

UNITY MINOR HOCKEY ASSOCIATION (UMHA)

POLICY GUIDE

Governance · Financial · Operational · Risk Management · Communications

Adopted under Bylaw 16 of the UMHA Bylaws

Finalized September 9, 2026

About this Policy Guide

This Policy Guide holds the operational rules of the Unity Minor Hockey Association. It works together with the **UMHA Bylaws**, which set out the Corporation's governance under **The Non-Profit Corporations Act, 1995 (Saskatchewan)**. The Bylaws change only by a vote of the membership; this Policy Guide is adopted and amended by the Board under Bylaw 16, so it can be kept current as the game and the Association evolve.

Policies are grouped into five sections and numbered for easy reference:

- **GP — Governance Policies** (how the Board operates)
- **FP — Financial Policies** (budgets, fees, controls, fundraising)
- **OP — Operational Policies** (registration, teams, ice, coaches, officials, affiliation, provincial)
- **RM — Risk Management Policies** (discipline, appeals, safe sport, concussion)
- **COM — Communications Policies** (communications, social media, records)

Note: Where any provision of this Policy Guide conflicts with the UMHA Bylaws, the Bylaws prevail.

Where any provision is inconsistent with Hockey Canada or Hockey Saskatchewan, those bodies prevail.

GP

Governance Policies

GP-01 Governance and Board Roles

Effective: 2026 | **Approved by:** UMHA Board | **Review:** Annual | **Source:** *Constitution Art. 5–6, 11–12, 16*

Purpose

To define how the Board governs the Association and to maintain the detailed roles and responsibilities of each Board position outside the Bylaws so they can be updated as needed.

Policy

The Board governs the affairs of UMHA in accordance with the Bylaws. Detailed duties of each Board position are maintained here and may be amended by the Board.

Division Coordinators

- Coordinate a designated age division and report to the Board as required; attend all UMHA meetings.
- Serve on ice-allotment, tournament and other committees; ensure all teams are picked fairly and that players and coaches are properly registered and affiliated.
- Notify players and coaches of initial practice schedules; act as a neutral contact for parent complaints and concerns; ensure coaches and managers know their affiliated players.
- The U7 Coordinator, in consultation with U7 coaches and managers, may assign any player who cannot skate an unassisted length of the ice in a reasonable time by December 1 to a learn-to-skate program, with a prorated fee refund.

Referee Coordinator

- Arrange referees and linesmen for each game and ensure current Hockey Saskatchewan guidelines are followed.
- Support the development of all officials and ensure good standards of officiating are maintained.
- Ensure officials are paid per the current Hockey Saskatchewan rate schedule in coordination with the Treasurer and set a minimum referee age consistent with Hockey Saskatchewan.

Equipment Coordinator

- Distribute UMHA jerseys and goalie equipment to managers and coaches and collect them at season end.
- Monitor the condition of jerseys and equipment and recommend replacements to the Board.

Other Representatives

- Female Representative — represent the interests of female players and attend the Western Prairie and NW Sharks AGMs.
- Player Development Representative — coordinate additional development opportunities (power skating, goalie, checking clinics).
- Ice Scheduler — coordinate with the Town of Unity Recreation Director to allocate ice and manage adjustments and cancellations.

- Registrar — maintain the Hockey Canada registry, validate addresses and waivers, confirm releases with the President, and submit teams and staff for approval.
- AA Representative — attend North West and West Central AA meetings and keep players informed of advancement opportunities.
- Website Administrator — keep the UMHA website current.

GP-02 Board Code of Conduct

Effective: 2026 | **Approved by:** UMHA Board | **Review:** Annual | **Source:** *Constitution Art. 5.11; new*

Purpose

To set the standard of conduct expected of every Director and Officer of UMHA.

Policy

Each Director and Officer shall:

- Uphold the Bylaws and Policy Guide and act in the best interest of UMHA at all times;
- Apply fairness principles to all actions and dealings with Members;
- Actively participate in Board meetings and committees and support decisions made by the Board once adopted;
- Attend a minimum of seventy percent (70%) of scheduled and unplanned Board meetings;
- Maintain the confidentiality of sensitive Board, personnel and member information; and
- Refrain from conduct or behaviour that is or may be harmful to the Association. A Director may be removed for cause by a two-thirds (2/3) vote of the Board (Bylaw 7).

