



# Blue Ridge Hockey Conference

# 2012

# 2013

This document provides guidance to the Board of Directors and BRHC member management, in regards to the internal management structure, general operations, rules and procedures. Note: Game protocols and NCAA Rule Modifications are located in the last section, labeled as BRHC Game Protocols.

# Manual



**The Blue Ridge Hockey Conference is a division of the East Coast Collegiate Hockey Association, an IRS designated 501(c)(3) non-profit corporation.**

## **ARTICLE I -- Name**

**Section 1** - The name of the organization (DBA) shall be the Blue Ridge Hockey Conference (BRHC), which is part of the East Coast Collegiate Hockey Association (ECCHA).

## **ARTICLE II -- PURPOSE**

**Section 1** - The purpose of the BRHC is to provide standards and support competition among developing college and university ice hockey programs located in the Mid-Atlantic and Southeastern United States.

**Section 2** - In addition to promoting intercollegiate hockey, the BRHC shall emphasize academic performance and eligibility for athletes and regional recognition of its member programs, and linkage of regional intercollegiate programs with the American Collegiate Hockey Conference (ACHA).

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

## **ARTICLE III – ORGANIZATION MEMBERSHIP**

**Section 1** - The membership of the BRHC shall consist of college or university ice hockey clubs approved for membership by an affirmative vote of two-thirds of the members of the BRHC Board and current member organizations.

**Section 2** - New BRHC members will be placed on a one-year affiliated period before being accepted as full BRHC members. After the one-year affiliated period, the new member may be voted in as a full time member upon receipt of a two-third affirmative vote by the existing members.

**Section 3** - Both member and affiliated members must comply with all provisions of the manual of the BRHC except as noted.

**Section 4** - Member organizations will be required to pay an annual BRHC team registration fee set by the BRHC Board. Affiliated members will be required to pay an annual fee as designated by the BRHC Board. This fee will normally be equal to one-half of the annual fee paid by full members.

**Section 5** - Member organizations must maintain player / liability insurance through USA Hockey or other comparable coverage approved by the BRHC Board.

**Section 6** - All BRHC full members must also be members, in good standing, of the American Collegiate Hockey Association (ACHA).

**Section 7** - BRHC membership may be revoked by an affirmative vote of two-thirds of the BRHC Board and member organizations.

**Section 8** - At the discretion of the BRHC board, a member organization may be placed in a probationary status as a result of disciplinary action. These reasons include:

- a) Failure to pay league fees,
- b) Failure to comply with BRHC manual,
- c) Formal complaints lodged against the organization that are determined to be detrimental to the conference as a whole,
- d) Other actions as determined by the BRHC board.

## **ARTICLE IV – GOVERNANCE**

**Section 1** - Representatives of the member organizations and the BRHC Board of Directors will govern the

affairs of the BRHC.

**Section 2** - Each member program will designate one BRHC representative and one alternate representative. The designated BRHC representatives shall elect the BRHC Board. Each member organization will be entitled to one vote. Voting by proxy is not permitted.

**Section 3** - The principal office of the BRHC will be the address of the Commissioner unless designated by the BRHC Board.

#### **ARTICLE V – BRHC BOARD OF DIRECTORS**

**Section 1** - A single representative of each member organization shall vote during the election of the BRHC Commissioner at the annual meeting.

**Section 2** - A single representative of each member organization shall vote during the election of the BRHC Board at the annual meeting. The BRHC board shall be made up of a minimum of two (2) single representatives voted upon by the representatives of the member organizations and the Commissioner.

**Section 3** - The Commissioner and Board members will serve one-year terms unless they are voted out by a two-thirds vote of member representatives.

**Section 4** - The BRHC Board shall have the power and responsibility to:

- A.** Interpret, define and explain all provisions of the Conference's Manual and Rules.
- B.** Manage the business affairs of the Conference and have the authority to establish the management policies for the operation of the Conference and its activities and programs.
- C.** Call meetings of the Conference.
- D.** Impose and enforce penalties for violation of the Manual or Rules.
- E.** Remove any penalties for violation of the Manual or Rules.
- F.** Appoint committees from the Board and/or the membership representatives, supervise committee work, and receive reports.
- G.** Authorize collection of membership/registration fees and other funds on behalf of the Conference.
- H.** Approve budgets and direct the expenditures of the Conference.
- I.** Audit all books, vouchers, receipts and records of the Conference.
- J.** Determine who shall be authorized from time to time on the Conference's behalf to sign checks, drafts, or other orders for payment of money; to sign acceptances, notes, or other evidences of indebtedness; to enter into contracts; or to execute and deliver other documents and instruments.
- K.** Oversee game scheduling.
- L.** Set player eligibility requirements.
- M.** Approve team coaches on an annual basis (head coach must be non-playing).
- N.** Approve and sanction all rinks that will host a BRHC game.

**O.** Determine which amendments will be voted on by Board only, by members only, or by all eligible parties. Issues dealing with the business aspect of the Conference will be voted on by the BRHC Board only.

