



# **CR Knights**

**Team Manager's Handbook**

**v.2020**



**Thanks for volunteering for the manager's position!**

**Remember that you are doing this for all of the children on the ice playing hockey.**

**Your job is very important and CRMHA and the team thank you in advance for stepping forward and taking on this task.**

The manager is the main contact between the teams, the parents and coaches as well as the league and our board. The manager facilitates the many activities it takes to run a hockey team throughout the year.

You are encouraged to attend monthly board meetings to communicate team progress and team, parent, coach or player concerns. The board meetings are usually the first Monday of each month, but a date and time will be confirmed each month by email and CR Website.

This manual and all resources can be found on the website in the Manager's Lounge.

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## Managers Handbook

### Manager Duties

As a manager you will be required to guide the team in organizing team duties such as:

- **Time Box Scheduler** - Makes a schedule for score keeping and time box management that includes all parents taking an equal number of turns.
- **Jersey Parent** - Find volunteer(s) to have jerseys at the arena 45min before game time and then collect them after each game and care for them as per the Jersey Care sheet.
- **Fundraising** – If fundraising is desired for team events, your team is required to obtain a license to do so. Make a schedule to ensure all parents participate. **YOU MUST CONTACT CR KNIGHTS AGCL REP to do any fundraising. Refer to team fundraising bulletin in CR Managers Tab.**

**CR AGCL REP**    Bonnie Borle    [b\\_borle@hotmail.com](mailto:b_borle@hotmail.com)    780-691-2254

- **Tournament Organizer** - Finding and organizing tournaments. The manager will need to reschedule games if they conflict.
- **Treasurer** - Keeping all money fundraised by the team. No team will be dealing with monies other than those fundraised by the team. Teams may need to open bank accounts.
- **Team Liaison** - This position needs to be another parent not related to the Manager or Coaching Staff. This person listens to any parent concern and presents it to the coach or manager taking in mind the 24 Hour Rule.
- **Attendance** - This position can be held by the manager or coach. We are required to take attendance at all practices and games and submit this each month with our ice allocations at the monthly CR Operations meeting.
- **Shots on Goal** – Shots on goal (SOG) are tracked by a parent/Time box Keeper and recorded on the game sheet as per NAI guidelines stating “A shot on goal is a shot that either goes into the net or would have gone into the net if the goalie hadn’t stopped it”.

First and foremost, it is the manager’s job to communicate the practice and game times. You can do that in whatever fashion works best for you and your team, however, we are encouraging all managers to use the CR Knights website where they can maintain the team schedule, as well as other information. CR Knights have many ways to communicate with parents and players. Keep in mind that not everyone has email and it has been very successful to text as well.

[crknights.ca](http://crknights.ca)

**CR Ramp APP**

**CR Facebook**

**CR Twitter**

Team bonding is also an important part of team building. It has been beneficial to plan off ice activities to allow the players to bond. The better the team communicates off the ice the better they function as a team on the ice. Making a sincere effort to get to know all of the parents and make everyone feel a part of the team will lead to a successful year.



### **Respect in Sports**

Respect in Sports is an online course that is mandatory for at least one parent in each family to take as per Hockey Alberta Regulations. The course must be completed before the player will be allowed on the ice. The registrar will provide you with a list of all parents that have not yet completed the course. It is your job as a manager to ensure that these parents complete the course by the required date. Players who don't have an updated RIS Parent course cannot be added to roster, which means they cannot play until it's completed.

**Coaches are required to have the Respect in Sports – Activity Leader Course.** This course is on the Hockey Alberta website and coaches will be reimbursed for the cost of this course.

**Coaches and Managers need to get a Criminal Record Check – the form is on the CR Website. Also, the manager is required to send to the Registrar their coach's roster ASAP as the coaches are required to have specific courses completed prior to November 15.**

### **Team Website**

Once evaluations are completed and the teams have been compiled, you will receive a username and password to log in to your team micro-site. Your site will already have the players roster populated, your manager info entered as the team contact and your site will be synced to the Northern Alberta Interlock website at <http://www.nainterlock.com/> which is our hockey league. You will then be able to add practices and games and enter game sheets from your site. There are also a number of links in the CR Manager's Lounge area of the CR Website to documents which will assist you with various other league related tasks such as game changes, incident report form link, etc. Please contact [admin@crknights.ca](mailto:admin@crknights.ca) for your team's password if you do not get it within two days after evaluations.

