



Proudly hosted by
Trinity Western University
Langley, BC
November 12 – 15

CHAMPIONSHIP INFORMATION BULLETIN #1

SECTION 1

PRE-CHAMPIONSHIP GENERAL INFORMATION

1. ORGANIZING COMMITTEE

Address: 7600 Glover Rd. Langley, BC V3G 1S4
Fax: 604-513-2065
Phone: 604-513-2116
E-mail: jratzlaf@twu.ca
Web Site: gospartans.ca

Position	Name	Telephone	E-mail
Convenor:	Julie Ratzlaff	604-513-2116 (cell) 604-613-5525	jratzlaf@twu.ca
Advisor & Finance:	Murray Hall	604-513-2055	hall@twu.ca
Promotion & Sponsorship:	Heidi Rohla		info@luysa.com
Sponsorship:	Jim Leith		jim.leith@yahoo.ca
Hotel and Transportation:	Irene Schat	604-513-2125	irene.schat@twu.ca
Translation:	Livia Munro	604-513-2135	livia.munro@twu.ca
Media / Communication:	Scott Stewart	604-513-2123 (cell) 764-1533	ssstew@twu.ca
Video Coordinator:	Neil Turner	604-897-6289	neil.turner@twu.ca
Facilities:	Jared Ginter	604-455-8860	jared.ginter@twu.ca
Facilities:	Brian Mattioli	604-513-2115	brian.mattioli@twu.ca
Volunteers:	Carol Hofer	604-888-7511 ext 3775	hofer@twu.ca
Medical Staff:	Natalie Ghobrial	604-513-2127	natalie.ghobrial@twu.ca
Head Coach / Advisor:	Pat Rohla	604-760-8576	pat.rohla@twu.ca
Associate Head Coach / Advisor:	Mike Shearon	778-240-9674	mike.shearon@twu.ca
Laundry:	Brian Mattioli	604-513-2115	brian.mattioli@twu.ca
CIS Manager Events:	Sheila-Ann Newton	613-562-5670 ext. 23	snewton@universitysport.ca

2. SCHEDULE OF EVENTS

Wednesday, November 11

9:00 am – 4:00 pm Practices (one hour practice slots - last practice ends at 4:00 pm)
5:30 pm CIS Awards Banquet (5:30 pm punch reception, program starts at 6:00 pm)
8:00 pm Coaches' Technical Meeting (Boardroom at Sandman Hotel)
9:00 pm Team Therapist meeting (Sandman Hotel)

Thursday, November 12

10:30 am Match A - Quarterfinal
1:00 pm Match B - Quarterfinal
3:30 pm Match C - Quarterfinal
6:30 pm Match D - Quarterfinal (*TWU will play in this match)
8:00 pm – 11:00 pm Coaches' Lounge open

Friday, November 13 (Times TBD)

10:30 am Match E - Consolation Semi-Final
1:00 pm Match F - Consolation Semi-Final
3:30 pm Match G – Championship Semi-Final
6:30 pm Match H – Championship Semi-Final

8:00 – 10:00 pm Coaches' Association Meeting

Saturday, November 14

TBD Match I - Consolation Final
8:00 pm – 11:00 pm Coaches' Lounge open

Sunday, November 15

1:00 pm Match J - Bronze Medal Match
3:30 pm Match K - Gold Medal Match

3. COMPETITION SCHEDULE

Thursday, November 12

10:30 am Match A – Quarterfinal (TWU South Field)
1:00 pm Match B – Quarterfinal (TWU South Field)
3:30 pm Match C – Quarterfinal (TWU North Field)
Official Opening Ceremony (details at technical mtg)
*6:30 pm Match D - Quarterfinal (TWU North Field) (*TWU will play in this match)

Friday, November 13 (Times TBD)

10:30 am Match E - Consolation Semi-Final – Loser Match A vs Loser Match B (TWU South Field)
1:00 pm Match F - Consolation Semi-Final – Loser Match C vs Loser Match D (TWU South Field)
3:30 pm Match G – Championship Semi-Final – Winner Match A vs Winner Match B (TWU North Field)
6:30 pm Match H – Championship Semi-Final – Winner Match C vs Winner Match D (TWU North Field)

Saturday, November 14

TBD Match I - Consolation Final – Winner Match E vs Winner Match F (TWU South Field)

Sunday, November 15

1:00 pm Match J - Bronze Medal Match – Loser Match G vs Loser Match H (TWU North Field)
3:30 pm Match K - Gold Medal Match – Winner Match G vs Winner Match H (TWU North Field)

Please note:

- all efforts will be made to play games on the fields as scheduled, however games scheduled on grass fields will be weather dependant
- back up facilities are Neil MacLeod Park and Willoughby Park in Langley (turf fields approx 10 min. from TWU)
- all games will have music for pre-game warm-up, halftime and post / between games
- all games will be announced

4. PRACTICE SCHEDULE

Wednesday, November 11

9:00 – 10:00 am
10:00 – 11:00 am
11:00 am – 12:00 pm
12:00 – 1:00 pm
1:00 – 2:00 pm
2:00 – 3:00 pm
3:00 – 4:00 pm

Please note that most practices will be held on turf fields.

