



# LEAGUE OPERATIONS MANUAL

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2009 – 2010  
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## I. WHAT IS THE NCRHA?

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The National Collegiate Roller Hockey Association (NCRHA) is an organization of College/University affiliated programs which serves as the governing body of collegiate roller hockey in the United States of America.

## II. MISSION STATEMENT

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As the national governing body of collegiate roller hockey, the National Collegiate Roller Hockey Association shall promote and advance the sport of hockey while maintaining the spirit of the game through athletic achievement and sportsmanship.

## III. MEMBER ORGANIZATION STANDARDS

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*See the NCRHA By-Laws for details.*

### A. Payment of dues

- i. Each Member Organization of the NCRHA shall pay dues to the NCRHA based on the number of teams in each division and an amount determined for each division.
  - a) Division I, II, JC - \$450
  - b) B Division - \$300 (per B program; no additional charge for multiple B teams per college)
  - c) Division III (Developmental) – No fee shall be charged.
- ii. Member Organization Dues are to be paid by November 1<sup>st</sup> of each season.

## IV. TEAM ELIGIBILITY AND STANDARDS

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### A. School Recognition

- i. Members of the NCRHA shall be university or college sanctioned roller hockey clubs.
  - a) Exception: Division III (Developmental) teams can participate for one season with paperwork pending. School official to notify NCRHA giving the team authority to use school name, logo, mascot, and colors, and stating that the club will be recognized the following year.
- ii. Annually, members shall submit a School Acknowledgment Letter to verify affiliation in good standing.
- iii. Approved teams are eligible for full membership with all rights and privileges.

### B. Divisional Classification

- i. Divisions Defined
  - a) Division I
    - The primary teams of all four-year universities and colleges shall be eligible to participate in Division I, complying with the requirements below:

- All players shall have two (2) sets of aesthetically matching long-sleeve jerseys of contrasting colors with the same numbers on both sets. These will be referred to as home and away jerseys.
  - All players shall have matching full-length roller hockey pants of the same manufacturer and style.
  - All players must wear matching color helmets, with the exception of the goaltender.
  - The colors of all player's gloves are limited to the following main colors: School/uniform color, black, white; and the following trim colors: school/uniform color, black, white, gray. All gloves need not be the same manufacturer or style. A glove's interior lining or palm is not to be considered as trim and will not be subject to review under this rule.
  - Each team must designate a head coach.
  - Head coaches, assistant coaches and trainers must be registered with the NCRHA and USA Hockey Inline.
  - All teams must have a registered head coach, assistant coach or trainer behind the bench for all games.
  - Effective January 1, 2010, the head coach must have completed a minimum of Level 1 USA Hockey coaching certification.
  - Following the start of the season, any team found in violation of the requirements above shall risk forfeiture of postseason play (Regional and National Championship Tournaments).
- b) Division II
- The primary teams of all four-year universities and colleges shall be eligible to participate in Division II, complying with the requirements below:
    - All players shall have two (2) sets of aesthetically matching long-sleeve jerseys of contrasting colors with the same numbers on both sets. These will be referred to as home and away jerseys.
    - All players shall have full-length roller hockey pants of the same predominant color. Trim colors are limited to: school/uniform color, black, white, gray. Matching roller hockey pants are recommended.
    - A registered coach is strongly recommended, but not required.
    - All coaches and trainers must be registered with the NCRHA and USA Hockey Inline.
  - Following the start of the season, any team found in violation of the requirements above shall risk forfeiture of postseason play (Regional and National Championship Tournaments).
- c) Division III
- The primary teams of all four-year universities and colleges, as well as two-year, community and junior colleges, shall be eligible to participate in Division III, complying with the requirements below:
    - All players shall have one (1) set of aesthetically matching long-sleeve jerseys with a number on the back.
    - Division III teams must consult their Member Organization to verify jersey color selection prior to placing an order.

