



Championship Information Package



2008 CCAA Men's National Volleyball Championship

Date: March 7-9, 2008
Site: Humber Institute of Technology & Advanced Learning
205 Humber College Blvd.
Etobicoke, Ontario
M9W 5L7

humberathletics.ca/mvbnationals

SECTION 1

PRE-CHAMPIONSHIP GENERAL INFORMATION

1. ORGANIZING COMMITTEE

Address: 205 Humber College Blvd.
Fax: 416 675-2833
Phone: 416 675-5097
E-mail:
Event Web Site: www.humberathletics.ca/mvbnationals
Athletic Web Site: www.athletics.humber.ca

Name	Tournament Responsibility	Telephone #	Cell	email
Doug Fox Co-Chair	Transportation, Accommodation & Finance	416 675-6622 x 4456	416 529-7608	doug.fox@humber.ca
Jim Bialek Co-Chair	Marketing & Sponsorship	416 675-6622 x 4539	416 697-4263	bialek@humber.ca
Jen Maclam	Accreditation & Team Services	416 675-6622 x 4955	647 408-3395	jen.maclam@humber.ca
Alice Salamon	Hosts	416 675-6622 x 5538	416 997-8430	alice.salamon@humber.ca
Christine Haesler	Banquet/Ceremonies	416 675-6622 X4976		Christine.haesler@humber.ca
Dean Wylie/ Monique Haan	Hospitality & Airport Services	416 675-6622 x 4933	Dean 416 802-1248	dean.wylie@humber.ca Monique.haan@humber.ca
Rick Bot	Facilities & Game Operations	416 675-6622 x5574	416 801-8173	rick.bot@humber.ca
Michael Brandreth	Technical & Awards	416 826-7909		mbrandreth@rogers.com

Lydia Henry/ Jennifer Bell	Therapy Services & Drug Testing	416 675-6622 x 4025	Lydia 416 569-9144	lydia.henry@humber.ca
Leanne Henwood-Adam	Team & Support Staff Hospitality	416 675-6622 x 4186	416 565-2394	leanne.henwoodadam@humber.ca
Chris Wilkins & Wayne Wilkins	Volleyball Advisors			cwilkins@voysus.com wayne.wilkins@sympatico.ca
Leigh Goldie	CCAA National Convenor	780 539-2978		lgoldie@gprc.ab.ca
Sandra Murray- MacDonell	CCAA Executive Director	613-937-1508	613-360-2409	sandra@ccaa.ca
Stephanie Legault	CCAA Coordinator of Marketing and Media Relations	613-933-6080 ext 2211		Stephanie@ccaa.ca

2. SCHEDULE OF EVENTS

Wednesday, March 5/08

Teams arrive in Toronto and meet with Team Hosts/Hostesses
Hotel Check In and Host Committee greeting
Practice times available – dependant upon arrival of teams

Thursday, March 6/09

Teams arrive in Toronto and meet with Team Hosts/Hostesses
Hotel Check In and Host Committee greeting
Accreditation upon arrival at the Athletic Centre
8:45 am – 4:45 pm Team practices
4:45 pm – 6 pm CCAA Skills Competition
6:15 pm – 7:00 pm Banquet Social
7:00pm All-Canadian Banquet/Opening Ceremonies
9:30 pm Officials Meeting – Room A214/Humber Athletic Centre
10:00 pm V.I.P. Hospitality – Room 1208/Crowne Plaza

Friday, March 7/08

8:00 am – 9:30 am President's Pancake Breakfast – Crowne Plaza
8:15 am Coaches asked to be in attendance /players may "drop in"
9:00 am Coaches Meeting – Crowne Plaza
10:00 am – 4:00 pm Practices – Lakeshore Campus (if desired)
12:00 noon Awards Committee Meeting – Room A214/Humber Athletic Centre
1:00 pm Game 1
3:00 pm Game 2
6:00 pm Game 3
8:00 pm Game 4 Humber vs. T.B.A
10:00 pm V.I.P. Hospitality/Crowne Plaza

