocol sheet available to officials and the visiting team before the start of the game.

### **IV. RANKING PROCEDURES**

#### **A. Men's Division 1 Ranking Provisions**

1. Men's Division 1 will rank on a national basis with one (1) national Ranking Committee.
2. Men's Division 1 rankings shall include the top 25 teams. Other teams receiving votes shall be listed at the end of the ranking announcement.
3. Men's Division 1 rankings shall be completed bi-weekly. There will be a Preseason Poll during the first week of October with the results available in mid

October. The first rankings shall be completed and announced by October 18.  
[2001]

4. The final rankings of Men's Division 1 teams shall include both the ranking of the top sixteen (16) teams (based on National Tournament Results) and a final ranking of all teams as of the end of the season (spots 17-25) (~March 15).  
[2004]
5. Any Men's Division 1 team failing to submit a vote for a second time during a season will no longer be eligible to submit a ballot for the remainder of the season.
6. Rankings conducted by the ranking committee will be based on a combination of the following criteria:
  - a. Strength of schedule
  - b. Overall Record
  - c. Record vs. Ranked Teams (Top 10, Top 20)
  - d. Games with common opponents
  - e. Men's Division 1 Record

## **B. Ranking Committee Composition**

The Head Coach of each registered Men's Division 1 team shall constitute the Ranking Committee for Men's Division 1. In extraordinary circumstances the Head Coach may designate a subordinate to submit the vote through a designated e-mail process. The Men's Division 1 Commissioner, or other person designated by the Board of Directors, shall conduct the ranking process.

## **C. Ranking Eligibility**

To be eligible for ACHA ranking, Men's Division 1 teams must schedule at least 50% of their games against other ACHA teams.

## **D. Reporting Results**

Teams shall phone in results immediately upon completion of game or they shall be fined. Any team missing two deadlines in a season will be excluded from the ranking and tournament selection procedure for that season.

## **E. Ranking and Score Distribution**

Results of rankings and scores of all games shall be distributed to members in good standing on a weekly basis.

# **V. NATIONAL TOURNAMENTS**

## **A. Tournament Format**

1. A sixteen team, single-elimination structure will be utilized for the ACHA Men's Division 1 National Championships. In this structure, teams shall advance to the next round by winning. The teams winning the semi-final games shall advance to the National Championship Game.
2. Consolation game teams will be determined by original seeding.

3. All teams will be guaranteed two games through the 2009 tournament. [2005]
4. Starting in 2007, the 3rd, 5th, and 7th Place consolation games will be eliminated. [2005]
5. The host team shall have the option to be scheduled to play during the final two game slots on the days when they play. The number one seeded team will not be scheduled to play on the first game of the day during round-robin play. All games are to be played to a winner, with the exception of the consolation games (3rd, 5th, 7th, etc.). If a consolation game is tied at the end of regulation, a 5-minute, stop-time, 4-on-4 sudden-death overtime period will be played. If the game is still tied after this period, the winner will be determined by a shootout. The shootout shall consist of 5 players from each team, alternating shots. If it is still tied after all 10 shots are taken, then the teams will alternate shots in a sudden-death shootout until one team leads the other at the conclusion of each, 2-shot round. The team in the lead at the end of a sudden-death shootout round will be declared the winner.
6. Day One – First Round
7. Day Two – Quarter-Finals/Consolation Games
8. Day Three – Off-Day
9. Day Four –Semi-Finals
10. Day 5 - Championship

See Appendix B for a sample of the National Tournament schedule. [2004]

## **B. Selection of Sites**

1. Sites for Men’s Division 1 shall be selected two years in advance to facilitate scheduling. Proposals for Men’s Division 1 sites shall be approved by votes of respective division representatives present at the ACHA Annual Meeting. In the event that a site cannot be selected at the Annual Meeting, Men’s Division 1 representatives on the Board of Directors shall approve each site selection.
  - a. 2009 – Hosted by John Carroll University and the Cleveland Sports Commission
  - b. 2010 – tbd.

## **D. Selection of Teams**

1. Bids to compete in the regional/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 Part 3, Article III, Section 2) Teams shall accept or decline the bid in writing within 12 hours.
3. Ties will be broken by removing the highest and lowest votes until the tie is broken.
4. Automatic National Tournament bids
  - a. 2 years at the Men’s Division 1 level (with minimum 6 M1 teams), as a league
  - b. Eligible for automatic berth during year two
  - c. 100% ACHA Men’s Division 1 membership

- d. Regular-Season Champions (must be decided 17 days prior to nationals or bid is null)
- e. Member teams must play a minimum of 20 ACHA Men's Division 1 games (if any team fails, bid is null) and 10 league games
- f. Applicable beginning with the 2004-2005 season
- g. Current Qualified Leagues:
  - i. CSHL – Central States Collegiate Hockey League
  - ii. ECHA - Eastern Collegiate Hockey Association
  - iii. ECHL - Eastern Collegiate Hockey League [2003]
  - iv. CHMA – College Hockey Mid-America (2008)
  - v. NECHL- Northeast Collegiate Hockey League (2009)
5. The host team shall receive an automatic berth
6. Should a team receiving an automatic berth not be ranked in the Top 16, then the lowest ranked team will be bumped from the tournament. This will continue until all automatic berth teams have been moved into the Top 16.

## **E. Men's Division 1 Tournament Seeding**

Tournament seeding for the 16-team format shall be determined by a vote of the top 18 teams ranked in the most current national rankings at the completion of Ranking #9 (~Feb. 15<sup>th</sup>). The Men's Division 1 Commissioner shall poll each of the eighteen teams to determine seeding. [2004]

## **F. Player Eligibility**

1. Evidence of the eligibility of each player shall be submitted by the registrar of each team's university by January 31.
2. 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 or Commissioner.

## **G. Men's Division 1 Officiating System**

A three-person or four-person officiating system shall be utilized in the ACHA national tournaments. This system shall incorporate the use of one referee and two linesmen, or two referees and two linesmen.

## **H. Rules of Play**

1. All advancement games, Semi-Final games, and the National Championship Game shall be played to a winner per NCAA rules.
2. Unless otherwise specified in this manual, in case of tie games at the end of regulation time, a five-minute, 4-on-4, overtime shall be played in all consolation games. In the event of a tie after an overtime period, a shootout shall take place.
3. In the event of ties in records in tournament competition, the higher standings will be determined by higher seeding.

## I. Men's Division 1 All Tournament Recognition

The Commissioner shall organize an all-tournament team awards committee, which shall select the First and Second All-Tournament Teams and a Tournament MVP. Awards shall be furnished and paid for by the host.

## J. Operation Standards

1. The host for each national tournament sponsored by the ACHA shall be responsible for having a certified Athletic Trainer (ATC) present at each tournament game. [2004]
2. The host shall utilize goal judges for all games.
3. The host shall supply a head statistician so that all games are scored and updated for coaches to review including a cumulative stat update, which will help in the selection of the All-Tournament team. [2005]
4. The host shall provide a media room, equipped with computers, fax machine, telephone, refreshments, and food. Press kits should be provided and should include a tournament schedule, program, a press release on each team, and a release on the history of the tournament. [2003]
5. The permanent trophy for the Men's Division 1 National Champion shall be the Murdoch Cup. The current National Champion shall retain possession of the Murdoch Cup from the conclusion of the National Championship game until the next Pre-Tournament Press Conference. The trophy is the property of the ACHA, and shall be surrendered upon notice to any member of the ACHA staff. The National Champion shall also be awarded a smaller replica of the Murdoch Cup, which shall be the permanent property of the National Champion. Team trophies shall also be awarded for 2nd, 3rd, and 4th Place. [2003]
6. Trophies are to be furnished by the ACHA from the same manufacturer (*Little Bill's Trophies, Redford, MI*) each year to provide consistency and delivered to the tournament to be displayed in a public place throughout the tournament. [2005] The host shall pay for the awards for the National Tournament up to \$2,000. [2007]
7. A Press Release from the ACHA to all major local media outlets with follow-up phone conversations must take place several weeks prior to the tournament in an effort to help the host team publicize the event. [2005]
8. A Pre-Tournament Press Conference and Coaches Meeting shall be arranged for the day prior to the start of the National Tournament where questions and answers are fielded. Suggested Press Conference time is 7 PM. Suggested Coaches Meeting time shall be 8 PM. Each team shall have at least one representative at the Pre-Tournament Press Conference and Coaches Meeting. Teams are encouraged to invite their local media to the Press Conference. [2005]
9. A trophy ceremony shall follow the National Championship game. Team trophies and All-Tournament Awards shall be handed out during the ceremony. A written script for the trophy ceremony shall be provided to the Public Address Announcer. [2003]
10. The host shall supply the ACHA with 3 complimentary hotel rooms for its staff at the Official Host hotel, or a similar hotel. The rooms will start one day previous to the Tournament start and end one day after the Tournament concludes.

## **VI. ACHA RECOGNITION**

### **A. Awards**

1. Men's Division 1 shall also have an All-Rookie Team (one (1) team consisting of one goalie, two defensemen and three forwards) and a Rookie of the Year Award.
2. The All-American and All-Rookie selection committee shall consist of a chairman, three coaches selected from each of the Men's Division 1 leagues (CSCHL, CHMA, ECHA, ECHL, ESCHL, NECHL) and three coaches selected from among the independent Men's Division 1 teams.
3. All nominations for Coach of the Year will be sent to the Awards Committee and a slate of finalists will be forwarded to the Men's Division 1 Commissioner who will distribute a ballot to the membership.
4. The Head Coach of each program will cast one vote for the following:
  - a. Player of the Year
  - b. Coach of the Year
  - c. Rookie of the Year