- All coaches and trainers must be registered with the NCRHA and USA Hockey Inline.
  - All players shall have full-length roller hockey pants. Pants of the same predominant color are recommended, but not required.
- d) Junior College Division
- The primary teams of all two-year, community and junior colleges shall be eligible to participate in the Junior College Division, complying with the requirements below:
    - All players shall have two (2) sets of aesthetically matching long-sleeve jerseys of contrasting colors with the same numbers on both sets. These will be referred to as home and away jerseys.
    - All players shall have full-length roller hockey pants of the same predominant color. Trim colors are limited to: school/uniform color, black, white, gray. Matching roller hockey pants are recommended.
    - A registered coach is strongly recommended, but not required.
    - All coaches and trainers must be registered with the NCRHA and USA Hockey Inline.
  - Following the start of the season, any team found in violation of the requirements above shall risk forfeiture of postseason play (Region and National Championship Tournaments).
- e) B Division
- In the case of schools fielding multiple teams, all teams in addition to the primary team shall be classified as B Division teams.
  - Requirements:
    - All players shall have two (2) sets of aesthetically matching long-sleeve jerseys of contrasting colors with the same numbers on both sets. These will be referred to as home and away jerseys.
    - All players shall have full-length roller hockey pants of the same predominant color. Trim colors are limited to: school/uniform color, black, white, gray. Matching roller hockey pants are recommended.
    - A registered coach is strongly recommended, but not required.
    - All coaches and trainers must be registered with the NCRHA and USA Hockey Inline.
  - Following the start of the season, any team found in violation of the requirements above shall risk forfeiture of postseason play (Regional and National Championship Tournaments).
- ii. Team Commitment/Divisional Application Form
- a) All teams must complete the NCRHA Team Commitment/Divisional Application Form prior to the start of each season. The form must be submitted to the Member Organization in which the regular season is played, according to their deadlines.
  - b) This form is an application, subject to Member Organization and NCRHA approval. The NCRHA or the affected Member Organization reserves the right to deny any Divisional Application should there be any detriment to the league.

## **C. At-Large and Affiliate Membership**

- i. At-Large Membership
  - a) At-Large members of the NCRHA are defined as programs located outside the geographical operating boundaries of any NCRHA Member Organization.
    - For Member Organization boundaries, visit: <http://www.ncrha.org/members.php>
  - b) At-Large members must adhere to all membership requirements outlined in Article IV, Section D.
  - c) All players on At-Large teams must satisfy the Player Eligibility requirements for their respective division. See Article V for additional details.
  - d) At-Large members are eligible to participate in the National Championships and Winter Cup.
  - e) In order to participate at the National Championships, all players on At-Large teams must satisfy the minimum games-played requirement. See Article V, Section C.ix. for additional details.
  - f) See Article VIII for additional details regarding the National Championships.
- ii. Affiliate Membership
  - a) Affiliate members of the NCRHA are defined as programs who wish to participate in NCRHA-sanctioned games without becoming full NCRHA members.
  - b) Affiliate members are eligible to play exhibition games against NCRHA teams at NCRHA Member Organization events, pending availability. Contact the appropriate Member Organization and the NCRHA ([ED@ncrha.org](mailto:ED@ncrha.org)) for additional details.
  - c) All players on Affiliate teams must satisfy the Player Eligibility requirements for their respective division. See Article V for additional details.
  - d) Players will not utilize a year of NCRHA eligibility for participation on an Affiliate team.
  - e) Affiliate members are NOT eligible to participate in the National Championships and Winter Cup.

## **D. Membership Requirements**

- i. Annual submission of Team Commitment/Divisional Application Form by October 15<sup>th</sup> or sooner, based on Member Organization deadlines, accompanied by any documentation required in Article IV, Section B of this manual.
- ii. Submission of all registration materials in the NCRHA Registration packet (including first semester NCRHA Player Enrollment Verification Form) to the respective Member Organization by October 15<sup>th</sup>.
- iii. Submission of all registration materials for newly rostered players to be submitted prior to participation.
- iv. Submission of all registration materials for the second semester as well as the second semester NCRHA Player Enrollment Verification Form by February 1<sup>st</sup>.
- v. All players and bench staff (coaches, trainers, equipment managers, etc.) must be registered members of USA Hockey InLine prior to participation.
- vi. Team must adhere to all NCRHA standards, policies and procedures.
- vii. Team shall participate in organizational meetings, provide timely response to requests for information/feedback by NCRHA Board and staff and remain in compliance with all administrative procedures.

- viii. Team and all players shall adhere to any additional registration requirements of their respective Member Organization.

#### **E. Membership Benefits**

- i. Members will benefit from participating in the organization by any or all of the following: national affiliation, national information system, national newsletter, national standards, national tournaments, national awards, national program recognition, and recognition for recruiting, technical assistance and affiliation with USA Hockey InLine.

#### **F. Suspension of Membership Benefits**

- i. Membership affiliation and benefits may be suspended or withdrawn for non-compliance with any NCRHA rules or regulations. Suspension of benefits may include removal of team participation from NCRHA-sanctioned games including the National Championships, probationary status for one or more seasons, or forfeiture of games for violation of player eligibility requirements.
- ii. All suspension of benefits for violations shall be decided by the Board of Directors of the NCRHA.
- iii. All suspension of benefits may be appealed in writing within 15 days to the NCRHA Disciplinary Committee.
- iv. All appropriate documents shall be distributed to each member of the Disciplinary Committee by the Executive Director. The Committee shall decide to deny, uphold or modify the appeal. The Committee shall render a decision within 15 days of receipt of appeal. The decision of the Committee is final.

