



**SUN BELT CONFERENCE**

**2024 SWIMMING AND DIVING CHAMPIONSHIPS MANUAL**

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# SUN BELT

C O N F E R E N C E

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[SunBeltSports.org](http://SunBeltSports.org)

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# INTRODUCTION

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## SPONSORING INSTITUTIONS

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Sun Belt Conference institutions that sponsor Women' Swimming and Diving Include:

Georgia Southern University  
James Madison University  
Marshall University  
Old Dominion University

## IMPORTANT DATES

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<b>January 24, 2024</b>	<b>Sun Belt Conference Pre-Championship Zoom 2:00pm eastern time</b>
<b>February 14, 2024</b>	<b>Head Coaches' Meeting 10:30am eastern time Rosen Aquatic and Fitness Center</b>
<b>February 14 - 17, 2024</b>	<b>Sun Belt Conference Championships Rosen Aquatic and Fitness Center Orlando, FL</b>
<b>March 20-23, 2024</b>	<b>NCAA Championships Jack Bauerle Pool at Gabrielsen Natatorium University of Georgia- Host Athens, GA</b>

For questions regarding the Sun Belt Conference Women's Swimming and Diving Championships or information contained in this championships' handbook, please contact:

### **Kathy Keene**

Deputy Commissioner  
Championships & Sport Administration  
504-556-0887 (office)  
504-251-4538 (cell)  
[keene@sunbeltsports.org](mailto:keene@sunbeltsports.org)

### **Maura Smith**

Associate Commissioner  
Governance & Compliance  
504-556-0870 (office)  
804-869-4678 (cell)  
[smith@sunbeltsports.org](mailto:smith@sunbeltsports.org)

## CONFERENCE PERSONNEL

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Keith Gill, Commissioner.....	(504) 556-0881
Kathy Keene, Deputy Commissioner.....	(504) 251-4538
Bert Carter, Sr. Associate Commissioner, Chief Financial Officer.....	(504) 556-0885
Sam Knehans, Sr. Associate Commissioner, Chief Communications & Branding Officer.....	(504) 556-0880
Travis Llewellyn, Sr. Associate Commissioner, Football & Broadcasting.....	(504) 556-0886
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Jean Czernia, Executive Director, Administration.....	(504) 556-0881
Jordan Harris, Director of Broadcasting.....	(843) 929-7035
Billy Mangum, Director of Communications & Branding.....	(504) 556-0882
Carl Mattox, Director, Championships.....	(504) 556-0875
TriMicheal Sanders, Director of Graphic Design.....	(504) 556-0881
Constantine Svingos, Director, Creative Video.....	(504) 556-0884

# CHAMPIONSHIP INFORMATION

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## APPEALS

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Appeals may only be lodged for errors in entries, scratches, recording of data, scoring and non-judgment errors in the application of rules. Films or video tape shall not be used in the appeals process. Appeal forms can be obtained from the Clerk of Course Table. The appeal form must be submitted to the Head Swim Referee no later than 15-minutes after the finish of the final heat/round of that event in which the appeal is applicable. The competition committee, whose decision is final, shall act upon appeals.

## AWARDS

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Awards will be given throughout each day of the championship. Awards for each event will be given out *after* the completion of the next event listed on the schedule. An awards ceremony shall be held at the awards presentation area for all 1st, 2nd, and 3rd place medalists. Every effort shall be made to have all medal winners available for the ceremony. **Individuals receiving an award must wear team approved travel gear during the award ceremony.**

Teams and patrons are encouraged to remain for the distribution of team awards following the conclusion of the championship on Saturday, February 17th. The following awards shall be provided by the Conference office and distributed at the awards ceremony at the conclusion of the 2024 SBC Swimming and Diving Championship Meet:

Women's  
1 Team Champion, Champion T-Shirts, and Champion Hats  
Top Meet Scorer Swimmer  
Top Meet Scorer Diver

## CODE OF CONDUCT/SPORTING BEHAVIOR

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The Sporting Behavior Statement must be announced prior to the start of each competition.

*"ALL ATHLETIC ADMINISTRATORS, COACHES, STUDENT-ATHLETES, SPIRIT GROUPS AND FANS SHALL ACT WITH RESPECT, FAIRNESS, CIVILITY, AND HONESTY IN AN EFFORT TO CREATE AN APPROPRIATE ENVIRONMENT FOR ATHLETIC COMPETITION. HARASSING BEHAVIORS, INCLUDING RACIST OR SEXIST COMMENTS, OR PHYSICAL OR VERBAL ABUSE ARE STRICTLY PROHIBITED AND WARRANT IMMEDIATE REMOVAL FROM THE FACILITY WITHOUT WARNING. JOIN US IN RESPECTFULLY SUPPORTING SUN BELT CONFERENCE WOMEN'S SWIMMING AND DIVING CHAMPIONSHIPS."*

Game management policies governed by the Conference for regular season, shall be in place for the championships to ensure control of all individuals participating in the championships, as well as spectators. These policies should include the Sun Belt Conference rules related to noisemakers, mascots, motorized vehicles, explosive devices and any other means of celebration that has the potential to hinder athletic competition or make the championship experience uncomfortable for those involved.

## COMPETITION COMMITTEE

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**Competition Committee:** A Competition Committee shall be appointed for the championship consisting of the Sun Belt Conference On-Site Administrators (who shall serve as co-chairs of the committee), the Head Swimming Referee, Head Diving Referee, Meet Manager and the Host Facility Director. The Competition Committee shall:

Ensure that the Championship is conducted in accordance with the rules and regulations of the Sun Belt Conference as contained in the Sun Belt Conference Sport Regulations and this Championship Manual.

Make decisions regarding situations that occur where resolution is not covered in the rules and regulations of the NCAA or the Sun Belt Conference Championship Manual and sport regulations.

Inspect the swimming facilities prior to the start of the event.

Be involved in any appeals during the championship meet. An appeal before, during, or immediately after an event should be resolved before the next event begins, and the decision of the competition committee is final.