#### **ARTICLE VI -- OFFICERS**

**Section 1** - The BRHC will have elected officers serving in the following capacities:

- A.** BRHC Commissioner
- B.** BRHC Division Assistant Commissioner(s) as needed
- C.** BRHC Board members (minimum 2)

#### **ARTICLE VII -- MEETINGS**

**Section 1** - The BRHC Board shall meet at least 2 times annually.

**Section 2** - The Commissioner may call special meetings of the Board or membership as required with 14 days written notice as a minimum.

**Section 3** - The Annual Meeting of the BRHC shall be the first meeting of the organization starting the new fiscal year.

**Section 4** - A quorum for Board of Directors' meetings shall constitute attendance by at least 51% of the Board membership.

**Section 5** - The Commissioner shall preside at all Conference Meetings. In the absence of the Commissioner, a BRHC Board member shall preside.

#### **ARTICLE VIII -- COMMITTEES**

**Section 1** - The Executive Committee shall consist of the Commissioner and BRHC Board members.

**Section 2** - The Commissioner shall appoint standing or Ad Hoc committees as required.

#### **ARTICLE IX -- COMMISSIONER & ASSISTANT COMMISSIONERS**

**Section 1** - The Board shall appoint a Commissioner who shall serve as the administrative officer of the Conference, and act as a member of the BRHC Board. The Board may also appoint Assistant Commissioners who will serve as the administrative officer of individual Division(s).

**Section 2** - The member organizations may elect to remove the Commissioner and/or Assistant Commissioner by an affirmative vote by two-thirds of the member organizations representatives.

**Section 3** - The Commissioner and Assistant Commissioners shall be responsible for the administration of approved BRHC policies, rules and activities as outlined in the BRHC Manual. The Commissioner shall be responsible to the BRHC Board in the performance of duties and serve as a voting member of the Executive Committee.

**Section 4** - The Commissioner will rule in the event of a dispute between teams or Board Members that arises from a situation that is not covered by the Manual.

**Section 5** - As the presiding officer for general business meetings of the BRHC membership, the Commissioner shall organize the agenda for each meeting.

**Section 6** - The Commissioner shall serve as a representative of the organization in matters where the Board has not designated another person as an organizational representative.

**Section 7** - The Commissioner of the BRHC is the Chairperson of the Administrative Staff. The Commissioner will select an administrative staff from the best-qualified volunteers available. Each staff position will help the Commissioner in carrying out his duties to the board. The Administrative staff is made up of the following Departments.

**1. Referee-in-Chief**

**2. Conference Statistician**

**3. BRHC Treasurer**

**4. Webmaster**

Each of these departments has the following responsibilities to the Commissioner:

**1. Referee-in-Chief**

- a) Assist the Commissioner with any disciplinary issues pertaining to, but not limited to, interpretation of NCAA and BRHC rules.
- b) Act as a liaison between the league and the various officiating associations.

**2. Conference Statistician**

- a) Compile weekly conference statistics and forward them to the Commissioner for dispersal.
- b) Maintain the game sheets for the entire season.
- c) Collect all game sheets involving any Conference Team and examine each for any indications of Game Disqualification penalties. The statistician will inform the Commissioner of any such findings and issue appropriate information to the offending team/player at the Commissioner's discretion.

**3. BRHC Treasurer**

- a) Maintain the financial account of the BRHC.
- b) Perform financial duties as listed below.

**4. Webmaster**

- a) Maintain the league website
- b) Monitor content on team websites

## **ARTICLE X - FISCAL POLICIES**

**Section 1** - The fiscal year of the corporation shall be a twelve-month year, ending July 31 of each year.

**Section 2** - All moneys received by or in the name of the BRHC shall be deposited in a bank account as authorized by the BRHC and/or ECCHA Board. All cash disbursements from such bank accounts greater than a limit set by the BRHC and/or ECCHA Board shall require authorization.

**Section 3** - Bonding shall be required of the Commissioner and any members or agents who expend or receive funds.

**Section 4** - Annual financial statement shall be presented in writing to a BRHC member upon request.

**Section 5** - Upon dissolution of the BRHC, after payment of just debts, any remaining assets shall be distributed to any qualified organization with a non-profit tax-exempt status, 501(c)(3) determination by the Internal Revenue Service. Any such act of dissolution shall be made by the BRHC at a special or regular meeting after due written notice to the corporate membership of each pending action.

## **ARTICLE XI -- NONDISCRIMINATION CLAUSE**

**Section 1** - All activities of the BRHC shall be conducted in accordance with Article VI and Article VII of the Civil Rights Act.

## **ARTICLE XII -- INDEMNIFICATION**

**Section 1** - Members of the corporation shall not be personally liable for any debt or obligation solely by reason of being members. The BRHC Board may authorize the payment of expenses incurred by, or to satisfy a judgment or fine rendered or levied against a present or former Board member, officer, or employee of BRHC in an action brought by a third party against such person to impose a liability or penalty on such person, for an act alleged to have been committed by a person while the member, officer, or employee, or by the corporation, or by both, whether or not the corporation is joined as a party defendant, provided, the Board determines in its sole discretion that such member, officer, or employee, was acting in good faith or what he/she reasonably believe to be, the scope of his/her employment or authority, and for a purpose which was, or which he/she reasonably believed to be, in the best interest of the corporation.