### **Ice Allocation**

Ice is very valuable and requires managers to manage their ice carefully. You are required to look at your schedule and know in advance what ice you will **NOT** be using and give that ice back to the ice allocator. The allocator requires **10 DAY notification** to ensure ice can be allocated to other teams. From time to time the ice allocator will offer extra practice ice for your team there will be no charge for this extra ice. If you require any extra ice slots, they will need to be purchased with the team's fundraising money. **It is Mandatory to return your team ice slots as soon as you know it is not going to be used. This could be as soon as you receive your regular schedules.**

Ice Allocator – Tanya Crump – [tanya@crknights.ca](mailto:tanya@crknights.ca) 780-887-3598



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### Referees – Home Games

When you have a home game you must contact Referee Coordinator at [RIC@crknights.ca](mailto:RIC@crknights.ca) to book referees for either RQB or Calahoo Arenas. This needs to be done on **EACH SUNDAY** by **EMAIL** for any referees you need for that following week.

Info needed in email to book Referees

- **Name** of your team
- **Arena** its being played at
- **Time** of Game
- **Date** of Game
- **Level & Tier** being played
- **Game Type** - League, Playoffs, Provincials, Exhibition

It is helpful to ask them to confirm they received your email or your request.

In provincial play, you need to let the referee coordinator know that it is for a provincial game as the number of required officials change. Please familiarize yourself with the Hockey Alberta Provincial regulations as there are different time frame requirements at each level.

Referees will be paid via the Referee coordinator. Any Complaints on referees need to be done by the proper ref complaints form on the managers tab of the CR website.

Referee Coordinator – Alan Chatten [RIC@crknights.ca](mailto:RIC@crknights.ca) **780-721-8668**

### Beginning of the Season

**Northern Alberta Interlock Hockey League (NAI):** All the teams registered with CR Knights are part of the NAI Hockey League. As a manager you are required to be familiar with their Bylaws and League Regulations. A copy of the League Regulations must be carried by the managers/coaches to all games. NAI has developed a Manager's Guideline section which is accessible from our CR Manager's Lounge. This will help guide managers with their required duties within the NAI Hockey League.

The NAI and CR Team websites need to be updated to include the staff contact information, player's names and numbers. The team website will be automatically updated with the existing information we have available on the team rosters and contact information. Managers will need to verify the information.

Managers will also need to obtain the Northern Alberta Interlock Hockey league website password for your team. Please email your tier governor for that information. You can then login to the NAI Website as administration with your username and password.

Once you have the league website information for your team, you can copy the players that were manually uploaded to the league list of players.

At the beginning of the season as well as at the end of the season, there may be information that is passed from the board to the teams via the managers. Again you are the best contact



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for the team as you are very well acquainted with all of the players and the parents by this time. If it is something that will require verification that the information was passed on, it may be useful to have a team list and have the parents initial when they receive the information and you keep a record of that. That way you will always know whether or not someone did in fact receive proper information.

### **FORMS**

To be filled out and carried by manager/coach to all games & Practices.

All forms can be printed from the CR Manager Tab

- Medical Form ( ALL PLAYERS need to fill out)
- Players Code of Conduct (ALL PLAYERS need to Sign)
- Parents Code of Conduct (ALL PARENTS need to Sign)
- Coaches Code of Conduct (ALL COACHES need to Sign)
- Attendance Consequences (ALL Players, Parents, Coaches)

### **Tiering**

At the beginning of each season you will be placed in a tier that the hockey board believes is best suited to your team's ability. The league will then set out four tiering games, usually with teams within your tier as well as perhaps one tier above and one tier below. There is a short time line for getting those games completed. Information regarding the time line for the entire league season is under the season timeline tab on the NAI website. Once the tiering games are completed, your coach should determine if you are in the appropriate tier. Any movement of your team to a different tier needs to be done through the CR Knights Minor Hockey Board.

