

2009 CIS FINAL 8 MEN'S BASKETBALL CHAMPIONSHIP
Presented by Milk

Date: March 12 to 15, 2009

Site: Ottawa, Ontario

CHAMPIONSHIP INFORMATION BULLETIN #3

SECTION 1

PRE-CHAMPIONSHIP GENERAL INFORMATION

1. ORGANIZING COMMITTEE

Address: 1125 Colonel By Drive, Ottawa, ON K1S 5B6

Fax: 613-520-4466

Phone: 613- 520-4480

Email: ravens@carleton.ca

Website: <http://www.cisport.ca/e/final8/2009/index.cfm>
<http://www.sportuniversitaire.ca/f/8finalistes/2009/>

Position	Name	Telephone (613)	E-mail
Chair	Jennifer Brenning	520-2600 x8446	jennifer_brenning@carleton.ca
Vice Chair	Cyril Leeder	599-0336	leeder@ottawasenators.com
Vice Chair	Geoff Publow	599-0221	publowg@ottawasenators.com
General Manager	Karen Speers	599-0194	speersk@scotiabankplace.com
Convenor	Bob Rumscheidt	520-5627	bob_rumscheidt@carleton.ca
Admin/Finance	Dave Stewart		davidstewart55@gmail.com
	Yolana Junco	520-2600 ext.4482	yolana_junco@carleton.ca
Communications	David Kent	520-2600 x8512	David_kent@carleton.ca ;
	Chris Moore	599-0326	moorec@ottawasenators.com
	(venue inquiries)		
Hospitality/Protocol	Chriss Holloway		chriss_holloway@hotmail.com
Logistics	John Wilson	520-2600 x8457	john_wilson@carleton.ca
Marketing	Lisa Trevisanutto	599-0340 ext.4340	trevisanuttol@ottawasenators.com
Sponsorship/Sales	Gina Hillcoat		hillcoatg@ottawasenators.com
	Francois Robert	599-0213 ext. 4213	robertf@ottawasenators.com
Sponsor Servicing	Georgina Gray	591-5496 ext.4496	grayg@ottawasenators.com
Special Events	Paul Armstrong	520-2600 x1158	paul_Armstrong@carleton.ca
Venue Operations	Robert LeRoy	520-2600 x1139	robert_leroy@carleton.ca
Press/Information	David Kent	520-2600 x8512	David_kent@carleton.ca
Officials	John Wilson	599-2600 x8457	john_wilson@carleton.ca
Medical Staff	Bruce Marshall	599-2600 x8448	bruce_marshall@carleton.ca
Team Accommodations	Erin Veitch	520-5800 x8456	erin_veitch@carleton.ca
Ticketing	Juliette Mohammed	599-0118	mohamedj@capitaltickets.ca
Group/Student Sales	Kathleen Reeves	599-0372	reevesk@ottawasenators.com

2. SCHEDULE OF EVENTS

Wednesday, March 11

8:30AM – 8:30PM CIS Team Practices Carleton University – See Section 4

Thursday, March 12

9:00am – 5:00pm NABCC Meeting Marriott Hotel – See Section 6
 TBC TV Broadcast Meeting TBC – See Section 6
 5:30pm – 8:30pm Youth Players Clinic Scotiabank Place
 TBC CIS Team Practice Schedule Scotiabank Place – See Section 4
 7:15pm – 9:00pm CN All-Cdn. Awards Evening Marriott Hotel – Victoria Room
 9:30pm – 10:30pm CIS Coaches Technical Mtg Marriott Hotel – See Section 6
 10:00pm – Midnight VIP Hospitality Marriott Hotel

Friday, March 13

TBC CIS Team Practice Schedule Scotiabank Place – See Section 4
 12:30PM – 10:30PM CIS First Round Games Scotiabank Place – See Section 3
 7:30PM Opening Ceremonies Scotiabank Place – See Section
 8:30AM – 6:00PM Midget Boys U16 Tournament Carleton University
 9:00AM – 12:00PM Community Coaches Clinic Carleton U – Norm Fenn Gym
 10:00PM – Midnight VIP Hospitality Marriott Hotel

Saturday, March 14

TBC CIS Team Practice Schedule Scotiabank Place – See Section 4
 12:30PM – 10:30PM CIS Consolation Semi-Finals Scotiabank Place – See Section 3
 9:00AM – 12:00PM Midget Boys U19 Tournament Carleton University
 10:00PM – Midnight VIP Hospitality Marriott Hotel

