



# EVENT MANUAL

## BRITISH NATIONAL DIVING CUP 2022

11-13 FEBRUARY  
PLYMOUTH LIFE CENTRE



Funding Partner



Official Partners



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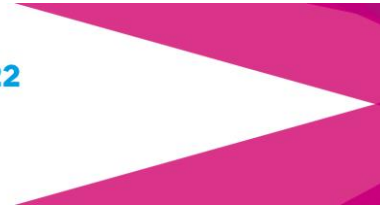
Host City and Venue





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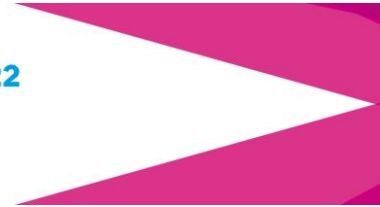


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## WELCOME

Hello and welcome to the team for the British National Diving Cup.

It is great to have you as part of the team. Thank you in advance for giving your time to make this event a success. Please take the time to read this handbook prior to the event. We hope it contains all the information you will need, if you have any further questions contact me at [isobel.griffiths@swimming.org](mailto:isobel.griffiths@swimming.org) / 07583 015581.

I am aware some of you have volunteered at this event in the past, or at other events at this venue, but for some of you this is your first event with British Swimming. I hope you all have a fantastic time whether you are with us for a day or for the full week.

If you have any changes in your availability or have any questions, let me know. Otherwise I look forward to meeting you all.

*Issy Griffiths* - Event Officer

## MANAGEMENT TEAM

Role	Name
Meet Director	Gail Harrison
Field of Play Manager	Jayne Glynn
Sports Presentation Manager	Collette Calvert
IT Manager	Andy Hewat
Chief Recorder	Jackie Laughher
Events Officer	Isobel Griffiths
Venue Manager	Lee Cobb
Front of House Manager	Jan Gittings

## EVENT INFORMATION

### Venue:

Plymouth Life Centre  
Mayflower Drive  
Plymouth  
PL2 3DG  
01752 606900

### Dates:

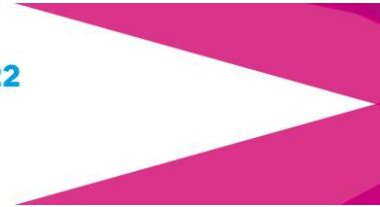
Training: 8<sup>th</sup> – 10<sup>th</sup> February 2022 (08:00-17:00).  
Competition: 11<sup>th</sup> – 13<sup>th</sup> February 2022





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### COVID-19

The situation surrounding COVID-19 is progressing at a variable rate around the world. Divers should strongly consider whether it is safe for them to individually participate and follow any applicable government or health authority advice specific to them, particularly if they could be considered to be at greater risk from COVID-19.

All requirements relating to COVID-19 regulations prevailing at the time will be adhered to. An information package covering all prevention measures for COVID-19 at the event, including testing and health screening, has been sent to all clubs and is available to view on the British Swimming Website under the coaches tab on the event page [here](#).

**All athletes, coaches, event staff and volunteers will be required to adhere to the guidelines set out for this event despite, no current government guidelines in place. All attendees will be required to agree to a COVID-19 Code of Behaviour and opt in form. This has been sent to all attendees electronically via the email supplied on entry. Please ensure you read and fully understand the information within the document.** Any questions or if you have not received the opt in form please contact [Isobel.Griffiths@swimming.org](mailto:Isobel.Griffiths@swimming.org).

Please be aware that as the Coronavirus situation changes this COVID-19 plan will be continuously reviewed and therefore maybe subject to change up until the event. British Swimming will communicate any changes.

#### Testing

Please report test results through the NHS website at <https://www.gov.uk/report-covid19-result>. You are required to test with LFTs daily during your attendance at the event. You must show email/text evidence of a negative result at point of entry.

#### Mask Wearing

Masks must be worn at all times when in the venue, other than meal times. We ask that you bring your own and these must be Type IIR Medical Grade masks for the best protection and ability to dispose after a session.

### VENUE ENTRANCE

In addition to the COVID protocols that will be put in place, please note that we will not be using the main entrance to the venue. **ALL** attendees must use the fire exit opposite the Plymouth Argyle Football Stadium to enter the building to both **ENTER** and **EXIT** the building.

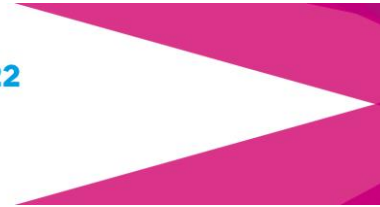
On your first entry to the venue each day you will be asked for your negative test result and will undergo a temperature check. You will then be provided with a sticker (different colour per day) to stick on your accreditation. Therefore, you will not need to show a negative test or be temperature checked again until the following day.





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### ARRIVAL

Either on arrival for your first shift or the afternoon before your shift, please make your way to the event office to collect your accreditation and newly issued shirts.

### FRONT DESK

The front desk will be managed by Jan. It will be open from 11<sup>th</sup> – 13<sup>th</sup> February.

Unfortunately, due to the ongoing nature of COVID-19 this will be a closed door event meaning there will not be any spectator seating. We are looking into the possibility of providing a live stream for anyone who wishes to watch the event. Socially distanced seating will be provided for athletes, coaches and essential chaperones. A seating plan is included in the confirmation pack.

### ACCREDITATION

Accreditation is being used at this event and must be worn visibly at all times when inside the venue. Coaches and athletes should print and bring their own accreditation to the event.

### CLOTHING

Unbranded white polo shirts will be used due to a sponsor change. These were new as of January 2022 and will be issued on the basis of one shirt for every two days in attendance.