### **Hockey Alberta Requirements**

The registrar, at the beginning of the season, will give you your Hockey Canada Roster (HCR). It is very important that you check and have your coach double check the list of players as well as the list of coaches. You cannot play a player who is not registered on the HCR. If you do so, it can result in a suspension of your coach and the player. Before your first preseason game, the HCR must be uploaded on NAI and CR Website. This is done from you admin logins. Again, please ensure that you double check and have the coach check the list.

Coaches require certain coaching certification to be on the bench. Managers must be aware of this and contact their association registrar to find out what is required. All clinics must be completed by November 15.

**CR KNIGHTS Registrar - [registrar@crknights.ca](mailto:registrar@crknights.ca)**



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### Games & Game Sheets

Every team in the NAI league is given a book for the official game record. There are three copies for each game. One copy the home team keeps (top original) and another copy is given to the opponents. The third copy is not normally used but it can be useful if you have someone inputting the data from the game sheet apart from you as the manager. You need to keep all home and away game sheets for the entire hockey season.

Each tier has its own governor as well as each level of hockey has its own senior governor. On the NAI website it will have the contact information for your governor.

A copy of the game sheet needs to be scanned and uploaded onto the NAI Website. Please refer to NAI Manager's Guidelines for specific instructions on how to upload the game sheet. There are free APPS that can help you to upload the game sheets from your cell phone to the NAI. It works just like your camera and turns the photo into a pdf.

At every home game, the home team provides the game record. You will need to fill out the information including the time of the game, where it is located, the teams and the game number. The game number is found on your schedule on the NAI website. Normally it is much easier if you have a set of shipping labels printed up with all of your team information including the team name, player names and numbers, and coach's names. There is an option to export your team information specifically for game labels on your team website. There is also a labels template on CR Managers tab. If you use labels you need to put one on each sheet of the 3part Game Sheets. **Managers names DO NOT go on game sheets.**

**BOTH Head Coach's must sign the game sheet before the game begins** and this person must have the Respect in Sports Activity Leader course. Fill out the information and provide it to the opposing team's manager by leaving it in the dressing room if necessary and once completed your team will review the information and then pass the game sheet onto the time keeper and score keeper. **Do not forget to keep track of SOG and make sure it's noted if a goalie is changed and keep track of the time each goalie spent in net and the shots on each goalie on game sheet.**

At the end of the game the referees will also sign the game sheet as well as the time keeper and score keeper and then return the book to the team dressing room or to the manager.

**NAI requires that all games must be uploaded onto the website within 48 hours.**

You will need to input the final score, who played at the game, who scored the goal and who received the assist, as well as the time of the goals. Penalties details and Goalie Stats (SOG) are also inputted. Please refer to the NAI Managers guidelines for guidelines and requirements that pertain to game sheet input and time restrictions. All of your game records will show up on the NAI website once verified.



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When you have an away game, you simply take your stickers and place them on their game sheets. Remember to always bring home a copy of an away game sheet (and incident report if applicable).

**PLEASE BE SURE TO REVIEW GAME SHEETS (INCIDENT REPORTS) PRIOR TO LEAVING THE ARENA AS NO CHANGES CAN BE MADE AFTER THAT TIME.**

**It's a good idea to verify game details a couple days before the game with the visitor's manager to confirm details on NAI website. Once you have entered a home game within 48Hrs on the NAI website, it's a good idea to email the visiting manager and let them know it's been uploaded and they can then verify it. After an away game, keep checking the website to see if their manager has uploaded the game sheet so you can go in and verify the game.**

CR Managers input home games and verify away games. When verifying away games, please make sure that what's inputted matches the game sheet. If you find errors, email the other manager with the errors, as well, enter the errors in the note box and select errors and submit. Once the other manager has fixed the errors, you'll then need to go back in and verify that it's all been corrected and verify the game.