**Section 2**- Payments authorized there under may include amounts paid and expenses incurred in settling any such action or threatened action, including reasonable attorney's fees and cost of suit. The term "person" where used herein, shall include the estate, personal representative, heirs, legatees, or devisees of such person.

## **ARTICLE XIII - PLAYER ELIGIBILITY**

**Section 1** - All players must maintain a cumulative GPA of at least 2.0 by the beginning of a student athlete's second year of eligibility. Undergraduate students must take a minimum of nine (9) credits per semester or equivalent, if on a quarterly system, to qualify for play. Graduate students must take a minimum of six (6) credits, or equivalent if on a quarterly system, to qualify for play. Players in the last semester or quarter prior to completing their degree are not required to meet the credit hour requirements.

a) Players who are rostered in at least twenty percent (20%) of their team's conference games, shall be deemed to have used a full year of eligibility.

**b)** A player may not exceed 5 years of Conference eligibility.

**c)** The BRHC academic eligibility requirements will be determined, at a minimum, bi-annual basis by the American Collegiate Hockey Association. The ACHA will determine a BRHC player's eligibility, by a final decision from the ACHA Commissioner, or ACHA Board of Directors, unless otherwise stated by the BRHC Board of Directors.

**Section 2** - All players must be fully registered with USA Hockey prior to the team's first practice to ensure full insurance coverage.

**Section 3** - Eligibility forms must be completed and signed by each player, and full-time status as a student confirmed with signature by the respective team representative, and a qualified person working in the Registrar's Office. Forms must be returned to the Conference by October 31 or the team's first game, whichever is first. Failure to turn in these forms by October 31 (or first game), may result in forfeiture of all games played by the team as determined by the BRHC Board and/or ACHA.

**Section 4** - Eligibility rules are mandatory for all games, regardless whether or not the contest is an official Conference game or not.

**Section 5** - To add a player to the roster, see Team Roster, Article XIV Sections 4.a and 5.

**Section 6** - Coaches cannot be players.

#### **ARTICLE XIV - Team Roster**

**Section 1** - All players must meet the eligibility requirements as stated in Article XIII.

**Section 2** - A maximum of 19 skaters and 2 goalies may dress for a team in a league game, unless otherwise determined by the BRHC Board of Directors in advance. A team may play with a maximum of 19 skaters when only 1 goalie is dressed or a maximum of 18 skaters when 3 goalies dress, unless otherwise approved by the BRHC Board of Directors in advance.

**Section 3** - Each team must consist of at least one Coach and/or one General Manager. The Coach's duties include running practices and all on-ice affairs of the team. The General Manager's duties include running all off-ice affairs and dealing directly with the Conference. These positions may be combined if necessary.

**Section 4** - Rosters, including all players and coaches, must be submitted to the Conference, through the BRHC and ACHA websites, and must submit an completed ACHA Academic Eligibility Form to the ACHA and receive confirmation from the ACHA that all players have been determined academically eligible PRIOR to the start of the season.

Rosters must include the following information on a player as a minimum:

1. Full name
2. Number
3. Position
4. Height
5. Weight
6. Hometown
7. Class Year
8. Player Photo (uploaded to the BRHC website)

In the event a player is determined to be ineligible by the ACHA, the team representative must immediately remove the player from the BRHC and ACHA websites, and notify their appropriate Assistant Commissioner and/or Commissioner.

**Section 4.a** - Any subsequent additions to the roster must be immediately submitted to the Conference, through the BRHC and ACHA websites, and the player must be determined to be academically eligible by the ACHA, before the new player(s) plays in any game. Failure to do so may result in forfeiture of the game, fine, or additional disciplinary action by the BRHC Commissioner.

**Section 5** - To add a player to the roster, all pertinent information and paperwork, such as an ACHA Academic Eligibility Form, updated team roster on the ACHA and BRHC websites, and an eligibility affirmative confirmation for that player by the ACHA, must be submitted to the Conference no less than four (4) hours before the ACHA Roster Freeze date (as specified by the ACHA on a yearly basis). Failure to do so may result in forfeiture of the game, fine, or additional disciplinary action by the BRHC Commissioner.

**Section 6** - All other Roster requirements not mentioned in this text are outlined in the ACHA Rulebook.

#### **ARTICLE XV - Game Scheduling**

**Section 1** - Each team must play inner-divisional/regional teams twice and opposing divisional/regional teams once in official Conference games. Teams that do not fulfill this criterion will lose the opportunity to earn the points, and will not have the ability to substitute winning percentage instead of points. Also, teams that forfeit Conference games for non-extenuating circumstances, to be determined by the Board, will not be eligible for the Tournament and will be subject to a monetary fine to the Conference as well as forfeiture costs to the aggrieved team as outlined in Section 8.

**Section 2** - Teams may play conference and non-conference teams in non-Conference games, but they are still subject to the same BRHC rules and requirements outlined here.

**Section 3** - A minimum of 20% of a team's regular season Conference games must be played as visitors. Failure to comply with this will result in re-scheduling of the games at the offending team's expense. The BRHC Board will review the conference schedule prior to the beginning of the season and make appropriate adjustments. The BRHC Board will also monitor schedule changes made during the season to ensure compliance.