# APPENDIX A – MEN’S DIVISION 1 COMMITTEES

- A. Clearly defined in manual for rulings other than team suspensions (i.e., eligibility rulings, coaching suspensions, player suspensions, etc)
  - 1. All rulings made by the Men’s Division 1 Commissioner may be appealed in writing within 24 hours to the Men’s Division 1 Commissioner who shall forward such appeal to the Men’s Division 1 Rules Committee.
  - 2. All appropriate documents shall be distributed to each member of the Men’s Division 1 Rules Committee by the Men’s Division 1 Commissioner. The Men’s Division 1 Rules Committee shall decide to deny, uphold, or modify the appeal (stiffen or reduce). The Men’s Division 1 Rules Committee shall render a decision within 72 hours (regular business days only) of receipt of appeal from the Men’s Division 1 Commissioner. The decision of the Men’s Division 1 Rules Committee is final.
- B. Committee Makeup
  - 1. The Men’s Division 1 Rules Committee shall consist of:
    - a. Chairman
    - b. 1 coach CSCHL (1 alternate)
    - c. 1 coach CHMA (1 alternate)
    - d. 1 coach ECHA (1 alternate)
    - e. 1 coach ECHL (1 alternate)
    - f. 1 coach ESCHL (1 alternate)
    - g. 1 coach NECHL (1 alternate)
    - h. 1 coach independent (1 alternate)
  - 2. The Men’s Division 1 Rankings Committee shall consist of:
    - a. Chairman = Commissioner
    - b. All Men’s Division 1 Head Coaches (one per team)
  - 3. The Men’s Division 1 Tournament Committee shall consist of:
    - a. Tournament Director
    - b. Commissioner
    - c. Other
  - 4. The Men’s Division 1 Awards Committee shall consist of:
    - a. Chairman
    - b. 3 coaches CSCHL
    - c. 3 coaches CHMA
    - d. 3 coaches ECHA
    - e. 3 coaches ECHL
    - f. 3 coaches ESCHL
    - g. 3 coaches NECHL
    - h. 3 coaches independent
- C. Committee Duties
  - 1. Awards Committee
    - a. The Men’s Division 1 Awards Committee shall select the following:
      - i. 4 Player-of-the-Year Candidates
      - ii. 4 Coach-of-the-Year Candidates)
      - iii. 4 Rookie-of-the-Year Candidates
      - iv. 5 Goalies
      - v. 10 Defenseman
      - vi. 15 Forwards
      - vii. 2 Rookie Goalies
      - viii. 4 Rookie Defenseman
      - ix. 6 Rookie Forwards

- b. Once the slate of candidates has been forwarded along, the Commissioner and Assistant Commissioner will select the 1st, 2nd, and 3rd team for All-Americans, and the 1st team All-Rookie.
- c. The Player-of-the-Year, Coach-of-the-Year, and Rookie-of-the-Year will be voted on by all Men's Division 1 Head Coaches.
- d. The awards are to be based on regular-season play, including league playoffs (CSCHL, CHMA, ECHA, ECHL, ESCHL, NECHL) but not including the M1 National Tournament.

# APPENDIX B – MEN’S DIVISION 1 NATIONALS 2008 SAMPLE SCHEDULE

DAY 1		DAY 2		DAY 4		DAY 5	
Penn State Seed #1 <b>Game 5</b> 4:00 PM NHL Rink #1 Robert Morris (PA)	<b>2</b> [OT] 1	Penn State Seed #1	<b>2</b>	<div style="border: 1px solid black; padding: 5px; text-align: center;"> <b>Re-Seeding Occurs for the Semi-Final Games</b> </div>		Penn State Seed #1	<b>5</b>
Seed #16		<b>Game 15</b> 7:00 PM NHL Rink #1				Game 17 5:30 PM NHL Rink #1	
Liberty Seed #8 <b>Game 7</b> 7:00 PM NHL Rink #1 Kent State	<b>9</b> 1	Liberty Seed #8	<b>1</b>	Delaware Seed #12	<b>2</b>		
Seed #9						<b>Game 19</b> 7:00 PM NHL Rink #1	<b>1</b>
Illinois Seed #3 <b>Game 6</b> 5:00 PM NHL Rink #2 Washington & Jefferson	<b>5</b> 0	Illinois Seed #3	<b>8</b>				
Seed #14		<b>Game 13</b> 4:00 PM NHL Rink #1					
Iowa State Seed #6 <b>Game 8</b> 8:00 PM NHL Rink #2 West Chester	<b>3</b> 6	West Chester Seed #11	<b>3</b>				
Seed #11							
Ohio Seed #2 <b>Game 3</b> 1:00 PM NHL Rink #1 Michigan-Dearborn	<b>2</b> 3	Michigan-Dearborn Seed #15	<b>1</b>	Illinois Seed #3	<b>2</b>		
Seed #15		<b>Game 11</b> 1:00 PM NHL Rink #1					
Lindenwood Seed #7 <b>Game 4</b> 2:00 PM NHL Rink #2 Oakland	<b>4</b> 5	Oakland Seed #10	<b>5</b>	<b>Game 18</b> 8:30 PM NHL Rink #1			
Seed #10						Oakland Seed #10	<b>5</b>
Rhode Island Seed #4 <b>Game 1</b> 10:00 AM NHL Rink #1 West Virginia	<b>5</b> 3	Rhode Island Seed #4	<b>3</b>	Oakland Seed #10	<b>3</b>		
Seed #13		<b>Game 9</b> 10:00 AM NHL Rink #1					
Oklahoma Seed #5 <b>Game 2</b> 11:00 AM NHL Rink #2	<b>1</b>	Delaware Seed #12	<b>4</b>				

Oakland University  
Seed #10  
**ACHA  
M1  
National  
Champions**

Delaware **2**  
Seed #12

**DAY 2 - CONSOLATION ROUND**

Ohio **2**  
Seed #2

**Game 10**  
**9th Place Game**  
**11:00 AM NHL Rink**  
**#2**

Oklahoma **7**  
Seed #5

Washington & Jefferson **1**  
Seed #14

**Game 12**  
**15th Place Game**  
**2:00 PM NHL Rink #2**

Robert Morris (PA) **3**  
Seed #16

Iowa State **5**  
Seed #6

**Game 14**  
**11th Place**  
**Game**  
**5:00 PM NHL Rink #2**

Lindenwood **8**  
Seed #7

Kent State **3**  
Seed #9

**Game 16**  
**13th Place Game**  
**8:00 PM NHL Rink #2**

West Virginia **7**  
Seed #13

# Part Five

## Men's Division 2 Policies

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### I. TEAM ELIGIBILITY REQUIREMENTS

#### A. Membership Composition

Members of Men's Division 2 shall be 4-Year University or college sanctioned ice hockey teams. [2003]

#### B. Men's Division 2 Membership Classification

Men's Division 2 members shall be those teams which comply with player eligibility and other requirements as specified for Men's Division 1 teams in the ACHA Manual. [2003]

#### C. Membership Requirements

1. Annual declaration of Men's Division 2 status by October 25th.
2. Payment of Dues - \$1,200. Dues to be paid to the ACHA treasurer by September 30.
  - a. \$200 of dues from each team will be directed to the Post-Season Fund.
  - b. \$100 of dues from each team will be directed to the D2 Select Team Fund.
3. All required information must be turned into the Commissioner's office before a teams 1st game of the season:
  - a. Season Schedule
  - b. Team Roster (including player name (first and last), jersey #, position, height, weight, hometown, academic major, and last team played for (before current team)).
  - c. Player Agreement Forms with signature
  - d. USA Hockey roster (including player name (first and last), jersey #, position, height, weight, hometown, academic major and last team played for (before current team)).
  - e. ACHA website roster [www.achahockey.org](http://www.achahockey.org) (including player name (first and last), jersey #, position, height, weight, hometown, academic major and last team played for (before current team)).
  - f. Non-compliance will result in forfeiture of games until all of the above requirements have been met. [2003]

## II. PLAYER ELIGIBILITY REQUIREMENTS

### A. General Player Eligibility

1. For schools where ACHA and NCAA hockey programs exist at the same institution, an NCAA rostered player may not participate in the ACHA during the same season. An NCAA rostered player is defined as any player who is listed on the eligibility list filed with the NCAA 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.
2. No Men's Division 2 player may be added to a team roster after January 31.

### B. Men's Division 2 Academic Requirements

1. Men's Division 2 student athletes shall be enrolled in a program of study leading to a baccalaureate, masters, or doctoral degree as determined by the regulations of the university or college. Men's Division 2 student athletes shall be degree seeking according to that school's definition of degree seeking and carry a minimum credit requirement of nine (9) semester hours (or the equivalent quarter hours) for undergraduates and six(6) semester hours (or equivalent quarter hours) for master or doctoral candidates.
2. Special student athlete cases must have certification of full-time status from the Dean and/or school Registrar.
3. Men's Division 2 student athletes must successfully complete (take and pass) the minimum of required credit hours each semester (or equivalent quarter hours) as outlined in Article IV, section D, Subsection 3, Paragraph a, in both the Spring and Fall semesters or equivalent quarter to be eligible for play the following semester or quarter. [2006]
4. A Men's Division 2 Student athlete shall have ten (10) semesters of ACHA eligibility. If, however, the student athlete was on an NCAA or Canadian University (CIAU) roster at any level at any time for more than one (1) year two (2) semesters, the student athlete is restricted to eight (8) semesters of ACHA Men's Division 2 play, minus his time at the NCAA or Canadian University (CIAU) level. [2006]
5. Junior College players shall have ten (10) semesters of ACHA eligibility minus the time spent on a National Junior College Athletic Association (NJCAA) roster. One (1) semester on an NJCAA roster equals one (1) semester of ACHA eligibility. [2006]
6. A senior in the last semester or quarter prior to graduation is not required to meet the required semester or quarter hour minimum.
7. In order to be eligible to play for their new school, transfer students must have been eligible to play for their previous team at the time they transferred. If they were not so eligible, they cannot participate until they satisfy all eligibility requirements as if they previously played for new team.
8. A Men's Division 2 student athlete participating in less than 20% of his team's games (including preseason & exhibition) shall not lose a year of ACHA Men's Division 2 eligibility in any one season. Red-Shirted student athlete's names must be submitted at the beginning of the season along with the teams registration form

9. GRANDFATHERING RULE CLARIFICATION (regarding former 6 year eligibility)  
Current standard for ACHA M2 players is 5 years of eligibility. 6-year eligibility rule only applies to players who were rostered before the 2001-02 season. The Sixth year of eligibility expires after the 2006-07 season. Exceptions for red-shirt players will be evaluated on a case by case basis.
10. No student athlete may participate in more than five (5) national tournaments (including regional tournaments). [2006]

### **III. RULES OF PLAY**

#### **A. NCAA Rule Book Exceptions for Men's Division 2**

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

1. ACHA leagues may adopt rules to allow the use of a shootout at the conclusion of a tied game.
  - i. Scores will be reported as 'shootout' on the ACHA website.
  - ii. Non-league games would default back to the ACHA standard, which does not allow for a shootout.