GP-03 Conflict of Interest

Effective: 2026 | **Approved by:** UMHA Board | **Review:** Annual | **Source:** *New (modern governance)*

Purpose

To ensure decisions are made in the best interest of UMHA and not for personal benefit.

Policy

- A Director or Officer who has a direct or indirect interest in any matter before the Board — including matters involving their own child, family member, team or business — shall declare that interest as soon as it is known.
- The declaring person shall not participate in discussion or vote on the matter and, where appropriate, shall leave the meeting for that item. The declaration and recusal shall be recorded in the minutes.

- Discipline and appeal panels shall not include any person in direct conflict with the matter (see RM-01, RM-02).

GP-04 Meeting Procedures

Effective: 2026 | **Approved by:** UMHA Board | **Review:** Annual | **Source:** *Constitution Art. 7–9*

Purpose

To provide consistent procedures for meetings of the Members, Board and Executive.

Policy

- Quorum: ten (10) Members for meetings of the Members; the President or Vice-President plus board members.
- The Board meets at least monthly during the season. Notice and agendas are circulated by the Secretary in advance.
- Motions are decided by a majority of votes cast; the chair votes only to break a tie. There is no voting by proxy.
- Meetings may be held in person or by electronic means; participants joining electronically count toward quorum and may vote.

GP-05 Electronic Voting

Effective: 2026 | **Approved by:** UMHA Board | **Review:** Annual | **Source:** *New (modern governance; Bylaw 15)*

Purpose

To allow timely Board decisions between meetings while preserving a clear record.

Policy

- Between meetings, the President or Secretary may call an electronic vote (email or approved platform) on a clearly worded motion.
- A motion carries when a majority of Directors entitled to vote respond in favour within the stated deadline; a resolution signed electronically by all Directors entitled to vote is valid as a Board resolution (Bylaw 15).
- All electronic motions and results are recorded and ratified in the minutes of the next meeting.

GP-06 Recording of Meetings

Effective: 2026 | **Approved by:** UMHA Board | **Review:** Annual | **Source:** *New (modern governance)*

Purpose

To protect candid discussion and personal information during meetings.

Policy

- Audio or video recording of any UMHA meeting is not permitted without the prior consent of the chair and those present.
- The official record of any meeting is the written minutes approved by the Board, not any recording.
- Audio or video that is recorded for any UMHA meeting must be deleted as soon as the minutes are generated. All audio or videos must be deleted prior to the AGM.

GP-07 Document Retention

Effective: 2026 | **Approved by:** UMHA Board | **Review:** Annual | **Source:** *New; PLEA / NPC Act guidance*

Purpose

To ensure UMHA keeps an adequate, secure set of corporate records as required by the Act.

Policy

- UMHA shall keep its Articles, Bylaws and amendments, minutes and resolutions, member register, and financial records, accessible to Directors at the registered office or other reasonable place.
- Most tax and financial records shall be kept for at least seven (7) years. Records shall be safeguarded against loss, destruction or falsification and may be kept electronically.
- Members are entitled to access corporate records and to a copy of the Articles and Bylaws on request, in accordance with the Act.

FP

Financial Policies

FP-01 Budgeting

Effective: 2026 | **Approved by:** UMHA Board | **Review:** Annual | **Source:** *Bylaw 2 – Finances; Constitution Art. 12*

Purpose

To ensure UMHA and its teams operate on approved budgets and remain fiscally responsible.

Policy

- The Treasurer prepares an annual operating budget for Board approval.
- Expenses over and above those included in registration fees must be submitted to the Division Coordinator and approved by the Board before being incurred. Managers/Team Treasurers must submit a list of expenses and intended offsetting income before November 15.
- The Board reserves the right to deny proposed expenditures and to set a maximum team budget. Any expenses not covered by team income at season end may be directed to families for reimbursement.
- All provincial teams must submit a budget for Board approval before December 1; this budget is used to set provincial registration fees.
- All divisions and provincial teams are expected to be fiscally responsible.