**Section 4** - If a team has played the two inner-division/regional games or one opposing division/region games against an opponent as visitors one season, they have the right of first refusal to schedule that team at their home rink the next season. (For example, if Team X played 2 official Conference games against Team Y at Team Y's rink, Team X has the right to schedule Team Y at Team X's home rink twice the next season.) However, if a dispute arises, the BRHC Commissioner may arbitrate based on the best interests of the two teams, and the Conference.

**Section 5** - The BRHC Board reserves the right to determine a team's intra-Conference schedule with regards to who and where they will play.

**Section 6** - The home team is responsible for securing referees for the contest.

**Section 6.a** - If the home team is unable to obtain referees, and cannot demonstrate extenuating circumstances for this failure to the Board, the visiting team will be awarded a forfeit victory.

**Section 6.b** - A minimum of three certified officials is required to officiate each game. If, under

extenuating circumstances, only two official shows up and the officials wish to proceed with the game, it is the option of both teams to determine if they are willing to play. If either team chooses not to play, the incident will be reviewed by the Commissioner and the Board will determine if a forfeit will be awarded to the visiting team, or, if, when and where the game will be replayed.

**Section 7** - The official Conference schedule must be on the BRHC website by September 1st, or before the first game of the season. It is up to each team to confirm their schedule with the Conference's schedule.

**Section 7.a** - If a team has a dispute with another team over the date of a game and asks the Commissioner to arbitrate, the first thing the arbitrator will do is check the master schedule. If the game is posted on the Conference web site, the arbitrator will side with the team with the concurring date. For example, if Team X has Team Y scheduled for January 1, and Team Y has Team X scheduled for January 3, and the Conference web site says the game is scheduled for January 3; Team Y will win the case. Team X will be forced to play the game or pay the subsequent damages (fines, forfeits, etc.)

**Section 8** - To cancel or re-schedule games without the consent of the opposing team, the following must be followed.

**If the visiting team cancels:**

- Thirty days (30) before the playing date - no cost
- Fifteen (15) to twenty-nine (29) days before the playing date - half the cost of ice.
- Zero (0) to fourteen (14) days before the playing date - full cost of ice and referees, if paid for, and pre-sold tickets (see section 8.1).

**If home team cancels:**

- Thirty days (30) before the playing date - no cost
- Fifteen (15) to twenty-nine (29) days before the playing date - cost of one-hour of ice at visiting team's home rink.
- Zero (0) to fourteen (14) days before the playing date - full cost of travel costs that were already paid and one two-hour slot of ice time at visiting team's home rink.

**Section 8.a** - The Board reserves the right to charge a road team that cancels a game the pre-sold tickets as well as a good-faith estimation of ticket revenues that were lost due to the cancellation.

**Section 8.b** - If a team cancels a Conference game, it is up to them to re-schedule the game at their expense with the canceled team. If they do not make a good faith attempt, and the game cannot be played, the Commissioner and Board reserve the right to award the canceled team a forfeit victory.

**Section 9** - The Commissioner will rule in the event of any scheduling incidents where the circumstances are not previously outlined in the manual. All appeals of the Commissioner's decision may be directed to the Board.

a) The Commissioner, in good faith, may cancel, suspend, or delay any Conference game before the game or prior to the conclusion of that game, should the Commissioner determine the safety of players, coaches, fans or officials would be jeopardized if the game were to continue as scheduled. If the Commissioner gives such an order, the Board of Directors will determine the monetary damage and the

financial liability; which includes, but not limited to, disciplinary action in accordance to Section 8 of the Article.

#### **ARTICLE XVI - Game Procedures**

**Section 1** - Official Conference Score sheets must be used for each game.

**Section 1.a** - Captains must be designated on score sheet and/or uniform.

**Section 1.b** - At end of contest, the home team keeps the original score sheet with copies given to both the visiting team and the referee. The home team must keep a copy of the original score sheet and provide upon demand by the Commissioner.

**Section 2** - The Commissioner will provide BRHC Game Protocols, which will define BRHC game procedures, to BRHC members and RIC prior to the start of the Conference season. The Commissioner may amend the Game Protocols, at anytime, with any amount of advanced notice to the BRHC members. A violation of BRHC Game Protocols will be the same as a violation of the BRHC manual. BRHC members can be disciplined for any violation, to include forfeits, suspensions, fines, or additional actions.

**Section 3** - Teams must wear matching uniforms as full members of the BRHC. Matching uniforms are defined as matching jerseys, socks, pants and helmets (goaltenders do not require matching helmets, blockers, glove, and leg pads).

**Section 3.a.** - Players must wear the same number on both their home and road jerseys.

**Section 3.b.** The BRHC Commissioner will take appropriate action against those teams not in compliance with the requirements listed above.

**Section 4** - Non-Conference games that are played at a BRHC-home rink must abide by Conference rules. Non-Conference games played at a non-BRHC rink are subject to the home team's rules and procedures. The Conference does, however, maintain the right to punish any Conference team, whether through forfeiture, discipline or player suspensions, for any actions performed by a BRHC team that are detrimental to the Conference.

#### **ARTICLE XVII - Game Officials**

**Section 1** - The Home Team must provide and pay for referees and linesmen for each game, unless otherwise determined by the away team. There must be at least one referee and two linesmen available or two referees available for each game.

