



# Policy & Procedure Manual

## Northeast Collegiate Hockey League (NECHL) *American Collegiate Hockey Association (ACHA) Division 1*

### 2009-2010 Member Teams

1. Cornell University [Ithaca, NY]
2. Binghamton University [Binghamton, NY]
3. Ithaca College [Ithaca, NY]
4. Penn State Berks [Reading, PA]
5. Rutgers University [Piscataway, NJ]
6. St. Bonaventure University [St. Bonaventure, NY]
7. SUNY-Cortland [Cortland, NY]
8. SUNY-Oswego [Oswego, NY]

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

## Table of Contents

<u>I.</u>	<u>League Meetings</u>	-----Page 3
<u>II.</u>	<u>Rules Committee</u>	-----Page 3
<u>III.</u>	<u>Financial</u>	-----Page 4
<u>IV.</u>	<u>Officials</u>	-----Page 4
<u>V.</u>	<u>Insurance</u>	-----Page 5
<u>VI.</u>	<u>League Play</u>	-----Page 5
<u>VII.</u>	<u>Team Rosters</u>	-----Pages 6
<u>VIII.</u>	<u>Game Regulations</u>	-----Pages 6-8
<u>IX.</u>	<u>Equipment</u>	-----Page 8
<u>X.</u>	<u>Home Team Responsibilities</u>	-----Page 8
<u>XI.</u>	<u>League Championships</u>	-----Pages 9
<u>XII.</u>	<u>NECHL League-Standing Tie Breakers</u>	-----Page 9-10
<u>XIII.</u>	<u>Trophies/Awards</u>	-----Page 10
<u>XIV.</u>	<u>Team Activities</u>	-----Page 10
<u>XV.</u>	<u>Scheduling</u>	-----Page 10
<u>XVI.</u>	<u>NECHL Commissioner Duties &amp; Responsibilities</u>	-----Pages 10-11



*Official League Information  
2007-2008 Season*

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## I. League Meetings

1. Two (2) league meetings are held annually:
  - o Summer/Fall Meeting: Rules clarification and interpretation, exchange / finalize schedules, propose new members for next season.
  - o 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 NECHL Commissioner or by the Rules Committee.
3. Our calendar year is July 1<sup>st</sup> to June 30<sup>th</sup> (same as ACHA)
4. The membership of the NECHL shall consist of any four year college or university approved for new membership by a vote of two-thirds (2/3) of the body of schools represented.
5. To become a league member, a prospective team must fill out an NECHL team application and have it in the NECHL Commissioner's office no later than November 1st of the preceding year for admittance into the league. For example November 1, 2007 application is due for the 2008-2009 season. In addition, an admittance fee of \$2,500 made out to "NECHL" is to be in the NECHL Commissioner's office not later than February 1st. For example, February 1, 2008 for the 2008-2009 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.
6. One vote allowed for each school; a simple majority will carry motions unless otherwise specified.
7. A quorum shall constitute at least half the membership in attendance.
8. A team representative must be in attendance at all league meetings.
9. 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.

## II. 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 league members, in addition to the NECHL 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 NECHL Commissioner 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.
5. 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.
6. Any issue in need of a Rules Committee can be submitted to the NECHL 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].

### III. Financial

1. League dues are **\$900** annually unless otherwise specified by a majority vote at the Championship league meeting. **NOTE:** \$600 will be held for the presentation to the regular season league champion to assist in travel costs to the American Collegiate Hockey Association (ACHA) Championship in the first weekend in March, if / when a position is won. A \$200 check will be awarded for each team's travel expenses to the ACHA playoffs upon given an ACHA D-1 Nationals playoff berth (Top 16 in ACHA D-1 rankings). If one (1) team fits both categories, checks / offers cannot be combined.
2. \$25 fine for the late or non-submission of score sheets. Score sheets must be faxed to the NECHL Commissioner / statistician / webmaster (whichever appropriate) within 24 hours of each game. Official ACHA score sheets must be used.
3. \$100 fine per team for non-attendance to any NECHL league meeting.
4. Championship trophies must be returned to the NECHL Commissioner's office at least one (1) month (4 weeks) prior to the playoffs, or a \$100 fine will be assessed. If a trophy or banner is in need of repair, lost, or stolen, it must be fixed or replaced by the school in possession.
5. Breakdown of budget to justify League Dues (as a consideration, in addition to other fees):
  - a. An annual OFFICE fee (fax machine, phone / fax line, internet, etc)
  - b. An annual DOCUMENT fee (paper copies, toner purchasing, etc)
  - c. An annual TROPHY fee (trophies, plaques, certificate paper, etc)
  - d. An annual WEBSITE fee (web maintenance, name purchasing, web cost, etc)
  - e. Stipend for Commissioner, Secretary, etc. (see job descriptions Section XVI)
6. All NECHL members shall be a member in good standing and meet all the requirements of the American Collegiate Hockey Association (ACHA)—Division I 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 NECHL member team must be in good standing with their respective intuitions.