FP-02 Registration Fees and Refunds

Effective: 2026 | **Approved by:** UMHA Board | **Review:** Annual | **Source:** *Bylaw 3; Constitution Art. 13*

Purpose

To set how registration fees are assessed, collected and refunded.

Policy

Fees

- Registration and fee payment is administered through an online platform or as determined by UMHA. Player fees are assessed annually by the Board and modified as necessary.
- A late registration fee, in accordance with a registration schedule, may be established by the Board prior to each season; the Board may make an exception for a new first-time family.

Included Registration

- Practice ice (2/week), league game ice, two exhibition home game ice rentals, referee expenses, tournament expenses, and play off ice rental, a pre- determined amount per team for away tournaments on a year to year basis per age group.
- The coordinators will allocate the set tournament allowance per age group prior to the beginning of the season to the managers.

- Approval from the Board is required for overages. The team accepts full responsibility to ensure all outstanding tournament expenses are paid in full prior to the end of the league year.

Refunds

- Refunds are considered on an individual basis and are NOT guaranteed. Withdrawal must be requested in writing to unityminorhockey@gmail.com.
- Proration: 100% on or before Oct 1, 75% Oct 2-Oct 31, 50% Nov 1-Nov 30, on or after Dec 1 no refund. Board can review on individual basis if requested
- Exceptions: a first-year skater receives a full refund until November 1st (after which the schedule applies); 100% is refunded until November 1 for a player released for the season to play a higher level outside UMHA.
- Refunds that are requested to be put back on a credit card are subject to a 3% admin fee being withheld.

FP-03 Financial Controls

Effective: 2026 | **Approved by:** UMHA Board | **Review:** Annual | **Source:** *Bylaw 2 – Finances*

Purpose

To safeguard UMHA funds and ensure accurate, transparent financial records.

Policy

- All expenditures must be approved and supported by an invoice provided to the UMHA Treasurer as backup at year-end wrap-up. Managers/Team Personnel must keep an income/expense tracking sheet provided by UMHA Treasurer, must be current and kept up to date and provided on request.
- All remaining team profits at season end are returned to UMHA with the income/expense sheet and all receipts.
- A general financial review is completed annually and a detailed audit at a frequency set by the Board (Bylaw 12).

Team Finances

- U5–U11 teams earn income through tournament fundraisers and 50/50 sales; U13–U18 teams through 50/50 sales, door admission and approved fundraising.
- Expenses over and above those included in the registration fees must be submitted to the division coordinator and approved by UMHA Board prior to incurring these expenses.
- Any expenses not covered by team income at the end of the season will be directed to the families for reimbursement.
- All 50/50 income is submitted in full to the Treasurer within 3 days of a team's last draw date. League-team 50/50 earnings split: 50% to the winner, 25% to the team (returned after the full amount is submitted), 25% retained by UMHA; any SLGA kickback remains with UMHA.

- Reimbursements: approved coaching/skill-development clinic fees are paid from UMHA general funds (permission required in advance); mileage is paid at Hockey Saskatchewan rates for mandatory meetings, but not for attending league, exhibition, playoff or provincial games.

FP-04 Signing Authority

Effective: 2026 | **Approved by:** UMHA Board | **Review:** Annual | **Source:** *Constitution Art. 10; Bylaw 6, 19*

Purpose

To control who may bind UMHA financially.

Policy

- Signing officers are the Treasurer, President, Vice-President and Ref Coordinator. All cheques and financial instruments require two (2) signing officers.
- At no time shall the two signing officers be from the same household.
- Contracts requiring execution by UMHA are signed by any two signing officers, or by persons the Board authorizes by resolution (Bylaw 5).

FP-05 Sponsorship and Fundraising

Effective: 2026 | **Approved by:** UMHA Board | **Review:** Annual | **Source:** *Bylaw 2 – Finances*

Purpose

To coordinate fundraising and sponsorship so it benefits the Association as a whole.

