

# **2010 National Collegiate Gymnastics Association National Championships**

## **Coaches Manual**



Updated: March 16, 2010



## Table of Contents

Table of Contents .....	2
Dates to Remember .....	3
Championships Personnel .....	4
Flight Assignments .....	6
Championships Schedule - Thursday .....	8
Championships Schedule - Friday .....	9
Championships Schedule - Saturday .....	10
Equipment List .....	11
Athletic Training Services .....	13
Hotel Information .....	15
Directions .....	16
Parking .....	16
Ticket Information .....	17
Video Taping .....	17
Music .....	17
Banquet .....	18
Pasta Dinner .....	19
Electronic Ads .....	19
Apparel .....	21
 <u>Forms</u>	
Entry Fees .....	23
Travel Party .....	24
Banquet .....	25
Pasta Dinner .....	26
Electronic Ads .....	27
Apparel .....	28
Flowers .....	30



## Dates To Remember

Date	Time	Item
Monday, March 15	2:00 PM EST	Conference call for participating teams
Tuesday, March 16	4:00 PM EST	Cut off for room block at Hampton Inn and Crowne Plaza
Wednesday, March 17	4:00 PM EST	Apparel order form due
Wednesday, March 17	4:00 PM EST	Travel party form due
Friday, March 19	12:00 PM EST	Banquet reservation form due
Friday, March 19	12:00 PM EST	Pasta dinner reservation form due
Friday, March 19	12:00 PM EST	Electronic ads due
Monday, March 22	12:00 PM EST	Flower orders due



## Championships Personnel

Tournament/Marketing Director

Dr. Kelly Hart  
Associate Director of Athletics  
413-748-3334 (Office)  
[khart@spfldcol.edu](mailto:khart@spfldcol.edu)

Assistant Tournament Director

Derek Doolittle  
Teaching Fellow  
413-748-3484 (Office)  
[ddoolittle@spfldcol.edu](mailto:ddoolittle@spfldcol.edu)

Head Gymnastics Coach

Cheryl Raymond  
413-748-3363 (Office)  
413-636-9093 (Cell)  
[craymond@spfldcol.edu](mailto:craymond@spfldcol.edu)

Director of Athletics

Dr. Cathie Schweitzer  
413-748-3333 (Office)  
[cschweit@spfldcol.edu](mailto:cschweit@spfldcol.edu)

Senior Associate Director of Athletics

Dr. Craig Poisson  
413-748-3166 (Office)  
[cpoisson@spfldcol.edu](mailto:cpoisson@spfldcol.edu)

Sports Information Contacts

Steve Raczynski  
Director of Sports Communications  
413-748-3342 (Office)  
[steveraz@spfldcol.edu](mailto:steveraz@spfldcol.edu)

Brian Magoffin  
Assistant Director of Sports  
Communications  
413-748-3341 (Office)  
[bmagoffin@spfldcol.edu](mailto:bmagoffin@spfldcol.edu)



## Championships Personnel

### Facilities

Steve LaFever  
Director of Facilities and Campus  
Services  
413-748-3252 (Office)  
[slafever@spfldcol.edu](mailto:slafever@spfldcol.edu)

Janiece Holder  
Equipment and Facilities Director  
413-748-3412 (Office)  
[jholder@spfldcol.edu](mailto:jholder@spfldcol.edu)

Kevin Carneiro  
Assistant Equipment & Facilities Director  
413-748-3410 (Office)  
[kcarneir@spfldcol.edu](mailto:kcarneir@spfldcol.edu)

### Athletic Training

Barclay Dugger  
Head Athletics Trainer  
413- 748-3650 (Office)  
[rdugger@spfldcol.edu](mailto:rdugger@spfldcol.edu)



## Flight Assignments

### Flight A

**Team 1:** Brockport Molly Weber - Hamline

**Team 3:** West Specialists Melissa Thomas - Hamline

#### **Vault**

1. Naomi Delara, Stout
2. Lynn Robohn, Hamline
3. Sarah Hulbert, Eau Claire
4. Molly Senske, Eau Claire
5. Cece Solem, Eau Claire
6. Danielle Thibodeau, Gustavus

