



HANDBOOK ON

THE GOVERNANCE OF THE

NORTHERN COLLEGIATE

HOCKEY ASSOCIATION

[NCHA]

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NORTHERN COLLEGIATE HOCKEY ASSOCIATION

Handbook on the Governance of the NCHA

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THE CONSTITUTION
OF THE
NORTHERN COLLEGIATE HOCKEY ASSOCIATION

The Constitution of the NCHA consists of information relevant to the purposes, membership, governance and legislative authority of the Association.

Article 1. NAME AND PURPOSE

Section A. Name

The name of this organization shall be the Northern Collegiate Hockey Association hereinafter referred to as the "Association" or "NCHA".

Section B. Purpose and Objectives

The purpose of this organization shall be the general regulation, supervision, and control of ice hockey among the members of the Association in order that *ice* hockey in the member institution may be played at an ethical level in keeping with the dignity and purposes of higher education.

The objective of this Association shall be to foster education of the students of the member institutions by promoting intercollegiate competition in ice hockey, and by providing a non-profit and non-political organization for the formation and regulation of the ice hockey programs of the member institutions.

It is expressly provided that the Association created hereby shall not derive any monetary profit and that no portion of the contributions of the member institutions shall be to the benefit of any private individual, and that no portion of such contributions shall ever be expended for political purposes. This provision shall not, however, prevent the Association created hereby from compensating any persons lawfully employed pursuant to the authorization of the Constitution and Bylaws of such Association.

1. To promote and coordinate intercollegiate ice hockey for the member institutions.
2. To assist members in developing and maintaining quality intercollegiate ice hockey programs.
3. To foster the development of quality leadership for intercollegiate ice hockey programs.
4. To foster programs which encourage excellence in performance of participants in intercollegiate ice hockey.
5. To maintain fair play and sportsmanlike behavior within competitive events so that the concomitant educational values of such experience are emphasized.
6. To foster gender equity in intercollegiate ice hockey programs at all member institutions.
7. To increase public understanding and appreciation of both the importance and value of intercollegiate ice hockey.
8. To further the continual evaluation of Association standards and policies.
9. To conduct activities approved by the governing bodies of the Association.
10. To assume responsibility for this Association, including priorities in scheduling intercollegiate ice hockey events and competition in the Association's championships.

Article 2. MEMBERSHIP

Membership in the Association shall be limited to four-year colleges and universities adhering to common standards of the Association and NCAA Division III intercollegiate athletics competition and voluntarily associated in the operations of the Association.

Section A. Present Membership

Men's Division

College of St. Scholastica
 St. Norbert College
 Lake Forest College
 University of Wisconsin—Eau Claire
 University of Wisconsin—River Falls
 University of Wisconsin—Stevens Point
 University of Wisconsin—Stout
 University of Wisconsin—Superior

Women's Division

Finlandia University
 Lake Forest College
 University of Wisconsin—Eau Claire
 University of Wisconsin—River Falls
 University of Wisconsin—Stevens Point
 University of Wisconsin—Superior

Section B. Admission to Membership

1. An institution seeking membership in the Association shall make written application to the commissioner by letter signed by the chief executive officer of the institution.
2. A favorable vote of two-thirds of the voting membership of the combined divisions (men's and women's) shall elect an applicant to membership in the Association.
3. Institutions requesting membership must be active or provisional NCAA Division III member at the effective date of membership into the NCHA and are required to follow all NCAA rules and abide by the NCHA Constitution, Bylaws, and Administrative Regulations.
4. Institutions granted full-membership will assume all responsibilities (e.g., hosting championships, meeting attendance) and will be entitled to all voting privileges and benefits (e.g., awards) associated with full-member status.
5. Membership will be granted for not less than a two-year period.

Section C. Termination of Membership

1. Any member may withdraw from the Association by filing with the commissioner of the Association, on or before July 1 of any year, an official letter of withdrawal signed by the chief executive officer of the institution. The withdrawal shall become effective two years following the July 1st notification date of withdrawal from the Association.
2. Any member choosing to withdraw prior to the expiration of the two-year notification period shall be assessed a \$10,000 penalty, unless this requirement is waived by written agreement of the member institutions.
3. A withdrawing member shall fulfill all agreements and contracts for athletics competition for two full years following the notification of withdrawal from the Association, unless such commitments are waived by written agreement of the member institutions.
4. A withdrawing member forfeits any interest in accumulated Association funds.

5. A withdrawing member shall continue to fulfill its financial obligations to the Association until the effective date of termination of membership.

Section D. National Affiliation

The Association is affiliated with the National Collegiate Athletic Association (NCAA). All members must be active members of the NCAA. The Association and all Association members will abide by the rules and regulations of the NCAA as well as additional rules and regulations passed by the Association. The rules and regulations passed by the Association will be printed in the Bylaws or Administrative Regulations of the Association.

Article 3. GOVERNANCE STRUCTURE

The governance structure of the Association includes the Men's and Women's Sport Committees, the Athletics Directors, the Faculty Athletics Representatives and the Chief Executive Officers. (See Figure 1 on page 5.)

Section A. Presidential/Chancellor Authority

The final authority on matters pertaining to the Association rests with the chief executive officers (i.e., presidents/chancellors) of the member institutions. The chief executive officers have the right to veto or modify (by majority votes) any action of the Faculty Athletics Representatives, the Athletics Directors, the Commissioner, or the sport committees.

Section B. Faculty Athletics Representatives

1. Each member institution shall appoint a Faculty Athletics Representative(s) to represent its men's and/or women's ice hockey program.
2. Each member institution will have one vote in matters of common interest to both the men's and women's divisions and one vote in matters considered separately by each institution's respective division(s).
3. The Faculty Athletics Representative(s) must be a member of the faculty or administrative staff of the member school and must not hold an administrative or coaching position in the athletics department.
4. The Chair and Chair-Elect of the Faculty Athletics Representatives' Council are elected for a two (2) year term. The Chair-Elect shall succeed the Chair for the next immediate two-year term, at which time a new Chair-Elect will be elected. Neither the Chair nor the Chair-Elect are permitted to serve successive terms.
5. A quorum of the membership shall be necessary to conduct business. A quorum shall be two-thirds of the active member institutions.

Section C. Athletics Directors

1. Each member institution will have one vote in matters of common interest to both the men's and women's divisions and one vote in matters considered separately by each institution's respective division(s).
2. The Chair of the Athletics Directors is elected for a two (2) year term and is not to serve successive terms.

3. A quorum of the membership shall be necessary to conduct business. A quorum shall be two-thirds of the active member institutions.
4. The Senior Woman Administrator at each member institution may attend and participate in the Athletics Directors' Meetings and in the absence of the athletics director cast that institution's vote.

Section D. Men's and Women's Ice Hockey Sport Committees

1. The head coaches of the men's and women's ice hockey programs shall comprise the men's and women's ice hockey sport committees, respectively.
2. Each member institution will have one vote in matters of common interest to both the men's and women's divisions and one vote in matters considered separately by each institution's respective division(s).
3. At a minimum, the men's and women's sports committees will meet annually for the purpose of bringing forth legislation for the good of the Association.
4. A quorum of the membership shall be necessary to conduct business. A quorum shall be two-thirds of the active member institutions.
5. The chair of each sport committee shall be selected by the members of the sport committee and shall serve for a one (1) year period.

Section E. Executive Committee

The NCHA Executive Committee will be comprised of the chair and the chair-elect of the Faculty Athletics Representatives and the chair of the Athletics Directors. The Commissioner will serve as an ex-officio member and recording secretary of the Executive Committee. The Commissioner and/or any member of the Executive Committee may call meetings of the Executive Committee at any time. Meetings may be conducted in person or via telephone conference. All formal actions of the Executive Committee will be recorded and are subject to approval and/or review by the Faculty Athletics Representatives.

