**Policy & Procedure Manual**

**Delaware Valley Collegiate Hockey Conference (DVCHC) American Collegiate Hockey Association (ACHA) Division 2**

**2017-2018 Member Teams**

1. Kutztown University [Kutztown, PA]
2. Lafayette College [Easton, PA]
3. LaSalle University [Philadelphia, PA]
4. Susquehanna University [Selinsgrove, PA]
5. Bloomsburg University [Bloomsburg, PA]

http://dvchchockey.org

**Table of Contents**

**I. League Meetings**----------------------------------------------Page 3

**II. Rules Committee**------------------------------------------Pages 3-4

# **III. Financial**---------------------------------------------------------Page 4

**IV. Officials**----------------------------------------------------------Page 5

**V. Insurance**--------------------------------------------------------Page 5

**VI. League Play**-------------------------------------------------Pages 5-6

**VII. Team Rosters**-----------------------------------------------Pages 6-7

**VIII. Game Regulations**-----------------------------------------Pages 7-8

# **IX. Equipment**------------------------------------------------------Page 8

**X. Home Team Responsibilities**--------------------------Pages 8-9

**XI. League Championships**--------------------------------Pages 9-10

**XII. DVCHC League-Standing Tie Breakers**--------------Page 10  **XIII. Trophies/Awards**--------------------------------------------Page 10  **XIV. Scheduling**-----------------------------------------------------Page 10

**XV. DVCHC Officers Duties &Responsibilities**------------------Page 11

#### League Meetings

* 1. Two (2) league meetings are held annually:
     + Summer/Fall Meeting: (**can be done by teleconference**) Rules clarification and interpretation, exchange / finalize schedules, propose new members for next season.
     + February Championship Meeting *[current year’s League Championship location*]: Proposed new members for following season (not next season), review of season, ACHA issues, and start to schedule.
  2. Additional league meetings may be held as deemed necessary by the DVCHC President and/or Commissioner or by the Rules Committee.
  3. Our calendar year is July 1st to June 30th (same as ACHA)
  4. The membership of the DVCHC shall consist of any school/university at the ACHA D-2 level approved for new membership by a vote of two-thirds (2/3) of the body of DVCHC schools represented *(for 15 schools, 10 schools need to be present).*

*5. To become a league member, a prospective team must fill out a* DVCHC *team application and have it in tothe* DVCHC *Commissioner's office no later than April 15thh of each year for admittance into the league. For example April 15, 2018 application is due for the 2018-2019 season. In addition, an admittance fee of $500 made out to “*DVCHC*" is to be in the* DVCHC *Treasurer’s office not later than May 15th. For example, May 15, 2018 for the 2018-2019 season. The admittance fee is to be*

*given as a “school issued” check or as an “official / certified” check from a bank. No personal checks will be*  *accepted. A team code of conduct will be required to be signed by the coach of the team. A mandatory one (1) year probationary period for each newly elected league member will be served, where said school has “no voting*

*rights”. When presenting to the DVCHC membership for approval into league, teams MUST do a presentation during the May meeting and have answers to basic questions such as Ice Facilities, Coaching Staff, Financial status, etc. The presentation is capped at ten (10) minutes.*

1. One vote allowed for each school; a simple majority will carry motions unless otherwise specified.
2. A quorum shall constitute at least 2/3rds the membership in attendance *(for 15 schools, 10 schools need to be present).*
3. A team representative (that has authority to schedule games, talk on behalf of school / team

/ coach) must be in attendance at all league meetings.

1. All teams must furnish updated names, addresses, phone and fax numbers and e-mail address for their schools / coaches to the league office for distribution as needed.
2. Each team can send what they would like to see on the agenda to the officers. The officers are to set forth the agenda. Meeting Agendas will be provided one (1) week prior to scheduled meeting from the league officers.
3. “Roberts Rules of Order” are used for all meetings.

