

Championship Information Package

2009 CCAA Women's National Volleyball Championship



Date: March 12-14, 2009
Nipissing University
100 College Drive
North Bay, Ontario
P1B 8L7



www.nipissingu.ca/athletics

SECTION 1

PRE-CHAMPIONSHIP GENERAL INFORMATION

1. ORGANIZING COMMITTEE

Address: 100 College Drive, North Bay, Ontario, P1B 8M7
Fax: 705 474-6323
Phone: 705 474-3461 Ext 4397 (Control Desk)
E-mail:
Event Web Site: www.nipissingathletics.ca/wvbnationals
Athletic Web Site www.nipissingu.ca/athletics

Name	Tournament Responsibility	Telephone #	Email
Vito Castiglione	Tournament Chair	W -(705) 474-3450 Ext 4249	vitoc@nipissingu.ca
Jamie Graham	Finance & Administration	W – (705) 474-3450 Ext 4344	jamiieg@nipissingu.ca
Vito Castiglione Al Carfagnini	Sponsorship	W - (705) 474-3450 Ext 4249 W - (705) 474-3450 Ext 4278	vitoc@nipissingu.ca alc@nipissingu.ca
Bob Pipe Marc LaRochelle	Media and Sport Information	W – (705) 474-3450 Ext 4528 W – (705) 474-3450 Ext 4539	bobp@nipissingu.ca marcl@nipissingu.ca
Brian Duval	Team, Facilities Services & accreditation	W - (705) 474-3450 Ext 4396	briand@nipissingu.ca
Terry Kirkby Greg Foster	Technical Services	W (705) 474-3450 Ext 4505 W (705) 474-3450 Ext 4256	terryk@nipissingu.ca gregf@nipissingu.ca
Michelle Walker Tina Shunk Melissa Busschaert-D'Aigle	Hospitality, Accommodation, Banquet & Awards Ceremony	W (705) 474-3450 Ext 4245 W (705) 474-3450 Ext 4383 W (705) 474-3450 Ext 2876	tinas@nipissingu.ca michellew@nipissingu.ca
Vito Castiglione	Transportation	W -(705) 474-3450 Ext 4249	vitoc@nipissingu.ca
Brian Duval	Medical Services & Athletic Therapy	W - (705) 474-3450 Ext 4396	briand@nipissingu.ca

Kelly Brown Marc LaRochelle	Marketing & Promotions	W (705) 474-3450 Ext 4494 W (705) 474-3450 Ext 4539	kellyb@nipissingu.ca marcl@nipissingu.ca
Vito Castiglione	On Site Event Manager	W (705) 474-3450 Ext 4249	vitic@nipissingu.ca
Melanie Cook	Placements	W (705) 474-3450 Ext 4896	melaniec@nipissingu.ca
Ben Hong Dez Forget Grant Ross Duane Culin	Volleyball Advisors	-	benh@nipissingu.ca grantr@nipissingu.ca duanec@nipissingu.ca

2. SCHEDULE OF EVENTS

Tuesday, March 10, 2009

Teams arrive to North Bay and meet with team hosts and hostesses
Hotel check-in and host committee greeting

Wednesday, March 11, 2009

Teams arrive to North Bay to meet with team hosts and hostesses
Hotel check-in and host committee greeting
Accreditation upon arrival at the Robert J Surtees Student Athletics Centre.

8:00 am - 5:00 pm	Team Practices
12:15 pm - 1:00 pm	Media Conference
6:30 pm	CCAA Women's Volleyball Awards Banquet & Opening Ceremonies
10:00 pm	Coaches Meeting – Best Western – Lakeshore Room
10:00 pm	VIP Hospitality

Thursday, March 12, 2009

8:00 am - 12:00 pm	Practices – ½ hour each – determined by game times
9:00 am	Officials Meeting – Best Western - Champlain B
12:00 pm	Award Committee Meeting
1:00 pm	Game 1
3:00 pm	Game 2
6:00 pm	Game 3
8:00 pm	Game 4
10:00 pm	VIP Hospitality Lounge

Friday, March 13, 2009

8:00 am – 12 noon	Practices – ½ hour each – determined by game times
1:00 pm	Game 5
3:00 pm	Game 6
6:00 pm	Game 7- Semi-Finals
8:00 pm	Game 8- Semi-Finals
10:00 pm	VIP Hospitality Lounge

Saturday, March 14, 2009

10:00 am	Game 9
12:00 noon	Game 10
2:30 pm	Game 11 – 7 th and 8 th Place
5:00 pm	Game 12 - Bronze Medal
7:00 pm	Game 13 - Gold Medal
	Awards Ceremony to follow

3. PRACTICE AND ACCREDITATION SCHEDULE

CCAA policy A8, S10, 10.12:

Participating teams must bring to the championships, a cheque for their accreditation fees. This cheque is to be given to the host at registration/accreditation if not already received. Failure to do so may result in a fine of \$100 to the offending institution(s).