Any member, or members, of the Executive Committee representing an institution directly involved in a dispute shall be ineligible to participate in any resulting ruling, hearing or vote. The vacancy, or vacancies, created by such ineligibility shall be filled by a representative from an uninvolved institution selected by lot by the Commissioner.

The powers and duties of the Executive Committee shall be in general as follows:

1. To appoint ad hoc or standing committees as needed.
2. To hear all appeals made on penalties and/or rulings imposed by the Commissioner.
3. To provide guidance to the Commissioner on matters pertaining to the operation of the Association.
4. To amend and/or suspend Administrative Regulations in accordance with the stipulations in Article 6, Sections D and E.
5. To serve as an appeal body on matters pertaining to the academic and athletic eligibility of student athletes and/or disciplinary actions pertaining to institutions, athletic department personnel, student-athletes or fans.

Article 4. COMMISSIONER

1. The NCHA Commissioner is to be selected by the member institutions.
2. Appointment of the Commissioner is the ultimate responsibility of the Presidents/Chancellors of the member institutions based on a recommendation of the faculty athletics representatives and directors of athletics. The search and screen process shall be conducted by an ad hoc committee comprised of faculty athletics representatives and directors of athletics as appointed by the Association's executive committee.
3. The Commissioner shall perform such duties as are prescribed within the Constitution and Bylaws and such other duties as may be prescribed by the Faculty Athletics Representatives.

Article 5. LEGISLATIVE AUTHORITY AND PROCESS

Section A. Process Overview

The affairs of the NCHA shall be governed by three distinct, but related, documents: Constitution, Bylaws, and Administrative Regulations. New legislation or changes to the existing Constitution, Bylaws, and Administrative Regulations can be initiated by any of the groups whose structures are outlined in Article III. Legislation which passes must then be discussed and passed on to the next higher group (see following diagram). In some instances, legislation deemed noncontroversial or minor in nature may not be acted upon as a specific item by successively higher groups within the Association's governance structure. To assure compliance with NCAA and NCHA rules, all legislation with academic or financial implications must be reviewed by the Faculty Athletics Representatives.

Figure 1. Legislative Structure



Section B. Amendments to the Constitution

The Constitution of the NCHA consists of information relevant to the purposes, membership, governance, and legislative authority of the Association.

1. The Constitution may be amended at any meeting/telephone conference call of the Faculty Athletics Representatives by two-thirds of the membership, provided that the proposed amendment shall have been submitted in writing to the Commissioner thirty (30) days in advance of the meeting, and that copies of the proposed changes are received by all Faculty Athletics Representatives at least fourteen (14) days prior to the meeting.

- 2. Amendments to the Constitution may be made without meeting the time lines stipulated in Section B.1 by a unanimous institutional vote of the Faculty Athletics Representatives.
- 3. Amendments to the Constitution are subject to approval by the Chief Executive Officers and, unless otherwise noted, are effective the succeeding August 1st.

Section C. Bylaws

The Bylaws of the NCHA consist of legislation adopted by the membership to uphold the principles of the Association and to ensure equal application of commonly agreed upon rules and regulations. The Bylaws are intended to address rules that are specific to the purposes of the NCHA, including rules not covered in existing NCAA legislation, or to apply a more restrictive interpretation to an NCAA rule.

- 1. The NCHA Bylaws may be amended at any meeting/telephone conference call of the Faculty Athletics Representatives by a simple majority of the quorum present.
- 2. Amendments to the Bylaws are subject to approval by the Chief Executive Officers and, unless otherwise noted, are effective the succeeding August 1st.

Section D. Administrative Regulations

The Administrative Regulations of the NCHA consists of those policies, procedures and practices that guide the day-to-day operations of the Association.

- 1. Administrative Regulations can be amended by the Faculty Athletics Representatives at a scheduled meeting or telephone conference call.
- 2. The Executive Committee may temporarily amend and/or suspend Administrative Regulations until the next scheduled meeting of the Faculty Athletics Representatives, provided no changes are in conflict with the Constitution or existing Association Bylaws.
- 3. Changes to the Administrative Regulations are effective immediately unless otherwise noted.

Article 6. PARLIAMENTARY AUTHORITY

Roberts Rules of Order shall be the parliamentary authority of the Northern Collegiate Hockey Association.

Article 7. DISSOLUTION OF THE ASSOCIATION

Upon dissolution of the Association, after discharge and satisfaction of all outstanding obligations and liabilities, the remaining funds and assets, if any, of the Association shall be distributed equally (e.g., one share for each men’s and women’s team with active membership in the Association) only to such organizations or entities as shall be designated by the active membership.

Article 8. EFFECTIVE DATE

This Constitution is effective April 12, 2006.

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BYLAWS

The Bylaws of the NCHA consist of legislation adopted by the membership to uphold the principles of the Association and to ensure equal application of commonly agreed upon rules and regulations. The Bylaws are intended to address rules that are specific to the purposes of the NCHA, including rules not covered in existing NCAA legislation or to apply a more restrictive interpretation to an NCAA rule.

In addition, WIAC member institutions are obligated to follow those WIAC rules that are more restrictive than those adopted by either the NCAA and/or the NCHA pertaining to the recruiting, eligibility, financial aid, playing and practice seasons, squad and travel limitations, and the processing of rules violations as reflected in the WIAC Handbook.

Article 10 Ethical Conduct/Sportslike Behavior

- 10.1 General Principle.** Individuals associated with the NCHA are expected to deport themselves with honesty, integrity and fair play. Their behavior shall at all times reflect the high standards of honor and dignity that characterize participation in competitive sports in the collegiate setting. Displays of sportslike behavior and mutual respect of competitors and officials shall be considered an integral part of all athletics competition. Administrators, coaches, student-athletes and officials shall abide by the rules governing both the NCHA and the NCAA and fully cooperate in any and all inquiries related to possible violations of those rules.
- 10.2 Institutional Responsibilities.** Each member institution is responsible for instilling an atmosphere consistent with the provisions of NCAA Constitution 2.4 and NCHA Bylaw 10.1. In doing so, institutions will ensure that all individuals associated with the athletics program are aware of the institutions expectations for such conduct and that appropriate action is taken against those individuals who choose to act in an unacceptable manner.
- 10.3 Unsportslike Behavior.** The commissioner shall be authorized to investigate cases involving unsportslike conduct of any of the participants on teams representing member institutions; and, if sufficient evidence is found that they have been guilty of unsportslike conduct, the commissioner shall be authorized to impose such penalties as in the commissioner's judgment the case warrants.
- 10.4 Public Comments.** All individuals associated with the NCHA and/or its member institutions (e.g., administrators, coaches, game officials) are to refrain from making public comments of a negative or derogatory nature about other institutions, coaches, enrolled or prospective student-athletes or the conference office. Individuals found to have violated this provision are subject to disciplinary action.

Article 11 Finances

- 11.1 Budget.** An overall budget (including the proposed annual dues) for the operation of the Association for the upcoming fiscal year will be prepared by the commissioner and presented for approval at the spring meeting(s) of the NCHA athletics directors and faculty athletics representatives.
- 11.2 Association Dues.** Each member institution shall be assessed annual dues to cover the cost of the Association's operations. The statement of payment to cover general operating costs will be sent to each institution no later than May 1 of the previous fiscal year. Full payment is required no later than July 31 of the current fiscal year.
- 11.3 Expenses of Institutional Representatives.** All expenses of institutional representatives to attend NCHA meetings or to participate in activities related to the operation or governance of the NCHA shall be paid by their respective institutions.

Article 12 Recruiting

- 12.1 NCAA Rules.** All member institutions shall abide by the recruiting rules adopted by the Division III membership of the NCAA as set forth in NCAA Bylaw 13.

Article 13 Eligibility

- 13.1 NCAA Rules.** All member institutions shall abide by the eligibility rules adopted by the Division III membership of the NCAA with the exception of those NCHA rules that are more restrictive as set forth in Article 13.

- 13.2 Regular Term.** A regular term is considered to be the traditional fall and spring terms as listed in the institution's official catalog, excluding intersessions (e.g., J-Terms, winter sessions).

