



March 4, 2009

Dear NCGA Coaches and Judges,

The time is very near! On behalf of Hamline University, we are very excited to be hosting the 25th Anniversary of the NCGA Championships. Our competitive arena is the historic Hutton Arena and the warm-up gym is in the immediately adjacent Walker Fieldhouse. We think you will find the facilities well-suited for the Championships, especially considering this is where it all began 25 years ago! Enclosed you will find all the necessary information regarding the Championships.

There are several forms which need your immediate attention. Please read the entire packet and return *by e-mail* the appropriate forms by the deadlines noted. Please do not fax the forms unless it is impossible to e-mail. You will be receiving a hard copy of this packet in the mail, as well.

Contents include:

- Deadline Reminders
- Championship Personnel
- Schedule
- Host Hotel Information
 - The Minneapolis Gateway Hotel
- Banquet
- Friday Pasta Dinner
- Entry Fees
- Apparel
- Flowers
- Parking
- Travel Party Information
- Video Taping
- Equipment and music
- Athletic Training
- Admission prices
- Reference to Hamline's website for visitor's information

Forms (Excel Spreadsheet Attachments):

- Banquet Reservation Form
- Friday Pasta Dinner Form
- Flower Order Form
- Apparel Order Form
- Travel Party Information

Again, we look forward to hosting this event and sharing our campus with all of you. Best of luck at Regionals!

Sincerely,

Patty Stotzheim
Meet Director

Doug Byrnes
Hamline University Head Coach



2009 NCGA Championships hosted by Hamline University

*** DEADLINE REMINDERS ***

1. Banquet Reservation Form – Please return by **FRIDAY, MARCH 13**
2. Pasta Dinner Reservation Form – Please return by **FRIDAY, MARCH 13**
3. Travel Party Form – must be received by **FRIDAY MARCH 13.**
4. Hotel Reservations – Cut-off date for the room block is **TUESDAY, MARCH 10**
5. Flower Orders placed with Hermes must be submitted no later than **MONDAY, MARCH 16 AT 1:00 CST.**
6. Apparel Orders – Please return no later than **FRIDAY, MARCH 13 at 3:00**
7. Ads for the program and E-ads must be received no later than **TUESDAY, MARCH 10.**

THE ORDER/RESERVATION FORMS:

If you are reading this in hard copy format, please check your e-mail inbox for the electronic version of this packet. Your e-mail message will have attachments comprising the forms you need to complete and return via e-mail. The forms are Excel spreadsheets which have formulas built in to calculate your total fees due. Please complete these forms, save each file to your computer, and then e-mail to pstotzheim@hotmail.com attaching all the completed and saved order forms. Returning the forms electronically will save a significant amount of time in collating the numbers and will help prevent math errors. The forms are included in the hard copy format for your reference only (do not fax in the forms).

Thank you for your cooperation in this time-saving method of placing your reservations and orders!



2009 NCGA Championships hosted by Hamline University

CHAMPIONSHIP PERSONNEL

Meet Director

Patty Stotzheim
651-271-4768 (Cell)
651-523-3075 (Fax)
pstotzheim@hotmail.com

HU Head Gymnastics Coach

Doug Byrnes
651-523-2383 (Office)
651-206-7796 (Cell)
651-523-3075 (Fax)
dbyrnes@hamline.edu

Athletic Director

Bob Beeman
651-523-2326 (Office)
651-523-3075 (Fax)
rbeemanjr01@hamline.edu

Assistant Athletic Director

Mr. Chris Hartman
651-523- 2383 (Office)
651-523-3075 (Fax)
chartman01@hamline.edu

Sports Information Director

Stephanie Harris
651-523-2786 (Office)
651-523-3075 (Fax)
sharris07@hamline.edu

Head Athletic Trainer

Jason Ellenbecker
651-523-2249 (Office)
612-432-0305 (Cell)
651-523-3075 (Fax)



THE SCHEDULE:

TEAM CHECK – IN ON THURSDAY: If you are in the morning flight of practice, please check in during your open stretch time (9:00 am – 9:45). If you are in the afternoon flight, please check in between 11:15 a.m. and 12 noon. The check-in will be done at the score table in the competition gym. At the check-in you will submit payments for entry fees, Banquet tickets, the Friday Pasta Dinner, and Apparel Orders.