Practices will be assigned on a first come, first served basis. To request a specific time slot please contact Julie Ratzlaff at jratzlaf@twu.ca or 604-513-2116.

SECTION 2

DETAILED INFORMATION – PARTICIPANT SPECIFIC

5. PARTICIPATING TEAM FUNCTION/SPECIAL EVENTS

Date: Wednesday, November 11, 2008
Site: Langley Events Centre Banquet Hall
Cost: \$45 per person
Schedule: Dinner and Awards Program
Dress: Semi-Formal
Additional Tickets: \$45 per person
Distance from Hotel: approx. 8 minute drive
Directions will be supplied.

R.S.V.P. before: Monday, November 2

Note: please specify any food allergies or dietary restrictions (see banquet form Appendix 1)

Free tickets are provided to the non-participating All-Canadians and major award nominees (includes winners). If additional guests are looking for tickets they should get in touch with Irene Schat (irene.schat@twu.ca) by Monday, Nov. 2. The cost of these additional tickets will be \$45 each.

Universities with award nominees/winners must confirm their athlete(s) attendance by contacting Irene by Monday, Nov. 2.

Tickets will be provided to non-participating head coaches, officials, Athletic Directors or University Presidents at a cost of \$45 each.

6. MEETINGS

TECHNICAL MEETING

Date: Wednesday, November 11
Time: 8:00 pm
Site: Sandman Hotel, Langley
Schedule: TBA

THERAPIST MEETING

Date: Wednesday, November 11
Time: 9:00 pm
Site: Sandman Hotel, Langley
Schedule: TBA

COACHES ASSOCIATION

Date: Friday, November 13
Time: 8:00 – 10:00 pm (TBD)
Site: TBA
Schedule: TBA
NB. Light refreshments will be served

TELEVISION PRODUCTION MEETING (AS REQUIRED)

Currently there will be no television broadcast, however the championship side of the tournament will be web streamed live (weather permitting). Coaches should be prepared for the possibility of pre and / or post-game interviews. Further information will be provided at the technical meeting.

7. MEDIA CONFERENCE & ACCREDITATION

7.1 MEDIA CONFERENCE:

There will be no scheduled media conference prior to the championships. **Scott Stewart** will be in contact with participating teams for specific media requests. Media kits will be available at the event for all media. Star players and coaches need to be available to media for interviews for 30 minutes after the completion of practices and matches. Host Sports Information Office will work to notify teams prior to the completion of practices if interviews are requested. If needed coach and player interview will be conducted immediately following the completion of game wrap-up.

20 media kits, including roster, thumbnail sketches, individual/team statistics and history are required for distribution at the championship site.

7.2 MEDIA ACCREDITATION:

Institutions with school or local media attending the championships are asked to submit information including name, type of media, contact name and phone.

Send information to: Scott Stewart, Sports Information Director
Phone: (604) 513-2123
Email: ssstew@twu.ca

For all other sports information details, please refer to the fall sports information bulletin sent out by CIS.

7.3 VIDEO:

Info to follow

8. CHAMPIONSHIP HOTEL

CIS policy 20.40.3.4.1:

All participating teams and team personnel attending a CIS Championship requiring accommodation must stay at the CIS Championship designated host hotel.

Hotel information for PARTICIPATING TEAMS:

Hotel: Sandman Hotel
Address: 8855-202nd Street, Langley, B.C. V1M 2N7
Phone: 1-877-888-7260 or 604-888-7263
Fax:
Email: mmarshall@sandman.ca
Contact person: Mary Carey-Marshall
Website: www.sandmahotels.com
Room rates: \$ 89 Single
\$ 109 Double
\$ 139 Triple
\$ ___ Quadruple
\$ ___ Additional Cot
\$ 119 Corp. (1 king + pullout couch)
\$ 139 Suite 91 queen / pullout couch, room for cot)

Distance from competition site: 7.1 Km **Shuttle service to / from airport :** No

Alternate Hotel Information:

Referees, non-participating athletes & coaches and spectators should make reservations at the alternate hotel to allow for adequate space for participants at the Sandman Hotel. (details below)

Hotel: Holiday Inn Express Hotel & Suites
Address: 8750 204th Street Langley, BC V1M 2Y5
Phone: (877) 863-4780
Website: www.hiexpress.com

9. VEHICLE RENTAL

Name of Company: National Car & Truck Rental
Address: Abbotsford Airport
Tel.: 604-850-6522
FAX: 604-850-0034
E-mail: friesend@nationalbc.ca
Rate Per Van:

R.S.V.P. before

Airport Information:

We encourage qualifying teams to fly into Abbotsford Airport.