- 13.3 Initial Eligibility.** A first-time entering freshman student is eligible to represent an institution in intercollegiate athletics provided the student has been admitted to the institution in accordance with the provisions of NCAA Bylaw 14.1.6.

13.3.1 Academic Year of Residence. To satisfy an academic year of residence, a student shall:

- (a) Be enrolled in and complete a minimum full-time program of studies for two full semesters or three full quarters, or
- (b) Be enrolled in a minimum full-time program of studies for two full semesters or three full quarters and pass a number of hours that is at least equal to the sum total of the minimum load of each of the required terms.

13.3.2.1 Summer Term. A summer term shall not be used to satisfy a term of residence, but hours earned at the certifying institution during the summer may be used to satisfy the requirements of (b) above.

13.3.2 Freshmen Credit Rule. A student-athlete must have earned a minimum of nine (9) credit hours prior to the second regular term of attendance to be eligible to compete the second-term of the first year of initial enrollment.

- 13.4 Academic Eligibility.** A student-athlete is eligible to compete provided the student-athlete meets NCAA eligibility requirements as stipulated in NCAA Bylaw 14. In addition, student-athletes must meet the NCHA grade point average and credit hour requirements as stipulated in NCHA Bylaw 13.4.1 and 13.4.2.

13.4.1. Grade Point Average Requirement. A student-athlete must achieve a total cumulative grade point average of at least a 2.0 (based on a maximum 4.0 scale) if any of the following conditions have been met:

- (a) The student-athlete has been charged with one or more seasons of participation;
- (b) The student-athlete has earned 24 or more credit hours; or
- (c) The student-athlete has been charged with two or more full-time terms of attendance.

13.4.2 Credit Hour Requirements. To be eligible to compete the second season and subsequent seasons in any sport, a student-athlete must earn the following credit hours:

- (a) After the completion of the first season of participation: 24 semester/36 quarter degree credit hours.
- (b) After the completion of the second season of participation: 48 semester/72 quarter degree credit hours.
- (c) After the completion of the third season of participation: 72 semester/108 quarter degree credit hours.

13.4.3 Regaining Eligibility During a Term. A student-athlete who is not eligible to compete at the beginning of a regular term may not regain his/her eligibility during that term with the exception of incomplete grades (see NCHA Bylaw 13.4.9) and grade changes provided the incompletes and grade changes are processed in accordance with normal institutional policies and practices.

13.4.4 Eligibility Between Terms. A student-athlete who is regaining eligibility at the conclusion of the regular fall term may begin competing at the time his/her eligibility has been officially certified by the institution, but not sooner than the day after the date of the last scheduled exam listed in the institution's official catalog for the fall term. If a student-athlete is becoming ineligible at the conclusion of the regular fall term (e.g., GPA deficiency), the ineligibility shall become effective at the time his/her eligibility has been officially certified by the institution, but not later than the first day of classes of the regular spring term.

13.4.5 Suspension. A student-athlete suspended by the institution for academic or non-academic reasons is to be rendered ineligible immediately. A student-athlete under suspension will not be permitted to compete (but may practice assuming they are enrolled full time) during an appeal process.

13.4.6 Transfers. To meet the provisions of 13.4.1, the cumulative minimum grade-point average must be achieved in all grades earned at all collegiate institutions during a transfer's first term of attendance at the certifying institution. In addition, credit hours earned at all collegiate institutions are to be used to meet the credit hour requirements of 13.4.2 during a transfer's first two terms of attendance [provided they are consecutive terms] at the certifying institution. Thereafter, the cumulative grade point average should be determined by whatever method is employed by the institution for students generally and only those credit hours which are accepted toward a degree and appear on the institutional transcript may apply.

13.4.7 Repeat Courses. Repeated courses may be used to satisfy the minimum full-time enrollment requirement for practice and competition provided such courses are counted toward full-time enrollment for students generally. However, repeated courses (with a previous grade of "D" or better) may be used only once to satisfy the credit hour requirements of bylaw 13.4.2.

13.4.8 Remedial, Tutorial or Noncredit Courses. In accordance with normal institutional policies, remedial, tutorial or noncredit courses may be used to satisfy the minimum cumulative grade-point average and credit hour requirements of 13.4.

13.4.9 Incomplete Grades. Incomplete grades may be used to satisfy the requirements of bylaw 13.4 provided they are removed in accordance with the institution's regulations applicable to all students.

13.4.10 Advanced Placement Credit Hours. Advanced placement (AP) credit hours are to be included in the credit hour and grade point average calculations to satisfy the requirements of Bylaw 13.4 in accordance with normal institutional policies pertaining to AP credits.

13.4.11 Hardship Years. Years for which a student-athlete was granted a medical hardship shall be considered as seasons of competition for purposes of determining the grade-point average and credit hour requirements of bylaw 13.4.

13.4.12 Mid-Year Transfers/First-Time Enrollees/Re-enrollees. If a student has not been identified and in attendance full-time at the certifying institution during the previous term, the student does not become eligible until the first day of classes for the following regular term, excluding intersessions (e.g., J-terms or winter sessions) as listed in the institution's official calendar. Exceptions would occur in the fall term if athletics contests are scheduled before the opening date of classes.

13.4.12.1 Certification of First-Time, Mid-Year Enrollees for Subsequent Seasons of Competition. It is permissible to certify at mid-year those students-athletes who were first-time, mid-year enrollees (this does not apply to transfers or re-enrollees) for purposes of satisfying the credit hour requirements of bylaws 13.4.2.

13.4.13 Intersessions. Credit hours earned during an intersession (e.g., J-Term) that are used to satisfy the requirements of 13.4 would apply towards whichever semester/quarter the intersession is applied institutionally. If the intersession is considered to be independent, the credits earned can be applied to either the fall or spring semester/quarter.

13.4.13.1 Full-Time Enrollment. Hours enrolled during an intersession (e.g., J-Term) can be counted towards full-time enrollment for whichever semester/quarter the intersession is applied institutionally. If the intersession is considered to be an independent term by the institution, those hours cannot be counted toward full-time enrollment for either the fall or spring semester/quarter.

13.5 Transfer Restriction. A transfer student is prohibited from competing for more than one institution in the sport of ice hockey during that same academic year.

13.6 Waiver of Eligibility Rules. A waiver request may be submitted on behalf of a student-athlete in cases where, because of special circumstances, the application of any rule results in an unintended hardship to a student-athlete. The NCHA Executive Committee is empowered to grant waivers to the Association's eligibility rules as the facts may warrant in each individual case. A waiver of one rule by the Executive Committee does not automatically waive any other rule. [See NCHA Administrative Regulation Article 22 for waiver process].

13.7 Medical Hardships. Medical hardship requests are to be submitted to the NCHA office on the prescribed form (See Appendix D) and will be processed in accordance with NCAA Bylaw 14.2.5.

13.7.1 Practice Activities. Any athletically-related activities a student-athlete is allowed to engage in following the injury are limited to such things as film review or rehabilitation exercises/drills as opposed to full-fledged practices on the ice.

Article 14 Financial Aid

14.1 NCAA Rules. All member institutions shall abide by the financial aid rules adopted by the Division III membership of the NCAA.

Article 15 Contest and Playing Season Limitations

15.1 NCAA Rules. All member institutions shall abide by the contest and playing season rules adopted by the Division III membership of the NCAA.

Article 16 Squad and Travel Limitations

16.1 NCAA Championships. Teams qualifying for NCAA championships shall abide by the travel squad limits established for the sport of ice hockey by the NCAA.