#### **G. Membership Standards and Conduct**

- i. Any NCRHA team which fails to honor a confirmed scheduling commitment except under an act of God shall be ineligible for regional or national tournaments. Any disputes regarding the circumstances under which games are canceled or forfeited shall be reviewed by the Director of League Operations. An Incident Report must be filed with the NCRHA office by the Member Organization or aggrieved team on each contentious game cancellation incident.
- ii. Any team using an ineligible player in an NCRHA game shall forfeit the game in which the player participated and may be subject to suspension of membership benefits by action of the NCRHA Board of Directors.
- iii. It is the responsibility of all members to monitor player behavior at hotels, restaurants, rinks, etc., to ensure the NCRHA is represented in a positive manner. Any confirmed damages are the sole responsibility of the teams and institutions directly involved, and restitution is expected to be paid immediately. Violations of conduct as outlined in the NCRHA Team Agreement and NCRHA Player Agreement are subject to disciplinary action as outlined in the respective agreements

#### **H. Team Uniforms (General)**

- i. For rules regarding equipment, please consult the NCRHA Rule Book.
- ii. For jersey/pants/gloves requirements by division, see Article IV, Section B.
- iii. Additional Information
  - a) Aesthetically matching shall be defined as identical in color, style, theme and logo.

- b) It is recommended that jerseys display the school name, logo or mascot as the predominant image, as allowed by respective school.
- iv. Home teams must wear light jerseys and visiting teams must wear dark jerseys.
  - a) At the discretion of the Referee, the Visiting Team shall change its jerseys if the colors of the competing team conflict.
  - b) Teams shall not change jerseys prior to a game without permission from the Event Director.
- v. Predominant color shall be defined as the recognizably dominant color of more than 50% of the pant.
  - a) In the event that a pant style does not contain a predominant color, the color that is predominant when looking at the front of the pant shall be considered the overall predominant color of the pant.
  - b) See Article IV, Section B for acceptable pant trim colors (Division II, Junior College and B Division).
  - c) Goaltenders are not required to wear full-length roller hockey pants.
- vi. Each player listed on a game roster must wear an individual identifying number at least eight (8) inches in height on the back of the jersey.
  - a) The number shall be permanently attached to the jersey.
  - b) The number shall be of a contrasting color to the jersey.
  - c) All numbers assigned must be whole numbers from 0-99, inclusive.
  - d) No two members of the same team shall be permitted to be rostered or wear the same number.
  - e) All Players must remain in uniform for the warm-up period as well as the entirety of the game.
    - During a game, if a jersey is rendered unwearable and is replaced, the team captain shall report immediately to the referee the previous number and the new number for the player.
- vii. Logos and Sponsorship
  - a) It is recommended that teams display their school name, logo, or mascot upon the front of their jerseys.
  - b) Such branding shall be the predominant image of a team's uniform.
  - c) A team's uniform or any item of apparel (e.g. jerseys, pants or helmet) may not contain any aftermarket industry brandings, sponsor names, logos, or patches unless league approved. Sponsorship branding is not permitted.
  - d) The following images are permitted explicitly as logos or patches:
    - NCRHA, Member Organization, or USA Hockey InLine logos
    - American flags, ribbons and other similar patriotic symbols
    - Team logos and school/mascot names
    - Memorials, such as 9/11 tributes
  - e) On team jerseys, manufacturer branding must be contained within a geometric figure that does not exceed sixteen (16) square inches. The jersey may contain multiple manufacturer or designer logos or trademarks, provided the total area of branding does not exceed sixteen (16) square inches.
  - f) There shall be no size restriction on manufacturer branding on roller hockey pants.

- g) Helmets shall not contain any aftermarket stickers unless approved by the NCRHA Director of League Operations. The following stickers are explicitly permitted:
  - NCRHA, Member Organization, or USA Hockey InLine logos
  - American flags, ribbons, and other similar patriotic symbols
  - Player numbers, team logos, and school/mascot names
  - Memorials, such as 9/11 tributes
- h) Please contact the league authorities for clarification regarding legality of logos and sponsorship under this rule.

### **I. Master Rosters**

- i. All clubs shall list every fully-registered player and all bench staff from their program on their master roster.
- ii. Master rosters may contain multiple teams and therefore are unlimited in maximum size.
- iii. Master rosters are submitted to NCRHA once per semester.
- iv. Players can be added to the master roster at any point in the semester, provided the players have completed all required paperwork. Contact your Member Organization for details.