Policy

- All fundraising initiatives must be submitted to and approved by the Board annually. 50/50 draws are run as directed by the Board (e.g., Rafflebox, ticket sales).
- Jersey sponsorship or advertising must receive Board approval. UMHA reserves the right to administer mandatory fundraising to minimize registration fees or offset expenses.
- Teams may only request or accept additional donations with UMHA consent. UMHA will issue a Fundraiser Sponsorship Letter prior to the season through which donation requests are made.
- Admission rates are approved by the Board annually or set by the league at the scheduling meeting.

OP

Operational Policies

OP-01 Registration

Effective: 2026 | **Approved by:** UMHA Board | **Review:** Annual | **Source:** *Bylaw 3; Constitution Art. 13*

Purpose

To govern how players register and are placed within UMHA.

Policy

- All players must be registered with UMHA before participating in any Association activity. Registration dates are set by the Board; late registrations may be accepted by Board approval.
- Any discrepancy involving the division to which a player belongs is decided by the Board. No registered player or team shall compete outside the Association without the written permission of the Board.

Out-of-town players

- UMHA may accept out-of-town players on a case-by-case basis, only if released from their home association, as decided by the Board.

OP-02 Team Formation

Effective: 2026 | **Approved by:** UMHA Board | **Review:** Annual | **Source:** *Bylaw 18 – Team Selection; Bylaw 3*

Purpose

To establish a fair, consistent, and transparent process for forming UMHA teams that supports player development, appropriate competition, and a positive hockey experience.

Policy

Multiple Teams

- Where sufficient players register in an age division to form more than one team, the UMHA Board shall determine the appropriate team formation structure for that division.

The Board may choose to:

- Form **balanced teams**, with the objective of making teams as even as reasonably possible; or
- **Tier teams**, where the Board determines that separating teams by demonstrated skill and ability would provide more appropriate competition and player development.

The decision to tier teams shall be made **annually** and shall not establish a requirement to tier teams in future seasons.

Considerations for Tiering

When determining whether tiering is appropriate, the Board may consider:

- The number of registered players;
- The number and availability of goaltenders;
- The overall range of player skill and ability;
- The ability to form reasonably competitive teams;
- Player development opportunities;
- The competitive opportunities available through the applicable league;
- The anticipated number and level of teams in surrounding associations; and
- Any other factors the Board considers relevant to the best interests of UMHA players.

Evaluations

- Where multiple teams are being formed, UMHA shall use an evaluation process appropriate to the division and team formation structure selected by the Board.
- In divisions with multiple teams, coaches must hold a minimum of five (5) skates before selecting teams, excluding the 3-on-3 tournament. It is recommended that at least one of these skates include a scrimmage using proposed teams.
- UMHA may use coaches, Division Coordinators, independent evaluators, or other individuals designated by the Board to assist with player evaluations.

Team Selection

- Head coaches shall participate in the team selection process and submit proposed rosters to the applicable Division Coordinator and Board.
- A minimum 24-hour waiting period shall apply following the initial submission of proposed rosters before final rosters are released upon Board approval.
- Where balanced teams are selected, the objective shall be to make teams as even as reasonably possible.
- Where tiering has been approved, players shall be placed on teams based on demonstrated skill, ability, position, goaltending requirements, and overall team composition.
- No predetermined assistant coaches, managers, or other team officials shall be considered when determining player placement. The Managers need to be selected prior to league scheduling meetings. Team Staff can book tournaments prior to the teams being finalized.

Roster Review

- Proposed rosters shall be reviewed by the applicable Division Coordinator and Board.
- Teams shall not be released to players or families until the applicable coaches, Division Coordinator(s), and Board have approved the rosters.

Fairness and Transparency

- UMHA shall make reasonable efforts to ensure that evaluations and team formation are conducted fairly and consistently.
- The Board may establish additional evaluation criteria, procedures, or timelines for a particular division or season where necessary.

- Player placement shall be based on the player's demonstrated ability and the needs of the team rather than parental preference, coaching assignments, friendships, or other non-evaluation considerations.

Annual Review

- The Board shall review the team formation structure annually.
- A division may be tiered in one season and use balanced teams in another season based on the circumstances of that particular season.

