

2008 CIS Track and Field Championship

March 6 - 8

McGill University, Montreal, Québec

CHAMPIONSHIP INFORMATION BULLETIN - FINAL SECTION 1

1. ORGANIZING COMMITTEE

Address: McGill Sports Centre – Tomlinson Fieldhouse
475 Pine ave. West, Montreal, Qc. H2W 1S4

Fax: (514) 398-1956

Phone: (514) 398-7003, (514) 398-7000

E-mail: Lisen.Moore@mcgill.ca firstname.lastname@mcgill.ca

Web Site: athletics.mcgill.ca

Position	Name	Telephone
Director of Athletics:	Drew Love	(514) 398-7002
Championship Convenor:	Lisen Moore	(514) 398-7003
Finance:	Rob Watt	(514) 398-7000 x. 01654
Athlete Services / Hospitality:	Kevin McSween	(514) 398-7000 x. 01637
Technical Coordinator:	Geoffrey Phillips/Larry Elderidge	(514) 398-7003
Meet Manager	Larry Eldridge	(514) 816-1550
Promotion:	Jeremiah Gordon	(514) 398-1436
Marketing & Sponsorship	Rob Trainor	(514) 398-8853
Media / Communications:	Earl Zukerman	(514) 398-7012
Officials:	Geoffrey Phillips/Larry Elderidge	(514) 398-7003
Facilities:	Eyal Baruch	(514) 398-7017
Volunteers:	Vanessa Foucher	(514) 398-7000 x. 00939
Medical Staff:	Lynn Bookalam	(514) 398-7007
Awards	Jill Barker	(514) 398-7000 ext 01638
Officials/Timing	Serge Thibodeau	(514) 252-3041 x. 3484
Officials	Cecile Lefebvre	Please contact Geoff Phillips
All-Canadian Reception	Vanessa Foucher	(514) 398-7000 x. 00939
CIS Manager Events & Programs:	Sheila-Ann Newton	613-562-5670 ext. 23 snewton@universitysport.ca

2. SCHEDULE OF EVENTS

Tuesday, March 4, 2008

- Teams Arrive

Wednesday, March 5, 2008

- Universities Arrive
- 4:30pm – 8:00pm
- 8:00pm – 10:00pm
- 9:00pm – 11:30pm

Practice Session – Tomlinson Fieldhouse

Technical Meeting

Hospitality Room

Thursday, March 6, 2008

- 8:30am – 10:30am
- 9:00am – 1:00pm
- 10:45am - 12:00pm
- 1:00pm – 9:00pm
- 5:30pm – 5:40pm
- 9:00pm – 11:30pm
- 9:00pm – 11:30pm

CIS Coaches Association Meeting

Practice Session – Tomlinson Fieldhouse

CIS Awards Luncheon & Press Conference

CIS Track and Field Championship –Session I

Opening Ceremony

Hospitality Room

Women's Initiative

Friday, March 7, 2008

- 8:30am – 10:30am
- 9:00am – 12:00pm
- 1:30pm – 3:00pm
- 6:00pm – 9:30pm
- 9:00pm – 11:30pm

Coaches Association Meeting – cont'd if necessary

Practice Session – Tomlinson Fieldhouse

CIS Track and Field Championship–Session II

CIS Track and Field Championship–Session III

Hospitality Room

Saturday, March 8, 2008

- 9:30am – 11:30am
- 12:00pm – 4:30pm
- 6:00pm – 7:00pm

Practice Session – Tomlinson Fieldhouse

CIS Track and Field Championship–Session IV

All-Canadian and Champions Reception

- All-Canadian Recognition

- Trophy Presentations

- For AC, Championship Teams, Invited guests

Sunday, March 9, 2007

- University Departures

3. **COMPETITION SCHEDULE (no changes)**

SESSION I Thurs/Jeu Mar 6 mars

<p>14h15 60m Hurdles/Haies (M) Pent 14h30 60m Hurdles/Haies (F) Pent</p> <p>17h30 Opening Ceremony/Cérémonie d'ouverture</p> <p>19h00 600m (F) Heats/Vagues 19h15 600m (M) Heats/Vagues 19h30 60m (F) Heats/Vagues 19h45 60m (M) Heats/Vagues 20h00 1000m (M) Pent 20h15 800m (F) Pent 20h30 60m (F) Final(e) 20h40 60m (M) Final(e) 20h50 <i>Medal Presentation/Remise des médailles (Wt/Marteau(F) + PENT + 60 m)</i></p>	<p>13h00 Weight Throw/Marteau (F) Final(e)</p> <p>14h45 Long Jump/Saut en longueur (M) Pent 15h15 High Jump/Saut en hauteur (F) Pent 16h05 Shot Put/Lancer du poids (M) Pent</p> <p>17h15 Shot Put/Lancer du poids (F) Pent 17h15 High Jump/Saut en hauteur (M) Pent</p> <p>18h25 Long Jump/Saut en longueur (F) Pent</p>
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SESSION II Fri/Ven Mar 7 mars