## **V. PLAYER ELIGIBILITY AND STANDARDS**

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### **A. Recruitment**

- i. Each member of the NCRHA shall have the option of utilizing a non-binding NCRHA letter of intent in recruiting student athletes for their university and their hockey program.
- ii. No staff or team member from an Active NCRHA team shall actively recruit other member NCRHA players or staff during the season. This includes teams under probation or perceived as “not in good standing”. Any exception must be approved by the Director of League Operations in writing.

### **B. Player Registration**

- i. Each player shall verify with the NCRHA his or her academic and playing status at the beginning of each season as well as submit completed documentation as provided in the NCRHA Registration Packet.
- ii. The NCRHA Eligibility Verification form shall be completed and signed by the registrar, and received by the respective Member Organization by October 15<sup>st</sup> for the first semester and February 1<sup>st</sup> for the second semester.

### **C. General Player Eligibility**

- i. *The NCRHA does not discriminate against gender and is an equal-opportunity organization that permits coed participation.*
- ii. : A student-athlete shall not be eligible for participation in the NCRHA if the individual received pay for participation in the sports of roller hockey or ice hockey. Student athletes who have played **ice hockey** professionally, including Major Junior A hockey (OHL, WHL, QMJHL), shall not be eligible for competition in the NCRHA.

- a) In the context of this rule, pay shall be defined as receiving compensation (monetary or otherwise) in excess of the sum total of the cost of uniform, equipment and travel/practice/game expenses.
- b) In the event of a challenge upon eligibility under this rule, players who have participated in professional or semi-professional roller hockey leagues must submit documentation indicating that pay was not received by said player.
- iii. Student athletes appearing on any NCRHA roster must be age seventeen (17) or older as of September 1<sup>st</sup> of the current season.
  - a) Players over age 17 but under age 18 must have written parental consent to participate in NCRHA activities.
- iv. Student athletes shall have five (5) years of NCRHA eligibility.
- v. Junior or Community College players participating in the JC Division or the B Division shall have three (3) years of Junior College eligibility.
  - a) Years of eligibility used in the JC Division shall count towards the five-year total eligibility provided to all NCRHA student athletes.
- vi. Student athletes shall utilize a year of NCRHA eligibility for each season that said student is eligible for post-season play. See item ix. below.
- vii. NCRHA student athletes shall be required to sign a player eligibility form at the beginning of each season.
- viii. If a player's eligibility is challenged by another team, the NCRHA reserves the right to petition the registrar of the player's university to verify the eligibility of a player.
- ix. Players may not participate in more than 5 games per event weekend. Should a team be scheduled for more than 5 games per weekend, players may participate in that number of games only.
- x. All players must compete in a minimum of six (6) NCRHA-sanctioned games in order to be eligible for post-season play. Regular season games (in-region and inter-regional) played during the dates of the regular season shall count towards the 6-game requirement. Exhibition games and games played at the NCRHA Winterfest event will not count towards the 6 games played requirement. Post-season play includes Member Organization Regional Championship Tournaments and the Collegiate Roller Hockey National Championship Tournament.
  - a) Games must be played with the same club in both the regular season and post-season. Players must be currently enrolled, subject to the requirements in Article D, with that club, in order to play in the post-season.
- xi. **B Division Eligibility** – If a member university or college fields two or more NCRHA teams and a B Division player is rostered on more than five (5) game score sheets for a Division I, II, III or JC's primary team during a single regular season, that player shall be deemed ineligible for participation in B Division games for the remainder of that season, including post-season play.
  - a) Games played at each Member Organization's Regional Championship Tournament count towards the five (5) game limit.
  - b) Once a player participates in a game for their primary team at a Member Organization's Regional Championship Tournament, they are locked to the primary team for the duration of the event.
  - c) *Exception: Goaltenders are permitted to be rostered as a goaltender for an unlimited number of games with any team, but may only appear as a goaltender of record*

*(actually participate in the game) a maximum of five (5) games before being deemed ineligible for B Division play.*

- xii. Any appeals to the eligibility rules outlined above must be submitted to the NCRHA Board of Directors ([BOD@ncrha.org](mailto:BOD@ncrha.org)) in writing.

