



2018

CROSS COUNTRY

CHAMPIONSHIP



**CROSS COUNTRY
CHAMPIONSHIPS**

Kingston, ON • November 2018



SECTION 1:

PRE-CHAMPIONSHIP GENERAL INFORMATION

1. ORGANIZING COMMITTEE

Address: 284 Earl Street, Kingston, ON, K7L 3N6

Phone: (613) 533-6000

Fax: (613) 533-6478

Web Site: www.gogaelsgo.com

Position	Name	Telephone	E-mail
Convenor	Brittany Jennings	Ext. 77834	Brittany.jennings@gmail.com
Administration & Forms	Danielle Gattinger	Ext. 78225	sportev@queensu.ca
Athletic Therapy & Medical	Ryan Bennett	Ext. 75334	Ryan.bennett@queensu.ca
Coaches	Steve Boyd		sboyd5@cogeco.ca
	Brant Stachel	613-770-0913	brantstachel@gmail.com
Events Coordinator	Larissa Mankis	Ext. 74731	Larissa.mankis@queensu.ca
Marketing & Community Engagement	Lana Unsworth	Ext. 33326	Lana.unsworth@queensu.ca
Sponsorship	Allyson Tonelli	Ext. 74956	Allyson.tonelli@queensu.ca
Sports Info & Communications	Shawn MacDonald	Ext. 36990	Shawn.macdonald@queensu.ca
Technical Director	Sean Scott	Ext. 79110	Sean.scott@queensu.ca
Travel	Jill Shorthouse	Ext. 74592	gtravel@queensu.ca
U Sports Manager, National Champs	Scott Ring	905-508-3000 ex. 244 416-553-6121	sring@usports.ca



2. SCHEDULE OF EVENTS

**All times are local*

Friday November 9th

9:00 – 11:00 AM	Welcome Breakfast
11:00 – 12:30 PM	Technical Meeting
12:30 – 2:30 PM	Coaches Association Meeting
3:00 – 6:00 PM	Training and Site Visit

Saturday November 10th

9:00 – 11:00 AM	Warm-up and Training
12:00 PM	Community Race
1:00 PM	Women's Race – 8 KM
2:00 PM	Men's Race – 10 KM
3:15 PM	Awards Presentation

3. COMPETITION SCHEDULE

Saturday November 10th

1:00 PM	Women's Race
2:00 PM	Men's Race

4. PRACTICE SCHEDULE

Friday November 9th

3:00 – 6:00 PM	Training and Site Visit
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Saturday November 10th

9:00 – 11:00 AM	Warm-up and Training
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SECTION 2

DETAILED INFORMATION – PARTICIPANT SPECIFIC

5. PARTICIPANT TEAM & ALL-CANADIAN FUNCTION/SPECIAL EVENTS

WELCOME BREAKFAST

Date: Friday November 9th

Site: Ramada Hotel and Conference Centre – Cartier Ballroom

Cost: \$35.00 (max team complement of 9)

Schedule: 9:00 – 11:00 AM

Dress: Business casual

Additional Tickets: \$40.00

Distance from Hotel: On site

R.S.V.P. before: Monday November 5th by 12:00 PM

STUDENT ATHLETE INTRODUCTION - BREAKFAST:

Please be advised that each participating team may have the opportunity to share with the audience their “Road to Success”, at the welcome breakfast. Please indicate who your student leader will be from your team, as they will be interviewed about the key highlights which facilitated them to qualify for the U Sports Championship. This is to be approx. 2 min in duration. Please provide us with the name of your athlete on the *Team Order Form*, so we can prepare the script for the banquet. We will provide the questions in advance.

PARTICIPANT CLOTHING ORDER:

Souvenir long sleeved T-shirts are available for purchase to race participants by **ADVANCE ORDER ONLY**. If your team would like to purchase the shirt please complete Section 2 of the *Team Order Form* indicating the number and sizes.



English Version



French Version





COMMUNITY RACE

Date: Saturday November 10th

Time: 12:00 PM

Location: Fort Henry

Registration Link: TrackieReg.com/UsportsCommunityRace

6. MEETINGS

TECHNICAL MEETING

Date: Friday November 9th

Time: 11:00 – 12:30 PM (immediately following the breakfast)

Location: Ramada Hotel and Conference Centre

Room: Cartier Ballroom

COACHES ANNUAL MEETING

Date: Friday November 9th

Time: 12:30 – 2:30 PM

Location: Ramada Hotel and Conference Centre

Room: Cartier Ballroom

TEAM MEETING ROOMS:

One meeting room will be made available at the host hotel during the championship. A booking system at the hotel will be utilized to schedule the use of these rooms. AV will be included in these locations.

