

**AMERICAN HOCKEY COACHES ASSOCIATION CONSTITUTION
REVISED, APRIL OF 1997 – AMENDED MAY OF 1998, APRIL OF 2002-
AMENDED OCTOBER of 2002 (As Noted)**

**Chapter I
The Name**

Section 1.1	The name of this association shall be the American Hockey Coaches Association	<u>Name</u>
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**Chapter II
Sanction**

Section 2.1	This organization is created with the consent of a representative group of hockey coaches (and the approval of the National Collegiate Athletic Association)	<u>Sanction</u>
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**Chapter III
Object**

Section 3.1	<p>The object of this Association shall be:</p> <p>A. To help maintain the highest possible standards in hockey and the hockey profession.</p> <p>B. To discuss matters of mutual interest.</p> <p>C. To submit to the proper organizations, suggestions for the improvement of hockey.</p> <p>D. To discuss various phases of hockey.</p> <p>E. To place at the disposal of coaches' sources of hockey information.</p> <p>F. To work together for the improvement of conditions in American hockey.</p> <p>G. To have a representative group of hockey people before whom hockey problems of general interest may be discussed and to whom others may be referred for the friendly interchange of ideas.</p> <p>H. To establish good fellowship and social contact.</p> <p>I. To maintain high educational standards when coaching the game of ice hockey See Appendix D for the Code of Ethics</p>	<u>Goals,</u> <u>Objectives,</u> <u>Purpose</u>
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**Chapter IV
Dues and Membership**

Section 4.1	<p>There shall be five categories of AHCA Membership:</p> <p>1. ACTIVE - this category is reserved for college coaches, professional coaches, and other hockey coaches currently employed full or part-time. This category is further subdivided into "College", "Professional", and "High School". [NOTE: This category defines a "professional" coach as anyone currently employed part-time or full-time as a hockey coach. This could include NHL, minor pro, club, junior or international coach. Coaches of women's programs fall under the college subdivision.]</p> <p>2. ALLIED - this category encompasses members of the greater hockey</p>	<u>Membership</u> <u>Categories</u>
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community at-large, not specifically employed as hockey coaches. This category includes, but is not limited to, administrators, sales representatives, convention exhibitors, on-ice officials, trainers, rink managers, journalists, or former active members.

3. AMATEUR - this category is reserved for, but not limited to, youth hockey coaches, officials, and support staff. Adult players, coaches, and league officials are eligible for this category.
4. HONORARY - this category is reserved for individuals who have made unique contributions to the game of hockey. The Executive Committee of the AHCA awards the Honorary Membership.
5. VOLUNTEER - this category is reserved for volunteer coaches currently at dues-paying colleges.

In the case of disputes, the Executive Committee of the AHCA has the authority to designate the category for individual members.

4.2 The following are voting privileges for the various categories:

Voting Privileges

1. Active Colleges - Coach of the Year, All-American in respective divisions or programs (men-women) only. Right to vote on all AHCA issues.
 - A) Active, Others - Right to vote on all AHCA issues that do not involve college hockey.
2. Allied - No voting privileges.
3. Amateur - No voting privileges.
4. Honorary - all voting privileges are associated with the college subdivision of the active membership category.
5. Volunteer – no voting privileges.

4.3 In case of disputes in defining categories relative to voting privileges or membership, the Executive Committee of the AHCA has the authority to designate the proper category.

Voting and Category Disputes

4.4 At the discretion of the AHCA President, the policy of "one vote per college" on appropriate motions brought to the floor at the annual meeting or deliberated by mail shall be followed.

Vote Distribution

4.5 The dues are structures as follows:

Dues (4/02)

- A. Active:
 - Division I Men’s Staff
 - Division II-III Men’s Staff
 - Division I Women’s Staff
 - Division II-III Women’s Staff
 - Non-College Active Member, **Active Professional 4/02**
- B. Allied
- C. Amateur/**Youth/High school 4/02**
- D. Honorary (No Dues)
- E. Volunteer (No Dues)

4.6 The Board of Governors shall set the amount for dues at the Annual Meeting. Amount of
 For future reference, the increase of the annual dues will be based on the Dues (4/02)
 2001-02 dues amount:

See Appendix A for the current due structure. (4/02)

Chapter V Governance

Section The governing body of the AHCA shall be known as the Board of Governors. Governing
 5.1 The Board shall consist of officers and governors, and Executive Director, Body
 and a Treasurer; **and the immediate Past-President (5/98).**

5.2 The officers shall be elected from active or honorary members only. The Officers
 officers shall consist of President, 1st Vice-President, 2nd Vice-President, and
 3rd Vice-President. The officers shall serve as the Executive Committee.

5.2 *The officers shall be elected from active or honorary members only. The Officers
 officers shall consist of President, 3 Vice-Presidents. The officers shall (10/02)
 serve as the Executive Committee. (10/02)*

5.3 The Treasurer may be elected from any membership category. The Secretary- Secretary-
 Treasurer shall be considered an officer of the AHCA and has Board voting Treasurer
 privileges upon the request of the President. The Secretary-Treasurer will also
 serve on the Executive Committee.

5.4 There shall be at least **seven (4/02)** Governors elected to the Board of Governors
 Governors. **Seven (4/02)** shall be elected at-large from the College
 subdivision of the Active membership category. At least one must be an
 assistant coach. An **eighth (4/02)** Governor may be elected from the other
 subdivisions of the Active membership category. Only when approved by the
 Executive Committee will the Nominating Committee present an individual
 for consideration as the **eighth (4/02)** Governor.

5.5 The Board of Governors shall nominate an Executive Director. The nominee Executive
 must be approved by a majority vote of the membership The nominee shall Director (4/02)
 have experience in an ice hockey administrative position and possess
 unquestionable organizational skills. The nominee should also have
 familiarity with issues affecting all hockey coaches eligible for AHCA
 membership. The candidate should have experience in dealing with hockey
 media to maximize AHCA visibility. It may also be helpful for the candidate
 to be comfortable in dealing with major hockey organizations. It is also
 preferred that the candidate has a background in hockey coaching. It is
 suggested that the Executive Director's expenses can be minimized if the
 candidate is already an ice hockey administrator who regularly attends
 college hockey-related meetings and subscribes to significant hockey
 publications and associations.

5.6 The Board of Governors shall decide the Executive Director's salary and/or Executive
 contract renewal. **Contracts shall be one year in duration with a review Director's
 each year, in the fourth year a four-year contract could be offered, still Contract
 with one-year reviews. (4/02) (4/02)**

5.7 The Board of Governors shall have complete control and management of the Duty of the
 Association's affairs, funds, and property. Board of

		<u>Governors</u>
5.8	The Board shall meet at least once a year, or more frequently (such as conference calls) on the request of the President.	<u>Board Meetings</u>
5.9	The Executive Director, along with the Past President (5/98) , is an ex-officio member of the Board of Governors without voting privileges. All other members, except for the Secretary-Treasurer, will vote on all board issues. The Secretary-Treasurer will vote only upon the request of the President.	<u>Board Voting Procedures and Privileges</u>
5.10	A majority of Board members, excluding the Executive Director, present at a meeting shall constitute a quorum for the transaction of business.	<u>Quorum for Board Voting</u>
5.11	See Chapter VII, Section 7.3	<u>Executive Committee of the Board</u>
5.12	The officers, if recommended by the nominating committee and approved by the membership, shall rotate on a one-year (4/02) basis. The rotation is 1st Vice-President to President; 2nd Vice-President to 1st Vice-President; 3rd Vice-President to 2nd Vice-President. The Treasurer shall serve a five-year term with the Board of Governors having the authority to offer renewals of 1-5 years. The Executive Director shall serve a four-year term with the Board of Governors having the authority to offer renewals of 1-4 years. See Chapter V, Section 5.6. The Executive Committee may grant an extension of terms under emergency conditions.	<u>Officer's Terms and Rotation (4/02)</u>
5.12	<i>The officers, if recommended by the nominating committee and approved by the membership shall serve a three-year term. The Treasurer shall serve a five-year term with the Board of Governors having the authority to offer renewals of 1-5 years. The Executive Director shall serve a four-year term with the Board of Governors having the authority to offer renewals of 1-4 years. See Chapter V, Section 5.6. The Executive Committee may grant an extension of terms under emergency conditions. (10/02)</i>	<u>Officer's Terms and Rotation (10/02)</u>
5.13	Governors shall serve a three-year term unless the Executive Committee grants an extension.	<u>Governors' Rotation</u>
5.14	The President of the AHCA shall preside at all meetings of the Board of Governors and the Executive Committee; shall appoint all committees not otherwise provided for; shall chair the Ethics Committee; shall, with the Executive Director, represent the AHCA and prepare written correspondence with the NCAA, USA Hockey, NHL, USOC, and other such bodies; shall initiate revisions to the Constitution as necessary; shall take responsibility that the Board of Governors and all committee members are aware of their assigned duties.	<u>Duties of President</u>
5.15	The immediate Past-President shall act as an advisor to the Board and particularly to the President. He/she shall be included in all conference calls and meetings and may be appointed to committees. He/she is a non-voting member of the board. (5/98)	<u>Duties of the Past-President (5/98)</u>