Saturday, March 8/08

9:00 am – 12:00 noon Coaches Symposium (tentative)

10:00 am – 4:00 noon	Practices @ Lakeshore Campus (if desired)
1:00 pm	Game 5
3:00 pm	Game 6
6:00 pm	Game 7 (Championship Semi Final)
8:00 pm	Game 8 (Championship Semi Final)
10:00 pm	V.I.P. Hospitality/Crowne Plaza

Sunday, March 9/08

10:00 am – 4:00 pm	Practices @ Humber Lakeshore Campus (if desired)
10: 00 am	Game 9
12:00 noon	Game 10
2:30 pm	Game 11 (7 th & 8 th Place)
5:00 pm	Game 12 (Bronze)
7:30 pm	Game 13 (Gold)

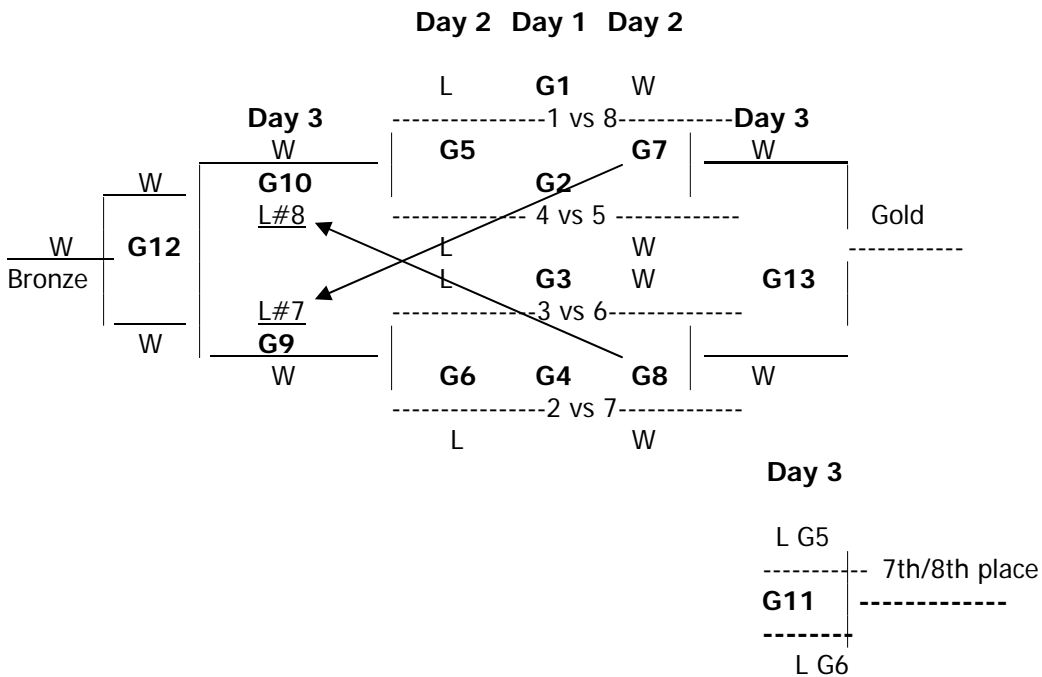
Awards Ceremony & Closing Ceremonies to Follow
Post Tournament Social (tentative –TBA)

Monday, March 10/08

Officials and Teams Departure from Toronto

3. COMPETITION SCHEDULE

* Game times provided above



4. PRACTICE SCHEDULE & ACCREDITATION TIMES

Thursday March 6, 2008:

Practice Time	Team	Accreditation Time
8:45 am – 9:40 am	Host	8:30 am
9:45 am – 10:40 am	Ontario	9:30 am
10:45 am – 11:40 am	Wildcard # 2	10:30 am
11:45 am – 12:40 pm	Wildcard # 1	11:30 am
12:45 pm - 1:40 pm	Alberta	12:30 pm

1:45 pm – 2:40 pm	British Columbia	1:30 pm
2:45 pm – 3:40 pm	Atlantic	2:30 pm
3:45 pm – 4:40 pm	Quebec	3:30 pm