Article 17 Schedules

- 17.1 General Principle.** All contests, if at all possible, shall be scheduled upon such dates which will not conflict with established examination periods. In addition, schedules are to be formulated so as to minimize the amount of regularly scheduled class time missed by student-athletes.
- 17.2 Scheduling Obligations.** NCHA members are obligated to participate in the regular-season schedule as adopted by the membership.
- 17.3 Schedule Adjustments.** Any scheduling difficulties incurred because of examination periods and/or registration should be adjusted when the schedules are presented for adoption. Once a schedule has been adopted, proposed changes must be submitted to the NCHA office far enough in advance so as to allow the office to redistribute the schedule and/or inform all affected institutions. Generally, proposed changes will be considered only if the competing institutions agree and the change is not in conflict with the scheduling parameters stipulated by the membership. If in the judgment of the Commissioner the change would compromise the integrity of the schedule or place an institution(s) at a significant competitive advantage or disadvantage, the commissioner may elect to submit the proposed change to the athletics directors for review and approval.
- 17.4 Establishment of Schedules.** Whenever possible, schedules will be established at least one (1) year, and preferably three (3) years in advance.
- 17.5 Submission of Schedules.** Each institution is required to submit complete (i.e., NCHA and non-conference opponents) schedules to the NCHA office by the date requested by the NCHA office.
- 17.6 Exchange of Schedules.** Member institutions are required to exchange schedules with member schools prior to the beginning of the ice hockey season. Each schedule is to be signed by the sending institution's athletics director and games between the involved institutions are to be highlighted. Any changes to existing schedules (e.g., date, time, site) should be visibly noted and dated on the schedules and followed-up with a telephone call between the respective athletics directors.
- 17.7 Contracts.** Contracts for contests may be issued at institutional discretion. Contracts received from a member institution must be verified and returned in a timely manner. Changes or variations to prescribed times must be communicated via a written contract.

Article 18 Penalties and Appeals

- 18.1 Request for Investigation.** A faculty athletics representative or athletics director may request like officials at another institution to investigate within their institution alleged violations of NCHA rules. As a principle of policy, it is recommended that such requests be made and the answers considered prior to the lodging of formal complaints to the NCHA office.
- 18.2 Submission of Rules Violations to the Commissioner.** Member institutions are obligated to report immediately confirmed, alleged or suspected violations of NCAA rules and NCHA Bylaws, and Administrative Regulations to the Commissioner. Reports must be submitted in writing by the institution's director of athletics using the form prescribed by the NCHA. [See Appendix K] Copies of the report are to be forwarded by the athletics director to the institution's president/chancellor and faculty athletics representative(s).
- 18.3 Role of the Commissioner.** The Commissioner shall be the principal enforcement officer for the Association. The Commissioner is empowered to conduct any such investigations as may be necessary to determine whether a violation has occurred. The Commissioner's authority and responsibility to investigate also extends to those concerns or allegations raised by individuals not associated with any

NCHA institution. In the event the Commissioner receives a report of an allegation from a source outside the institution and there appears to be reasonable grounds to suspect a violation of NCAA and/or NCHA rules has taken place, the Commissioner shall immediately notify the involved institution's president/chancellor, faculty athletics representative(s) and director of athletics. The institution will have ample opportunity to provide relevant information to the Commissioner related to the alleged violation. Following review of this information, the Commissioner will inform the institution's president/chancellor of the final disposition of the investigation and, if necessary, impose penalties as provided for in 18.4. Should the Commissioner conclude that NCAA rules have been violated, the information and penalties imposed by the institution and/or the NCHA shall be forwarded to the NCAA enforcement staff as required by NCAA Constitution 2.8.1.

18.4 Penalties. The Commissioner is empowered to impose penalties in the event a member institution, staff member, student-athlete or booster is found to have violated NCAA and/or NCHA rules and the actions taken by the involved institution are deemed insufficient. These penalties may be in addition to those imposed by the NCAA. The penalties include, but are not limited to, the following:

- (a) The offending institution, or individual, may be reprimanded (publicly or privately) and warned against the repetition of the offense.
- (b) The offending institution may be required to forfeit all contests in which an ineligible student-athlete participated.
- (c) The offending institution may be placed on probation for a period of one to three years.
- (d) The offending institution may be prohibited from participating in NCHA championships and/or postseason events.
- (f) The offending institution may be required to strike or vacate any team/individual records or performances (including championships), and return any team/individual awards to the NCHA.
- (g) The offending staff member may be issued a letter of admonishment. A letter of admonishment is intended to convey a warning or express disapproval of the staff member's actions or oversight. The letter should also provide written notice that the staff member needs to make a concerted effort to understand the involved legislation and to make every reasonable effort to avoid a similar violation in the future. It is not required that a letter of admonishment be placed in the offending staff member's personnel file; however, that decision is left to the discretion of each institution.
- (h) The offending staff member may be issued a letter of reprimand. A letter of reprimand is intended to be a severe or formal disciplinary action or reproof to a staff member's action. The letter should convey clearly that the staff member's conduct that resulted in the violation is unacceptable and that the individual is being formally disciplined. It is recommended that a letter of reprimand be placed in the offending staff member's personnel file and given appropriate consideration in performance evaluations; however, that decision is left to the discretion of each institution.
- (i) For serious or repeated violations committed by a staff member, the institution may be required to suspend the offending staff member from his/her coaching duties.
- (j) For violations committed by a booster, the institution may be required to disassociate that individual from its athletics department for a specified period of time.

18.5 Appeals. Decisions of the Commissioner can be appealed by an affected institution, staff member, or student-athlete to the NCHA executive committee. The appeal must be in writing and filed with the commissioner within five (5) days of the receipt of the notice of the Commissioner's decision. All sanctions (e.g., suspensions) shall be in force during the course of the appeal process. The decision of

the executive committee shall be rendered only after affording any institution, staff member, or student-athlete involved in the case an opportunity to be heard and present evidence. The executive committee's decision may be further appealed to the faculty athletics representatives provided the appeal is filed in writing within five (5) days following receipt of the executive committee's decision. The decision of the faculty athletics representatives shall be final. The processing of appeals should be completed in a timely manner.

18.5.1 Recusal of Executive Committee Member. Any member, or members, of the Executive Committee representing an institution directly involved in a dispute shall be ineligible to participate in the hearing or to vote. The vacancy, or vacancies, created by such ineligibility shall be filled by a representative from an uninvolved institution selected by lot by the Commissioner.

ADMINISTRATIVE REGULATIONS

The Administrative Regulations of the NCHA consists of those policies, procedures and practices that guide the day-to-day operations of the Association.

Article 20 Office of the Commissioner

The Commissioner serves as the chief administrative officer of the Association and reports directly to the faculty athletics representatives with oversight (where necessary) from the presidents/chancellors of the member institutions. The Commissioner is vested with broad discretionary power and authority as may be reasonably necessary to discharge the duties of the office.

20.1 General Duties. The Commissioner shall:

- (a) Administer, interpret and enforce the NCHA Constitution, Bylaws, and Administrative Regulations as well as those of the NCAA.
- (b) Serve as the recorder-treasurer of the NCHA, assembling and submitting materials and agendas for all NCHA meetings.
- (c) Issue the call for all meetings and be responsible for the arrangements for the meetings of the faculty athletics representatives, athletics directors, sport committees, and other such meetings as may be properly authorized.
- (d) Serve as an ex-officio nonvoting member on all ad hoc and standing NCHA committees.
- (e) Be responsible for the distribution and retention in the NCHA office of all minutes of any authorized meeting.
- (f) Serve as the NCHA primary liaison with the NCAA and other related associations and organizations.
- (g) Prepare and submit for approval a yearly budget for the operation of the NCHA and collect the annual dues from all members.
- (h) Identify issues of critical importance to the NCHA and offer strategies for resolving those issues.
- (i) Employ and supervise such personnel as may be necessary to the performance of functions of the NCHA office.
- (j) Attend meetings or conventions of recognized associations or organizations concerned with amateur and intercollegiate athletics.
- (k) Conduct through the media, publications, meetings and the service of the NCHA, a continuous educational program emphasizing the development of scholarship, sportslike behavior, and understanding of the high ideals and of the values of competitive intercollegiate athletics.
- (l) Act as a mediator of controversies and disputes between member institutions.
- (m) Administer all NCHA postseason events.
- (n) Establish an ongoing program of corporate financial support for the operation of the NCHA office.