- 5.16 The 1st Vice-President shall act as President in the case of absence or disability of the President. The 1st Vice-President shall act as chair of the convention planning committee; shall be responsible for convention site selection, planning, and publication of the convention agenda (including but not limited to clinics, lectures, and special meetings). Duties of 1st Vice President
- 5.16 *The Vice-President of Convention planning shall act as President in the case of absence or disability of the President. The Vice-President of Convention Planning shall act as chair of the convention planning committee; shall be responsible for convention site selection, planning, and publication of the convention agenda (including but not limited to clinics, lectures, and special meetings). (10/02)* Duties of Vice President of Convention Planning
(10/02)
- 5.17 The 2nd Vice-President shall assist the 1st Vice-President in the supervision, planning, and publication of the convention agenda; **shall assist the executive director with sponsorships for the convention and the AHCA in general. The 2nd Vice-President will be responsible for the exhibitors and duties related to securing the exhibitors for the convention. This includes mailings, exhibitor room design, exhibitor placement, fees, and general procedures for the exhibitors. (4/02)** Duties of 2nd Vice-President
(4/02)
- 5.17 *The Vice-President of Sponsorship and Coaches Foundation shall assist the Vice-President of Convention Planning in the supervision, planning, and publication of the convention agenda; shall assist the executive director with sponsorships for the convention and the AHCA in general. The Vice-President of Sponsorship and Coaches Foundation will assist the Hotel Liaison with the exhibitors and duties related to securing the exhibitors for the convention. This includes mailings, exhibitor room design, exhibitor placement, fees, and general procedures for the exhibitors. The Vice President of Sponsorship and Coaches Foundation will chair the Foundation Committee (10/02)* Duties of Vice-President of Sponsorship and Coaches Foundation
(10/02)
- 5.18 The 3rd Vice-President shall, under the supervision of the Treasurer and Executive Director, gain full knowledge of the association's financial and administrative operation; **shall serve as the Chair of the Membership Committee (4/02); shall serve as a member of the awards committee shall study Roberts Rules of Order, Revised, and act as the association's Parliamentarian; shall assist the Secretary with the taking of convention minutes and the documentation of votes taken at the convention; *shall assist the 2nd Vice-President with contracts, exhibitors, and convention sponsors; (4/02)** shall be in charge of projects as assigned by the President, Treasurer, or Executive Director; shall assume the role of Treasurer in case of absence or disability during the year. ***=This line will be deleted** Duties of 3rd Vice-President
(4/02)
- 5.18 *The Vice-President of Membership shall, under the supervision of the Treasurer and Executive Director, gain full knowledge of the association's financial and administrative operation; shall serve as the Chair of the Membership Committee (4/02); shall serve as a member of the awards committee shall study Roberts Rules of Order, Revised, and act as the association's Parliamentarian; shall assist the Secretary with the taking of convention minutes and the documentation of votes taken at the convention. (10/02)* Duties of Vice President of Membership
(10/02)

- 5.19 The Governors shall assist and support the officers in the administering of their duties. The Governors shall be in charge of projects assigned by the President and hold an ex-officio position on a standing committee. Duties of Governors
- 5.20 It is expected that all Board members be present for meetings. Board meetings at the annual convention take precedent over all other activities such as golf events or league meetings. Each Board member is expected to study and become familiar with the AHCA Constitution. Board Meetings
- 5.21 At the discretion of the Board of Governors, the Secretary-Treasurer and Executive Director positions and associated duties may be incorporated. If incorporated, a) the procedure for hiring the Executive Director shall be followed; and, b) all guidelines and regulations concerning the Executive Director are to be followed. Executive Director and Secretary-Treasurer Merger
- 5.22 The **Treasurer** shall be responsible for: Duties of the Treasurer (4/02)
- **With Executive Director**, ordering and Maintaining Trophies/Plaques
 - Maintain financial records, checkbook, investments, etc.
 - **Submit bank reports to the Executive Director, President, and 3rd Vice President regularly. (4/02)**
 - **Maintain a Convention Clinics library (4/02)**
 - Liaison with Board of Governors
 - Collect Exhibitor Fees
 - **With Executive Director**, collect Sponsorship Fees
 - Liaison with Executive Director
 - **Liaison with hotel and convention site personnel (4/02)**
 - Keep the President advised and up-to-date on all AHCA business
 - Maintain contact with 1st Vice-President on convention site and agenda
 - Responsible, along with Executive Director and **President (4/02)**, for convention expenses and a master account
- With the assistance of the Convention Planning Committee and the Executive Director, the Treasurer will be responsible for:
- Pre-Convention:
- Prepares Board of Governor meeting agenda
 - Provides/maintain trophies, awards, souvenirs
 - Secures complimentary suites for appropriate guests/officers
 - Provides convention agendas and financial statements (1st Vice-President sets agenda)
- At Convention:
- With President, keeps meetings on time and orderly
 - Supervises staffing, assignments, and registration
 - Oversees the sale of banquet tickets and banquet in general
 - Maintains minutes of meetings and recording of speakers
- Post-Convention:
- Prepares minutes (tapes and written records of votes taken)
 - Brings files up-to-date

- Settles Convention finances
- Provides gift for outgoing President

The Treasurer will also be an ex-officio member of the Convention Planning Committee.

5.23

The Executive Director of the AHCA shall serve as an ex-officio member of the Executive Committee the Convention Planning committee; **shall co-chair the Legislative Committee and chair the sponsorship/Exhibitor Liaison Committee; shall secure and administer all sponsorship contracts associated with the convention events and major sponsorship of the AHCA. The contracts and procedures shall be submitted to the Board before the convention. (4/02)**

Duties of the Executive Director (4/02)

- Mailings to members and prospective members
- Shall assist and meet with all AHCA standing committees.
- Updates and distributes stationery to Board
- With the Treasurer, Ordering and Maintaining Trophies/Plaques
- **All American certificates (4/02)**
- Assist the Treasurer with in-season invoices.
- Collection of Dues and Related Correspondence
- Edits “Stops & Starts” and oversees mailing.
- Produces membership and other promotional material and distributes it to prospective members.
- Publishes annual Directory and distributes
- Stores supplies, banners, and All-American certificate archives
- Represents the AHCA nationally with outside constituencies (NHL, USA Hockey, NCAA, Commissioners, etc.)
- **Seeks new sponsorships. (4/02)**
- Assist the 2nd VP and Treasurer in the collection of Sponsorship Fees.
- Maintains all sponsor contracts.
- Arranges monthly conference calls of Officers and Governors, keeping and distributing minutes.
- Coordinates Award processes with Awards Committee and produces and distributes all press releases.
- **Liaison to website. (4/02)**
- Produces all badges and agendas for the convention, with officers and treasurer.
- Negotiates with hotels for future contracts and maintains such contracts.
- Chief liaison with AHCA President.
- Coordinates pre-convention conference meetings into the Master Schedule.
- Liaison with ACHA and Women’s Coaches.
- Responsible for Special Events.
- **Liaison with Coaches Foundation. (4/02)**
- **Responsible for Convention Gifts.**
- Keep the President advised and up-to-date on all AHCA business.
- Maintain contact with 1st Vice-President on convention site and agenda
- Responsible, along with Treasurer and **President (4/02)**, for convention

expenses and a master account

- 5.24 The Officers, Treasurer, and Executive Director are to receive the following in gratitude for their services:
- Stipends,
Salaries and
Other Benefits
(4/02)
- A. President - stipend and room at the Convention.
 - B. Past President – room at the convention (4/01)**
 - C. 1st Vice-President - stipend and room at the Convention.
 - D. Treasurer - salary, a room at the Convention, and, if approved by the Board, transportation to the Convention.
 - E. Secretary to the Executive Director / Treasurer - stipend, a room at the Convention, and transportation to the Convention. (4/02)
 - F. Executive Director - salary and all appropriate expenses, including but not limited to Convention room and transportation.
- All rooms are to come from the complimentary rooms given by the convention hotel. The Board of Governors will set all stipends, salaries, and benefits.
- See Appendix B for current Stipends and Salaries. (4/02)**
- 5.24 *The Officers, Treasurer, and Executive Director are to receive the following in gratitude for their services:*
- Stipends,
Salaries and
Other Benefits
(10/02)
- G. President - stipend and room at the Convention.*
 - H. Past President – room at the convention (4/01)*
 - I. Vice-Presidents - stipend and room at the Convention. (10/02)*
 - J. Treasurer - salary, a room at the Convention, and, if approved by the Board, transportation to the Convention.*
 - K. Secretary to the Executive Director / Treasurer - stipend, a room at the Convention, and transportation to the Convention. (4/02)*
 - L. Executive Director - salary and all appropriate expenses, including but not limited to Convention room and transportation.*
- All rooms are to come from the complimentary rooms given by the convention hotel. The Board of Governors will set all stipends, salaries, and benefits.*
- See Appendix B for current Stipends and Salaries. (10/02)*
- 5.25 At the discretion of the Executive Committee, the AHCA may conduct business, elect or approve Board members, amend bylaws, or take emergency action by mail or FAX. Such action will occur only when needed to fulfill the Association's mission
- Business by
Mail or FAX
- 5.26 Officers, Treasurer, Executive Director, and Board Members must get Board approval for using Association funds. This may include, but not be limited to, airfare, postage, phone, tax, fees, etc
- Other
Expenditures

