



**BADMINTON 2010**

# **CHAMPIONSHIP INFORMATION PACKAGE**

**MARCH 3-6, 2010**

**HOSTED BY:**

**NAIT**

**11762-106 St  
Edmonton, Alberta  
T5G 2R1**

**[www.naitathletics.ca/ccaabadminton](http://www.naitathletics.ca/ccaabadminton)**



# Championship Information Package

## SECTION 1

### 1. ORGANIZING COMMITTEE

**Address:** 11762-106 St.  
**Fax:** 780.471-7614  
**Phone:** 780.471-7601  
**E-mail:** greggm@nait.ca  
**Event Web Site:** www.naitathletics.ca/ccaabadminton

Name	Tournament Responsibility	Telephone #	Cell	email
Linda Henderson	Director, Dept of Athl.	780.471-8803	780.554-0872	lhenders@nait.ca
Gregg Meropoulos	Executive Chair	780.471-7601	780.718-7177	greggm@nait.ca
Jeff Riddle	Facilities	780.471-7605	780.920-0123	jriddle@nait.ca
Denise Wenzel	Banquet/Ceremonies	780.471-8468		denisew@nait.ca
John Short	Media Relations	780.451-2286		jcshort@shaw.ca
Sheryl Hansen	Hospitality	780.471-8547		sherylh@nait.ca
Michelle Berg	Volunteers	471-7606		mberg@nait.ca
Bernece Pinpin	Accred./Publications	780.471-7713	647.267.2214	bernecep@nait.ca
Scott Morris	Athletic Therapy	780.491-3132	780.977-1339	smorris@nait.ca
Jane Edwards	Transportation	780.471-8688		jane@nait.ca
Elizabeth Pernsky	Host/Hostesses	780.471-8688		epernsky@nait.ca
Curtis Nelson	Webcasting	780.471-7442	780.996-0028	<a href="mailto:curtison@nait.ca">curtison@nait.ca</a>

**Athletics Web Site:** [www.naitooks.com](http://www.naitooks.com)

## 2. SCHEDULE OF EVENTS

### Tuesday, March 2nd, 2010

- Provincial Teams arrive in Edmonton and meet with their team hosts and hostesses.
- Hotel check-in and host committee greeting.
- Practice available for early arrival

Time	Conference	Event
4:00-6:00pm	ACAC/Host	Practice
6:00-8:00pm	OCAA/ACAA	Practice
8:00-10:00pm	BCCAA/Wildcard	Practice

*Please contact Jeff Riddle at (780) 471-7605 or jriddle@nait.ca to confirm your scheduled practice time on Wednesday, March 3<sup>rd</sup> /10, and if you will utilize the early arrival Tuesday practice time.*

### Wednesday, March 3rd, 2010

- Provincial Teams arrive in Edmonton and meet with their team hosts and hostesses.
- Hotel check-in and host committee greeting
- Team Practice and Accreditation at NAIT

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).

### Accreditation Fee: \$40 /person – cheque payable to: NAIT

Time	Conference	Event
10:45am	Wildcard	Accreditation
11:00am		Practice
11:45am	BCCAA	Accreditation
12noon		Practice
12:45pm	ACAA	Accreditation
1:00pm		Practice
1:45pm	OCAA	Accreditation
2:00pm	Practice	
2:45pm	ACAC Host	Accreditation
3:00pm	Practice	
3:45pm	ACAC	Accreditation
4:00pm		Practice
6:00pm		All Canadian Banquet at Ernest's Dining Room (Opening Ceremonies)
9:00pm		Coaches Meeting (Hotel – Winterlake Room) VIP/Coaches Hospitality Lounge (Hotel – Royal Suite)

#### **Thursday, March 4th, 2010**

- 8:30-10:30am Breakfast of Champions- Business Tower Lounge
- 9:30-10:15am Practice ACAC & Host Team
- 10:15 -11:00am Practice ACAA Team
- 11:00-11:45am Practice OCAA Team
- 11:45am-12:30pm Practice BCCAA & Wildcard Team
- 1:00-3:30pm Round 1
- 3:30-6:00pm Round 2
- 6:00-8:30pm Round 3
- 8:30pm Pasta Dinner at the Nest
- 9:00pm VIP/Coaches Hospitality Lounge (Hotel –Royal Suite)