**Section 1.a.** - The Home Team must provide at least two (2) off-ice game officials. One will be the official scorekeeper while the other one will be the timekeeper. Both these duties are outlined in the USA Hockey Off-Ice Officials Guidebook.

**Section 2** - Referees and Linesmen must be USA Hockey certified officials. Ideally, the officials will use the 3-man system outlined in the NCAA rulebook with the referee certified at USA Hockey's level 3 or higher and the linesmen certified to at least USA Hockey's level 2.

**Section 2.a.** - The official NCAA Ice Hockey Rulebook will be used with exceptions as noted in these manual, BRHC Game Protocols and ACHA rules and procedures.

## **ARTICLE XVIII - Standings**

**Section 1** - The BRHC will publish standings on the official web site. Two points (2) will be awarded for a win, one point (1) an overtime or shootout loss, and zero (0) for a loss.

**Section 2** - Results of the standings will determine the seeds for the Tournament. The first place team in the regular season will receive the first seed; second place will receive the second seed, etc.

**Section 3** - In the event of a regular season tie, the following will be used for tiebreakers:

- 1) Team approved to host the Conference Tournament by the Board of Directors
- 2) Team with more wins
- 3) Head-to-Head competition (points assigned for each game as above).
- 4) Team with less number of forfeits
- 5) Record vs. Teams seeded higher
- 6) Higher goal differential (GF - GA)
- 7) Coin Toss, location will be determined by the Commissioner

**Section 4** - Forfeited or cancelled conference games will be considered a 1 - 0 win for the non-forfeiting team and a loss for the forfeiting team pending confirmation by the Commissioner. Non-conference games will not be considered in the official Conference standings.

## **ARTICLE XIX - YEAR END TOURNAMENT**

**Section 1** - Individual member programs and/or private rinks may bid to host the annual BRHC Championship Tournament. All bids to host the tournament must be received by a date specified by the Commissioner. The BRHC Board will determine the best site to host the tournament based on proximity, availability of ice time, costs, revenue potential and other intangible factors and announce the awarding of the tournament.

**Section 2** - The Tournament size may vary in number of teams, with no less than four (4) teams competing. The Commissioner will subsequently determine the format of the tournament and announce it before the season begins. Final regular season standings will be used to determine the tournament seeding.

**Section 3** - Teams that would like to host the tournament must submit a formal proposal to the Conference stating the following as a minimum:

- Number of teams in Tournament
- Site and Location
- Ice Times and Rink Capacity
- Crowd/Revenue Potential
- Advertising Potential/Marketing Demographics
- Contact Name for Rink
- Contact Name for Tournament Coordinator

**Section 4** - The Host Team is responsible for staffing the event, including ticket-takers, scorekeepers, referees and off-ice game officials.

**Section 5** - A percentage of the Tournament revenue will go to the host team as determined by the Board.

**Section 6** - The Conference will pay for ice time, referees, trophies, advertising, and other administrative fees for the Tournament. The Commissioner is directly responsible for ensuring that all expenses incurred

are reasonable and prudent.

**Section 6.a** - The Blue Ridge Hockey Conference Player of the Year award will be named the "Mike Brown Memorial Award". This award will be presented at the BRHC tournament.

#### **ARTICLE XX - Disciplinary Action**

**Section 1** - All disciplinary action will be determined by the BRHC Board to include forfeits, fines and suspensions against a team and/or player. The Commissioner will then inform the team and player affected of the Board's decision.

**Section 2** - The Board of Directors may determine any member of the Executive Committee player, coach, official, volunteer, or other participant (participant), by the preponderance of available information, may be determined ineligible to participate, for a stated period of time, up to life, in any BRHC event and its member program(s) events with two-thirds majority approval by the BRHC Board of Directors for the following reasons:

- a) Having brought a weapon, which could cause death, into a BRHC or ACHA venue, except those authorized by State and/or Federal law to carry the weapon, and not used or displayed for any reason other than appropriate self-defense.
- b) Having received more than three supplemental suspensions in any one-season by the BRHC or ACHA, or five supplemental suspensions in any player's BRHC career.
- c) Any act of physical violence that intended to cause bodily-injury.
- d) Any extreme or continual threats of physical violence towards others.
- e) Knowingly providing a false statement on an eligibility, athletic, government or other official form, contract or agreement.
- f) Having been indefinitely, or at a minimum of 1 year/season, suspended/disbarred/banned by any athletic organization.
- g) Having been criminally investigated or charged with a crime for their actions during an athletic event.
- h) Who has used during the hockey season, through articulable facts/observations, having pending criminal charges, or convicted within the past year, of using an illegal substance(s) and/or illegal performance enhancing drug(s).
- i) Having ever been convicted, or have pending criminal charges, of ANY felony.
- j) Having ever been convicted, or have pending criminal charges, of a misdemeanor charge, of an assault-related crime, or court-ordered protective order (i.e. battery, domestic violence, etc) drug distribution (any drug charge other than possession), or weapons convictions.
- k) Have pending criminal charges or a conviction of any crime that brings negative public notoriety, causes a significant distraction, may be a danger to themselves and others, or otherwise is determined to be detrimental to the Conference.

