

APPENDIX E

INFORMATION BULLETINS

2005 CANADIAN INTERUNIVERSITY SPORT MEN'S HOCKEY CHAMPIONSHIP (TELUS University Cup)

Date: March 24-28th 2005
Site: University of Alberta
@ Clare Drake Arena
&
Rexall Place, Edmonton

CHAMPIONSHIP INFORMATION BULLETIN

SECTION 1

PRE-CHAMPIONSHIP GENERAL INFORMATION (Bulletin #1)

1. ORGANIZING COMMITTEE

Address: University of Alberta Athletics, P-220 Van Vliet Centre, Edmonton, Alberta, T6G 2H9
Fax: (780) 492-7307
Phone: (780) 492-2327
E-mail: robin.stewart@ualberta.ca
Web Site: www.bears.ualberta.ca

| Position | Name | Telephone | E-mail |
|---------------------------------|--------------------|------------------------|--|
| Co-Convenor: | Bob Kinasewich | (780) 492-1016 | bob.kinasewich@ualberta.ca |
| Co-Convenor: | Robin Stewart | (780) 492-6820 | robin.stewart@ualberta.ca |
| Chair: | Andy Wigston | (780) 409-9180 | awigston@shaw.ca |
| Administrative Coordinator: | Laurie Block | (780) 492-3413 | laurie.block@ualberta.ca |
| Coordinator / Finance: | Roger Otteson | (780) 466-1022 | jrotteson@ualberta.ca |
| Athlete Services / Hospitality: | Ric Bartlett | (780) 408-7573 | rbartlett@atb.com |
| Technical Coordinator: | Clare Drake | (780) 434-1812 | |
| Promotion Coordinator: | Darryl Szafranski | (780) 492-7752 | darryl.szafranski@ualberta.ca |
| Communication /Press /Info: | Bob Stauffer | (780) 492-7214 | bob.stauffer@ualberta.ca |
| Officials: | Mike McTeague | (780) 492-3534 | robin.stewart@ualberta.ca |
| Facilities: | Eric Thurston | (780) 492-2832 | eric.Thurston@ualberta.ca |
| Volunteers: | Scott McDonald | (780) 461-8994 | mac26@shaw.ca |
| | Derek Shybunka | (780) 420-6788 Ext 250 | derek.shybunka@colliers.com |
| Medical Staff: | Joan MatthewsWhite | (780) 492-3466 | joan.matthewswhite@ualberta.ca |
| Project Coordinator | Corwin McCullough | (780) 492-7472 | corwinm@ualberta.ca |
| CIS Manager Events/Programs | Sheila-Ann Newton | (613) 562-5670 ext. 23 | snewton@universitysport.ca |

2. SCHEDULE OF EVENTS

Tuesday March 22

Ice time is available during the day 0815-1145, and 1315-1545 for teams that arrive early. Please contact Robin Stewart robin.stewart@ualberta.ca to book a practice time. Dressing room assignments will not be given at this time due to other facility obligations. At this time it looks like dressing room assignments will have to be done on a rotational basis.

Wednesday March 23, 2005

Team Practices (Beginning at 9am) Clare Drake Arena

Press Conference-University of Alberta Campus 2PM

Awards/All-Canadian Gala
Provincial Museum of Alberta
12845-102nd Ave
Edmonton, AB
1800 - 2200

Technical Meeting-Provincial Museum of Alberta at 2100

Thursday March 24, 2005

Game 1 1:00 pm Clare Drake Arena, University of Alberta campus

Regional Coaches Meeting (OUA and AUS) 0900-1200

Game 2 7:00 pm Clare Drake Arena, University of Alberta campus

Friday March 25, 2005

Game 3 1:00 pm Clare Drake Arena, University of Alberta campus

Regional Coaches Meeting (if needed) 0900-1200

Game 4 7:00 pm Clare Drake Arena, University of Alberta campus
Alberta vs. TBA

Saturday March 26, 2005

0900-1400 Coaches Association Meeting, Edmonton House Suite Hotel

Sunday March 27

Game 5 1:00 pm Rexall Place

Game 6 7:00 pm Rexall Place Alberta vs. TBA

Monday March 28th

Gold Medal Game 7:00 pm Rexall Place

3. COMPETITION SCHEDULE

Thursday March 24, 2005

Game 1 1:00 pm Clare Drake Arena, University of Alberta Campus
Game 2 7:00 pm Clare Drake Arena, University of Alberta Campus

Friday March 25, 2005

Game 3 1:00 pm Clare Drake Arena, University of Alberta Campus
Game 4 7:00 pm Clare Drake Arena, University of Alberta Campus
Alberta vs. TBA

Sunday March 27

Game 5 1:00 pm Rexall Place
Game 6 7:00 pm Rexall Place Alberta vs. TBA

Monday March 28th

Gold Medal Game 7:00 pm Rexall Place

4. PRACTICE SCHEDULE

Will be determined once teams have qualified for the tournament, and will be based on games times, ranking and arrival times.