Please contact Jennifer Maclam to arrange for practice time on Friday, March 7/08:

Practice Time @ Lakeshore Campus

10:00 am – 4:00 am

Please contact Jennifer Maclam to arrange for practice time on Saturday, March 8/08 and/or Sunday, March 9/08 @ Lakeshore Campus

Practice Time @ Lakeshore Campus

10:00 am – 4:00 am

SECTION 2

DETAILED INFORMATION – PARTICIPANT SPECIFIC

5. PARTICIPATING TEAM FUNCTION/SPECIAL EVENTS
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Championship Banquet

Date: Thursday, March 6/08
Site: Seventh Semester – Humber
Cost: Fee is part of the accreditation fee (\$40.00)
Schedule: 6:15 pm – Banquet Social
 7:00 pm – Banquet
Dress: Semi Formal
Additional Tickets: None Available
Distance from Hotel: 10 minutes
R.S.V.P. before: Upon Advancement to Nationals

6. MEETINGS

COACHES MEETING

Date: Friday, March 7/08
Site: Crowne Plaza – Bronte Room
Schedule: 9:00 am

OFFICIALS MEETING

Date: Thursday, March 6/08
Site: Humber Athletic Centre – A214
Schedule: 9:30 pm

7. MEDIA CONFERENCE

CCAA policy A8, S10, 10.13:

Teams and/or team representatives, as per host's request, are required to attend the media conference and/or any other tournament-related media events. Failure to do so will result in a fine of **\$200** assessed to the offending team(s).

MEDIA CONFERENCE:

Media will be invited to be in attendance at the Banquet Social on Thursday, March 6/08.
Coaches/Athletes may be asked to be available during that time period.

Arrangements are being made to have a Humber Etc. reporter assigned to every team. This person will report directly to your school and associated media outlets.

8. CHAMPIONSHIP HOTEL

CCAA policy A8, S10, 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: Crowne Plaza
Address: 33 Carlson Court
Toronto, Ontario
M9W 6H5
Phone: 416 675-1234 x1323
Direct – 416 675-7206
Fax: 416 675-2869
Contact person: Adriana Spina DeMarco
Room rates: \$95.00 (Quad rate)

R.S.V.P. before Tuesday, February 26/08

Parking at hotel: Cost will be absorbed by host – Event vehicles only

Distance from competition site: 5.4 km (under 10 minutes)

Hotel Amenities: Pool, restaurant, safe deposit box, CD player, high speed internet access, laundry/valet service, coffee makers, exercise gym, free newspaper, room service, satellite TV, sauna, video checkout

9. VEHICLE RENTAL

Name of Company: Discount Car & Truck Rental
Address: 305 Rexdale Blvd.
Toronto, Ontario
M9W 1R8
Contact Person: Rica Best
Tel.: 416 749-9760
FAX: 416 749-9981
COST: No Charge – see team transportation

10. TEAM TRANSPORTATION

Travel from the airport to the hotel will be provided.

Seven (7) seat vans will be provided for those teams arriving by air, courtesy of host. Teams are asked to fill out the van request form for 1, 2 or 3 vans. You must provide the names of the drivers of the vehicles and submit via fax, a copy of their drivers licence in advance of the event. Drivers must have a valid licence and be at least 21 years of age. The vans will be full of gas when picked up. It is the responsibility of the team for fuel during the week, and return the vans with a full tank of gas. Vans will be on site at the hotel for distribution.

11. PARKING AT VENUE

There is no charge for parking at the event at Humber. All participants, officials and VIP's are directed to park in Lot # 13, Entrance E. A designated parking area will be available for event vans. Buses will be accommodated

12. REGISTRATION & TEAM ACCREDITATION

CCAA policy A8, S10, 10.12:

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

Location: Athletic Centre Lobby

Time: Prior to scheduled practice session on Thursday, March 6/08

Accreditation Fee: \$40

Sport Specific Accreditation – see Sport specific Regulations

Cheque payable to: Humber College Athletics

Further information will be provided to the participating teams upon qualification for the championship. For example Team Host and Hostess information.

