

UNITY MINOR HOCKEY ASSOCIATION (UMHA)

BYLAWS

Revision 4 - April 30, 2025

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BYLAWS

The UMHA bylaws herein shall govern the operation of minor hockey in Unity in conjunction with all constitution articles, bylaws, policies, regulations and guidelines of Hockey Canada, Hockey Saskatchewan and the Hi-Way 14 Hockey League.

Bylaw 1 - Playing Rules

- a. The current rules employed by Hockey Canada and Hockey Saskatchewan will be followed by all teams governed by UMHA.

Bylaw 2 - Finances

- a. All expenditures shall be covered by an invoice
- b. Expenses

- i. If team funds do not cover all expenses of the team, then funds will be collected from parents of the team unless otherwise approved by UMHA Executive.
- ii. Expenses for U7-U13 League teams will include windup costs (see section e for windup) and all tournament expenses will include items such as raffle table prizes, tickets, medals, awards, decorations, office supplies.
- iii. Expenses for U15 and U18 League teams will include wind up costs (see section e for windup)
- iv. Expenses for U13- U18 Provincial teams will include referees
- v. UMHA Executive will provide an approved team expense list each season to its managers for reference throughout the season.
- vi. All team profits at the end of the season are to be returned to UMHA along with the season's income/expense sheet, including all receipts for monies spent.
- vii. Fees paid for coaching and other skill development clinics taken by coaches will be paid by UMHA's general funds. Permission must be obtained prior to attending. Mileage will be paid per Hockey Saskatchewan rates.
- viii. Mileage will be paid for Board members, coaches, or managers to attend mandatory meetings to fulfill their role, such as but not limited to League scheduling meetings, Western Prairie AGM, Hi-Way 14 AGM, AA Representative meetings, etc.
- ix. No mileage charges will be paid to coaches or managers for attending league, exhibition, playoff, or provincial games.
- x. All league game/tournament game referees and ice fees will be paid for directly by UMHA.
- xi. Playoff tournament entry fees will be paid for directly by UMHA and will not be an expected expense of the team.
- xii. Playoff tournaments hosted by any UMHA team will divide all of the tournament expenses (including reffing and ice) amongst all teams attending the tournament and submit the appropriate billing.

c. Income

- i. Tournaments - U7 - U13 divisions of UMHA may host one tournament per season.
 - ii. Division coordinators and managers may select a deadline after which tournament guest teams who cancel will not receive a refund.
 - i. Teams will earn income through tournament raffle tables, permitted home game/tournament 50/50s, and U13-U18 home game/tournament admission fees.
 - iii. Each division will charge a tournament entry fee as set by UMHA which will be paid directly to UMHA.
 - iv. U13 -U18 may charge door admission for their tournaments or home games. Prices to be charged are at the discretion of the Board or set by the League.
 - i. All 50/50 income must be submitted in full to the treasurer within 3 days of the teams last draw date.
 - v. 50/50 draw earnings shall be split as follows:
 - o 50% of total to the draw winner
 - o 25% of total to the team (given back to the team after the full amount has been submitted to the treasurer)
 - o 25% to remain with UMHA
 - vi. General Fundraising - UMHA reserves the right to administer mandatory funding raising activities to minimize registration fees
 - vii. UMHA may administer a "Tournament Fundraising Program" through which requests for donations will be made only through such a program. Teams may only request or accept additional donations with consent from UMHA.
 - viii. Jersey Sponsorship - any jersey sponsorship or advertising must receive approval from the Executive.
 - ix. All minor hockey divisions are expected to be fiscally responsible.
- d. Third Party Financial Audits
- i. A general financial audit shall be completed annually, and a detailed audit at an appropriate frequency as determined by the executive.
- e. Wind-up Parties
- i. Money available from UMHA for windup parties will be \$35 per player or as prescribed otherwise by UMHA.

Bylaw 3 - Player Registration

- a. Registration and fee payment is administered through an online platform or as determined by UMHA.
- b. Player Fees will be assessed annually by the Executive and modified as deemed necessary.
- c. Refunds
 - i. Registration fee refunds will be considered on an individual basis and are NOT guaranteed.
 - ii. Unity Minor Hockey must be notified in writing of the withdrawal request to unityminorhockey@gmail.com.