#### **Bars**

1. Darlene Hermann, Oshkosh
2. Samantha Howard, Eau Claire
3. Mary Ann Oehlerking, Oshkosh
4. Karina Schaub, Stout
5. Rachel Behmer, Eau Claire
6. Kelly Matthewson, Gustavus

#### **Beam**

1. Naomi Delara, Stout
2. Molly Senske, Eau Claire
3. Jill Lindberg, Oshkosh
4. Rachelann Anderson, Eau Claire
5. Paula Delsart, Oshkosh
6. Gretchen Fackelman, Oshkosh

#### **Floor**

1. Naomi Delara, Stout
2. Jill Lindberg, Oshkosh
3. Stacie Jenkins, Oshkosh
4. Cece Solem, Eau Claire
5. Danielle Thibodeau, Gustavus
6. Rachelann Anderson, Eau Claire

**Team 5:** Whitewater Danielle Schultzenberg, Eau Claire

**Team 7:** La Crosse Meghan Hargens, Stout



## Flight Assignments

### Flight B

<b>Team 2:</b>	Cortland	Samantha Vance, Wilson
<b>Team 4:</b>	Springfield	Jessica Bolduc, Ithaca
<b>Team 6:</b>	East Specialists	Kira Oldham Curtis, Ursinus

#### **Vault**

1. Samantha Whiffen, Ithaca
2. Tiffany Grube, Ithaca
3. Stephanie Schmidt, Ursinus
4. Veronica Perry, Ursinus
5. Elle Kurz, Ursinus
6. Johanna Warren, Ursinus

#### **Bars**

1. Danielle Chmelewski, Ursinus
2. Rebekka Williams, Wilson
3. Chelsea Robie, Ithaca
4. Emily Graber, Ithaca
5. Jackie Clymer, Ursinus
6. Johanna Warren, Ursinus

#### **Beam**

1. Brianne Sullivan, Ithaca
2. Kim Callahan, Ithaca
3. Lauren Moroch, Ithaca
4. Katherine Gelinne, Ursinus
5. Danielle Chmelewski, Ursinus
6. Lauren Ferrone, Ithaca

#### **Floor**

1. Stephanie Schmidt, Ursinus
2. Rebekkah Williams, Wilson
3. Veronica Perry, Ursinus
4. Kaliee Spusta, Ithaca
5. Brianne Sullivan, Ithaca
6. Andrea Detoro, Ursinus

<b>Team 8:</b>	Winona	Kay Gordon, Ithaca
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## Championships Schedule - Thursday

### Thursday, March 25, 2010 - Practice Day

**COACHES CHECK-IN (Located in the Pride's Den):** The morning practice flight (session 1) check-in will begin at 8:30 am. The afternoon practice flight (session 2) check-in will begin at 11:30 am. At the check-in, payments will be collected for entry fees, banquet tickets, the pasta dinner, and apparel orders if payments have not been submitted already.

**\* The assignment of flights (sessions) has been determined by the Chair and the Statistician following Regionals. Flight A, as listed on page 6, will practice in Session 1. Flight B, as listed on page 7 will practice in Session 2.**

	Time	Event
<b><u>Session 1</u></b>	8:00 am	Athletic Training Room opens
	9:20 - 9:50 am	Open Stretch
	9:50 - 9:54 am	Prepare for 1st event
	9:54 - 10:24 am	Rotation 1
	10:24 - 10:26am	Change events
	10:26 - 10:56am	Rotation 2
	10:56 - 10:58am	Change events
	10:58 - 11:28am	Rotation 3
	11:28 - 11:30am	Change events
	11:30 - 12:00pm	Rotation 4
	12:00 pm	Session 1 clears the floor
	12:15 - 1:00 pm	Coaches meeting with meet referee - PE Classroom
<b><u>Session 2</u></b>	11:30 am	Athletic Training Room opens
	12:45 - 1:15 pm	Open Stretch
	1:15 - 1:19 pm	Prepare for 1st event
	1:19 - 1:49 pm	Rotation 1
	1:49 - 1:51 pm	Change events
	1:51 - 2:21 pm	Rotation 2
	2:21 - 2:23 pm	Change events
	2:23 - 2:53 pm	Rotation 3
	2:53 - 2:55 pm	Change events
	2:55 - 3:25 pm	Rotation 4
	3:25 pm	Session 2 clears the floor
	6:30 pm	Banquet - Richard B. Flynn Campus Union (pre-registration required) - Dodge Room
	Following Banquet	Student-Athlete Social - Richard B. Flynn Campus Union - Dodge Room



