

February 26, 2008

TO: WIAC/NCGA West Coaches
WIAC/NCGA Officials

FROM: Hamline University
2008 Host

RE: WIAC/NCGA West Championships Information Packet

Hamline University is proud to be the host institution for the 2007 WIAC/NCGA West Regionals on Saturday, March 8, 2007 at Hutton Arena on our campus.

If at any time you have questions or concerns, please do not hesitate to contact any of the Championship Personnel.

We look forward to having you on our campus!

TABLE OF CONTENTS	PAGE
Championship Personnel.....	3
Sports Information Needs.....	4
Championship Information	
1. Accommodations for Participants/(Hotel).....	6
2. Admission Prices.....	6
3. Athletic Training.....	6
4. Awards.....	6
5. Concessions.....	6
6. Directions to Hutton Arena from Host Hotel.....	7
7. Equipment.....	7
8. Flowers.....	7
9. Hospitality.....	7
10. Music.....	7
11. Parking.....	8
12. Rules.....	8
Appendix	
A. Agenda – Coaches Meeting	
B. Letter from ATC	
C. Travel Party Form	
D. Hotel Listings	
E. Restaurant Listings	

CHAMPIONSHIP PERSONNEL

Beth Bjork – Tournament Coordinator

651-523-2033 (office)

651-523-3075 (fax)

bbjork@hamline.edu

Doug Byrnes – WIAC/West Regional

Meet Director

651-523-2383 (office)

651-523-3075 (fax)

651-206-7796 (cell)

dbyrnes@hamline.edu

Daniel O'Brien – Athletic Director

651-523-2326 (office)

651-523-3075 (fax)

dobrien@hamline.edu

Jason Ellenbecker – Head Athletic Trainer

651-523-2249 (office)

612-432-0305 (cell)

jellenbecker01@hamline.edu

Stephanie Harris – Sports Information

651-523-2786 (office)

651-523-2390 (fax)

651-249-9622 (cell)

sharris07@hamline.edu

Sports Information Needs

Email the following items to Stephanie Harris (SID) at sharris07@hamline.edu as soon as possible.

- * Team Roster
- * Meet Schedule
- * Horizontal team photo with caption
- * March-in line up
- * Electronic version of logo
- * Headshot of head coach

WIAC/NCGA West Regional Gymnastics Championships Information

http://www.hamline.edu/hamline_info/athletics/gymnastics/0708/wiacncgawestregional.html

Pre-Meet Information:

Date: Saturday, March 8, 2008

Time: 2:00 p.m.

Site: Hamline University, Hutton Arena

Meet Referee:

Officials:

Teams:

Hamline University

Gustavus Adolphus

University of Wisconsin-Eau Claire

University of Wisconsin-La Crosse

University of Wisconsin-Oshkosh

University of Wisconsin-Stout

University of Wisconsin-Whitewater

Winona State University

Format and Schedule:

Saturday, March 8, 2008—Flights and Rotation have been drawn by WIAC
Conference Office two weeks prior to Championships

See Appendix E

CHAMPIONSHIP INFORMATION

1. Accommodations for Participants

The Radisson Hotel Roseville will serve as our host hotel. The hotel is located at 2540 North Cleveland Avenue, Roseville, Minn., 55113. All rooms being held are non-smoking. The cost of the rooms is \$75.00/night. This rate is flat for up to 4 occupants per room. Please call and make your reservations. Please refer to WIAC/West Regional Championships when making your reservations. You can make reservations at the Radisson Hotel by calling 651-636-4567. We strongly encourage all teams to stay at the host hotel.

2. Admission Prices

Adults: General Admission Adults: \$10
Students: General Admission Seating: \$6
Hamline Students (with student ID): \$3
Children 5 and Under: Free

3. Athletic Training

A Certified Athletic Trainer and physician will be available throughout the entire competition and training session. The training room will open three hours before competition. Teams that will be traveling without a trainer or have special needs beyond heat and ice should contact the head athletic trainer at Hamline, Jason Ellenbecker, at 651-523-2249. Please refer to Appendix B for detailed information.

4. Awards

1. WIAC Honor Roll recipients
2. Athletes of the Week
3. Individual Champions---medals will be awarded to the top 6 finishers in each of the individual events and to the top six finishers in the all-around competition. The top finisher in the all-around competition will receive a plaque.
4. Recognition of all Seniors
5. Scholar Athlete Award
6. Team Champion—third place and second place team also recognized. Championship plaque and individual certificates awarded to Conference Champion.

5. Concessions: A concession stand will be available throughout the meet.

6. Directions/Maps to Hamline University

Driving Directions from Radisson Hotel to Hutton Arena

Turn left out of hotel parking lot.

Turn right onto Fairview Ave.