*** The assignment of flights will be determined by the Chair and Statistician following Regionals.**

THURSDAY PRACTICE SCHEDULE

Morning Flight		Afternoon Flight	
8:00 a.m.	Training Room Open	11:30 a.m.	Training Room Opens
9:00 - 9:45 am	Open Stretch	12:00 - 1:00 pm	Coaches' Meeting w/ Meet Referee
9:45 - 10:15	Rotation 1	12:30 - 1:15	Open Stretch
10:15 - 10:45	Rotation 2	1:15 - 1:45	Rotation 1
10:45 - 11:15	Rotation 3	1:45 - 2:15	Rotation 2
11:15 - 11:45	Rotation 4	2:15 - 2:45	Rotation 3
12:00 - 1:00 pm	Coaches' Meeting w/ Meet Referee	2:45 - 3:15	Rotation 4

The banquet will be held at the host hotel (The Minneapolis Gateway) and begins at 6:30 p.m. The doors open at 6:00 p.m. Following the meal, the student-athletes will be entertained by our surprise speaker while the coaches and Captains conduct a meeting. See banquet details below.



FRIDAY SCHEDULE

8:00 a.m. – 10:00 a.m. Meeting of the NCGA Executive Board at the host hotel (Minneapolis Gateway). Continental breakfast will be served. Please check with the front desk for the room location.

10:00 a.m. – 12 noon Coaches Meeting in the same room as the Executive Board. Continental breakfast will be served.

2009 NCGA Championships							
Friday, March 20 - Team Competition Schedule							
Competition Gym is Hutton Arena; Practice Gym is Walker Fieldhouse							
FLIGHT A				FLIGHT B			
TIME	MINUTES	LOCATION	ACTIVITY	TIME	MINUTES	LOCATION	ACTIVITY
2:50 - 3:15 pm	25	Training Room		2:50 - 3:15 pm	25		
3:15 - 3:50 pm	35	Training Room		3:15 - 3:50 pm	35	Training Room	
3:50 - 4:15 pm	25	Practice Gym	Open Stretch	3:50 - 4:15 pm	25	Training Room	
4:15 - 4:20 pm	5	Walk to Competition Gym		4:15 - 4:20 pm	5	Practice Gym	Open Stretch
4:20 - 4:40 pm	20	Competition Gym	Floor Ex. Lines	4:20 - 4:40 pm	20	Practice Gym	Open Stretch
4:40 - 4:45 pm	5	Walk to Practice Gym		4:40 - 4:45 pm	5	Walk to Competition Gym	
4:45 - 5:05 pm	20	Practice Gym	1st Event Warm Up	4:45 - 5:05 pm	20	Competition Gym	Floor Ex. Lines
5:05 - 5:20 pm	15	Competition Gym	Prepare for March In	5:05 - 5:20 pm	15	Competition Gym	Prepare for March In
5:20 - 5:30 pm	10	Competition Gym	Lineup for March In	5:20 - 5:30 pm	10	Competition Gym	Lineup for March In
5:30 - 5:40 pm	10	Competition Gym	March In	5:30 - 5:40 pm	10	Competition Gym	March In
5:40 - 5:45 pm	5	Competition Gym	Proceed to 1st Event	5:40 - 5:45 pm	5	Walk to Practice Gym	
5:45 pm		Competition Gym	1st Event 4 min. One Touch	5:45 pm		Practice Gym	1st Event 20 minute Warmup

The Pasta Dinner will immediately follow the conclusion of the competition and awards ceremony. We will provide a person to lead the group across campus to Sorin Dining Hall.



SATURDAY SCHEDULE

- 8:00 a.m. – 10:00 a.m. Meeting of the NCGA Executive Board at the host hotel (Minneapolis Gateway). Continental breakfast will be served. Please check with the front desk for the room location.
- 10:00 a.m. – 12 noon Coaches Meeting in the same room as the Executive Board. Continental breakfast will be served.