Board Authority

- The UMHA Board of Directors has final authority over the team formation structure used by each division, subject to the Constitution, Bylaws, and applicable rules and regulations of Hockey Saskatchewan and Hockey Canada.
- Where the Board determines that tiering is in the best interests of the players and UMHA, the Board may authorize tiered teams without requiring an amendment to this policy.

OP-03 Evaluations

Effective: 2026 | **Approved by:** UMHA Board | **Review:** Annual | **Source:** *Bylaw 18 – Team Selection*

Purpose

To provide player evaluations for team selections.

Policy

- A minimum of 3 Evaluators upon the Board approval must be provided for team selections.
- Evaluations are only to go to Head Coach, Coordinator, and President.
- Parents may request their child's evaluation.
- The teams will be formed from evaluations and input from coaching staff.

OP-04 Coach Selection and Responsibilities

Effective: 2026 | **Approved by:** UMHA Board | **Review:** Annual | **Source:** *Bylaw 4 (Conduct), Bylaw 5*

Purpose

To select qualified coaches and define the responsibilities of team staff.

Policy

Selection

- All individuals interested in coaching or managing complete an application to the Board. The Board reviews and selects head and assistant coaches in all divisions. Priority may be given to coaches with mandatory and additional certifications.
- Assistant coach maximums: U7/U9/U11 — minimum 2, maximum 3; U13/U15/U18 — minimum 3, maximum 4. Head coaches must be 18 years of age or older.

Head Coach responsibilities

- Conduct pre-season parent and staff meetings; develop a season plan consistent with the Hockey Canada Development Model; run detailed, efficient practices; provide fair ice time, instruction and equal opportunity; and promote UMHA objectives and policies.
- Emphasize participation, fair play and good sportsmanship over winning; must follow UMHA code of conduct; report issues to the Division Coordinator.

Assistant Coaches and Trainers

- Support the head coach in all duties, understand practice plans, communicate regularly, and be prepared to fill in during the head coach's absence.

Manager

- Work with the Division Coordinator and coaches to organize games, volunteer schedules and communications; refer to the Manager Guidebook/Toolbox on the UMHA website.

OP-05 Ice Allocation

Effective: 2026 | **Approved by:** UMHA Board | **Review:** Annual | **Source:** *Bylaw 7 – Ice Allocation*

Purpose

To allocate appropriate ice time across teams and divisions.

Policy

- Each team is assigned specific ice allotments for games and practices. Teams are limited to two (2) home exhibition games.
- Extra ice-time requests are made to the Division Coordinator and booked through the Ice Scheduler. Available extra ice is offered to all teams, subject to Board approval.
- Requests to change ice times with other teams are agreed between affected managers; conflicts are resolved by the Division Coordinators. All changes are communicated to the Ice Scheduler.

OP-06 Equipment

Effective: 2026 | **Approved by:** UMHA Board | **Review:** Annual | **Source:** *Bylaw 16 – Equipment; Bylaw 13 (helmet/equipment)*

Purpose

To review UMHA provided equipment and inventory.

Policy

- UMHA provides practice and game pucks and game jerseys. Goal equipment, including two goalie sticks per year per team (one per goaltender), is provided up to and including U11. The Board will review any requests for older age groups.
- The team manager tracks jersey numbers and pant shells and ensures all equipment is returned to the Equipment Coordinator at season end.
- A \$300 deposit is required for any use of UMHA goalie equipment for non-sanctioned UMHA events to the Equipment Coordinator.
- All players and officials must wear proper protective gear as per Hockey Canada and Hockey Saskatchewan. Players without proper equipment are not permitted on the ice until properly equipped. All coaches must wear a helmet for on-ice sessions.
- Name bars are mandatory for all age groups. UMHA will supply black and white name bars as per required.

OP-07 Officials

Effective: 2026 | **Approved by:** UMHA Board | **Review:** Annual | **Source:** *Bylaw 8 – Officials*

Purpose

To ensure qualified, respected on-ice and off-ice officials.