## DIVING FORMAT

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The Diving Format is outlined in the Sun Belt Conference Swimming and Diving Sport Regulations as follows:

### One Meter and Three Meter Diving

**Prelims:** All divers will do six optional dives including one from each of the five groups in any order. There will be no limit on degree of difficulty. Scores from the prelims will be used to determine the order of diving for consolations and finals.

**Consolations:** Divers #9-16 will dive in consolations following the conclusion of prelims. Each diver will do six optional dives - one from each of the five groups. There will be no limit on degree of difficulty. All divers competing in consolations will begin with a score of zero and dive in reverse order of prelims scores (#9 will dive last).

**Finals:** Divers #1-8 will dive in reverse order of prelims scores (#1 will dive last). Each diver will do six optional dives - one from each of the five groups. There will be no limit on degree of difficulty. All divers competing in finals will begin with a score of zero.

### Platform Diving

For the 2024 season platform diving will consist of prelims and finals and will NOT be scored. Platform Diving will be exhibition only. Platform diving will be scored for the 2025 Sun Belt Conference Championship.

### Diving Scoring

Scoring will be calculated using the DiveMeets software. Judging score cards must be present during all diving competitions at the Sun Belt Conference Women's Swimming and Diving Championships.

When five (5) judges are present the highest and lowest score shall be canceled, and the remaining scores shall be added. If there are identical scores, any may be canceled.

### Team Diving Exhibition

Each team would name three divers to combine to complete a six-dive list, comprising a dive from each group and no more than two from any of the various apparatuses (1-meter, 3-meter and platform). The event would be a scored final with the sum of the list equaling the team score.

## ENTRY PROCEDURES

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The following items address the issues of event entries and scratches:

### SWIM ENTRIES

All head coaches must enter the championship via the link: <https://accurateswimtiming.com/event/sun-belt-conference-swimming-and-diving-championship/>

**by 5pm central time/6pm eastern time on Tuesday, February 6, 2024.**

Each participant may swim a maximum of seven (7) events, with no more than three (3) individual events.

There shall be no qualifying standards for participation in the meet. However, student-athletes must swim the times for seeding during the current season to enter a time. If a student-athlete does not have a time for the respective event in the current season then a "NT" for "no time" would be indicated.

Student-athletes will be permitted to enter no time, a 1,000 yd time, or a 1,650 yd time in order to be entered in the 1,650. Those entering a 1,650 yd time will be seeded first, followed by those with 1,000 times and then those with no time.

The Meet Director, shall return official psych sheets to the head coaches no later than **5pm ct/6pm et on Thursday, February 8, 2024**. Any corrections, not changes in events can be made from Friday, February 9-Sunday, February 12 at 5:00pm ct/6:00pm et. A final set of psych sheets will be distributed shortly after the deadline on Sunday.

At the coaches meeting on **Wednesday, February 14<sup>th</sup> at 10:30 am eastern time** each head coach must designate the 20 scoring participants for the championships. Divers count as 1/3 participant when determining the list of 20.

The scratch deadlines and location of the scratch box for the championships will be stated on the official entry form. All entries not scratched will become official entries.

### DIVE ENTRIES

All head coaches must enter the championship via the link:

<https://secure.meetcontrol.com/divemeets/system/meetinfoext.php?meetnum=9846>.

**by 5pm central time/6pm eastern time on Tuesday, February 6, 2024.**

The Meet Director, shall return official psych sheets to the head coaches no later than **5pm ct/6pm et on Thursday, February 8, 2024**. Any corrections, not changes in events can be made from Friday, February 9-Sunday, February 12 at 5:00pm ct/6:00pm et. A final set of psych sheets will be distributed shortly after the deadline on Sunday.

At the coaches meeting on **Wednesday, February 14<sup>th</sup> at 10:30 am eastern time** each head coach must designate the 20 scoring participants for the championships. Divers count as 1/3 participant when determining the list of 20.

The scratch deadlines and location of the scratch box for the championships will be stated on the official entry form. All entries not scratched will become official entries.

## HOSPITALITY AREA

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The hospitality area will be available to all coaches, administrators, and championship personnel. This room is located in the Conference Room at the east (starting block) end of the pool.



## INSURANCE

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Each team shall have adequate medical and accident insurance to cover all student-athletes during the tournament, including all transportation involved. Each institution should also carry life insurance or other liability insurance.

## LOCKER ROOMS

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There are two locker rooms located on the pool deck across from team seating. Both locker rooms will be designated student-athlete locker rooms during the duration of our championship meet. The locker rooms are not open to the general public. There are no lockers available to the student-athletes during the meet. Student-athletes are asked to not leave any items in the locker room. **The Sun Belt Conference will not be held responsible for any stolen or missing items taken from the locker room areas.**

Shaving is not permitted in the locker rooms nor on-site at the facility, at any time.

## LODGING

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Each team is responsible for making its own reservations and is also responsible for all hotel costs.

## MEDIA

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Each institution's communications contact or his/her representative shall provide an **updated roster with pronunciation guide via email to Billy Mangum ([Billy@sunbeltsports.org](mailto:Billy@sunbeltsports.org)) no later than Friday, February 9, 2024.**

The Sun Belt Conference will provide attending media with updated scoring and event information. Complete daily results will be e-mailed to the respective team's communications contact after each day. Periodic updates will be distributed via email.

In an effort to promote the sport of swimming and diving and the Sun Belt Conference, all head coaches must cooperate and fulfill any reasonable media requests for interviews. In addition, coaches should make players available in the same manner.

Interviews will be conducted in pool area following a cooling off period. A member of SBC's Communications staff will inform each institution's sports information representative or head coach of any requests for interviews following the meet.

## MEDICAL INFORMATION

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A certified athletic trainer will be on site for all scheduled practice times and during competition from one hour prior to the start of competition and until all competition is complete. The training area will be located at on the pool deck near the ready area for finals. EMS will also be located by the Athletic Training Area. The Conference office will have a physician on call during the championship. Institutions are required to travel with their own athletic trainer for the championship.