#### Rules Committee / Appeals Committee

* 1. A Rules Committee exists to handle any disputes between teams during the season.
  2. The Rules Committee will consist of all the DVCHC members, in addition to the DVCHC Commissioner, who are not direct parties to a dispute.
  3. The Rules Committee will sit in judgment of rules violations and protests which must be submitted in writing / email. All protests must be acted upon within two weeks of submission in writing of the DVCHC President and all protests must be submitted, no later than, three (3) calendar days after actual incident occurs.
  4. All incidents that affect post-season play will have a submission requirement of forty-eight

(48) hours after incident occurs. The Rules Committee will then have seventy-two (72) hours to resolve. All post-season resolutions must occur by the Wednesday two (2) days prior to Championship Weekend. *See #6.*

* 1. An Appeals Committee [team(s) at hand or any school having an issue with the resolution made by Rules Committee] can be summoned, and appeal the verdict within forty-eight (48) hours of receiving said verdict. The Rules Committee will then have forty-eight (48) hours to resolve.
  2. Any issue in need of a Rules Committee can be submitted to the DVCHC Commissioner for viewing. If Commissioner deems said issue needs immediate response [other than stated above], a Rules Committee can be summoned for immediate action [time table TBD].

#### Financial

* 1. $League dues are *$TBD* for the 2017-18 season per team, in addition to the ACHA dues per team of $*1,500* and $*300* per home game for each team for the referees. Teams are to be paid in full to the DVCHC by October 1st. Failure to do so will place team on immediate probation within the league and will forfeit voting rights for that season.
  2. $25 fine for the late or non-submission of score sheets. Score sheets must be submitted to the DVCHC Commissioner & ACHA Commissioner DII within 24 hours of each game OR by Monday morning 10am (of that weekend) **by the HOME team**. A fax **OR** scanned emailed copy can be submitted. Please use the following numbers / emails for submission of all score sheets:

a. DVCHC D-II Commissioner Fax:

b. GNCHC Email: [coach\_19145@yahoo.com](mailto:coach_19145@yahoo.com)

and to ACHA Fax: **866-405-6033**

d. ACHA Email: [d2commissioner@achahockey.org](mailto:d2commissioner@achahockey.org)

* 1. $100 fine per team for non-attendance to any DVCHC league meetings.
  2. The Championship trophy must be returned to the DVCHC Commissioner’s office at least one (1) month (4 weeks) prior to the playoffs, or a $100 fine will be assessed. If a trophy is in need of repair, lost, or stolen, it must be fixed or replaced by the school in possession.
  3. Breakdown of budget to justify League Dues (in addition to ACHA dues & ref costs):

1. Website fees
2. Playoff referees & playoff ice
3. Emergency staff (trainers / EMTs) for playoffs
4. ACHA All-Star 2017-18
5. D&O Insurance, Accountant fees, trophies, misc., stipends
6. Each school receives a financial breakdown of the year at the Championship meeting.
   1. All DVCHC members shall be a member in good standing and meet all the requirements of the American Collegiate Hockey Association (ACHA)—Division II and maintain player/liability insurance through USA Hockey. Every player must sign the ACHA waiver, roster, and other forms deemed necessary by the ACHA. Also, each GNCHC member team must be in good standing with their respective intuitions.
   2. If a school is given a monetary fine to pay via the Commissioner because of a lack of response (i.e. sending in score sheets or any violation of this book), all fines are to be paid within the timeframe set. If the fines are not paid, said school will be placed on probation  *IMMEDIATELY* and will lose voting privileges and can be dismissed from the GNCHC.
   3. All teams are to submit their game scores to the DVCHC Commissioner for ranking purposes after each of their HOME and non –league games. Non-compliance will result in a $25 fee each week a team does not comply.

#### Officials

All DVCHC member teams must utilize ACHA certified officials for all League contests who comprehend and abide by all ACHA or NCAA approved referee systems regarding game play. Each team is to utilize a three *(3)-man referee system* **[1 referee, 2 linesmen**] for this upcoming season. All complaints regarding officiating should be directed to the appropriate Head Official/Assigner.