The balance will be prorated as follows:

On or before September 15th – 100%
September 15th to October 15th – 75%
October 16th to November 15th – 50%
November 16th to December 31st – 25%
After December 31st – No Refund

- iii. Exceptions:
 - o A first-year skater will receive a full refund until November 15th, after which the above prorated amounts will apply.
 - o 100% will be refunded up until November 1st for those who will be released for the season to play a higher level of hockey outside of UMHA.
- d. Multiple Teams in one Age Division
In the event there are enough players registered in one age division to form more than one team, the decision to form multiple teams will be decided by the Executive in consultation with the coaches and division coordinators. On a case by case basis, parental input may be requested.
- e. Out-of-town Players
UMHA will accept out-of-town players on a case-by-case basis and only if those players are released from their home associations. The decision to accept out of town players shall be decided by the Executive in consultation with the coaches and division coordinators.

Bylaw 4 – Conduct and Responsibilities - Association Members

UMHA is committed to providing a sports environment in which all individuals are treated with respect and to creating policies that oversee the behavior of players, coaches, parents, officials, volunteers, staff, Executive and all others associated with UMHA and its hockey activities. Additionally, it is the philosophy of UMHA that player development and enjoyment of the game by all participants is more important than winning. Coaches shall make a concerted effort to provide all participants with fair ice time and a meaningful role on the team.

- a. Manager
 - i. Work with age appropriate division coordinator, coaches, and other teams throughout the season to manage game functions, organize games, develop volunteer schedules, and keep everyone notified of game, changes in schedule, and relevant information that pertains to your team.
 - ii. Refer to the age appropriate Manager Guidebook and the Manager Toolbox available on the UMHA website for further details.
- b. Coaches (general)
 - i. Head coaches must be 18 years of age or older.
 - ii. It shall be the responsibility of the coaches to ensure they maintain strict control of their players. Disrespectful or abusive behavior on or off the ice reflects the control exercised by the team management. Disciplinary action will be carried out for neglect of duty.
 - iii. Coaches are responsible to the Coaching Coordinator and the Executive. Any behavior which is in conflict with the UMHA Constitution or Bylaws will be dealt with by the Executive.
 - iv. Discipline of players by coaches shall follow the guidelines outlined in the UMHA bylaws and constitution.

- v. In coaching and instructing minor hockey players, emphasis should be placed on the following:
 - Player participation and team play over winning.
 - Encourage development of fundamental hockey skills, fair play, and good sportsmanship.
 - vi. Instilling the above principles will aid coaches in successfully developing each player's hockey skills, knowledge of game and rules, improve physical fitness and character development. Remember, winning is not the prime objective of the UMHA and its teams.
 - vii. Coaches should also encourage players to participate in other sports and physical activities besides hockey, promote good nutrition, weight control and rest.
- c. Head Coach
- i. Conduct a pre-season parent meeting outlining your plans, goals, and expectations for the group during the upcoming season.
 - ii. Have pre-season meetings with assistant coaches and managers to outline expectations and set goals for the upcoming season.
 - iii. At the first practice it is important to discuss the season plan and goals with your players.
 - iv. Attend as many games and practices as possible.
 - v. Develop a season player and team development plan that is consistent with the Hockey Canada Development Model and coaching clinic guidelines.
 - vi. Utilize assistant coaches and provide them with meaningful opportunities to contribute to team and player development.
 - vii. Be prepared for all practices with a detailed practice plan and make efficient use of ice time.
 - viii. Recognize what motivates each player and their learning abilities to ensure skill development, competitiveness, teamwork, emotional well-being and most importantly – enjoying the game of hockey.
 - ix. Provide all players with fair ice-time, instruction, support and equal opportunities to contribute in games.
 - x. Promote the objectives of the UMHA and follow all relevant bylaws and policies.
 - xi. Always refrain from yelling, ridicule and using intimidation tactics towards players for mistakes or poor play.
 - xii. Report any serious player behavior problems to the player's parents and the division coordinator.
 - xiii. It is recommended to have one-on-one communication with each player throughout the year to discuss improvement areas and roles on the team.
 - xiv. Be mindful that as a coach in UMHA you are representing our organization and our community, and all actions are a reflection on our organization.
 - xv. Be reasonable when scheduling games and practices, remembering that players have other interests and obligations.
 - xvi. Teach players to play fairly and respect the rules, officials, and opponents.
- d. Assistant Coaches and trainers
- i. Assist the head coach in developing player and team development goals for the season and understand your role in achieving these goals.
 - ii. Assist the head coach with all duties and roles described above and be prepared to fill in