## MEETINGS

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### Coaches - Conference Call

The Sun Belt Conference office and the host institution will hold a conference call for head coaches on Wednesday, January 24 at 1:00pm (CT)/2:00pm (ET) to discuss matters specifically pertaining to the upcoming championships. In preparation of the call, an official agenda will be distributed electronically, as we get closer to the date of the call. Call in information is as follows:

Date: Wednesday, January 24, 2024

Time: 2:00pm ET

Zoom link: <https://us06web.zoom.us/j/86125409194>

Passcode: SBC

### Coaches - In Person

A mandatory head swim coaches meeting will be held Wednesday, February 14th at 10:30am local time in the Hospitality Room of Rosen Aquatic Center. Representatives from the Sun Belt Conference, Head Swimming Official, Head Diving Official, Communications, Athletic Training and other support areas will be in attendance to review information and answer questions pertaining to the championships.

Coaches who do not attend the meeting are subject to disciplinary action imposed by the Commissioner.

### Officials - In Person

The Sun Belt Conference will conduct a meeting with meet officials prior to the start of Championship on Wednesday, February 14<sup>th</sup> at 2:00pm in the Hospitality Room of Rosen Aquatic Center. All meet officials are encouraged to attend this meeting. Lunch will be provided.

## MERCHANDISE

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Commemorative Sun Belt Conference memorabilia will be sold on the pool deck area of the Rosen Aquatic Center during the Women's Swimming and Diving Championship.

## NATIONAL ANTHEM

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The National Anthem will be played prior to the start of each evening final session.

## NOISE MAKERS AND FLASHLIGHTS

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Noise makers and flashlights are not permitted in the pool area. This policy applies to student-athletes as well.

## OFFICIALS

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There shall be no public comments made in reference to SBC Swimming and Diving Championship officials. No student-athlete, coach, administrator or other member of a Sun Belt Conference institution shall criticize the performance of any official in a public manner. This includes, but is not limited to, references in newspapers, television, radio, and social media platforms. Violations of this policy may result in private or public reprimands, suspension or any other action deemed appropriate by the Commissioner.

## OFFICIAL PARTICIPANT LISTS/SQUAD LIMITATIONS AND CERTIFICATION

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All participating institutions must complete and submit the Travel Party Form through the links below by Thursday, February 8 at 5:00pm central/6:00pm eastern.

Student-Athlete Travel Party Form: [https://form.jotform.com/Sun\\_Belt/SBCtravelpartyform23-24](https://form.jotform.com/Sun_Belt/SBCtravelpartyform23-24)

Staff/Admin Travel Party Form: [https://form.jotform.com/Sun\\_Belt/Staff-Admin-TravelParty23-24](https://form.jotform.com/Sun_Belt/Staff-Admin-TravelParty23-24)

Travel Party Forms should include all individuals who will be traveling with the team (student-athletes, coaches, managers, trainers and support staff). By signing the form, the Directors of Compliance are attesting that the names of the student-athletes listed on the official travel roster have been certified as eligible to compete in the conference championship. The conference office will review the travel roster and notify individual institutions if any concerns arise.

Additional information on travel party forms can be found on pages 17 and 18.

There is no limit to the size of the travel squad. However, the maximum limit on the number of scoring entrants designated by each institution shall be 20. A scoring entrant who swims and dives shall be counted as one entrant in the total of 20 allowed for each institution. A scoring entrant who ONLY dives shall be counted as one-third of the entrant when determining the 20.

**Participants:** An institution may enter an unlimited number of participants in each individual event; however, only the designated 20 individuals will be scored. Non-scoring athletes are permitted to swim in the championship meet but may only qualify for the C-heat during final sessions.

## PARKING

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Free parking is available at Rosen Aquatic Center for spectators. Teams can be dropped off at the Rosen Aquatic Center and then team busses are required to park across the street from the Aquatic Center at ICON Park at 8375 International Dr, Orlando, FL 32819. Bus parking is free at ICON Park. Overflow parking for spectators will also take place at ICON Park.

## PARTICIPANT GIFTS

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Championship participant gifts will be distributed to teams during the practice day, prior to the start of the meet.

## READY AREA FOR FINALS

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The ready area for finals will be located in the hallway space between the competition pool and the diving well. The area will be marked with signage.

## RESULTS

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Results will be posted in two (2) locations: 1) the team seating area on the pool deck, and 2) next to the ready area for finals on the pool deck. Results will also be available online at [www.sunbeltsports.org](http://www.sunbeltsports.org).

## SCHEDULE OF EVENTS

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See Appendix A.

## SCORING

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Sixteen (16) places will be scored for individual events on the following scale: 20-17-16-15-14-13-12-11-9-7-6-5-4-3-2-1; and to eight places for the relay events on the following scale: 40-34-32-30-28-26. According to NCAA scales.

Team scoring will be shown on the scoreboard and updated after each final.

## SCRATCH PROCEDURE AND DEADLINES

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A Scratch Box will be located at the clerk of course table. All scratches are due 30 minutes prior to the start of finals each day of the championship meet with the exception of Wednesday relay events. All entries not scratched will become official entries.

The Scratch Box will be open as follows:

Tuesday	Noon-6p.m.	All Wednesday Events
Wednesday	by 3:30 p.m.	All Thursday Events
Thursday	by 5:30 p.m.	All Friday Events
Friday	by 5:30p.m.	All Saturday Events

## TEAM SEATING PROCEDURES

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The seating for the 2024 Championship will be based on random drawing at the Pre-Championship Meeting on Wednesday, January 24<sup>th</sup> at 1:00pm central time. In future years the order of finish at the 2024 Sun Belt Conference Championship will determine the seating for the meet in 2025. Beginning in 2025, the winning team will have first selection of seating and will continue in that order until all teams have seating assignments.