<p>13h30 60m Hurdles/Haies (F) Heats/Vagues 13h45 60m Hurdles/Haies (M) Heats/Vagues 14h00 4x200m (F) Heats/Vagues 14h15 4x200m(M) Heats/Vagues</p> <p>SESSION III</p> <p>18h00 60m Hurdles/Haies (M) Final(e) 18h15 60m Hurdles/Haies (F) Final(e) 18h30 300m (F) Heats/Vagues 18h45 300m (M) Heats/Vagues 19h00 1000m (F) Final(e) 19h15 1000m (M) Final(e) 19h30 3000m (F) Final(e) 19h50 3000m (M) Final(e) 20h05 <i>Medal Presentation/Remise des médailles (Wt/Marteau(M) + 60mH +1000m + LJ/SL(F) + 3000m)</i> 20h30 300m (M) Final(e) 20h45 300m (F) Final(e) 20h45 <i>Medal Presentation/Remise des médailles (PV/SP(F) + HJ/SH(M) + SP/L(F)P + 300m)</i> 21h00 4x800m (F) Final(e) 21h15 4x800m (M) Final(e) 21h25 <i>Medal Presentation/Remise des médailles (LJ/SL(M) + 4x800m)</i></p>	<p>14h30 Weight Throw/Marteau (M) Final(e)</p> <p>18h05 Pole Vault/Saut à la perche (F) Final(e)</p> <p>18h20 Long Jump/Saut en longueur (F) Final(e)</p> <p>18h50 High Jump/Saut en hauteur (M) Final(e)</p> <p>19h10 Shot Put/Lancer du poids (F) Final(e)</p> <p>19h50 Long Jump/Saut en longueur (M) Final(e)</p>
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SESSION IV: Sat/Sam Mar 8 mars

<p>13h30 600m (F) Final(e) 13h45 600m (M) Final(e) 14h00 4x200m (F) Final(e) 14h15 4x200m (M) Final(e) 14h30 <i>Medal Presentation/Présentation des médailles (600m + 4x200m)</i> 14h45 1500m (F) Final(e) 15h00 1500m (M) Final(e) 15h15 <i>Medal Presentation/Remise des médailles (HJ/SH(F) +PV/SP(M) +SP/LP(M) + 1500m)</i> 15h30 4x400m (F) Final(e) 15h45 4x400m (M) Final(e) 15h55 <i>Medal Presentation/Remise des médailles (TJ/TS + 4x400m + Banners/Bannières + MVP/*AdR)</i></p> <p><i>* Athlète de la rencontre</i></p>	<p>12h00 Triple Jump/Triple saut (M) Final(e) 12h30 High Jump/Saut en hauteur (F) Final(e) 13h00 Pole Vault/Saut à la perche (M) Final(e) 13h40 Shot Put/Lancer du poids (M) Final(e)</p> <p>14h20 Triple Jump/Triple saut (F) Final(e)</p>
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4. PRACTICE SCHEDULE

Wednesday, March 5, 2008

4:30pm-8:00pm

Practice Session #1 - Fieldhouse

Thursday, March 6, 2008

9:00am – 1:00pm

Practice Session #2 - Fieldhouse

2:00pm – 8:40pm

Warm-up – Gym 3-4

Friday, March 7, 2008

9:00am – 12:00pm

Practice Session #3 – Fieldhouse

12:00pm – 2:00pm

Warm-up – Gym 3-4

5:00pm – 8:00pm

Warm-up – Gym 3-4

Saturday, March 8, 2008

9:00am – 1:00pm

Practice Session #4 – Fieldhouse

1:00pm – 5:00pm

Warm-up – Gym 3-4

4a. TEAM ENTRIES

For meet entries go to www.mcgilltrack.com.

2008 CIS Championship Meet Registration and Team Entry Files

- 2008 CIS National Championships Events File This file is to be used with the Hy-Tek Team Manager or Team Manager Lite program (see below). Right click on this link to download.
- 2008 CIS National Championships Team Entry Instructions File Step-by-step instructions for entering your team using the Hy-Tek Team Manager or Team Manager Lite.
- Hy-Tek Team Manager Lite v2.0 Read the meet entry instructions before downloading this file. This is a large file (over 21 MB) and may take a long time to download.

SECTION 2

5. PARTICIPATING TEAM FUNCTION/SPECIAL EVENTS

Major Awards Reception

Date: Thursday, March 6, 2008
Site: Holiday Inn
Cost: Free for award nominees and their coaches (max 2 per university)
Schedule: 10:45-12:00
Dress: Business Casual
Additional Tickets: \$25
Distance from Hotel: On site

- **R.S.V.P. by Friday, February 1, 2008**

All-Canadian and Champions Reception

Date: Saturday, March 8, 2008
Site: Holiday Inn
Cost: No cost
Schedule: 6:00pm-7:00pm
Dress: Semi-Formal
Additional Tickets: \$40
Distance from Hotel: 0 kilometres

- Reception is for all All-Canadians, the Championship teams, invited guests

6. MEETINGS

TECHNICAL MEETING

Date: Wednesday, March 5 from 8:00pm – 10:00pm
Site: Holiday Inn
Agenda: To follow
NB. 1 seat at the table per university / additional seating in room

COACHES ASSOCIATION

Date: Thursday, March 6 from 8:30am- 10:30am
Site: Holiday Inn
Agenda: At the meeting
NB. 1 seat at the table per university / additional seating in room

- Continued Friday, March 7 from 8:30am – 10:30am (if necessary)

7. MEDIA CONFERENCE & ACCREDITATION

7.1 MEDIA CONFERENCE:

CIS policy 20.40.3.6.2:

When indicated that attendance and participation in the opening media conference of a CIS Championship is mandatory, participating teams whose head coach and athlete (minimum one) fail to attend as scheduled will be assessed a fine in the amount of \$250.00 for the coach not attending and \$250.00 for the athlete not attending.

Date: Wednesday, March 5 at 11:30am
Site: Tomlinson Fieldhouse

NB: 20 media kits are required for distribution at the media conference and the championship site.

7.2 MEDIA ACCREDITATION:

To receive media accreditation, all local and travelling media should email earl.zukerman@mcgill.ca by Monday, February 25 by 5pm. Please indicate if you will be attending the Awards Luncheon and/or Championship Banquet. Each University will be limited to one media pass for these special events.

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: Holiday Inn Montreal Midtown
Address: 420 Sherbrooke Street West, Montreal, Qc, H3A 1B4
Tel: 1-514-842-6111
Fax: 1-514-842-9381
Check In: 3pm
Check Out: 12noon
Contact person: Please see addendum to bulletin **Room rates:** \$117.00
• R.S.V.P. before Wednesday, February 27, 2008 5pm.
Distance from competition site: 1 km **Shuttle service to / from airport :** At users cost

9. VEHICLE RENTAL

Name of Company: Enterprise
Address: 550, Ave Michel-Jasmin (Airport) H9P 1C4
Tel.: 1-800-Loc-Auto or 514-633-1433
FAX: 514-633-8337
Approximate Cost Car: \$36.00/per day
Approximate Cost 7-passenger: \$50.00/per day
Insurance: \$16.99 /per day
McGill Rental code: CAUBO07

Approximate Cost 15-passenger: Budget (15 passengers) \$67.00/per day
Insurance: \$27.00/per day
Address: Romeo-Vachon (Airport)
Tel.: 514-636-8700

R.S.V.P. before Feb. 29th

10. REGISTRATION & TEAM ACCREDITATION / Welcome Centre

Date: Wednesday, March 5, 2008
Site: Holiday Inn
Schedule: 7:30pm – 8:00pm – Site of Technical Meeting

Thursday, March 6, 2008
McGill Sports Centre – Tomlinson Hall
12noon-close

A “Welcome Centre” will be open throughout the Championship. It will be located on the balcony of Tomlinson Hall located in the McGill Sports Centre.

11. SPONSORSHIP

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

- Mondo
- Holiday Inn Midtown
- Molson
- McGill Alumni Association
- Martlet Foundation
- Coca-Cola
- The Gazette
- Skyport

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

- Mitsubishi
- Via Rail Canada
- Desjardins

12. TECHNICAL INFORMATION

12.1 FACILITIES:

Dimension:	6 lane - 200m indoor track
Floor/Field:	Mondo Surface
Seating capacity:	500

12.2. THERAPY / MEDICAL SERVICES - Medical Coverage

Practice Day

There will be *no official coverage* by a staff therapist.