- (o) Perform such other duties as the Presidents/Chancellors, Faculty Athletics Representatives, Athletics Directors and/or Executive Committee may direct. If disagreement arises in the assignment of such duties, final resolution will rest with the Presidents/Chancellors.

20.2 Administrative Duties. The administrative duties of the Commissioner shall include:

- (a) Overseeing the selecting, training, assigning, observing, grading, disciplining and dismissing of officials in the sport of ice hockey.
- (b) Assisting in the preparation of the regular-season schedules.
- (c) Monitoring the NCHA budget.
- (d) Maintaining a compilation of precedents and interpretations of NCHA rules and regulations from proceedings of authorized meetings.
- (e) Preparing and distributing reporting forms required by NCHA rules and regulations.
- (f) Maintaining and distributing historical and statistical records for all NCHA athletics competition.
- (g) Receiving and filing all eligibility reports.
- (h) Standardizing and purchasing all NCHA awards, medals, and trophies as are necessary.
- (i) Administering NCHA policies involving radio, television, and related programs as they develop.
- (j) Updating and distributing as necessary the NCHA Constitution, Bylaws, and Administrative Regulations to each institution's president/chancellor, faculty athletics representative and athletics director.
- (k) Taking the necessary disciplinary action against any institution, individual or team found to have violated the rules and regulations of the NCHA and/or the NCAA.
- (l) Assisting any member institution officially notified by the NCAA of alleged violations.

20.3 Supervisor of Officials. The Commissioner shall retain a Supervisor of Officials, whose duties shall include:

- (a) Recruit and train a pool of qualified officials.
- (b) Supervise and mentor conference officials during the season.
- (c) Observe officials working other levels of hockey to determine their potential for a position on the NCHA officiating staff.
- (d) Assign officials for all NCHA home games.
- (e) Prepare and distribute to the officials an Officiating Manual containing relevant NCHA policies, procedures and mechanics.
- (f) Coordinate the purchase and distribution of rule books, warm-up jackets, and any other equipment items deemed necessary or desirable.
- (g) Conduct a pre-season meeting for conference officials.

- (h) Maintain regular communication with the coaches regarding any issues relating to officiating.
- (i) Maintain a working relationship with the NCAA Coordinator of Ice Hockey Officials.
- (j) Attend official NCHA meetings.
- (k) Perform such other duties as may reasonably be requested by the Commissioner.

20.4 Sports Information Director. The Commissioner shall retain a Sports Information Director, whose duties shall include:

- (a) Maintain the official NCHA website.
- (b) Compile NCHA and NCAA statistics
- (c) Prepare pre-season and post-season information.
- (d) Prepare and disseminate a weekly release during the season.
- (e) Select "Players of the Week".
- (f) Coordinate the dissemination of information and voting for All-NCHA team, coach of the year, player of the year and scholar-athlete of the year.
- (g) Coordinate the purchase of all awards.
- (h) Attend official NCHA meetings.
- (i) Serve as the NCHA liaison to the media.
- (j) Perform such other duties as may reasonably be requested by the Commissioner.

Article 21 Administrative Reports

Various administrative reports have been adopted by the membership to ensure the equal application of NCHA Bylaws and Administrative Regulations. These reports are to be submitted to the NCHA office within predetermined deadlines. Failure to submit required reports in a timely manner can result in reprimands and/or the imposition of sanctions against the offending institution(s). These reports are in addition to any reports that may be required by the NCAA and/or the WIAC. Furthermore, WIAC member institutions are required to send copies of all eligibility reports to both the NCHA and WIAC offices.

21.1 Eligibility Certificates. Only those student-athletes listed on the official eligibility certificate are permitted to represent the institution in intercollegiate competition. Each institution is responsible for ensuring that all information included on the eligibility certificates is accurate and that each student-athlete listed meets the eligibility requirements of both the NCAA and the NCHA. Eligibility certificates must be postmarked or in the NCHA office prior to the first date of outside competition (excluding a preseason scrimmage or exhibition game). The certificates are to be completed by the institution's director of athletics and registrar (or designee within the registrar's office) with the faculty athletics representatives having final authority as the institution's certifying officers. [See Appendix A]

21.1.1 Submission of Reports. All forms related to transfer student-athletes (i.e., Athletics Tracer Report, Transfer Player Eligibility Statement, NCAA Student-Athlete Statement) and international student-athletes (i.e., NCAA International Student-Athlete Form) shall be sent to the NCHA office with the eligibility certificates. If the eligibility certificates are sent to the NCHA office via facsimile, the transfer forms are to be mailed with the follow-up hard copies. [See Appendices B and C]

21.1.2 Mid-Year Report Submissions. At mid-year, (i.e., prior to the first day of the second term) institutions are required to submit to the NCHA office only changes (i.e., additions or deletions) in eligibility certificates submitted previously for those winter season sports that transcend the fall and spring semesters.

21.2 Season of Participation/Competition Record Report. At the end of the sport season, the institution shall submit a season of participation/competition report to the NCHA office on the prescribed forms. [See Appendix E.]

Article 22 Waiver Process

22.1 Submission of Eligibility Waivers. A waiver request of a NCHA eligibility bylaw may be submitted on behalf of an enrolled, prospective, or transfer student-athlete. Waiver requests of eligibility bylaws must be submitted in writing by the institution's faculty athletics representative(s) on the Association's prescribed waiver request form. [See Appendix F.]. It shall be the responsibility of the faculty athletics representative to determine the facts of the case, and to ensure the completeness and accuracy of the information submitted with the waiver request. Each filed waiver must include all pertinent supporting information/documentation, including academic transcripts of all work taken at any collegiate institution attended by the student-athlete. In the case of a prospective student-athlete, documentation related to the prospects standardized test score(s), high school GPA, and class rank is required.

22.1.1 Waiver Authority. Copies of a waiver request of a NCHA eligibility bylaw (with supporting materials) must be sent to the Commissioner and each member of the Executive Committee. The chair of the Executive Committee shall determine the means by which the committee will consider any particular waiver request. In cases in which ample precedent has been established or the facts of the case do not raise disputed issues, the chair has the authority to grant the waiver absent any review by the entire committee. The WIAC Commissioner is to be consulted on all waivers requests submitted on behalf of WIAC student-athletes

22.2 Submissions of Non-Eligibility Waivers. Waiver requests of non-eligibility Bylaws or Administrative Regulations can be submitted to the NCHA office by an institution's athletics director or faculty athletics representative(s). Such waiver requests must be submitted in writing and must include any pertinent supporting documentation.

22.2.1 Waiver Authority. The Commissioner has the authority to act on non-eligibility waiver requests, or may choose to consult with the chair of the Executive Committee. The WIAC commissioner is to be consulted on all waiver requests submitted on behalf of WIAC institutions.

Article 23 Meetings

23.1 Meetings of the Faculty Athletics Representatives. The NCHA faculty athletics representatives shall conduct at least two regular business meetings or telephone conference calls each year (typically mid October and late April) following or in conjunction with the regular meetings of the athletics directors. The chair of the faculty athletics representatives shall preside over all regular and special meetings of the faculty athletics representatives and any joint meetings of the faculty athletics representatives and the athletics directors. The chair of the athletics directors shall participate in the meetings and/or telephone conference calls of the faculty athletics representatives in an ex-officio capacity.

23.2 Meetings of Athletics Directors. The NCHA athletics directors shall conduct at least two regular business meetings or telephone conference calls each year (typically in early October and early April) and prior to or in conjunction with the regular meetings of the faculty athletics representatives. The chair of the athletics directors shall preside over all regular and special meetings of the athletics directors. The chair and vice-chair of the faculty athletics representatives shall participate in the meetings and/or telephone conference calls of the athletics directors in an ex-officio capacity.