All determinations made by the BRHC Board of Directors will be provided in writing to its member representative. All determinations made by this Section may be appealed, without time limitations, to the BRHC Board of Directors in writing.

**Section 2** - Disqualification penalties will be dealt with utilizing the NCAA graduated system.

- a) A player receiving a disqualification penalty must miss the remainder of the game and the next game their team plays.
- b) A player receiving their second DQ of the season in a game will miss the remainder of the game and their next two games.

- c) A player receiving their third DQ of the season in a game will be suspended from the Conference for the remainder of the season and must serve a three-game suspension at the beginning of the next season.

**Section 3** - A team will forfeit their contest, with confirmation by the Commissioner, for the following reasons:

- a) Use of an ineligible player.
- b) Failure to show for a game that was scheduled.
- c) If referee or Commissioner rules that a game is out-of-hand due to poor sportsmanship. Poor sportsmanship on the part of both teams can result in forfeit losses for both teams.
- d) Acts detrimental to the Conference.

**Section 4** - Disciplinary action may be taken against any BRHC team as determined by the Board, for any of the following reasons:

- a) Failure to turn in paperwork on time.
- b) Use of ineligible player(s) as determined by the Conference through investigation.
- c) Canceling/forfeiting/failing to schedule required games, including games against non-Conference opponents.
- d) A player receiving a DQ at the end of the season and not being able to serve their suspension in its entirety because they are not returning for the next season.
- e) Acts detrimental to the Conference.
- f) Monetary fines (if levied) must be paid within 30 days of official notification.

**Section 5** - Appeals over fines or suspensions must be made directly to the Commissioner in writing. The Commissioner may choose to investigate the appeal or turn it down. Should the Commissioner choose to investigate, he / she may appoint an arbitrator to review the situation and determine the outcome of the appeal.

#### **ARTICLE XXI - New Member Requirements**

**Section 1** - Should a program attempt to join the Conference, they must enter the first year as an affiliated team.

**Section 2** - A team must submit a proposal to the Conference prior to the September Meeting and prepare to present at the September Meeting to the rest of the Conference on why they should be voted into the Conference as a affiliated member. The Conference reserves the right to deny any team full or partial membership into the Conference. Some of those reasons may include, but are not limited to:

- Inadequate finances
- Inadequate structure/hierarchy/management
- Inadequate player participation
- Past History of canceling/forfeiting games
- Inadequate Facilities
- Inadequate Coaching Staff

**Section 3** - Upon acceptance of an affiliated team, the Board will determine whether they are eligible for

Conference play and the Tournament for the upcoming season.

**Section 3.a** - Affiliated teams that are not eligible for the Tournament must attempt to play each Conference team at least once and play a full season schedule of at least 10 games.

**Section 3.b** - Affiliated teams must also develop their management, finances, player development, and fan base in order to demonstrate to the Conference the ability to sustain their program for the long-term future.

**Section 4** - Should a affiliated team wish to move up to full-member status, they must submit a proposal to the Conference prior to the fall league meeting, and prepare a presentation for the fall league meeting on why they should be voted into the conference as a full-time member. They may be denied membership for the reasons stated in Section 2. If they are denied full-membership, they may stay as affiliated members for the next season, unless they are voted completely out of the Conference.

#### **ARTICLE XXII - Limitations**

**Section 1** - The Conference is not responsible for the actions or behavior of any of its member teams. All teams play at their own risk and release the Conference of any liability stemming from any Conference-related activity, including going to, participating or coming from a Conference-sponsored event.

**Section 2** - In the event that a specific incident is not covered by the Manual, the Commissioner and/or the Board may use the following most up-to-date references in order to establish precedent:

- BRHC Game Protocols

- ACHA Rules/Guidelines

- NCAA Ice Hockey Rules/Guidelines

- USA Hockey Rules/Guidelines

#### **ARTICLE XXIII- Modifications to the Manual**

**Section 1** - These manual may be amended by the affirmative vote of two-thirds of the members of the Conference present at a meeting publicized two weeks in advance. Proposed changes to the manual should be included in the meeting announcement.

#### **ARTICLE XXIV – Dissolution of the BRHC**

**Section 1** - In the event the Blue Ridge Hockey Conference finds it necessary or desirable to dissolve or cease to function, all remaining assets shall be distributed evenly to the member schools remaining in good standing with the BRHC.

**Section 2** - The Conference is not responsible for the actions or behavior of any of its member teams. All teams play at their own risk and release the Conference of any liability stemming from any Conference-related activity, including going to, participating or coming from a Conference-sponsored event.

#### **ARTICLE XXV – MODIFICATIONS AND EMPHASES TO THE NCAA RULEBOOK**

**Section 1** - The NCAA Rulebook will be modified, as stated, in both the most up-to-date, BRHC Game Protocols and ACHA manual.

## **ARTICLE XXVI – THE MEMBERSHIP PRIVACY ACT**

### **Section 1 - Release of Player Information**

**A.** The BRHC may only obtain information from a player to verify compliance to the manual, NCAA and ACHA policies.

**B.** Only designated league officials; to include a specifically assigned Board member, Commissioner and the player's Team President, may obtain, maintain, and release to each other, educational information about a player for the purpose of verifying compliance to the manual. These officials will determine a player's eligibility. Educational information will include:

- 1) Social security number
- 2) Student identification number
- 3) Academic standing
- 4) Current credit hours
- 5) Grade Point Average (G.P.A.)