#### **Friday, March 5th, 2010**

- 9:00am-11:30am Round 4
- 11:30am-2:00pm Round 5
- 2:00pm Lunch Provided in the NAITRIUM
- 4:00-6:00pm Medal Semi Finals
- 9:00pm VIP/Coaches Hospitality Lounge (Hotel – Royal Suite)

#### **Saturday, March 6th, 2010**

- 10:00am-2:00pm Bronze Medal Matches and 5th -6th matches
- 2:00pm Gold Medal Matches
- Awards Ceremony to Follow
- Athlete's Pizza Supper
- 5:30pm Social - Bus to Hudson's Tap House Downtown
- 7:00pm
- 9:00pm VIP/Coaches Hospitality Lounge (Hotel – Royal Suite)

#### **Sunday, March 7<sup>th</sup>, 2010**

- Departure from Edmonton International Airport

**3. COMPETITION SCHEDULE**

Order of Play  
Men's Singles, Women's Singles, Men's Doubles, Women Doubles, Mixed Doubles

**Thursday March 4<sup>th</sup>****Round 1**

1pm-3:30pm	BCCAA	vs	ACAC (Host)	Court 1
	ACAC	vs	ACAA	Court 2
	OCAA	vs	WILDCARD	Court 3

**Round 2**

3:30-6pm	ACAC	vs	OCAA	Court 1
	WILDCARD	vs	ACAC (Host)	Court 2
	BCCAA	vs	ACAA	Court 3

**Round 3**

6pm-8:30pm	BCCAA	vs	ACAC	Court 1
	OCAA	vs	ACAC (Host)	Court 2
	WILDCARD	vs	ACAA	Court 3

**Friday March 5<sup>th</sup>****Round 4**

9am – 11:30am	ACAC	vs	WILDCARD	Court 1
	ACAA	vs	ACAC (Host)	Court 2
	BCCAA	vs	OCAA	Court 3

**Round 5**

11:30am-2pm	OCAA	vs	ACAA	Court 1
	BCCAA	vs	WILDCARD	Court 2
	ACAC	vs	ACAC (Host)	Court 3

Reverse Order of Play for semi-finals, and medal matches  
Mixed Doubles, Women's Doubles, Men's Doubles, Women's Singles, Men's Singles,

4:00-6:00pm	<b>Semi-Finals</b>			
	1	vs	4	Court 1
	2	vs	3	Court 2

**Saturday March 6<sup>th</sup>**

10:00am – 2:00pm	<b>Bronze Matches</b>	Court 1
	<b>5<sup>th</sup> vs 6<sup>th</sup></b>	Court 2 & 3

2:00-5:00pm	<b>Gold Medal Matches</b>	Court 1
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#### 4. PARTICIPATING TEAM FUNCTION/SPECIAL EVENTS

All Canadian Banquet

Date: Wednesday, March 3/2010

Site: **Earnest's Dining Room** (on NAIT campus)

11762 - 106 Street

Edmonton, AB T5G 2R1

Phone: 780.471-8676

Present your accreditation for admission

Additional tickets available @ \$40.00- Contact Denise Wenzel @ [denisew@nait.ca](mailto:denisew@nait.ca)

Cheque payable to "NAIT"

Schedule:

6:00 pm

All Canadian Banquet – Ernest's

Dress: Semi Formal (shirt & tie, dress) – no jeans, no warm up suits

Distance from Hotel: Less than 10 minutes

R.S.V.P. to Denise Wenzel: [denisew@nait.ca](mailto:denisew@nait.ca) before: Tuesday, February 23/2010

#### 5. MEETINGS

##### **CCAA policy A8, S10, 10.8:**

*Attend the Coaches' Meeting (coach and/or athletic representative) at the date and time announced. Failure to attend shall result in a **\$50 fine** payable to the CCAA. Upon completion of the meeting and prior to the team's first game, the Coach must meet with his/ her student-athletes to clarify roles, responsibilities and obligations. This list can be found in the CCAA Code of Ethics Article 1 Section 3 and which will be provided at the Coaches Meeting.*

##### **COACHES MEETING**

**Date: Wednesday, March 3/2010**

**Site: Sutton Place Hotel – Winterlake Room**

**Schedule: 9:00 pm**

#### 6. 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 Wednesday, March 3/10  
Coaches/Athletes may be asked to be available during that time period.