SATURDAY COMPETITION SCHEDULE

11:00 a.m.	Training Room Open
12:15 p.m. - 1:00 p.m.	Open Stretch - Competition Gym
1:00 p.m. - 2:15 p.m.	Open Warm Up - Competition Gym
2:15 p.m. - 2:25 p.m.	Prepare for March-In
2:30 p.m. - 2:45 p.m.	March In
2:45 p.m. - 2:50 p.m.	Three and half minute touch
2:50 p.m.	Competition begins and awards to follow immediately after competition



HOST HOTEL:

The Minneapolis Gateway Hotel (formerly called the Four Points Sheraton) is our host hotel. The hotel is located 5 miles from Hamline University and 10 miles from the airport. Please visit the website listed below for directions and maps. The Gateway is a full-service hotel and is conveniently located between downtown St. Paul and Minneapolis (thus, "Gateway"). The room block is reserved under the NCGA Gymnastics Championships. The room rate is \$99.00 for double or king.

The cut-off date for the room block is Tuesday, March 10, 2009.

We strongly encourage all teams and fans to make their reservations at the Gateway. The coaches' meetings and the banquet will be held at the Gateway

Please contact Ms. Amy Jenner to make your reservations:

- 888-627-8129 (toll free)
- 612-455-6336 (ph)
- 612-331-6827 (fax)
- amy.jenner@starwoodhotels.com
- www.starwoodhotels.com
- 1330 Industrial Boulevard, Minneapolis, MN 55413

BANQUET ON THURSDAY, MARCH 19:

The banquet will be held at the Gateway Hotel and will start at 6:30 p.m. (doors will open at 6:00). Tickets are \$20.00 per person. Please refer to the e-mailed attachment for the appropriate form to submit your reservation. **Please complete, save to your computer, and e-mail your form no later than FRIDAY, MARCH 13 at 1:00 p.m. CST to pstotzheim@hotmail.com**

Hamline aims to please, and thus, we offer four different choices for your meal. All entrees include a garden salad, seasonal vegetables, warm rolls and butter, coffee, hot tea, iced tea or milk, plus a delicious dessert.

Please choose one of the following for your meal choice:

- 1) Grilled Chicken Breast in Chasseur Sauce and Wild Rice Pilaf
- 2) Roasted Vegetable Cannelloni
- 3) Sesame Crusted Cod in Ginger Cream Sauce and Stir Fry Vegetables and Jasmine Rice
- 4) Roasted Cornish Hen with Mushroom and Herb Stuffing, Brandy Cream Sauce and Roasted Yukon Gold Potatoes



PASTA DINNER IMMEDIATELY FOLLOWING FRIDAY TEAM COMPETITION:

Hamline's outstanding catering service is offering a pasta dinner on campus for all the participants following Friday's team competition. This invitation is also extended to parents and friends, as well, but their tickets must be placed through your team. Please refer to the e-mailed attachment for the appropriate form to submit your reservation. **Please complete, save to your computer, and e-mail no later than FRIDAY, MARCH 13 to pstotzheim@hotmail.com.** The cost is \$8.00 per person. You will be responsible to pay for all the tickets you have reserved. Make checks payable to Hamline University Athletics.

ENTRY FEES:

Team Entry Fee:	\$360.00
All-Around Qualifier:	\$60.00
Event Specialist:	\$15.00

Please make checks payable to [Hamline University Athletics](#).

FLOWERS:

We offer the services of Hermes Floral for pre-ordering your flowers. Please see the e-mailed attachment for the order form. If you choose to purchase flowers from Hermes, **you may complete, save to your computer, and then e-mail your saved order form directly to Hermes at retail@hermesfloral.com no later than MARCH 16.** There will **not** be a representative from the flower shop at the gym on Thursday, but you will be able to phone or fax in orders directly to Hermes as late as Thursday, March 19th. Hermes' phone number: 1-800-547-6334. Hermes will make a group delivery of the flowers to the competitive gym on Friday, March 20.

