



Championship Information Package

CN 2009 CCAA Men's National Basketball Championships

Date: March 19 - 22, 2009

Site: Charles Jago Northern Sport Centre

CHAMPIONSHIP INFORMATION PACKAGE

SECTION 1

PRE-CHAMPIONSHIP GENERAL INFORMATION

1. ORGANIZING COMMITTEE

Address: Northern Sport Centre, 3333 University Way, Prince George, BC V2N 4Z9
Fax: (250) 960-5120
Phone: (250) 960-6358
E-mail: mcnamarl@unbc.ca
Web Site: unbc.ca/nationals

Name	Tournament Responsibility	Telephone BC has gone to 10 digit dialing	Cell	email
Len McNamara	Host Convenor	250-960-6358		mcnamarl@unbc.ca
Todd Jordan	Chairperson, Host Committee	250-614-3785		tjordan@sd57.bc.ca
Craig Douglass	Technical Director		250-613-5778	craig.douglass@telus.net
Brad Beckett	Accreditation	250-561-7654		BBeckett@city.pg.bc.ca
Len McNamara	Transportation	250-960-6358		mcnamarl@unbc.ca

Dan Gutwillinger	Ramada Hotel	250-561-5679		salesexecutive2@ramadaprincegeorge.com
Kelly Sharp	Souvenir Program, Advertising	250-960-5335		sharpk@unbc.ca
Mel Fehr	Officials			Mel@westwoodchurch.bc.ca
Ken Hodges	Banquet/Hospitality			kengh@shaw.ca
Jim Vanderploeg	Game Entertainment			jimv@irl.bc.ca
Michael Kellett Mike Woollard	Web Specialists	250-960-5621		kellettm@unbc.ca mdwoollard@gmail.com
Dave Holmes	Courtside Stats			DaHolmes@sd57.bc.ca
Louise Holmes	Awards Committee			lholmes@sd57.bc.ca
Rod Caron	Photography	250-964-7126		geminiphotographic@telus.net
Davis Rodrigues	Medical Services	250-960-5323		acceleratedsportspine@yahoo.ca
Ken Vogt	Manager, NSC	250-960-6305		vogtk@unbc.ca
Sheila Keith	Contracts	250-960-5502		keiths@unbc.ca
Rob van Adrichem	Media	250-960-5622		vanadric@unbc.ca
Shelley Rennick	Facilities	250-960-6413		rennick@unbc.ca
Peter Hickey	Security	250-960-5535		hickeyp@unbc.ca
Mardeana Berg	Souvenirs/Concession	250-960-6436		bergm@unbc.ca
Eileen Bray	Financial reporting	250-960-5541		braye@unbc.ca
Georgina Knipe	Catering	250-960-5780		knipe@unbc.ca
Louis Gagne	Translation			llgagne@shaw.ca

Jeff Harris	CCAA National Convenor	(705) 728-1968 ext 1243		jharris@georgianc.on.ca
Sandra Murray-MacDonell	CCAA Executive Director	613-937-1508	613-360-2409	sandra@ccaa.ca
Colette Struthers	CCAA Communications and Events Coordinator	613-933-6080 (ext. 2211)		colette@ccaa.ca

2. SCHEDULE OF EVENTS

Wednesday March 18

Teams Arrive – Hosts will meet teams at the airport. Teams will pick up two (2) mini-vans which they have arranged for through the transportation coordinator – Len McNamara (teams can arrange for additional cars). Teams can then proceed to host hotel – Ramada Hotel Downtown. Teams will return vehicles to the Airport when departing.

Travel to Prince George:

AB –	Flight Westjet 547/171	Arrival	March 18 – 09:59	(Depart March 23 – 16:50)
Ont -	Flight Westjet 699/143	Arrival	March 18 – 16:14	(Depart March 23 – 07:00)
Que -	Flight Westjet 679/107	Arrival	March 18 – 20:39	(Depart March 23 – 10:35)
Atlntc-	Flight Westjet 699/143	Arrival	March 18 – 16:14	(Depart March 23 – 07:00)

Thursday March 19

9am – 5pm

1 hour Team practices at competition venue - NSC
Times assigned as per arrival times/CCAA Guidelines and in consultation with CCAA Convenor Jeff Harris (Craig Douglass)