### IV. Officials

All NECHL member teams must utilize either ACHA, NCAA or NIHOA certified officials for all League contests who comprehend and abide by all ACHA officiating rules regarding game play. Each team is to utilize a three (3)-man referee system [1 referee, 2 linesmen]. The officials shall abide by the ACHA Official's Rulebook (to be made available in 2007). The NECHL Commissioner shall provide each team a copy, once made available, and each team is to distribute to their Assigner. Teams are required to submit the name, address, and telephone number of the Head Official / Assigner for their area to the NECHL League Office at the Fall Scheduling meeting. This information will be distributed to the League membership. All teams are required to have written contracts with their local officials. Included in that contract must be the date, time, and place of all home games, the rates charged and the refereeing system to be used. It will be the responsibility of the home team to provide officials. All complaints regarding officiating should be directed to the appropriate Head Official/Assigner.

## V. Insurance

1. It is **MANDATORY** for all NECHL membership teams to purchase liability insurance through USA Hockey. This is done by registering your school with ACHA D-1 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 NECHL Commissioner before their first league contest or, preferably, at the Fall Meeting. 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.

## VI. League Play

1. Each league member will play each team twice in the NECHL, once at home and once away. Teams will rotate home and away games every other season. Exception to this rule may be granted if it is mutually agreed by NECHL opponents that it is the best interest to play the same opponent twice at home or on the road. This rule is for a ten (10)-team league. The NECHL Commissioner suggests that the league maintain an even number of teams and that if the league should grow to more than ten (10) teams it is suggested that teams play a two-division league (i.e. North and South divisions), where teams in a division would play each other twice (2 times), while inter-divisional games would occur once (1) per team.
2. All NECHL games will count towards league standings awarding a team two (2) points for a win, (1) point for an overtime / shootout loss, and zero (0) points for an end-of-game regulation loss. There are no “ties”.
3. NECHL 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 1<sup>st</sup>.
4. Game contracts are **REQUIRED**. Each team will be given NECHL Game Contracts. 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 NECHL Commissioner.
5. 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 NECHL Commissioner. If parties can not agree to a rescheduled time and date, both parties will contact the NECHL 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).
6. 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 affect the standings and playoff possibilities of any league teams; otherwise, the game must be rescheduled and played.
7. When a team intends to forfeit before a scheduled league game the forfeiting team must notify the scheduled team, officials, and notify the NECHL Commissioner.
8. 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.
9. All teams must submit and update their rosters, administration, e-mail, addresses, phone numbers, and fax numbers as they change.
10. All new league members except for NCAA teams must be a member of the ACHA D-1.

## **VII. Team Rosters**

1. Team rosters must be submitted to the NECHL Commissioner on official ACHA roster form prior to a team's first scheduled league contest (form is emailed by ACHA Commissioner or can be forwarded by NECHL Commissioner). Each player must sign the ACHA Signature Sheet before its submission to the Commissioners (fax to NECHL, mailed to ACHA). Teams not submitting a roster prior to their 1<sup>st</sup> game will be 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 NECHL 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. The NECHL Commissioner will gather signatures on a special roster form prior to all Championship games for comparison with the official team roster.
4. Final roster will be frozen on February 15<sup>th</sup>, and will be forwarded by each team to their respective registrar for official Spring Semester validation. Any and all additions must be postmarked by February 15<sup>th</sup> to be eligible for NECHL League Championships. Final team roster is limited to 30 players.
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 & NECHL Commissioners. A fax copy to the NECHL is acceptable.
6. A player is entitled to four years of undergraduate eligibility and is eligible as a graduate student in accordance with ACHA rules.
7. Any formal challenge involving a player's eligibility must be presented to the NECHL Commissioner in writing. The Commissioner will then request proof of eligibility for the team of the player in question.
8. Student athletes who have played professional ice hockey shall not be eligible for competition in the NECHL. "Professional" being defined by the ACHA Handbook for D-1.
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 an NECHL member team, they MUST complete all ACHA / USA Hockey paperwork within 1 calendar day of being added and said team must fax to Brian Moran (ACHA Commissioner) and Andy Gojdycz (NECHL Commissioner). This is in regards to a player being added during the season. At the least, said team should contact NECHL Commissioner right away to make the league aware of these players prior to sending said information.

