

Championship Information Package

Date: March 12th-15th, 2008
Site: Champlain College Saint-Lambert
900 Riverside Drive
Saint-Lambert, Québec

SECTION 1

PRE-CHAMPIONSHIP GENERAL INFORMATION

1. INTRODUCTION

Champlain College Saint-Lambert is delighted to have the opportunity to welcome the CN - CCAA Men's National Basketball Championship to its campus.

The college is located on the South Shore of the St. Lawrence River in the City of Saint-Lambert. The City of Montreal is directly across the river and is accessible by car within fifteen minutes or in approximately the same amount of time underground by Metro. The Metro is a three minute walk from the hotel.

The college is a single building institution. Its internal circular design provides easy and quick access to all of the championship services and sites, which are all located on the main floor.

This package offers information about the championship, which will be useful for participating teams. It also includes documents which colleges will be required to complete and return to the organizing committee.

College athletic departments are encouraged to contact the appropriate individuals if additional information is required.

2. CHAMPIONSHIP COMMITTEE

Championship Director	Dean Howie 450-672-7360 local 359 howie@champlaincollege.qc.ca
Championship Coordinator	Glenn Ruitter 450-672-7360 local 249 ruitter@champlaincollege.qc.ca
Volunteers	Vince Amato 450-672-7360 local 248
Marketing/media relations	Sports Marketing Department Charles Royce

Hospitality	Tourism Department Brigitte Malard
Medical Services	Patty Demey, CAT(c)
Facilities Manager	Joe Eveleigh
Game Operations Transportation	Gordon Stark/George Germanos Louise Nicole Dupuis
Visiting Parent Program	Brian Finn
Graphic Design	Graphic Communications Paule Gaudet / Dawn Redman

3. SCHEDULE OF ACTIVITIES

TUESDAY MARCH 11

Arrival of teams from BCCAA and ACAC

WEDNESDAY MARCH 12

Arrival of teams from ACAA, OCAA and FOSE

9h00 – 17h00 Practice Sessions
 18h00 CN – CCAA All-Canadian Banquet Reception
 19h00 CN – CCAA All-Canadian banquet hosted by the City of Saint-Lambert and Champlain College
 21h45 CN – CCAA National Championship Coaches Meeting
 23h00 CN – CCAA National Championship Hospitality Lounge

THURSDAY MARCH 13

8h00 – 12h00 Practice Sessions

PRELIMINARY ROUND

13h00 Game 1
 15h00 Game 2
 18h30 Game 3
 20h30 Game 4

 23h00 Hospitality Lounge

FRIDAY MARCH 14

8h00 – 12h00 Practice Sessions

CONSOLATION SEMI-FINALS

13h00 Game 5
 15h00 Game 6

CHAMPIONSHIP SEMI-FINALS

18h30 Game 7
20h30 Game 8

23h00 Hospitality lounge

SATURDAY MARCH 15

BRONZE QUALIFYING GAMES

10h00 Game 9
12h00 Game 10

SEVENTH-EIGHTH PLACE GAME

14h30 Game 11

BRONZE MEDAL GAME

18h30 Game 12

CHAMPIONSHIP GAME

20h30 Game 13

SUNDAY MARCH 16

Teams depart.

4. PRACTICE SCHEDULE

Each participating team will have an opportunity for a one hour practice session on Wednesday March 12. Eight one hour blocks between 9h00 and 17h00 will be scheduled by the host committee in consultation with Jeff Harris, the CCAA men's basketball convener, in conformity with CCAA guidelines. The colleges will be advised of their Wednesday practice times by email no later than Thursday March 6.

Practice times on Thursday and Friday will be available on the championship court and in College Durocher (located across the street from Champlain College). These will be selected each day.