Policy

- All on-ice officials are certified per Hockey Saskatchewan/Hockey Canada requirements and follow all Hockey Saskatchewan/Hockey Canada development programs and codes of conduct.
- Off-ice volunteer officials (timekeepers, scorekeepers) represent UMHA and remain neutral and respectful toward all on-ice officials, players, coaches and spectators.
- Officials are arranged and developed by the Referee Coordinator (GP-01) and paid at current Hockey Saskatchewan rates.

OP-08 Player Affiliation

Effective: 2026 | **Approved by:** UMHA Board | **Review:** Annual | **Source:** *Bylaw 11 – Player Affiliation*

Purpose

To govern affiliate (call-up) players consistent with Hockey Saskatchewan.

Policy

- UMHA may assign or restrict affiliate players to ensure competitive balance and fairness. All affiliations comply with Hockey Saskatchewan governance. Affiliate rosters are submitted to the Registrar before November 15 and may be changed up to January 10.
- Affiliate priority is always to the player's primary team. All second-year players in U7–U15 are affiliated to the age group above unless declined. Affiliates must be notified before rosters are submitted; in divisions with multiple teams, affiliates are divided evenly by skill.

Roster minimums to play affiliates

- U7 <10 skaters (from other U7 teams); U9 <10 (exhibition/tournament exceptions per Hockey Sask); U11 <12; U13 <13; U15 <15; U18 <15.

Call-up limits

- An affiliate may play no more than 25% of league games (including exhibition and tournament). Affiliate game counts reset for playoffs with no game-number restriction, but roster minimums still apply.
- Before using an affiliate, the head coach requests an AP through the Division Coordinator, who seeks approval from the parent/guardian.
- Affiliate players are prohibited from playing games prior to their own scheduled game that day.

Development, goaltenders and provincial

- Affiliates are given rotating practice opportunities; affiliate use prioritizes development over competitive advantage and must be rotated fairly. Goaltenders may be affiliated and used outside standard limits in emergencies with Board approval. Provincial-team affiliation follows Hockey Saskatchewan governance.
- Disputes are reviewed by the Board, whose decisions are final. Ignoring this policy is subject to discipline under RM-01.

OP-09 Provincial Teams

Effective: 2026 | **Approved by:** UMHA Board | **Review:** Annual | **Source:** Bylaw 6 – Provincial Teams

Purpose

To govern the formation and operation of U13/U15/U18 provincial teams.

Policy

- Provincial teams may be formed for U13, U15 and U18, separate from league teams. First responsibility for players, coaches and managers is to their league team; provincial games and practices are scheduled around league activities.
- Provincial Team Staff applications must be submitted by October 31st. Provincial Team Staff will be selected by the Board by November 15.
- The head coach must provide the player selection/tryout process to the Board for approval; Board approval is required for players not registered with UMHA.

- Provincial Team deadlines must follow all Hockey Sask Governance.
- Provincial registration is separate from UMHA general registration and carries an additional fee (see FP-02). Each provincial team keeps its own income/expense sheet under the supervision of the Treasurer and Division Coordinator (see FP-01/FP-03).

OP-10 Home Tournaments

Effective: 2026 | **Approved by:** UMHA Board | **Review:** Annual | **Source:** *Bylaw 2E –Home Tournaments*

Purpose

To govern the operation of all home tournaments for the purpose of fundraising.

Policy

- Any age division of UMHA may host one tournament per season.
- All tournament entry fees are reviewed annually and provided by the UMHA Board. All tournament entry fees are to be paid directly to UMHA.
- Tournament entry fees cover ice rental and referee expenses only.
- Division coordinators and tournament coordinators may select a deadline after which tournament guest teams who cancel will not receive a refund.
- All tournament schedules are to be reviewed by the division coordinators and approved. Should the ice rental and referee expenses exceed the tournament entry fees, the Board reserves the right to request changes or increase entry fees.
- All tournament expenses are to be covered by families in the age division. In the event that families are not able to cover the necessary tournament expenses, tournament coordinators may seek approval from the Board to use tournament profit.
- Expenses may include the following:
 - Raffle table prizes, tickets, medals, awards, decorations, office supplies, treat bags, etc.
- Teams may only request or accept additional donations with UMHA consent. UMHA will issue a Fundraiser Sponsorship Letter prior to the season through which donation requests are made.
- All excess income from tournaments will be split evenly amongst host teams.