#### Insurance

* 1. It is MANDATORY for all DVCHC -II membership teams to purchase liability insurance through USA Hockey. This is done by registering your school with ACHA D-II for that year of play. All teams must present verification of this insurance coverage [*list of all players / coaches on spreadsheet send to USA Hockey]* to the DVCHC Commissioner before their first game. Failure to do so will result in elimination of that team from the league membership.
  2. USA Hockey district personnel information is available from USA Hockey Regional Directors upon request.

#### League Play

* 1. Each league member will play each team (in their respective conference) twice in the DVCHC while inter-conference games would occur once (1) per team. It is up to each team if they play 2-home games, 2-away games or home and home with each DVCHC conference opponent. For inter-conference play, both teams must mutually agree to terms on home or away games. **\*If any DVCHC team wants to play another DVCHC team in “non-league” play, they need to satisfy scheduling their league game schedule first, let the GNCHC Commissioner know which games are league and non-league between said teams, and update the SportNgin system by tagging each game as a league or non-league.\***

**2. All DVCHC games will count towards league standings awarding a team two (2) points for a win, one (1) point for a tie, one (1) point for an overtime loss and zero (0) points for an end-of-game regulation loss. There are no shoot-outs.**

1. DVCHC League play begins on October 1st. All games must be completed no later than one (1) week prior to play-offs, unless inclement weather forces a make-up game to be played. All teams must have complete schedules submitted to the league office by July 1st.
2. Game contracts are **RECOMMENDED**. Each team needs to download game contracts from the website. They must be filled out completely for all games, not just league games, and retained by each team. One (1) copy of every game contract must be submitted to the DVCHC Commissioner. **If no contract is signed, please refer to ACHA Manual 2010-11 Part 3 Article I, Section I, Part C.**
3. Teams must give 30 days notice for cancellation of a game to allow for notification of officials and the ice arena management. Parties will reschedule games within one week of the canceled game **OR** upon agreement between teams in question and the DVCHC Commissioner. If parties can not agree to a rescheduled time and date, both parties will contact the DVCHC Commissioner who will become involved and arbitrate a remedy. If games can not be made up at the home site of the canceled game, then a neutral site must be secured to play the game. This is unless inclement weather is the problem (see #6).
4. Teams may mutually agree to cancel a league game due to inclement weather (up to 3 hours before scheduled game time) only if the cancellation does not in any way affects the standings and playoff possibilities of any league teams; otherwise, the game must be rescheduled and played.
5. When a team intends to forfeit before a scheduled league game the forfeiting team must notify the scheduled team, officials, and notify the DVCHC Commissioner.
6. The forfeiting team shall pay forfeiture fees resulting from the loss of revenue and actual costs incurred for ice time, referees, travel, accommodations, advertising, etc. This is done on a case-by-case basis, through the Commissioner.
7. All teams must submit and update their rosters, administration, e-mail, addresses, phone numbers, and fax numbers as they change.
8. If for any reason there is any destruction, property damage, or disrespect to a fellow members ice arena, the individual player, team and coaches we be held responsible, and if there is the need return the damaged arena to its previous condition before the

incidents. The league will investigate and, hold that team responsible. Failure to comply will result in the removal from the league.