SECTION 2

DETAILED INFORMATION – PARTICIPANT SPECIFIC

5. CHAMPIONSHIP EVENTS

CN – CCAA ALL-CANADIAN BANQUET

HOSTED BY THE CITY OF SAINT- LAMBERT AND CHAMPLAIN COLLEGE

Date: **Wednesday March 12, 2008**
Site: College Durocher (across the street from Champlain College)
Cost: Included in the accreditation fee
Schedule: 18h00 - Reception – light refreshments
 19h00 – Banquet

Dress: Business Casual
Forms: Teams MUST submit Accreditation form with Banquet information by **Tuesday February 26, 2008 – Appendix B**
E-mail: rutter@champlaincollege.qc.ca
Travel time: From hotel to banquet venue is 5 minutes by car
(see map in coaches package)

CN CORPORATE SPONSOR RECEPTION

Date: **Thursday March 13, 2008**
Site: Champlain College George Wallace Library
Schedule: 18h00-20h00
Guests: By invitation:
Championship corporate sponsors
Representatives from CCAA, FQSE
Representatives of participating colleges
Format: Light refreshments, recognition of corporate participation

City of SAINT-LAMBERT CN – CCAA National Championship COMMUNITY RECEPTION

Date: **Saturday March 15, 2008**
Site: Saint-Lambert City Hall (55 Argyle, Saint-Lambert)
Schedule: 16h00-18h00
Guests: All are welcome
Format: Light refreshments, welcome to Saint Lambert

DINE AROUND SAINT-LAMBERT

Dates: **Friday March 14**
Sites: Selected Saint-Lambert restaurants
Schedule: 17h00-20h00
Guests: Participants in the house guest program –families of
out of town participating athletes
Format: Complimentary dinner

CHAMPIONSHIP BREAKFASTS

The teams will have the opportunity to enjoy breakfast in the solarium of the college cafeteria on Thursday, Friday and Saturday mornings. The buffet menu will be selected by the food services nutritionist. The breakfast will be available from 7h00-9h00 at a total cost of \$10.00 for the three days. Team representatives will be asked to indicate their selected time for breakfast by 17h00 the previous day.

6. CN – CCAA National Championship COACHES MEETING

Date: **Wednesday March 12, 2008**
Site: *Sandman Hotel*
Room: Notre Dame, 17th floor
Time: 21h45
As per CCAA rules **All coaches MUST be in attendance.**

7. TEAM ARRIVAL

Teams arriving by plane will be met at the airport and taken to the hotel by the official CN – CCAA National Championship bus. Those teams which are traveling by bus will be met at the hotel.

8. RENTAL VEHICLES

Teams which will be using rented vans will be able to obtain them at the hotel. The necessary paper work will be done prior to the arrival of the teams. In order for this to be possible contact must be made with the rental company as soon as possible after your team has qualified for the nationals.

Please complete Appendix E and send by Tuesday March 4 to: Audrey Garneau.

At the conclusion of the championship the vans may be left at the hotel and the teams will be transported to the airport by bus.

Company:	<i>Discount Location d'Autos et Camions:</i>	
Contact person:	Audrey Garneau	
Reservations:	Deadline Tuesday, March 4, 2008	
Telephone:	450-449-9588 ext. 225	
Fax:	450-449-1930	
Email:	ventesexecauto@discountquebec.com	
Reference name:	CN – CCAA MEN'S BASKETBALL NATIONAL CHAMPIONSHIPS	

Rates:		
<u>Car class</u>	<u>Daily</u>	<u>Weekly</u>
Compact	39.00	259.00
Midsize	41.00	269.00
Full-size	49.00	339.00
Mini-van (7 pass)	55.00	379.00

All vehicles will have unlimited mileage in Quebec and Ontario.

Loss Damage Waiver (coverage for the vehicle) at \$19.95 provides a zero deductible for all drivers over 25 years of age.

A vehicle licensing fee of \$1.00 per day is added to all vehicles.

GST is 5% and PST is 7.5%.

9. PARKING

Parking permits for team vehicles will be issued and are to be left in the vehicles at all times. There will be a designated parking area for championship vehicles both at the college and at the hotel.

10. CHAMPIONSHIP HOTEL

CCAA Policy Article 8, Section 10, 10.6

It is required that colleges attending the event stay at the designated host hotel. Coaches must insist on being assigned to the same floor as their team when booking rooms. Bookings must be done before Host's established deadline date. Unless there is no vacancy before the established deadline, teams which do not stay at the host hotel shall be subject to a fine of \$500/team.