Chapter VI Nominations and Elections

Section 6.1	The nomination of Officers and Governors shall be held at the Annual Convention of the AHCA if there are any vacancies. Every effort must be made by the nominating committee to maintain balanced geographic, league, and divisional representation on the Board of Governors. The term of office begins after installment at the Convention.	<u>Officers and Governors</u>
6.2	The President, when required, shall appoint a Nominating Committee of three active members of the AHCA. One shall come from the Board of Governors and will chair the committee.	<u>Nominating Committee</u>
6.3	The Nominating Committee shall nominate for each vacant office or incumbent rotation only active members eligible and/ or qualified for office under Chapter V. Nominations may be made from the convention floor or, if directed by the Executive Committee, by mail. The Nominating Committee shall make its recommendations at the Opening Meeting of the Convention, with the final vote coming at the Closing Meeting. If nominations or elections occur by mail, the Executive Committee will establish the period for opening and closing of the voting procedure. (See Chapter VI, Section 6.6, for additional options.)	<u>Nominating Procedure</u>
6.3	<i>The Nominating Committee shall nominate for each vacant office only active members eligible and/ or qualified for office under Chapter V. Nominations may be made from the convention floor or, if directed by the Executive Committee, by mail. The Nominating Committee shall make its recommendations at the Opening Meeting of the Convention, with the final vote coming at the Closing Meeting. If nominations or elections occur by mail, the Executive Committee will establish the period for opening and closing of the voting procedure. (See Chapter VI, Section 6.6, for additional options.) (10/02)</i>	<u>Nominating Procedure</u> <u>(10/02)</u>
6.4	Elections, when conducted at the Annual Convention, shall be by voice or written ballot. The AHCA President will determine the format	<u>Format of Balloting</u>
6.5	See Chapter V, Section 5.5, for the nomination and election of an Executive Director.	<u>Executive Director</u>
6.6	A vacancy occurring in an office during the year shall be filled by a majority vote of the Board of Governors. The Executive Committee shall nominate the candidates. Such action will occur only when needed to fulfill the Association's mission.	<u>Mid-Year Vacancy</u>

Chapter VII Committees of the AHCA

Section 7.1	Each year, the President shall establish the following committees, unless otherwise provided for under the AHCA by-laws: <ul style="list-style-type: none"> • Executive Committee • Ethics Committee (Board of Governors, 5/98) • Legislative Committee • Division I Committee • Division 11-111 Committee 	<u>Standing Committees</u>
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- Sponsorship/**Exhibitor** Liaison Committee (4/02)
- NCAA Rules Recommendation/Officiating Committee
- Awards Committee
- Convention Planning Committee
- Membership Committee
- **Web site and Technology Committee (4/02)**
- Women's Hockey Committee
- High School/Professional* Committee
- See Section 4. 1 (Page One) for the definition of "Professional" for AHCA purposes.

Each standing committee shall have the authority to create its subcommittees with additional members.

Section 7.1

Each year, the President shall establish the following committees, unless otherwise provided for under the AHCA by-laws:

Standing Committees

- *Executive Committee*
- *Ethics Committee (Board of Governors, 5/98)*
- *Legislative Committee*
- *Division I Committee*
- *Division 11-111 Committee*
- *Sponsorship/Exhibitor Liaison Committee (4/02)*
- *NCAA Rules Recommendation/Officiating Committee*
- *Awards Committee*
- *Convention Planning Committee*
- *Membership Committee*
- *Web site and Technology Committee (4/02)*
- *Women's Hockey Committee*
- *High School/Amateur Committee (10/02)*
- *Hockey Coaches Care Foundation Committee (10/02)*

Each standing committee shall have the authority to create its subcommittees with additional members.

7.2

The President has the authority to establish Ad Hoc committees. This includes, but is not limited to, the Nominating Committee, the Audit Committee, etc.

Other Committees

7.3

The Executive Committee handles the business affairs of the AHCA when it is impossible to have the entire Board of Governors meeting. The Committee consists of the President, 1st Vice-President, 2nd Vice-President, 3rd Vice-President, Treasurer, and the Executive Director. This committee has all the powers of the Board when it is not possible to have the entire Board meet or be polled in a vote. This is an emergency committee.

Executive Committee

7.4

The Executive Committee of the AHCA shall serve as the Ethics Committee. (See Code of Conduct.)

Ethics Committee

The Ethics committee must review any situation resulting in conference or NCAA sanctions against a coach or his/her program.

Upon the conclusion of such review, the Ethics committee will take action as deemed appropriate. (5/98)

- 7.5 The Legislative-Liaison Committee shall solicit proposals, ready legislation, and secure the appropriate advocates or sponsors of said legislation for the AHCA to the appropriate NCAA process. The co-chairs and at-large members are also responsible for collecting data and information from AHCA members who can be directed not only to the NCAA but also to USA Hockey, the NHL, and other organizations. The Committee shall consist of co-chairs, **one being the Executive Director (4/02)**, four at-large members, at least one being a Division 11-111 college coach and one assistant college coach. Legislative-Liaison Committee (4/02)
- 7.6 The Division I Committee shall determine and work with the concerns relative to its division. The chair and other committee members shall organize and conduct coaches' meetings at the annual AHCA Convention. The Committee shall establish a Convention Agenda and work with corresponding AHCA committees toward ways to improve areas such as, but not limited to, the national championship tournament, officiating, media exposure, clinics, and seminars, etc. This committee will consist of a chair and five at-large members. One member must be an assistant coach, **one member must be from the Board (4/02)** and there must be East and West representation. Division I Committee (4/02)
- 7.7 The Division 11-111 Committee shall determine and work with the concerns relative to its division. The chair and other committee members shall organize and conduct coaches' meetings at the annual AHCA Convention. The Committee shall establish a Convention Agenda and work with corresponding AHCA committees toward ways to improve areas such as, but not limited to, the national championship tournament, officiating, media exposure, clinics, and seminars, etc. This committee will consist of a chair and five at-large members. One member must be an assistant coach, **one member must be from the Board (4/02)** and there must be East and West representation. Division II-III Committee (4/02)
- 7.8 The Sponsorship/**Exhibitor** Liaison Committee shall solicit and explore all major and sponsorship opportunities for the AHCA. These include, but are not limited to, corporate sponsorships, sponsorship of special projects, sponsorship of salaried positions, sponsorship of AHCA trophies and awards, sponsorship of convention activities and lectures; the committee will also **be responsible for the exhibitors and duties related to securing the exhibitors for the convention. This includes mailings, exhibitor room design, exhibitor placement, fees, and general procedures for the exhibitors. (4/02)** This committee will also act, along with the Executive Director, as a liaison with major organizations such as USA Hockey, the NHL, minor pro teams, and the media to better promote and market the game of hockey. This committee shall consist of the chair being **the Executive Director, the 2nd VP (4/02)**, and six additional members. At least one member must be an assistant coach. Sponsorship/**Exhibitor** Liaison Committee (4/02)
- 7.9 The NCAA Rules Recommendation/Officiating Committee will work as a liaison between the AHCA and the NCAA Rules Committee. The Committee will study the need for rules modification by submitting questionnaires or surveys to AHCA members, the results of which may be presented for consideration at the annual AHCA Convention. This NCAA Rules Recommendation/Officiating Committee (4/02)

committee will also encourage and monitor experimental projects in summer leagues, hockey schools, or exhibition games. This committee shall also work towards the improvement of officiating. The committee shall consist of a **chair being from the board (4/02)** and six additional members, one of which must be an assistant coach. Division 11-111 should be represented, as well as East and West representation.