#### **B. Men's Division 2 Provisions:**

1. Men's Division 2 teams must a three (3) person officiating system during the regular season. The recommended system is 1 referee, 2 linesmen.
2. Men's Division 2 games shall consist of three (3) twenty (20) minute periods.
3. Pucks (not less than 15) to be supplied by home team for pre-game warm-ups.
4. Teams participating at the Men's Division 2 National Tournament may dress nineteen (19) skaters and three (3) goaltenders, or, twenty (20) skaters and two (2) goaltenders.
5. All ACHA Men's Division 2 teams must use ACHA score sheets.
6. All ACHA re-scheduled or late season add on games must be submitted to M2 Commissioner no later than January 31<sup>st</sup>.
7. All ACHA Host team funding will be directed to the Men's Division 2 post season fund. [2007]

#### **C. Men's Division 2 Game Protocol: [2007]**

1. No team shall enter the ice until the game officials are on the ice.
2. Fifteen pucks per team shall be supplied by the arena or host for warm-ups.
3. Teams shall enter the ice on a clean ice surface.
4. A minimum 8 minute warmup period shall be held. The warmup period shall be times on the game clock.
5. 20 minute FIRST period
6. -----Ice cut-----

7. Only starting 5 players go directly on ice, remaining players to go directly to bench.
8. Any needed stretching can take place off ice before gate doors are open.
9. 20 minute SECOND period
10. -----Ice cut-----
11. Only starting 5 players directly on ice, remaining players to go directly to bench.
12. Any needed stretching can take place off ice before gate doors are open.
13. 20 minute THIRD period
14. If tied after Regulation teams remain on ice for 2 minute timed rest period.
15. followed by 5 minute (4 on 4 ) sudden death overtime\*
16. Off ice
  - a. Host or Arena shall supply clock operators and scorekeeper as needed.
  - b. Host or Arena can opt for arena music between periods or between whistles for fans
  - c. Host or Arena can remove any fans deemed "rowdy" or "unruly" or a threat to any of the "on ice" participants or fans or staff..

## **IV. RANKING PROCEDURES**

### **A. Men's Division 2 Ranking Provisions**

1. Men's Division 2 shall be divided into four (4) geographic regions to be approved by the Vice President - Men's Division 2 and the four regional coordinators. In case of disputes on regional assignments, the Men's Division 2 Commissioner is authorized to settle disputes.
2. Teams will be ranked on a regional basis with four (4) regional ranking Committees. Regional Coordinators will collect committee rankings and drop each team's highest and lowest rankings to produce the ranking for the period.
3. Men's Division 2 rankings shall include the top 12 teams. Other teams receiving votes shall be listed at the end of the ranking announcement.
4. Teams must be in good standing to be eligible for ranking consideration.
5. All teams must declare on Team Pre-Season Application if team will be participating in Ranking and therefore will be accepting bid for Regional and National Tournament. All teams completing the season as an actively ranked team shall automatically accept the Tournament bid participating in Regional and National Tournament playoffs which are one in the same. Failure to fulfill this commitment can result in suspension of Post Season Play for up to 2 years.
6. Men's Division 2 Regional rankings will be as follows:
  - a. October 26, 2008                      1st Ranking Period
  - b. November 23, 2008                    2nd Ranking Period
  - c. December 21, 2008                    3rd Ranking Period
  - d. January 25, 2009                      4th Ranking Period

- e. February 14, 2009                      5th Ranking Period
  - i. Final rankings for National Tournament & Regional Playoff positioning.

## **B. Ranking Committee Composition**

The Men's Division 2 Ranking Committee shall consist of four (4) regional subcommittees of up to ten (10) coaches or general managers or assigned Independent Voters and the Regional Coordinator for a committee of ten members total in each region. These members shall be appointed by the Men's Division 2 Vice President and they shall serve one (1) year terms. The Men's Division 2 Commissioner shall govern over this committee as per ACHA bylaws.

## **C. Ranking Eligibility**

1. To be eligible for ACHA ranking, Men's Division 2 teams must schedule at least 50% of their games against other ACHA teams. Plus a minimum of sixteen (16) ACHA sanctioned games.
2. Teams are required to be in "good standing" to be eligible for the National Tournament. Failing to remain in good standing for 2 (two) Ranking periods in season will remove that team from contention for a National Tournament invitation. To be in good standing a team must report scores on schedule; update required information on the ACHA web site (including registration) and turning in ACHA policy documents. See next entry, D. Reporting Results.

## **D. Reporting Results**

Teams shall report results weekly by Tuesday. Via email to the Commissioner with results and DQ's. Via FAX to number supported by ACHA web site. On-line reporting of scores and stats. Teams failing to submit season schedule and/or report results by the 25th of each month beginning each October shall be excluded from the rankings. Any team missing two deadlines in a season will be excluded from the ranking and tournament selection procedure for that season.

## **E. Ranking and Score Distribution**

Results of rankings and scores of all games shall be distributed to members in good standing on a weekly basis.

# **V. NATIONAL TOURNAMENTS**

## **A. Tournament Format**

1. Following the Final Regular Season Ranking, the top 2 teams in each Region will receive an automatic berth to National Tournament. Four eight-team Regional Tournaments will decide the remaining eight teams for the Men's Division 2 National Championships. Teams Ranked 3-10 will meet at Selected Regional Sites for National Tournament Regional Playoffs. All teams must designate via ACHA application to be Ranked & Eligible for Regional Playoff. Failing to abide by this commitment may be subject to future ACHA sanctioning.
2. The Men's Division 2 National Tournament format shall consist of a single tournament involving the four teams receiving the highest ranking in each of the four regions. The tournament shall be a four day event which shall be held

on the first full weekend in March. The Pools for the 2008-2009 season will be as follows (as Randomly Selected at National Meeting in Naples, FL):

<b>Pool A</b>	<b>Pool B</b>	<b>Pool C</b>	<b>Pool D</b>
Southeast 1	West 1	Northeast 1	Central 1
Central 2	Southeast 2	West 2	Northeast 2
Northeast 3	Central 3	Southeast 3	West 3
West 4	Northeast 4	Central 4	Southeast 4

Semi Final's as follows (Pool A vs. Pool C) (Pool B vs. Pool D)

3. All teams must have completed a minimum of twenty (20) ACHA sanctioned games by the conclusion of the final ranking period as determined by the ACHA in order to be eligible for the tournament. Teams not meeting this requirement will not be eligible. [2008]
4. Teams participating at the Men's Division 2 National Tournament may dress nineteen (19) skaters and three (3) goaltenders, or, twenty (20) skaters and two (2) goaltenders.
5. All teams are responsible for playing in their allotted time slots for all National Tournament, including Regional, games for any reason. There is no provision for rescheduling of these games. [2007]
6. As a test, the 2009 M2 National Tournament will begin on Tuesday, and pool play will be conducted on Tuesday through Thursday. Semi-final games will be played on Friday, and the National Championship game will be played on Saturday. [2008]

### **C. Selection of Sites**

Sites for Men's Division 2 shall be selected whenever possible but no later than the ACHA Annual Meeting preceding the competition. Proposals for Men's Division 2 sites shall be approved by votes of respective division representatives present at the ACHA Annual Meeting. In the event that a site cannot be selected at the Annual Meeting, respective division representatives on the Board of Directors shall approve each site selection. Beginning April 2006 Annual meeting the participating Men's Division 2 voting members shall elect site to align Men's Division 2 to 2 years in advance selection of the National Tournament site.

1. In the event of less than 3 bids for the National Tournament per Regional site, the Men's Division 2 membership will consider alternative locations and Regions for Hosting. [2006]

### **D. Selection of Teams**

1. Bids to compete in the National/Regional Tournaments shall be extended to teams based on National Rankings & Standing Regional Playoff results as determined by the ACHA Rankings Committees. In accordance with adhering to ACHA policies and standards. Teams that comply with ACHA Policies are deemed in good standing and eligible for participation. The 4 Regional tournaments are a continuation of the Men's Division 2 National Tournament.

2. Teams shall accept or decline the bid to National Tournament in writing within 48 hours.
3. Selecting which team in a regional tie shall be offered the bid to attend the Men's Division 2 National Tournaments shall be the joint responsibility of the appropriate Men's Division Vice President and Commissioner.

## E. Regional Tournaments

- A. Should this Region have a National Host team, that Host team shall assume the 1st or 2nd Regional BYE moving the 2nd place team to participate in Regional Playoffs in the 3rd position.
- B. Final Regular Season Ranking will be games through February 14, 2009.
- C. Regional Playoffs will be held February 27 and 28.
- D. National Championship will be held March 18 - 21, 2009, same format as previous years.
- E. **FORMAT** Following the Final Regular Season Ranking.
  1. Top 2 teams in each Region will receive automatic berth to National Tournament
  2. Teams Ranked 3-10 will meet at Selected Regional Site for National Tournament Regional Playoffs. Game format as listed below. All teams must designate via ACHA application to be Ranked & Eligible for Regional Playoff. Failing to abide by this commitment may be subject to future ACHA sanctioning.
  3. Game A will be Team #3 vs. Team #10
  4. Game B will be Team #6 vs. Team #7
  5. Top Seed winner vs. Lowest Seed winner earns berth to Nationals Game AB\*
  6. Game C will be Team # 4 vs. Team # 9
  7. Game D will be Team #5 vs. Team #8
  8. TWO middle seed winning teams, winner earns berth to Nationals Game CD\*
  9. above games to be played to a conclusion
  10. Each region at the beginning of the season will decide to include consolation games or not in their regional tournaments. [2007]
    - i. Game E will be Top Seed losing team vs. Lowest Seed losing for Regional Placement
    - ii. Game F will be TWO middle seed losing teams for Regional Placement
    - iii. Game E & F, if tied will play 10 minute sudden death overtime
    - iv. If still tied 5 player shoot-out,
    - v. If still tied sudden death shoot-out
  11. All games to be Friday and Saturday
- F. Following these series of Games, The FOUR teams qualifying for Nationals will re-shuffle to their Final Ranking order to claim National bids.
- G. Should there be a National Tournament Host team, that team shall receive either one of TWO Nationals/Regional automatic byes. Team Ranked second in this Region will move into third slot for Regional Playoffs.
- H. All games will be FRIDAY/SATURDAY Above schedule will be determined by Commissioner-M2 VP-Regional Coordinator to give every opportunity to honor mandated needs.
- I. ACHA M2 Commissioner & M2 VP will assign a local Tourney Director to oversee on-ice activities.
- J. On Ice referee decisions are final.

## F. Men's Division 2 Tournament Seeding

The Men's Division 2 National Tournament format shall consist of a single tournament involving the four teams receiving the highest ranking in each of the

four regions. Tournament seeding will be determined at the national meeting for the upcoming season via random selection and will be posted prior to the beginning of the season.

## **G. Tournament Player Eligibility**

1. Evidence of the eligibility of each player shall be submitted by the registrar of each team's university by February 8 or prior to National Tournament Team Selection.
2. 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, or Commissioner.

## **H. Men's Division 2 Officiating System**

A three person officiating system shall be utilized in ACHA Regional/National Tournaments. This system shall incorporate the use of one referee and two linesmen.

## **I. Rules of Play**

1. Unless otherwise specified in these Policies and Procedures, in case of tie games at the end of regulation time, a five or ten minute, overtime (pre determined by Hosts available ice) shall be played in all preliminary games and in the consolation game. In the event a consolation game is tied after an overtime period, the game will remain a tie.
2. In the event of ties in records in tournament competition, the higher standings will be determined by
  - a. head to head competition
  - b. number of wins
  - c. Fewest goals against in all tournament games
  - d. Goal differential in all tournament games.
  - e. Fewest penalty minutes.
  - f. Most periods won in Pool play, determined by plus minus in goals.
  - g. Quickest goal recorded on score sheet in Pool play.
  - h. Coin flip by the Commissioner.

