

## 17. SPORT INFORMATION REQUIREMENTS

Below is a list of items the championship host office must receive from participating schools no later than **DATE**.

### **CCAA policy A8, S10, 10.4.1:**

Teams who attend national championships and who have not submitted the information by the date required by the host may be subject to a **\$100 fine**.

### **CHECKLIST:**

- Team Photo**  
Team photos must be of high quality (.tif or .jpg), black and white & colour  
E-mail to: Marc LaRochelle – [marcl@nipissingu.ca](mailto:marcl@nipissingu.ca)  
SUBMISSION DATE: on or before Monday, March 2, 2009
- Individual Team Head Shots**  
To be used for accreditation passes – must be sent upon confirmation (or earlier) of participation in championships.  
Individual photos must be of high quality (.tif or .jpg), colour preferred.  
E-mail to: Marc LaRochelle – [marcl@nipissingu.ca](mailto:marcl@nipissingu.ca)  
SUBMISSION DATE: on or before Monday, March 2, 2009
- Team Logo**  
Team Logo must be of high quality (.ai or .eps), black and white & colour  
E-mail to: Marc LaRochelle – [marcl@nipissingu.ca](mailto:marcl@nipissingu.ca)  
SUBMISSION DATE: on or before Monday March 2, 2009
- Team Roster**  
Team roster must be sent electronically to: Marc LaRochelle – [marcl@nipissingu.ca](mailto:marcl@nipissingu.ca)  
Please ensure that roster is formatted as in the example.  
Please Identify on the Team Roster the Head of Delegation for your institution  
**CCAA policy A8, S10, 10.1:**
  - All participating teams must identify a Head of Delegation, who will be an official representative of the College / Conference. The Head of Delegation's responsibilities include but are not limited to:
    - Ensuring all traveling representatives have reviewed the CCAA Code of Ethics / Participating Team Responsibilities / and have been made aware of the behaviour / conduct expectations of the CCAA, the PCAA and their institution, both on and off the court (field) prior to, during and following the championship.
    - Attendance, with the coaching staff, at the Coaches Meeting.
    - Providing to the host and host hotel front desk, a cell phone number at which the Head of Delegation can be reached for the duration of the championship.
    - Actively assisting host and CCAA personnel with the orderly conduct of the championship.  
SUBMISSION DATE: on or before Monday, March 2, 2009
- Accreditation and Banquet Form**  
Form must be typed and e-mailed to: Marc LaRochelle – [marcl@nipissingu.ca](mailto:marcl@nipissingu.ca)  
SUBMISSION DATE: on or before Tuesday, March 3, 2009
- Medical Form**  
Form must be typed and e-mailed to: Brian Duval – [briand@nipissingu.ca](mailto:briand@nipissingu.ca)  
SUBMISSION DATE: on or before Tuesday, March 3, 2009
- Tournament apparel pre-order form**  
Form must be typed and e-mailed to: Marc LaRochelle – [marcl@nipissingu.ca](mailto:marcl@nipissingu.ca)  
SUBMISSION DATE: on or before Tuesday, March 3, 2009
- Media contact List**  
Form must be typed and e-mailed to: Marc LaRochelle – [marcl@nipissingu.ca](mailto:marcl@nipissingu.ca)  
SUBMISSION DATE: on or before Tuesday, March 3, 2009
- Team information**  
Form must be typed and e-mailed to: Marc LaRochelle – [marcl@nipissingu.ca](mailto:marcl@nipissingu.ca)  
SUBMISSION DATE: on or before Tuesday, March 3, 2009

**NOTE: PLEASE UTILIZE THE "SUBJECT" LINE WHEN SENDING YOUR EMAIL INFORMATION**