- 7.10 The Awards Committee shall consider and evaluate the candidates for the AHCA awards. This committee will also work to improve the balloting and voting procedures for all awards including the Major Awards, Coach of the Year, All-Americans, and College Division Players of the Year. **(Refer to Awards committee procedures addendum C) (4/02)** This committee shall help solicit any individuals who qualify for AHCA awards; shall determine the need and criteria for new AHCA awards; shall consist of a chair and eight additional AHCA members that include: Two Division I Men coaches, one Division I Women coach, two Division III Men coaches, one Division III Women coach, an assistant coach, and the AHCA 3rd Vice President. There should be Division II-III representation, as well as East and West. It is recommended that this committee assist the Officers in planning the Coach of the Year Banquet. Awards Committee (4/02)
- 7.11 The Convention Planning Committee shall plan all details of the Annual Convention. This committee is responsible, along with the 1st Vice-President, for site selection, clinics, lecturers, keynote speakers, required committee meetings, and the overall convention agenda. This committee shall be **chaired by the 1st Vice-President** and consists of the Executive Director, Secretary-Treasurer, **two members of the Board of Governors**, and **five** AHCA additional members, one of who must be an assistant coach and one of who must be a woman. Convention Planning Committee (4/02)
- 7.12 The Membership Committee will encourage all eligible individuals to join the AHCA. This committee is responsible for determining the time and strategy for membership drives and to improve the description and scope of AHCA membership categories. **The committee shall produce an up to date brochure for distribution at clinics and events that might enhance the AHCA membership. (4/02)** The committee shall consist of a **chair being the 3rd Vice-President and six (4/02)** additional members, one of which must be an assistant coach, as well as East and West representation. Membership Committee (4/02)
- 7.13 The Women's Hockey Committee shall determine and work with concerns relative to Women's Hockey. The chair and representatives shall organize and conduct meetings at the annual convention. The committee shall establish a convention agenda and work with corresponding AHCA committees. The committee shall consist of a **chair being from the board (4/02)** and five additional members Women's Hockey Committee (4/02)
- 7.14 **.The Web Site Technology committee shall work with the AHCA's Webmaster to monitor and enhance the web site. The committee should investigate ways to use the web site to enhance the services the AHCA provides to the members. These may include an online coaching directory, award balloting, drill database, and overall communication to the members. The committee shall consist of a chair from the board and 6 additional members, all being assistant coaches, as well as Division 11-111 and East/West representation.** Web Site and Technology Committee (4/02)

- 7.15 *The High School-Amateur Committee (10/02) shall determine and work with concerns relative to the respective categories. The chair and representatives shall organize and conduct meetings at the annual convention. The committee shall establish a convention agenda and work with corresponding AHCA committees. The committee shall consist of a chair and five additional members.* High School - Amateur Committee (10/02)
- 7.16 *The Foundation Committee (10/02) shall determine and work towards raising funds to support the “Hockey Coaches Care Foundation” This committee will provide the board with a detailed outline of fundraising goals. The committee will follow all bylaws of the foundation in determining the allocation of funds. The committee shall consist of a Chair being the AHCA Executive Director, AHCA Treasurer, AHCA President, AHCA Past President, other members will be determined upon completion of the foundation’s by-laws.)* Foundation Committee (10/02)
- 7.17 No individual shall serve as a member of a standing committee for more than five years. An exception may be made for anyone who needs additional time to complete a term as a committee chair. The term of service as chair shall be for no more than three consecutive years. An individual may serve on more than one committee but not chair more than one. Term of Service
- 7.18 The President shall appoint the members of standing or other committees unless otherwise provided for. Appointment
- 7.19 All standing committees shall meet not less than once each year, not including the association's Annual Meeting. A conference call may be considered a meeting. A quorum shall be established with a majority of the committee members in attendance. The approval of a majority of those in attendance shall constitute a valid exercise of the powers of the committee. Meetings
- 7.20 Each standing committee shall keep records of its proceedings. Records
- 7.21 The chair shall provide an agenda before meetings to facilitate deliberations. The chair shall submit a statement of the committee's expenses to the Secretary-Treasurer. Expenses include postage, telephone, and materials; however, the Executive Committee must approve all expenses in advance. No travel expenses are allowed unless approved by the Executive Committee. The chair or a delegate shall present the committee's annual report and facilitate the discussion of the said report at the Annual Convention. The scope of issues may call for extended floor time and the chair will request additional agenda time from the 1st Vice-President. All committee reports and recommended actions must be approved by the membership at the Annual Meeting unless approved for a mail ballot by the Executive Committee (Chapter V, Section 5.24). If approved, committee reports will be placed on file. Duties of Committee Chair
- 7.21 *The chair shall provide an agenda before meetings to facilitate deliberations. The chair shall submit a statement of the committee's expenses to the Secretary-Treasurer. Expenses include postage, telephone, and materials; however, the Executive Committee must approve all expenses in advance. No travel expenses are allowed unless approved by the Executive Committee. The chair or a delegate shall present the committee's annual report and facilitate the discussion of* Duties of Committee Chair

the said report at the Annual Convention. The scope of issues may call for extended floor time and the chair will request additional agenda time from the Vice-President of Convention Planning. All committee reports and recommended actions must be approved by the membership at the Annual Meeting unless approved for a mail ballot by the Executive Committee (Chapter V, Section 5.24). If approved, committee reports will be placed on file. (10/02)

- | | | |
|------|--|------------------------------------|
| 7.22 | All committee members are expected to take active roles in the work of their respective committees. | <u>Duties of Committee Members</u> |
| 7.23 | The charge of each standing committee is outlined in its respective section of the AHCA Constitution. A standing committee may receive additional duties to resolve specific issues not previously stated. The Board of Governors will determine the appropriate committee to receive such issues. | <u>Committee Charge</u> |

Chapter VIII Meetings

- | | | |
|----------------|--|--------------------------|
| Section
8.1 | The annual meeting of the AHCA shall be held at the close of the hockey season unless the membership approves a specific time during the season (at the national championship, for example). | <u>Annual Meeting</u> |
| 8.2 | A quorum shall consist of one-fifth of the Association's members eligible to vote on specific or general issues. | <u>Quorums</u> |
| 8.3 | Voting shall be by voice except for the election of officers (when conducted at the Annual Meeting). See Chapter V on Governance. | <u>Voting</u> |
| 8.4 | The usual order of business shall include: <ol style="list-style-type: none"> 1. Roll Call 2. Reading of Minutes 3. Reports of Officers, Governors, and Executive Director 4. Reports of Standing Committees 5. Other Committee Reports 6. Old Business 7. New Business 8. Clinics, Lectures, Speakers 9. Coach of the Year Banquet 10. Final Business Meeting and Adjournment | <u>Order of Business</u> |
| 8.5 | The following honorariums will be provided if approved by the Board of Governors: <ol style="list-style-type: none"> 1. Award Winners will receive transportation to the Annual Meeting; three nights lodging, and a stipend for expenses. 2. Special Guests will receive transportation to the Annual Meeting; two nights lodging, a stipend for expenses, and an honorarium. | <u>Honoraria</u> |

American Hockey Coaches Association

Standing Committees

REVISED 4/2002

(Subject To Additions)

AWARDS COMMITTEE (consists of Chair, 3rd VP, 7 members from the body, 1 of the 7 being an assistant coach, 2 being Division I Men's coaches, 1 being a Division I Women's coach, 2 being Division III Men's coaches, 1 being a Division III Women's coach, East-West should be considered)

Chair: Bill Kangas, Williams, 03 — Kevin Sneddon, Union, 3rd VP; *NEED, Division 1 West Head Coach, 07*
NEED, Division 3 Women's West Head Coach, 07, Bob Emery, Plattsburgh, 03; Paul Pooley, Providence, 06; Don Olson, St. Mary's, 06; Jamie Rice, NU, 06, *NEED, Division I Women's East Head coach, 07*

CONVENTION PLANNING COMMITTEE (consists of 1st VP, Ex. Director and Treasurer, 2 Board members, 5 other members from the body, 1 of the 5 being an assistant coach and 1 of the 5 being a woman)

Chair: Roger Grillo, Brown, 1st VP — Joe Bertagna, Ex. Director, Bruce Delventhal, Treasurer, Josh Brandwene, Delaware, 03; Jackie Barto, OSU, 03; Mark Mazzoleni, Harvard, 02; Tom Newton, MSU, 03; John Harrington, St. John's, 02; Brad Willner, St. Cloud, 05; Kevin Sneddon, Union, 05.