## TICKETS/HEAT SHEETS

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Entrance to the Sun Belt Conference Women's Swimming and Diving Championship will be free. Heat Sheets and results will be available online at [www.sunbeltsports.org](http://www.sunbeltsports.org)

## TIMERS

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Two backup timers must be available in each lane for each event for scoring purposes. Each institution may be required to provide backup timers for each session. (two timers per session will be required from each institution).

## TIME STANDARD TRIALS

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Time standard trials are allowed at the Sun Belt Conference Swimming and Diving Championships. Please refer to the NCAA Swimming and Diving Rules (Rule 5, article 2). Time standard trials will be conducted each day, no more than twenty minutes after the completion of all preliminary heats. If a swim-off is needed to

seed finals, time trials will be held before the swim-off to allow the swim-off participants the required rest following their last preliminary event.

## **TRANSPORTATION**

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Each institution, its administration, staff, support groups, etc. shall be responsible for their own transportation before, during and after the tournament.

## **UNIFORMS**

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In accordance with NCAA Bylaw 12.5.4, all competitors must wear exclusively the official uniform of their institution in competition and warm-up. During the post-championships awards ceremony student-athletes must wear their institutional warm-up top. One piece swimming suits in identifying school colors shall be worn throughout the competition. In accordance with NCAA rules, the institutions' official uniform (including warm-ups) and all other items of apparel (socks, head bands, t-shirts, wrist bands, towels, etc.) should bear only a single manufacturer's or distributor's normal label or trademark. The label or trademark may not exceed 2 1/4 inches square in size. Equipment (i.e., gloves, shoes) may bear only the manufacturer's normal label or trademark as it is used on all such items for sale to the general public. Failure to comply with this regulation may cause disqualification or may jeopardize a student-athlete's eligibility.

## **WARM-UP PROCEDURE/PRACTICE SCHEDULE**

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Rosen Aquatic Center will be available for open practice/warm-up throughout the duration of the championship. Detailed warm-up procedures (during competition) will be available at the pre-championship head coaches call on January 24<sup>th</sup> and provided to the coaches via email following the meeting.

Practice prior to official practice day (Tuesday, February 13th) must be arranged through the Rosen Aquatic Center. Additional charges may apply.

The official championship practice date is Tuesday, February 13th. Practice time will be scheduled for Wednesday as well. The aquatic center is available for open practice from 8am to 8pm. Warm-up procedures/timeline during the championships will be discussed during the pre-championship coaches' call.

# SCHEDULE OF EVENTS



SUN BELT CONFERENCE

## 2024 Women's Swimming and Diving Championship Timeline

Notes:

- All event start times will be subject to meet entries.
- During preliminaries, there will be a ten-minute break at the conclusion of each event.
- Award times are TBD.
- During finals, the C Heat may include non-scoring swimmers, while B Heat will include scoring athletes only.
- Platform diving will be exhibition with both prelims and finals.

\*\*\*

### Tuesday, February 13 - Practice Day

Competition pool available 8 am - 8 pm

\*Scratch box will be open from Noon - 6 pm.

### Wednesday, February 14 - Finals

**3:30 pm SCRATCHES FOR THURSDAY'S EVENTS DUE**

**3:45 pm Relay Cards and Time Trial Entries Due**

3:50 pm Competition Pool Closed, Announcements, National Anthem

4:00 pm 200 M.R.

Team Diving (Exhibition)

Awards - 200 M.R.

800 F.R.

Awards - Team Diving, 800 F.R.

### Thursday, February 15 - Prelims

9:50 am Competition Pool Closed

**TIME TRIAL ENTRIES DUE PRIOR TO THE START OF THE SESSION**

10:00 am 500 Free Prelims

Announce 500 Free A/B/C Finalists

200 IM Prelims

Announce 200 IM A/B/C Finalists

50 Free Prelims

Announce 50 Free A/B/C Finalists

**After session:** Time Trials

1:00 pm 3-Meter Diving Prelims Begin

Diving Prelims Conclude

Diving Consolation

## **Thursday, February 15 - Finals**

- 5:30 pm**      **SCRATCHES FOR FRIDAY'S EVENTS DUE**
- 5:50 pm      Competition Pool Closed, Announcements, National Anthem
- 6:00 pm      March/Intro 3-Meter Diving Finalists
- 500 Free      C & B Heats  
March/Intro  
Final  
Awards
- 200 IM      C & B Heats  
March/Intro  
Final  
Awards
- 50 Free      C & B Heats  
March/Intro  
Final  
Awards
- 3-Meter Diving Final
- 200 F.R.      Final
- 3-Meter and 200 F.R. Awards

## **Friday, February 16 - Prelims**

- 9:50 am      Competition Pool Closed
- TIME TRIAL ENTRIES DUE PRIOR TO THE START OF THE SESSION**
- 10:00 am      100 Fly      Prelims  
Announce Women's 100 Fly Qualifiers
- 400 IM      Prelims  
Announce Women's 400 IM Qualifiers
- 200 Free      Prelims  
Announce Women's 200 Free Qualifiers
- 100 Breast      Prelims  
Announce Women's 100 Breast Qualifiers
- 100 Back      Prelims  
Announce Women's 100 Back Qualifiers

**After session:** Time Trials

- 1:00 pm      1-Meter Diving Prelims Begin  
Diving Prelims Conclude  
Diving Consolation

## **Friday, February 16 - Finals**

**5:30 pm**      **SCRATCHES FOR SATURDAY'S EVENTS DUE**  
**5:50 pm**      Competition Pool Closed, Announcements, National Anthem  
**6:00 pm**      March/Intro 1-Meter Diving Finalists