Sunday, March 15

9:15 to 11:15 CIS Team Practice Schedule Scotiabank Place – See Section 4
 11:15AM to 12:45PM Midget Boys U19 Championship Scotiabank Place
 1:00PM – 6:30PM Finals Consolation Scotiabank Place - See Section 3
 6:30PM Closing Ceremonies Scotiabank Place

3. COMPETITION SCHEDULE

Date	Game	Location	Time
Friday, March 13	Quarter-Finals	Scotiabank Place	12:30 PM
			2:30 PM
			6:00 PM SCORE
			8:00 PM SCORE
Saturday, March 14	Consolation Semi-Finals	Scotiabank Place	12:30 PM
			2:30 PM
			6:00 PM SCORE
			8:00 PM SCORE
Sunday, March 15	Consolation Championship	Scotiabank Place Scotiabank Place	1:30 PM
			4:00 PM SCORE

4. PRACTICE SCHEDULE

Technical Coordinator will be in contact with Head Coaches on practice assignments. To book your practice time at the Carleton University Ravens' Nest contact John Wilson (613) 520-2600 ext. 8457

Wednesday, March 11

8:00AM – 8:30PM (1 hour/30 minutes) @ Carleton University

Thursday, March 12

10:00am – 5:00pm (55 minutes) @ Scotiabank Place

Quarter-Final #1 teams first in practice schedule with higher seed to get first practice time with the Host team taking the earliest practice time. Time is also available at Carleton University.

Friday, March 13

8:00AM – 10:30AM – (30 minutes) @ Carleton University

Quarter-Final #1 teams first in practice, with higher seed to get first practice time.

Saturday, March 14

8:00AM – 10:30AM – (30 minutes) @ Scotiabank Place

Semi final teams in practice schedule with higher seed to get first practice time.

Sunday, March 15

9:15AM – 11:15AM (55 minutes) @ Scotiabank Place

Consolation final teams will not have a practice scheduled for Sunday.

SECTION 2

DETAILED INFORMATION – PARTICIPANT SPECIFIC

5. PARTICIPATING TEAM FUNCTION/SPECIAL EVENTS

Date: Thursday, March 12
Site: **Marriott Hotel – Victoria Room**
Cost: Included for team compliment;
Schedule: CN All-Canadian Awards Evening
7:15 PM Reception
8:00 PM Awards Ceremony
Dress: Business Attire

Teams will eat in regular dining hall beforehand.

Due to limited room space an invitation is extended to: 20 members of the 8 participating teams; athletic directors, University Presidents, non-participating CIS coaches, and VIPs.

**Family members and additional university delegates will be invited to view the ceremony from the Balcony.

6. MEETINGS/ADDITIONAL ACTIVITIES

TECHNICAL MEETING

Date: Thursday, March 12, 2009
Site: Marriott Hotel
Schedule: 9:30 pm to 10:30 pm
NB.

COACHES ASSOCIATION (NABCC Meeting)

Date: Thursday, March 12, 2009
Site: Marriott Hotel
Schedule: 9:00 am to 4:00 pm
NB.

TELEVISION PRODUCTION MEETING (AS REQUIRED)

Date: TBD
Site:
Schedule:

YOUTH PLAYERS – CLINIC

Date: Thursday, March 12, 2009
Site: Scotiabank Place
Schedule: 5:30 p.m. to 8:30 p.m.
Registration: www.carleton.ca/athletics
Ages: 10 to 16

COMMUNITY COACHES - CLINIC

Date: Saturday, March 14th, 2009
Site: Norm Fenn Gymnasium, Carleton University
Schedule: Registration 8:30 a.m., Clinic 9:00 – noon

JUNIOR BOYS (U16) TOURNAMENT (AA/AAA)

Date: March 13-15, 2009
Site: Located at Carleton University (Ravens' Nest & Norm Fenn Gym)
Schedule: TBC

7. MEDIA CONFERENCE & ACCREDITATION

100 media kits are required for distribution at the media conference and the championship site.

7.2 MEDIA ACCREDITATION:

Contact: David Kent
Manager, Communications, Carleton University
Phone: 613-520-2600 x8512
Fax: 613-520-4466
Email: david_kent@carleton.ca

Please contact David Kent to request media accreditation application.