Turn left onto County Road B.

Turn right onto Snelling Ave.

Travel approximately three miles. You will go past the State Fairgrounds.

Turn left onto Hewitt Avenue onto the campus of Hamline University.

Hutton Arena is the first building on the left. Parking is available by continuing down Hewitt Ave. to a large parking lot on the left.

7. Equipment

- AAI Elite Series balance beam and uneven bars
- Tac 10 Vault Table
- Stratum Palmer Spring Floor for competition
- 20 cm matting within competitive facility
- 8” landing mats and sting mat at each event for competition
- Two Tac 10 Vault Boards are available

** Competition will be held in Hutton Arena, practice and warm-ups will be held in Walker Fieldhouse. The two buildings are connected.*

8. Flowers

Flower choices will be available on Saturday, March 8 at 11:30 a.m. The Hamline University Swimming and Diving team will be conducting the flower sales.

9. Hospitality

There will be hospitality provided for all coaches, assistants, gymnasts, meet personnel and administrators during the competition sessions. Please ask the meet director or meet volunteer the location of the hospitality upon your arrival.

10. Music

We will have capability for CDs and mP3 players. We will have an audio specialist available to assist with the music should you need assistance.

11. Parking

Parking restrictions (with the exception of in handicapped spaces) are not enforced on Hamline University's campus on Saturdays.

12. Rules:

- a. Current USA Gymnastics/JO/NCAA Collegiate Rule Modifications
- b. Team scores will be determine by the top five (5) scores per event.
- c. Six (6) entries per team event. (No exhibitions)

APPENDIX

- A. Agenda – Coaches Meeting
- B Letter from ATC
- C. March in Form
- D. Hotel Listing

APPENDIX A

AGENDA COACHES MEETING

2008 WIAC/NCGA West Regional Championships

Saturday, March 8, 2008
11:00 p.m., Meet at Walker Fieldhouse

1. Welcome
2. Practice Facility
 - a. Equipment
 - b. Music
3. Meet Mechanics
 - a. Rotation
 - b. March-In
 - i. Line-up and host for each team
 - ii. Marching to event – team seating areas/bye area
 - iii. Southeast Hallway of Field house
4. Scoring Information
 - a. Competition line-up sheet with numbers
 - b. Colored sheets:
 - i. Fill in name and institution
 - ii. Color codes: vault/green
bars/yellow
beam/pink
floor/blue
 - c. Back-up system
 - d. Questions
5. Judging Information (Meet Referee)
 - a. General
 - b. Inquiry forms
6. Senior Athlete Recognition/Coach of the year

APPENDIX B

To: WIAC/NCGA West Regional Gymnastics Championships Meet Participants and Coaches

From: Jason Ellenbecker

Re: Sports Medicine Coverage

The Athletic Training Staff at Hamline University would like to welcome you to the WIAC/NCGA West Regional Gymnastics Championships. The Athletic Training Staff would be happy to assist you in any way possible.

If you have special needs, please notify us prior to your visit. If modalities are needed, a note detailing parameters is needed from your physician or certified athletic trainer. Please send appropriate supplies with any taping needs. All modality treatments will be done in the Athletic Training Room located in the Walker Fieldhouse Building.

The Athletic Training Room is equipped with ice cups, ice bags, ice buckets, whirlpools, ultrasound, electrical stimulation, hydrocollators, and compression. The Athletic Training Room will be open three hours before the event. Teams arriving the previous night are free to use the Athletic Training Room if needed. One of our team physicians will be in attendance for the duration of the meet.

Local emergency facilities include Regions Hospital, University of MN Hospital Riverside Location, and Hennepin County Medical Center. Phone numbers for those locations will be available at the time of the meet.

Jason Ellenbecker, ATC
Head Athletic Trainer
Hamline University
St. Paul, MN 55104
Office: (651) 523-2249
Cell: (612) 432-0305
jellenbecker01@hamline.edu

APPENDIX D

HOTEL LISTINGS

There are many hotels in the Twin Cities area. Please note that this is an abbreviated list that includes hotels that offer discounted rates to Hamline University guests.

Radisson Hotel Roseville – Tournament Host Hotel

2540 North Cleveland Ave.
Roseville, Minn. 55113
651-636-4567

Days Inn

2550 N. Cleveland Ave
Roseville, Minnesota 651-636-6730

Best Western

1010 Bandana Boulevard W
Saint Paul, Minnesota 651-647-1637

Hilton

Airport/Mall of America
3800 American Boulevard East
Bloomington, Minnesota
952-854-2100
800-HILTONS

Saint Paul Hotel

Downtown Saint Paul Minnesota
350 Market Street
Saint Paul, Minnesota
651-292-9292
800-292-9292