100 Fly      C & B Heats  
March/Intro  
Final  
Awards

400 IM      C & B Heats  
March/Intro  
Final  
Awards

200 Free    C & B Heats  
March/Intro  
Final  
Awards

100 Breast C & B Heats  
March/Intro  
Final  
Awards

100 Back    C & B Heats  
March/Intro  
Final  
Awards

1-Meter Diving      Final

400 M.R.      Final

1-Meter and 400 M.R. Awards

## **Saturday, February 17 - Prelims**

**9:50 am**      Competition Pool Closed

### **TIME TRIAL ENTRIES DUE PRIOR TO THE START OF THE SESSION**

**10:00 am**    200 Back    Prelims  
Announce Women's 200 Back Qualifiers  
100 Free    Prelims  
Announce Women's 100 Free Qualifiers  
200 Breast Prelims  
Announce Women's 200 Breast Qualifiers  
200 Fly     Prelims  
Announce Women's 200 Fly Qualifiers

**After session:** Time Trials



1:00 pm Platform Diving (Exhibition)

### **Saturday, February 17 - Finals**

\*\*Timeline for 1650 heats will be developed based on entries, working back from the start of warm-up for Saturday night finals.\*\*

5:45 pm Competition Pool Closed, Announcements, National Anthem

**Senior Recognition-** Read Name/Hometown,/Major  
Line-up between diving well and competition pool

6:00 pm March/Intro Platform Diving Finalists

1650 Free March/Intro  
Final  
Awards

200 Back C & B Heats  
March/Intro  
Final  
Awards

100 Free C & B Heats  
March/Intro  
Final  
Awards

200 Breast C & B Heats  
March/Intro  
Final  
Awards

200 Fly C & B Heats  
March/Intro  
Final

Platform Diving Final

400 F.R. Final  
Platform Diving and 400 F.R. Awards

**Championship Awards Presentation**

**Meet Concludes**

# CHAMPIONSHIP TRAVEL PARTY FORM INSTRUCTIONS

Please follow the provided link and complete the Student-Athlete form. If you have issues accessing the form, please contact Al Wilson ([wilson@sunbeltsports.org](mailto:wilson@sunbeltsports.org)). Travel Party Forms can be found here: [https://form.jotform.com/Sun\\_Belt/SBCtravelpartyform23-24](https://form.jotform.com/Sun_Belt/SBCtravelpartyform23-24)

Please select the correct institution, sport, and gender of your team.

The screenshot shows the top portion of the 'STUDENT-ATHLETE CHAMPIONSHIP TRAVEL FORM'. At the top is the SBC logo. Below it, the title 'STUDENT-ATHLETE CHAMPIONSHIP TRAVEL FORM' is centered. A paragraph of instructions follows: 'Please enter and submit your team's complete Travel Party Forms. All student-athletes traveling to the championship must be listed below. Ineligible student-athletes permissively traveling under bylaw 16.8.1 have been identified by selecting "Yes" or "No". If you have any questions about how to submit the form, please contact Al Wilson (wilson@sunbeltsports.org).' Below the instructions are three dropdown menus, each highlighted with a red box and a red arrow pointing to it from the left. The first dropdown is labeled 'INSTITUTION \*' and contains 'Please Select'. The second is labeled 'Sport \*' and contains 'Please Select'. The third is labeled 'Men's or Women's \*' and contains 'Please Select'.

Once selected please complete the student-athlete information and indicate if every student-athlete listed is eligible for the championship.

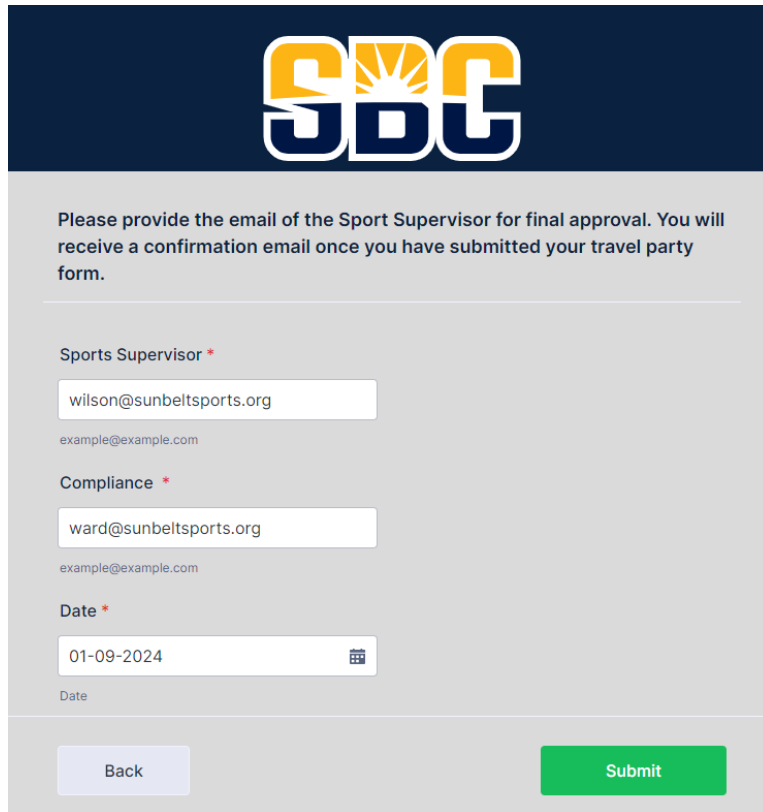
The screenshot shows a table titled 'Student-Athlete Information'. The table has four columns: Name, Jersey #, Size, and Eligible?. The first row contains the name 'Keith Gill', jersey number '24', size 'Large', and 'Yes'. The second and third rows are empty, with 'Please Enter Name' and 'Please Enter #' in the first two columns, and 'Please Select' in the last two columns.

Name	Jersey #	Size	Eligible?
Keith Gill	24	Large	Yes
Please Enter Name	Please Enter #	Please Select	Please Select
Please Enter Name	Please Enter #	Please Select	Please Select

After completing the student-athlete information continue to the next page and complete the staff and administration travel party form. If you need to add additional staff press the add button under each section.