#### Team Rosters

* 1. Team rosters must be submitted to the DVCHC Commissioner on official ACHA Eligibility roster form prior to a team's first scheduled league contest. Each player must sign the ACHA Signature Sheet before its submission to the Commissioners (scan/email/fax to DVCHC, mailed to ACHA). In addition, the ACHA website roster needs to be completed, along with Player Agreement Forms, and USA Hockey Rosters (for insurance purposes) *(ACHA Section I. C. #3 [pg. 32]) .*Teams not submitting a roster prior to their 1st game will result in forfeiture of games and fined $25 per game, for the first two games played without a roster, and face league expulsion thereafter, if still not submitted. The Commissioner may waive the fine if a team is experiencing a problem and notifies the Commissioner in a timely manner.
  2. Any additions to the original roster must be submitted to the DVCHC Commissioner prior to the individual(s) in question playing in a League game. Make sure all players have separate numbers [i.e. one (1) number per player, no sharing].
  3. While ID checks will not be required during the regular season, it is expected that all players carry current student ID with them to all games in case of an identification challenge situation.
  4. Final rosters will be frozen on January 31st by 11:59pm. Any and all additions for Spring must be postmarked / given to the DVCHC Commissioner by January 31st to be eligible for DVCHC League Championships. Final team roster is limited to 30 players. Swing players between teams at same school are stopped by this deadline (January 31st). *D1 swing players can play in a max 6 games at the D1 level (ACHA, 2011 Convention).* Before swing players are used, ‘said’ team is to email the team they are playing to let them know. On the CC of the email are the DVCHC Commissioner, DVCHC President and ACHA D2 Commissioner.
  5. Both the fall and spring roster must be certified (stamped) by the school's registrar to verify player eligibility as a bonafide student. Both rosters must be processed by the submitting team and sent to its school's registrar. After the registrar completes and verifies the roster, it is to be sent by the registrar's office directly to the ACHA Commissioner DII (and either faxed/scanned/emailed to the DVCHC Commissioner with appropriate stamp/seal affixed) by the ACHA Deadline date for each semester.
  6. Player eligibility follows all ACHA Division II requirements however all students after completing their 2nd semester of their freshman year (ie beginning sophomore year) need to have completed 24 credits, and maintain 24 credits passed each year moving forward, with the exception being seniors (as they only need what is mandatory to graduate).
  7. Any formal challenge involving a player's eligibility must be presented to the DVCHC Commissioner in writing. The Commissioner will then request proof of eligibility for the team of the player in question &/or confirm with ACHA Commissioner DII.
  8. Student athletes who have played professional ice hockey shall not be eligible for competition in the DVCHC. “Professional” being defined by the ACHA Handbook.
  9. Student athletes may receive only financial aid which has been properly channeled through the university's financial aid office.
  10. When new players are added to a DVCHC member team, they MUST complete all ACHA / USA Hockey paperwork / online additions within 1 calendar day of being added and said team must fax to DVCHC Commissioner. This is in regards to a player being added during the season. At the least, said team should contact DVCHC Commissioner right away to make the league aware of these players prior to sending said information.