## Championships Schedule - Friday

### Friday, March 26, 2010 - Team Competition

	Time	Event
	8:00 - 9:30 am	NCGA Executive Board Meeting - Olive Garden
	9:30 - 11:30 am	Coaches Meeting - Olive Garden
<b>*Flight A</b>	1:30 - 3:00 pm	Athletic Training Room
	3:05 - 3:30 pm	Stretch - Dana Gymnasium
	3:30 - 3:35 pm	Change Gyms
	3:35 - 3:50 pm	Lines - Blake Arena
	3:50 - 3:55 pm	Change Gyms
	3:55 - 4:15 pm	Warm-up for 1st event - Dana Gymnasium
	4:15 - 4:30 pm	Line-up for march in
	4:30 pm	March-in
	4:45 - 4:50 pm	Five-minute touch
<b>*Flight B</b>	2:00 - 3:30 pm	Athletic Training Room
	3:30 - 3:55 pm	Stretch - Dana Gymnasium
	3:55 - 4:00 pm	Change Gyms
	4:00 - 4:15 pm	Lines - Blake Arena
	4:15 - 4:30 pm	Line-up for march-in
	4:30 pm	March-in
	4:45 pm	Warm-up 1st event - Dana Gymnasium
	Conclusion of competition	Awards Ceremony - Blake Arena
	Conclusion of Awards Ceremony	Pasta Dinner - Cheney Hall (pre-registration required)



## Championships Schedule - Saturday

### Saturday, March 27, 2010 - Individual Competition

Time	Event
8:00 - 9:00 am	NCGA Executive Board Meeting - Olive Garden
9:00 - 11:30 am	Coaches Meeting - Olive Garden
11:30 am	Athletic Training Room Opens
12:30 - 1:00 pm	Open stretch
1:00 - 2:15 pm	Open warm-up
2:20 - 2:30 pm	Line-up for march-in
2:30 - 2:45 pm	March-in
2:45 - 2:48:30 pm	3:30 touch
Conclusion of Competition Awards Ceremony - Blake Arena	



## Equipment List

The competitive gym is Blake Arena and the warm-up gyms are Dana Gymnasium (floor, vault, balance beam) and Kresge Gymnasium (uneven bars, which will be secured with floor plates). This will all be completed in Capital Cup format. The uneven bars will be secured with floor plates in Blake Arena. For further questions in regards to equipment, please contact Coach Raymond.

### **Blake Arena (Competition Gym):**

#### **FLOOR**

AAI Stratum floor Palmer Springs 1  
AAI Foam boarder system 1  
AAI Fem carpet 45'x45' 1  
AAI 8' x 60' Stratum Strip w/ FBC 1  
AAI 1.5" TriLam Foam roll 6' x 42' 7

#### **BARS**

Elite Uneven Bars 1  
AAI Mat 7.5' x 15.5' 20cm TF V2 - 2  
AAI Mat 7.5' x 5' 20cm V2 bar insert

#### **BEAM**

Elite Beam Reflex Adj 1  
Elite Beam Leg Pads 1  
Elite Beam Filler System 20cm 1  
AAI Mat 7.5' x 15.5' 20cm TF V2 - 4