## **VIII. 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 NECHL Commissioner will review the coach's future with the league.
2. NECHL games will consist of three (3)-20 minute periods with ice resurfacing 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. If still tied after the 5 minute period, a three (3) player shootout shall determine the winner.
  - If insufficient time does not remain for operating stop time, the necessity for running time must be declared by the host team prior to the start of the third period.
  - League members must provide a 3-hour minimum time block. Teams not providing 3-hours of ice time will forfeit games ending in an overtime situation when there would have been 15-minutes if three-hours were contracted.
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: Suspended from the rest of NECHL league schedule and the next 3 ACHA games, in that year, and needs to sit out for first 3 ACHA games in the following season. Team must also pay \$500 in suspension fees.
    - More than Three DQ's: player banned from the NECHL indefinitely, said team's coach will be suspended for 3 games, and said school must pay a \$2,000 fine.
    - 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 NECHL 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 NECHL 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.
  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 NECHL and ACHA rules and should remain throughout the season. Any change in coaching personnel during the season must be recorded with the NECHL Commissioner. Assistant coaches should also be registered with the league office.
  8. A team who continuously has blatant disregard for league rules, the league 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 NECHL. 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 NECHL 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 NECHL 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 NECHL 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.
  15. There will be a five (5) - minute overtime in the event of a tie after three periods of play. In overtime, teams will play four-on-four plus a goaltender. If still tied after the five (5) - minute overtime, a shootout, consisting of three (3) players from each team will commence. When a team scores and wins the game in either overtime or shootout, it will be awarded two points; the losing team will be awarded one-point for an overtime/shootout loss.

## **IX. Equipment**

1. All NECHL players must wear HCC approved face protective guards.
2. All NECHL players must wear full hockey outfit with all safety equipment.
3. Each team must have a complete matching set of home and away jerseys or else be forced to forfeit. It is mandatory that players' numbers remain stable throughout the season.
4. 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".

## **X. Home Team Responsibilities**

1. To provide timer and scorer. **Please Note** - In the NECHL Championships, each team will be expected to provide personnel.
2. To schedule three (3) certified referees. Each home team must have contracts with the referee association in their district for all league games. Expenses relating to the failure of a referee(s) to work a game are the direct responsibility of the home team.
3. To send out contracts for all contests including directions to home arenas.
4. To provide a certified athletic trainer (ATC) or emergency medical technician (EMT), a fully stocked first aid kit, and access to immediate ambulance/emergency medical services.
5. To submit team rosters to the registrar and subsequently to the NECHL Commissioner by the specified dates.
6. Fax the ACHA score sheet to the NECHL Commissioner (Andy Gojczyk 732-658-6481) and to the ACHA Commissioner (Brian Moran 248-381-4544). Home teams must also phone in the result of the game to the ACHA Game Hotline at 248-762-0865.
7. To submit a game disqualification care to the NECHL Commissioner for all contests, league or non-league.
8. Home teams are to provide 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).

## XI. League Championships

1. Teams will make presentations to host the NECHL playoffs and the league will vote to choose for the site of the next year's playoffs at the Championship meeting. Payment for ice rental, referee cost and emergency personnel is the responsibility of the host team for the NECHL Championship, unless the home team does not make the playoffs. In any event, the gate receipts for the championships will be subtracted from the fees. If there is a surplus, the host team is awarded the money, with 15% given back to the NECHL if the surplus is over \$1000. If there is an outstanding balance, it will be billed to the six participating teams.
2. A total of six teams will qualify for the league championship playoffs. Seeds will be determined by the number of points accumulated during the regular season. The Championship Tournament will follow the following playoff game schedule:

### Day 1

*Game #1 - Sixth Seed versus Third Seed*

*Game #2 - Fifth Seed versus Fourth Seed*

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

### Day 2

*Game #3 - Lowest Remaining Seed versus First Seed*

*Game #4 - Highest Remaining Seed versus Second Seed*

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

### Day 3

*Game #5 - Winner of Game #3 versus Winner of Game #4 (**Championship Game**)*

3. The team with the higher regular season ranking will always be the home team in the playoffs. All games cannot end in a tie; 5-minute, 4 on 4, sudden death overtime will apply. After the OT, a shootout will occur with three (3) shooters from each team going until a winner is declared.
4. All league teams are required to have one representative (preferably Coach, GM, or Team Captain) attend the league playoffs to assist the NECHL Commissioner with the following duties:
  - o All-Star Selection/MVP Selection.
  - o Serve on Championship Protest Committee (same as Rules Committee).
  - o Work as ticket takers and hand out brochures.
  - o Perform ID check if deemed necessary by the NECHL Commissioner.