- for the head coach in his or her absence.
- iii. Understand the practice plan and the drills that will be run during practice. You should be fully aware each practice of what the head coach wants to work on and how each drill will be run.
- iv. Ensure regular communication with the head coach, especially before games and practices.
- v. Be mindful that as a coach in UMHA you are representing our organization and our community, and all actions are a reflection on our organization and community.
- vi. Attend as many games and practices as possible.
- e. Players
 - i. Come to all games and practices prepared to play and to contribute a full effort.
 - ii. Players should recognize that they are part of a team; they share in its successes and failures.
 - iii. Play by all rules of the game and fair play principles.
 - iv. Be attentive to your coaches in games and practices.
 - v. Having fun, improving skills, making friends, and doing your best are just as important as winning games.
 - vi. Be respectful of officials and your volunteer coaches and accept their decisions.
- f. Parents
 - i. Do not force your child to play hockey.
 - ii. Ensure your child attends as many practices and games as reasonably possible.
 - iii. Encourage your child to play by the rules and to resolve conflicts without resorting to hostility or violence.
 - iv. Offer your child praise for effort, competing and playing fair.
 - v. Never ridicule or yell at your child for making a mistake or losing a game.
 - vi. Respect and show appreciation for the volunteer coaches and team staff who give their time to coach hockey for your child.
 - vii. Cheer hard in the stands without being disrespectful towards players, coaches, officials, or other spectators.

Bylaw 5 - Head Coach and Manager Selection - League Teams

All individuals interested in coaching or managing are required to complete an application form and submit to the UMHA Executive. Applications will be reviewed for head coaches and assistant coaches in all age divisions and will be chosen by a coach selection committee with support from the other Board members. Priority may be given to coaches with mandatory and additional coaching certifications.

Maximum number of assistant coaches to be assigned are as follows:

- o U7, U9, U11 – minimum 2 and maximum 3 assistant coaches
- o U13, U15, U18 – minimum 3 and maximum 4 assistant coaches

Bylaw 6 - Provincial Teams

Provincial teams may be formed for U13, U15 and U18 which are separate teams from league teams. First responsibility for players, coaches and managers is to their regular season league team. All provincial team games and practices should be scheduled around league games and practices.

- a. Finances:
 - i. Ice-time costs in Unity are covered by UMHA general funds, any additional out-of-town ice-time shall be paid by the team unless payment by UMHA is approved by the Executive.
 - ii. Each provincial team will keep their own income/expense sheet separate from the league team
 - iii. Income for provincial teams will be generated from permitted 50/50 sales and admission fees
 - iv. Expenses for provincial teams will include bussing and all referees for home games. All additional allowable expenses are outlined in the managers handbook
 - v. All remaining profits at the end of the season are to be returned to UMH along with the season's income/expense sheet and all receipts for monies spent
 - vi. In the event of multiple centers on one team, all income and expenses will be re-evaluated by the UMH executive.
- b. Team Staff Selection:
 - i. Head Coach:
 - o Provincial head coach selection to be completed by November 1.
 - o Priority for Provincial head coach positions will go to current league head coaches. In the event there are two or more league teams, the league head coaches will work to come to an agreement deciding who will be the provincial head coach. In the event that an agreement cannot be reached the UMHA Executive will mediate to determine the provincial head coach.
 - o Provincial team staff will be selected by the head coach and submitted to UMHA by November 15th.
- c. Provincial Team Selection:
 - i. The head coach shall decide the process for player selection and/or tryouts, with approval by the division coordinator.
 - ii. Board approval required for players not registered with UMHA.

Bylaw 7 - Ice Allocation

- a. All teams in each age division will be assigned specific ice allotments for games and practices. Teams are limited to 2 exhibition games. Additional exhibition games require approval from the Executive and may need to be paid by the team.
- b. Extra ice time requests should be made to the division coordinator and bookings made through the Ice Scheduler. All teams will be given an opportunity to use any extra ice that may come available if approved by the UMHA Executive.
- c. Requests to change ice times with other teams shall be agreed to between the affected team's managers. When conflict arises, the division coordinators will come to a reasonable agreement. All changes are to be communicated to the Ice Scheduler.

Bylaw 8 - Officials

- a. On-Ice Officials

All on ice officials shall be certified per Hockey Saskatchewan requirements and follow all Hockey Saskatchewan development programs and codes of conduct.
- b. Off-Ice Officials

Off-ice volunteer officials (time and score keepers) represent UMHA and are expected to remain neutral and respectful to all on-ice officials, players, coaches, and spectators.