## **J. Men's Division 2 All-Tournament Recognition**

The M2 Commissioner & M2 VP or their assigned representatives shall organize an all-tournament team awards committee which shall select first and second all-tournament teams and a tournament MVP

## **K. Operation Standards**

1. The host team for each regional/national tournament sponsored by the ACHA shall be responsible for having an attending physician or certified EMS personnel present at each tournament game.
2. Each host shall make provisions for arranging media coverage for the tournament event and accommodating the broadcast representatives of each participating program.

3. The host team shall designate an official tournament scorer for the event. The Men's Division 2 Commissioner shall determine if goal judges shall be used in any or all games.

## APPENDIX C – MEN’S DIVISION 2 COMMITTEES

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- A. Clearly defined in manual for rulings other than team suspensions (i.e., eligibility rulings, coaching suspensions, player suspensions, etc)
1. All rulings made by the Men’s Division 2 Commissioner may be appealed in writing within 24 hours (of said ruling) to the Men’s Division 2 Commissioner who shall forward such appeal to the Men’s Division 2 Appeals Committee.
  2. All appropriate documents shall be distributed to each member of the Men’s Division 2 Appeals Committee by the Men’s Division 2 Commissioner. The Men’s Division 2 Appeals Committee shall decide to deny, uphold, or modify the appeal (stiffen or reduce). The Men’s Division 2 Rules Committee shall render a decision within 72 hours (regular business days only) of receipt of appeal from the Men’s Division 2 Commissioner. The decision of the Men’s Division 2 Rules Committee is final.
- B. Committee Makeup
1. Men’s Division 2 Rules Committee shall consist of:
    - a. Men’s Division 2 Vice-President [**CHAIRMAN**]
    - b. Northeast Regional Coordinator
    - c. Southeast Regional Coordinator
    - d. Central Regional Coordinator
    - e. West Regional Coordinator
  2. Men’s Division 2 Rankings Committee shall consist of:
    - a. Men’s Division 2 Commissioner [**CHAIRMAN**]
    - b. Men’s Division 2 Vice-President [**VICE-CHAIRMAN**]
    - c. Northeast Regional Coordinator
    - d. Northeast Region (9 members selected by Chairman, Vice-Chairman, and Northeast Regional Coordinator)
    - e. Southeast Regional Coordinator
    - f. Southeast Region (9 members selected by Chairman, Vice-Chairman, and Southeast Regional Coordinator)
    - g. Central Regional Coordinator
    - h. Central Region (9 members selected by Chairman, Vice-Chairman, and Central Regional Coordinator)
    - i. West Regional Coordinator
    - j. West Region (9 members selected by Chairman, Vice-Chairman, and West Regional Coordinator)
  3. Men’s Division 2 Awards Committee shall consist of:
    - a. Men’s Division 2 Commissioner [**CHAIRMAN**]
    - b. Men’s Division 2 Vice-President [**VICE-CHAIRMAN**]
    - c. Northeast Regional Coordinator
    - d. Southeast Regional Coordinator
    - e. Central Regional Coordinator
    - f. West Regional Coordinator

# Part Six

## Men's Division 3 Policies

### I. TEAM ELIGIBILITY REQUIREMENTS

#### A. Membership Composition

Members of Men's Division 3 shall be 2 or 4-Year University or college sanctioned ice hockey teams. [2003]

#### B. Men's Division 3 Membership Classification

Men's Division 3 members shall be those teams which comply with player eligibility and other requirements as specified for Men's Division 3 teams in the ACHA Manual. [2003]

#### C. Membership Requirements

- A. Current M3 teams must make an annual declaration of Men's Division 3 status must be made by April 1.
- B. New teams to M3 must make an annual declaration of Men's Division 3 status by August 1.
- C. Payment of Dues - \$1,050. \$200 of dues paid by each team will be earmarked for regional and national tournament costs. Dues must be paid to the ACHA Treasurer by September 30.
- D. All required information must be turned into the Commissioner's office before a teams 1st game of the season:
  - a. Season Schedule
  - b. Team Roster (including player name (first and last), jersey #, position, height, weight, hometown, academic major, and last team played for (before current team)).
  - c. Player Agreement Forms with signature
  - d. USA Hockey roster (including player name (first and last), jersey #, position, height, weight, hometown, academic major and last team played for (before current team)).
  - e. ACHA website roster [www.achahockey.org](http://www.achahockey.org) (including player name (first and last), jersey #, position, height, weight, hometown, academic major and last team played for (before current team)).
  - f. Non-compliance will result in forfeiture of games until all of the above requirements have been met. [2003]

## **D. Membership Restrictions**

1. Inclusion in Men's Division 3 shall be limited to those teams:
  - a. from colleges and universities with total undergraduate student bodies of less than 10,000, unless said college or university fields more than one (1) ACHA team, in which case the school may divide its undergraduate student body total by the number of ACHA teams it fields, and if the resulting number is less than 10,000, then the school may place one (1) team in Men's Division 3.
  - b. Which have never been affiliated with the ACHA or have been members of Men's Division 2 for no more than three (3) seasons and have not participated in, nor have been invited to participate in, the Men's Division 2 National Tournament within the previous three (3) seasons.
  - c. Teams from colleges and universities with undergraduate student bodies greater than 10,000 or which have been members of Men's Division 2 for more than three (3) seasons, but have not participated in, nor been invited to participate in, the Men's Division 2 National Tournament within the previous three (3) seasons, may petition the ACHA for a waiver and, if granted, can compete in Men's Division 3 for one (1) season under that waiver.
  - d. Men's Division 1 teams and former Men's Division 1 teams are ineligible for membership in Men's Division 3 without first competing in Men's Division 2 for at least three (3) seasons.
  - e. The waiver referred to in Rule I,D,1,c, must be filed with the Office of the Commissioner, for play in the following season, by the conclusion of the current season. The current season is deemed to have concluded as of the completion of the M3 National Championship game.

## **II. PLAYER ELIGIBILITY REQUIREMENTS**

### **A. General Player Eligibility**

1. For Men's Division 3, where ACHA and NCAA hockey programs exist at the same institution, an NCAA rostered player may not participate in the ACHA during the same season. A player on an NCAA roster is defined as any player who is listed on the eligibility list filed with the NCAA or any of its respective leagues 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.
2. A player may move from a Division 1 or Division 2 team to a Division 3 team at semester break if the player meets academic eligibility requirements and is transferring from one college or university to another. [2007]
3. No Men's Division 3 player may be added to a team roster after January 31.

### **B. Men's Division 3 Academic Requirements**

1. Men's Division 3 student athletes shall be limited to five (5) years of eligibility. If, however, the student athlete was on an NCAA roster at any level, at any time, or an ACHA Men's Division 1 or 2 roster at any time, the student athlete

is restricted to four (4) years of ACHA Men's Division 3 play, minus his time with the prior NCAA or ACHA program.

2. Men's Division 3 student athletes shall be enrolled in a program of study leading to a baccalaureate, masters, or doctoral degree as determined by the regulations of the university or college. Multiple undergraduate degrees are not allowed.
3. Student athletes must enroll in a minimum of 9 credit hours during each semester of competition. A player who drops below 9 credit hours during a semester becomes **immediately ineligible** to continue competition. An equivalent standard shall be applied to institutions utilizing a quarter system.
4. Men's Division 3 student athletes must enroll in and 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 systems.
5. A senior in the last semester or quarter prior to graduation is not required to meet the required semester or quarter hour minimums.
6. Men's Division 3 student athletes who are rostered in at least twenty percent (20%) of their teams. scheduled games (preseason, exhibition, regular and post season games, etc.) shall be deemed to have used a full year of eligibility. A Men's Division 3 student athlete may be granted an additional year of eligibility if he/she was rostered in less than twenty percent (20%) of his team's scheduled games for any given season. The names of red-shirted student athletes must be submitted in writing at the beginning of the season along with the team's registration form.

### III. RULES OF PLAY

#### A. NCAA Rule Book Exceptions for Men's Division 3

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

#### B. Men's Division 3 Provisions

1. Men's Division 3 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.
2. Although there is no limit to the number of non-undergraduate students which may participate in each program, Men's Division 3 teams may roster no more than four (4) non-undergraduate students for any given game. Non-undergraduate students shall be identified on the score sheet by an asterisk.
3. Men's Division 3 games shall consist of three (3) periods, each of which shall be twenty (20) minutes long
4. In the event a game is tied at the end of regulation time, a five minute, sudden-death overtime shall be played. If the game remains tied at the end of the five minute overtime, the teams shall proceed to a 5 player shootout.  
[2006]

5. If the teams are still tied at the end of the 5 player shootout, the teams shall proceed to a single player, sudden-death shootout. No player may shoot twice until all players on the team, with the exception of goaltenders, have shot once. The team with the highest number of goals scored at the end of any sudden-death round shall be declared the winner. The score shall be reported with one goal added to the winning team's end of regulation time score, with the number of goals scored during the shootout rounds listed in parenthesis. [2006]

## **IV. RANKING PROCEDURES**

### **A. Men's Division 3 Ranking Provisions**

1. Men's Division 3 shall be divided into four (4) geographic regions to be approved by the Vice President – Men's Division 3 and the four regional coordinators. In case of disputes on regional assignments, the Men's Division 3 Commissioner is authorized to settle disputes. M3 Regions shall be determined and posted no later than May 1.
2. If a current M3 member team in good standing is going to be moved from their current region to a different region, the team will be notified via email from the commissioner one (1) year in advance, unless the team is asked by the commissioner and agrees to move. [2006]
3. Teams will be ranked on a regional basis with four (4) regional ranking Committees. Regional Coordinators will collect committee rankings and drop each team's highest and lowest rankings to produce the ranking for the period.
4. Men's Division 3 rankings shall include all eligible teams in each region.
5. Any team found by the ACHA to have used ineligible players or that has self-reported the use of ineligible players at any time during the season will automatically be removed from the rankings for the rest of that season (and therefore will not be eligible for the Regional or National tournament) [2008].
6. Men's Division 3 regional rankings will be as follows:
  - a. October 19, 2008                      1st Ranking Period
  - b. November 9, 2008                      2nd Ranking Period
  - c. December 14, 2008                      3rd Ranking Period
  - d. January 11, 2009                      4th Ranking Period
  - e. February 1, 2009                      5th Ranking Period
    - i. Final rankings for National Tournament (1<sup>st</sup> and 2<sup>nd</sup>) and Regional Tournament (3<sup>rd</sup> through 10<sup>th</sup>).