#### **VAULT**

AAI Tac/10 LZT Vault Table 1  
AAI Vault Anchor Mat 20cm 1  
AAI Vault Safety Zone Folding 1  
AAI Tac/10 Round Off Pad 36x36 1  
Vault Runway 5/8" 1  
AAI Mat 7.5' x 15.5' 20cm TF V2 - 1

#### **ADDITIONAL EQUIP.**

AAI Stratum Vault Board 2  
AAI Tac/10 LZT Vault Board 2  
AAI High Chalk Holders 2  
Velcro Runway tape measure 1  
AAI Skill Cushion 5'x10'x8" Anti-Skid 2  
AAI Skill Cushion 5'x10'x8" 4  
AAI Sting Mats 4.5'x10' 4  
AAI Throw mats 7' x 10' x 4" 4  
AAI 3' x 12' x 20cm BF Run-up Mat 4  
DGS-Award DGS Award Stand 1 - 6



## Equipment List

### Dana Gymnasium and Kresge Gymnasium (Practice gyms):

#### **FLOOR**

AAI Stratum floor Palmer Springs 1  
Bonded foam/carpet

#### **BEAM**

Elite Beam Reflex Adj 1  
Elite Beam Leg Pads 1  
Elite Beam Filler System 20cm 1  
AAI Mat 7.5' x 15.5' 20cm TF V2 - 4  
AAI Mat 7.5' x 12' 20cm TF V2 - 1

#### **ADDITIONAL EQUIP.**

Chalk Holders 2  
tape measure 1  
AAI Skill Cushion 5'x10'x8" 4  
AAI Sting Mats 4.5'x10' 2  
AAI Throw mats 7' x 10' x 4" 2  
AAI Throw mats 5' x 8' x 4" 2

#### **BARS (Kresge Gym)**

Elite Uneven Bars 1  
AAI Mat 7.5' x 15.5' 20cm TF V2 - 2  
AAI Mat 7.5' x 12' 20cm - 2

#### **VAULT**

AAI Tac/10 LZT Vault Table 1  
AAI Vault Anchor Mat 20cm 1  
AAI Vault Safety Zone Folding 1  
AAI Tac/10 Round Off Pad 36x36 1  
Vault Runway 5/8" 1  
AAI Mat 8' x 16' 20cm TF V2 - 1



## Athletic Training Services

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

### **Event Athletic Training Staff:**

**Tom Dodge, Ph.D. ATC, LAT**

Staff Athletic Trainer Gymnastics.....

[tdodge@spfldcol.edu](mailto:tdodge@spfldcol.edu)

(413) 748-3563 office

(617) 259-0854 cell

**Barclay Dugger, MEd, ATC, LAT**

Coordinator of Athletic Training Services.....

[rdugger@spfldcol.edu](mailto:rdugger@spfldcol.edu)

(413) 748-3650 office

(413) 478-8107 cell

### **SERVICES AVAILABLE:**

#### **Event Coverage:**

A certified athletic trainer will be on site during practices and events.

#### **Athletic Training Room:**

Located in the Physical Education Complex. Pre-event taping and wrapping will be performed provided **visiting team provides all necessary supplies**. The athletic training room will be open one hour before practice and three hours before competition. There is no food, no drinks, and shoes must be removed before entering the athletic training room. All student-athletes must shower, use soap, and dress in dry clean clothes before receiving treatment. After completing treatment each student-athlete is responsible for wiping clean their treatment table with a sanitary wipe.

#### **Treatments:**

Ice and ice cups are available. Modalities such as, Hydrocollator packs, Whirlpools, Ultrasound and Electric Stimulation may be utilized by the visiting certified athletic trainer traveling with the team.