APPAREL:

A picture of the apparel is shown below. The screen on the front of the shirts is comprised of the 2009 NCGA Championships logo and the screen on the back lists all the schools of the NCGA. The shorts will display the text, "NCGA Championships 25th Anniversary." We are selling maroon short sleeve (\$12) and long sleeve (\$15) t-shirts with white and silver ink; black hooded sweatshirt with white and silver ink (\$25); and Ash (grey) Soffee shorts with maroon ink (\$10). Please **complete, save to your computer and then e-mail the saved order form to pstotzheim@hotmail.com no later than Friday, March 13 at 1:00 p.m. CST.** Make checks payable to Hamline University Athletics.



PARKING ON CAMPUS:

For those teams traveling by vans or vehicles, we will provide parking permits which will allow you to park in any of the lots designated as permit parking. The parking permits will **not** allow you to park in RESERVED parking. Please visit Hamline's website for a campus map:

www.hamline.edu/visitors

PARKING ON CAMPUS (CONT.):

For those teams traveling by coach bus, we unfortunately do not have sufficient space immediately on campus to park the bus on Wednesday or Thursday. Depending on parking lot availability, there may be space in the lots on Friday and Saturday. Parking for coach buses is generally available at the nearby Midway Stadium.

Directions to Midway Stadium from campus: Proceed North onto Snelling Avenue and exit westbound onto Energy Park Drive. Proceed approximately 1/4 mile to Midway Stadium.



TRAVEL PARTY INFORMATION:

Please complete, save to your computer and return your travel party information sheet to pstotzheim@hotmail.com no later than Friday, March 13. Take note of the direction to fill out the names in order of your team's march-in order.

VIDEO TAPING

The competition floor will provide designated corals for the teams to video tape the competition. Fans and spectators may video from the bleachers and corridors.

EQUIPMENT LIST:

** We will have the same sets of equipment for both the competitive gym and the warm-up gym (Capitol Cup format). The competitive gym is Hutton Arena and the warm-up gym is the adjacent Walker Fieldhouse.

VAULT

- Elite LZT Vault table
- 1-3/8" padded runway (82+' length)
- (1) LZT spring board (AAI)
- (1) Stratum spring board
- (1) safety zone

- (1) round-off pad (LZT)
- (1) 20 cm vault anchor system
- (1) 4 x 8 x 20 cm slab
- (1) 8 x 15.5 x 20 cm mat
- (1) 5 x 10 x 8" skill cushion

BARS *

- Elite Bars (free-standing unit)
- (1) 5 x 7.5 x 20 cm mat
- (2) 8 x 15.5 x 20 cm mat
- (1) 8 x 12 x 20 cm mat
- (1) LZT spring board(AAI);plywood base board**
- (1) 5 x 10 x 8" skill cushion
- (1) 5 x 10 x 4" throw mat
- (1) 4.5 x 10 sting mat
- * On the high bar side of the set, a height & surface appropriate 'mat bridge' will be placed

- (1) 7 x 10 x 4" throw mat
- (1) 4.5 x 10 sting mat

between the end of the 20 cm mat and the edge of the floor ex so as to create the 27.5' req'd runway

BEAM

Elite Beam

- (1) 20 cm leg pad system
- (1) set beam upright pads
- (4) 8 x 15.5 x 20 cm mats
- (1) 8 x 12 x 20 cm mat
- (1) 5 x 10 x 8" skill cushion
- (1) 5 x 10 x 4" throw
- (1) 4.5 x 10 sting
- (1) LZT spring board
- (1) 2 x 4 plywood base board **

FLOOR

Stratum spring deck (Palmer springs)

- 45 x 45 FEM carpet
- (7) 2" x 6 ft x 42 ft roll foam
- (1) foam boarder set
- (1) 5 x 10 x 8" skill cushion
- (1) 5 x 10 x 4" throw mat
- (1) 4.5 x 10 sting

** Plywood base boards are NCAA-approved non-slip surface (top & bottom)

MUSIC:

* The music technician will be available on Thursday during practice to test your music. The music technician will play the music during competition. Please use this time to review the sound performance and functioning of your CD.