DIVISION I COMMITTEE (consists of a Chair, 5 members from the body, 1 of 5 must be an assistant coach, 1 of 5 must be a Board member, East-West should be considered)

Chair: Don Lucia, Minnesota, 03 — Don Cahoon, UMass Amherst, 05; Brian Cavanaugh, Canisius, 05; Blaise MacDonald, UMass Lowell, 06; Brian McCloskey, UNH, 05; Scott Owens, CC, 06.

DIVISION II-III COMMITTEE (consists of a Chair, 5 members from the body, 1 of 5 must be an assistant coach, 1 of 5 must be a Board member, East-West should be considered)

Chair: Tim Coghlin, St. Norbert, 04 — Mike Schwartz, Augsburg, 05; Kevin Houle, Plattsburgh, 05; Bill Bowes, Wentworth, 06; Phil Grady, Hamilton, 05; Dan Stauber, WI-Superior, 07.

ETHICS COMMITTEE (consists of President and AHCA officers)

Chair: Jim Tortorella, Colby (**Executive Committee — the AHCA Officers—)

LEGISLATIVE COMMITTEE (consists of Co-Chairs, 1 chair being the Ex. Director, 4 members from the body, 1 of the 4 must be a Division II, III representative, 1 of the 4 must be an assistant coach.

Chairs: Bob Deraney, Providence, 04, Joe Bertagna, Ex. Director, — Paul Pearl, Holy Cross 06; Steve Hagwell, ECAC, 06; Tom Anastos, CCHA, 06; Frank O'Brien, WI-Stevens Point, 06.

RULES RECOMMENDATION COMMITTEE (consists of a Chair being from the board, 6 being from the body. 1 of 6 being an assistant coach, Division II-III, East-West should be represented.

Chair: Scott Paluch, BC, 04 — Laura Halldorson, Minnesota, 05; Mike McShane, Norwich, 04; Al MacCormack, Lebanon Valley, 06; Bob Deraney, PC, 06; Ken Taylor, MAAC, 05; Ron Mason, MSU, 02.

SPONSORSHIP/ EXHIBITOR LIAISON COMMITTEE (consists of a Chair being the Ex. Director, 2nd Vice President, 6 being from the body, 1 of 6 being an assistant coach.)

Chair: Joe Bertagna, Ex. Director, — Scott Sandlin, Minnesota –Duluth, 2nd VP, Bruce Marshall, UConn, 05; Joe Battista, Penn State, 04; Val Belmonte, Union, 05; Ron Mason, MSU, 02; Dave Poulin, Notre Dame, 04; Mel Pearson, Michigan, 05.

WOMEN'S COMMITTEE (consists of a Chair being from the board, 5 being from the body, East-West should be represented)

Chair: Jackie Barto, 03 — Jeff Kampersal, Princeton, 04; Jill Pohtilla, Augsburg, 03; Donna Wright, Wesleyan, 04; Mike Sisti, Mercyhurst, 05.

MEMBERSHIP COMMITTEE (consists of a Chair being the 3rd Vice President, 6 being from the body, 1 of 6 being an assistant coach, Division II-III, East-West should be represented)

Chair: Mike Kemp, UNO, 3rd VP — Scott Borek, New England College, 06; Bob Gaudet, Dartmouth, 06 Mark Tabrum, USA Hockey, 06, Tim Taylor, Yale, 06, Tom Serratore, Bemidji State, 06, Ken Martel, USA Hockey, 06.

WEB SITE AND TECHNOLOGY COMMITTEE (consists of a Chair from the board, 6 being from the body, all assistant coaches, Division II-III, East-West should be represented)

Chair: Brian Dickinson, Brockport State, 04 — David McAuliffe, MSU, 05; David Berard, Providence College, 05; Ken Rausch, UML, 05; Willie Mitchell, Wayne State, 05, David Cataruzolo, Trinity, 05; Dan Parkhurst, Sportdesigns.com, 05.

American Hockey Coaches Association

Standing Committees

REVISED 10/2002

(Subject To Additions)

AWARDS COMMITTEE (consists of Chair, 3rd VP, 7 members from the body, 1 of the 7 being an assistant coach, 2 being Division I Men's coaches, 1 being a Division I Women's coach, 2 being Division III Men's coaches, 1 being a Division III Women's coach, East-West should be considered)

Chair: Bill Kangas, Williams, 03 — Kevin Sneddon, Union, 3rd VP; **Craig Dahl, St. Cloud State, 07; Susie Bellizzi, Lake Forest 07;** Bob Emery, Plattsburgh, 03; Paul Pooley, Providence, 06; Don Olson, St. Mary's, 06; Jamie Rice, NU, 06, **Bob Deraney, Providence, 07**

CONVENTION PLANNING COMMITTEE (consists of 1st VP, Ex. Director and Treasurer, 2 Board members, 5 other members from the body, 1 of the 5 being an assistant coach and 1 of the 5 being a woman)

Chair: Scott Sandelin, 1st VP — Joe Bertagna, Ex. Director, Bruce Delventhal, Treasurer, **NEED ACHA Board representative, 05;** Jackie Barto, OSU, 03; **Mike McShane, Norwich, 07;** Tom Newton, MSU, 03; **NEED Division 3 West Head Coach, 07;** Brad Wilner, St. Cloud, 05; Kevin Sneddon, Union, 05.

DIVISION I COMMITTEE (consists of a Chair, 5 members from the body, 1 of 5 must be an assistant coach, 1 of 5 must be a Board member, East-West should be considered)

Chair: Don Lucia, Minnesota, 03 — Don Cahoon, UMass Amherst, 05; Brian Cavanaugh, Canisius, 05; Blaise MacDonald, UMass Lowell, 06; Scott Owens, CC, 06: **Rick Gotkin, Mercyhurst, 07**

DIVISION II-III COMMITTEE (consists of a Chair, 5 members from the body, 1 of 5 must be an assistant coach, 1 of 5 must be a Board member, East-West should be considered)

Chair: Tim Coghlin, St. Norbert, 04 — Mike Schwartz, Augsburg, 05; Kevin Houle, Plattsburgh, 05; Bill Bowes, Wentworth, 06; Phil Grady, Hamilton, 05; Dan Stauber, WI-Superior, 07.

ETHICS COMMITTEE (consists of President and AHCA officers)

Chair: Roger Grillo, President (**Executive Committee — the AHCA Officers—)

LEGISLATIVE COMMITTEE (consists of Co-Chairs, 1 chair being the Ex. Director, 4 members from the body, 1 of the 4 must be a Division II, III representative, 1 of the 4 must be an assistant coach.)

Chairs: Bob Deraney, Providence, 04, Joe Bertagna, Ex. Director, — Paul Pearl, Holy Cross 06; Steve Hagwell, ECAC, 06; Tom Anastos, CCHA, 06; Frank O'Brien, WI-Stevens Point, 06.

RULES RECOMMENDATION COMMITTEE (consists of a Chair being from the board, 6 being from the body. 1 of 6 being an assistant coach, Division II-III, East-West should be represented.)

Chair: Scott Paluch, BC, 04 — Laura Halldorson, Minnesota, 05; Mike McShane, Norwich, 04; Al MacCormack, Lebanon Valley, 06; Bob Deraney, PC, 06; Ken Taylor, MAAC, 05; **Enrico Blaise, Miami University, 07.**

SPONSORSHIP/ EXHIBITOR LIAISON COMMITTEE (consists of a Chair being the Ex. Director, 2nd Vice President, 6 being from the body, 1 of 6 being an assistant coach.)

Chair: Joe Bertagna, Ex. Director, — Mike Kemp, UNO, 2nd VP, Bruce Marshall, UConn, 05; Joe Battista, Penn State, 04; Val Belmonte, Union, 05; **Bill Bowes, Wentworth 07**; Dave Poulin, Notre Dame, 04; Mel Pearson, Michigan, 05.

WOMEN'S COMMITTEE (consists of a Chair being from the board, 5 being from the body, East-West should be represented)

Chair: Jackie Barto, 03 — Jeff Kampersal, Princeton, 04; Jill Pohtilla, Augsburg, 03; Donna Wright, Wesleyan, 04; Mike Sisti, Mercyhurst, 05.

MEMBERSHIP COMMITTEE (consists of a Chair being the 3rd Vice President, 6 being from the body, 1 of 6 being an assistant coach, Division II-III, East-West should be represented)

Chair: Kevin Sneddon, Union, 3rd VP — Scott Borek, UNH, 06; Bob Gaudet, Dartmouth, 06 Mark Tabrum, USA Hockey, 06, Tim Taylor, Yale, 06, Tom Serratore, Bemidji State, 06, Ken Martel, USA Hockey, 06.