**Please understand the following statement: IF A CERTIFIED ATHLETIC TRAINER IS NOT TRAVELING WITH THE TEAM SPRINGFIELD COLLEGE REQUIRES THE FOLLOWING, A WRITTEN NOTE FROM THE ATHLETIC TRAINER OR A PRESCRIPTION FROM A PHYSICIAN WILL BE NEEDED FOR THE SPRINGFIELD COLLEGE ATHLETIC TRAINING STAFF TO APPLY HEAT MODALITIES ON VISITING STUDENT-ATHLETES. SPRINGFIELD COLLEGE ATHLETIC TRAINING STAFF WILL NOT TREAT ANY VISITING STUDENT-ATHLETES WITH ELECTRIC MODALITIES.**



**2010 NCGA  
CHAMPIONSHIPS**  
hosted by  
**SPRINGFIELD COLLEGE**

## **Athletic Training Services**

### **LOCAL HOSPITALS:**

Mercy Medical Center  
271 Carew Street  
Springfield MA 01104  
(413) 748 – 9000

Bay State Medical Center  
759 Chestnut Street  
Springfield MA 01199  
(413) 794 - 0000

### **Contest Set-up and Supplies**

#### **Equipment:**

Ice, plastic bags, water coolers and splint kits are standard set-up supplies. Crutches, knee immobilizers, slings, spinal immobilization equipment are on hand for emergencies.

#### **EMS:**

Is activated by calling campus police at (413) 748-5555.

#### **Important Contact Information:**

Campus Police:	(413) 748-5555
Activate EMS:	(413) 748-5555
Athletic Training Room	(413) 748-3406



## Hotel Information

The Hampton Inn of West Springfield is the host hotel for the NCGA Championships. The hotel is located approximately 6.5 miles from Springfield College, and is approximately 22 miles from Bradley International Airport. The room block is reserved under the NCGA Gymnastics Championships. The room rate is \$89.00 per night, for further information please contact Karen Landry using the contact information listed below.

### **NCGA Championships Host Hotel:**

Hampton Inn of West Springfield  
1011 Riverdale Street  
West Springfield, MA 01089

**Contact: Bill Brown**  
413-732-8276

A block of rooms has been reserved for **spectators** at the Crowne Plaza in Enfield, CT. The Crowne Plaza is located just 7.5 miles from Springfield College. The room rate is \$89.00 per night, for further information please contact Lynn Grant using the contact information listed below.

### **NCGA Championships Spectators Hotel:**

Crowne Plaza  
1 Bright Meadow Boulevard  
Enfield, CT 06082

**Contact: Lynn Grant**  
413-737-3206



## Directions

Please visit Springfield College's NCGA web site for driving directions and maps.

Springfield College's campus is located at 263 Alden Street, Springfield, MA 01109.

### **From the East or West:**

Take the Massachusetts Turnpike, Interstate 90, to Exit 6. After toll area, turn left at traffic light onto Interstate 291 West. Proceed one mile to Exit 5, East Springfield/Indian Orchard. Turn right at the end of the exit ramp onto route 20A, then immediately move into the left lane. Turn left at the first light onto Roosevelt Avenue. Proceed three miles to Alden Street and turn right.

### **From the North:**

Take Interstate 91 South to Interstate 291. Proceed four miles to Exit 5B, East Springfield/ Indian Orchard. At the end of the ramp you will merge onto Route 20A, then immediately move into the left lane. Turn left at the first light onto Roosevelt Avenue. Proceed three miles to Alden Street and turn right.

### **From the South:**

Take Interstate 91 North to Exit 2, Route 83. Proceed on Route 83 to the second traffic light and turn right onto Sumner Avenue. After two miles, turn left onto Roosevelt Avenue. Continue through two traffic lights, then bear left at the stop sign. Half a mile after the stop sign, cross a bridge and turn left onto Alden Street.

## Parking

For those teams traveling by vans or vehicles, there is parking available located behind the Physical Education Complex. Additional parking is located at the adjacent lot #15 (located on the right of the Physical Education Complex and Field House).

For those teams traveling by bus, student-athletes and coaches may be dropped off at the Physical Education complex. Buses must then park in the MCDI parking lot, located at the corner of Wilbraham Avenue and King Street. Turn right out of the Physical Education complex, turn right onto Wilbraham Avenue, turn right onto King Street and take an immediate left into the MCDI parking lot.