SECTION 2

DETAILED INFORMATION – PARTICIPANT SPECIFIC (Bulletin #2)

5. PARTICIPATING TEAM FUNCTION/SPECIAL EVENTS

2005 National Championship Awards Gala

Date: March 23, 2005

Site: Provincial Museum of Alberta

12845-102 Ave, Edmonton, AB

Cost: Tickets will be allocated to participating teams via their team host (25 tickets)

Schedule: 6:00PM Pre awards reception in Main Foyer

7:00PM-8:30PM Awards Program Begins in Theatre

8:30PM-10:00PM Cocktail function in 2nd Floor Lobby

Dress: Formal

Additional Tickets: Make request to Laurie Block (laurie.block@ualberta.ca) to see if any additional are available

Distance from Hotel: less than 5KM

Non-Participating Coaches:

Non-Participating coaches packages (which include tickets to each tournament game and the 2005 Hockey Nationals Award Gala) can be purchased for \$115.00. Please contact Robin Stewart robin.stewart@ualberta.ca as soon as possible to confirm your attendance (your institution will be billed following the tournament for payment).

6. MEETINGS

TECHNICAL MEETING

Date: Wednesday, March 23rd
Site: Provincial Museum of Alberta, (room to be determined)
Schedule: 9 PM
NB.

COACHES ASSOCIATION MEETING

Date: Saturday March 26
Site: Edmonton House Suite Hotel (Room TBA)
Schedule: 1900 MST
NB. All coaches must attend

7. MEDIA CONFERENCE & ACCREDITATION

7.1 MEDIA CONFERENCE:

Date: Wednesday, March 23rd
Site: TBD
Schedule: 1400

NB: All participating head coaches must attend and be prepared to talk about their team. (Athletes do NOT need to be present).

100 Media kits are required.

7.2 MEDIA ACCREDITATION:

Institutions with school or local media attending the press conference/championship should submit Information including: name, type of media, contact name and phone #.

Send info to: Bob Stauffer @ University of Alberta, Athletics, P220 Van Vliet Centre, Edmonton, AB, T6G 2H9. email: bob.stauffer@ualberta.ca
Phone (780) 492-7214 Fax (780) 492-7307

8. CHAMPIONSHIP HOTEL

EDMONTON HOUSE SUITE HOTEL has been designated as the Host Hotel of the CIS Men's Hockey Championship and all teams will stay there during the championship. Conference room blocks have been set aside for participating teams. Please do not contact the hotel until you have qualified for the Championship.

In addition to **EDMONTON HOUSE SUITE HOTEL**, **CAMPUS TOWER SUITE HOTEL** is available for non-participating coaches, athletes, family, fans, sponsors, etc. if there are no rooms available at Edmonton House. Please take note of the locations of the various functions as well as the amenities that the properties have to offer before you make your reservation.

Each team will have 5 free room nights available for 5 nights during the championship (25 free room nights per team).

The agreed upon rate schedule (excluding taxes, with all rooms net non-commissionable) is:

- \$ 77.00 per room night - single to double occupancy
- \$ 87.00 per room night - triple occupancy
- \$ 97.00 per room night - quadruple occupancy

In recognition of the needs of the teams the hotels will offer the following late checkout policy:

- Extended Checkout – at no extra charge – to 1600 hours (4pm)
- Day room rates – of \$25 per room plus taxes – for checkouts after 1600 hours prior to 1800 hours
- Full daily rental rates will apply for departures after 1800 hours (6pm)

EDMONTON HOUSE SUITE HOTEL

Address: 10205 – 100 Avenue
Postal Code: T5J 4B5
Phone: 780-420-4000
Toll Free: 800-661-6562
Fax: 780-420-4006
Contact: Shelley Morgan

Hotel Amenities:

- Downtown Location
- Pool and fitness centre
- Fully equipped kitchens
- Guest lounge with complimentary daily newspapers and coffee

Parking: complimentary, covered

Distance from competition site: Approximately 9 kms.

CAMPUS TOWER SUITE HOTEL

Address: 11145 – 87 Avenue
Code: T6G 0Y1
Phone: 780-439-6060
Toll Free: 800-661-6562
Fax: 780-433-4410
Contact: Patricia Deets

Hotel Amenities:

- Campus Location
- Fully equipped kitchens
- Complimentary local calls, in room coffee
- Earls, Second Cup, Booster Juice, Great Canadian Bagel are on site

Parking: complimentary, covered

Distance from competition site: Approximately 5 kms.