Bylaw 9 - Discipline

- a. Player Discipline
 - i. Minor Discipline Problems. Coaches shall inform the parents of any problems they are having with their child. Coaches shall also inform the Coaching Coordinator who will document each incident.
 - ii. Major Discipline Problems. The player shall be suspended from practice and games by the coach until the UMHA Executive has time to call a meeting between the affected parties and determine a resolution. The parents shall receive a written explanation of the reason for their child's suspension.
- b. Complaints / Discipline Committee
 - i. Parents who have a conflict with a coach or other team official should first attempt to resolve the issue directly with the team official. Parents must utilize the '24 hour' rule before approaching a team official with a complaint.
 - ii. If more appropriate, complaints can also be directed to the division coordinator in writing. The division coordinator shall address all issues within one week and may consult with the President or Vice president. If necessary, the division coordinator along with the President or Vice President can escalate the matter to the disciplinary committee at any time.
 - iii. Complaints of a more serious nature shall be assessed by a Disciplinary Committee consisting of the President, Vice-president, division coordinator and 2 other members of the executive none of which can be in direct conflict with the matter. All parties will be required to submit relevant documentation to the committee within a reasonable period so the disciplinary committee can assess the situation and determine a ruling. All rulings by the disciplinary committee are final.
- c. Suspensions
 - i. The Discipline Committee has the power to suspend players, coaches, managers, and parents at the committee's discretion.
 - ii. Coaches may suspend players for disciplinary reasons for up to 1 game. Suspensions of more than 1 game need to be approved by the discipline committee.
 - iii. Suspension appeals or disputes shall be submitted in writing and reviewed by the discipline committee.
- d. Complaint / Suggestion Forms
 - i. Complaints or suggestions can also be sent via email to unityminorhockey@gmail.com. Anonymous emails will not be considered or receive a response. Forms are available on the UMHA website.

Bylaw 10 – Tournaments

Each team in U7-U13 will be allotted ice time for one tournament per season as detailed in Bylaw 2 - Finances. Division Coordinators are responsible to ensure tournament coordinators are assigned for each age division and provide a list of actions for tournament coordinators.

Bylaw 11 - Player Affiliation

- a. Any player's first obligation is to his or her originally registered team.
- b. The purpose of player affiliation is to ensure a team has enough players to proceed with a game. Players shall not be affiliated to give the affiliating team a competitive advantage or to benefit the affiliated player.
- c. Per Hockey Saskatchewan, UMHA teams may only affiliate players from one other lower age division team to a maximum of 19 players, including 2 goalies.
- d. Teams may only affiliate players from other UMHA teams.
- e. Players can only affiliate with 1 team.
- f. In the event that there are more teams in the lower age group, players may be split evenly across the teams from all teams.
- g. Players can only affiliate once the affiliating coach has obtained approval from the players current head coach and players parent or guardian.
- h. Team managers must submit their team's affiliation list to the Registrar before November 15th. The team's affiliation list can be changed up to Jan 10 of the current hockey season.
- i. Within UMHA, teams must meet the following criteria to play affiliate players:
 - i. U7 – less than 10 skaters – must affiliate from other UMHA U7 teams
 - ii. U9 – less than 10 skaters
 - iii. U11 – less than 10 skaters
 - iv. U13 – less than 13 skaters
 - v. U15 - less than 13 skaters
 - vi. U18 - less than 13 skaters
- j. Teams should affiliate multiple players, and no affiliate player shall play more than 3 games throughout the season unless approved by the UMHA Executive.
- k. Any deviations to the above criteria require approval from the President.
- l. In the event a team knows they will need an affiliate, the affiliate can attend ONE affiliated age group practice the week before the game they will be affiliating.

Bylaw 12 - Player Releases and Overage Players

- a. Player releases to play higher levels of hockey or female hockey will always be granted by UMHA.
- b. Lateral player releases will be considered on a case-by-case basis and may or may not be granted by UMHA.
- c. Overage players playing down an age division must be approved by UMHA and the Hi-Way 14 Hockey League.

Bylaw 13 - Policies

- a. Zero Tolerance Policy
 - i. Alcohol and Drugs

No person who is a member of the UMHA shall attempt to play, coach, officiate or otherwise participate in any on or off ice activity held under the jurisdiction of UMHA if that person has consumed alcohol and/or drugs immediately prior to the activity, or is under or deemed to be under the influence of alcohol and/or recreational drugs.