### **B. Ranking Committee Composition**

1. Teams will be ranked on a regional basis with four (4) regional ranking Committees comprised of nine (9) members each. In each region the ranking committee coordinator shall serve as a ranking member. Regional Coordinators will collect the nine (9) member rankings and drop each team's highest and lowest rankings to produce the ranking for the period.
2. Any team actively soliciting votes from a ranking committee member, in any manner, shall be judged ineligible for national tournament play.

### C. Ranking Eligibility

1. Men's Division 3 teams must compete in a minimum of sixteen (16) games against ACHA Men's Division 2 or ACHA Men's Division 3 opponents in order to qualify for participation in the Men's Division 3 national tournament.
2. There shall be no stipulation of a minimum amount of games per each half of the hockey season. Any M3 team that does not meet the sixteen (16) game minimum standards may not be considered for the final rankings that determine participation in the M3 national tournament.

### D. Reporting Results

Teams shall report results weekly on Sundays. Teams failing to submit season schedule and/or report results by the 25th of each month beginning each October shall be excluded from the rankings. Any team missing two deadlines in a season will be excluded from the ranking and tournament selection procedure for that season.

### E. Ranking and Score Distribution

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

## V. NATIONAL TOURNAMENTS

### A. Tournament Format

1. The Men's Division 3 National Tournament format shall consist of a single tournament involving sixteen (16) teams and will be held on Wednesday, Thursday, Friday, and Saturday inclusive of the first full weekend in March. The sixteen (16) team field shall consist of the top four (4) ranked teams from each of the final pre-tournament rankings of the four (4) geographic regions.
2. The host team for the National Tournament will not receive an automatic bid beginning in 2009. They will have to qualify in their region to participate. [2006]
3. The National Tournament games shall consist of three (3) periods, each of which shall be twenty (20) minutes long, with resurfacing between each period, and applicable overtimes.
4. After the final rankings have been completed, teams will be placed in pools according to their regional ranking. The pools will be changed each year at the National meeting. [2006]

#### 2007-2009 Tournament Pools as Selected at

#### National Meeting in Naples, Florida for the Upcoming Season.

Pool A	Pool B	Pool C	Pool D
West #1	Atlantic #1	South #1	North #1
North #2	South #2	West #2	Atlantic #2

South #3	North #3	Atlantic #3	West #3
Atlantic #4	West #4	North #4	South #4

## B. Selection of Sites

Sites for Men’s Division 3 shall be selected whenever possible but no later than the ACHA Annual Meeting preceding the competition. Proposals for Men’s Division 3 sites shall be approved by votes of respective division representatives present at the ACHA Annual Meeting. In the event that a site cannot be selected at the Annual Meeting, respective division representatives on the Board of Directors shall approve each site selection. Beginning with the 2005 National Tournament, sites for Men’s Division 3 shall be selected two years in advance to facilitate scheduling.

1. The location of the Regional Tournaments (at a minimum host city) will be determined at or before the ACHA Annual Meeting for the upcoming season by August 1<sup>st</sup> [2008].

## C. Selection of Teams

1. Bids to compete in the National/Regional Tournaments shall be extended to teams based on National Rankings & Standing Regional Playoff results as determined by the ACHA Rankings Committees. In accordance with adhering to ACHA policies and standards. Teams that comply with ACHA Policies are deemed in good standing and eligible for participation. The 4 Regional tournaments are a continuation of the Men’s Division 3 National Tournament.
2. Teams shall accept or decline the bid to National Tournament in writing within 48 hours.
3. Selecting which team in a regional tie shall be offered the bid to attend the Men’s Division 3 National Tournaments shall be the joint responsibility of the appropriate division Vice President and Commissioner.

## D. Regional Tournaments

Note: At the annual meeting in 2006, Division 3 approved a regional format beginning for the **2007-2008 season**.

- A. Should this Region have a National Host team, that Host team shall assume the 1st or 2nd Regional BYE moving the 2nd place team to participate in Regional Playoffs in the 3rd position.
- B. Final Regular Season Ranking will be FIRST WEEKEND of Feb 2008 (3rd)
- C. Regional Playoffs THIRD WEEKEND of Feb 2008 (16-17th)
- D. National Championship will be approximately 3 weeks later (2nd weekend of March), 2008 same format as previous years.
- E. FORMAT Following the Final Regular Season Ranking.
  1. Top 2 teams in each Region will receive automatic berth to National Tournament
  2. Teams Ranked 3-10 will meet at Selected Regional Site for National Tournament Regional Playoffs. Game format as listed below. All teams must designate via ACHA application to be Ranked & Eligible for Regional

Playoff. Failing to abide by this commitment may be subject to future ACHA sanctioning.

3. Game A will be Team #3 vs. Team #10
  4. Game B will be Team #6 vs. Team #7
  5. Top Seed winner vs. Lowest Seed winner earns berth to Nationals Game AB\*
  6. Game C will be Team # 4 vs. Team # 9
  7. Game D will be Team #5 vs. Team #8
  8. TWO middle seed winning teams, winner earns berth to Nationals Game CD\*
  9. above games to be played to a conclusion
  10. Game E will be Top Seed losing team vs. Lowest Seed losing for Regional Placement
  11. Game F will be TWO middle seed losing teams for Regional Placement
  12. Game E & F, if tied will play 10 minute sudden death overtime
  13. If still tied 5 player shoot-out,
  14. If still tied sudden death shoot-out
  15. All games to be Friday and Saturday
- F. Following these series of Games, The FOUR teams qualifying for Nationals will re-shuffle to their Final Ranking order to claim National bids.
- G. Should there be a National Tournament Host team, that team shall receive either one of TWO Nationals/Regional automatic byes. Team Ranked second in this Region will move into third slot for Regional Playoffs.
- H. All games will be FRIDAY/SATURDAY Above schedule will be determined by Commissioner-M3 VP-Regional Coordinator to give every opportunity to honor mandated needs.
- I. ACHA M3 Commissioner & M3 VP will assign a local Tourney Director to oversee on-ice activities.
- J. On Ice referee decisions are final.

## **D. Player Eligibility**

1. A player cannot have been rostered, during the current season, on any NCAA score sheet to be eligible for regular season play or play in the National Tournament
2. Evidence of the eligibility of each player shall be submitted by the registrar of each team's university by February 8<sup>th</sup>, or prior to National Tournament Team Selection.

## **E. Men's Division 3 Officiating System**

1. A three person officiating system shall be utilized in ACHA Regional/National tournaments in compliance with NCAA rules.

## **F. Rules of Play**

1. With the exception of the two Semifinal Games, the (3) vs. (4) Consolation Game and the National Championship Game, in the event a game is tied at the end of regulation time, a five minute, sudden-death overtime shall be played. If the game remains tied at the end of the five minute overtime, the teams shall proceed to a 5 player shootout.
2. If the teams are still tied at the end of the 5 player shootout, the teams shall proceed to a single player, sudden-death shootout. No player may shoot twice until all players on the team, with the exception of goaltenders, have shot once. The team with the highest number of goals scored at the end of any sudden-death round shall be declared the winner. The score shall be reported with one

goal added to the winning team's end of regulation time score, with the number of goals scored during the shootout rounds listed in parenthesis.

3. In the event that either of the two Semifinal Games is tied at the end of regulation time, *the ice will be resurfaced followed by twenty (20) minute sudden-death overtime*. If the game remains tie at the end of the *twenty (20) minute* overtime, the game shall proceed to a 5 player shootout. If the teams are still tied at the end of the five (5) player shootout, then the procedure is to follow Rule #2 as written above.

## **G. Men's Division 3 All Tournament Recognition**

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

## **H. Operation Standards**

1. The host team for each Regional/National Tournament sponsored by the ACHA shall be responsible for having a certified athletic trainer present at each tournament game.
2. Each host shall make provisions for arranging media coverage for the tournament event and accommodating the broadcast representatives of each participating program.
3. The host team shall utilize experienced goal judges, and designate an official tournament scorer for the event.

## APPENDIX D – MEN’S DIVISION 3 COMMITTEES

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- A. Clearly defined in manual for rulings other than team suspensions (i.e., eligibility rulings, coaching suspensions, player suspensions, etc)
1. All rulings made by the Men’s Division 3 Commissioner may be appealed in writing within 24 hours (of said ruling) to the Men’s Division 3 Commissioner who shall forward such appeal to the Men’s Division 3 Rules Committee.
  2. All appropriate documents shall be distributed to each member of the Men’s Division 3 Rules Committee by the Men’s Division 3 Commissioner. The Men’s Division 3 Rules Committee shall decide to deny, uphold, or modify the appeal (stiffen or reduce). The Men’s Division 3 Rules Committee shall render a decision within 72 hours (regular business days only) of receipt of appeal from the Men’s Division 3 Commissioner. The decision of the Men’s Division 3 Rules Committee is final.
- B. Committee Makeup
1. Men’s Division 3 Rules Committee shall consist of:
    - a. Men’s Division 3 Vice-President [**CHAIRMAN**]
    - b. Atlantic Regional Coordinator
    - c. North Regional Coordinator
    - d. Pacific Regional Coordinator
    - e. South Regional Coordinator
  4. Men’s Division 3 Rankings Committee shall consist of:
    - a. Men’s Division 3 Commissioner [**CHAIRMAN**]
    - b. Men’s Division 3 Vice-President [**VICE-CHAIRMAN**]
    - c. Atlantic Regional Coordinator
    - d. Atlantic Region (8 members selected by Chairman, Vice-Chairman, and Atlantic Regional Coordinator)
    - e. North Regional Coordinator
    - f. North Region (8 members selected by Chairman, Vice-Chairman, and North Regional Coordinator)
    - g. Pacific Regional Coordinator
    - h. Pacific Region (8 members selected by Chairman, Vice-Chairman, and Pacific Regional Coordinator)
    - i. South Regional Coordinator
    - j. South Region (8 members selected by Chairman, Vice-Chairman, and South Regional Coordinator)

# Part Seven

## Women's Division 1 Policies

### I. TEAM ELIGIBILITY REQUIREMENTS

#### A. Membership Composition

Members of the Women's Division 1 shall be University or college sanctioned ice hockey teams. [2003]

#### B. Women's Division 1 Membership Classification

Women's Division 1 members shall be those teams which comply with player eligibility and other requirements as specified for Women's Division 1 teams in the ACHA Manual. [2003]

#### C. Membership Requirements

1. Annual declaration of Women's Division 1 status by August 1. New teams registering after August 1 must declare their divisional status when returning the New Team Membership form.
2. Annual payment of season membership dues by September 30th. There will be a \$75 late fee per month for teams for teams owing dues to the ACHA after this date. November 1 is the final deadline for payment of Women's Division dues each season.
3. Adherence to Operational Standards as outlined in Part 2, Administrative Bylaws, Section 5.C. of this Manual.
4. Women's Division 1 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 1 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. Women's Division 1 Team Operational Standards

1. In Part 3 of this Policy Manual, Section I, Paragraph 1.C. describes the penalty for not honoring a confirmed scheduling commitment. For the Women's Division 1, "justifiable game cancellation standards" means that in addition to penalties levied in Part 3, Article I, Paragraph 1.C., any ACHA Women's Division Team which fails to honor a confirmed

scheduling commitment (confirmed with a signed game contract or other verification, including e-mail) except under an Act of God or circumstances outside their control, without giving twenty-eight days' notice, is responsible to pay for all costs associated with the game, including ice rental fees and referees.