ATHLETIC TRAINING SERVICES

The following information is being provided to assist you in the care and treatment of all competitors. Please contact Jason Ellenbecker, ATC if you have any questions or concerns. Thank you and best of luck to all competitors.

EVENT COVERAGE: A certified athletic trainer from Hamline University will be on site during this event. There will also be a primary care sports medicine physician and an orthopedic physician present during times of competition. All radiology needs will be handled through Regions Hospital Emergency Services which is located approximately 3 miles from the site of competition.

MODALITIES: On site modalities include: ice bags, ice cups, moist heat packs, warm and cold whirlpools, cold compression, ultrasound and electrical stimulation units*

**Ultrasound and Electrical stimulation require a signed treatment request from the teams athletic training staff*

if the treatment is to be administered by a member of the Hamline University medical staff. This includes teams

accompanied by an athletic training student. Visiting ATC's may perform modalities to their own athletes as needed without written documentation.

EQUIPMENT: The following emergency equipment will be available: Vacuum splints, crutches, AED. Drinking water and treatment ice will be available throughout the site.

LOCATION: The athletic training room is located in the lower level of Walker Fieldhouse. The athletic training room will open 3 hours prior to the start of the event, and will remain open and staffed for one half hour after the event. All participants must shower prior to receiving treatment.

Important Athletic Training Contact Information:

Hamline University Athletic Training Room:	(651) 523-2249
Regions Hospital Main Switchboard:	(651) 254-3456
Regions Hospital ER:	(651) 254-3305
Ambulance Service:	911
Campus Safety and Security:	(612) 523-2100
Jason Ellenbecker ATC:	(651) 523-2249 (o)
	(651) 523-3075 (f)
	(612) 432-0305 (c)
Rebecca Goebel ATC:	(651) 523-3094 (o)
	(651) 675-6525 (c)

Hamline University
1536 Hewitt Avenue
Saint Paul, MN 55104
(651) 523-2033 * Fax (651) 523-3075

ADMISSION FOR SPECTATORS:

Ticket package for both Friday and Saturday:
\$15.00 Adult
\$10.00 Student, Senior (65+), Children (Children younger than 5 are free)

Single competition ticket:
\$10.00 Adult
\$7.00 Student, Senior (65+), Children (Children younger than 5 are free)

DIRECTIONS:

Please visit Hamline's website for driving directions, restaurants, places to visit in the Twin Cities, and a campus map.

www.hamline.edu/visitors

Campus and Location Information

Hamline University is located in the midway between the cities of Saint Paul and Minneapolis, in a vibrant neighborhood home that is a virtual "festival of nations," with restaurants and businesses representing sixteen different countries.

Hamline University's Saint Paul campus is located at 1536 Hewitt Avenue, St. Paul, MN, 55104.

[Click here for a campus map](#)

You will need the free [Acrobat Reader](#) to download the map.

You may also call 651-523-2441 for directions to Hamline University.

Driving Directions

From the Northeast (I35)

Follow I35 South to the highway split

Take 35E towards St. Paul

Connect to I94 west

Exit at Snelling Avenue

Turn right (North)

Turn right at Hewitt Ave. (lights)

From the Northwest (I94)

Follow I94 east through Minneapolis

Exit at Snelling Avenue

Turn left (North) at exit light

Turn right at Hewitt Ave. (lights)

From the South (I35 or I35W)

Follow I35 to I35W

Connect to I94 east (to St. Paul)

Exit at Snelling Avenue

Turn left (North) at exit light

Turn right at Hewitt Ave. (lights)

From the South (I35E)

Follow I35E to I94 west

Exit at Snelling Avenue

Turn right (North)

Turn right at Hewitt Ave. (lights)

From the Airport

Leaving the airport, follow the signs marked St. Paul

Highway turns into W 7th St.