6:45pm – 9:00pm

All-Canadian Banquet – Cranbrook Ballroom – Ramada Hotel

9:30 pm – 11:00pm

Coaches' Meeting – Cedar Boardroom – Ramada Hotel

Friday, March 20

10am -11am

Referees'/Officials' meeting – Cedar Boardroom – Ramada Hotel

Day 1 , March 20

TIME

Game 1	1 pm	Northern Sport Centre
Game 2	3 pm	
Game 3	6 pm	
Game 4 (Host UNBC vs.)	8 pm	

Players' Hospitality Lounge

TBA – Skylight Ballroom - Ramada Hotel

Day 2 , March 21

TIME

Game 5	1 pm	Northern Sport Centre
Game 6	3 pm	
Game 7	6 pm	
Game 8	8 pm	

Players' Hospitality Lounge

TBA – Skylight Ballroom - Ramada Hotel

Day3 , March 22

TIME

Game 9	10 am	Northern Sport Centre
Game 10	12 pm	
Game 11	2 pm	
Game 12 Bronze	6 pm	
Game 13 Gold	8 pm	

Additional Tickets: \$35.00 (limited seating – contact Len McNamara mcnamarl@unbc.ca for reservation of extra tickets)

R.S.V.P. before: March 11, 2009

6. MEETINGS

CCAA policy A8, S10, 10.8:

Attend the Coaches' Meeting (coach and/or athletic representative) at the date and time announced. Failure to attend shall result in a **\$50 fine** payable to the CCAA. Upon completion of the meeting and prior to the team's first game, the Coach must meet with his/ her student-athletes to clarify roles, responsibilities and obligations. This list can be found in the CCAA Code of Ethics Article 1 Section 3 and which will be provided at the Coaches Meeting.

COACHES' MEETING

Date: March 19, 2009

Site: Ramada Hotel Downtown – Cedar Boardroom

Schedule: 9:30 pm – 11:00 pm

OFFICIALS' MEETING

Date: March 20, 2009

Site: Ramada Hotel Downtown – Cedar Boardroom

Schedule: 10 am – 11 am

7. MEDIA CONFERENCE

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 : Press Conference will be announced at a later date.

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: Ramada Hotel Downtown

Address: 444 George Street, Prince George, BC V2L 1R6

Phone: (250) 563-0055

Fax: (250) 563-6042

Contact person: Dan Gutwillinger (salesexecutive2@ramadaprincegeorge.com) 250-561-5679

Room rates: \$79./night + HST (13%)

R.S.V.P. to the Ramada Hotel Downtown by March 11, 2009 with rooming lists

Parking: Available – no additional charge

Distance from competition site: 10 minutes

Hotel Amenities: <http://www.ramadaprincegeorge.com/>

9. VEHICLE RENTAL

Name of Company: Arranged through the host committee

Contact Person: Len McNamara
Tel.: (250) 960-6358
FAX: (250) 960-5120
E-mail: mcnamarl@unbc.ca

Two mini-vans (and a car if requested) will be available for the teams (pre arranged through the host committee) at the Prince George Airport. All teams will return vans/vehicles to the airport.

The host committee will be billing the teams for the number of vans/cars required.

**Cost: 7 Passenger Mini-Vans (100 kms per day – excess kms at .30 cents)
2 vans - for five (5) days - \$1300 + gas fill up + excess kms**

(distance from Ramada to Northern Sport Centre is approximately 15 km)

Mid-Size Car (200 kms/day) - \$400 for five (5) days

PARKING

Ramada Hotel Downtown – space available and complimentary

NSC – designated parking area will be marked and teams will receive parking permits to keep in the vehicle (front dash) at all times.

10. REGISTRATION & TEAM ACCREDITATION

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: Northern Sport Centre - Thursday March 19

Time: During practice time

**Accreditation Fee: \$40 per player/coach/manager (Make cheque payable to UNBC Athletics)
Sport Specific Accreditation – see Sport Specific Regulations**

Further information will be provided to the participating teams upon qualification for the championship. For example Team Host Information.

11. TECHNICAL INFORMATION

11.1 FACILITIES:

The competition will take place at: UNBC Charles Jago Northern Sport Centre

Team room details: 4 team rooms will be dedicated to tournament use only.