## **Ticket Information**

Two-day pass for Friday and Saturday:

\$15 per adult

\$10 for students, seniors (65+), and children (children 5 and under are free)

Single-day pass:

\$10 per adult

\$7 for students, seniors (65+), and children (children 5 and under are free)

## **Video Taping**

Designated corals for the teams to videotape the competition will be provided. Fans and spectators may video from the bleacher and corridors.

## **Music**

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



## Banquet

The banquet will be held in the Dodge Room of the Richard B. Flynn Campus Union and will start at 6:30pm (doors will open at 6:00pm). Tickets are \$21.00 per person. **Please complete the included banquet reservation form, and return no later than FRIDAY, MARCH 19 at 12:00PM EST to Derek Doolittle at [ddoolittle@spfldcol.edu](mailto:ddoolittle@spfldcol.edu) with NCGA Banquet in the subject line, or fax to 413-748-3855 ATTN: NCGA Banquet.**

Springfield College aims to please, and thus, we will be offering an open buffet meal with a wide assortment of choices, which include:

- Tossed Salad
- Spinach Salad
- Fresh Baked Rolls and Butter
- Vegetarian Lasagna
- Stuffed Oven Roasted Breast of Chicken
- Roasted Red Bliss Potatoes
- Mixed Grilled Vegetables
- Warm Apple Crisp served with Whipped Cream
- Bottled Water, Iced Tea, and Lemonade

**\*\*Please note that the banquet is open to student-athletes, coaches, and administrators ONLY.** This event is open for pre-registration only, tickets will not be sold on the day of the event. The institution will be billed for the total number of reservations indicated on the form included, and payments can be made at the coaches check-in, or mailed to Springfield College Athletics. Please make all checks payable to Springfield College Athletics.



## Pasta Dinner

Student-Athletes, Coaches, and Spectators are all welcome to join us for a pasta dinner to be held immediately following the awards ceremony on Friday. The dinner will take place in Cheney Hall on the campus of Springfield College, and will feature buffet style dining. Tickets for the dinner are \$9.00 apiece and must be pre-ordered - your institution will be invoiced for all pre-ordered tickets. **Please complete the Pasta Dinner form and return no later than FRIDAY, MARCH 19 at 12:00PM EST to Derek Doolittle at [ddoolittle@spfldcol.edu](mailto:ddoolittle@spfldcol.edu) with NCGA Pasta Dinner in the subject line, or fax to 413-748-3855 ATTN: NCGA Pasta Dinner.**

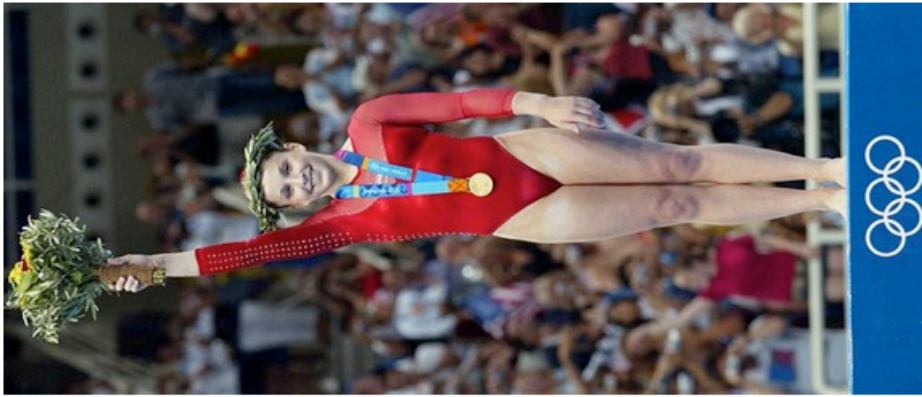
\*\*Please note that this event is open for pre-registration only, tickets will not be sold on the day of the event. The institution will be billed for the total number of reservations indicated on the form below, and payments can be made at the coaches check-in, or mailed to Springfield College Athletics. Please make all checks payable to Springfield College Athletics.