#### **D. Academic Requirements**

- i. Players must be high school graduates or hold the equivalent of a high school diploma.
- ii. Student athletes shall be eligible to participate in their program according to that school's standards.
- iii. Student athletes shall be enrolled in a program of study leading to a baccalaureate, masters, or doctoral degree as determined by the regulations of the university or college.
- iv. Student athletes shall be degree-seeking according to that school's definition of degree-seeking.
- v. Undergraduate students participating in Division I, II or III (or their respective B team) must carry a minimum credit requirement of nine (9) semester hours (or the equivalent quarter hours). Students participating in the Junior College Division (or their respective B team) must carry a minimum credit requirement of six (6) semester hours (or the equivalent quarter hours).
- vi. Graduate students participating in all divisions must carry a minimum of 2 graduate courses per semester (or the equivalent quarter hours/courses).
  - a) Due to the nature of graduate programs, players under the requirement of 2 graduate courses may appeal in writing to the league authorities.
- vii. Credit hours taken at another college or university, even if transferrable, will not count towards the credit hour requirement.
- viii. Special student athlete cases (such as internships and co-ops) must have certification of full-time status from the Dean and/or school Registrar and must be approved by the league authorities in writing.
- ix. Student athletes must successfully maintain the minimum requirement of credit hours (or equivalent quarter hours) as outlined in Article V, Section D, through the duration of the semester in order to be considered eligible to play. Credit hours that are dropped from the player's schedule shall not be counted towards the total credit requirement.
- x. A senior in the last semester or quarter prior to graduation is not required to meet the required semester or quarter hour minimum. Documentation of upcoming graduation and credits or courses remaining must be submitted to the respective Member Organization prior to participation.

#### **E. Financial Aid**

- i. *The spirit of this rule is to prevent the use of financial compensation without academic or legitimate financial merit as a recruitment tool. Specifically, this rule is NOT designed to prohibit scholarship awards given by high school leagues and industry vendors. Exceptions to this rule will be granted on a case-by-case basis by the Director of League Operations.*
- ii. Student-athletes may receive only financial aid which has been properly channeled through the college/university financial aid office or other college/university office. Financial aid shall be awarded on a need basis only as determined by the United States Department of Education Standards for Financial Assistance Program formula as applied to each institution.

- iii. Additionally, student athletes may not receive financial aid or monetary disbursement of any kind directly from the NCRHA program he/she represents nor from any booster club or sponsor affiliated with the NCRHA hockey program. Scholarships directly awarded by the NCRHA, its member organizations or sponsors of the NCRHA are exempt from this clause. In addition, independent scholarships provided by organizations such as high school leagues are permissible provided that they do not require the recipient to attend a specific NCRHA program.
- iv. Failure to adhere to the financial aid policy will result in immediate suspension of membership benefits in the NCRHA for a one-year period. The Board of Directors will review and act upon requests for reinstatement.

#### **F. Use of Ineligible Players**

- i. Any team using an ineligible player in any NCRHA-sanctioned game shall forfeit those games in which the player participated.
- ii. Teams penalized under this rule are subject to suspension of membership benefits by action of the NCRHA Board of Directors.

## **VI. RULES OF PLAY**

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The NCRHA will use the rules of play specified in the NCRHA Rule Book for all sanctioned games. Any rules not covered in the NCRHA Rule Book will default to the rules of USA Hockey InLine. Teams are responsible for obtaining copies of the Rule Book each season (available online at [www.ncrha.org](http://www.ncrha.org)).

## **VII. PLAYER SUSPENSIONS AND APPEALS**

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### **A. The Suspension Process**

- i. Suspensions shall be investigated and determined at the regional level of administration in which the incident has occurred. The Regional Administration will have final say on all matters determined in their region. (see appeals).
  - a) In the case of games between programs from different Member Organizations, the "Home" organization shall have jurisdiction and will advise the NCRHA of all suspension determinations.
- ii. The NCRHA National Referee-In-Chief shall be notified of all suspensions.
- iii. Procedures for all Member Organizations
  - a) When a player commits an offense in a game setting that carries mandatory suspension per the NCRHA Rule Book, or commits an offense worthy of a suspension (on, off, before, after, or during a game) the following procedure shall be followed in ruling on a disciplinary action:
    - If a penalty incurred during a game or an incident warrants, the Referee will make a suspension recommendation. This is generally recorded by the scorekeeper/timekeeper of the game.
    - Officials shall not discuss suspensions with any game participant at any point on or off the playing surface, neither before nor after any recommendation or official ruling by the League Authorities.