Location: Robert J Surtees Student Athletics Centre Lobby
Time: Prior to scheduled practice session on Wednesday, March 11, 2009
Accreditation Fee: \$40
Cheque payable to: Nipissing University Athletics

Further information will be provided to the participating teams upon qualification for the championship. For example team host and hostess information.

Wednesday, March 11, 2009

Practice Time	Team	Accreditation Time
8:00 - 8:55 am	Host	7:45 am
9:00 - 9:55 am	Ontario	8:45 am
10:00 - 10:55 am	Wildcard 2 nd	9:45 am
11:00 - 11:55 pm	Wildcard 1 st	10:45 am
12:15 - 12:45 pm	Media Conference (Best Western)	
1:00 - 1:55 pm	Quebec	12:45 pm
2:00 - 2:55 pm	Alberta	1:45 pm
3:00 - 3:55 pm	Atlantic	2:45 pm
4:00 - 4:55 pm	British Columbia	3:45 pm

Thursday, March 12 and Friday, March 13, 2009

Time	Game	Team
8:00 - 8:25 am	Game 1	Away
8:30 - 8:55 am		Home
9:00 - 9:25 am	Game 2	Away
9:30 - 9:55 am		Home
10:00 - 10:25 am	Game 3	Away
10:30 - 10:55 am		Home
11:00 - 11:25 am	Game 4	Away
11:30 - 11:55 am		Home

Please contact Brian Duval to arrange for practice times on Thursday, Friday and Saturday:

Alternate practice facility:

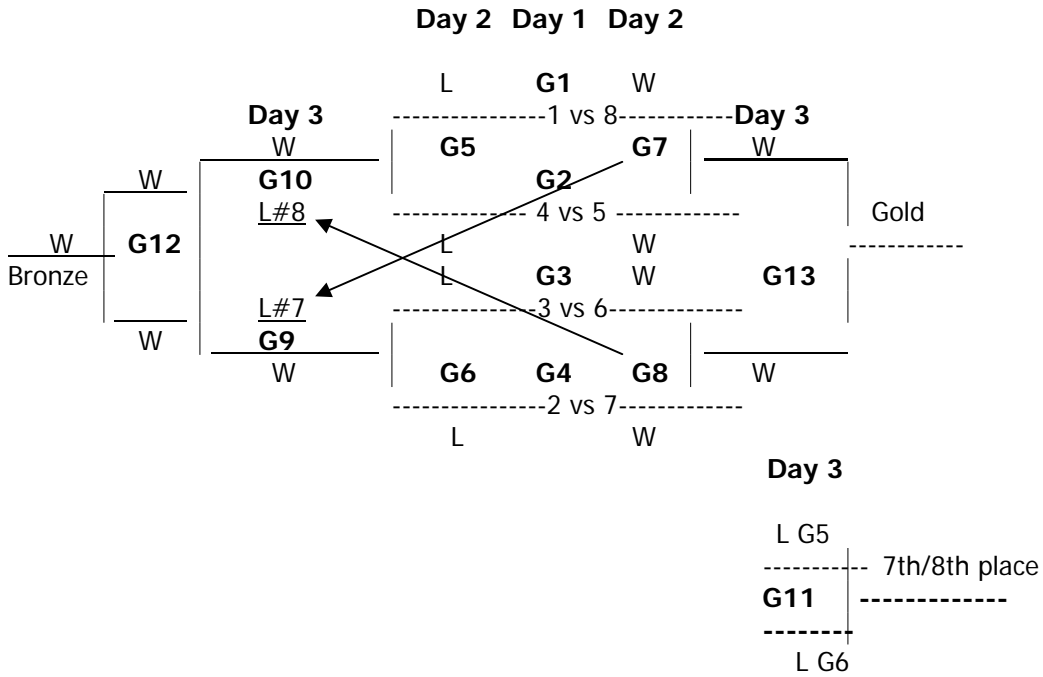
Teams may also book practice times at the Education Centre Gym approx 5 minutes from the Robert J Surtees Athletic Centre.