Event Coverage

A staff therapist will be on site. They will be available one hour prior to the first scheduled event and will stay one half hour after the end of the final event.

Ice

Ice will be available prior to, during and after events, in the Winsor Clinic.

Ongoing Therapy Treatments

If any of the athletes are undergoing more extensive therapy during their stay, we ask that you notify Cristina Pensato at 398-7007, prior to the team's arrival. We require that a registered physiotherapist or certified athletic therapist treat the athlete.

The available hours are from 4 pm - 8 pm, Wednesday to Sunday.

Doctors and Emergency Hospitals

The receiving hospital is the Montreal General Hospital, 1650 Cedar Avenue. Access to sport medicine doctors can be contacted by contacting Cristina Pensato 398-7007 .

Team therapist

In the event that a team does not have a therapist travelling with them, we ask that you notify us in advance, in order for arrangements to be made.

On behalf of the McGill Sports Medicine Clinic, we hope that this information aids in your medical preparation. Good luck and have a safe Championship.

12.3 HOSPITALITY INFORMATION

Coaches/Administrators

Nightly at the Holiday Inn

Date: Wednesday, March 5 from 9:00-11:30pm
Thursday, March 6 from 9:00-11:30pm
Friday, March 7 from 9:00-11:30pm
Site: Holiday Inn Montreal Midtown

Mondo Hospitality Suite

Date: Friday, March 7 - TBC
Site: Rm. 352 – Tomlinson Fieldhouse

12.5 TICKET INFORMATION:

Meet Pass

Adult \$25
McGill Student \$10
Youth (13-18) \$8
Under 12 Free

Daily Pass

Adult \$10
McGill Student \$5
Youth (13-18) \$4
Under 12 Free

12.6 TRAVEL INFORMATION:

As per CIS Championship Travel policies:

- 20.40.3.2.1 In order to access CIS Travel Pool Funding (See Policy 20.50), each Member flying to a CIS Championship must use the Canadian Interuniversity Sport central travel agency to book their flights.
- 20.40.3.2.2 For 2006-2007 the central travel agency is Carson Wagonlit Travel in Ottawa (1-800-465-4040, 613-238-4040 Jill Lane, extension 235 jlane@carlsonwagonlit.ca).
- 20.40.3.2.3 The travel agent will block book seats for potential participants in advance of the National Championships. By September 8 (January 15 for winter championships), the travel agent will inform Members who are (or who may be) traveling to the National Championship what their optimal flight dates and times are, and will request confirmation or changes by September 23 (January 31 for winter championships).
- 20.40.3.2.4 In the event of any discrepancies or problems with the flight arrangements, the Canadian Interuniversity Sport Manager, Events and Programs should be contacted.
- 20.40.3.2.5 Each participating Member will be responsible for providing the Host with their arrival date, time and place in order to give the Host the opportunity to prepare a welcoming committee.

- 20.40.3.2.6 After the National Championship, every participating member must submit a completed “National Championship Travel Information and Reimbursement Claim Form” (20.40.4). Forms and original invoices/vouchers must be received by the Canadian Interuniversity Sport Office (Not Post-Marked) within fifteen (15) working days of the event.

13. SPORT INFORMATION REQUIREMENTS

13.1 HOST

Below is a list of items the championship host sports information office must receive from participating schools.

a) PRESS KIT

CIS Policy 20.40.3.1.1

- e) Failure of the participating team to comply with policy 20.40.3.1.1 will result in an assessment of a \$500.00 fine per instance of non-compliance.

- Send electronic copy of press kit to the host university sports information department.

Deadline: Wednesday, February 27, 2008

- Send (number TBD and communicated by host) hard copies of press kit to the host.

Deadline: if a press conference is scheduled, host must receive hard copies of press kits in time for the event; if no press conference is scheduled, hard copies of press kits shall arrive with the team.

b) TEAM INFORMATION

The host requires the items listed below for use in the championship program and/or PowerPoint presentation. These are minimum requirements and the host may request additional information to be provided (e.g. video footage).

- team roster
- season highlights (write-up)
- team photo
- action photos (at least 3-4)
- head shot and action photo of potential all-Canadians
- thumbnail sketch of potential all-Canadians

Deadline: determined by host

Note: check with host for desired format/resolution of photos (must be print quality).

13.2 CIS OFFICE

Below is a list of items the CIS office must receive from participating schools. The electronic copy of press kit will be posted in “participating teams” section of the championship website immediately upon reception by the CIS office.

a) PRESS KIT

Send electronic copy of press kit to:

CIS Communications Manager: belanger@universitysport.ca

CIS Web & Statistics Manager: kmccann@universitysport.ca

Deadline: Monday prior to championship.