- Immediately following the end of the game that the offense pertains to, the information is relayed to the Referee-In-Chief (if present), and/or the Event Director(s).
  - Should the offending participant have games remaining during the specific hockey weekend, then the time frames will be taken into consideration in accordance to when next game may occur.
  - The Referee-In-Chief should meet with the Game Officials and Minor Officials to discuss pertinent facts and initial suspension recommendation.
  - As needed, the Referee-In-Chief and the League Authorities will make a thorough investigation.
  - Suspension is finalized and signed by the League Authorities.
  - The Referee In Chief (or Event Director if applicable) presents ruling to a Team Representative of the suspended participant.
  - The suspended participant is not permitted to be present during the deliverance of the disciplinary action.
- b) The following conditions will apply:
- Since time is a dynamic variable that is taken into consideration, in cases where a participant may be involved in additional games in the same weekend and a prompt ruling is necessary, a full or partial ruling may be issued to determine the participant's immediate eligibility for the remaining games of that weekend.
  - The Referee-In-Chief reserves the right to determine the time frame necessary (with respect to fairness and ethics) to complete a thorough investigation of the incident. This time shall not exceed thirty (30) days.
- c) Additional discipline shall be determined in all incidents where the offending player receives a suspension in the last game of his/her season or career with his/her program.
- This type of conduct, normally warranting a suspension, frequently occurs when a player has no intention of returning to the league and feels that they personally cannot be mandated to serve suspensions or penalties.
  - This type of conduct is not taken lightly and in extreme cases may involve suspension of team and team officials in addition to the offending player. The premise for holding a team/team management accountable is the idea that a team is generally aware of what player(s) amongst them will act out in malice in the last game. In course with the ethics of NCRHA and school spirit of a club, a team should take a proactive approach to the situation with preventative measures to keep such player from disparaging their program.

## **B. Serving of Suspensions**

- i. Suspended players must serve their own suspensions.
- ii. Suspensions begin immediately once they are assessed.
- iii. Multiple suspensions shall be served consecutively.
- iv. Should a player of a program with multiple teams be suspended, the player will be ineligible to play on any other NCRHA team until all suspensions have been served with the team the player was suspended from.
- v. Suspended players are not permitted behind the bench or on the playing surface.
- vi. Suspensions left unserved at the end of any regular season shall

- a) Travel with a player to any other team
  - b) Carry forward to future seasons
  - c) Apply to other NCRHA events, such as the NCRHA National Championship Tournament
- vii. In order to receive credit for serving a suspension, please check the guidelines of the specific Member Organization in which the suspension is being served.

### **C. National Enforcement**

- i. Suspensions will be enforced on a national joint-cooperative level:
  - a) Suspensions assessed during any NCRHA-sanctioned game, including Member Organization games, are subject to disciplinary actions and appeal procedures of the NCRHA.
  - b) Similarly, suspensions assessed during NCRHA-administered events such as the National Championships or Winter Cup may be subject to additional disciplinary actions and appeal procedures of the program's Member Organization

### **D. Alcohol and Drug Policy**

- i. The NCRHA will not tolerate or condone drug or alcohol use by its players, coaches or Club members.
- ii. It is the policy of the NCRHA to maintain an environment free from drug and alcohol abuse and its effects; thus, regardless of age, all participants of the NCRHA shall not partake in the consumption of alcohol or the use of illegal drugs at NCRHA-sanctioned events.
- iii. The possession, use, sale or distribution of drugs or alcohol and/or being under the influence of either substances by program members during NCRHA-sanctioned activities will be subject to disciplinary action up to and including expulsion from the NCRHA.

### **E. Suspension Appeal Policies**

- i. Appeals may request relief or removal from suspensions due to the establishment of reasonable cause (care and prudence), undue hardship, or evidence of administrative error.
  - a) A participant must establish reasonable cause by providing facts and circumstances' showing the participant exercised reasonable care and prudence, but nonetheless, was unable to comply.
  - b) Reasonable Cause is based upon all the facts and circumstances in each situation that each suspension was assessed for.
- ii. A participant has established reasonable cause when all of the following are addressed:
  - a) What specifically occurred?
  - b) That the participant's conduct justifies the removal or reduction of a suspension.
  - c) The facts and circumstances that prevented participant from complying.
  - d) If the facts and circumstances changed during the incident, what attempts and measures did the participant make to comply?
  - e) Did something prevent the participant from complying, that otherwise could have been an option?
- iii. Evidence of reasonable care and prudence includes making provisions for compliance to be met when a reasonably foreseeable event could occur (intent and instigation).

- iv. In determining the participant exercised reasonable care and prudence, the BOD and the Referee In Chief will review information including:
  - a) The participant's reason for their specific actions. This reason must explicitly address each specific penalty and/or suspension.
  - b) Undue Hardship may support granting suspension relief or reduction providing there is evidence of a legitimate hardship beyond the 'inconvenience' to a participant or participant's team. In addition, the participant must also show that they exercised reasonable care and prudence as previously defined.
  - c) Undue hardship support includes proof and/or documentation that a detrimental consequence or significant hardship can and will be taken against the participant or participant's club as a direct result of the imposed suspension.
  - d) Administrative error
  - e) Objective video
  - f) Evidence of a mishandling of a policy
- v. Non-Appealable Issues:
  - a) Ignorance of the rules is not an acceptable basis for appeal.
  - b) Opinions are subjective, therefore are unacceptable evidence of administrative error.
  - c) Intent is subjective, therefore unacceptable evidence of administrative error.
  - d) Inconvenience to a participant or participant's team does not constitute hardship.
  - e) Disappointment or discontentment over missing special events is not an acceptable basis for appeal.