Please contact Brian Duval to arrange for practice times at 705-474-3450 Ext 4396.

Available times: (1 hour time slots are available)

Wednesday - 10 am - 2 pm, **Thursday** - 9 am - 2 pm, **Friday** - 9 am - 2 pm, **Saturday** - 10 am - 4 pm

4. COMPETITION SCHEDULE



* Schedule subject to change due to seeding and hosting opportunities.

SECTION 2

5. PARTICIPATING TEAM FUNCTION/SPECIAL EVENTS

Championship Banquet

Date: Wednesday, March 11, 2009
Site: Best Western (Host Hotel) – Regency Room
Cost: Fee is part of the accreditation fee (\$40.00)
Schedule: 6:00 pm – Banquet Social
6:30 pm – Banquet
Dress: Semi Formal
Additional Tickets: None Available
R.S.V.P. before: Upon Advancement to Nationals

Saturday Social: The Saturday social will be held at THE WALL. Further details will be provided upon arrival.

6. MEETINGS

COACHES MEETING

Date: Wednesday, March 11, 2009
Site: Best Western – Lakeshore Room
Schedule: 10:00 pm

OFFICIALS MEETING

Date: Thursday, March 12, 2009
Site: Best Western – Champlain B
Schedule: 9:00 am

7. MEDIA CONFERENCE

Media Conference

Date: Wednesday, March 11, 2009
Site: Best Western – Lakeshore Room
Schedule: 12:15 pm

CCAA policy A8, S10, 10.13:

Teams and/or team representatives, as per host's request, are required to attend the media conference and/or any other tournament-related media events. Failure to do so will result in a fine of **\$200** assessed to the offending team(s).

Media will be invited to be in attendance at the championship banquet on Wednesday, March 11, 2009. Coaches and athletes may be asked to be available during that time period.

8. CHAMPIONSHIP HOTEL

CCAA policy A8, S10, 10.6:

It is required that colleges attending the event stay at the designated host hotel. Coaches must insist on being assigned to the same floor as their team when booking rooms. Bookings must be done before Host's established deadline date. Unless there is no vacancy before the established deadline, teams, which do not stay at the host hotel shall be subject to a fine of \$500/ team.

Hotel: The Best Western North Bay Hotel and Conference Centre
Address: 700 Lakeshore Drive
North Bay, Ontario
P1A 2G4
Phone: (705) 474-5800 or 1-800-461-6199
Fax: (705) 474-8699
Contact person: Tara Young – Direct Line - (705) 474-5805 Ext. 705
Room rates: \$119.00

Upon booking your rooms please state that you are with the 2009 CCAA Women's Volleyball National Championship.
Booking #104338.

www.bestwesternnorthbay.com

R.S.V.P. before on or before Monday, March 2, 2009

Parking at hotel: Free Parking
Distance from competition site: 5 km (under 15 minutes)
Hotel Amenities: Fitness room, indoor heated pool, sauna, on-site restaurant, room service, high speed internet access, coffee makers, free newspaper, cable satellite TV.

9. VEHICLE RENTAL

Name of Company: National Car & Truck Rental
Address: 1864 Seymore St
North Bay, Ontario
P1B 8J8
Contact Person: Matthew Gordon
Tel.: (705) 474-3030 Ext 229 – Cell (705) 493-0950
FAX: (705) 476-6800
COST: Full Size Car : \$41.50/per day
Minivan : \$59/per day
11 Passenger \$99/per day (Limited number)

Reference #: 3700056

All rates include unlimited Km's, however insurance is extra should teams require this service and prices vary depending on the type of vehicle. Teams should inquire with their respective schools regarding their specific insurance policy.

10. TEAM TRANSPORTATION

From Airport to North Bay

Travel from the Pearson International Airport to the North Bay Best Western Hotel and Conference Centre will be provided by Nipissing University.

In North Bay

Teams will be responsible for their transportation once in North Bay. Prices have been negotiated with National Car & Truck Rental.

11. PARKING AT VENUE

There is no charge for parking at the event at Nipissing University. All participants, officials and VIP's are directed to park in Lot # 5. Parking identification tags will be included in the accreditation package. If additional passes are required please ask Brian Duval.