- ii. Bullying/harassment:
Any person involved in any on or off ice activity held under the jurisdiction of UMHA shall not conduct themselves in any manner resembling bullying, harassment, disrespectful, insulting, intimidating, humiliating, offensive or physically harmful behavior.
- iii. Contravention:
Any person deemed to have contravened a zero-tolerance policy:
 - shall be suspended immediately from the activity and required to leave the premises forthwith (except in the case of a minor who shall be provided adult supervision until they are picked up by their parents/guardians).
 - shall be subject to an indefinite suspension from UMHA activities until the disciplinary committee has collected all documentation and determined a ruling (in all cases, the decision of the disciplinary committee shall be final and binding). Documentation should be collected within 72 hours and any disciplinary actions assessed within 1 week.
- b. Social Media Policy
 - i. UMHA recognizes and appreciates the value of social media and the importance of social networking to all its stakeholders. UMHA also respects the right of all teams and Association personnel to express their views publicly. At the same time, we must be aware of the dangers social media and networking can present.
 - ii. UMHA will use the most current Hockey Saskatchewan Social Media Policy which includes usage guidelines, violations, and discipline.
 - iii. To minimize the chances of Social Media violations, UMHA restricts the use of cell phones in dressing rooms.
- c. Transportation Policy
 - i. Each UMHA team is responsible for organizing transportation to and from all official games and tournaments.
 - ii. UMHA players are strongly discouraged from driving themselves to out-of-town games and may only do so under special circumstances and with approval from the team manager.
 - iii. An acceptable means of transportation is a parent, grandparent, uncle, aunt, or legal guardian (>19 yrs. old) of any one of the players is permitted to transport team members.
 - iv. In situations when poor weather and road conditions exist and travel is not recommended via the Saskatchewan Highway Hotline, teams shall not travel to out-of-town games. If teams do choose to travel in such situations it is at their own risk and UMHA will not be held responsible for any travel related incidents.
- d. Helmet Policy
 - i. All coaches are required to wear a helmet when on the ice for practices or other on-ice training.
 - ii. Equipment Policy
 - All players and officials must wear proper protective gear on the ice during any UMHA games, practices, etc., including helmets and neck guards as set out by Hockey Canada and Hockey Sask. Failure to do so will result with the player being sent off the ice until proper equipment is being worn.

- e. Dressing Room Policy
 - i. Coaches and players must follow policies and rules set out by Hockey Canada and Hockey Sask regarding cell phones, minimum attire and the rule of two.

Bylaw 14 - Concussion Protocol

- a. UMHA follows current Hockey Canada concussion protocol as provided on the Hockey Canada web page.
- b. All UMHA coaches are required to complete concussion training as stated in Bylaw 17 - Team Official Certifications.
- c. Concussion assessment posters shall be posted in all Unity Arena dressing rooms and/or player benches. All coaches are required to conduct concussion assessments in cases when a player appears to have sustained a head injury.
- d. UMHA Executive reserves the right to implement concussion baseline testing in U13-U18 to assist its coaches in assessing concussions.

Bylaw 15 - Consistency

Where the provisions of UMHA Constitution, Bylaws and/or Regulations are inconsistent with the Constitution, Bylaws and Regulations of Hockey Canada or Hockey Saskatchewan, the latter shall prevail.

Bylaw 16 - Equipment

Pucks for practice and games and game sweaters will be provided by UMHA. Goal equipment including two goalie sticks per year per team (one per goaltender) up to and including U13 will also be provided. It is the team manager's responsibility to keep track of the sweater numbers and to ensure they are returned at the end of the year to the Equipment Coordinator.

Bylaw 17 - Team Official Certifications

- a. Coach and team staff certifications requirements will follow-up the requirements prescribed by Hockey Saskatchewan.
- b. Criminal Record Checks – all coaches and team staff are required to provide a criminal record check to the division coordinator per Hockey Sask requirements.
- c. Concussion Training – All UMHA coaches are required to complete a concussion training course. “Making Headway on Sport”, a one time online course, is mandatory for all UMHA coaching staff. The course and renewal requirements will be reviewed and altered by UMHA as necessary.
- d. Any Hockey Sask fines charged to UMHA, where a head coach/coaching staff has failed to obtain the Hockey Sask mandatory certifications, will be charged back to that individual. All fines must be paid before their child's next season registration or registration will be denied.

Bylaw 18 - Team Selection

- a. Division with multiple teams - coaches must hold a minimum of 5 skates before selecting teams (excluding 3-on-3 tournament). It is recommended that one of these skates includes a scrimmage using proposed teams.
- b. Head coaches will pick teams and submit proposed rosters to the Division Coordinator and Executive. There will be a 24 hour waiting period for any changes to be made. Teams will be sent out once approval from all coaches, coordinators and executives is obtained.

- c. The goal is to make teams as even as possible, understanding that players develop at different rates throughout the season.
- d. NO predetermined assistant coaches or managers shall be considered.