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: Ottawa Marriot Hotel
Address: 100 Kent Street
Ottawa, ON K1P 5R7
Phone: 613-783-4201
Fax: 613-783-4228
Contact person: **Randy Cartwright**

Team Reservations: Participating Teams **Rooming lists** are due by **Tuesday, March 3th, 2009**. Erin Veitch will be collecting the participating team rooming lists for the Host Hotel (see attached form). Contact: (613) 520-2600 ext. 8456 or erin_veitch@carleton.ca.

University Delegates, Family Members & Fans Reservations: Room requests for University delegates, family members, media and fans are to contact Amanda Cappelli, Amanda@htgsports.com 1-800-668-5596 ext 212 – Rate: two double beds, non smoking at a rate of \$124 per night.

<https://notes.htgsports.com/hrms.nsf/0/D8AC6368418EF3F6852574E500519B98?OpenDocument>

To obtain this rate, reservations should be made by **Wednesday, February 11th, 2009**.

The Host Organizing Committee is pleased to provide the rooms (4 nights) for the 8 participating teams from Wednesday, March 11th – Saturday, March 14th (inclusive) or Thursday, March 12th to departure Sunday, March 15th (inclusive) based on a team complement of 20 for a total of 10 rooms double occupancy. Additional rooming requests can be accommodated at the institution's expense. Hotel incidentals such as movies, restaurant charges, Internet connections, long distance etc. will be charged to the team delegate or institutional credit card.

Please note Internet connection is available at the Hotel at \$10.50 per day.

The meal plan for the 8 participating teams will be located at the Ottawa Marriott Hotel. The Host Organizing Committee is providing a complementary meal plan for the 8 participating teams from Thursday, March 12th breakfast to Sunday, March 15th lunch for a team complement of 20, for coaches and student-athletes. Accreditation will be provided - see Section 10.

9. VEHICLE RENTAL

Name of Company: Leduc Bus Lines
Address: John Wilson, Logistics Chair, Host Organizing Committee
Tel.: 613-520-2600 x. 8457
E-mail: John_Wilson@carleton.ca

Participating teams will receive complementary bus service, consisting of the following:

- One transfer to and one transfer from Ottawa International Airport or the Ottawa train station to the Host Hotel upon arrival and departure from Ottawa.
- Bus service from Host Hotel to and from practice and game venues from Thursday, March 12 to Sunday, March 15.
- Additional services required by participating teams can be requested at their expense.

- For participating teams traveling to Ottawa by bus, the Host Organizing Committee will reimburse each team at a rate of \$600 per day from Thursday, March 12th to Sunday, March 15th, to a maximum of \$2,400.
- Confirmation of whether a participating team will require local bus transportation and airport/train station transfer is required by **Monday, March 9th, 2009 by 10:00 AM EST.**

NOTE: Shuttle service will be provided for VIPs and CIS delegates between the Host Hotel and Scotiabank Place for each session a schedule will be posted at the Host Hotel Lobby and Operations room and Scotiabank Place.

Name of Car/Van Rental: Enterprise Rental

Website: www.enterprise.com.

Corporate customer reservation line is 1-800-593-0505.

Special Rate: Where it asks for the corporate customer number insert 3CB3026 and CIS as the PIN.

Parking @ Scotiabank Place

Spectator/Vehicle Parking – Weekend Parking Passes will be available for in/out parking privileges @ \$30.00 or \$10 per day. Parking Passes are on sale now – please contact Juliette Mohamed at mohamedj@capitaltickets.ca or 613-599-0118.

10. REGISTRATION & TEAM ACCREDITATION
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Date: David Kent

Site: Ottawa Marriott Hotel, exact location TBD

Participating Teams:

Each participating team will receive **20 accreditation passes.**

For additional tournament ticket packages for university delegates (NOTE: the Athletic Director and University President will receive a complimentary ticket package), please contact please contact:

Juliette Mohamed
613-599-0118
mohamedj@capitaltickets.ca

Each non-participating Head Coach will receive a ticket package for the tournament that can be picked up **at the Concierge Desk Gate #2 at Scotiabank Place.** Ticket package is as follows:

- 1 tournament ticket package in VIP 100 Level
- Shuttle Service from Host Hotel to/from Scotiabank Place
- Access to the Hospitality Lounge at the Host Hotel