**Communication is key to helping the NAI governors as they cannot process results until both managers have done their part.**

### **\*\*\*\*\*IMPORTANT NEW NAI Supplemental Discipline\*\*\*\*\***

#### **Please refer to Number 18 in the NAI Regulations**

For further details on

- Individual Penalty Minute Thresholds
- Additional Penalty due to Suspension
- Team Penalty Minute Thresholds
- Suspensions for Discriminatory Slurs and Other Abuse (including Physical)





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### Incident Reports

If there is a game incident report that has been filled out by a referee with respect to major penalties such as hitting from behind or hits to the head, you then need to scan and upload the incident report onto the NAI website in the same fashion of the game sheet. **On the incident report form online on the NAI Website.** This will then be reviewed by the discipline committee who then issues all NAI suspensions. Your Governor will contact you with the suspension results via email. The manager must reply in an email that the mentioned player will comply with the suspension. Before each game where the suspension will be served Indicate on the game sheet beside the player's name that they are serving suspension for that game. i.e. SUSP 1 of 2. Please refer to the NAI Bylaws regarding suspension as the player is not allowed on the bench or in the dressing room while serving their suspension before, during or after the game. If there is a possibility that the player may be suspended, sometimes which comes just from a hit from behind, you cannot play that player until the governor advises you as to whether or not a suspension will be in play. It is useful to remind your governor when your next game is so that they can reply to you as soon as possible. NAI recommends that when in doubt do not play that player as severe suspensions can be handed out to a coach who plays a suspended player. **You must also send a copy of the served suspension game sheets to the disciplinary rep who sent you the suspension conformation to show your player served their suspension. Easiest way to do this is REPLY ALL to the original conformation suspension email.**

### NAI WEBSITE INCIDENT REPORT INFO

An Incident Report is official documentation of an issue that happens before/during or after a game. This report is to be filled out by the official after a game recording the penalty ruling, and the official's description of the incident. The Incident Report has 3 copies, one that stays with the official, one goes to the home manager, and one to the visiting manager.

It is the manager's duty to ensure that incident reports are filled out correctly. This can be done by reviewing the incident report at the arena. If clarification is needed, the manager is to go to the other manager then proceeds to discuss with the official. Managers/people are not permitted to enter the referee room, and shall not approach the official without the other manager present. The discussion can only be regarding clarification of the recordings written on a game sheet or incident report. NO DISCUSSION at all is to be had with the official regarding his/her assessment of a penalty issued.

It is the **team manager of the impacted player's** responsibility to complete this form after an incident has occurred during League game. The home manager is to upload the electronic. pdf, .jpg version of the incident report as they are inputting the stats and game sheet, but the manager of the player which is named on the incident report is to fill out the form with the information from the completed Incident Report. This is the fastest way for the information to reach the Discipline Coordinators for a ruling.

NAI Discipline Committee [dc@nainterlock.com](mailto:dc@nainterlock.com)

**Note: email all suspensions to the CR Knights Registrar.**



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### **Travel & Sanction Permits – U11, U13, U15 & U18**

Any NAI league games do not require a travel permit. If you would like to play an exhibition game, a tournament or any other game that is not a league game, you need to obtain a travel permit.

Travel Permits need to be requested by email at **minimum of one week** before date of travel/game or they will not be processed.

#### **Travel Permits – Away Exhibition Games, Tournaments**

Info needed in email to obtain Travel Permit

- **Name** of team your visiting
- **Arena** its being played at
- **Time** of Exhibition Game or Tournament Games
- **Date** of Exhibition Game or Tournament Games
- **Level & Tier** being played
- **Sanction Number** you get this from team or tournament your visiting
  - o **Number of games guaranteed for tournament.**

Sanction Game Numbers need to be requested by email at **minimum of 10 DAYS** before date of Hosting Exhibition Game so that the visiting team has time to get their Travel Permit.

#### **Sanction Game Numbers – Hosting Home Exhibition Games**

Info needed in email to obtain Sanction Game Number

- **Name** of team visiting CR Knights
- **Arena** its being played at
- **Time** of Exhibition Game
- **Date** of Exhibition Game
- **Level & Tier** being played
  - o **Once you received the sanction number you'll need to provide it to the visiting team so they can apply for their own travel permit.**

A copy of the travel permit/Sanction Game Number will be forwarded to you by email. On the team roster portion of the game sheet, you must indicate the travel permit number and the Sanction Game Number.

After the Exhibition game has been played or tournament has been attended, email all the game sheets and any suspensions to our zone representative this is a Hockey Alberta requirement.