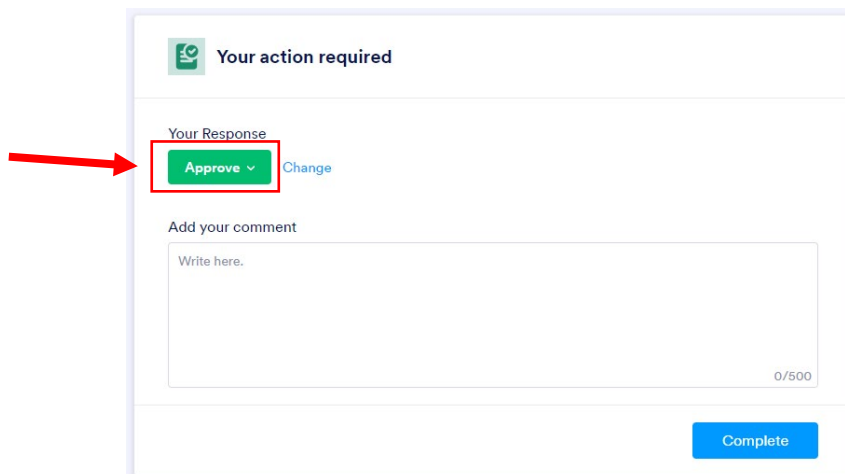
The screenshot shows the top portion of the 'STAFF AND ADMINISTRATION CHAMPIONSHIP TRAVEL PARTY FORM'. At the top is the SBC logo. Below it, the title 'STAFF AND ADMINISTRATION CHAMPIONSHIP TRAVEL PARTY FORM' is centered. A paragraph of instructions follows: 'Please complete and submit the staff and administration travel party forms.' Below the instructions is a section titled 'Coaching Staff'. This section has three input fields: 'Name' (with 'Please Enter Name'), 'Title' (with 'Please Enter Title'), and 'Email' (with 'Please Enter Email Address'). Below these fields is a blue button labeled '+Add Coach'.

After completing the staff and administration page select next to continue to the approval page. please provide an email for the sport supervisor or compliance officer for your sport to approve the final student-athlete travel party form and submit the form.



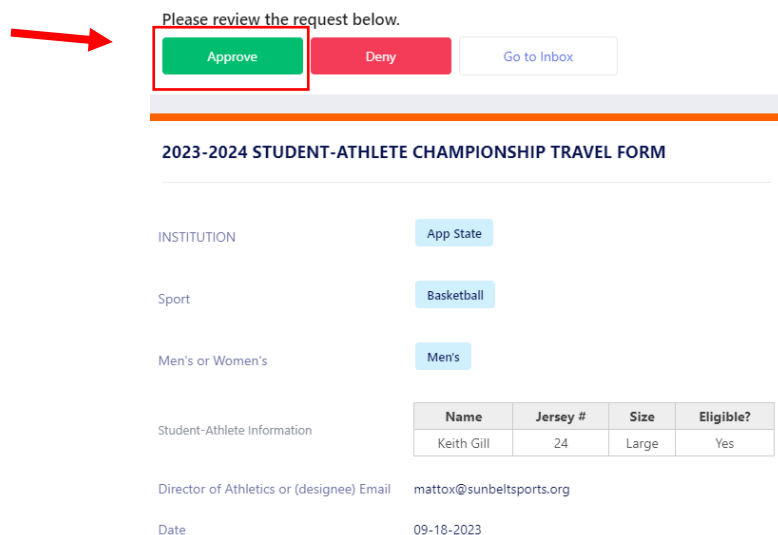
The screenshot shows a web form for final approval. At the top is the SDC logo. Below it, a message reads: "Please provide the email of the Sport Supervisor for final approval. You will receive a confirmation email once you have submitted your travel party form." The form contains three required fields: "Sports Supervisor \*" with the value "wilson@sunbeltsports.org", "Compliance \*" with the value "ward@sunbeltsports.org", and "Date \*" with the value "01-09-2024". A "Back" button is on the left and a green "Submit" button is on the right.

Once Submitted the provided approver will receive an email from "Jotform" with the title "Your action is required".



The screenshot shows an email interface titled "Your action required". Under the heading "Your Response", there is a green button labeled "Approve" with a dropdown arrow and a "Change" link next to it. A red arrow points to this button. Below this is a text area for "Add your comment" with a "Write here." placeholder and a "0/500" character count. A blue "Complete" button is located at the bottom right of the response area.

Click the green approve button and it will take you to Jotform's website to approve the final travel party form. If you have a Jotform account, you can review all completed approvals. If not, you will have the option to create one. You do **not** have to create an account to complete approvals.



Please review the request below.

[Approve](#) [Deny](#) [Go to Inbox](#)

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### 2023-2024 STUDENT-ATHLETE CHAMPIONSHIP TRAVEL FORM

INSTITUTION [App State](#)

Sport [Basketball](#)

Men's or Women's [Men's](#)