WEB SITE AND TECHNOLOGY COMMITTEE (consists of a Chair from the board, 6 being from the body, all assistant coaches, Division II-III, East-West should be represented)

Chair: Brian Dickinson, Brockport State, 04 — David McAuliffe, MSU, 05; David Berard, Providence College, 05; Ken Rausch, UML, 05; Willie Mitchell, Wayne State, 05, David Cataruzolo, Trinity, 05; **Bruce Wolanin, Yale, 07.**

FOUNDATION COMMITTEE (consists of a Chair being the AHCA Executive Director, AHCA Treasurer, AHCA President, AHCA Past President, other members will be determined upon completion of the foundation's by-laws.)

Chair: Joe Bertagna, Ex. Director, — Roger Grillo, President, Jim Tortorella, Past President, Bruce Delventhal, Treasurer

HIGH SCHOOL-AMATEUR COMMITTEE (consists of a chair, and five additional members)

Chair: Mark Tabrum, Director of Coaching USA Hockey, —Dan Shine, Massachusetts, Paul Cannata, Massachusetts, Billy Switaj, Ohio, Kevin McLaughlin, Director of Youth Ice Hockey, USA Hockey, Carey Eades, Minnesota

**Appendix A
Due Structure****2001-2002**

- Active, College Men's Division 1: \$315 per staff (4/02)
- Active, College Men's Division 11-111 Staff: \$185 (4/02)
- Active, College Women's Staff: Division 1: \$150, Division 111 \$125 (4/02)
- Active, Non-College, Professional: \$75 (4/02)
- Allied: \$75 (4/02)
- **Amateur/Youth/High School: \$15 (4/02)**
- Honorary & Volunteer: N/C

***There is a \$100.00(\$75.00 ACHA members) charge to attend the annual AHCA Convention before April 1st. \$125.00 after April 1st (4/02)**

2002-2003

- Active, College Men's Division 1: \$315 per staff (4/02)
- Active, Men's Division 11-111 Staff: \$185 (4/02)
- Active, Women's Staff: Division 1: \$150, Division 111 \$125 (4/02)
- Active, Non-College, Professional: \$75 (4/02)
- Allied: \$75 (4/02)
- **Amateur/Youth/High School: \$25 (4/02)**
- Honorary & Volunteer: N/C

***There is a \$100.00(\$75.00 ACHA members) charge to attend the annual AHCA Convention before April 1st. \$125.00 after April 1st (4/02)**

Appendix B**Executive Director and Officers
Stipends and Salaries****2002**

Executive Director	\$21,000.00
President	\$700.00
1st Vice President	\$700.00
Treasurer	\$9,000.00
Secretary*	\$8,400.00

*(Secretary to Executive Director and Treasurer)

2003

Executive Director	\$22,500.00
President	\$700.00
1st Vice President	\$700.00
Treasurer	\$9,000.00
Secretary*	\$8,820.00

*(Secretary to Executive Director and Treasurer)

2004

<i>Executive Director</i>	<i>\$24,000.00</i>
<i>President</i>	<i>\$1500.00</i>
<i>Vice Presidents</i>	<i>\$1000.00</i>
<i>Treasurer</i>	<i>\$9,000.00</i>
<i>Secretary*</i>	<i>\$8,820.00</i>

*(Secretary to Executive Director and Treasurer)

Appendix C

Awards Procedures

2002-03 Time Line for the Annual Awards:

Mid-April, Major Awards, recommendations requested

May 8, date request for 2002-03 All-League information (COTY and teams); begin

Coordinating with conference commissioners and SID's.

Women's Division III: Tuesday, March 4, 2003

Men's Division III: Tuesday, March 11, 2003

Women's Division I: Wednesday, March 12, 2003

Men's Division I: Tuesday, March 25, 2003

Mid-July, Major Awards, recommendations requested

First Week of September, Assistant Coach updates e-mails and faxes nationally

Mid-September, Major Awards, recommendations requested, include retired coaches

Mid-November, Major Awards, recommendations requested

December 15, Deadline for Major Award Nominations

December 15-January 1, E-mail all committee members with all nominees

January 7, Major Awards Conference Call; Major awards voted on and decided

January 25, DIII Women and Men Player of the Year Nomination Form sent out

February 15, DIII Women and Men Player of Year Nominating Forms due

March 4, Women's Division III All-League Awards to Chair

March 5, Women's DIII All-American Ballots sent out

March 11, Men's Division III All-League Awards to Chair

March 11, Women's DIII All-American collected and counted

March 11, Women's DIII All-Americans sent to Executive Director and President

March 11, Women's DIII National Player of the Year sent to the Executive Director
and President

March 12, 2003: Women's Division I All-League Awards to Chair

March 12, Men's DIII All-American Ballots sent out

March 12, Women's DI All-American Ballots sent out

March 18, Women's DIII Ballot #1 COTY sent out

March 18, Men's DIII All-American Ballots collected and counted

March 18, Men's DIII All-Americans sent to Executive Director and President

March 18, Women's DI All-American Ballots collected and counted

March 18, Women's DI All-Americans sent to Executive Director and President

March 18, Men's DIII National Player of the Year sent to the Executive Director
and President

March 24, Women's DIII Ballot #1 COTY collected and counted

March 25, 2003: Men's Division I All-League Awards to Chair

March 25, Men's DIII Ballot #1 COTY sent out

March 25, Women's DI Ballot COTY sent out

March 26, Women's DIII Finalist Ballot distributed to AHCA Division III body

March 26, Men's DI All-American Ballots sent out

March 31, Men's DIII Ballot #1 COTY collected and counted

April 1, Women's DIII Finalist Ballots COTY collected and counted.

April 1, Women's DI Ballot COTY collected and counted

April 1, Men's DI All-American Ballots collected and counted

April 1, Men's DI All-Americans sent to Executive Director and President

April 2, Women's DIII National COTY sent to Executive Director and President

April 2, Men's DIII Finalist Ballot COTY sent out

April 2, Women's DI National COTY sent to Executive Director and President

April 8, Men's DIII Finalist Ballots COTY Collected and counted

April 9, Men's DIII National COTY sent to Executive Director and President

April 15, Men's DI Ballot COTY sent out

April 22, Men's DI Ballot COTY collected and counted

April 23, Men's DI National COTY sent to Executive Director and President

***Please note that the Hobey Baker Award Committee and the USA Hockey Foundation will select their respective recipients on their timetable.

RESPONSIBILITIES OF THE AWARDS COMMITTEE

Paul Pooley '06: All-Americans Division I East (2 teams)

Bob Daniels, '02: All-Americans Division I West (2 teams)

Bob Emery '03: All-Americans Division III East (2 teams)

Don Olson '06: All-Americans Division III West (2 teams)

***All-Americans Division III Woman Coach (new appointment):

Division III East (2 teams) and West (1 team)

***All-Americans Division I Woman Coach (new appointment):

Two National Teams

Jamie Rice '06: will assist the Chair in monitoring the calendar and selection process for

COTY, All-Americans, College Players of the year. Jamie will also be responsible for updating the e-mail and fax list in conjunction with the AHCA.

Bill Kangas, '03: Chair, will make sure to receive conference commissioners and SID all-league teams and league COTY, distribute all-league information to the committees. The Chair will develop and coordinate the National COTY balloting process and utilize any member of the committee, if necessary. The Chair will serve as a liaison in answering any questions regarding the All-American, COTY, and Player of the Year selection process. The Chair will also serve as secretary and record-keeper for the committee.

3rd Vice President will serve as a liaison with the committee and the AHCA Board.

Executive Director will receive all information from the Awards Committee and disseminate it accordingly, this includes releasing all of the All-Americans, National Players of the Year and COTY Finalists to the SID's responsible for hosting the NCAA Division I and Division III SID's Frozen Four. (The SID must be made known that this information is confidential and will only be communicated at the banquet.) The Director will communicate with the NCAA to place the All-American, Player of the Year, and COTY Finalist on their Frozen Four Annual Banquet Agenda of Evening Events. On the Monday following all Frozen Fours, the Director will send, on AHCA letterhead, congratulations to all coaches of All-Americans and National Players of the Year. The Director will communicate with the Secretary-Treasurer for ordering all awards.

President will receive all of the information.

MAJOR AWARDS

CRITERIA AND DISCUSSION

All Major Awards will be done via e-mail and will be sent to the Division I and III AHCA body. If e-mail is not available, the information will be faxed.

The award nominees and their biographies are to be collected by the committee chair and distributed to the awards committee before their December vote.

The Joe Burke Award is currently the only award that recognizes women's hockey. The nominees for this award will be sent to all Division I and III women's coaches.

The John Mariucci Award, Jim Fullerton Award, John "Snook" Kelley Founders Award, John MacInnes Award, Terry Flanagan Award will be sent to all Division I and III men's coaches.