Hotel:	<i>Sandman Hotel</i>
Address:	999 rue de Serigny, Longueuil, Qc.
Contact person:	Patricia Ouellete 450-442-5800 ext. 2023
Phone: Main desk:	450-670-3030
Fax:	450-670-5928
Reference name:	CN – CCAA Men's Basketball National Championships
Room rates:	Rooms have been block booked for the championships. \$97 plus tax for 1-4 persons. Two double beds per room.
Deadline:	Please forward Appendix D, Team Reservation and Rooming List, by Tuesday March 4 to: Patricia Ouellete; pouellet@sandman.ca
Parking:	Complimentary for team vans and cars.
Hotel amenities:	www.sandmanhotels.com
Parent rate:	Same as for team contingent.

The *Sandman Hotel* is the championship hotel and it is sufficiently close to the college that it may be seen from the college's main entrance. By car it will not take 5 minutes and those who choose to walk will find that it takes less than fifteen minutes.

The rooms have been block booked. Once teams have qualified for the championship contact should be made as quickly as possible with the Sandman to confirm your rooms.

Arrangements have been made with the hotel to conform to CCAA recommendations and situate the coaches' rooms on the same floor as the players.

11. ACCREDITATION

CCAA policy Article 8, Section 10, 10.12

Participating teams must bring to the championships, a cheque for their accreditation fees. This cheque is to be given to the host registration/accreditation, if not already received. Failure to do so may result in a fine of \$100 to the offending institution(s).

Team contingents will receive accreditation which will provide access to the various venues. **Please complete the roster form in Appendix A and return no later than Tuesday February 26.**

The accreditation will be a photo format so please remember to take the head shots and forward them electronically.

Each college will have access to 10 championship accreditation passes beyond those listed in the team contingent. These will be available for the \$40 accreditation fee and will provide the holder with access to the All-Canadian Banquet, all championship games and the hospitality lounges.

The accreditation passes will be provided to the teams upon their arrival at the hotel. Those which are to be picked up separately will be available at the championship office, Room D-132.

12. VISITING PARENT PROGRAM

The City of Saint-Lambert is offering a welcome program to the parents of out of town participants in the national championships. Citizens of Saint-Lambert are opening their homes to provide accommodation for the parents while they are here for the national championships. It is hoped that our guests will take advantage of the opportunity to become familiar with the people of Saint-Lambert and share the excitement of the championship. There will be no cost for the visiting parents but they will be expected to make their own lunch arrangements. Parents will be invited to attend the CN – CCAA All-Canadian Banquet and to participate in the Dine Around Saint-Lambert program as the guests of the City of Saint-Lambert, as well as attend the City of Saint-Lambert championship reception at City Hall.

Traveling about town? The championship bus, as well as, vans with volunteer drivers from Saint-Lambert will be available to take parents to and from the games and events, or, to help them become tourists within the Montreal region.

The program is under the direction of Charles Genest who will work with the students of the Tourism program at Champlain College. He may be contacted at: charlesantoinegenest@hotmail.com. **The Parent Registration Form (Appendix G) must be sent no later than Wednesday March 5.**

13. SPORT INFORMATION REQUIREMENTS

CCAA policy A8, S10, 10.4.1

Teams who attend national championships and who have not submitted the information by the date required by the host may be subject to a \$100 fine.

Note: All information is to be sent electronically.

TEAM PHOTO

- Color photo
- High quality - .tif or .jpg (240+ dpi) 1800 x 1200 pixels
- **Deadline: Tuesday February 26:** email to ruitter@champlaincollege.qc.ca

TEAM LOGO

- Vector format
- High quality - .ai or eps format (if possible) or (high quality .jpg)
- **Deadline: Tuesday February 26:** email to: ruitter@champlaincollege.qc.ca

INDIVIDUAL PHOTOS FOR ACCREDITATION

- Color photo
- High quality - .tif or .jpg (240+ dpi) 900 x 1200 pixels
- **Deadline: Tuesday March 4:** email to: ruitter@champlaincollege.qc.ca