11.2 EQUIPMENT:

Game ball: as specified by the CCAA Rules

11.3 THERAPY / MEDICAL SERVICES:

Accelerated Sport & Spine Physiotherapy clinic will be made available during the tournament (on site at the Northern Sport Centre). Teams will also have access to a physician if necessary.

Clinical coverage: Physiotherapy Clinic and Sports Medicine

11.4 LAUNDRY:

Not available at competition site – a map to local facilities will be included in package on arrival

11.5 HOSPITALITY ROOMS:

Schedule as per the Event Schedule above

11.6 MEDIA & VIDEO SERVICE:

All games will be recorded and copies available for teams. (DVD's) Teams should bring laptops with DVD capability as Hotel does not have DVD players for rent.

Video streaming of the gold/silver and bronze medal games can be accessed from a link on the dedicated webpage: <http://www.unbc.ca/nationals>

11.7 DRUG TESTING & DOPING CONTROL:

Testing will take place at these basketball championships. Please ensure your coaches and athletes are aware of the process.

11.8 SOUVENIRS:

Will be on sale during tournament play at the Northern Sport Centre.

Pictures will be available on the website.

12 SPORT INFORMATION REQUIREMENTS

Below is a list of items the championship host office must receive from participating schools no later than **March 11, 2009**

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 (.jpg). (min 300dpi resolution)

E-mail to: mcnamarl@unbc.ca & rod@papyrus.ca

Action photos 8 - 10 should be forwarded as well.

All-Canadian and Coach of the Year Nomination photos are required.

Team Logo

Team logos must of high quality(.eps)black and white & colour

E-mail to: mcnamarl@unbc.ca & rod@papyrus.ca

(Appendix A)

Team roster must be sent electronically to: mcnamarl@unbc.ca & rod@papyrus.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.

Accreditation and Banquet Form (Appendix B)

Must be typed and faxed or emailed to mcnamarl@unbc.ca Fax: (250) 960-5120
Please ensure this form is formatted as provided.

Medical Form (Appendix C)

Form must be typed and emailed to: acceleratedsportspine@yahoo.ca
Please ensure this form is formatted as provided.

Hotel Rooming List (Appendix D)

Form is included in the appendices and must be completed (typed) and faxed or e-mailed to Dan Gutwillinger (250) 563-6042, salesexecutive2@ramadaprincedgeorge.com

Vehicle Reservation Form (Appendix E)

Return form to Mario Mastroianni mario@keylease.ca Fax: (250) 562-4835

Special Guest Travel Form (Appendix F)

Return to Mario Mastroianni mario@keylease.ca and mcnamarl@unbc.ca

Team photography package (Appendix G)

Return to Rod Caron geminiphotographic@telus.net

APPENDIX B

**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:		
Total number of rooms required at the host hotel/ Nombre total des salles requises:		

Please return to Len McNamara (mcnamarl@unbc.ca)

APPENDIX E

Vehicle Reservation Form

Institution :

Contact Person :

Telephone :

Fax :

Arrival Date :

Time :

Departure Date :

Time :

Drivers

Name	Address	Phone	License Master Number	Province

Pick-Up at Prince George Airport – Please have Credit Card available for payment.

Return to Prince George Airport.

Please return to Len McNamara (mcnamarl@unbc.ca) or fax (250) 960-5120 by March 11th.

Appendix F

Travel – Special Guests

If you are arriving separately from the teams and departing - requiring special transportation arrangements, please complete the following :

Institution :

Traveller (s) :

Contact Telephone :

Fax :

Arrival Date :

Time :

Departure Date :

Time :

Airline:

Please return to Len McNamara (mcnamarl@unbc.ca) or fax (250) 960-5120 by March 11th

Appendix G

Team Photography Package

Gemini Photographic will provide a DVD with between 200-300 high resolution images of your games during the tournament for a cost of \$300. This has been a very popular and cost effective program with other major sports events in our city. The photographer releases all copyrights to the team purchasing the DVD and the teams have duplicated copies for all team members. With this program, all your team members have 200-300 images of their participation in the tournament and the total cost of \$300 can be divided by the entire team to make this an inexpensive memory of your participation in this national tournament.

Please contact Rod Caron, prior to the tournament, at geminiphotographic@telus.net

Payable by cheque (made payable to: Gemini Photographic) or by Visa/Mastercard.