2. All Women's Division 1 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.

## **E. Team Communication Structure**

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.

## **II. PLAYER ELIGIBILITY REQUIREMENTS**

### **A. General Player Eligibility**

1. Any player that is an NCAA or CIS ice hockey rostered player may not participate in the ACHA Women's Division 1 during the same season if the NCAA and ACHA programs exist at the same institution, unless the ACHA Women's Division 1 Commissioner receives a written release from the player's former NCAA team, stating that the player has officially severed ties with the NCAA team, prior to any ACHA play. Any player who receives a waiver from the NCAA program is eligible to begin play the following semester. Any player that is an NCAA or CIS ice hockey rostered player may not participate in the ACHA Women's Division 1 during the same semester if the NCAA or CIS and ACHA programs exist at different institutions. An NCAA or CIS ice hockey rostered player is defined as any player who as any player who is rostered in any game, exhibition or otherwise, for their respective NCAA or CIS team regardless if they actually skated in that game. 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.
2. No Women's Division 1 player may be added to a team roster after January 31.
3. Women's Division 1 student athletes shall be limited to five (5) years of eligibility. If, however, the student athlete played for an NCAA or CIS ice hockey team, and was rostered in at least one (1) game, exhibition or otherwise, 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. [2008]
4. If an entire team moves from Division 2 to Division 1, all player eligibility will be determined under Division 1 eligibility rules. This includes all players' eligibility changing from six years maximum to five years maximum." [2008]
5. For schools with multiple ACHA Women's Division teams, player movement between teams is as follows:
  - i. Players on the Division 2 team may move up to the Division 1 team any time until the general roster deadline of January 31.

- ii. Players on the Division 1 team may only move down to a Division 2 team before November 15 of each season AND if she has played in less than 20% of the Division 1 team's scheduled games for that season.

## **B. Women's Division 1 Academic Requirements**

1. Women's Division 1 student athletes shall be enrolled as a student in a program of study leading to an associate, baccalaureate, masters, and doctoral, professional, or equivalent degree, as determined by the regulations of the university or college.
2. Women's Division 1 student athletes shall be limited to five (5) years of eligibility. If, however, the student athlete played for an NCAA or CIS ice hockey team, and was rostered in at least one (1) game, exhibition or otherwise, 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.
3. Women's Division 1 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 systems. 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.
4. Women's Division 1 student athletes must successfully complete (take and pass) 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.
5. Women's Division 1 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.
6. Special student athlete cases may have their student status reviewed by the ACHA Women's Division 1 Commissioner by submitting a written statement and certification of enrollment status from the dean and/or school registrar.
7. Women's Division 1 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 1 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.
8. Spring eligibility will be based on the fall semester final grades or equivalent mid-year mark for schools on the quarter system. Players not meeting fall semester GPA or credit requirements (see IV.D.1. and IV.D.9. above) shall be ineligible for play beginning January 1. No student-athlete will be able to add, alter or change their Cumulative GPA or credits between semesters in a "J" term or winter term (i.e. a shortened academic term held between regular semesters or quarters during the winter holiday break).

### **C. Appeals to Player Eligibility Decisions**

1. The Women's Division Commissioner is responsible for interpreting and enforcing player eligibility requirements. Any team wishing to appeal the decision of the Commissioner shall submit their appeal, in writing, to the Women's Division Commissioner, who shall forward the documentation to the Rules Committee. The Rules Committee shall review the information and issue a decision within 3 business days of receiving the documentation.
2. The Women's Division 1 Rules Committee shall consist of the members of the Women's Division 1 Competition Committee, minus the Women's Division Commissioner. The Women's Division Vice President shall serve as the Chair of this committee. If any member of the Rules Committee has a conflict of interest with the matter at hand, he or she will be required to abstain from the decision-making process. In the event the Rules Committee cannot reach a decision, the ACHA Executive Board shall rule on the appeal.

## **III. RULES OF PLAY**

### **A. NCAA Rule Book Exceptions for Women's Division 1**

Teams shall be permitted to have the option of dressing a maximum of 18 skaters and three goaltenders or 19 skaters and two goaltenders. Women's Division 1 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.

### **B. Women's Division 1 Provisions**

1. All regulation periods in Women's Division 1 games shall be at least seventeen minutes (17:00) long, stop-time. The maximum regulation period length is twenty minutes (20:00), stop-time. Any game length that is less than three seventeen-minute (17:00) stop-time periods shall be deemed a forfeit for the home team, with the following exception: A game that is curfewed by rink management (after the allotted 1 hour, 50 minutes), or otherwise suspended for a reason out of control of the participating teams, after the game is halfway through the third period would count as a regular game.
2. All ACHA Women's Division 1 games require certified on-ice officials by USA Hockey (Level 3 or Higher), NCAA, NIHOA, or other nationally recognized and sanctioned officials' organization.
3. 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 linesmen.
4. All Women's Division 1 team must play mandatory five-minute stop-time 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.
5. Games between a Women's Division 2 team and a Women's Division 1 team shall be played according to Women's Division 1 rules, even if the Division 2 team is the home team. These games may be used for ranking purposes for

both teams, but does not count toward the teams' minimum number of ACHA games.

6. 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.

## **IV. RANKING PROCEDURES**

### **A. Women's Division 1 Ranking Provisions**

1. Women's Division 1 shall be divided into regions, to be announced after initial registration and to be approved by the Women's Division Vice President. In case of disputes on regional assignments, the Women's Division Commissioner is authorized to settle disputes.
2. Teams will be ranked on a regional basis as well as top 15 nationally.
3. Ranking Committee shall use the formula outlined in the document, "Women's Division 1 Ranking Procedures.
4. Women's Division 1 regional ranking will be determined at the beginning of each season by the Women's Division 1 Commissioner. There will be four rankings per season, with the final ranking being issued exactly 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**

- A. The Women's Division 1 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 circumstance, or they will be removed from the committee immediately.
- B. The Women's Division Vice President shall select a maximum of 15 voting members on the ranking committee, and the Women's Division Commissioner shall serve as the Ranking Committee Chair as a non-voting member. The Ranking Committee shall be established by October 1 of each season.

### **C. Ranking Eligibility**

ACHA Women's Division 1 teams need only to compete in a minimum of ten (10) games per season against other ACHA Women's Division 1 teams. A minimum of 5 different 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 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.

## **V. NATIONAL TOURNAMENTS**

### **A. Sponsorship**

1. The ACHA shall sponsor annually a national tournament 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 1 National Championships.

### **B. Tournament Format**

The Women's Division 1 National Tournament shall consist of a single tournament involving twelve (12) teams who have received the highest ranking nationally, as described in Paragraph V.E., below. The tournament shall be a four-day tournament to be held on a Thursday, Friday, Saturday and Sunday in March. Pre-tournament events, such as the Coaches' Meeting and Tournament Banquet, scheduled for Wednesday evening shall also be considered part of the official tournament schedule. 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 1 National Tournament shall be submitted in writing by the Women's Division 1 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 1 breakout session by all potential hosts, and be voted on by the Women's Division 1 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 ACHA 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. 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.
5. Any Women's Division 2 team that returns to Women's Division 1, after having moved to Women's Division 2 for two seasons or less, will be on probation for 1 year and ineligible for the Women's Division 1 National Championship. Women's Division 2 teams moving up to Women's Division 1 who have been a member of Women's Division 2 for three seasons or more, OR who have never participated in Women's Division 1, shall be eligible for the Women's Division 1 National Championship immediately. [2008]

## **E. Women's Division 1 Tournament Seeding**

1. The tournament champion from any ACHA Women's Division 1 Affiliate League which has six teams or more will receive an automatic bid to the ACHA Women's Division 1 National Championship. Each Affiliate League's tournament champion will be ranked according to their current national ranking for seeding at the ACHA National Championship. If an Affiliate League's champion is unranked, they will receive the lowest tournament seed at the National Championship. If more than one Affiliate League's tournament champion is unranked, the ACHA Women's Division 1 Competition Committee will decide the ranking of these teams. The criteria for ranking these teams will be: 1) head-to-head competition; 2) wins against ranked teams; 3) strength of schedule. [2008]
2. The remaining places in the National Championship field shall be given to the remaining highest nationally-ranked teams in the final ranking of the season. [2008]
3. All teams will be seeded in the order in which they are nationally ranked. [2008]

## **F. Player Eligibility**

1. Evidence of the eligibility of each player shall be submitted by the registrar of each team's university.
2. 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, or Commissioner.

## **G. Women's Division 1 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 linesmen.

## **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 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.

## **I. Women's Division 1 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. Awards shall be furnished and paid for by the ACHA.

## **J. Operation Standards**

1. The Women's Division 1 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 1 National Tournament Director prior to the tournament.

- c. 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. Competition Committee Duties**

- A. 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
- B. 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.
- C. 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.

## **VI. ACHA Recognition**

- A. Annually the ACHA Women's Division 1 will recognize outstanding individuals in the following player categories: All-American, Academic All-American, and the Zoë M. Harris Award. Two teams will be selected by position for All-American awards, plus Honorable Mention selections of any position. The Zoë M. Harris Award will be presented to the Division 1 Player of the Year. Any coach may nominate players for end of year awards, and all coaches of nationally-ranked teams are strongly encouraged to submit at least two (2) nominations of players from their own team. Each team shall be limited to nominating one (1) player for the Zoë M. Harris Award and three (3) players for the All-American Awards. Any nominee for the Zoë M. Harris Award who is not selected will automatically be considered for the All-American Awards.
- B. The ACHA Women's Divisions will recognize its Academic All-Americans who have achieved significant scholastic achievement over their college careers. All Juniors and Seniors at four-year institutions, and students in their last semester at two-year institutions, who have achieved a cumulative Grade Point Average of 3.50 or higher on a 4.00-point scale, shall receive this award. The Spring Eligibility Forms shall determine the recipients of this award.
- C. The ACHA Women's Divisions shall recognize at least one player each season as a "Community Playmaker" for her contributions to her school and/or community on a volunteer basis or in a leadership role.