## **F. Suspension Appeal Procedures**

- i. Appeals are to be handled on a regional level in accordance with the Governing Operational Procedures of the Member Organization in which the suspension was assessed.
- ii. While a Suspension Appeal is in process, the suspended participant is completely ineligible to participate in any games.
  - a) Safety concerns
  - b) Liability concerns
  - c) See specific guidelines for the appeals procedure in your region.
- iii. National Appeals
  - a) If the suspension occurred in an NCRHA Member Organization event, the appeal must be heard and denied at the regional level first.
  - b) The appeal is to be submitted with a \$200 non-refundable fee made payable to the NCRHA.
  - c) While a Suspension Appeal is in process, the suspended participant is completely ineligible to participate in any NCRHA-sanctioned games.
  - d) Appeals are not automatic. There must be a basis for the appeal that meets appealable standards.
    - A suspension must be for a total of three or more games before an appeal can be initiated.
    - The Representative of the participant's team submits appeal.

- The appeal must contain all mitigating support by the participant and a copy of the regional appeal.
- Only one appeal may be submitted and must contain all pertinent information.
- No additional information or amendments will be permitted once the appeal is submitted.
- Appeals are to be addressed to the NCRHA Director of League Operations.

## **VIII. NATIONAL TOURNAMENTS**

### **A. NCRHA Winter Cup**

#### **i. Site Selection**

- a) Sites shall be selected as soon as possible but no later than the October 1<sup>st</sup> preceding the competition.
- b) Proposals for sites shall be approved by a vote of the Board of Directors.

#### **ii. Team Selection**

- a) Teams shall be selected for the Winter Cup by the NCRHA Selection Committee no later than the December 15<sup>th</sup> preceding the event.
- b) Teams shall be notified within 48 hours of selection and must accept or deny bids in writing within 48 hours of notification.

#### **iii. Tournament Format and Seeding Policies**

- a) The tournament format and seeding policies shall be set by the NCRHA Director of Tournaments no later than the December 1<sup>st</sup> preceding the event.

### **B. Collegiate Roller Hockey National Championships**

#### **i. Site Selection**

- a) Sites shall be selected as soon as possible but no later than the January 1<sup>st</sup> preceding the competition.
- b) Proposals for sites shall be approved by a vote of the Board of Directors.

#### **ii. Team Selection**

- a) Teams shall be selected by the NCRHA Selection Committee on the first Monday of the first full week of March, also known as "Selection Monday."
- b) Teams shall be notified of selection within 48 hours of selection and must accept or deny bids in writing within 48 hours of notification.
- c) Teams shall pay a registration fee for participation in the National Championships, by the deadline set forth by the NCRHA. Teams that do not pay by the deadline may forfeit their bid, and alternate teams notified.
  - Proof of payment, such as a Purchase Order, may hold a team's bid, provided the proof of payment is from the college/university.
- d) The NCRHA Selection Committee shall select teams to receive alternate bids for all applicable divisions, should there be any team that denies their bid or defaults on payment.

iii. Tournament Format

- a) Tournament format and seeding policies shall be set by the NCRHA Director of Tournaments no later than the first Monday of the first full week of March.

iv. Multiple Team Participation

- a) Players listed on a primary team's roster at the beginning of the event are locked onto that primary team for the duration of the event.
- b) Players listed on a secondary team's roster at the beginning of the event may be added to the primary team's roster at any time. Once added to the primary team's roster, players are locked to the primary team for the duration of the event.
- c) A secondary team's goaltender may be rostered as a goaltender for any/all games of the primary team, and retain their eligibility to participate on the secondary team, until said goaltender participates in a primary team's game.
  - The intent of this rule is to provide a backup goaltender for the primary team, due to injury or other circumstances.

v. Number of Teams per Division

- a) Each college or university may only field one team in any division at the National Championships.
- b) Colleges or universities that have more than one team participating in the B Division during the regular season may combine their teams for the National Championships.
  - Combined teams must submit a player roster to the NCRHA, stating which players will participate at the National Championships, and which team they played on during the regular season.
  - Combined teams are subject to the same game roster requirements as all other teams. It should be noted that there is no limit to the number of players that may participate in the event.