Additional tournament ticket packages for assistant coaches or special guests can be purchased, please contact: Juliette Mohamed 613-599-0118 mohamedj@capitaltickets.ca

Non-Participating All-Canadians

Each non-participating All-Canadian can pick up their tournament package at the Marriott Host Hotel. Please confirm your attendance with david_kent@carleton.ca no later than **March 11th, 2009.** The Non-participating All-Canadians package will include:

- 1 tournament ticket package in VIP 100 level
- 1 CN All-Canadian Awards Evening Ticket
- 1 VIP accreditation to the Athletes Hospitality and Meal Plan
- Hotel Accommodation & Meal Plan (will be arranged by Erin Veitch - erin_veitch@carleton.ca)

- On site ground Transportation will be provided to/from Airport, to/from Banquet, to/from Scotiabank Place
- A Host will be assigned to assist the Non-Participating All-Canadians.

PARTICIPATING TEAM ACCREDITATION PICK UP: **Wednesday, March 11th** at the Marriott Hotel.

11. SPONSORSHIP

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

Presenting Sponsor: Milk

Media Sponsors: Virgin Radio 106.9 FM
The Ottawa Citizen Newspaper

Premiere Partners: RCMP
CN

Supporting Partners: Via Rail
Dollco
Pizza Pizza
Ottawa Marriott

Local Partners: Oracle
3M (Volunteer Sponsor)
Kinemedics
Converse

11.2 The following is a list of CIS sponsors for the championship: Spalding, Russell, Mitsubishi

12. TECHNICAL INFORMATION

12.1 FACILITIES:

Dimension:

Standard 50ft x 94ft

Lighting:

Halogen Sports Package (150 Foot Candles), Dimmable Quartz, Metal Halide (125 Foot Candles)

Scoreboard:

White Way Four Sided Multi-Sport Display, 26' High, 30' Wide, Four Sided High Resolution Video Board (9' X 12' Viewable Area) 12mm L.E.D. Display 360 degree Power Ring Video Board on 200 Level Balcony Face

Floor:

120' X 60' Horner "Sports King" Portable Basketball Floor

Seating Capacity:

19, 153

Team Rooms:

4

12.2 EQUIPMENT:

Game ball: Spalding ZK Pro 1000

Video Equipment: Teams are responsible for bringing their own video equipment for the tournament.

Tape Exchange: The Host will provide the DVDs for the tape exchange, the game film will be available (2 hours after completion of the game) and available for pick up at the Host Hotel.

12.3. THERAPY / MEDICAL SERVICES:

Therapy personnel will be available over the course of the tournament to provide:

- ❖ Therapist and trainer on-site at all times
- ❖ A sports medicine doctor on-site or on-call at all times
- ❖ A registered massage therapist on-site at all times
- ❖ A dentist will be on-call
- ❖ Training facility with training tables/equipment will be available, and washroom facilities will be available if dope testing is to be done.

12.4 LAUNDRY:

Laundry arrangements can be made through the host hotel via the Front Desk. Towels will be provided on the team bench.

There are two coin-operated washers/dryers on the fourth floor of the Marriott Hotel.

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

Date: March 12-14, 2009
Site: Ottawa Marriott Hotel (Room 520)
Schedule: 10pm to Midnight (March 12 to 14)

12.6 TICKET INFORMATION:

Sideline Floor Package - \$225.00
End Floor Package - \$150.00
100 Level Sides Package- \$125.00
200 Level Sides Package 200L - \$100.00
100 Level and 200 Level Ends / Corners Package- \$75.00
300 Level Sides Package - \$75.00
300 Level Ends / Corners - \$50.00
(Prices above exclude CRF and ticket service charges)

Ticket Packages are currently on sale via CapitalTickets.ca, 877-788-FANS (3267) or (613) 599-FANS (3267).

For University VIPS and sales information, please contact:
Athletic Directors and Presidents can reserve their complimentary tournament package by contacting Juliette Mohamed 613-599-0118 mohamedj@capitaltickets.ca.

Group Sales for 10 + tickets please contact: Kathleen Reeves, Inside Sales Rep - Group Sales Ph: 613-599-0372 / Fax: 613-599-0359 or reevesk@scotiabankplace.com

If you require additional guest packages, these can be purchased at the time of your reservation in order to be seated together. Deadline for reserving complimentary package: **Friday, February 27, 2009.**