- D. The ACHA Women's Divisions shall recognize at least one player each season as an "Off-Ice MVP" for her contributions to her team off the rink, as a team officer or other leadership role.
- E. Following the final ranking, the Women's Division 1 Vice President will solicit from all teams in good standing, nominations for any and all of the award categories. The nomination materials will describe each award's criteria and the information requested regarding each nominee. *Note: Nominations not accompanied by the appropriate documentation may not be properly evaluated.*
- F. The Women's Division 1 Vice President will distribute copies of the nomination material to the Awards Committee, and the Awards Committee will select the player awards by conference call. The Community Playmaker and Off-Ice MVP Awards may be chosen by e-mail vote of the members of the Awards Committee. The Coach of the Year award will be decided by a vote of all head coaches of member teams in good standing.
- G. Annually the coaches of the Women's Division 1 will select a Coach of the Year. All of the Head Coaches of Women's Division 1 teams will automatically be eligible. Teams will be encouraged to submit nomination information to describe a coach's contributions to the team and the ACHA. This nomination information does NOT need to come from the same school as the coach being nominated.
- H. The Women's Division 1 Vice President will distribute copies of the nomination material to Awards Committee, and the Awards Committee will select the player awards by conference call. The Coach of the Year award will be decided by a vote of all member teams in good standing.

## APPENDIX E – WOMEN’S DIVISION 1 COMMITTEES

- A. Commissioners duties are clearly defined in manual for rulings other than team suspensions (i.e., eligibility rulings, coaching suspensions, player suspensions, etc)
1. All rulings made by the Women’s Division Commissioner may be appealed in writing within 24 hours (of said ruling) to the Women’s Division Commissioner who shall forward such appeal to the Women’s Division 1 Rules Committee.
  2. All appropriate documents shall be distributed to each member of the Women’s Division 1 Rules Committee by the Women’s Division Commissioner. The Women’s Division 1 Rules Committee shall decide to deny, uphold, or modify the appeal (stiffen or reduce). The Women’s Division 1 Rules Committee shall render a decision within 72 hours (regular business days only) of receipt of appeal from the Women’s Division 1 Commissioner. The decision of the Women’s Division 1 Rules Committee is final.
- B. Committee Makeup
1. Women’s Division 1 Rules Committee shall consist of:
    - a. Women’s Division Vice-President [**CHAIRMAN**]
    - b. Northeast Region Coach (Selected by Women’s Division Vice-President)
    - c. Northeast Region Coach (Selected by Regional Coaches)
    - d. Southeast Region Coach (Selected by Women’s Division Vice-President)
    - e. Southeast Region Coach (Selected by Regional Coaches)
    - f. Central Region Coach (Selected by Women’s Division Vice-President)
    - g. Central Region Coach (Selected by Regional Coaches)
    - h. West Region Coach (Selected by Women’s Division Vice-President)
    - i. West Region Coach (Selected by Regional Coaches)
  2. Women’s Division Rankings Committee shall consist of:
    - a. Women’s Division Commissioner [**CHAIRMAN**]
    - b. Up to 15 members as selected by the Women’s Division Vice-President
  3. Women’s Division 1 Competition Committee shall consist of:
    - a. Women’s Division Vice-President [**CHAIRMAN**]
    - b. Women’s Division Commissioner
    - c. Women’s Division 1 Tournament Director
    - d. Northeast Region Coach (Selected by Women’s Division Vice-President)
    - e. Northeast Region Coach (Selected by Regional Coaches)
    - f. Southeast Region Coach (Selected by Women’s Division Vice-President)
    - g. Southeast Region Coach (Selected by Regional Coaches)
    - h. Central Region Coach (Selected by Women’s Division Vice-President)
    - i. Central Region Coach (Selected by Regional Coaches)
    - j. West Region Coach (Selected by Women’s Division Vice-President)
    - k. West Region Coach (Selected by Regional Coaches)
  4. Women’s Division 1 National Championship Committee shall consist of:
    - a. Women’s Division 1 Tournament Director [**CHAIRMAN**]
    - b. Women’s Division Commissioner
    - c. Women’s Division Vice-President
    - d. Local Host’s Tournament Director
  5. Women’s Division Appeals Committee
    - a. All members of the Rules Committee shall serve as the Appeals Committee
  6. Women’s Division Awards Committee shall consist of:
    - a. All members of the Competition Committee shall serve as the Awards Committee

# Part Eight

## Women's Division 2 Policies

### I. TEAM ELIGIBILITY REQUIREMENTS

#### A. Membership Composition

Members of the Women's Division 2 shall be University or college sanctioned ice hockey teams. [2003]

#### B. Women's Division 2 Membership Classification

Women's Division 2 members shall be those teams which comply with player eligibility and other requirements as specified for Women's Division 2 teams in the ACHA Manual. [2003]

#### C. Membership Requirements

1. Annual declaration of Women's Division 2 status by August 1. New teams registering after August 1 must declare their divisional status when returning the New Team Membership form. [2008]
2. Annual payment of season membership dues by September 30th. There will be a \$75 late fee per month for teams for teams owing dues to the ACHA after this date. November 1 is the final deadline for payment of Women's Division dues each season.
3. Adherence to Operational Standards as outlined in Part 2, Administrative Bylaws, Section 5.C. of this Manual.
4. Women's Division 2 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 2 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. Women's Division 2 Team Operational Standards

1. In Part 3 of this Policy Manual, Article I, Paragraph 1.C. describes the penalty for not honoring a confirmed scheduling commitment. For the Women's Division 2, "justifiable game cancellation standards" means that in addition to penalties levied in Part 3, Article I, Paragraph 1.C., any ACHA Women's Division Team

which fails to honor a confirmed scheduling commitment (confirmed with a signed game contract or other verification, including e-mail) except under an Act of God or circumstances outside their control, without giving twenty-eight days' notice, is responsible to pay for all costs associated with the game, including ice rental fees and referees.

2. All Women's Division 2 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.

### **E. Team Communication Structure**

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.

## **II. PLAYER ELIGIBILITY REQUIREMENTS**

### **A. General Player Eligibility**

1. Any player that is an NCAA or CIS ice hockey rostered player may not participate in the ACHA Women's Division 2 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 as any player who is rostered in any game, exhibition or otherwise, for their respective team regardless if they actually skated in that game. 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.
2. No Women's Division 2 player may be added to a team roster after January 31.
3. For schools with multiple ACHA Women's Division teams, player movement between teams is as follows:
  - iii. Players on the Division 2 team may move up to the Division 1 team any time until the general roster deadline of January 31.
  - iv. Players on the Division 1 team may only move down to a Division 2 team before November 15 of each season AND if she has played in less than 20% of the Division 1 team's scheduled games for that season.

### **B. Women's Division 2 Academic Requirements**

1. Women's Division 2 student athletes shall be enrolled at the university or college at which the team is located. Women's Division 2 student-athletes do not need to be considered degree-seeking students by the institution.
2. Women's Division 2 student athletes shall be limited to six (6) years of eligibility. If, however, the student athlete was on an ACHA Women's Division 1, or any level NCAA or CIS ice hockey roster, at any time, the

student athlete is restricted to four (4) years of ACHA Women's Division 2 play, minus her time with the prior (restriction-inducing) program.

- i. If a Women's Division 1 program drops down to Women's Division 2 status, all players currently on the team at the time of the transfer shall have six total years of ACHA Women's Division 2 eligibility, minus the years played at the D1 level; however, the NCAA and CIS restrictions shall remain in effect.
3. Women's Division 2 student athletes must enroll in a minimum of six (6) credit hours for all students, regardless of academic level. An equivalent standard shall be applied to institutions utilizing a quarter system.
4. Women's Division 2 student athletes must successfully complete (i.e., pass) a minimum of six (6) credits each semester to be eligible for play in the following semester. An equivalent standard shall be applied to institutions utilizing a quarter system.
5. Women's Division 2 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.
6. Special student athlete cases may have their student status reviewed by the ACHA Women's Division 2 Commissioner by submitting a written statement and certification of enrollment status from the dean and/or school registrar.
7. Women's Division 2 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 2 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.
8. Spring eligibility will be based on the fall semester final grades or equivalent mid-year mark for schools on the quarter system. Players not meeting fall semester GPA or credit requirements (see IV.D.1. and IV.D.9. above) shall be ineligible for play beginning January 1. No student-athlete will be able to add, alter or change their Cumulative GPA or credits between semesters in a "J" term or winter term (i.e. a shortened academic term held between regular semesters or quarters during the winter holiday break).

### **C. Appeals to Player Eligibility Decisions**

1. The Women's Division Commissioner is responsible for interpreting and enforcing player eligibility requirements. Any team wishing to appeal the decision of the Commissioner shall submit their appeal, in writing, to the Women's Division Commissioner, who shall forward the documentation to the Rules Committee. The Rules Committee shall review the information and issue a decision within 3 business days of receiving the documentation.
2. The Women's Division Rules Committee shall consist of the members of the Women's Division Competition Committee, minus Women's Division commissioner. The Women's Division Vice President shall serve as the Chair of this committee. If any member of the Rules Committee has a conflict of interest with the matter at hand, he or she will be required to abstain from the decision-making process. In the event the Rules Committee cannot reach a decision, the ACHA Executive Board shall rule on the appeal.

### **III. RULES OF PLAY**

#### **A. NCAA Rule Book Exceptions for Women's Division 2**

Teams shall be permitted to have the option of dressing a maximum of 18 skaters and three goaltenders or 19 skaters and two goaltenders. Women's Division 2 teams can dress no more than nineteen (19) skaters if they dress only one (1) goaltender.

#### **B. Women's Division 2 Provisions**

1. Game length of Women's Division 2 games will vary according to available ice times. All teams should strive to play three 15-minute stop time periods (1.5-hour game); however, three 12-minute stop time periods (one-hour game) will be allowed. The maximum length of a Women's Division 2 game is three 17-minute stop time periods (2-hour game). Ice cuts will be determined according to available ice; at least one resurfacing is recommended but not required. Any game length that is less than three twelve-minute (12:00) stop-time periods shall be deemed a forfeit for the home team, with the following exception: A game that is curfewed by rink management after the estimated time (i.e., after 1.5 hours for a game with 15-minute periods), or otherwise suspended for a reason out of control of the participating teams, after the game is halfway through the third period will count as a regular game.
2. All ACHA Women's Division 2 games require certified on-ice officials by USA Hockey (Level 3 or Higher), NCAA, NIHOA, or other nationally recognized and sanctioned officials' organization.
3. 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 linesmen.
4. All Women's Division 2 team must play mandatory five-minute stop-time 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.
5. Games between a Women's Division 2 team and a Women's Division 1 team shall be played according to Women's Division 1 rules, even if the Division 2 team is the home team. These games may be used for ranking purposes for both teams, but does not count toward the teams' minimum number of ACHA games.
6. Games between a Women's Division 2 team and a Women's Division 1 team shall be played according to Women's Division 1 rules, even if the Division 2 team is the home team. These games may be used for ranking purposes for both teams, but does not count toward the teams' minimum number of ACHA games.
7. 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.