12. TICKETS

The event ticket prices are as follows:

ADULT TOURNAMENT PASS:	\$25
STUDENT TOURNAMENT PASS:	\$10
ADULT DAY PASS:	\$10
STUDENT DAY PASS:	\$5
Children under 12 :	FREE

13. TECHNICAL INFORMATION

13.1 FACILITIES:

The competition will take place at: **Robert J Surtees Student Athletics Centre**

Dimension and details: 110 x 88
Seating for 500
VIP preferred and general admission seating
Sport Court
Player's & VIP Lounge
Sports Injury Clinic & Taping room

Team room details: 2 designated team rooms
To be assigned on a game by game basis
Common shower
Volleyball court wipe off boards in each room

13.2 EQUIPMENT:

Game ball: Baden – Official CCAA game ball

13.3. THERAPY / MEDICAL SERVICES:

On-Site coverage: 1 Sports Injury Attendant at all games

Clinical coverage: 1 Registered Physiotherapist (David Henschel, BScPT, FCAMT, MCPA)
Hours: March 11-13 – 10:00 am – 2:00 pm

Physiotherapy services will be provided free of charge to any injured player who requires treatment while at Nationals. To pre-book your appointment please contact the Rebound Therapy Centre located at the Robert J Surtees Student Athletics Centre. Please contact Dave Henschel by e-mail at reboundsportsmedecine@hotmail.com or by phone at (705) 474-3450 Ext. 4561

The campus health centre has a physician along with registered nurses and will be open during normal business hours. (Monday - Friday 8-4 PM (closed between 12-1). A health card is required.

Direction to local hospitals and walk-in clinics will be included in the coach's package.

13.4 LAUNDRY:

Full laundry service is available daily including practice gear and team uniforms. Teams will be given laundry baskets and asked to fill out a form detailing laundering instructions. The clothing will be available as soon as possible and can be picked up in the athletic customer service area.

13.5 HOSPITALITY ROOMS (VIP, OFFICIALS, COACHES, ETC.):

VIP, OFFICIALS, COACHES/ON-SITE

Date: March 12 -14, 2009
Site: Fitness Room – RJS Gym
Schedule: Daily – open 1 hour prior to first game until 10 PM.

VIP, OFFICIALS, COACHES/HOTEL

Date: March 11 -14, 2009
Site: The Best Western North Bay Hotel and Conference Centre – Suite 112
Schedule: Open @ 10:00 pm

PLAYERS ON-SITE

Date: March 12 – 14, 2009
Site: Fitness Room – RJS Gym
Schedule: Daily open 1 hour prior to first game until 10 PM

VOLUNTEERS ON-SITE

Date: March 12 – 14, 2009
Site: RJS Boardroom
Schedule: Daily

13.6 MEDIA & VIDEO SERVICE:

All games will be streamed “live and free” online, utilizing a 2 camera set up and an engineer. Copies of the game tape, on DVD, will be available to the teams that just competed the next opponent for those teams, and a copy for the CCAA. The game tapes should be available within 30 minutes after the game.

13.7 DRUG TESTING & DOPING CONTROL:

Arrangements, as per CCES guidelines have been put in place. Nipissing's Sports Injury Attendant is the contact and the on site person. He has been and will continue to be in contact with the CCES to ensure the proper operation of the testing.

13.8 SOUVENIRS:

Event specific souvenirs such as clothing will be available for sale at the venue.

13.9 PHOTOGRAPHS:

Event specific photographs will be taken by Ron Howden and will be available to purchase throughout the tournament.

14.0 GIFT EXCHANGE:

As per CCAA tradition teams will exchange pins/small memento at the beginning of the first two matches. Items will be placed in one envelope and exchanged by the captain's at the handshake to minimize the delay at the beginning of the match.

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
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
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
SUBMISSION DATE: on or before Monday March 2, 2009
- Team Roster**
Team roster must be sent electronically to: Marc LaRochelle – 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
SUBMISSION DATE: on or before Tuesday, March 3, 2009
- Medical Form**
Form must be typed and e-mailed to: Brian Duval – 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
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
SUBMISSION DATE: on or before Tuesday, March 3, 2009
- Team information**
Form must be typed and e-mailed to: Marc LaRochelle – marcl@nipissingu.ca
SUBMISSION DATE: on or before Tuesday, March 3, 2009

