



**TO:** Team BC Coaching Staff, Mission Staff and PSOs  
**FROM:** Becki Edwards, Operations Manager  
**DATE:** August 7, 2009  
**RE:** **Team BC Staging Information for Week 1 and 2 Sports**

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To help you with your final preparations for travel to and from the Games, we have prepared this staging document. Please make sure you pass this information on to your athletes and have them read it carefully.

### **CHECK IN AT THE AIRPORT IN VANCOUVER**

Staging will be in the Main Terminal, at the Domestic Departures for WestJet.

All teams are asked to arrive **2 hours prior** to scheduled departure time.

Upon arrival at the airport, the Head Coach and/or Manager is asked to check in with the Team BC Staging Crew (they will be located at a table near the WestJet check-in counter). At this time, Team BC baggage tags will be provided for personal luggage and sport equipment that has been approved for transport on the charters. Only baggage with Team BC baggage tags will be allowed on the charter.

Once your full team has arrived and luggage and sport equipment bags have been tagged, your team can then check-in at the designated WestJet counters.

It is recommended for coaches to have contact numbers for athletes should any be late arriving to the airport.

### **KEY TRAVELLING INFORMATION**

All guests aged 18 and over are required to present at the gate, during boarding, one piece of valid government issued photo ID showing their name, date of birth and gender. If a valid government issued photo ID is not available, then two pieces of valid government issued non-photo ID will be required one of which must show their name, date of birth and gender (i.e. birth certificate).

Due to increased security measures, there are restrictions placed on items you can take on board the aircraft as well as a number of other restrictions in place with regards to liquids. We recommend you visit the CATSA website on the links below to familiarize yourself with these restrictions as well as some handy travelling hints:

- [http://www.catsa.gc.ca/english/travel\\_voyage/](http://www.catsa.gc.ca/english/travel_voyage/)
- [http://www.catsa.gc.ca/english/help\\_aide/faq/preparation\\_preparatifs.shtml](http://www.catsa.gc.ca/english/help_aide/faq/preparation_preparatifs.shtml)

### **TRAVEL ATTIRE**

We ask that you wear your Team BC track pants/shorts or capris, cotton t-shirt and hoodie/jacket (plane may be cool). If wearing head gear, the Team BC baseball cap. We highly recommend that you tell your athletes to put their names on their items unless they are hoping to exchange them. We will not provide athletes with additional items if they lose their Team BC attire.



## **PERSONAL LUGGAGE AND CARRY-ON LUGGAGE**

Each participant is allowed **ONE** checked piece of personal luggage and **ONE** carry on (plus pillow... don't forget the host is NOT providing pillows!). In addition, the team may be checking in sport equipment that has been approved for transport on the charter.

### **Carry On Luggage**

#### **Maximum Weight**

10 kgs (22lbs)

#### **Maximum Size**

55 cm x 23 cm x 40 cm (21.5 in x 9 in x 15.5 in)

The sleeping bags and backpacks received from the Host will be an additional checked item allowed on the trip home.

### **Checked Personal Luggage**

#### **Maximum Weight**

23 kgs (50 lbs)

#### **Maximum Size** (length + width + depth)

157 cm (62 in)

Athletes from previous games have suggested that luggage with wheels comes in handy.

## **EQUIPMENT**

An equipment list was sent out to each team previously. WestJet will be following these strict guidelines as it is going to be very tight getting all the sporting equipment and personal luggage on the charters. If you bring extra items that are not on this list, there is a good chance that they will not be on the flight!

## **FLIGHTS**

Flight itineraries have been circulated to the teams. If you have any questions about your flight, please contact Becki Edwards at [becki.edwards@gov.bc.ca](mailto:becki.edwards@gov.bc.ca) or at 250-216-2677. After August 11<sup>th</sup>, Becki can be reached by phone in PEI at 902-628-5982.

Flights will be stopping en route to PEI to pick up participants, and/or do a crew change, from other provinces. Participants will not disembark while picking up others. All athletes/coaches will remain on the plane.

## **FOOD SERVICE**

Standard flight food service (cookies/snack mix and non-alcoholic drinks), plus meals (as identified below) will be served on the last leg before the final destination to PEI and on the first leg out of PEI.

Meals consist of the following (please let Becki know if you have any special dietary concerns):

- Deli sub
- Mini pasta pesto salad
- Fruit salad
- Yogurt
- Aquafina Water 500 ml
- Tetra Pack of Apple Juice
- Napkins
- Fork
- Spoon
- Shopping bag with handle.

Please note, it is a long flight to Prince Edward Island – should you require additional food, it is recommended that you pack a snack in your carry-on bag.