RM

Risk Management Policies

RM-01 Discipline

Effective: 2026 | **Approved by:** UMHA Board | **Review:** Annual | **Source:** *Bylaw 9 – Discipline; Bylaw 4*

Purpose

To address conduct issues fairly and consistently.

Policy

Player discipline

- Minor issues: the coach informs the parents and the Coordinator, who documents each incident.
- Major issues: the coach suspends the player from practices and games until the Board can meet with the affected parties and determine a resolution; parents receive a written explanation. A coach may suspend a player up to one (1) game; longer suspensions require the Discipline Committee.
- UMHA will follow Hockey Sask Governance of Discipline.

Complaints and the Discipline Committee

- Parents first attempt to resolve issues directly with the team official and must observe the 24-hour rule before raising a complaint (see COM-01).
- Complaints may be directed in writing to the Division Coordinator, who addresses them within one week and may consult the President or Vice-President and escalate to the Discipline Committee.
- Serious complaints are assessed by a Discipline Committee of the President, Vice-President, Division Coordinator and two other Board members, none in direct conflict with the matter (GP-03). All parties submit documentation; all rulings are final.

Suspensions

- The Discipline Committee may suspend players, coaches, managers and parents at its discretion. Suspension appeals are submitted in writing (see RM-02).

RM-02 Appeals

Effective: 2026 | **Approved by:** UMHA Board | **Review:** Annual | **Source:** *Constitution Art. 14; Bylaw 9*

Purpose

To provide a fair route to appeal suspensions and rulings.

Policy

- Any player, coach, assistant coach, manager, trainer, parent, spectator or team may appeal a suspension, in addition to or above any Hockey Saskatchewan ruling.

- All appeals and evidence are submitted to the Board in accordance with Hockey Saskatchewan and may require a protest fee. The Board reviews the documentation and determines whether the appeal proceeds.
- If UMHA forwards the appeal to Hockey Saskatchewan and the suspension is upheld, the appeal fee is non-refundable. Decisions of the Discipline Committee are final and binding.

RM-03 Safe Sport, Codes of Conduct and Conduct Standards

Effective: 2026 | **Approved by:** UMHA Board | **Review:** Annual | **Source:** *Bylaw 4; Bylaw 13 (Policies)*

Purpose

To provide a safe, respectful environment for all participants and to set the codes of conduct and zero-tolerance standards of UMHA.

Policy

UMHA is committed to providing a sport environment in which all individuals are treated with respect. Player development and enjoyment of the game is paramount.

Players

- Come prepared to play and give full effort; play by the rules and fair-play principles; be attentive and respectful to coaches and officials; and remember that fun, skill, friendship and effort matter as much as winning.

Parents

- Do not force your child to play; encourage fair play and resolving conflict without hostility; praise effort; never ridicule or yell at your child for mistakes; respect and appreciate volunteer staff; and cheer without disrespecting players, coaches, officials or other spectators.

Zero-tolerance — alcohol and drugs

- No Member shall play, coach, officiate or otherwise participate in any UMHA activity having consumed alcohol or drugs immediately prior, or while under or deemed to be under the influence.

Zero-tolerance — bullying and harassment

- No person involved in any UMHA activity shall engage in bullying, harassment, or disrespectful, insulting, intimidating, humiliating, offensive or physically harmful behaviour.

Contravention

- A person who contravenes a zero-tolerance standard is suspended immediately from the activity and required to leave the premises (a minor is supervised until picked up by a parent/guardian), and is subject to indefinite suspension until the Discipline Committee rules. Documentation is collected within 72 hours and any disciplinary action assessed within one week; the Discipline Committee's decision is final and binding.

Dressing room and Rule of Two

- Coaches and players follow Hockey Canada and Hockey Saskatchewan rules on cell phones, minimum attire and the Rule of Two. To minimize social-media risk, cell-phone use is restricted in dressing rooms. Inappropriate use of cell phones will be suspended indefinitely from UMHA.