Please email your request for travel/Sanction permits to [permits@crknights.ca](mailto:permits@crknights.ca)

Completed Game Sheets Zone 3 [minorregs3@hockeyalberta.ca](mailto:minorregs3@hockeyalberta.ca), [minordisc3@hockeyalberta.ca](mailto:minordisc3@hockeyalberta.ca)



### **Travel & Sanction Permits – INTRO TO HOCKEY 1-4**

All non-NAI scheduled games, jamborees, and exhibition games outside of league play will require a Travel Permit and or Sanction Number from Hockey Alberta. Once you have your Home Game Schedule send it immediately to [permits@crknights.ca](mailto:permits@crknights.ca) so they can send you your game sanction number for the year.

Travel Permits need to be requested by email at **minimum of one week** before date of travel/game or they will not be processed.

#### **Travel Permits – Away Exhibition Games, Jamborees**

Info needed in email to obtain Travel Permit

- **Name** of team your visiting
- **Arena** its being played at
- **Time** of Exhibition Game or Jamboree Games
- **Date** of Exhibition Game or Jamboree Games
- **Level & Tier** being played
- **Sanction Number** you get this from team or Jamboree your visiting
  - o **Number of games guaranteed for Jamboree.**

Sanction Game Numbers need to be requested by email at **minimum of 10 DAYS** before date of Hosting Exhibition Game so that the visiting team has time to get their Travel Permit.

#### **Sanction Game Numbers – Hosting Home Exhibition Games**

Info needed in email to obtain Sanction Game Number

- **Name** of team visiting CR Knights
- **Arena** its being played at
- **Time** of Exhibition Game
- **Date** of Exhibition Game
- **Level & Tier** being played
  - o **Once you received the sanction number you'll need to provide it to the visiting team so they can apply for their on travel permit.**

A copy of the travel permit/Sanction Game Number will be forwarded to you by email. On the team roster portion of the game sheet, you must indicate the travel permit number and the Sanction Game Number.

Please email your request for travel/Sanction permits to Kim Coles @ [permits@crknights.ca](mailto:permits@crknights.ca)



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### **Provincials All U11 Tiers and U13, U15, U18 Tier 5-6**

If your coach decides to enter provincials please be aware that they start in January. All teams need to decide if they are entering provincials by Dec 1<sup>st</sup>. Provincial only begin at the Atom level. Each team can decide to opt out of provincials once the categorization is complete (within a specific timeline). You will be required to schedule a home and away game in a weeks' time along with your regular season's game. You are required to work with the opposing manager and your ice allocator to find ice times that you both agree on. Provincial regulations can be found on Hockey Alberta website.

### **Provincials U13, U15, U18 Tier 1-4 – \*\*\*NEW TRIAL SYSTEM\*\*\***

The 2021 Provincial Championship Trial Project Highlights Divisions U13, U15 and U18 Categories Tiers 1-4

Tournament Dates: TBD

Format Eight Team Tournament Representatives League Champions, Host and One League Runner-up Under the revised trial project, the previous A-D Provincial Championships at the Peewee, Bantam and Midget divisions will move into Tiers 1-4. Teams will not participate in Zone Play downs, but will instead qualify as League Champions from the following leagues/organizations:

- Hockey Calgary
- Central Alberta Hockey League
- All Peace Hockey League
- Hockey Edmonton
- Northern Alberta Interlock
- North Eastern Alberta Hockey League

Please refer to Bulletin on the managers tab of CR Knights website for more information.

### **Playoffs**

NAI will post the playoff schedule and indicate the opposing team you will be playing. They will note which team has the home venue and the timeframe in which the games need to be played. It is up to the managers to find available ice and give the opposing team 2 reasonable ice slots to choose from. Games cannot be forfeited for any unavailable ice or the team receives a fine and the coaches could be suspended. Further information is available on the NAI website.



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### **Equipment Room**

Each team will be given two sets of jerseys - usually a home and away set. They should also be given a set of water bottle carriers, first aid kit, and coaches clip board if required. All necessary team equipment will be distributed by **ONLY** the Equipment Manager.

Available from Equipment Manager are team socks, Parent Team Jerseys, Team Pant Shells.

If your players requires replacement team socks (\$20 EACH) or Parent Team Jerseys (\$50 EACH) take orders from your parents, then you submit order to Equipment Manager.