## Electronic Ads

Electronic Ads are an opportunity for parents, family, friends, faculty, staff, and coaches to show support for their favorite student-athletes and teams. These ads will be featured as part of a PowerPoint presentation which will be played in Blake Arena (competition gym) throughout the Thursday practice session, and during warm-ups on Friday and Saturday for competition. Ads must be submitted in a PowerPoint, or plain text format, and may include a picture and text (see example on next page).

These ads are available to purchase for \$25 apiece. The PowerPoint presentation will be looped, and each ad will remain on the big screen for a duration of 15 seconds.

Coaches, please pass this information along to any and all parties who you feel may be interested. The included order form must be completed by Friday, March 19 at 12:00 pm EST and sent in via e-mail to Jennifer Woytach ([jwoytach@spfldcol.edu](mailto:jwoytach@spfldcol.edu)) - all PowerPoint slides must be attached (this can be done in the format of one PowerPoint presentation).



Congratulations Sylvia, we are so proud of you!

Love,  
Mom and Dad





## APPAREL

Please find below the apparel that will be offered for sale for the 2010 NCGA Championships. **Please complete the order form which can be found below and return no later than Wednesday, March 17 at 4:00 pm EST.** The form can be completed, saved to your computer and e-mailed to Caitlin Reilly ([creilly@spfldcol.edu](mailto:creilly@spfldcol.edu)), or faxed to 413-748-3855 ATTN: NCGA Apparel.

All team apparel sales must be picked up on Thursday, March 25 at the coaches check-in. The institution will be invoiced for the entire team order. Individual checks will not be accepted.

Individuals who are interested in purchasing apparel, but will not be attending the championships, must complete the order form below and mail it with a check or money order to: Springfield College Athletics//ATTN: NCGA Apparel//263 Alden St//Springfield, MA 01109 . **ALL ORDERS MUST BE RECEIVED BY TUESDAY, MARCH 16.** In addition, those who will not be at the championships to pick-up their order must include an **extra \$10 for shipping.**

For any questions in regards to apparel please contact Caitlin Reilly at 413-748-3756, or [creilly@spfldcol.edu](mailto:creilly@spfldcol.edu).





## APPAREL

### Item Descriptions

#### **Full Zip Hooded Sweatshirt:**

Hane's Women's Full Zip Hoodie Sweatshirt - Light Steel. Text on the left chest reads: "Division III Women's // Gymnastics Championships // Springfield College // March 26-27, 2010"

#### **Sweatpants:**

Hane's Women's Sweatpants - Black. Text on left pant leg reads: "2010 NCGA // Division III Women's // Gymnastics Championships"

#### **Shorts:**

Black spandex shorts - 4-inch inseam

#### **T-Shirt:**

Text on left chest reads: "Division III Women's // Gymnastics // Championships // Springfield College // March 26-27, 2010" back of shirt features 2010 NCGA logo surrounded by logos of all 15 NCGA schools.



## Entry Fees

Entry fees can either be mailed (Springfield College Athletics//NCGA Championships//263 Alden Street//Springfield, MA 01109) or submitted upon check-in on Thursday. Please calculate accordingly and make all checks payable to Springfield College Athletics.

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

Institution: \_\_\_\_\_

Coaches Name: \_\_\_\_\_

Team Entry Fee:           \$360 x \_\_\_\_\_ = \$\_\_\_\_\_

All-Around Qualifier:   \$60 x \_\_\_\_\_ = \$\_\_\_\_\_

Event Specialist:         \$15 x \_\_\_\_\_ = \$\_\_\_\_\_

TOTAL DUE..... \$\_\_\_\_\_



## Travel Party Information

Please complete and return your travel party information sheet to Derek Doolittle through e-mail ([ddoolittle@spfldcol.edu](mailto:ddoolittle@spfldcol.edu)) or fax (413-748-3855), no later than Wednesday, March 17 at 4:00pm EST.