If the awards committee is discussing an award and there is a question to the background and personality of the award, it is the discretion of the Chair to have someone that knows or knew the named honoree to present this information to the committee, before the committee recommends the winner of the award. That person could speak to the qualities of the person and give insight as to why they were so honored with this award in a name. This information may help define who are appropriate winners, and emphasize the qualities that this person represented. (Therefore, it can be discussed that if an award is presented in someone's name, the recipient should be at least equal to that person in honor and character.) It is the discretion of the awards committee not to give an award out in a given year. This is dependent on the pool of nominees and whether a nominee is better served in receiving this award at a later date. If there is a tie between two nominees, both names can be submitted to the AHCA Board for their final decision.

The AHCA Board will have final approval or disapproval of an award winner.

The AHCA Treasurer and Executive Director will be responsible for ordering the Major Award plaques and trophies.

Timeline for the Major Awards

1. E-mail all coaches mid-April for awards recommendations and bios.
2. E-mail all coaches mid-July for awards recommendations and bios.

3. E-mail all coaches mid-September for awards recommendations and bios. This e-mail should include past and retired coaches. If an e-mail list does not exist, then a special mailing should be sent to this group.
4. E-mail all coaches mid-November for awards recommendations and bios.
5. Deadline for all information: December 15.
6. December 15-January 1: E-mail all committee members with all nominees.
7. An awards conference call will be held on January 7. Major awards voted on and decided. The Awards Committee will recommend the winners of the major awards.
8. The Chair of the Awards Committee will forward the recommended awards recipients to the President and Executive Director. This information will include the correct spelling of the award winner's names and their home addresses.
9. The Chair of the Awards Committee will present the recommended award recipients to the AHCA Board on their January conference call.

MAJOR AWARDS: FORM SENT TO COACHES

Hello Coach:

As Chair of the AHCA Awards Committee, please read the information below... (If you have a possible candidate for the Major AHCA Awards, please forward them to me.) Each year, we seek nominations from the membership looking to honor potential candidates for our major awards. Please take the time to consider nominating a worthy candidate. At the very bottom of the e-mail are the past recipients of these awards. Thank you for filling out this important information!

Terry Flanagan Award—Recognizing a career body of work as an assistant coach.

Nominee and bio:

John Mariucci Award—Recognizing a career body of work as a secondary school coach.

Nominee and bio:

John "Snooks" Kelley Founders Award—Recognizing a career body of work as a coach in developing hockey in the United States.

Nominee and bio:

John MacInnes Award—Recognizing a career body of work as a coach, with some emphasis on a winning record.

Nominee and bio:

Jim Fullerton Award—Recognizing a career body of work of a non-coach (journalist, referee, administrator, etc.)

Nominee and bio:

CONFERENCE COMMISSIONERS AND SID'S

Conference commissioners and SID's are valuable assets to the success of the All-American and COTY Balloting process. Within two weeks following the AHCA Convention, the Awards Committee Chair will submit a written request to the conference commissioners and SID's, indicating the date and time that the awards committee needs their respective All-League and League COTY information. (To maintain consistency within the process, we are requesting that all information be received by noon on the dated needed.) For example, in 2002-03, the date in which both All-League and COTY information needs to be sent from each conference commissioner or SID's to the Awards Committee Chair is as follows:

Women's Division III: Tuesday, March 4, 2003

Men's Division III: Tuesday, March 11, 2003

Women's Division I: Wednesday, March 12, 2003

Men's Division I: Tuesday, March 25, 2003

ANNOUNCEMENTS OF ALL-AMERICANS AND COACH OF THE YEAR

All-Americans and National Players of the Year for Division I men and women, Division III men and women will be first announced at their respective NCAA Frozen Four banquets. Press releases to the public, as well as to the player's coaches announced to the team, will follow this event. The AHCA Web Page will post the award winners on the Monday following the Frozen Four.

National Coach of the Year Finalists for Division I men and women, Division III men and women will be first announced at their respective NCAA Frozen Four banquets. At the Men's Division I NCAA Frozen Four Banquet, the National Coaches of the Year for Division I women, Division III women, and Division III men will also be announced. Press releases to the public, as well as to the player's coaches announced to the team, will follow this event. In coordination with the Awards Chair and the Executive Director, a member of the awards committee will communicate with the coaches of the All-American recipients immediately following the time of the release (i.e. NCAA Banquet). Any posting of the finalists and award winners on the AHCA Web Page will occur one day following the Frozen Final Four banquet.

The AHCA Secretary-Treasurer will be responsible for ordering the All-American certificates and the National Coach of the Year plaques and/or trophies.

SELECTION PROCESS FOR NATIONAL COACH OF THE YEAR

The Awards Chair will coordinate the selection process with the aid of the Assistant Coach.

Please note: Under the advisement of the Executive Director, the President, the Award Chair, and an appointed committee, an independent team can have its coach placed on the National Coach of the Year Ballot. Criteria for Determining the National Coach of the Year will include.

Division I men and women:**A. PROPOSAL FOR 2003**

1. Limit the National COTY Finalists on the BALLOT:
 - a. To be on the ballot, the coach must be a COTY in their respective conferences. If there is a tie, then both coaches will be placed on the ballot.
 - b. All Frozen Four Coaches will be placed on the National Finalist COTY Ballot.
2. Set firm dates for mailing and receiving the National COTY Ballots (see #9).
3. The ballot will only include the name of the coach and their respective schools.
4. Coaches will vote for 4 candidates in order: 1=best, 2=second best, 3, and 4.
5. The point total will include 10 points for #1 vote, 7 points for #2 vote, 5 points for #3, and 3 points for #4.
6. Coaches will be allowed to vote for themselves.
7. Voting will commence on Tuesday following the Frozen Four and will last 7 days. An e-mail reminder will be sent on Friday. (While the entire Division I body will receive the e-mail, only those coaches that have not replied to the ballot will be listed on the e-mail.)
8. All voting will take place via e-mail. If e-mail is not available, the information will be faxed.
9. On Tuesday at 12:00 noon, one week after the ballots were mailed out, the balloting process ceases. (No ballot after noon will be accepted.)
10. The awards person in charge of collecting the ballots will forward all voting results to the Awards Chair.
11. The Awards Chair, if necessary, will convene a separate committee to break any ties or address any discrepancies. During this process, the President and/or the Executive Director will be apprised of any developments.
12. The Awards Chair will forward the information to the Executive Director and President.
13. The Executive Director will forward all information to the Treasurer for ordering plaques and trophies.

For Division III men and women:

1. Limit the National COTY Finalist to Conference Coach of the Year.
2. TO BE ON THE BALLOT:
 - c. To be on the ballot, the coach must be a COTY in their respective conferences. If there is a tie, then both coaches will be placed on the ballot.
 - d. All Frozen Four Coaches will be placed on the National Finalist COTY Ballot.
3. Voting will commence the Tuesday following the Frozen Four, will last two weeks and include two rounds of voting. An e-mail reminder will be sent on Friday. (While the entire Division III body will receive the e-mail, only those coaches that have not replied to the ballot will be listed on the e-mail.)
4. All voting will take place via e-mail.
5. If e-mail is not available, the information will be faxed.
6. Both voting rounds will include ranking 4 candidates in order: 1=best, 2=second best, 3, and 4.
7. The point total will include 10 points for #1 vote, 7 points for #2 vote, 5 points for #3, and 3 points for #4.
8. Voting Round One: Voting will commence the Tuesday following the Frozen Four and last until noon the following Monday. Ballot One will only include the names of the coaches and their respective schools.
9. Voting Round Two (Finalist Ballot): Following the voting count of Monday, the top two coaches from the East and top two from the West will be placed on a finalist ballot, Ballot Two. (At the discretion of the vote tabulator, in conjunction with the committee chair and Executive Director, a third coach can be added from the East providing that the person is close to the second in the voting.)
10. The vote tabulator will contact each nominee and school's SID for a short 5-sentence biography describing their accomplishments for that season. The biographies will not cover past seasons or career accomplishments.
11. On Wednesday, Ballot Two, including the Four or Five Finalists and their bios, will be e-mailed to the entire body for a vote. An e-mail reminder will be sent on Friday. (While the entire Division III body will receive the e-mail, only those coaches that have not replied to the ballot will be listed on the e-mail.)
12. The following Tuesday, noon the voting will cease. (No ballot after noon will be accepted.)
13. The awards person in charge of collecting the ballots will forward all voting results to the Awards Chair.
14. The Awards Chair, if necessary, will convene a separate committee to break any ties or address any discrepancies. During this process, the President and/or the Executive Director will be apprised of any developments.
15. The Awards Chair will forward the information to the Executive Director and President.
16. The Executive Director will forward all information to the Treasurer for ordering plaques and trophies.