13. TICKETS

The event ticket prices are as follows:

ADULT TOURNAMENT PASS:	\$20
STUDENT TOURNAMENT PASS:	\$10
ADULT DAY PASS:	\$10
STUDENT DAY PASS:	\$5
Seniors and children under 12 :	FREE

14. TECHNICAL INFORMATION

12.1 FACILITIES:

The competition will take place at: Humber Athletic Centre

Dimension and details: 200 x100
Seating for 1500
VIP preferred and general admission seating
Sport Court
Player's & VIP Lounge
Cardio & Weight Room
Sports Injury Clinic & Taping room
Function Rooms
Humber Community Pool

Team room details: 4 designated team rooms, plus Humber has own room
To be assigned on a game by game basis
Common shower
Volleyball court wipe off boards in each room

12.2 EQUIPMENT:

Game ball: Baden – Official CCAA game ball

12.3. THERAPY / MEDICAL SERVICES:

Field coverage: 1-2 Certified Athletic Therapists
Volunteer student athletic therapists
Sports Injury Doctor – Dr. Shukla

Massage Therapy Group – March 7-9/08 (4 areas)

**Clinical coverage: 1-2 Certified Athletic Therapists
Volunteer student athletic therapists
Sports Injury Doctor – Dr. Shukla**

12.4 LAUNDRY: Full laundry service available daily, including practice gear and team uniforms. Teams will given laundry baskets and asked to fill out a form detailing laundering instructions. The clothing will be available as soon as possible and can be picked up in the athletic customer service area.

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

VIP, OFFICIALS, COACHES/ON SITE

Date: March 7 -9/08

Site: Room A207

Schedule: Daily – open minimum 1 hour prior to first game until 1 hour after completion of day's competition

Includes: Full hot lunch, and dinner, snacks and refreshments

VIP, OFFICIALS, COACHES/HOTEL

Date: March 6 -9/08

Site: Crowne Plaza

Schedule: Open @ 10:00 pm

Includes: Snacks and refreshments

PLAYERS/ON SITE

Date: March 7 -9/08

Site: Gymnasium Player Lounge

Schedule: Daily

Includes: Complete team post game meals, including drinks, 2 salads, breads, vegetarian and meat pasta choices, fruit, and sweet trays. (teams will be directed to the lounge after every game). Area also includes massage, laptops with internet and printer services, couches, card tables, and a Play Station sponsored area.

VOLUNTEERS/MINOR OFFICIALS/ON SITE

Date: March 6 -9/08

Site: Room A133

Schedule: Daily –

Includes: Snacks and refreshments, and daily dinner (ie. Pizza, subs, chicken, etc)

12.5 MEDIA & VIDEO SERVICE:

All games will be streamed “live and free” online, utilizing a 3 camera set up and an engineer. All games will be broadcasted online as well, and on Humber Radio 96.9 Five (5) copies of the game tape, on DVD, will be available to the teams that just competed and the next opponent for those teams, and a copy for the CCAA. The tapes should be available within 30 minutes after the game

12.7 DRUG TESTING & DOPING CONTROL:

Arrangements, as per CCES guidelines have been put in place. Humber's head athletic therapist is the contact and the on site person. She has been and will continue to be in contact with the CCES to ensure the proper operation of the testing.

12.8 SOUVENIRS:

Event specific souvenirs will be available for sale at the venue. Items to include various clothing items. Athletes, coaches and officials will receive a gift/souvenir from the host prior to, upon arrival and daily.

15. SPORT INFORMATION REQUIREMENTS

Below is a list of items the championship host office must receive from participating schools no later than **DATE**.

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**.