#### Game Regulations

* 1. A team may dress a maximum of twenty-one (21) players for any league game. Within any season, a coach playing a disqualified player will be suspended for three (3) league games for the first infraction. For two (2) infractions or more, the coach will be banned from the league for that season and the GNCHC Commissioner will review the coach's future with the league.
  2. GNCHC games will consist of three (3)-20 minute periods with ice resurfacing before game and after both the first and second periods.
     + The home team shall advise the visiting team of its starting and ending contracted ice time before the start of each game. If the game is tied after regulation, a five (5) minute, 4-on-4 overtime period shall commence.
     + League members must provide a 3-hour minimum time block or enough time to finish games. If not time is available for this session to finish, the home team will forfeit said game with a 2-0 score.
  3. All minor penalties will be two (2) minutes in duration. Majors will be five (5) minutes.
  4. All DQ’s will not be tolerated! For every individual player, below are the penalties:
     + First DQ: Balance of game plus next ACHA game. Carry over to next season applies.
     + Second DQ: Balance of game plus the next two (2) games (ACHA only). Not valid with non-ACHA teams. Player must sit out for next 2 ACHA games that are on the officially submitted schedule for that team. Carry over to next season will apply.
     + Third DQ: Balance of game plus the next three (3) games (ACHA only). Not valid with non-ACHA teams. Player must sit out for next 3 ACHA games that are on the officially submitted schedule for that team. Carry over to next season will apply.
     + Fourth DQ: player is suspended until review between ACHA Commissioner & GNCHC Commissioner is completed on ‘said’ player and penalty is handed out.
     + More than Four DQ’s: Suspended from the rest of GNCHC league schedule and the next 3 ACHA games, in that year, and **(extra)** needs to sit out for first 3 ACHA games in the following season. Team must also pay $500 in suspension fees.
     + The offending team must escort a disqualified player by a non-player immediately to its dressing room. An additional delay of game penalty will be assessed if this is not carried out to the satisfaction of the referee.
  5. The GNCHC Commissioner shall be responsible for notifying the next team on both team's schedules of the disqualification (via email, phone or fax). This policy is meant to serve as a policing action of the GNCHC disqualification policy. The penalty for playing a disqualified player in the player's next league game is an automatic forfeit.
  6. *If at all possible*, no league games will start after 9:15 p.m. (*suggestive)*
  7. A non-playing, non-undergraduate coach must be on the bench for all league contests. Coaches can be graduate students. In order to be considered a coach, all coaches must be familiar with all GNCHC and ACHA rules and should remain throughout the season. Any change in coaching personnel during the season must be recorded with the GNCHC Commissioner. Assistant coaches should also be registered with the league office.
  8. A team who continuously has blatant disregard for league rules, the Commissioner has the authority to remove the team from the league. Two or more teams disagreeing with the expulsion of the team in question will table the motion.
  9. Any player who receives a disqualification penalty must sit out the proscribed number of games in accordance with ACHA and NCAA rules (see #4).
  10. All players, coaches, and officials on and off the ice shall observe sportsmanship of the highest order, before, during, and after the game in which they represent the GNCHC. Unsportsmanlike conduct displayed by players or coaches towards the opposing team or officials will not be tolerated. A formal written assessment may be submitted by the officials and opposing coach at the conclusion of the game in which an unsportsmanlike behavior has occurred, directly to the GNCHC Commissioner’s office. Any player, coach, or team who continues to display unsportsmanlike conduct may be brought before the league for disciplinary action. The second game misconduct infraction by a coach or team representative will be reviewed by the GNCHC Commissioner and the Rules Committee and will result in one game suspension, only if the suspension is recommended by the Commissioner and upheld by the Rules Committee. These reviews and any enforcement will take place as soon as possible after a written report is submitted. Subsequent infractions will be handled on a case-by-case basis and may use progressive discipline.
  11. Any coach that knowingly plays an ineligible player shall be suspended for three (3) games and barred from the playing facility for those games.
  12. The GNCHC Commissioner may suspend a player or coach that has a history of severe abuse at the request of the membership even if any action is not suspendable by NCAA, ACHA or rules contained herein. This suspension may be appealed to the Rules Committee.
  13. An on-ice official must precede the visiting team on the ice before the pre-game warm up and before each period. Teams will not go on the ice for a pre-game skate unless an on-ice official precedes them on the ice.
  14. The visiting team must precede the home team on the ice before the pre-game warm up and before each period. An unsportsmanlike penalty may be called if, in the judgment of the referee, this rule is violated.

#### Equipment

* 1. All GNCHC players must wear NCAA approved face mask and helmet; and / or all equipment used must meet ACHA standards regarding being properly equipped.
  2. All goalie pads must conform to the NCAA Ruling on 11” wide pads. Maximum length (from top to bottom) is 38” and boot length no less than 7”.
  3. All teams are to follow the ACHA guideline pertaining to goalie measurement sheets.

#### Home Team Responsibilities

* 1. To provide timer and scorer.
  2. To send out all information for all home contests including directions to home arenas. In addition, pre-game protocol must be done emphasizing the following areas: Pregame warm- up time, ice dirty or clean for warm-ups, starting lineup or anthem ceremony, where your medical professional will be situated during the game, order of which teams enter ice for warm-ups or game itself, etc.
  3. To provide an **ON SITE** certified athletic trainer (ATC), emergency medical technician (EMT) or a certified medical professional. This medical professional needs to sign the score sheet as proof of attendance. Non-compliance or no medical professional in attendance will result in a $150 fine to home team.
  4. To submit team rosters to the registrar and subsequently to the GNCHC Commissioner by the specified dates.
  5. Send the ACHA score sheet to the GNCHC Commissioner & ACHA Commissioner (Section III [2]).
  6. Email the scores of all league games to the GNCHC [coach1\_19145@yahoo.com](mailto:lpunt15@gmail.com)
  7. To submit a game disqualification sheet to the GNCHC Commissioner for all contests, league or non-league.
  8. Home teams are to provide 20 practice pucks for warm-ups for the visiting team.
  9. To provide adequate security and keep fans away from the visiting bench, locker room, or behind the visiting goaltender.
  10. Report /score **all non-league** games onto GOALLINE (or system used by ACHA).
  11. Speak to referees before game reminding them of the tie-breaker protocol. (i.e. no shootouts after OT session).
  12. Making sure that the score sheet is filled out properly checking the following details:

1. After the starting lineup, jersey numbers are listed numerically
2. Any new jersey numbers worn should be circled next to the player’s regular jersey #
3. Shots on Goal and goalie info if filled out properly
4. Scorers and Penalty section is filled out properly
5. Medical professional’s signature is placed on the sheet
6. RECAP section filled out properly
7. Players tally section (G, A, PTS) filled out properly
8. Any DQs from previous game MUST be placed in the Sitting Game DQs section

#### $League Championships

* 1. A total of eight (6) teams will qualify for the league championship playoffs. Seeds will be determined by the number of points accumulated during the regular season. The Eastern Conference will have its top 2 teams, same with the Central Conference, and same with Western Conference. Seed #7 & #8 are determined with most points accumulated. Please see tie-breaking section if teams are tied. The Championship Tournament will follow the following playoff game schedule:

### Day 1 (FRIDAY)

*Game #1 – # Seed versus # Seed*

*Game #2 – # Seed versus # Seed*

*Note: These games are single elimination, will not have a consolation game*

### Day 2 (SATURDAY)

*Game # - Lowest Remaining # Seed versus Highest Remaining # Seed (5pm start) Game # – Middle #Seeds Remaining (8pm start)*

*Note: These games are single elimination and will not have a consolation game*

### Day 3 (SUNDAY)

*Game #7 - Winner of Game #5 versus Winner of Game #6* **(Championship Game)** *(2pm start)*

* 1. The team with the higher regular season ranking will always be the home team in the playoffs. \*All games cannot end in a tie; sudden death overtimes, if needed, will be 20 - minutes in duration, proceeded by an ice cut before each overtime period until a winner is named. Teams will play with their regular complement of players (5-players and a goalie)\*.
  2. All league teams are required to have one representative (preferably Coach, GM, or Team Captain) attend the league playoffs to assist the GNCHC Commissioner with the following duties:
     + All-Star Selection/MVP Selection.
     + Serve on Championship Protest Committee (same as Rules Committee).
     + Work as ticket takers and hand out brochures.
     + Perform ID check if deemed necessary by the GNCHC Commissioner.

#### GNCHC League-Standing Tie Breakers

* 1. Total League wins during the season; if tied then;
  2. Head to Head League record during the season between teams involved (i.e. when both team played each other in their regular season game[s]); if still tied, then;
  3. Ties have more weight than OT losses in total points. If both teams are still tied after analyzing this, then;
  4. Goals Against in League games between teams involved [during their games played against each other]; if still tied, then;
  5. Total Goals Against during all league games; if still tied, then;
  6. Fewest League PIM allowed per team; if still tied, then;
  7. Coin toss.

#### Trophies/Awards

* 1. Rotating cup will be named the *White Trophy* and awarded to the League Championship playoff winner.
  2. Keeper trophy for League Championship Playoff Champion.
  3. Gold & Silver Medals will be given to the League Playoff winning team & runner-up team.
  4. Keeper trophy for the Regular Season Champion.
  5. Keeper plaque for Most Valuable Player in playoffs.
  6. Keeper plaque Coach of the Year.
  7. Keeper plaque for the Finbarr O’Connor Sportsmanship Award.
  8. An All-Star team (1st Team, 2nd Team) comprised of 12 players (6 forwards, 4 defensemen, and 2 goalies) for annual website recognition. Coaches determine via paper voting system (5 players from each team are placed in a voting pool). Teams will be permitted to vote for ONLY one of its own players for the 1st and 2nd team once voting commences.
  9. Honorable mention attention will be given to nominated players left from player pool. Players on these lists must accumulate at least two votes. They will be placed on the website annually.
  10. An All-Tournament Team comprised of the six playing positions will be chosen by the coaches and the GNCHC Commissioner. *(see XVI, #13)*
  11. An All-Star Game will be awarded to players that coaches / GMs vote on to represent the GNCHC. The game will consist of preferably 6 goaltenders, preferably 16 defenseman, and preferably 24 forwards. These numbers can be altered due to availability and scheduling. They will be divided into two teams to compete in a GNCHC All-Star Game and, possibly, a “Skills Weekend”.