Transportation

- Each team organizes its own transportation to games and tournaments. Players are strongly discouraged from driving themselves and may only do so in special circumstances with the manager's approval. Acceptable transportation is a parent, grandparent, extended family member or relative, or legal guardian (over 19) of a player.
- When poor weather or road conditions exist and travel is not recommended via the Saskatchewan Highway Hotline, teams shall not travel; teams that choose to travel do so at their own risk.

RM-04 Concussion Protocol

Effective: 2026 | **Approved by:** UMHA Board | **Review:** Annual | **Source:** *Bylaw 14; Bylaw 17 (certifications)*

Purpose

To protect players through current concussion prevention, recognition and return-to-play practices.

Policy

- UMHA follows the current Hockey Canada concussion protocol as published by Hockey Canada.
- All coaches must complete concussion training — the “Making Headway in Sport” online course — as part of team-official certification (see the certifications standard below).
- Concussion assessment posters are posted in all Unity Arena dressing rooms and/or benches. Coaches conduct concussion assessments whenever a player appears to have sustained a head injury.
- UMHA reserves the right to implement concussion baseline testing in U13–U18.

Team Official Certifications

- Coach and team-staff certification requirements follow Hockey Saskatchewan. All coaches and staff provide a Criminal Record Check to the Division Coordinator per Hockey Saskatchewan requirements.
- Any Hockey Saskatchewan fine charged to UMHA because a coach failed to obtain mandatory certifications is charged back to that individual and must be paid before that family's next registration.

COM

Communications Policies

COM-01 Communications and the 24-Hour Rule

Effective: 2026 | **Approved by:** UMHA Board | **Review:** Annual | **Source:** *Bylaw 9 (complaints)*

Purpose

To set respectful, effective communication channels between families, teams and the Board.

Policy

- Concerns are raised first with the team official involved. Parents must observe the 24-hour rule before approaching a team official with a complaint about a game or incident.
- If unresolved, complaints are directed in writing to the Division Coordinator, who responds within one week and may escalate to the Discipline Committee (RM-01).
- Complaints or suggestions may be emailed to unityminorhockey@gmail.com. Anonymous emails are not considered and do not receive a response. Forms are available on the UMHA website.

COM-02 Social Media

Effective: 2026 | **Approved by:** UMHA Board | **Review:** Annual | **Source:** *Bylaw 13 – Policies (Social Media)*

Purpose

To guide responsible social-media use by teams and Association personnel.

Policy

- UMHA values social media while recognizing its risks, and respects the right of teams and personnel to express views publicly and responsibly.
- UMHA follows the most current Hockey Saskatchewan/Hockey Canada Social Media Policy, including usage guidelines, violations and discipline.
- To minimize the chance of violations, cell-phone use is restricted in dressing rooms (see RM-03).

COM-03 Email and Shared Drive Management

Effective: 2026 | **Approved by:** UMHA Board | **Review:** Annual | **Source:** *New (per Policy Manual outline)*

Purpose

To keep UMHA's digital records organized, accessible and transitioned cleanly between volunteers.

Policy

- Official UMHA correspondence is conducted through the Association's official email account(s) rather than personal accounts wherever practical.

- Shared files (rosters, budgets, minutes, policies) are stored in the Association’s shared drive with access granted by role; outgoing Board members transfer account access and files to their successors.
- Access is reviewed annually and removed promptly when a person leaves a role. Records are retained per GP-07.

COM-04 Meeting Minutes and Records

Effective: 2026 | **Approved by:** UMHA Board | **Review:** Annual | **Source:** *Constitution Art. 5 (Secretary); GP-07*

Purpose

To ensure accurate, accessible records of UMHA decisions.

Policy

- The Secretary keeps an accurate record of all meetings, distributes notice and minutes, and manages correspondence. Executive minutes are presented at the next Board meeting.
- Approved minutes are the official record of decisions (see GP-06) and are retained per GP-07.
- The current Bylaws and Policy Guide are published on the UMHA website and provided to Members on request.