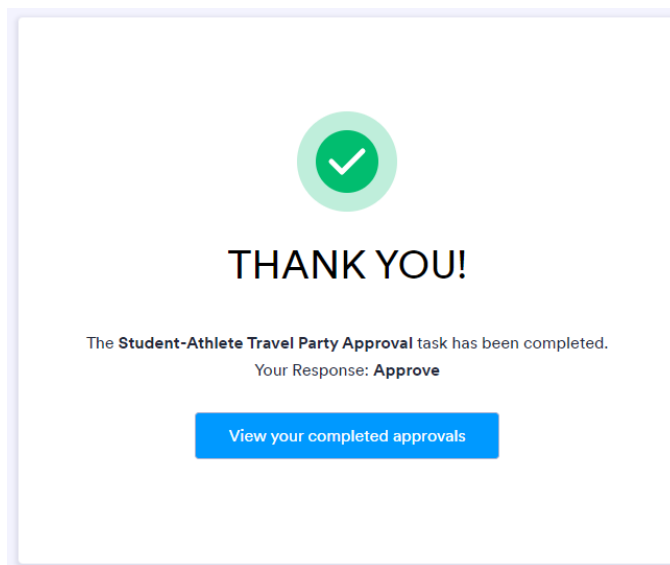
Student-Athlete Information

Name	Jersey #	Size	Eligible?
Keith Gill	24	Large	Yes

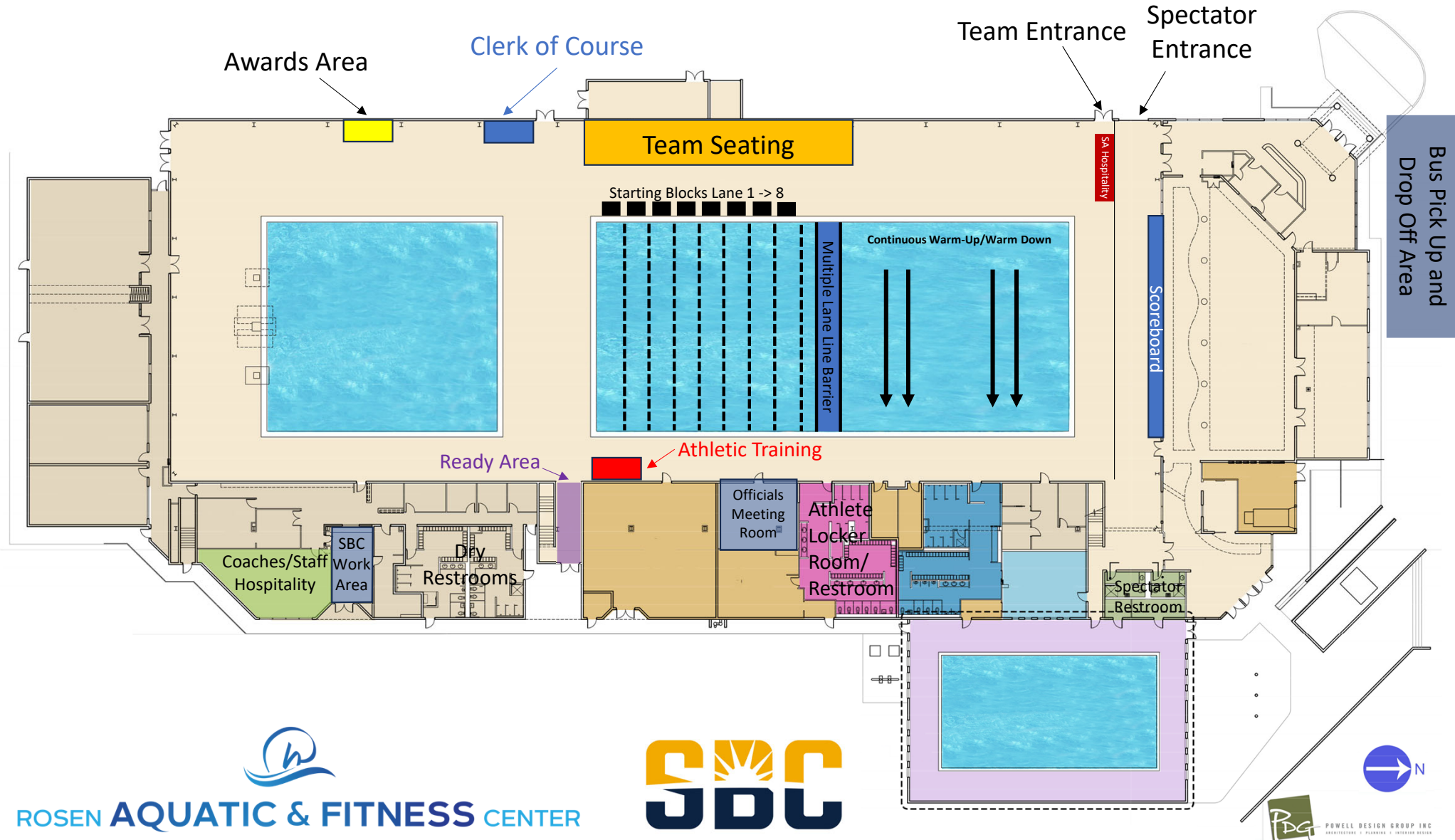
Director of Athletics or (designee) Email [mattox@sunbeltsports.org](mailto:mattox@sunbeltsports.org)