8.2 Meals- All competing teams will receive breakfast (Wednesday-Sunday, maximum of five days) at the host hotel.

9. VEHICLE RENTAL

Driving Force is our preferred car rental company for the Championship.

Contact- Terry

Phone - 780-483-9559

- 780-484-4077

Rates: - 15 passenger van: \$78.00 per day, 100 free KM (extra KM= .15 per km)

- 7 passenger mini van: \$49.00 per day, unlimited KM

If teams prefer to use buses, contact:

Golden Arrow

Contact - Caroline

Phone - (780) 447-2433

Airport Meet and Greet/ Registration:

Participating teams are asked to confirm their arrival/departure times and their arrival location prior to. The confirmation must be sent by email to Corwin McCullagh, corwinm@ualberta.ca, 780-492-7472.

10. TRANSPORTATION

10.1 All teams flying in to Edmonton International Airport will be met by an assigned team host(s). Transportation for each team and their equipment will be looked after by the host committee. Teams bussing in to Edmonton will be met at the host hotel. Transportation to and from the rink from the hotel for practices games and awards ceremonies will be arranged for the teams as well. Please provide arrival times and date to Robin Stewart robin.stewart@ualberta.ca and Tom Kleenbaum kleenbaum@telusplanet.net

11. REGISTRATION

Tournament packages will be available upon arrival at Edmonton International Airport or Edmonton House Suite Hotel via the designated team hosts. Accreditation will be necessary to enter the competition site bleachers.

In order to have the accreditation cards produced ahead of time, teams are asked to send the exact number of people traveling (with coaches, managers, trainers, etc.) no later than to Robin Stewart robin.stewart@ualberta.ca immediately after qualifying for nationals or by **March 14th, 2005**.

12. SPONSORSHIP

12.1 The following is a list of Host sponsors for the championship:

Edmonton Journal

Alberta Sport, Recreation, Parks and Wildlife (ASRPW)

University of Alberta Legacy Fund

Coca Cola

Maclab Hotels and Resorts

12.2 The following is a list of CIS sponsors for the championship:

Tissot

Powerbar

Canadian Forces

13. SPORT INFORMATION REQUIREMENTS

13.1 HOST

The Host will require the following for use in the Championship Program/Powerpoint Presentation:

- team line-up / roster
- individual highlights
- team picture
- Action photos of players
- Video footage or clips of team
- team action pictures for potential All-Canadian: 1 head shot, 1 action shot and thumbnail sketches.

All information should be sent to: **Bob Stauffer, bob.stauffer@ualberta.ca**

*** All information, including pictures, should be sent electronically. Please send .jpeg/.tif/.gif electronic images to bob.stauffer@ualberta.ca*

(Minimum 600 dpi-dots per inch) – PC format only.

Any other requirements:

These should be submitted by the following deadline:

CW teams to be submitted by Monday March 14th (after CW Playoffs)

OUA/AUS Conference Finalists to be submitted by March 14th

14 CIS

What:

When:

Who:

14.1 TELEVISION:

TSN

15. TECHNICAL INFORMATION

15.1 FACILITIES:

**Clare Drake Arena (Thursday, Friday)
University of Alberta Campus**

**Rexall Place (Sunday, Monday)
7424 118th Ave, Edmonton**

15.EQUIPMENT:

The transfer of equipment to all of the various venues will be looked after by host committee

16. THERAPY / MEDICAL SERVICES:

Rink Coverage

On-site student therapists and/or a certified therapist will be available for emergency care at all practices. A certified athletic therapist and physician will be on-site for emergency care at all games. Emergency First aid supplies will be available at the competition venue, but teams must supply their own tape and sports supplies. If needed, supplies could be purchased from the Host Therapist for charge. Any visiting team requiring the services of a designated therapist are requested to contact Joan Matthews White at least TWO (2) WEEKS in advance of the tournament. There will be a charge for this service.

Clinical Coverage

For athletes requiring therapy services during the competition, appointments will be scheduled by phoning Joan Matthews White @ (780) 492-3466, or email: Joan.MatthewsWhite@ualberta.ca. An appropriate referral including injury description, present treatment and treatment plan are required.

For athletes requiring physician services during the competition, appointments can be made at the Glen Sather Sports Medicine Clinic on U of A Campus @ 780-492-4752.

There will be a visitors' medical meeting for a facility tour and update of medical information for the tournament. The meeting time and location TBA.

17. LAUNDRY:

Laundry facilities provided at the Equipment Desk on the University of Alberta Campus and at Rexall place.

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

Date: Throughout Tournament

Site: Edmonton House Hotel

Schedule:TBA