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

Accreditation & Banquet Form

Forme D'Accréditation et de Banquet

Sport (M/F):		
Institution:		
Team Contact/ Contact D'Équipe:		
Phone/Téléphone:		
Fax:		
E-mail/Courriel:		
	Banquet (#)	Accreditation (#)
Total number of players/ Nombre total des joueurs:		
Total number of staff (coaches, managers)/ Nombre total de personnel (entraîneurs, directeurs):		
Total Team Delegates/ Délégués Totaux D'Équipe:		
Additional Guests/ Invités Additionnels:	Banquet	Accreditation
	Banquet (#)	Accreditation (#)
Total Delegates/ Délégués De Total:		

SUBMISSION DATE: Please submit this form by email to Marc LaRoche – marcl@nipissingu.ca or by fax to 705-474-6323, on or before Tuesday, March 3, 2009

Van Request Form / Formulaire de demande de fourgonnettes

National Car & Truck Rental

Institution :	
Contact :	
Telephone :	Fax :
Email :	
Method of payment: <small>(Please note that a credit card authorization form will need to be signed)</small>	

Vehicle Request :

- Full Size Car (\$41.50/Day)** Number of vehicles required : _____
 Minivan (\$59/Day) Number of vehicles required : _____
 11 Passenger Van (\$99/Day) Number of vehicles required : _____
Limited number available

Driver (s) :

	Name	Name
# 1		
# 2		
# 3		

Please forward a photocopy of each drivers licence (front and back).

Vehicles will be delivered to the Best Western Hotel and Conference Centre. Key and contracts will be at the hotel reception desk. All drivers must possess a valid driver's licence and be at least 21 years of age.

SUBMISSION DATE: Please submit this form by email to Matthew Gordon – gordonm@nationalcar.com or by fax to 705-476-6800, on or before Monday March 2, 2009.

Hotel Reservation Form/Rooming List Partage des chambres

Institution : _____

Contact Person : _____ Title : _____

Email : _____ Phone : _____ Fax : _____

Arrival Date : _____

Departure Date : _____

Number of Nights : _____ Total # of rooms per night : _____

Method of Payment : _____

ROOMING LIST

Room	Name	Name	Name	Name
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

SUBMISSION DATE: Please submit this form by fax to Tara Young @ 705-474-8699, on or before Monday, March 2, 2009

Tournament Apparel (Pre-order)

Institution : _____

Contact Person : _____ Title : _____

E-mail : _____ Phone : _____ Fax : _____

Apparel Choices

Black Hoodie	T-shirt	Long Sleeve
S__ M__ L__ XL__	S__ M__ L__ XL__	S__ M__ L__ XL__
	Black ____ White ____	Black ____ White ____
Cost:	Cost:	Cost:

Dry Fit
S__ M__ L__ XL__
Black ____ White ____

A cheque must be presented to

SUBMISSION DATE: Please e-mail this form to Marc LaRochelle @ marcl@nipissingu.ca , on or before Wednesday, March 4, 2009

Media Contact Form

Please list the following information if you would like tournament results sent out to your local media contacts.

Institution:
Address:
Athletic Director:
Sport Information Director or contact:
E-mail address:
Phone number:
Fax:
Team Name:
Team Colors:
Head Coach:

During the 2009 CCAA National Women's Volleyball Championship results can be sent to the following media:

(Please list Media information below)

Name of Media Organization: <i>i.e. The North Bay Nugget</i>	<i>Name: Ken Pegan</i> <i>e-mail: sports@nugget.ca</i> <i>Fax: 705-475-2187</i>
	Name: e-mail: Fax:
	Name: e-mail: Fax:
	Name: e-mail: Fax:
	Name: e-mail: Fax:
	Name: e-mail: Fax:

SUBMISSION DATE: Please e-mail this form to Marc LaRochelle @ marcl@nipissingu.ca , on or before Tuesday, March 3/09

Media Kit Information

In order to help us promote your team to the media we are preparing a media kit and ask that you provide us with some key details about your team and season. Please e-mail this form to Marc LaRochelle @ marcl@nipissingu.ca , on or before Tuesday, March 3/09.

Institution:
City/Province:
Head Coach:
Assistant Coach (s):
Captain (s):

Season Accomplishments: (Regular season record, tournament wins, all-stars etc)

Road to Nationals: (Please describe how your team arrived to Nationals. List your teams victories in the playoffs and the scores)

Describe your team in 100 words:
<p>ie: The Maple College Wildcats pride themselves on their ability to work together as a team and support each other on and off the court. We are dedicated to hard work and a disciplined approach to defence, using solid defensive work to generate offence. When the opportunity to score points presents itself, we form a creative attack utilizing our powerful frontcourt and skilled backcourt which quickly builds momentum, propelling us to victory.</p>