Date 09-18-2023

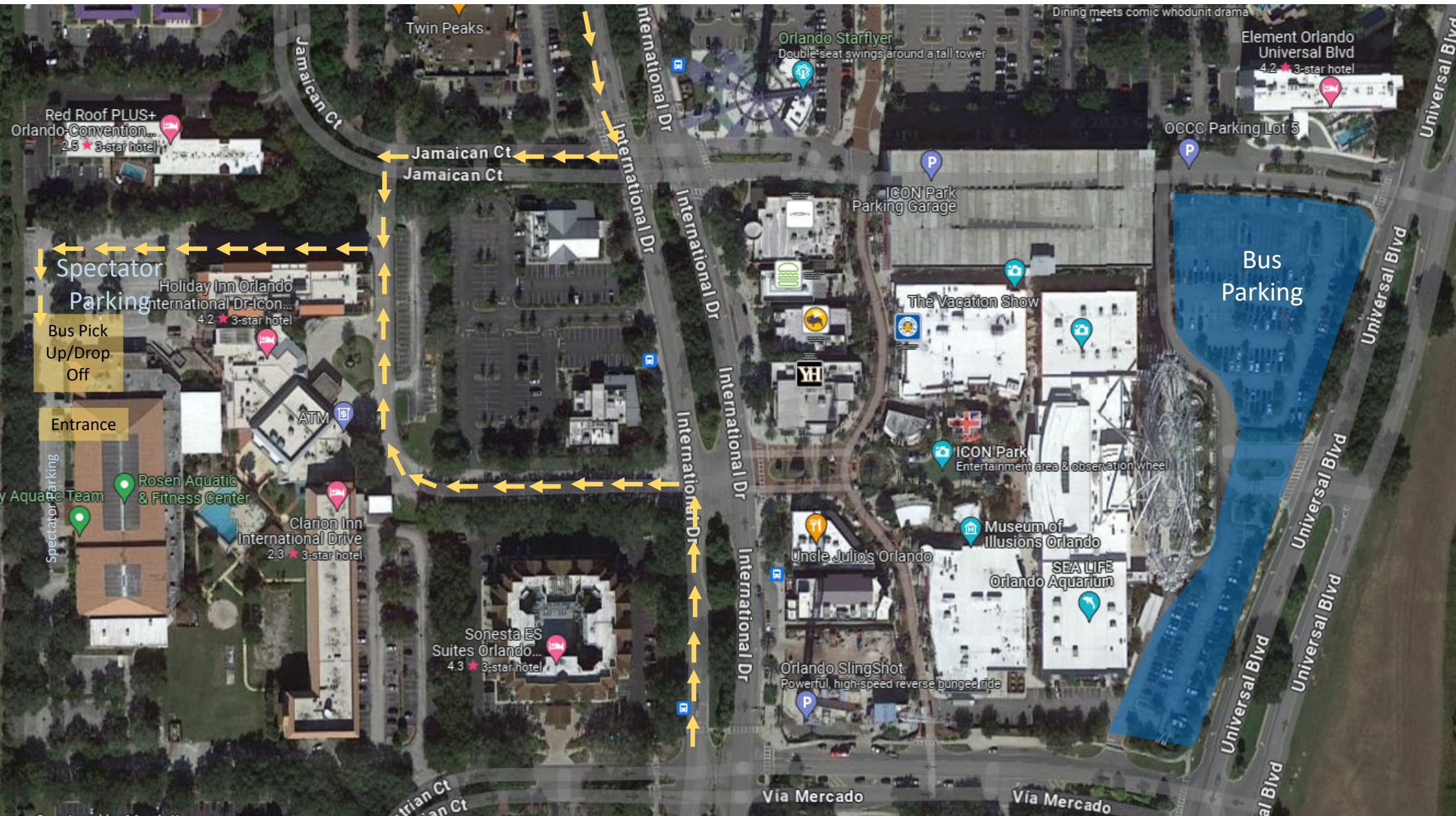
If you have a Jotform account, you can review all completed approvals. If not, you will have the option to create one. You do **not** have to create an account to complete approvals. Once you have completed the approval you will see a message that the task has been completed.



# POOL DIAGRAM



# PAR ING MAP



# DIRECTIONS

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Rosen Aquatic & Fitness Center

8422 International Dr,  
Orlando, FL 32819  
407-996-3444

## **From Orlando International Airport**

Get on FL-528 W/FL-528 Toll W from Jeff Fuqua Blvd- 5 min (2.8 mi)

Follow FL-528 W/FL-528 Toll W until exit 2- 8 min (8.7 mi)

Take exit 2 from FL-528 W/FL-528 Toll W onto Universal BLVD

Continue Universal Blvd- 8 min (2.9 mi)

Turn Left onto Via Mercado

Turn right onto International Dr.

Turn Left towards the Holiday Inn Orlando International Dr-Icon

Rosen Aquatic Center is located behind the Holiday Inn

## **From Downtown Orlando**

Begin on I-4 South

Continue on I-4 W to FL-482 E/W Sand Lake Rd. - 11 min (9.6 mi)

Take exit 74A from I-4 W Left onto FL-482/E Sand Lake Road

Turn right onto International drive- 2 min (.5 mi)

Turn Right onto Jamaican Ct

Rosen Aquatic Center is located behind the Holiday Inn

# RESTAURANTS

## Olive Garden Italian Restaurant

8984 International Dr  
Orlando, FL 32819  
407-264-0420

## Carrabba's Italina Grill

8355 International Dr  
Orlando, FL 32819  
407-351-5494

## Jimmy John's

7335 Sand Lake Rd #111  
Orlando, FL 32819  
407-363-0244

## Chick-fil-A

7333 W Sand Lake Rd  
Orlando, FL 32819  
407-370-9295

## Panera Bread

10739 International Dr  
Orlando, FL 32821  
407-985-3390

## Longhorn Steakhouse

8181 International Dr  
Orlando, FL 32819  
407-226-3381

## Chuy's

8123 International Dr  
Orlando, FL 32819  
407-730-3602

## BJ's Restaurant & Brewhouse

8103 International Dr  
Orlando, FL 32819  
321-732-8190

## Red Robin Gourmet Burgers

8167 International Dr  
Orlando, FL 32819  
407-574-2295

## UNO Pizzeria & Grill

8250 International Dr  
Orlando, FL 32819  
407-351-8667

## Fogo de Chao

8282 International Dr  
Orlando, FL 32819  
407-370-0711

## Charley's Steak House

8255 International Dr #100  
Orlando, FL 32819  
407-363-0228

## Outback Steakhouse

8351 International Dr  
Orlando, FL 32819  
407-351-5482

## Buffalo Wild Wings

8363 International Dr  
Orlando, FL 32819  
407-251-7408

## Saltgrass Steak House

8440 International Dr  
Orlando, FL 32819  
407-352-0314

## The Pub- Orlando

9101 International Dr. Ste 1003  
Orlando, FL 32819  
407-352-2305

## Firehouse subs

10725 International Dr Ste 130  
Orlando, FL 32821  
407-930-3727

## Mellow Mushroom

10725 International Dr.  
Orlando, FL 32821  
407-351-9670

## Whole Foods Market

8003 Turkey Lake Rd  
Orlando, FL 32819  
407-355-7100

## Publix

7640 W Sand Lake Rd  
Orlando, FL 32819  
407-226-3315

## Walmart Supercenter

8990 Turkey Lake Rd  
Orlando, FL 32819  
407-351-2229