Driving time from Abbotsford Airport to Sandman Inn Hotel / Holiday Inn Hotel / Trinity Western University is approximately 25 minutes (driving directions available when flights are confirmed).

If teams choose to fly into Vancouver International Airport, please note that driving time is significantly longer to Hotel / University than from the Abbotsford Airport, (approximately 45 – 60 minutes), this is a more complicated route, and could take longer than the estimated time due to construction projects, weather and traffic.

When flights are confirmed, please contact Irene Schat @ Irene.schat@twu.ca or 604-513-2125 **with your itinerary and airport location.**

10. REGISTRATION & TEAM ACCREDITATION

Date: Tuesday, November 10
Site: Sandman Hotel, Langley
Schedule: TBA

Each team will receive 25 accreditation passes (minimum team complement). Any additional accreditation passes must be requested in advance of the championship. Please forward your requests to Irene Schat @ irene.schat@twu.ca or 604-513-2125 Additional passes for personnel directly connected to the team will be free of charge upon request.

Accreditation passes will be provided free of charge to non-participating head coaches & award recipients YES

Accreditation passes will be provided free of charge to Athletic Directors and University Presidents YES

Any additional tournament passes may be purchased at the ticket gates.

11. SPONSORSHIP

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

Sandman Hotel
Township of Langley
University Printers
Glentel
Adidas
Big Kahuna
Coca-cola

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

Dejardins
Mitsubishi
Russell
Blackberry
Coaches of Canada

12. TECHNICAL INFORMATION

12.1 FACILITIES:

TWU Fields:

Dimension: 120 x 80 yds & 110 x 65 yds
Lighting: Yes
Scoreboard: Yes
Floor/Field: Natural Grass (back up turf facilities)
Seating capacity: 500 covered seats with additional seating options of 2000+
Team rooms: Yes

12.2 EQUIPMENT:

Game ball: (TBA)

12.3. THERAPY / MEDICAL SERVICES:

The Spartan Sport Therapy Clinic is located in the Trinity Western University Athletics Complex. It is staffed by a Certified Athletic Therapist, who will be available during the tournament. The Sport Therapy Clinic is equipped with private and semi-private treatment areas, taping facilities, modalities, as well as the full spectrum of supplies needed for first aid and medical emergencies. Further details regarding additional medical support staff that will be available during the tournament as well as specific services will follow.

12.4 LAUNDRY:

Laundry services will be made available to participating teams compliments of Spartan Athletics.

Specific Laundry Procedures

- ◆ Laundry is to be brought to the Gym Supervisor desk in the front foyer of the David E. Enarson Gymnasium (on the TWU campus) within 2 hours of the end of each game.
- ◆ A laundry request form must be filled out and a next day pick up time will be arranged. Uniforms cannot be laundered for same day pick up.
- ◆ Only team uniforms and warm-up gear will be laundered. All personal items will not be laundered
- ◆ Please indicate any special laundering requirements on the request form. Nothing will be bleached unless otherwise indicated.
- ◆ TWU will do our best to treat all uniforms with the utmost of care but we are not responsible for any damage incurred due to a lack of specific instructions or incorrect instructions

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

Hospitality Rooms:

Date: Nov. 12-15
Site: Competition sites
Schedule: Refer to section 2

Coaches' Lounge:

Date: Nov. 12 & 14
Site: Sandman Hotel
Details: TBA

12.6 TICKET INFORMATION:

TBA

13. <u>SPORT INFORMATION REQUIREMENTS</u>
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Please note a separate sports information bulletin will be circulated to all Sports Information Officers by (TBA). Contact is Scott Stewart at: ssstew@twu.ca 604-513-2123



**APPENDIX 1
Banquet Order Form for Participating Teams**

Deadline: Monday, November 2, 2009 (fax Irene Schat @ 604.513.2065 or email: irene.schat@twu.ca)

University: _____

Coaches' Names: _____

Order:

Team: \$45 per person (25 team members) _____

Additional Team Staff @ \$45: _____

Non-team members & Parents _____

Total Tickets: _____

Please note any food allergies or dietary restrictions below:

