

2003
CIS Women's Rugby
Championships
Date: Oct 31 – Nov 2, 2003
Site: University of Alberta

INFORMATION BULLETIN
#2

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	Tel/ Fax	E-mail
Convener:	Barry Giffen	(780) 449-4649	bgiffen@landlinkgeo.com
Championship Coord.	Robin Stewart	(780) 492-6820	robin.stewart@ualberta.ca
Co-Coordinator	Jackie McCoy	(780) 989-0919	Jackie.McCoy@enbridge.com
Head Coach:	Helen Wright	(780) 422-0300	hwright1@telusplanet.net
Coordinator / Finance:	Marina Leyderman	(780) 492-3048	marina.leyderman@ualberta.ca
Mtg / Promotion	Darryl Szafranski	(780) 492-7752	darryl.szafranski@ualberta.ca
Press / Information:	Bob Stauffer	(780) 492-7214	bob.stauffer@ualberta.ca
Event Operations:	Cindy Welsh	(780) 492-6933	cindy.welsh@ualberta.ca
Medical Staff:	Joan Matthews White	(780) 492-3466	joan.matthewswhite@ualberta.ca

2. CHAMPIONSHIP HOTEL

EDMONTON HOUSE SUITE HOTEL has been designated as the Host Hotel of the CIS Women's Rugby Championships 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 Championships.

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.

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

- \$ 75.00 per room night - single to double occupancy
- \$ 85.00 per room night - triple occupancy
- \$ 95.00 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: Shannon Baxter-Erickson

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 16 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: Reagen Oman

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 18 kms.

Hertz is our preferred car rental company for the Championship.

Contact - Carrie
Phone - (780) 450-9610

Rates: Midsize - **\$44.95** plus taxes per day and insurance (unlimited mileage)
Fullsize - **\$48.95** plus taxes per day and insurance (unlimited mileage)
7/8 passenger - **\$64.95** plus taxes per day and insurance (unlimited mileage)
15 passenger - **\$64.95** plus taxes per day and insurance (unlimited mileage)

If teams prefer to use buses, contact:

Golden Arrow
Contact - Caroline
Phone - (780) 447-2433

Airport Meet and Greet:

Participating teams are asked to confirm their arrival/departure times and their arrival location prior to October 27, 2003, 4 PM EST. The confirmation must be sent by email to Championship Coordinator, Robin Stewart, at robin.stewart@ualberta.ca

4. MEETINGS

MEDIA CONFERENCE

Date: Thursday, October 30, 2003
Site: Overtime Broiler and Tap Room
10304 111 Street
423-1643
Schedule: 1:30 pm Mountain Time

TECHNICAL MEETING

Date: Thursday, October 30, 2003
Site: Overtime Broiler and Tap Room
10304 111 Street
423-1643
Schedule: 2:30 pm Mountain Time (after the Media Conference)

COACHES ASSOCIATION

Date: Friday, October 31, 2003
Site: Edmonton House Suite Hotel
Room TBA
Schedule: 7:30 pm Mountain Time

5. PARTICIPANT ACCREDITATION

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 October 24, 2003 4:00 PM, EST to Championship Coordinator, Robin Stewart, at robin.stewart@ualberta.ca.

6. SPECIAL / SOCIAL EVENT – Championship Celebration

Date: Thursday, October 30 2003,
Site: Ellerslie Rugby Park
11004 Ellerslie Road
988-5245
Time: Doors open at 6:00pm, dinner at 6:30pm
Dress: Semi-formal

The Celebration Ceremony will recognize participating teams, the All-Canadians and the Rookie, Player, and Coach of the Year.

Please RSVP number of tickets needed to robin.stewart@ualberta.ca. (\$30.00 per person)

7. SPORT INFORMATION REQUIREMENTS

Attending institutions and the CIS will receive immediate results via e-mail and game sheets via fax. ALL results can be found on the CIS Championship web site.

7.1 CHAMPIONSHIP PROGRAM

Please send us the following by: **October 23, 2003**

- team picture
- team line-up / roster including name, jersey number, position, height, birth date, year of eligibility and course of study
- team write- up highlights (five bullet points)
- team action pictures for potential All-Canadian(s): 1 head shot, 1 action shot and thumbnail sketches, three bullet points per player

*** 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.*

7.2 CANADIAN INTERUNIVERSITY SPORT OFFICE

- What:**
- a) Copy of media guide via email.
 - b) Please fill in the following and send via email:

Head Coach (number of seasons):
Regular season record:
Regular season ranking:
Playoff record:
Playoff ranking:
CIS Championship appearances (total, last, last result):
CIS Championship appearances (sequence):
CIS titles (total, last) or best result:
Top scorer:
Top goaltender (when applies):
Conference award winners:
Conference all-stars:

BULLET POINTS: 5 or 6 key facts about your team: number of consecutive appearances at Championship, firsts, records, key roster moves from last season, etc. Please see sample below:

- School X returns to CIS Championship for the 13th time in 15 years...
- Head Coach Y is 3-time CIS Coach of the Year (1987, 1990, 1993)...
- School X defeated School Y 87-85 in third game of best-of-three conference final...
- School X shows 5-2 record in 2003-2004 against CIS Championship opponents...
- XYZ scored 20 points or more in 15 of 20 games...

When: 4:00 pm EST on the Monday prior to the start of the National Championship.

Who: Michel Belanger at belanger@universitysport.ca

7.3 SportsNet/TSN

What : TBD

When : 4:00 pm EST on the Monday prior to the start of the National Championship.

Who : TSN Contact – TBD
SportsNet Contact – TBD

7.4 RDS

What : Media guide (roster, stats, bios, etc.) by email. Note: If schools still want to send hard copy,
1 copy is enough (RDS Fed Ex number: 135206075)

When : 4:00 pm EST on the Monday prior to the start of the National Championship.

Who : Marie St-Arnaud
Reseau des Sports
1755, boul. Rene-Levesque Est
Montreal, Quebec
H2K 4P6
514-599-2244 ext. 2274
mstarnaud@rds.ca

8. MEDIA

8.1 MEDIA CONFERENCE:

Date: Thursday, October 30, 2003
Site: Overtime Broiler and Tap Room
10304 111 Street
423-1643
Schedule: 1:30 pm Mountain Time

All **participating head coaches** are requested to attend and be prepared to talk about their team.

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

8.2 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 and Recreation, P220 Van Vliet Centre, Edmonton, AB, T6G 2H9. email: bob.stauffer@ualberta.ca
Phone (780) 492-7214 Fax (780) 492-7307

9. TICKET PRICES

<u>Daily Tickets:</u>	Adult	\$4.00
	Student	\$2.00
	Children under six	free
<u>Tournament Passes:</u>	Adult	\$10.00
	Student	\$5.00
	Children under six	free

10. TECHNICAL INFORMATION

10.1 COMPETITION SCHEDULE:

GROUP A

- A. Canada West Champion
- B. Canada West Assigned Berth
- C. Atlantic University Sport Champion

GROUP B

- D. QSSF Champion
- E. OUA Champion
- F. Host (Alberta)

Note: If Alberta wins their Regional Association Championship they will take the Canada West Champion position and the 2nd place Canada West team will take the Host position. The 3rd place team in Canada West will take the assigned berth position.

Day I	<u>Preliminary Round</u>	Group A	Group B
	10:00 am	A vs. C	D vs. F
	12:30 am	B vs. A	E vs. D
	3:00 pm	B vs. C	E vs. F
Day II	<u>Championship Round</u>		
Semi #1	10:00 am	#1 from pool A vs. #2 from pool B	
Semi #2	12:30 pm	#2 from pool A vs. #1 from pool B	
5th place	3:00 pm	#3 from pool A vs. #3 from pool B	
Day III	<u>Championship Finals</u>		
Bronze	11:30 am	Loser SF #1 vs. Loser SF # 2	
Gold	1:30 pm	Winner SF # 1 vs. Winner SF #2	

Round robin games = 2 x 25 minute halves
Semi-finals = 2 x 35 minute halves
Finals = 2 x 40 minute halves

10.2 PRACTICE SCHEDULE:

Fields for practices will be available from 9:00am to 4:00pm on Wednesday, October 29 and from 8:30am to 12:30 pm on Thursday, October 30. Practice times will be allocated on a first-come first-served basis. To get practice time information, contact Robin Stewart at robin.stewart@ualberta.ca.

10.3 **SCHEDULE OF EVENTS:**

Wednesday, October 29

Afternoon and evening Teams arrival
9:00am - 4:00pm Team practices (per request)

Thursday, October 30

8:30am – 12:30pm Team practices (schedule TBA)
1:30pm – 2:30pm Press Conference (Overtime Broiler and Tap Room) **All coaches are required to attend.**
1:30pm – 2:30pm Team Trainers Meeting – with University of Alberta Medical Staff - site TBD
2:30pm - 3:30pm Coaches/Officials Technical Meeting – Overtime Broiler and Tap Room
6:00pm –9:00pm All-Canadian Banquet
Location: Ellerslie Rugby Park

Friday, October 31

Preliminary Round 10:00am, 12:30pm and 3:00pm
7:30pm – 9:30pm Coaches Association Meeting – Edmonton House Hotel

Saturday, November 1

Championship Round 10:00am, 12:30pm and 3:00pm

Sunday, November 2

11:30am Bronze Medal Game
1:30pm Gold Medal Game

Sunday & Monday, November 2 & 3

Officials and Teams Departure

10.4 **FACILITIES:**

Location: Strathcona Rugby Park – Map will be included in Bulletin #2
Field: Natural grass, two fields

10.5 EQUIPMENT:

Game ball: Size 5 ball

10.6 LAUNDRY:

Laundry service will be provided.

11. MEDICAL

Field coverage

On-site student therapists 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. Teams requiring the services of a designated student therapist are requested to contact Joan Matthews White at least one (1) week in advance of the tournament. There will be a charge for this service.

Clinical coverage

For athletes requiring therapy services during the competition, appointments should be scheduled in advance (when appropriate) by phoning Joan MatthewsWhite @ (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 @ 780-492-4752.

There will be a visitor's medical meeting for a facility tour and update of medical information for the week. The meeting time and location will be announced by the hosts.