**C.** A player's signature on BRHC eligibility form(s) will be considered a written consent to release educational information only to the designated league officials; unless it is specifically stated otherwise on the form(s).

**D.** The designated league officials may release to any third party a determination of "eligible" or "ineligible" for participation in the league; assuming there is no improper release of any supporting educational information.

**E.** Only the respective player may appeal a determination of "ineligible" to the Board of Directors if the appeal is based on educational information. This appeal will be considered their consent to the release of such information to the Executive Committee.

**F.** Each team may create or use third party release form(s) (i.e. ACHA Team Eligibility Form) to obtain educational information or other personal information; the league will maintain no authority on the use or misuse of these form(s); unless the Board of Directors determines the action to be "detrimental to the league" and/or in violation of Article 11.

**G.** The Board of Directors will determine whether the Executive Committee will release "directory" information of a player(s) to a third party. Directory information is defined as public information. Teams may determine how directory information is released. Directory information will include:

- 1) Phone number
- 2) Email address
- 3) Home address
- 4) School address

### **Section 2 - Release of Team Business Information**

The Executive Committee will be authorized to request and obtain information from its teams, their respective university and other outside sources to investigate compliance to membership requirements as stated in Article 21. Any team that is a current member or has submitted a "Request for New

Membership" agrees to disclose all pertinent information to the Board of Directors upon request; which may be disclosed to the membership.

### **Section 3 - Opt-Out**

**A.** At anytime a player or Team President may refuse to grant approval or revoke their prior approval to the release of information; by doing so the Board of Directors may determine the player or team "ineligible" and will face disciplinary action in accordance with Article 20.

**B.** Player(s) or a Team President will not be required to release "directory" information to any member of the league; unless the Board of Directors determines this information necessary in verifying compliance to the manual.

**C.** The Executive Committee must release within 30 days, of a written request, all documents obtained about a player or team by that respective player or Team President.

### **Section 4 - Violations**

**A.** Any Team President and/or player who are found to have violated any part of Article 26 will be disciplined by the Board of Directors in accordance with Article 20.

**B.** Any member of the Executive Committee who is found to have violated any part of Article 26 will be subject to removal in accordance with Article 5 Section 3.

## **ARTICLE XXVII – ACHA MEMBERSHIP FOR BRHC TEAMS**

**Section 1** - All FULL members of the BRHC must also become members and maintain their status in the American Collegiate Hockey Association, Division III Level, so long as the ACHA is a viable college club hockey organization. Failure to do so may result in suspension of membership in the BRHC, forfeiture of BRHC league games, or a penalty as determined by the BRHC Board of Directors.

**Section 2** - All AFFILIATE members of the BRHC are not required to join the ACHA, however, if they do not, they will be required to provide to the league proof of USA Hockey Insurance. In addition, if an affiliate member chooses not to join the ACHA, full members have the right to cancel any and all games scheduled with these affiliates without league intervention.

## **ARTICLE XXVIII – COLONIAL DIVISION**

The Conference will create the Colonial Division in order to balance divisions and promote higher rankings within the ACHA. These teams will abide by all Articles of the manual, in addition to this Article.

**Section 1** – All full members of the BRHC may apply by submitting a written proposal to the Commissioner addressing in detail their compliance to Section II of this Article. The Commissioner may approve or reject the proposal. If the proposal is approved it will be forwarded to the current Colonial members for a vote of admittance. All Colonial applicants must receive 2/3<sup>rd</sup> majority vote from the current Colonial members to join the Division. The proposal is due to the Commissioner by April 1.

**Section 2** – All members of the Colonial Division must comply with the following:

- a.) All must have ranked in the ACHA Top 15 during the last final ranking; or ranked in the Top 10 once in the previously two final rankings; or won a BRHC Championship Tournament.
- b.) All must have been a member, in good standing, in the ACHA for a minimum of three seasons.

- c.) All must have matching jerseys, helmets (except goaltenders), pants, gloves, socks and two sets of jerseys. Gloves do not need to fully match, but must of a similar color scheme.
- d.) All must maintain an experienced Head Coach; as determined by the Board.
- e.) All must send one representative to the Annual ACHA Meeting.
- f.) All must maintain and update their respective member websites within two days of a Conference game.
- g.) All must update the ACHA website with game statistics within two days of an ACHA game.
- h.) All must pay the Conference a security deposit; to be used for fines; as determined by the Board.
- i.) All players must wear shirt and ties, or team warm-ups prior to and concluding any game.
- j.) Exceptions to Section 2 may be granted by 2/3rd approval of the current Colonial membership.

**Section 3** – Any member that violates Section II may be placed on probation or receive a fine; as determined by the Board of Directors. Any member that receives a ranking lower than 20<sup>th</sup> during any of the five rankings will be automatically placed on probation. Any member placed on probation will be fined \$100.

**Section 4** – Any member placed on probation may be removed for failing to comply with Section II /or any Article of the manual with a 3/4 vote of a removal from the current Colonial members.