TEAM ROSTER – APPENDIX A

- Team roster must be sent electronically to: ruiiter@champlaincollege.qc.ca
- Please ensure that the roster is as in the example in Appendix A
- Please identify on the team roster the Head of Delegation for your institution.
- **Deadline: Tuesday February 26:** email to: ruiiter@champlaincollege.qc.ca

14. TECHNICAL INFORMATION

OPENING CEREMONY

The official opening ceremony and presentation of teams will take place on Thursday March 13 at 20h30 prior to the start of Game 4. All teams will participate in the ceremony and it is expected that the athletes will be dressed in their warm-ups. Information regarding the format of the event will be provided at the coaches meeting.

CLOSING CEREMONY AND MEDAL PRESENTATION

All teams will attend the championship closing ceremony which will take place during medal presentations on Saturday evening March 15 immediately following the championship game. The athletes are not required to be in their warm-ups but are expected to follow the CCAA code of appropriate attire. Information regarding the format of the event will be provided at the coaches meeting.

GAME FACILITY

The championship will take place in the Champlain College gymnasium. It has a wood surface, recently refinished with fully painted keys.

TEAM ROOMS

Each team will have its own room for each game. They will be equipped for changing and team meetings and will be available one and one-half hours prior to game time. Shower facilities are available in the main locker room.

GAME UNIFORMS

Colleges are reminded that as per CCAA rules teams must have two sets of uniforms available for the championships – light and dark.

The highest ranked team in each game will wear the light uniforms.

MEDICAL SERVICES

Patty Demey, Champlain's Certified Athletic Therapist will be on site throughout the championship. She will be assisted by qualified students from Concordia University's Exercise Science Program who are doing their internships with Patty.

It is understood that most teams will have a therapist as a member of their contingent and that Patty and her staff will provide support services.

Patty will be able to offer emergency first aid and injury assessment services. An emergency protocol will be included in the coaches' information package. The opportunities for treatment will be dependent upon available time.

The therapy room will be available for use by visiting medical staff but it will be important to be in contact with Patty for purposes of scheduling.

Teams are reminded that it is very important that the form **Appendix C be completed and returned to Patty by Wednesday March 5.**

Coaches are reminded that teams are required to provide their own materials.

You may contact Patty at: pdemey@champlaincollege.qc.ca

***PLEASE BE SURE THAT ALL MEMBERS OF TEAM CONTINGENT
TRAVEL WITH THEIR PROVINCIAL HEALTH CARDS.***

DRUG TESTING AND DOPING CONTROL

Doping control will be conducted during the championships. Please ensure that all athletes are aware of this requirement. The procedure will be reviewed at the coaches meeting. Patty Demey, Certified Athletic Therapist will be available throughout the championships to answer questions and provide information.

VIDEOS

The game videos of your next opponent in the championship will be available within 60 minutes of the game. They may be picked up in the championship office - Room D-132.

LAUNDRY SERVICE

Team uniforms will be laundered at the request of the teams. Please bring your uniforms to room D-132 on the main floor of the college (gym area). You will be asked to complete a laundry request form. Please remember to indicate the time when the uniforms will be required.

INTERNET ACCESS

Championship participants will have access to internet and email service in the Student Computer Centre. It is located on the main floor in Room C-102 next to the Champlain Student Association office.

Participants will be provided with an access code and the Centre will be available throughout the championship.

FOOD SERVICES

There will be a list (and map) of restaurants in the City of Saint-Lambert in the coaches package. A drive of from 5 to 10 minutes will be required.

The campus cafeteria will be open throughout the championship.

There are also a number of fast food restaurants in the bus and Metro terminal located between the hotel and the college.

15. LOUNGES

HOSPITALITY LOUNGE – COLLEGE

The lounge will be located on the second floor of the college, room D-211, with access adjacent to the west entrance to the gymnasium. It will be available to properly accredited members of team contingents, college representatives, guests and VIPs. The participating players do not have access to this lounge.

Visitors will be able to enjoy light refreshments which will include munchie snacks, vegetable platters, fruit juices, coffee, soft drinks and bottled water. The lounge will be equipped with a results board and a TV monitor which will carry the feed from the courtside cameras.

