



ACHA Division 3

2009-10 Season Check List

- Elect someone from your team that will serve as the Hockey Information Director for your team. This person needs to have access to the email address listed on your ACHA application form.
- Your Hockey Information Director will be directly responsible for sending in the following information at the required dates. Failure to submit any of the below listed information could effect your team's eligibility for the National Tournament.
- All ACHA forms will be available from the website. No start up packets will be sent out as in previous seasons. ACHA Helmet Stickers will be sent in the mail once the application is received. Please send an email to the commissioner with a quantity of stickers needed.

Here is a summary of important dates to remember:

Due Date	Form	Send to:
August 31, 2009	\$1,150 Payment	ACHA
October 1, 2009*	Fall Eligibility Form	Rick Kaminski
October 1, 2009*	Player Consent to Release	Rick Kaminski
October 1, 2009*	Player Agreement	Rick Kaminski
October 1, 2009	USA Hockey Insurance Form	E-mail acha@usahockey.org
January 1, 2010*	Winter Eligibility Form	Rick Kaminski

Addresses for the above person(s) are as follows:

ACHA
PO Box 827
Union Lake, MI 48387-0827

Rick Kaminski
40076 North Cornwall
Sterling Heights, MI 48310

- **Please don't send packages that require a signature. I am NOT home during the day and this will seriously delay me receiving your paperwork**
- Send ACHA Application and season dues by August 31, 2009. You will not be included in the rankings until this information is received and your team will not appear on the website. Please note that dues are not to be sent to the main ACHA office but to Brian Moran, whose address is at the top of the application form. **If your team's dues are not received by Oct 1st – Add \$75 late fee, by Nov 1st – Add \$150 late fee or by Dec 1st – Add \$225 late fee.**
- The **\$1,150** dues fee sent to the ACHA includes the USA Hockey dues.
- Send USA Hockey registration information prior to your first game. Please follow instruction included in the information packet carefully. If you do not receive a USA Hockey packet. Please see D3 website for more instructions.
- Accurately complete and fill in your team's eligibility form for the fall semester. The deadline for the fall eligibility form is prior to **Team's First Game**. Please remember that:
 1. All information must be legible. If you use the Excel spreadsheet, you can type in much of the information.
 2. The registrar must both sign the form and affix a school stamp/seal.
 3. Faxed copies are not acceptable. Original documentation must be sent.
 4. For the second semester, you will use a new roster eligibility form. Both forms for the fall and spring are located in the same file on the website. Your team will not be eligible for the National tournament unless that form is submitted. **Not in contention?** If you do not submit this form for the second semester, your program will not be eligible for play the FOLLOWING season.
 5. You will not be included in the rankings until this form is completed and received from all players.

- Each player must complete and sign an “Annual Agreement to Participate” form. These forms are due back by October 1, 2009. You will not be included in the rankings until these are received.
- As soon as it is complete, submit your 2009-10 player roster and schedule. This information is due prior to your first game. This information is due early to help update the web page as soon as possible. Please include the following information:
 1. Players number, position, height, weight, hometown and school year.
 2. Current list of all coaches, managers, trainers, advisors and other team personnel.
- Report all weekend scores via email by Monday evenings at Midnight to your regional coordinator, the D3 VP and Commissioner. When you submit your scores please use the following format:

Date HOME TEAM (Score) vs Away Team (Score)
Either report: No DQs or Team, Player Name, Number
Also Note any players sitting a previous DQ
- On Line scoring and faxing in score sheet is required by Tuesday following weekend games. It is the home teams responsibility to stat the game on the ACHA website but either team can do it. Failure to comply with updating the ACHA site can lead to sanctions or removal from post-season play.

Sincerely,
The D3 Administration