## 7. 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.

The official hotel for the 2010 CCAA Badminton Nationals will be the Sutton Place Hotel. It is located in downtown Edmonton, approximately 30 minutes from the Edmonton International airport and five minutes from NAIT. The athletes will have the opportunity to take advantage of the numerous restaurants in the area and shop at the City Centre Mall a short walk from the hotel.

### Host Hotel

Sutton Place  
10235 101Street  
Edmonton, Alberta  
T5J 3E9

**Website:** www.edmonton.suttonplace.com

**Contact:** Robert Morrello

**Phone:** 780-441-3017

**Fax:** 780-441-3099

**Email:** rmarrello@suttonplace.com

**Event Booking Reference:** National Badminton Championship

**Room Rate:** \$92 plus tax

**R.S.V.P.** before Tuesday, February 23/10

Guest room facilities	Guest services
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- In-room voicemail
- High speed or wireless internet in all rooms and public areas
- Complimentary newspaper
- Complimentary mineral water in room
- Alarm clocks with built-in CD player
- Handicap accessible rooms
- 32" flat screen (Sutton Rooms); 42" LCD TV's (Deluxe Rooms & Suites)
- Designated news and sports channels
- In-room movies
- Upgraded amenities
- Air conditioning
- Electronic key card access
- Flat fee for local calls and complimentary calling card calls
- Oversized desk space
- Complimentary in-room coffee

- Check-in time 3:00 p.m.
- Check-out time 12:00 p.m.
- On site car rental agency, Avis
- On site business centre
- Concierge service
- Facsimile
- Room service
- Safety deposit boxes
- Laundry and valet (Mon - Sat)
- On site florist
- Valet parking in an underground heated parkade
- On site hair salon
- Gift shops
- Mail and postage services
- Luggage storage
- Doctor on call
- Multi-lingual staff
- Secured guestroom floors
- Non smoking rooms

## 8. TRANSPORTATION, VEHICLE RENTAL & PARKING

**Name of Company:** Budget Rent a Car of Canada

**Contact Name:** **Roxy Primeau**  
Budget Edmonton

**Phone number:** 780-448-2000 or 1-800-661-7027

**Email:** [rprimeau@budgetedmonton.com](mailto:rprimeau@budgetedmonton.com)

15 Passenger Van > \$ 109.00 per day \*

7 Pass Mini Van > \$ 56.00 per day 200 km per day

Mid- Size Sedan > \$ 40.00 per day unlimited

Rates are subject to applicable taxes (5% GST, Vehicle Licensing fee of \$ 2.69 per day, and Airport Premium Location fee of 14.61% if picked up at AP location) and refueling.

For Reservations please contact **Roxy Primeau** at the reservation line at 448-2000 or 1-800-661-7027 and **quote the rate code "SPORT"**. Please do not hesitate to call with any questions or pricing on other lines of vehicles.

**A maximum of two passes per team will be provided per team for parking at NAIT**

## **9. TECHNICAL INFORMATION**

### **9.1 FACILITIES:**

NAIT Gymnasium is located on the main campus and has played host to 4 previous National Championships (Badminton 87,98,02, Men's Basketball 05).

Features of the gym include:

- 11, 021 Square feet of Double Sleeper Hardwood flooring.
- Ceiling height of 26.5 feet (clearance).
- Metal Halide lighting.
- Permanent and temporary bleacher seating for a capacity of 1153.
- New wireless scoreboard featuring team rosters/ numbers and stats.
- Sound system with all necessary capabilities.
- Permanent concession area.