During the championships it will be open on Thursday and Friday from 12h00 and on Saturday from 8h00. Each day the lounge will close 30 minutes following the conclusion of the last game.

Guests are reminded that they will need to have their accreditation with them for access to the lounge.

HOSPITALITY LOUNGE – HOTEL

The lounge will be Room 319 of the *Sandman Hotel*. It will be available to properly accredited members of team contingents, college representatives, guest and VIPS. The participating players do not have access to this lounge.

Visitors will be able to enjoy light refreshments which will include munchie snacks, vegetable platters, fruit juices, soft drinks, bottled water and beer.

During the championships the lounge will be open according to this schedule:

- Wednesday – following the coaches meeting until 1h00.
- Thursday and Friday – 23h00-1h00
- Saturday – following the championship game until 1h00.

Guests are reminded that they will need to have their accreditation with them for access to the lounge.

ATHLETE’S LOUNGE

The reception room F-119 on the main floor beside the entrance to the Student Services Department will be the athlete’s lounge during the championship.

The players will have access to light refreshments, which will include munchie snacks, vegetable platters, fruit juices, soft drinks and bottled water. A results board will be installed in the lounge.

The scheduled hours are:

- Thursday and Friday: 12h30 – 30 minutes following last game.
- Saturday: 8h30 – start of championship game.

16. TICKETS

TOURNAMENT PASS

The pass will provide access to all games.

- Adults: \$25.00
- Students: \$10.00

INDIVIDUAL TICKETS

Tickets will be available for \$7.00 for adults and \$3.00 for students. There will be no charge for those under twelve years of age.

The tickets are valid for one block of games. There are seven blocks of games within the championship, A through F.

VIP PASSES

The pass will provide access to all of the championships activities. Included are:

CN – CCAA All-Canadian Banquet
CN Corporate Sponsor Reception
City of Saint-Lambert CN – CCAA National Championship Community Reception
CN – CCAA National Championship Tournament Pass
VIP reserved seating.

For information and reservations please contact:

Dean Howie: 450-672-7360(359) howie@champlaincollege.qc.ca

Glenn Ruiter: 450-672-7360(258) ruiter@champlaincollege.qc.ca.

FIRST ROUND

A: Thursday March 13: 13h00 and 15h00

B: Thursday March 13: 18h30 and 20h30

CONSOLATION SEMI-FINALS

C: Friday March 14: 13h00 and 15h00

CHAMPIONSHIP SEMI-FINALS

D: Friday March 14: 18h30 and 20h30

BRONZE QUALIFYING AND 7TH – 8TH PLACE

E: Saturday March 15: 10h00, 12h00 and 14h30

BRONZE AND GOLD MEDAL GAMES

F: Saturday March 15: 18h30 and 20h30

17. CN – CCAA NATIONAL CHAMPIONSHIP SOUVENIRS

Souvenir t-shirts and other apparel will be available at the championship. To ensure that your team obtains the souvenirs desired you will be able to place an order after your team has qualified for the nationals, and, before the championship. This information will be available on the championship website, and, will be sent to you by email in mid-February.

APPENDIX B

Accreditation & Banquet Form		
Institution:		
Team contact/ Contact d'équipe:		
Phone/Téléphone:		
Fax:		
E-mail/Courriel:		
	Banquet (#)	Accreditation (#)
Total number of players/ Nombre total des joueurs:		
Total number of staff (coaches, managers)/ Nombre total de personnel (entraîneurs, directeurs):		
Total team delegates/ Délégués totaux d'équipe:		
Additional guests/ Invités additionnels:	Banquet	Accreditation
NAME COLLEGE POSITION		
	Banquet (#)	Accreditation (#)
Total delegates/ Délégués de total:		

Please remember that a head shot of each member of the team contingent will be required for the accreditation.