## **IX. AWARDS AND RECOGNITION**

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In addition to awards garnered at the National Championships, the NCRHA will annually recognize outstanding individuals from each division in the following four categories: All-American/Tournament (two teams per division), Program of the Year, Player of the Year, and Coach of the Year.

At the end of January, the league authorities will solicit from all teams in good standing, nominations for any and all of the award categories. Nominations must be accompanied by appropriate documentation and must be submitted no later than April 1<sup>st</sup>.

The league authorities will distribute copies of the nomination material to Awards Committees to select annual national awards recipients. In the event that an insufficient quantity of nominations is submitted, the Awards Committee reserves the right to nominate players and coaches.

The NCRHA Board of Directors will review and certify the results of the election and declare and announce the award recipients at the National Championships.

## **X. NCRHA LOGO**

The NCRHA Logo is the sole property of the National Collegiate Roller Hockey Association. Any commercial use of the NCRHA Logo must be approved by the Executive Director.

Member Organizations and member teams are permitted to use the NCRHA logo in promotional materials, on web sites and on apparel provided: the logo is not altered, "NCRHA" or "National Collegiate Roller Hockey Association" is clearly visible either on the logo or in its immediate vicinity, and promotional items are in accordance with the NCRHA Player and Team agreements.

For clarification, contact the Executive Director.

## **XI. ADMINISTRATION**

*Note: The following descriptions are only maintained for informational purposes. For official job descriptions and officer information, consult the NCRHA Bylaws. The NCRHA reserves the right to combine/delete staff positions at any time, following the NCRHA Bylaws.*

### **A. Board of Directors**

- i. The Board of Directors manages the business and affairs of the NCRHA and has the authority to establish policies and procedures for the operation of the organization and its services.
- ii. The duties of the BOD are delineated in the NCRHA Bylaws and include: appointment of the Executive Director, receipt of reports from the Executive Director, control of the financial plan for the organization, oversight of programs and appointment, supervision and receipt of reports of committees.

### **B. Executive Director (ED)**

- i. The Board appoints an Executive Director who is the administrative officer of the organization.
- ii. The ED is responsible for the administration of approved NCRHA activities and subject only to policies and orders issued by the Board or by any of its authorized committees.
- iii. The ED serves as the representative of the organization where the Board has not designated another person as an organizational representative.
- iv. Specific responsibilities of the ED include chairing of the ranking committees, representing the NCRHA in matters with USA Hockey InLine and the NCRHA, and general promotion of the NCRHA to the public and other members of the industry.
- v. The ED is nominated and appointed by the Board of Directors and is responsible directly to the Board.

### **C. Director of League Operations**

- i. The Director of League Operations is appointed by the organization to facilitate the day-to-day activities of the organization.
- ii. Responsibilities of the DLO include providing technical assistance to leagues and member programs, following up on player and team registration and eligibility issues, facilitating resolution of member concerns during the season, assisting in the

organization and operation of regional and national tournaments, representing the NCRHA at special events, and other duties assigned by the Board.

- iii. The DLO is nominated by the Executive Director, approved by the Board of Directors and is responsible to the Executive Director in the performance of duties.

#### **D. Director of Development**

- i. The Director of Development is appointed by the organization to facilitate Member Organization, team and player development.
- ii. Responsibilities of the DD include fostering relationships with high school players and leagues, creation of literature aimed at prospective students and teams promoting of the league, and other duties assigned from time to time by the Board.
- iii. The DD is nominated by the Executive Director, approved by the Board of Directors, and is responsible to the Executive Director in the performance of duties.

#### **E. Referee-In-Chief**

- i. The Referee-In-Chief is appointed by the organization to facilitate referee and rules development.
- ii. Responsibilities of the RIC include fostering relationships with new and current NCRHA officials, creation of literature aimed at referee development and education, modification and cultivation of the NCRHA Rule Book in conjunction with the NCRHA Rules Committee, and other duties assigned from time to time by the Board.
- iii. The RIC is nominated by the Executive Director, approved by the Board of Directors, and is responsible to the Executive Director in the performance of duties.

#### **F. Director of Marketing**

- i. The Director of Marketing is appointed by the organization to promote the league as a whole to the public, hockey players of every age group and level, industry leaders and manufacturers.
- ii. Responsibilities of the Director of Marketing include fostering relationships with new and current sponsors, creation of literature and programs aimed at marketing the organization to various other entities and other duties assigned from time to time by the Board.
- iii. The Director of Marketing is nominated by the Executive Director, approved by the Board of Directors, and is responsible to the Executive Director in the performance of duties.

## **XII. DIRECTORY OF PERSONNEL**

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**Executive Director**

**Brennan Edwards**

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Phone (310) 753-7285  
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**Director of League Operations /  
Referee In Chief**

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**Director of Marketing**

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