The site will also provide:

- 3 Portable courts provided by Badminton Alberta, one practice court
- Equipment room with team uniform laundry service for all teams, towel service, and ice machines
- Access to our Athletic Therapy room for all participants
- Fully equipped locker rooms
- On-campus cafeteria
- Athletes' lounge complete with computers and internet access/ hookups
- Use of pool/ weight room facilities throughout week

### **9.2 EQUIPMENT:**

Black Knight Shuttle - SH6800A

### **9.3 THERAPY / MEDICAL SERVICES:**

Field coverage: 1-2 Certified Athletic Therapists  
Volunteer student athletic therapists

Clinic coverage: 1-2 Certified Athletic Therapists  
Volunteer student athletic therapists

### **9.4 LAUNDRY:**

Laundry service is available upon request at the NAIT Sports Equipment Center  
Contact: Bruce Watson, ph. 780-471-7729, email: brucew@nait.ca

**9.5 HOSPITALITY:**

**VIP, OFFICIALS, COACHES, VOLUNTEERS/ON SITE**

Open March 3-6/10 30 minutes prior to first match until 30 minutes after the competition finishes  
Site: Encana Centre

**VIP, OFFICIALS, COACHES/HOTEL**

Date: March 3-6/10  
Site: Sutton Place– Royal Suite  
Schedule: Open 9:00 PM -12:00 PM from Wednesday to Saturday  
Includes: Snacks and refreshments

**PLAYERS/ON SITE**

Date: March 3-6  
Site: NAITrium  
Schedule: Daily  
Includes: Refreshments, snacks, tables, couches, wi-fi available

**9.6 MEDIA & VIDEO SERVICE:**

All Saturday medal games will be streamed “live and free” online. Further info to come.

**9.7 DRUG TESTING & DOPING CONTROL:**

Arrangements, as per CCES guidelines have been put in place.  
NAIT’s head athletic therapist, Scott Morris, is the contact and the on site person.

**9.8 SOUVENIRS:**

Athletes and coaches will receive souvenir gifts with their accreditation

**9.9 EVENT ADMISSION**

Adult Tournament Pass	\$10
Student Tournament Pass	\$5
Adult Day Pass	\$5
Non NAIT Student Day Pass	\$3
NAIT Staff & Students with ID	No Charge
Children under 12	No Charge

**9.10 RACQUET RESTRINGING**

A person will be on site for the duration of the event to do racquet restringing.

## 10. SPORT INFORMATION REQUIREMENTS

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

**Tuesday, February 23/10**

### **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 be of high quality (.tif or .jpg), black and white preferred.  
E-mail to: Denise Wenzel- denisew@nait.ca  
**Submission date:** on or before Tuesday, February 23/10
- Individual Head Shots of Players, Coaching Staff and administrators**  
Individual photos must be of high quality (.tif or .jpg), black and white preferred.  
E-mail to: Denise Wenzel- denisew@nait.ca  
**Submission date:** on or before Tuesday, February 23/10
- Individual Action Shots of Players**  
Individual photos must be of high quality (.tif or .jpg), black and white preferred.  
E-mail to: Denise Wenzel- denisew@nait.ca  
**Submission date:** on or before Tuesday, February 23/10
- Provincial Organization & Team Logo**  
Team photos must be of high quality (.tif or .eps), black and white & colour  
E-mail to: Denise Wenzel- denisew@nait.ca  
**Submission date:** on or before Tuesday, February 23/10
- Team Roster**  
Team roster must be sent electronically to: Denise Wenzel- denisew@nait.ca  
**Submission date:** on or before Tuesday, February 23/10

Please ensure that roster is formatted as in the example.

Please Identify on the Team Roster the Head of Delegation for your conference

### **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.

### **Accreditation and Banquet Form**

Form must be typed and faxed (780.471-7614) or e-mailed to: Denise Wenzel- denisew@nait.ca,

SUBMISSION DATE: on or before Tuesday, February 23/10

**Medical Form** Form must be typed and faxed (780.471-7614) or e-mailed to Scott Morris- smorris@nait.ca

SUBMISSION DATE: on or before Tuesday, February 23/10



# Accreditation & Banquet Form

## Forme D'Accréditation Et De Banquet

Sport :	Badminton	
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
	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 E-mail to: Denise Wenzel-denisew@nait.ca on or before Tuesday, February 23/10 or by fax to 780 471-7614**



# Sutton Place 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 :** \_\_\_\_\_

<b>ROOMING LIST</b>
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Room	Name	Name	Name	Name
1				
2				
3				
4				
5				
6				
7				
8				

**Submission date:**

Please submit this form to:  
**Robert Marrello** | Director of Sales  
 The Sutton Place Hotel, Edmonton  
 10235 101 Street, Edmonton, AB T5J 3E9  
 Phone: 780-441-3017 Fax: 780-441-3099