CHECKLIST:

- Team Photo**
Team photos must of high quality (.tif or .jpg), black and white preferred.
E-mail to: Jim Bialek – bialek@humber.ca
SUBMISSION DATE: on or before Tuesday, February 19/08
- Individual Team Head Shots**
To be used for accreditation passes – must be sent upon confirmation (or earlier) of participation in championships.
Individual photos must of high quality (.tif or .jpg), colour preferred.
E-mail to: Jim Bialek – bialek@humber.ca
SUBMISSION DATE: on or before Tuesday, February 26/08
- Team Logo**
Team Logo must of high quality (.tif or .eps), black and white & colour
E-mail to: Jim Bialek – bialek@humber.ca
SUBMISSION DATE: on or before Tuesday, February 19/08
- Team Roster**
Team roster must be sent electronically to: Jim Bialek – bialek@humber.ca
Please ensure that roster is formatted as in the example.
Please Identify on the Team Roster the Head of Delegation for your institution
CCAA policy A8, S10, 10.1:
All participating teams must identify a Head of Delegation, who will be an official representative of the College / Conference. The Head of Delegation's responsibilities include but are not limited to:
 - Ensuring all traveling representatives have reviewed the CCAA Code of Ethics / Participating Team Responsibilities / and have been made aware of the behaviour / conduct expectations of the CCAA, the PCAA and their institution, both on and off the court (field) prior to, during and following the championship.
 - Attendance, with the coaching staff, at the Coaches Meeting.
 - Providing to the host and host hotel front desk, a cell phone number at which the Head of Delegation can be reached for the duration of the championship.
 - Actively assisting host and CCAA personnel with the orderly conduct of the championship.SUBMISSION DATE: on or before Tuesday, February 19/08
- Accreditation and Banquet Form**
Form must be typed and faxed to: Jim Bialek – bialek@humber.ca
SUBMISSION DATE: on or before Tuesday, February 26/08
- Medical Form**
Form must be typed and faxed to: Lydia Henry – Lydia.henry@humber.ca
SUBMISSION DATE: on or before Tuesday, February 26/08

NOTE: PLEASE UTILIZE THE "SUBJECT" LINE WHEN SENDING YOUR EMAIL INFORMATION

Accreditation & Banquet Form

Forme D'Accréditation Et De Banquet

Sport (M/F):			
Institution:			
Team Contact/ Contact D'Équipe:			
Phone/Téléphone:			
Fax:			
E-mail/Courriel:			
	Banquet (#)	Accreditation (#)	Souvenir/Clothing Sizing
Total number of players/ Nombre total des joueurs:			L - _____ XL - _____ XXL - _____
Total number of staff (coaches, managers)/ Nombre total de personnel (entraîneurs, directeurs):			L - _____ XL - _____ XXL - _____
Total Team Delegates/ Délégués Totaux D'Équipe:			
Additional Guests/ Invités Additionnels:	Banquet	Accreditation	
	Banquet (#)	Accreditation (#)	
Total Delegates/ Délégués De Total:			
Total number of rooms required/ Nombre total des salles requises:			

SUBMISSION DATE: Please submit this form by email to Jim Bialek – bialek@humber.ca or by fax to 416 675-2833, on or before Tuesday, February 26/08

Van Request Form

Discount Car Rental

Institution :
Contact :
Telephone : Fax :
Email :

Vehicle Request :

- One (1) Van – Seven Seater
- Two (2) Vans – Seven Seater
- Three (3) Vans – Seven Seater
-

Driver (s) :

Van	Name	Name
# 1		
# 2		
#3		

Please forward a photocopy of each drivers licence.

Pick Up location is the Crowne Plaza Hotel. Please come to the kiosk in the hotel to pick up your keys. The paperwork will be done in advance, and the vehicle will be in the hotel parking lot. All drivers must possess a valid drivers licence and be at least 21 years of age.

SUBMISSION DATE: Please submit this form by email to Jim Bialek – bialek@humber.ca or by fax to 416 675-2833, on or before Tuesday, February 26/08

Hotel Reservation Form/Rooming List

Institution : _____

Contact Person : _____ Title : _____

Email : _____ Phone : _____ Fax : _____

Arrival Date : _____

Departure Date : _____

Number of Nights : _____ Total # 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				

SUBMISSION DATE: Please submit this form by fax to Adriana Spina DeMarco @ 416 675-2869, on or before Tuesday, February 26/08