National Division III Women's Championship Dates for 2003

First Round (2) - to be completed March 9, 2003 (Friday, Saturday or Sunday)

Semifinals/Final - March 14-15 or March 15-16, 2003 (Friday-Saturday or Saturday-Sunday)

1. Tuesday, March 18, Ballot #1 COTY will be sent out to the AHCA body.
2. Monday, March 24, Ballot #1 collected and counted.
3. Monday and Tuesday, March 24-25, Finalist Bios requested from respective schools and placed on COTY Finalist Ballot #2.
4. Wednesday, March 26, Finalist Ballot is distributed to the AHCA Division III body.
5. Tuesday, April 1, Ballots due. Collected and counted.
6. Wednesday, April 2, Winner, including their biography, and Runner-up(s) will be e-mailed to the Executive Director and the AHCA President.

National Division III Men's Championship Dates for 2003

First Round March 12 (Wednesday)

Quarterfinals March 14-15 or March 15-16 (Friday-Saturday or Saturday-Sunday) Semifinals/Final March 21-22 (Friday-Saturday)

1. Tuesday, March 25, Ballot #1 COTY will be sent out to the AHCA body.
2. Monday, March 31, Ballot #1 collected and counted.
3. Monday and Tuesday, March 31 and April 1, Finalist Biographies requested from respective schools and placed on COTY Finalist Ballot #2.
4. Wednesday, April 2, Finalist Ballot is distributed to the AHCA Division III body.
5. Tuesday, April 8, Ballots due. Collected and counted.
6. Wednesday, April 9, Winner, including their biography, and Runner-up(s) will be e-mailed to the Executive Director and the AHCA President.

National Division I Women's Collegiate Championship Dates for 2003

Semifinals/Final - March 21 and 23, 2003 (Friday and Sunday)

1. Tuesday, March 25, COTY Ballot is distributed to all Division I coaches.
2. Tuesday, April 1, Ballots due: Collected and counted.
3. Wednesday, April 2, Winner and runner-up(s) will be e-mailed to the Executive Director and the AHCA President.

National Division I Men's Collegiate Championship Dates for 2003

Semifinals/Finals - April 10 and 12, 2003 (Thursday and Saturday)

1. Tuesday, April 15, COTY Ballot is distributed to all Division I coaches.
2. Tuesday, April 22, Ballots due: Collected and counted.
3. Wednesday, April 23, Winner and runner-up(s) will be e-mailed to the Executive Director and the AHCA President.

SELECTION PROCESS FOR ALL-AMERICANS

All ballots will be sent via e-mail. If e-mail is not available, the information will be faxed.

It is recommended that the All-American Committee use excel software as it will alphabetize and tabulate votes more effectively.

ALL-AMERICAN AWARDS COMMITTEE

Paul Pooley: Division I East (2 teams)

Bob Daniels: Division I West (2 teams)

Bob Emery: Division III East (2 teams)

Don Olson: Division III West (2 teams)

***Division III Woman Coach (new appointment):

Division III East (2 teams) and West (1 team)

***Division I Woman Coach (new appointment):

Two National Teams

Jamie Rice: will assist the Chair in monitoring the calendar and selection process.

Bill Kangas, Chair, will make sure to receive conference commissioners and SID all-league teams, then distribute information to the committee. The Chair will serve as a liaison in answering any questions regarding the All-American selection process.

3rd Vice President will serve as a liaison with the committee and the AHCA Board.

Executive Director will receive all information from the Awards Committee and disseminate it accordingly; and will communicate with the Treasurer for ordering all awards.

President will receive all of the information.

The AHCA Treasurer and Executive Director will be responsible for ordering the All-American certificates.

ALL-AMERICAN BALLOT TIMELINE

Below indicates the 6 days that the All-American Ballots will be sent to the college coaches. The first date is the day that our All-American coordinator will be sending out the information of All-American candidates. The second date indicates the latest day that they need to be returned.

Women's Division III:

Wednesday, March 5, 2003, to Tuesday, March 11, 2003

Men's Division III:

Wednesday, March 12, 2003, to Tuesday, March 18, 2003

Women's Division I:

Wednesday, March 12, 2003, to Tuesday, March 18, 2003

Men's Division I:

Wednesday, March 26 to Tuesday, April 1, 2003

ALL-AMERICAN BALLOT PROCEDURE

1. On the day after the conference all-league information is received, ballots will be e-mailed to the appropriate schools based on their East and West representation. Each Region All-American Coordinator (coach) needs to make sure that all independent teams in their region receive representation. If there are any concerns, the Awards Chair will advise.
2. Noon and exactly one week after all All-American ballots were e-mailed, they will be tabulated. (If there is a special need to retrieve the ballots in 5 days, the college coach will be informed on the first e-mail.)
3. Voting will include ranking the players by position. Goalies will be ranked 1 & 2 (1=best, 2=second best); Defense will be ranked 1-4 (1=best, 2=second best, 3 and 4); Forwards will be ranked 1-6 (see defense numbering).
4. The point total will include 10 points for #1 vote, 7 points for #2 vote, 5 points for #3, 3 points for #4, 2 points for a #5 vote, and 1 point for a #6 vote.
5. Any ties will be decided by which player has the most #1 votes. If a tie continues, use #2 votes, etc.
6. By 3:00 p.m. on the same day the ballots were received (Tuesday), the All-American teams will be sent to the Awards Chair and forwarded to the Executive Director and President.

DIVISION I NATIONAL PLAYERS OF THE YEAR

Division I Men: The Hobey Baker Award Committee will select the Hobey Baker recipient for the Men's National Player of the Year.

Division I Women: The USA Hockey Foundation will select the Patty Kazmaier recipient for the Women's National Player of the Year.

DIVISION III NATIONAL COLLEGE PLAYERS OF THE YEAR

Division III College Players of the Year are to be selected by the AHCA Awards Committee. The ballot will be the same for the Women's and Men's Division III National Player of the Year. The balloting process will be as follows:

1. January 25: E-mail the Nomination Form to the entire Division III body.
2. Return the information via e-mail by February 15 to the AHCA Awards Chair.
3. Even though a coach nominates a player for National Player of the Year, the Awards Committee will recommend the Finalists for the National Player of the Year.
4. The Finalists will be forward via e-mail to the AHCA Body for a vote. If e-mail is not available, the information will be faxed.
5. On the Final day of selections for All-Americans, March 11 (Division III Women), and March 18 (Division III Men) there will be a brief conference call including a subcommittee of the Awards Committee discussing the tabulated result for National Player of the Year. The discussions will include and not be

limited to All-American status, All-League status, All-League Player of the Year, and East/West representation. During these discussions, the Women’s and Men’s Division III National Player of the Year will be named.

- 6. Announcements of Division III National Players of the Year will be made first at the NCAA Division III Final Four. Press releases to the public will follow the Division III NCAA Final Four. Any posting of the finalist to awards and award winners on the AHCA Web Page will occur on the Monday following the Final Four.

**AHCA COLLEGE DIVISION PLAYER OF THE YEAR
NOMINATION FORM, CRITERIA AND MEMO**

To: College Division Head Coach

From: AHCA Awards Committee, Chair

Re: Nominations for College Division Player of the Year

Date: January 25, 2003

Now is the time to submit nominations for the AHCA College Division Player of the Year. Here is the procedure:

- 1. Use this form and any accompanying information of your choice.
- 2. Submit by February 15 to the AHCA College Division Player of the Year, preferably by e-mail or fax.
- 3. Ballots will be sent out to all **paid-up** College Division members of the AHCA for a vote.
- 4. Finalists (top vote-getters) will be given to the Awards Committee for review.
- 5. This Committee will select the winner.

AHCA College Division Player of the Year Nomination

Name: _____ School: _____

Class: _____ Position: _____ Height: _____ Weight: _____

Hometown: _____

Last Team Before College: _____

2002-03 Stats (at time of nomination)

Games Played ____ Goals ____ Assists ____ Points ____ Penalty Minutes ____

Games Played ____ Saves ____ Goals Allowed ____ Ave ____ SV% ____ W-L-T ____

Career Stats (at time of nomination)

Games Played ____ Goals ____ Assists ____ Points ____ Penalty Minutes ____

Games Played ____ Saves ____ Goals Allowed ____ Ave ____ SV% ____ W-L-T ____

Below please tell why this player should be considered for this award. Your remarks should address, but not be limited to, the following areas: What he/she means to your team, what particular skills they bring to the ice, their relationship to teammates, personal strengths, and activities beyond hockey and the campus. TAKE THE TIME TO DO RIGHT BY YOUR PLAYER!!!

Please e-mail back your information to the AHCA Award Chair by February 15, 2003. If you do not have e-mail, you may fax the information to the Chair. Please include your name, school that you are from, and the date that you submitted this information.

Appendix D
Code of Ethics