#### **UPON LANDING IN PRINCE EDWARD ISLAND – Week 1 Athletes**

- Passengers will disembark from the aircraft to the H1N1 Screening area and will then be guided to the orientation area. Note the H1N1 Screening protocol was sent out earlier. Please be sure to review it.
- A brief orientation will be provided by a Host Society representative. Your Team BC mission staff member will have your Room Key and Accreditation for distribution at the orientation.
- Baggage will be unloaded from the aircraft and transported accordingly:
  - Personal Luggage to the Hangar
  - Sport Equipment to the Team BC Sport Equipment Storage Area
  - Luggage for Passengers not residing at the Athletes' Village: every attempt will be made to separate this luggage upon arrival, otherwise it will be held at the Hangar for later distribution
  - Accreditation Pass must be presented and matched to the identification on the luggage to be collected
- Personal Luggage will be collected and Team members will proceed to the athletes' village with their mission staff. Note that the village is right on the Summerside Airport base, so members will be able to walk to their residences. There will be assistance for wheelchair athletes, if required.

#### **UPON LANDING IN PRINCE EDWARD ISLAND – Week 2 Athletes**

- Passengers will disembark from the aircraft to the H1N1 Screening area and will then be guided to the orientation area. Note the H1N1 Screening protocol was sent out earlier. Please be sure to review it.
- A brief orientation will be provided by a Host Society representative. Your Team BC mission staff member will have your Room Key and Accreditation for distribution at the orientation.
- Personal Luggage will be collected and Team members will proceed to a designated bus and will be transported to the athletes' village, at University of Prince Edward Island, with a member of Team BC's mission staff. There will be accessible transportation for wheelchair athletes. It will take approximately one hour to get from Summerside to UPEI.

#### **COLLECTION OF NON-VILLAGE RESIDENT BAGGAGE**

- Items belonging to any VIP's, Medical Personnel, Mission Staff or Major Officials traveling on the Charter Flights will be transported to the Hangar and can be collected.

#### **FOOD SERVICE ON ARRIVAL**

- Food Service will be provided at the Athletes' Village for all arrivals (snack type foods)
- The extent of the service will depend on the time and day of arrival

#### **DAMAGED OR LOST BAGGAGE**

- Please report any damaged or lost baggage as soon as it is known to your Mission Staff

#### **WHAT NOT TO FORGET**

- Pillow (these are not being provided by the Host, so you must have your own)
- Proper ID for boarding the plane (see above)
- Team BC Handbook (your coach would have given to you)
- Towels and facecloth
- Personal toiletries (including soap and shampoo)
- Personal medication
- Eyeglass or contact lens prescription



- ❑ Medical Care Card
- ❑ Telephone calling card
- ❑ Team BC Clothing (you must bring all of it with you)
- ❑ Summer clothing
- ❑ Shower footwear (flip flops)
- ❑ Alarm clock
- ❑ Camera, memory card and cables
- ❑ Spending money / bank card
- ❑ Sunscreen (Sun Protection Factor (SPF) 15 or higher. Sunscreen that say “broad-spectrum” are preferred.
- ❑ Sunglasses
- ❑ Ear plugs
- ❑ Personal address / phone / email list
- ❑ Water bottle

### **TRAVELING ETIQUETTE**

Please ensure that your athletes are representing Team BC well from the moment they enter staging at the airport until they arrive back home. They are our ambassadors and we want to ensure the airline is happy with Team BC from start to finish.

### **EMERGENCY CONTACTS FOR STAGING:**

Becki Edwards in PEI (as of August 12) – 902-628-5982

### **CONTACTS AT GAMES:**

Ajay Patel	902-628-5964	Chef
Chris Graham	902-628-5976	Assistant Chef
Becki Edwards	902-628-5982	Operations Manager
Judy Joseph- Black	902-628-5989	Media Manager
Kyna Fletcher	902-628-5991	Special Events, Triathlon, Baseball
Marc Bowles	902-628-5996	Sport Performance
Gavin Leung	902-628-7006	Medical Liaison
Anne Muscat	902-628-7013	Mental Trainer
Andree Montreuil	902-628-7041	Office Manager
Jennifer Halfhide	902-628-7042	Tennis, Diving, Athletics
Geoff Welham	902-628-7058	Cycling, Athletics
Darren Stolz	902-628-7090	Rowing, Swimming
Keven Dubinsky	902-628-7124	IT, Wrestling, NAP
Adam Olsen	902-628-7130	Soccer (M/F)
Geoff Paynton	902-628-7160	Sailing, Athletics
Joe Hitchcock	902-628-7168	Rugby, Vball (M/F)
Carolynn Boomer	902-628-7173	Softball, Canoe
Andree-Anne Leroy	902-628-7179	Basketball (M/F), Swimming
Michelle Collens	902-628-7183	Beach Volleyball, Golf
Irene Schell	902-628-7184	2011 WCSG Chef
Rob Roy	902-628-7193	Mental Trainer (week #1)

**TEAM BC MISSION OFFICE – 902-620-0918**

**WE LOOK FORWARD TO SEEING YOU ALL IN PEI!!**