#### Scheduling

* 1. All teams are to first schedule GNCHC games before it schedules any non-league games in any upcoming season. League scheduling for the next season is to be completed by July 1st. If one member offers another member three alternative game dates and the required league games cannot be scheduled due to previously committed games outside of league play by that other member, then, the game shall be forfeited by the team whose non-league game is interfering with league scheduling. Bottom-line, schedule GNCHC league games first.

1. **GNCHC Officers Duties and Responsibilities (Commissioner, President, Treasurer, and Secretary)**
2. **Commissioner**. The Commissioner will oversee the league during the regular season, playoffs and championship series. He or she has authority over all disciplinary actions of players, coaches and member schools. He or she acts as a mediator and makes judgments on disputes between members and will make rulings on any protests lodged in accordance with the GNCHC Constitution and By-Laws.
3. **The President** shall preside at all meetings of the Conference; shall call special meetings as provided in the by-laws, shall appoint all special committees and represent the league. **Secretary** – The secretary shall assist the president preparing agendas, keeping minutes of all meetings and take responsibility for any mailing or communications, newsletters or updates to the GNCHC member team representatives and/or any other parties as designated by the president.
4. **Other Suspensions**.  Suspensions for other unsportsmanlike offenses shall be determined by the **Commissioner.**
   1. To set dates and location, establish agenda, notify League membership, and preside over GNCHC annual Fall and Championship Meetings.
   2. To serve as Chairperson of the GNCHC Rules Committee and call special meeting as deemed necessary.
   3. To maintain, update, and print GNCHC Rulebook and to insure its distribution to all League members.
   4. To compile and distribute minutes of all League Meetings.
   5. To enforce League policy as dictated by the GNCHC and ACHA Rules. Should any issue not be clearly resolved through league rules, the GNCHC Commissioner will seek resolution through the Rules Committee, or, if appropriate, by League meetings.
   6. To distribute invoices for League dues and forfeiture fees. Assess fines for late or non- submission of score sheets, rosters and non-attendance at league meetings.
   7. Acts as secretary to all GNCHC teams and imputes **all league** games, results, schedules and rosters onto GOALINE on the ACHA website.
   8. To monitor / change / maintain GNCHC Website.
   9. To monitor all GNCHC forms for accuracy and adherence to deadlines, including:
      * Team Rosters
      * Score sheets
      * Game Disqualification Cards
      * Schedules
   10. To insure that an adequate supply of official GNCHC forms is available to member teams.
   11. To facilitate arrangement for GNCHC Championships including:
       * Secure Ice
       * Hire and schedule officials
       * Hire Security officers (if necessary)
       * Order Supplies
       * Secure ticket takers
       * Notify teams and establish schedule
       * Print roster program o Issue publicity releases o Pay all league bills
       * Award Presentation
   12. Attend Spring ACHA meeting in Naples, FL. The GNCHC Commissioner will be required to attend the end of year ACHA / AHCA Meetings in Naples, FL. Air-fare will be provided by the GNCHC teams and taken out of dues from that year. If within budget, as per the GNCHC teams no later than the Championship Meeting that season, hotel and rental car will be paid through GNCHC team dues from that season.
   13. The GNCHC Commissioner will be responsible for choosing the All-Tourney Team following the championship game at the GNCHC League Playoffs. Each coach is responsible for giving the Commissioner names from their games that weekend (either for their team or the opposition) that may be worthy of consideration. If a coach does not provide said information, they will forfeit their right to aid in the process.
   14. To act in accordance with the league's bylaws.
   15. To email / send all scores reported from all GNCHC teams to the ACHA Ranking Committee on a weekly basis.