- 23.3 Meetings of Men’s and Women’s Ice Hockey Sport Committees.** The men’s and women’s ice hockey sports committees shall meet in person or conduct a telephone conference call twice each year; preferably immediately prior to and following the conclusion of the ice hockey sport season and prior to the regularly scheduled meetings of the athletics directors and/or faculty athletics representatives. The chair of each respective sports-related committee shall preside over all regular and special meetings of that committee. The athletics directors liaisons to the men’s and women’s ice hockey committees shall participate in the telephone conference calls of their respective committees or any joint sessions of the committees in an ex-officio capacity.
- 23.4 Special Meetings.** Special meetings/telephone conference calls of the faculty athletics representatives and athletics directors may be called by the respective chairs of those bodies and/or the Commissioner.
- 23.5 Parliamentary Procedures.** The parliamentary procedures of the NCHA shall be governed by Robert’s Rules of Order.
- 23.6 Order of Business.** The usual order of business at official meetings or telephone conference calls of the NCHA shall be as follows:
- (a) Call to order.
 - (b) Approval of minutes from previous meeting(s).
 - (c) Commissioner’s report.
 - (d) Reports of standing and/or ad hoc committees.
 - (e) Sports committee reports.
 - (f) Other business
 - (g) Future meetings.
 - (h) Adjournment.
- 23.7 Minutes.** The minutes of all recognized meetings (e.g., faculty athletics representatives, athletics directors, sports committees) shall be recorded and maintained in the NCHA office. Generally, minutes shall reflect only actions (i.e., formal votes or “sense of the meeting”) unless otherwise directed by the chair. Items warranting further discussion or requiring formal action at future meetings of the NCHA are to be identified in italics.
- 23.7.1 Distribution of Minutes.** The Commissioner shall distribute copies of all minutes to each faculty athletics representative and athletics director. Athletics directors are responsible for distributing sport committee minutes to the affected coaches and other athletics staff members. Minutes of the faculty athletics representatives and athletics directors also shall be sent to each institution’s chief executive officer by the Commissioner.

Article 24 Sports Chairs/Athletics Directors’ Liaisons

- 24.1 Selection of Sport Chairs.** The sports chairs are to be selected by the men’s and women’s sports committees. The period of appointment shall begin on July 1 and continue until June 30 of the following year.
- 24.2 Duties and Responsibilities of Sports Chairs.** The duties and responsibilities of the sports chairs shall include:

- (a) Serving as the primary liaison between the head coaches and the NCHA office.
- (b) Identifying and communicating to the NCHA office pertinent issues and problems related to the sport of ice hockey.
- (c) Soliciting items from coaches, athletics administrators, faculty athletics representatives and others (e.g., sports information directors, athletics trainers, student-athletes) for inclusion on meeting agendas.
- (d) Assisting the NCHA office and the athletics administrator assigned sports coverage responsibilities with the notification, preparation, and conduct of the sport committee meeting(s).
- (e) Serving as the chair for the bi-annual sports committee meeting(s), and special meetings.
- (f) Serving as a member of the postseason tournament committee and assisting in the conduct of the postseason tournament, where appropriate.
- (g) Assuming responsibility for staying current with national trends and issues related to the sport of ice hockey.
- (h) Assisting in the overall evaluation of the sport season.
- (i) Assisting in the development of future sports schedules.
- (j) Assisting in the promotion of the sport of ice hockey at the NCHA, regional and national levels.

24.3 Athletics Directors' Liaisons. Each ice hockey sports committee shall be assisted by an athletics director assigned to that committee by the athletics directors. The athletics director liaison serves as an ex-officio member of each sports committee and shall represent the NCHA at sports committee meetings in which the commissioner is not in attendance. The athletics directors' liaisons are expected to work closely with the chair of the sports committee to which they are assigned and should be prepared to represent the views of the sports committees at meetings of the athletics directors.

Article 25 NCHA Standings and Awards

- 25.1 Regular-Season Standings.** The NCHA standings shall be determined on a point basis with two (2) points for a win and (one) 1 point for a tie. If two or more teams are tied for total points, the teams will be listed in the order of most NCHA wins and then (if necessary) overall record.
- 25.2 Regular-Season Champions.** The regular-season champions will be presented with a championship plaque/trophy.
- 25.3 Postseason Tournament Champions.** The postseason tournament champions will be awarded a traveling trophy.
- 25.4 All-NCHA Team.** The All-NCHA team shall be selected at the conclusion of each respective sport season. A suitable award will be presented to each member of the all-NCHA team by the NCHA office. The selections shall be made by the coaches in accordance with the following criteria and selection procedures:
- a) The team will be comprised of 12 players; two (2) goalies, four (4) defensemen, and six (6) forwards.

- b) The NCHA office will forward a nomination form (to include both NCHA and overall statistics) to each head coach. Coaches are to nominate players (in rank order) from their own teams only.
- c) The NCHA office will compile the nominations and forward a ballot to each head coach. Coaches are not permitted to vote for members of their own team. Each coach will list in rank order his/her choices for the top 12 players.
- d) The completed ballots will be compiled by the NCHA office and the team members released to the media following the conclusion of the regular-season.
- e) Plaques will be awarded to each all-conference selection.

25.5 Player of the Year Award. The head coaches will select one player to be named the NCHA Player of the Year in accordance with the following criteria and procedures:

- a) Nomination forms will be sent out to the head coaches from the NCHA office. Coaches may nominate only one player from their own team.
- b) The NCHA office will compile the nominations and forward a ballot to each head coach. Each coach will list in rank order the nominated players. Ties will be broken by another vote of all the coaches.
- c) The Player of the Year will receive a plaque.

25.6 Coach of the Year Award. A coach of the year will be selected using the following procedures and criteria:

- (a) The recipient will be announced at the conclusion of the regular-season. The Chancellor, Faculty Athletics Representative(s) and Athletics Director(s) of the recipient's institution will be informed of the award along with the media and membership of the NCHA.
- (b) The award is to honor an outstanding individual for expertise and accomplishments as an educator and coach, and the following criteria should be considered in the nominating and selection processes:
 - (1) One whose athletes display the ideals and principles of sport as an educational experience.
 - (2) One who displays maturity and the ideals of fair play in and out of her/his competitive environment.
 - (3) One who provides and cares for the well being of her/his student-athletes.
 - (4) One who works toward the development of talents and potentials of her/his student-athletes.
 - (5) One whose team reflects unity and common purpose in a healthy competitive atmosphere.
 - (6) One who displays knowledge and expertise in skills, fundamentals, and rules pertaining to the sport of ice hockey.
 - (7) One who contributes toward the development and growth of the sport of ice hockey in the NCHA.
 - (8) One who adheres to NCHA and NCAA rules and regulations.

- (c) A ballot including the names of all the current season coaches will be prepared by the NCHA office and distributed to all head coaches. The coaches will be asked to submit their ballots within the timeline established by the NCHA office. The Commissioner (or designee) will count the ballots and announce the recipient.
- (d) A weighted ballot will be used. Each coach must vote for two coaches in rank order with first choice being worth three (3) points and second choice worth one (1) point. The coach receiving the highest point total will be declared Coach of the Year. In the event of a tie, the coach receiving the highest number of first place votes will be declared the winner. If a tie remains, the tied coaches shall be designated as Co-Coaches of the Year.

25.7 Scholar-Athlete Awards. An outstanding senior scholar-athlete will be recognized each year. Each institution will be permitted to nominate more than one (1) member of their team for the award provided the nominee has met the established criteria. However, the institution must designate its top nominee. The recipient will be selected by the NCHA office in accordance with the following procedures and criteria:

- (a) Candidates for the award must have a minimum 3.50 grade point average on a 4.0 scale.
- (b) Athletes may not be nominated until their final year of competition/eligibility in that sport. They must have competed in a minimum of two (2) years at that school in that sport in which they are nominated.
- (c) The NCHA office will forward a nomination form to each institution's head coach prior to the conclusion at the season. The nominations must be sent to the NCHA office on the prescribed form within the specified deadline.
- (d) The NCHA office will compile the nominations and make the final selection.
- (e) The announcement of each scholar athlete will occur after the conclusion of the regular season
- (f) Each nominee will receive a certificate from the NCHA office.
- (g) The recipients will receive a plaque from the NCHA office.