Team Name \_\_\_\_\_

Date of Arrival \_\_\_\_\_

Travel Coordinator - Name \_\_\_\_\_

Phone Number \_\_\_\_\_

Mode of Transportation:    Bus    Airline    Rental Car    School Van

Bus Company \_\_\_\_\_

Airline & Flight Number \_\_\_\_\_

Hotel Name \_\_\_\_\_

Number of Coaches Traveling \_\_\_\_\_

Number of Student-Athletes Traveling \_\_\_\_\_

Number of Administrators Traveling \_\_\_\_\_

Number of Athletic Trainers Traveling \_\_\_\_\_

Number of Others Traveling with the Team \_\_\_\_\_

Date of Departure \_\_\_\_\_

Airline & Flight Number \_\_\_\_\_



## Banquet Reservation Form

Team Name		
Number of Reservations	Price per person	Total Due
	\$21	\$0

**\*\*Please note that the banquet is open to student-athletes, coaches, and administrators ONLY.**

**Please complete the banquet reservation form, and return no later than FRIDAY, MARCH 19 at 12:00PM EST to Derek Doolittle at [ddoolittle@spfldcol.edu](mailto:ddoolittle@spfldcol.edu) with NCGA Banquet in the subject line, or fax to 413-748-3855 ATTN: NCGA Banquet.**



## Pasta Dinner Reservation Form

Team Name		
Number of Reservations	Price per person	Total Due
	\$9	\$0

Please complete the Pasta Dinner form and return no later than **FRIDAY, MARCH 19 at 12:00PM EST** to Derek Doolittle at [ddoolittle@spfldcol.edu](mailto:ddoolittle@spfldcol.edu) with NCGA Pasta Dinner in the subject line, or fax to 413-748-3855 ATTN: NCGA Pasta Dinner.



## Electronic Ads Order Form

Team Name		
Number of Electronic Ads	Price Per Ad	Total Due
	\$25	\$0

**This order form must be completed by Friday, March 19 at 12:00 pm EST and sent in via e-mail to Jennifer Woytach ([jwoytach@spfldcol.edu](mailto:jwoytach@spfldcol.edu)) - all PowerPoint slides must be attached (this can be done in the format of one PowerPoint presentation).**



## Apparel Order Form

**Please complete this order form and return no later than Wednesday, March 17 at 4:00 pm EST.** The form can be completed, saved to your computer and e-mailed to Caitlin Reilly ([creilly@spfldcol.edu](mailto:creilly@spfldcol.edu)), or faxed to 413-748-3855 ATTN: NCGA Apparel.

Coach: \_\_\_\_\_

School: \_\_\_\_\_

E-Mail / Phone: \_\_\_\_\_

***For individual orders being shipped (include \$10 for shipping):***

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ (Continued on next page)





## Flower Order Form

We are pleased to offer Sixteen Acres Garden Center 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 22, 1:00 PM EST to: [jbordenuk@16acresgc.com](mailto:jbordenuk@16acresgc.com)** You can also call Sixteen Acres with your order: 413.783.5883 ext 106 or 107. If you call them, please inform them that your order is part of the NCGA Nationals Group. You will make your payment directly to Sixteen Acres (not Springfield College).

Team Name and Phone Number  
 Contact Person

**\*All hand-held bouquets come arranged in tube with Baby's Breath and curly ribbon.**

**Step One:**

Choose the bouquet and enter the number ordered:

	Number of Bouquets	Total Price
One hand-held carnation - \$2.99	_____	_____
One hand-held rose - \$5.99	_____	_____
Three hand-held carnations - \$4.49	_____	_____
Three hand-held roses - \$12.99	_____	_____
Six hand-held carnations - \$10.99	_____	_____
Six hand-held roses - \$24.99	_____	_____

**Step Two:**

Choose your flower color:

CARNATION		ROSE	
White		White	
Burgundy		Yellow	
Green		Pink	
Purple		Red	
Red			

**Step Three:**

Choose your ribbon color:

Red/white		Navy blue/gold	
Burgundy/white		Burgundy/gold	
Black/gold		Navy blue/white	
Red/black		Purple/white	
Green/gold			



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