## **IV. RANKING PROCEDURES**

### **A. Women's Division 2 Ranking Provisions**

1. Women's Division 2 shall be divided into regions, to be announced after initial registration and to be approved by the Women's Division Vice President. In case of disputes on regional assignments, the Women's Division Commissioner is authorized to settle disputes.
2. Teams will be ranked on a regional basis only.
3. Rankings conducted by ranking committees will take into consideration season record as well as strength of schedule. Ranking Committee shall use the formula outlined in the document, "Women's Division 2 Ranking Procedures."
4. Women's Division 2 ranking dates 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 22 days before the first day of the national tournament.
5. 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 2 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 circumstance, or they will be removed from the committee immediately.
2. The Women's Division Vice President shall 5 voting members on the ranking committee in each the East and West Divisions. If there are not five volunteers/nominees from each division, the Women's Division 2 Commissioner shall appoint members to fill the panel. The Women's Division Commissioner shall serve as the Ranking Committee Chair as a non-voting member. The Ranking Committee shall be established by October 1 of each season.

### **A. Ranking Eligibility**

ACHA Women's Division 2 teams need only to compete in a minimum of six games per season against three other ACHA Women's Division 2 teams to be eligible for the national championship.

### **B. 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 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.

## **V. NATIONAL TOURNAMENTS**

### **A. Sponsorship**

1. The ACHA shall sponsor annually a national tournament 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 2 National Championships.

### **B. Tournament Format**

The Women's Division 2 National Tournament shall consist of a single tournament involving four teams, as described in Paragraph G, below. The tournament shall be a three-day tournament to be held on a Friday, Saturday and Sunday in March. Pre-tournament events, such as the Coaches' Meeting and Tournament Banquet, scheduled for Wednesday evening shall also be considered part of the official tournament schedule. 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 2 National Tournament shall be submitted in writing by the Women's Division 2 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 2 breakout session by all potential hosts, and be voted on by the Women's Division 2 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 ACHA 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. 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.
5. Women's Division 2 teams shall be eligible for participation in the national tournament during the first year of membership.

### **E. Women's Division 2 Tournament Seeding [2008]**

1. The first- and second-ranked teams in the East Region and in the West Region shall each receive an invitation to the national tournament. The ranking that determines this is the final ranking of the season.
2. If any of the invited teams decline their invitation, the spot should be offered to the third place team, then the fourth place team if the third place team declines, in the respective Region.
3. If two seeds from each region cannot be selected from the top four teams in that region, the open invitation(s) may be extended to a team from either region.
4. Teams shall be seeded in the following places: East #1, East #2, West #1, West #2. If this determination cannot be made, the Women's Division 2 Commissioner shall seed the teams, with input from the Women's Division 2 Vice President.

### **F. Player Eligibility**

1. Evidence of the eligibility of each player shall be submitted by the registrar of each team's university.
2. 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, or Commissioner.

### **G. Women's Division 2 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 linesmen.

### **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 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.

## **I. Women's Division 2 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. Awards shall be furnished and paid for by the ACHA.

## **J. Operation Standards**

1. The Women's Division 2 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:
  - i. 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 2 Vice President.
  - ii. 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 2 National Tournament Director prior to the tournament.
  - iii. The host team shall utilize experienced minor off-ice officials, and designate an official tournament scorer(s) and game announcer(s) for the event.
  - iv. 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.

- v. 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.
- vi. The host shall make provisions for arranging media coverage for the tournament event and accommodating the broadcast representatives of each participating program.

## **K. Competition Committee Duties**

- A. 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
- B. 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.
- C. 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.

## **VI. ACHA Recognition**

- A. Annually the ACHA Women's Division 2 will recognize outstanding individuals in the following player categories: All-American, Academic All-American, and the Player of the Year Award. Two teams will be selected by position for All-American awards, plus Honorable Mention selections of any position. Any coach may nominate players for end of year awards, and all coaches of nationally-ranked teams are strongly encouraged to submit at least two (2) nominations of players from their own team. Each team shall be limited to nominating one (1) player for the Player of the Year Award and three (3) players for the All-American Awards. Any nominee for the Player of the Year Award who is not selected will automatically be considered for the All-American Awards.
- B. The ACHA Women's Divisions will recognize its Academic All-Americans who have achieved significant scholastic achievement over their college careers. All Juniors and Seniors at four-year institutions, and students in their last semester at two-year institutions, who have achieved a cumulative Grade Point Average of 3.50 or higher on a 4.00-point scale, shall receive this award. The Spring Eligibility Forms shall determine the recipients of this award.
- C. The ACHA Women's Divisions shall recognize at least one player each season as a "Community Playmaker" for her contributions to her school and/or community on a volunteer basis or in a leadership role.
- D. The ACHA Women's Divisions shall recognize at least one player each season as an "Off-Ice MVP" for her contributions to her team off the rink, as a team officer or other leadership role.
- E. Following the final ranking, the Women's Division Vice President will solicit from all teams in good standing, nominations for any and all of the award categories. The nomination

materials will describe each award's criteria and the information requested regarding each nominee. *Note: Nominations not accompanied by the appropriate documentation may not be properly evaluated.*

- F. The Women's Division 2 Vice President will distribute copies of the nomination material to the Awards Committee, and the Awards Committee will select the player awards by conference call. The Community Playmaker and Off-Ice MVP Awards may be chosen by e-mail vote of the members of the Awards Committee. The Coach of the Year award will be decided by a vote of all head coaches of member teams in good standing.
- G. Annually the coaches of the Women's Division 2 will select a Coach of the Year. All of the Head Coaches of Women's Division 2 teams will automatically be eligible. Teams will be encouraged to submit nomination information to describe a coach's contributions to the team and the ACHA. This nomination information does NOT need to come from the same school as the coach being nominated.
- H. The Women's Division 2 Vice President will distribute copies of the nomination material to Awards Committee, and the Awards Committee will select the player awards by conference call. The Coach of the Year award will be decided by a vote of all member teams in good standing.

## APPENDIX F – WOMEN’S DIVISION 2 COMMITTEES

- C. Commissioners duties are clearly defined in manual for rulings other than team suspensions (i.e., eligibility rulings, coaching suspensions, player suspensions, etc)
1. All rulings made by the Women’s Division Commissioner may be appealed in writing within 24 hours (of said ruling) to the Women’s Division Commissioner who shall forward such appeal to the Women’s Division 2 Rules Committee.
  2. All appropriate documents shall be distributed to each member of the Women’s Division 2 Rules Committee by the Women’s Division Commissioner. The Women’s Division 2 Rules Committee shall decide to deny, uphold, or modify the appeal (stiffen or reduce). The Women’s Division 2 Rules Committee shall render a decision within 72 hours (regular business days only) of receipt of appeal from the Women’s Division 2 Commissioner. The decision of the Women’s Division 2 Rules Committee is final.
- D. Committee Makeup
1. Women’s Division 2 Rules Committee shall consist of:
    - a. Women’s Division Vice-President [**CHAIRMAN**]
    - b. Northeast Region Coach (Selected by Women’s Division Vice-President)
    - c. Northeast Region Coach (Selected by Regional Coaches)
    - d. Southeast Region Coach (Selected by Women’s Division Vice-President)
    - e. Southeast Region Coach (Selected by Regional Coaches)
    - f. Central Region Coach (Selected by Women’s Division Vice-President)
    - g. Central Region Coach (Selected by Regional Coaches)
    - h. West Region Coach (Selected by Women’s Division Vice-President)
    - i. West Region Coach (Selected by Regional Coaches)
  2. Women’s Division Rankings Committee shall consist of:
    - c. Women’s Division Commissioner [**CHAIRMAN**]
    - d. Up to 15 members as selected by the Women’s Division Vice-President
  3. Women’s Division 2 Competition Committee shall consist of:
    - a. Women’s Division Vice-President [**CHAIRMAN**]
    - b. Women’s Division Commissioner
    - c. Women’s Division 2 Tournament Director
    - d. Northeast Region Coach (Selected by Women’s Division Vice-President)
    - e. Northeast Region Coach (Selected by Regional Coaches)
    - f. Southeast Region Coach (Selected by Women’s Division Vice-President)
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    - h. Central Region Coach (Selected by Women’s Division Vice-President)
    - i. Central Region Coach (Selected by Regional Coaches)
    - j. West Region Coach (Selected by Women’s Division Vice-President)
    - k. West Region Coach (Selected by Regional Coaches)
  4. Women’s Division 2 National Championship Committee shall consist of:
    - a. Women’s Division 2 Tournament Director [**CHAIRMAN**]
    - b. Women’s Division Commissioner
    - c. Women’s Division Vice-President
    - d. Local Host’s Tournament Director
  5. Women’s Division Appeals Committee
    - a. Women’s Division Vice President (CHAIR)
    - b. Members of the Women’s Division Competition Committee
  6. Women’s Division Awards Committee shall consist of:
    - a. Women’s Division Vice President (CHAIR)
    - b. Members of the Women’s Division 2 Competition Committee

## Part Nine

### ACHA Staff Directory

<b>Mailing Address</b>	<b>American Collegiate Hockey Association</b> PO Box 827 Union Lake MI 48387-0827 248-336-7914 FAX 877-224-2612 <a href="mailto:acha@achahockey.org">acha@achahockey.org</a>
<b>Executive Director</b>	<b>Christian Wilk</b> <a href="mailto:chriswilk@achahockey.org">chriswilk@achahockey.org</a>
<b>President</b>	<b>Marshall Stevenson</b> Phone 410-357-9878 <a href="mailto:mstevenson@achahockey.org">mstevenson@achahockey.org</a>
<b>Secretary</b>	<b>Jim Martin</b> <a href="mailto:jmartin@achahockey.org">jmartin@achahockey.org</a>
<b>Treasurer</b>	<b>Brian Moran</b> PO Box 827 Union Lake MI 48387-0827 248-336-7914 FAX 248-381-4544 <a href="mailto:bmoran4@achahockey.org">bmoran4@achahockey.org</a>
<b>Men's Division 1 - Commissioner</b>	<b>Brian Moran</b> PO Box 827 Union Lake MI 48387-0827 248-336-7914 FAX 248-381-4544 <a href="mailto:bmoran4@achahockey.org">bmoran4@achahockey.org</a>
<b>Men's Division 1 - Vice President</b>	<b>Bill Shannon</b> <a href="mailto:wshannon@achahockey.org">wshannon@achahockey.org</a>

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**Men's Division 2 -  
Commissioner**

**Mike Radakovich**  
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**Men's Division 2 -  
Vice President**

**Paul Hebert**  
[phebert@achahockey.org](mailto:phebert@achahockey.org)

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**Division 3 Commissioner**

**Rick Kaminski**  
40076 N. Cornwall Circle  
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