Equipment Manager – Veronica Schonberger [secretary@crknights.ca](mailto:secretary@crknights.ca) 780-965-8376

### **Apparel**

Online Store - [www.morinvillesports.ca](http://www.morinvillesports.ca) – Available till November 2 and open again in January

Apparel Manager –Angela Barker [apparel@crknights.ca](mailto:apparel@crknights.ca) 780-218-6171

### **TBA Games/Rescheduled Games**

Inevitably there will be one or two TBA games listed on your regular season schedule. These are to be announced games that will either show up as October 1<sup>st</sup> at 1:00 o'clock a.m. or January 1<sup>st</sup> at 1:00 o'clock a.m. These are not the dates that you are actually supposed to play these games; it is just games that the league was unable to schedule due to constraints on the times given for games. It is useful to contact the other team immediately and find out what days they may be available to reschedule this game. If you have no regular ice available, you can use your practice slots or contact the ice allocator to see if there is additional ice that may not be used during the season that could be utilized by your team.

Once you have secured a time by the ice allocator and the other manager, fill out the online Game Change form located on the NAI Website. The governor will then update both teams' schedules on the website.

### **Tournaments**

Every team is responsible for finding and managing their own tournaments. Tournaments Entry Fees must be paid by the team with fundraising money or donations. Hockey Alberta website list tournaments that managers can use to find appropriate leveled tournaments. Managers must move regular scheduled games to make room for tournaments and this requires planning. You will be required to contact the other team in advance and come to an agreement on alternative times. On NAI Website under Managers Tab use the **Team Date Blackout Form** so no NAI games will be posted on your tournament weekend. You must have these times submit before preseason begins or shortly after. Once regular season games are posted, all Managers are responsible for moving games.



## Managers Handbook

### Final Comments

The duties of a team manager may appear overwhelming and although this is all under the heading of the manager's responsibilities, this does not have to be the case. **Ask your parents for help!**

It can be very useful to delegate a great number of these jobs to other individuals who may be more than willing to assist, but not take on the role of manager. For instance, someone may input the game sheet for the manager. The manager can delegate this position and just follow up to make sure there are no problems with it. Certainly jerseys and equipment can be handed out at the beginning of the season to other individuals who will then keep track of those jerseys and ensure they are returned at the end of the season.

In conclusion, we are all here to help each other in making this a most satisfying and rewarding experience for not only our children, but for ourselves as parents and fans. If there is ever any questions or need for assistance, please reach out and ask.

Have a great season!

CR Director of Managers	Alice Sloan	<a href="mailto:alicesloan48@gmail.com">alicesloan48@gmail.com</a>	780-305-5029
CR Ice Allocator	Tanya Crump	<a href="mailto:tanya@crknights.ca">tanya@crknights.ca</a>	780-887-3598
Apparel Manager	Angela Barker	<a href="mailto:apparel@crknights.ca">apparel@crknights.ca</a>	780-218-6171
Permits		<a href="mailto:permits@crknights.ca">permits@crknights.ca</a>	
Referee Coordinator	Alan Chatten	<a href="mailto:RIC@crknights.ca">RIC@crknights.ca</a>	780-721-8668
CR Registrar	Krissy Van De Vliert	<a href="mailto:registrar@crknights.ca">registrar@crknights.ca</a>	780-919-8780
AGLC	Bonnie Borle	<a href="mailto:b_borle@hotmail.com">b_borle@hotmail.com</a>	780-691-2254
CR Treasurer	Jeff Cory	<a href="mailto:treasurer@crknights.ca">treasurer@crknights.ca</a>	780-566-4443
CR Secretary/Equipment	Veronica Schoenberger	<a href="mailto:secretary@crknights.ca">secretary@crknights.ca</a>	780-965-8376
CR President	Adam Crump	<a href="mailto:president@crknights.ca">president@crknights.ca</a>	780-920-3598
CR Vice President 1	Kristi Morkin	<a href="mailto:vp1@crknights.ca">vp1@crknights.ca</a>	
CR Vice President 2	Angela Barker	<a href="mailto:vp2@crknights.ca">vp2@crknights.ca</a>	

Make sure to Print off and carry

NAI BYLAWS & REGULATIONS

NAI MANAGERS GUIDELINES

Have access to Alberta Minor Hockey Regulations