25.8 All-Academic Team. The purpose of the all-academic team is to give encouragement to and recognition of superior academic performances to student-athletes engaged in the sport of ice hockey. Any student-athlete who attains a cumulative grade point average of 3.20 (based on a 4.0 scale), has earned a minimum of 50 semester or 75 quarter hours, and has been recommended by his/her head coach shall be designated for the all-academic team. Each honoree shall receive a plaque of commendation and the complete list of honorees will be compiled and distributed to selected media outlets.

25.9 Athletes of the Week. Each week during the season, the conference office will select a male and female ice hockey athlete of the week from nominations submitted by each member institution. The recipients shall receive a plaque from the NCHA.

25.10 Special Recognition Award. Individuals who have made unique contributions and/or have served the NCHA in an official capacity (e.g., athletics administrators, coaches, faculty athletics representatives, officials) over a number of years may be recognized with a special award from the NCHA.

Article 26 NCHA Championships/Postseason Tournaments

- 26.1 Determining NCHA Champions/Automatic Qualifiers.** The NCHA champion/automatic qualifier in the sport of ice hockey shall be determined as follows:
- (a) The NCHA champion shall be the regular-season champion. If two or more teams are tied, they shall be declared co-champions.
 - (b) The winner of the postseason tournament shall be the NCAA automatic qualifier (men only).
- 26.2 Men's Postseason Tournament Format/Sites.** The format and host sites for the NCHA men's postseason tournament will be determined as follows:
- (a) All 8 teams qualify for the postseason tournament.
 - (b) The first-round of the tournament will consist of a best two-out-of-three game series (mini-game) and will be played at the sites of the highest seeded teams (e.g., #8 at #1).
 - (c) The men's semifinals will consist of one-game series with the lowest remaining seeds playing at the sites of the highest remaining seeds.
 - (d) The men's finals will consist of a one-game series played at the site of the highest remaining seed.
- 26.3 Women's Postseason Tournament Format/Sites.** The format and host sites for the NCHA women's postseason tournament will be determined as follows:
- (a) The top 4 teams based on the final regular-season standings qualify for the postseason tournament.
 - (b) The semifinals and finals will be hosted by the #1 seeded team and will consist of one-game series.
- 26.4 Seeding of Teams.** The teams will be seeded based on the final regular-season standings. In the event of a tie in the standings among one or more teams, the seeding will be determined (in order) by the following criteria:
- (a) Most NCHA wins among tied teams.
 - (b) Goal differential in NCHA games played between tied teams.
 - (c) Goal differential in all NCHA games.
 - (d) Coin flip conducted by the Commissioner.
- 26.5 Postseason Tournament Finances.** If adequate funds are available, participating institutions will be reimbursed hosting and travel expenses within the limits prescribed by the NCHA. If after all reimbursable expenses are paid, there is a net profit from the tournament, these funds shall be retained by the NCHA office
- 26.5.1 Submission of Financial Reports.** The athletics director of each host and traveling institution is required to submit a financial report on the prescribed forms to the NCHA office within 10 days of the completion of each series. [See Appendix I.]
- 26.5.2 Reimbursable Host Expenses.** Host institutions are encouraged to keep costs at a minimum through the use of volunteers (e.g., scorer, announcer, timer, ticket sellers/takers, ushers). Reimbursable expenses include the following:
- (a) Ice rental. Host institutions utilizing a campus facility are not to be reimbursed for rental fees. If a non-campus facility is used the host institution is expected to negotiate a contract that is favorable to the NCHA and the fees shall not exceed the usual and customary rate for the facility.

- (b) Ticket printing. A maximum of \$100 per series.
- (c) Ticket seller/takers and ushers. A maximum of \$200 per game.
- (d) Security. Actual and necessary costs.
- (e) Clean-up. A maximum of \$200 per series, if the cost is not included in the ice rental charges.
- (f) Officials. See NCHA Administrative Regulation 26.7 for reimbursable expenses for game officials. (i.e., referees, linesman). A maximum of \$200 per game is also reimbursable for minor officials.
- (g) Applicable sales taxes and box office fees.

26.5.3 Reimbursable Travel Expenses. Traveling teams will be reimbursed for actual expenses (with the exception of meals) as opposed to a per diem under the conditions and limits listed below.

- (a) Transportation. Travel by charter bus (one bus only) will be paid at the rate commensurate with the institution's regularly contracted transportation agreement.
- (b) Meals. A \$15 meal per diem for each competition day will be provided for a maximum of 26 individuals for traveling teams only.
- (c) Lodging. Lodging will be provided for a maximum of 26 individuals in accordance with the following limits:
 - Round trips of less than 150 miles = No lodging.
 - Single game series: 400 or more miles (round trip) = one night's lodging at a rate of \$21/individual.
 - Two-game series: 150-399 miles (round trip) = one night's lodging; 400 or more miles (round trip) = two nights' lodging at a rate of \$21/individual.

[Note: If a traveling team can demonstrate that staying overnight (with lodging and meals) will be less expensive than commuting both days, then these expenses are permissible up to the prescribed maximums.]

26.5.4 Program Costs. The host institution is expected to provide game programs for each series and is responsible for all costs associated with the production and distribution of the programs. Any revenue generated through the sale of programs will remain with the host institution.

26.6 Ticket Policies. Ticket prices for all rounds of the NCHA postseason tournament are established at a minimum of \$6.00 (adults) and \$3.00 (students/senior citizens). Press passes are to be issued by the host institution but should be provided only for individuals who present valid press credentials, and are subject to limitations of space. No other passes of any kind or season tickets are acceptable for admission into the NCHA postseason tournament. Students are not permitted free admission, regardless of the campus policy. A minimum of 250 tickets are to be reserved for the visiting team until noon the day of the first scheduled contest for that series.

26.7 Officials. The NCHA office will assign the officials for each series of the postseason tournament. Host institutions are responsible for paying all officiating fees/expenses. The host institution should also furnish all minor officials as required by the NCAA rulebook.

26.7.1 Fees/Mileage/Lodging for Officials of the Men's and Women's Postseason Tournaments. Each official shall receive a game fee equal to the fees established for the regular-season plus an additional \$5. Each official will receive an additional \$20 if a mini-game is necessary. The mileage

rate used during the regular-season shall be applicable. Lodging (double occupancy) and a \$25 meal per diem shall be provided for those officials officiating consecutive nights in the same series (first round) and the semifinals and finals if their travel distance is more than 200 miles one way.

26.8 Security Requirements. The host institution is expected to provide security at a level that will ensure the safety of the players, coaches, officials and fans. Security personnel are to remain on duty until the players, coaches, and officials have exited the ice and are in their respective dressing areas. Security personnel may need to remain on site for a period of time after the contest should it be apparent that problems may occur between team members and/or fans.

26.9 Postseason Tournament Director. The host institution's athletics directors (or other administrative designee) shall be designated as the tournament director. The tournament director will be responsible for:

- (a) Planning the tournament and ensuring that all NCHA and NCAA regulations are followed.
- (b) Conducting the tournament in accordance with the policies and procedures outlined in the NCHA Handbook and the sport operating code.
- (c) Ensuring that all tournament programs and merchandise (e.g., T-shirts) display the NCHA logo.
- (d) Notifying the NCHA office and participating institutions in advance of the time schedule for the contest, available housing/lodging, publicity needs, dressing facilities, and coaches' meetings (if applicable).
- (d) Sending contest results to the NCHA office immediately following the event.

Article 27 General Regulations

27.1 Contest Management

27.1.1 Facilities. All NCHA events shall be conducted in facilities owned or under the immediate control of at least one of the participating institutions. Community or high school facilities may be used to host regular season or postseason events provided they meet the official standards of the sport of ice hockey and permission is granted by the NCHA office.