*Exception: Teams not making the championships will not be required to provide a championship representative when the championships are being held in another region. But said teams will need to teleconference in for the Championship Meeting if not present.*
5. In the Championship Game (Game #5) sudden death overtimes, if needed, will be 20 - minutes in duration, preceded by an ice cut before each overtime period. Teams will play with their regular complement of players (5-players and a goalie).

## XII. NECHL League-Standing Tie Breakers

1. Total League wins during the season; if tied then;
2. Head to head League record during the season; if still tied, then;
3. Goal differential in League games between teams involved; if still tied, then;
4. Goals for and against in League games between teams involved; if still tied, then;
5. Goal differential from all League games; if still tied, then;

6. Fewest League PIM allowed per team; if still tied, then;
7. Coin toss.

### **XIII. Trophies/Awards**

1. Rotating cup will be named the Tri-State Cup and awarded to the league Championship playoff winner.
2. Keeper cup will be awarded to the League Championship Playoff winner
3. Keeper trophy for League Championship Playoff runner-up.
4. Keeper trophy for the Regular Season Champions.
5. An All-Star team (1<sup>st</sup> Team, 2<sup>nd</sup> Team) comprised of 12 players (6 forwards, 4 defensemen, and 2 goalies) will receive All-Star plaques. Coaches determine via paper voting system. Teams will be permitted to vote for ONLY one of its own players for the 1<sup>st</sup> and 2<sup>nd</sup> team.
6. Honorable mention certificates will be distributed to nominated players. Players on these lists must accumulate at least two votes.
7. An All-Tournament Team comprised of the six playing positions will be chosen by the coaches and the NECHL Commissioner. Certificates will be given out.
8. Keeper trophy for Most Valuable Player in Championships.
9. Keeper plaque Coach of the Year.
10. \*An All-Star Game will be awarded to players that coaches / GMs vote on to represent the NECHL. 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 an NECHL All-Star Game and, possibly, a “Skills Weekend”.

### **XIV. Team Activities**

1. All teams are to submit to the ACHA Commissioner their rankings, in a timely manner, for each ranking required by the ACHA (please copy the NECHL Commissioner). Failure to submit the final rankings consistent with ACHA rules shall automatically result in a \$50 fine that must be paid by the next Championship league meeting and will also result in automatic one-year probation for the offending team. It is mandatory for all NECHL teams to submit a final ACHA ranking of teams. There will be a \$50 fine for failure to submit the last ACHA ranking. Continued non-participation in the ACHA rankings may result in expulsion from the NECHL.

### **XV. Scheduling**

1. All teams are to first schedule NECHL games before it schedules any non-league games in any upcoming season. League scheduling for the next season is to be completed by July 1<sup>st</sup>. 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.

### **XVI. NECHL Commissioner Duties and Responsibilities**

1. To set dates and location, establish agenda, notify League membership, and preside over NECHL annual Fall and Championship Meetings.
2. To server as Chairperson of the NECHL Rules Committee and call special meeting as deemed necessary.

3. To maintain, update, and print NECHL 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 NECHL and ACHA Rules. Should any issue not be clearly resolved through league rules, the NECHL 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, referee evaluation cards, and roster and non-attendance at league meetings.
7. To maintain NECHL financial records and distribute financial reports at all League meetings.
8. Acts as secretary to all NECHL teams and imputes **all league** games, results, schedules and rosters onto GOALINE on the ACHA website.
9. To monitor / change / maintain NECHL Website.
10. To monitor all NECHL forms for accuracy and adherence to deadlines, including:
  - o Team Rosters
  - o Score sheets
  - o Game Disqualification Cards
  - o Official Evaluation Cards
  - o Schedules
11. To insure that an adequate supply of official NECHL forms is available to member teams.
12. To facilitate arrangement for NECHL Championships including:
  - o Secure Ice
  - o Hire and schedule officials
  - o Hire Security officers (if necessary)
  - o Order Supplies
  - o Secure ticket takers
  - o Notify teams and establish schedule
  - o Print roster program
  - o Issue publicity releases
  - o Pay all league bills
  - o Award Presentation
13. Attend Spring ACHA meeting in Naples, FL. The NECHL Commissioner will be required to attend the end of year ACHA / AHCA Meetings in Naples, FL. Air-fare will be provided by the NECHL teams and taken out of dues from that year. If within budget, as per the NECHL teams no later than the Championship Meeting that season, hotel and rental car will be paid through NECHL team dues from that season.
14. The NECHL Commissioner will be responsible for choosing the All-Tourney Team following the championship game at the NECHL 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.
15. To act in accordance with the league's bylaws.

\*If deemed appropriate and applicable on a year-by-year basis (page 10)

September 1, 2009