7. MEDIA CONFERENCE & ACCREDITATION

7.1 MEDIA PRESS CONFERENCE:

There will be no scheduled media conference prior to the championship. Shawn MacDonald, Sports Information Officer, will be in contact with participating teams for specific media requests. Media kits are not required for this event.

7.2 MEDIA ACCREDITATION:

To request media accreditation, please contact Shawn MacDonald at shawn.macdonald@queensu.ca, prior to Monday November 5th, 2018. Media passes may be picked up on site at the merchandise tent if pre-arranged.

7.3 WEBCASTING:

Please refer to the Sports Information Bulletin to fulfill all requests.



8. CHAMPIONSHIP HOTEL

U SPORTS policy 20.40.3.4.1:

All participating teams and team personnel attending a U Sports Championship requiring accommodation must stay at the U Sports Championship designated host hotel.

Status: BOOKED

Host Hotel: Ramada Hotel and Conference Centre

Address: 33 Benson Street, Kingston ON

Phone: 613-546-3661

Fax: 613-544-4126

Email: cmacdonald@diamondhotels.ca or
jcresswell@ramadakingston.com

Contact Person: Carina Macdonald or Jinty Cresswell

Group Block Name: 2018 Cross Country Championships

Room Rates: \$129.00 per room, per night plus applicable taxes including breakfast.

Distance from Competition Site: 6.8 km

Parking: On site free parking

Status: BOOKED

Secondary Host Hotel: Holiday Inn Express & Suites

Address: 11 Benson Street, Kingston ON

Phone: 613-546-3662

Fax: 613-544-4126

Email: cmacdonald@diamondhotels.ca or
jcresswell@ramadakingston.com

Contact Person: Carina Macdonald or Jinty Cresswell

Group Block Name: 2018 Cross Country Championships

Room Rates: \$124.00 per room, per night plus applicable taxes including breakfast.

Distance from Competition Site: 6.8 km

Parking: On site free parking

Status: VACANCIES

Secondary Host Hotel: Comfort Inn Kingston (at Highway 401)

Address: 55 Warne Crescent, Kingston ON

Phone: 613-546-9500

Email: cn273@whg.com

Contact Person: Janet Chapman

Group Block Name: 2018 Cross Country Championships

Room Rates: \$102.00 per room, per night plus applicable taxes including





breakfast.

Distance from Competition Site: 6.8 km

Parking: On site free parking

9. TEAM TRANSPORTATION

Name of Company: McCoy Bus Service (Coach Transportation)

Address: 566 Cataraqui Woods Drive, Kingston, ON K7P 2Y5

Telephone: (613) 507-5566 or (866) 384-0012

Contact: Nicole Neumann

Name of Company: Martin's Bus Service Ltd. (School & Activity Buses)

Address: 106 Advance Avenue, Napanee, ON K7R 3Y5

Telephone: (613) 354-7545 or (800) 831-6872

Contact: Melissa Yoemans

Name of Company: Dixon's Car & Truck Rental

Address: 2392 Princess Street, Kingston, ON K7M 3G4

Telephone: (613) 542-2222 or (877) 332-7070

Contact: Michael Plant

10. TEAM REGISTRATION AND ACCREDITATION

Race Registration: Race registration will be online at Trackie.ca.

www.trackiereg.com/USportsXC18

Accreditation:

- Provided at the Host Hotel when you arrive. Included will be the number of accreditation passes based on the *Team Order Form* completed by each team.
- Any additional accreditation passes must be requested in advance of the championship. Please include there on the *Team Order Form*.
- If you have any questions pertaining to accreditation, please forward your requests to Danielle Gattinger, sportev@queensu.ca.



11. SPONSORSHIP

11.1 Please support our U Sports sponsors.

We encourage hosts and participating teams to help grow these important partnerships.



11.2 In addition please support our local sponsors.



12. TECHNICAL INFORMATION

12.1 FACILITIES:

Course Description:

The competition will be held at Fort Henry in Kingston, ON. The course is on a naturally winding, rolling grass surface, composed of small hills and flat sections. The course is situated on a very exposed hill so it could be windy.

Female athletes will complete two 2.5 KM loops, followed by two 1.5 KM loops.

Male athletes will complete four 2.5 KM loops.



Parking: Parking available at the Fort Henry Discovery Centre. Please note, that you will be towed if you park on the side of the road

Washrooms: Portable toilets available on site.





Water: There will be a water buggy on site for all participants to use. Please note that there is no direct access to running water at the site and teams will not be able to fill water jugs at the site.