Note: the CIS office does NOT require a hard copy of press kit either by courier or fax.

b) TEAM INFORMATION

The CIS Communications Manager requires the following team information for participating teams. Complete the following and return via email to belanger@universitysport.ca:

Head Coach (name, # of seasons, career record):

Team regular season record:

Team regular season standing:
Team playoff record:
Team playoff finish:
CIS championship, total # of appearances:
CIS championship, year of last appearance:
CIS championship, result last appearance:
CIS championship, sequence (e.g. 5th straight, 9 of last 10, first in 10 years):
CIS championship, best result (with year(s)):
Conference award winners (current season):
Conference all-stars (current season):

Additional, interesting, human interest facts about your team (indicate 5-6) e.g.:

- Team qualified with OT win in conference final
- Team still looking for first win in fifth appearance at nationals
- Coach is 3-time conference coach of the year, former national team coach
- Player X had 10 multi-goal games
- Player X is son/daughter of
- Player X brother/sister played for school

Deadline: Sunday prior to championship

c) MAJOR AWARD WINNERS

If your school has one or more CIS major award winners (player/rookie/coach of the year, etc.), bios must be prepared and submitted to the CIS Communications Manager to be used for CIS major awards and all-Canadians press release. Send via email to belanger@universitysport.ca.

Deadline: Sunday prior to championship

Sample of bio:

Joanna Niemczewska of the Calgary Dinos is the 2004-05 recipient of the Mary Lyons Award as CIS player of the year. She becomes the first back-to-back winner of the award since Jenny Cartmell of Alberta in 1998-99 and 1999-00.

The 5-foot-10, fourth-year right-side hitter finished second in the Canada West conference this season with 276 kills, 3.54 kills per game, and 4.10 points per game. The 21-year-old led the Dinos to a perfect 20-0 regular season record and the Canada West playoff title, one year after helping the Dinos capture their first CIS banner in 10 seasons. In 2003-04, Niemczewska was named CIS player of the year, CIS female athlete of the year, first team All-Canadian, and CIS championship all-star.

A native of Warsaw, Poland who moved to Calgary at the age of four, the social science student comes from an athletic family. Her father played on the Warsaw University basketball team, while her mother was a member and captain of Poland's national student volleyball team. Niemczewska joined the U of C directly from St. Mary's High School where she led her team to the City championship in both volleyball and basketball earning MVP honours in both sports.

d) PHOTOS

Upload a high resolution head and shoulders shot of CIS major award winner(s) to CIS FTP site at <ftp://stewie.griffin@universitysport.ca> Photo size of 4 inches wide x 5 inches high at 300 dpi is preferred as it is suitable for print and can be easily downsized for web usage.

Deadline: Sunday prior to championship (for head shots of major award winners)

Note: please feel free to upload any additional photos from your team (action shots, etc.) to the CIS FTP site.

13.3 TELEVISION

a) PRESS KIT

When a CIS championship is televised, it is each participating school's responsibility to ensure the broadcaster(s) receive all the information/material needed.

- Send electronic copy of press kit to:

RDS: Marie St-Arnaud mstarnaud@rds.ca

TSN: Jim Panousis jpanousis@tsn.ca

- Send 7 hard copies of press kit to TSN at:

The Sports Network

Jim Panousis

Senior Producer

9 Channel Nine Court

Scarborough, Ontario
M1S 4B5

- Additional TV contacts (in case they indicate they want to receive press kit or additional info):

TSN producer Mitch Kerzner: mkerzner@tsn.ca

TSN producer John Hynes: jhynes@tsn.ca

Deadline: Monday prior to championship

Note 1: TSN and RDS contact information as of Sept. 1, 2005. The CIS office will inform participating teams if contact information changes

Note 2: The CIS office will advise participating schools if other individuals at TSN and/or RDS request your press kit or additional information (e.g. TSN producers Mitch Kerzner, John Hynes).

b) PHOTOS

For some championships, TSN (or other broadcaster) will require head shots of players and coaches from participating teams. The CIS office will advise participating teams of the broadcaster's contact information for receipt of these photos and the method of submission (the intent is that broadcasters will pull required photos off of CIS FTP site, however, in some cases they may request specific submission requirements).

Deadline: Monday prior to championship (when required)

If you require any additional information after reading this sports information bulletin, please contact:

Michel Bélanger
CIS Communications Manager
Tel. (613) 562-5670 ext. 25
Cell. (613) 447-6334
belanger@universitysport.ca