# BRHC Game Protocols

## 2012-13 Season



### General Rules for Home Teams

- Must provide an ACHA approved score sheet and provide the away team adequate time to fill in their roster. Three copies must be signed and a copy provided to the away team and officials.
- Must schedule and pay for officials.
- Must provide a scorekeeper and /or a scoreboard operator who is both knowledgeable and capable.
- Must provide two penalty box keepers.
- Must provide the away team 20 pucks for pregame warm-up.
- Must provide the away team an adequate locker room(s) for up to 21 players.
- Must provide 20 frozen game pucks.
- Must provide trained medical staff.
- Must email scores@brhockey.com within 24 hours with score and any GM & DQs
- Must input game stats (including shots on goal) on the BRHC and ACHA website by Tuesday.
- Must maintain a copy of the score sheet and provide a copy to the league if requested.

### Equipment

- All player's helmets, pants, socks and jerseys must match. All players are required to have a BRHC patch in a visible area of their team jersey. Officials and coaches should note any player not matching or missing patches and notify the league commissioner. However, the official should take no disciplinary action.
- Teams and officials may NOT challenge or penalize a goaltender's for their leg pad(s), blocker, or glove unless the safety of the goaltender or player(s) is directly affected. Teams and officials may report the use of illegal equipment to the league commissioner.

### Delays (By Official, Rink or Travel)

- Any game may commence within 30 minutes after a scheduled start time. If a delay is expected to, or lasts more than 30 minutes, it is to the discretion of the senior referee to further delay or postpone the game.
- In the event that a scheduled third official is late or fails to arrive for a league game, the game may proceed utilizing the 1-ref/1-linesman system with the approval of both officials and both head coaches.
- If a referee postpones a league game/ or a 2-ref system had to be utilized, an incident report must be filed with the league commissioner within 24 hours of that game.

### Mercy Rule & Running Clocks

- The ACHA prohibits any mercy rule and/or running clocks for the sole purpose of expediting a lopsided game. However, the BRHC and officials have a requirement to maintain the safety of its players and officials, which may be jeopardized by allowing an unruly AND lopsided game to continue. The BRHC will not question the discretion of an official for authorizing a running clock in the event that both team's head coaches and on-ice officials agree there is a reasonable safety concern.

### Serious Injuries, Incidents, DQs

- Any official should contact the league commissioner Ray Campbell (# 703-915-0575) via phone 24/7 in the event of a life-threatening injury, serious incident, including those involving media or law enforcement .
- All officials should submit an incident report for routine DQs within 48 hours and serious incidents that may require a supplemental league suspension within 12 hours.

## Time Schedule

**Changes to the approved time schedule may be acceptable if approved prior to the game, or in the event of an unforeseen/unknown event or incident.**

- 5 minutes - warm-up
- 20 minute - 1st period
- ICE CUT (optional)
- 20 minute - 2nd period
- ICE CUT
- 20 minute 3rd period

### Pregame

5:00— Put 5 minutes on the clock for warm-up

5:00—Officials take ice.

5:00— Eligible players and starting lineups submitted to official scorer.

1:00—Horn sounds, signaling one minute remaining in warm-up; team captains meet with officials.

0:00—Horn sounds signaling teams to assemble on their respective goal lines. (Only required for teams that play the national anthem) Timekeeper puts 20 minutes on clock; game starts.

### Intermission(s)

12:00 or 15:00—Official instructs timekeeper to start clock. Intermission will be 12 or 15 minutes in length.

4:00—Home team personnel notifies teams and officials that 3 mins remain before teams are to take the ice.

2:00—Officials take ice.

1:00—Home team takes ice.

0:50—Visiting team takes ice.

0:00—Period starts.

### Overtime

- There shall be a 2 minute intermission
- The teams shall not change ends
- A 5 minute period **4 on 4** shall be played; unless unexpired penalties exist in accordance with NCAA rulebook.
- Any overtime period shall be considered part of the game and unexpired penalties shall remain in force.
- If a goal is not scored, the game shall proceed to a 3-MAN shootout

### Shootout *(In accordance with Rule 91.3)*

1. At the end of the five-minute overtime period, one referee will instruct the timekeeper to put two minutes on the clock and immediately start the clock.

2. The other referee will request a list of three shooters from each coach.

3. The referees will meet at center ice with the captains to explain the protocol during the two-minute period.

4. The goalkeepers remain in the same ends as the overtime period.

5. It is recommended that the ice surface be dry scraped in the middle of the ice through both creases; however is not required.

6. The home team has the option of shooting first or defending first. If Team A's first two players score, while none of Team B's players score, the shootout is over and Team A wins the shootout.

7. If the shootout remains tied at the end of this round, each coach will select a different shooter, this time in a sudden-death situation. The first three shooters are ineligible until all other bench players have attempted a shot, if necessary. Each team has an equal number of chances to shoot before a winner is declared.

### Shootout Notes

- Players serving penalty time shall not be eligible for the shootout and shall remain in the penalty box during the shootout.
- If a goalkeeper is injured in the shootout, the goalkeeper may be immediately replaced by a goalkeeper off the bench. The injured goalkeeper may not re-enter the shootout.
- All players not actively participating in the shootout must remain on their bench.
- Goalkeepers may be substituted, but no warm-up time will be allowed.