Tents: A limited number of tents will be provided on site. Teams are more than welcome to bring their own tent to guarantee their own space. Please indicate in the *Team Order Form* below, if you will require a tent or if you will be bringing a tent.

12.2 EQUIPMENT:

Speed River Timing will provide all on-site timing.

12.3 THERAPY / MEDICAL SERVICES:

Medical coverage (physician and certified Athletic Therapist) will be provided at the championship venue on competition day. Manager of Sport Therapy Ryan Bennett will be coordinating the medical coverage.

Further details will be provided to all teams at the Technical meeting.

13. HOSPITALITY ROOMS

13.1 VIPs/COACHES:

Ramada Kingston Hotel and Conference Centre

Site: Limestone Room

Time: Friday November 9, 8:00 PM – 1:00 AM

Details: Refreshments and light snacks will be provided.

13.2 ATHLETE NUTRITION ROOM:

Post-race snacks will be provided by the host committee to each runner.





Team Order & Information Form

Please complete and return to Danielle Gattinger, sportev@queensu.ca prior to November 5, 2018 by 12:00 PM ET

SCHOOL	HEAD COACH	EMAIL	CELL PHONE

1. ACCREDITATION & WELCOME BREAKFAST

ACCREDITATION

Participants will be required to wear accreditation passes. Please indicate how many accreditation passes your team will require.

Please list the names and positions of anyone attending the races other than team personnel (athletic directors, VIPs).

WELCOME BREAKFAST

Friday November 9, 9:00 AM – 11:00 AM

Tickets are \$35.00/person up to 9 athletes and coaches per gender per school. Additional tickets (above 30) may be purchased for \$40.00/person.

Please list any allergies of those attending the award gala.





Cross Country National Championship

Queen's University, November 10, 2018

Final Bulletin

Item	Quantity	Price	Total
Athlete accreditation passes			
Coach accreditation passes			
Therapy accreditation passes			
VIP accreditation passes			
Total Accreditation Passes			
Team Complement Welcome Breakfast tickets (up to 9 per team)		\$35.00	\$
Additional Welcome Breakfast tickets		\$40.00	\$
Total Welcome Breakfast Tickets		Total \$	\$
TOTAL			\$

WELCOME BREAKFAST PAYMENT METHODS:

1. _____ Invoice the University. Send the invoice to the attention of:

Name:	
Email:	
Mailing Address:	

2. _____ Please charge my credit card (Visa/Mastercard)

Name:	
Card #:	
Exp:	

3. _____ I will bring a cheque/cash with me to the tournament.



4. CHAMPIONSHIP SOUVENIR

Souvenir long sleeved T-shirts are available for purchase to tournament participants. **Deadline date to order: Monday November 5, 2018 by 12:00 PM ET**

English Version



French Version





Cross Country National Championship

Queen's University, November 10, 2018

Final Bulletin

Item	Size	Quantity	Price	Total
Championship Souvenir Shirt	XS		\$30.00	\$
	S		\$30.00	\$
	M		\$30.00	\$
	L		\$30.00	\$
	XL		\$30.00	\$
Total Shirts				\$
English or French design (one choice per team)				

CHAMPIONSHIP SOUVENIR PAYMENT METHOD:

1. Please charge my credit card (Visa/Mastercard)

Name:	
Email:	
Mailing Address:	

2. _____ I will bring a cheque/cash with me to the tournament.





3. TRAVEL INFORMATION

To assist in planning the Championship, we would like to know your travel plans.

Please fill out the form below.

TRAVEL	
Date & Time of Arrival:	
Will you be bringing your own tent:	
If by Ground Transport:	Type: Approximate arrival of time at Hotel:
If by Air:	Landing at: Approximate arrival of time at Hotel:





4. TEAM INFORMATION

We will have an interactive environment for the banquet. We are requesting you choose **one** spokesperson as a representatives from your team to:

- 1) Be presented at the beginning of the banquet; and
- 2) During the banquet, we will ask them the questions listed below regarding your team's season.

Due to the number of teams, we may not have enough time to speak to every team. Please provide the questions to your Team Representative/Spokesperson so they can prepare a response for the banquet.

TEAM INFORMATION	
Team Spokesperson	Name: Email Address:
Questions	<p>The team will be informed in advance as to which two, of the following questions they will be asked.</p> <ul style="list-style-type: none"> What is your team's favourite yearly tradition? What is your top travel memory? If someone was describing your team, what would they say? Does your team have any special race day rituals? What are you most looking forward to during the championship? Can you tell us what your team's strengths are? What's your team's motto/quote? What's your team's favourite song?

Please complete and send this form to Danielle Gattinger at sportev@queensu.ca by **Monday, November 5, 2018 by 12:00 PM**