Go past the strip malls

Turn left on Snelling Ave. (winding uphill street)

Follow Snelling Ave. approx. 7 miles

Turn right at Hewitt Ave. (lights)

[Click here for additional driving directions from MapQuest.](#)

Visitor parking at the Saint Paul campus

Visitor parking is located in the White House lot on Hewitt Avenue at Pascal Street. Visitor parking is enforced Monday-Friday, 8 a.m.-4 p.m. Visitor parking is enforced as signage indicates. There is also visitor parking in the Admissions House lot, 833 Snelling. All parking lots, with exception of the staff/faculty parking Lot H, are open to visitors without permits after 4:30 p.m. weekdays and all weekends.

Hamline Gymnastics NCGA Championship Apparel Order Form

A



Short Sleeve T-Shirt

Screenprinted Graphic Front & Back

White and Silver Ink

Color: Maroon

Sizes,(Price):S-2XL,(\$12.00)

B



Long Sleeve T-Shirt

Screenprinted Graphic Front & Back

White and Silver Ink

Color: Maroon

Sizes,(Price):S-2XL,(\$15.00)

C



Hooded Sweatshirt

Screenprinted Graphic Front & Back

White and Silver Ink

Color: Black

(Price):S-2XL(\$25.00)

D



Soffe Short

Screenprinted Graphic

Maroon Ink

Color:Ash

Sizes,(Price):S-XL,(\$10.00)

2009 NCGA Championships Hermes Floral - Order Form

We are pleased to offer Hermes Floral for your convenience. If you would like to place an order with them, please follow the directions and e-mail this form no later than **Monday, March 16, 1:00 pm CST to: retail@hermesfloral.com**

You can also call Hermes with your order: 1-800-547-6334 or 651-646-7135. If you call them, please inform them that your order is part of the NCGA Nationals Group.

You will make your payment directly to Hermes (not to Hamline).

Team Name and Phone Number

--

Contact Person

--

*** All hand-held bouquets come arranged with Baby's Breath and greens.**

Step One:

Choose the bouquet and enter the number ordered:

	# of bouquets	Total Price
One hand-held carnation is \$2.00 each	<input style="width: 100%; height: 20px;" type="text"/>	\$0.00
One hand-held rose is \$4.25 each	<input style="width: 100%; height: 20px;" type="text"/>	\$0.00
Three hand-held carnations is \$7.50 each	<input style="width: 100%; height: 20px;" type="text"/>	\$0.00
Three hand-held roses is \$12.50 each	<input style="width: 100%; height: 20px;" type="text"/>	\$0.00
Six hand-held carnations is \$14.00 each	<input style="width: 100%; height: 20px;" type="text"/>	\$0.00
Six hand-held roses is \$23.00 each	<input style="width: 100%; height: 20px;" type="text"/>	\$0.00

Step Two:

Choose your flower color:

CARNATION COLORS:

White	<input style="width: 100%; height: 20px;" type="text"/>
Burgundy	<input style="width: 100%; height: 20px;" type="text"/>
Green	<input style="width: 100%; height: 20px;" type="text"/>
Purple	<input style="width: 100%; height: 20px;" type="text"/>
Red	<input style="width: 100%; height: 20px;" type="text"/>

ROSE COLORS:

White	<input style="width: 100%; height: 20px;" type="text"/>
Yellow	<input style="width: 100%; height: 20px;" type="text"/>
Pink	<input style="width: 100%; height: 20px;" type="text"/>
Red	<input style="width: 100%; height: 20px;" type="text"/>

Step Three:

Choose your ribbon color:

red/white	<input style="width: 100%; height: 20px;" type="text"/>
burgundy/white	<input style="width: 100%; height: 20px;" type="text"/>
black/gold	<input style="width: 100%; height: 20px;" type="text"/>
red/black	<input style="width: 100%; height: 20px;" type="text"/>
green/gold	<input style="width: 100%; height: 20px;" type="text"/>

navy blue/gold	<input style="width: 100%; height: 20px;" type="text"/>
burgundy/gold	<input style="width: 100%; height: 20px;" type="text"/>
navy blue/white	<input style="width: 100%; height: 20px;" type="text"/>
purple/white	<input style="width: 100%; height: 20px;" type="text"/>