27.1.2 Supervision. No NCHA teams shall be permitted to participate in an event unless that team is accompanied by their coach or a designated institutional representative.

27.1.3 Delay or Termination of NCHA Events. The following are recognized as legitimate causes for delay or termination of a NCHA event:

- (a) Obstruction of the playing facility of any type that cannot be removed.
- (b) Failure of electrical power or other services necessary for the continuance of the contest.
- (c) Weather conditions making it impossible to start or continue the contest.
- (d) When the conduct of any person or persons is such that the safety of those participating or in attendance is in jeopardy.

27.1.3.1 Procedures. The following procedures should be followed when determining delays or termination of NCHA events:

- (a) The referee/head game official shall determine when a contest is to be delayed, terminated, or resumed if the cause is one of those listed in 27.1.3 (a), (b) or (c).
- (b) The home games management official with the visiting team's senior athletics administrative member (if present) and the assigned game officials will confer to determine when a contest is to be delayed, terminated, or resumed, if the cause is as presented in 27.1.3 (d).
- (c) At no time are either the home or visiting coaches vested with the authority to delay, stop or refuse to continue play. Coaches unilaterally taking their teams from the ice, or refusing to play, are subject to , but not limited to, those sanctions stipulated in the NCAA playing rules for the sport of ice hockey.
- (d) A contest delayed by causes listed in 27.1.3 shall be resumed on the date scheduled regardless of the length of the delay unless it cannot be resumed before 12:00 midnight. If necessary and practical, the contest may be continued at another site within the community.
- (e) If the contest cannot be resumed prior to 12:00 midnight of the date scheduled, the game shall be terminated and rescheduled for continuation from the point of suspension or as prescribed by NCHA or NCAA rules.
- (f) The game may be terminated at the point of interruption with the results reported as a completed game within the prescribed playing rules for the sport of ice hockey.
- (g) A complete written report detailing the unusual circumstances involved in the delay or termination of the contest shall be filed with the NCHA office following the event by the athletics director of the host institution and the head game official.

27.1.4 Ticket/Pass Policy. All institutions are required to honor the admissions' policies of the NCHA as set forth in bylaw 27.1.4.

27.1.4.1 Complimentary and/or Reduced Admissions. Member institutions are permitted to furnish complimentary and/or reduced price tickets to their home athletics contests except where prohibited by statute and/or NCAA or NCHA regulations.

27.1.4.2 Visiting Team Ticket Allotments. If requested, any number of tickets up to a maximum of 200 shall be allotted to the visiting team. The tickets shall be provided at least two weeks prior to the scheduled contest and any unsold tickets returned at least two days prior to the contest starting time. Any additional tickets requested over the above number shall be at the discretion of the host athletics director. The visiting team shall account for all tickets issued at the established price. It is recommended that a specific group seating area be provided for visiting fans who have purchased such tickets.

27.1.5 Spectator Control. Every effort shall be made by competing institutions to emphasize the importance of good sportsmanship by fans and spectators at all NCHA events. Athletics administrators from each institution have the responsibility to control and assist in the curtailing of unsportslike behavior from their respective fans, coaches, or athletes. However, in the event crowd control procedures must be initiated, this responsibility rests with each host institution, and/or with the tournament director at postseason events. Host institutions are responsible for taking reasonable measures (e.g., adequate security, public address announcements) to ensure that events are conducted in a safe and controlled environment, particularly in those instances in which questionable behavior or disruptive activities are foreseeable. The host institution shall take steps to ensure the safety and unabated movement of opposing teams and officials at the contest site.

27.1.6 Provision of Medical Services. The host institution is responsible for providing visiting teams with a description of all available medical and training facilities and services, including emergency telephone numbers. It is recommended that a conversation between athletics trainers from the

participating institutions take place prior to any event. The visiting team's training staff is responsible for supplying its own equipment and training supplies (e.g., tape, braces, padding) for pre-game treatment, and should inform the host institution of any particular needs or treatments required. In addition, the host institution must ensure that:

- (a) Certified athletic training personnel are on site at every NCHA event.
- (b) Basic services and amenities (e.g., stretchers, basic first aid supplies, towels, water cooler, ice) are available at every athletics event.
- (c) A plan is in place for communication and transportation between the contest site and a medical facility (e.g., hospital, clinic) should emergency services become necessary.
- (c) A working telephone or other telecommunications device, whether fixed or mobile, is readily accessible.

27.2 Officials. All NCHA contests shall be played under the supervision of officials assigned by the NCHA office. [See NCHA Officiating Manuals for both the men's and women's divisions.]

27.2.1 Fees/Mileage/Lodging. Games fees, mileage, and lodging for officials shall be provided in accordance with the fee structure and policies established by the NCHA and reflected in the respective officiating manuals. Host institutions are responsible for the payment of all officiating expenses. Officials are required to submit a NCHA "Request for Payment" form to the designated contact at the host institution.

27.2.2 Comments on Officiating. Coaches and officials will refrain from post-game comments on officiating. Any comments, criticisms or complaints of game officials' performance should be directed to the NCHA office by a written memorandum from the head coach through the athletics director. Coaches also may forward their comments via the written evaluation forms submitted to the NCHA office. Complaints pertaining to officials shall not be released to the press or public either in written or verbal form. The distribution of a videotape of "questionable" calls to members of the media or general public is also prohibited. Any coach, student-athlete or other institutional personnel connected with an institution who publicly criticizes officials shall be subject to severe disciplinary measures including, but not limited to, suspension from future contests.

27.2.3 Direct Communication. Coaches and game officials shall not contact each other directly to discuss matters pertaining to the officiating of a contest. All such communications shall go through the NCHA office and/or supervisor(s) of officials.

27.3 Official Rules Interpretations. Only authorized institutional officials may call the NCHA office for interpretations related to NCHA or NCAA Bylaws. The authorized officials include each institution's athletics director(s) and faculty athletics representative(s) and up to three additional officials inside or outside the athletics department (e.g., registrar). Coaches (with the exception of those also serving in the capacity of an athletics director) may not contact the NCHA office for official rules interpretations. Coaches and others are not precluded from contacting the NCHA office to request or report general information. Only those interpretations issued in writing are considered "official" interpretations.

27.4 Sports Information. Each institution is responsible for forwarding to the NCHA office information related to the results and statistics of their athletics teams and events. Statistics for all games shall be furnished as prescribed to the NCHA office.

27.5 Substance Abuse. The NCHA is committed to the enforcement and enhancement of NCAA rules and procedures regarding substance abuse as they pertain to student-athletes and staff; and a continuous effort will be made by the NCHA to develop and implement positive and effective policies which will discourage substance abuse within the NCHA.

- 27.6 Policy on Attire.** NCHA teams and individual student-athletes shall conform to all NCHA and NCAA regulations governing uniforms. Decals or printing related to alcoholic beverages, controlled substances, tobacco products, and inappropriate language or pictures shall not be permitted. All competitors shall wear exclusively the official uniform of their institution in warm-ups and competition.

Article 28 Membership Requests

- 28.1 Reviewing Requests.** Requests for membership will be reviewed in succession by an ad hoc committee (comprised of athletics directors and faculty athletics representatives) appointed by the NCHA Executive Committee, the athletics directors and faculty athletics representatives with the final determination made by the Presidents/Chancellors.
- 28.2 Criterion.** Requests will be reviewed on a case-by-case basis with priority given to what is in the best interests of the NCHA. A number of factors will be considered including, but not limited to, geography, enrollment, competitiveness, commitment to the sport of ice hockey, rules compliance, facilities, and scheduling ramifications.
- 28.3 Site Visit/Documentation.** The review process may include a site visit and/or the submission of documentation relevant to the membership request.
- 28.4 Presentation.** Representatives of the requesting institution may be asked to attend a NCHA meeting to make a presentation and field questions.

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