Please send this form by TUESDAY FEBRUARY 26 to:
 Glenn Ruiter: ruiter@champlaincollege.qc.ca Fax 450-672-9299

APPENDIX D

Hotel Reservation Form / Rooming List

Institution: _____

Contact person: _____ Title: _____

Telephone: _____ Email: _____ Fax: _____

Arrival date: _____ Departure date: _____

Total number of nights: _____

Total number of rooms per night: _____

Method of payment: _____

Rooming List

Room	Name	Name	Name	Name
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

Please return this form by Tuesday March 4 to:

Patricia Ouellete, Sandman Hotel, 450-442-5800(2023)

pouellete@sandman.ca

450-670-5928 (Fax)

APPENDIX E

Vehicle Reservation Form

Discount Car Rental

Contact: Audrey Garneau
Telephone: 450-449-9588 ext. 225
Fax: 450-449-1930
E-mail: ventesexecauto@discountquebec.com
Reference: CN – CCAA Basketball National Championships

Institution: _____

Contact: _____

Telephone: _____ E-mail: _____

Fax: _____

All drivers' names, phone numbers and address:

1.
2.
3.
4.
5.
6.

Vehicle type: _____ Quantity: _____

Pickup location: **Sandman Hotel** Return Location: **Sandman Hotel**

Date of pickup: _____ Time of pickup: _____

Date of return: _____ Time of return: _____

Method of payment: Credit card () College purchase order ()

Please come to the CCAA kiosk in the hotel to pick up your vehicle keys. The paperwork will be done in advance, and, the vehicles will be in the hotel parking lot.

Please return this form by Tuesday, March 4 to:
Audrey Garneau at: ventesexecauto@discountquebec.com
450-449-1930 (Fax)

APPENDIX F

Parent Registration Form

Accommodation is offered to parents of out of town participants in the National Championship's by some members of the Saint-Lambert community. This opportunity is limited to two guests per household.

GUESTS

First name: _____ Last name: _____

First name: _____ Last name: _____

ARRIVAL

Date: _____ Time: _____ Flight #: _____

DEPARTURE

Date: _____ Time: _____ Flight#: _____

CONTACT INFORMATION

Email: _____ Telephone: _____

ACTIVITIES

Please indicate which activities you wish to attend:

CN-CCAA All-Canadian Banquet (Wednesday) Yes() No()

Dine Around Town (Friday) Yes() No()

Tour of Montreal (Friday AM) Yes() No()
on the CN – CCAA National Championship bus

City of Saint-Lambert Open House (Saturday) Yes() No()
at City Hall from 16h00-18h00

Please send this form to Brian Finn by Wednesday, March 5 to:

bfinn@champlaincollege.com

If the form cannot be sent please contact Brian at 514-730-5036.

APPENDIX G

CCAA ALL-Canadians and CCAA Coach of the Year Nominees National Championship Activities

For those All-Canadians and CCAA coach of the year nominees who are not members of the participating teams, but, are able to attend the National Championships, there will be a number of activities in which they will have an opportunity to participate.

Name: _____ College: _____

Phone: _____ Email: _____

I WILL BE ATTENDING THE CN – CCAA MEN'S BASKETBALL NATIONAL CHAMPIONSHPS:
YES () NO ()

ARRIVAL: Date: _____ Time: _____ Flight: _____

DEPARTURE: Date: _____ Time: _____ Flight: _____

ACTIVITIES

WEDNESDAY 18h00-21h00

CN – CCAA ALL-CANADIAN BANQUET

THURSDAY 10h00-12h00

Coaching clinic for local high school players
All-Canadians and CCAA coach of the year nominees as instructors

THURSDAY 20h30-21h00

Championship opening ceremony

FRIDAY 10h00-12h30

Mini-tour of Montreal on the CN – CCAA National Championship bus presented by the
Tourism students of Champlain College

SATURDAY 16h00-17h00

Open house and welcome at the Town Hall of the City of Saint-Lambert

SATURDAY 22h00-23h00

Medal presentation and closing ceremony

THROUGHOUT THE CHAMPIONSHIP

Player of the game presentations

All-Canadians and coaches are reminded that they should bring their basketball gear for the clinic and perhaps a chance for a shoot-around or an All-Canadian/coaches 2 on 2!!

Please return this form to Glenn Ruiter by March 5: ruiter@champlaincollege.qc.ca

Fax 450-672-9299