All other clothing must be unbranded also. Please keep in mind that it will be particularly warm in the pool hall. Please wear suitable non-slip footwear- preferably trainers. Please wear black or dark colour trousers, long shorts or leggings. Officials have their own clothing guidelines.

### ACCOMMODATION

Accommodation for non-local volunteers will be provided on a B&B basis in single occupancy rooms at: Jury's Inn Plymouth, 50 Exeter Street, Plymouth, PL6 8DH. 01752 631000

Should you have any questions, please contact [isobel.griffiths@swimming.org](mailto:isobel.griffiths@swimming.org).

Breakfast is served every day from:

**Monday – Friday: 06:30am – 10:00am**

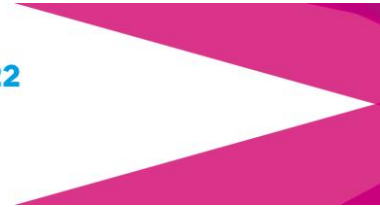
**Saturday and Sunday: 06:30am – 10:30am**

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### PARKING

#### Hotel

There is no parking at the hotel however parking is available underneath the Gala Bingo which is located next door. This is priced at £11.00 for 24 hours. Payment can be reduced to £10 per 24 hours if you pay at the hotel reception where you may pay for up to 10 days.

#### Venue

Parking at the venue is complimentary.

### EXPENSES

Please note that all expenses are paid post event by BACS. If you have never previously notified British Swimming of your bank details, please have them in your possession to include on your form.

Claims forms will be available to collect throughout the week from the Events Office. On your last day at the event, the forms should be returned to Issy. Otherwise, you can post your forms to British Swimming Events, SportPark, Pavilion 3, 3 Oakwood Drive, Loughborough University, LE11 3QF within 2 weeks of the competition finishing.

Mileage is reimbursed at £0.45 per mile. Calculating mileage should be done on a "Google maps fastest route" basis unless we are informed otherwise of a different route being taken.

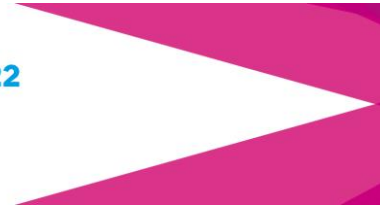
Lunches will be provided at the pool every day. You can claim £15 per day for evening meals (including one alcoholic drink). This is a 'per night' claim and not a total amount across the week.

**Full, itemised VAT receipts must be provided in all cases for meals with the relevant expenses clearly highlighted. Please note our finance department will not accept card receipts when attached to a claim.**

### MEAL OUT

Unfortunately, due to ongoing nature of COVID-19 and the COVID protocols that have been put in place for the event it has been decided that no meal out will be organised. The decision has been made to ensure we minimise dining with large groups of people which is stated in the COVID management plan. We hope to organise a meal out for future 2022 events following further review of the COVID-19 situation later on in the year.





## CATERING

Lunch will be provided each day at the pool in the Yoga Studio, approximately at the following times:

**11<sup>th</sup> February @ 12:50** – Jacket Potato with various toppings (Cheese, Beans, Chicken Mayo, Tuna Mayo, Chopped Ham)

**12<sup>th</sup> February @ 13:00** – Lasagne with Garlic Bread

**13<sup>th</sup> February @ 12.20** – Chicken Curry with Naan Bread and/or Chips

\*Vegetarian options will be available each day

If you have any dietary requirements, please inform [isobel.griffiths@swimming.org](mailto:isobel.griffiths@swimming.org) as soon as possible if you have not already done so. Tea, coffee, juice and water will be available in the Yoga Studio.

## MEETINGS

The Technical Meeting will take place at 17:00 on Thursday 10<sup>th</sup> February in Yoga Studio. This meeting is for coaches and team staff, but all workforce are welcome to attend. One representative from each club is advised to attend.

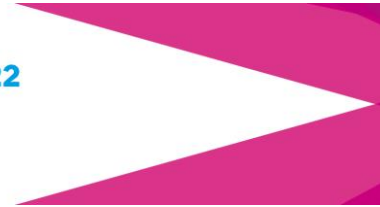
## SCHEDULE

\*Please note that times are subject to change.

### Friday 11<sup>th</sup> February

Session 1	Time	Competitions
1	10:00	PRELIM Womens 1m
		<b>TRAINING 25mins</b>
2	11:33	PRELIM Mens 1m
		<b>LUNCH BREAK and TRAINING 1 hour 10 mins</b>
<b>Session 2</b>		
3	14:15	COMBINED FINAL Mixed 3m Synchro & Mixed 10m Synchro
		<b>TRAINING BREAK 30 mins</b>
<b>Session 3</b>		
4	15:25	FINAL Womens 1m
		<b>TRAINING 15 mins</b>
5	16:25	FINAL Mens 1m
		<b>TRAINING BREAK 30 mins</b>
<b>Session 4</b>		
6	17:40	COMBINED FINAL Womens 10m Synchro & Mens 3m Synchro
		<b>Medal Presentations to follow immediately after first event</b>





**Saturday 12<sup>th</sup> February**

Session 5	Time	Competitions
7	10:00	PRELIM Mens 3m
		<b>TRAINING BREAK 25 mins</b>
8	11:21	PRELIM Womens Platform
		<b>LUNCH BREAK and TRAINING 1 hour 15 mins</b>
Session 6		
9	14:30	FINAL Mens 3m
	15:11	<b>TRAINING BREAK 15 mins</b>
10	15:20	FINAL Womens Platform
	15:40	<b>TRAINING BREAK 30 mins</b>
Session 7		
11	16:49	COMBINED FINAL Womens 3m Synchro & Mens 10m Synchro
		<b>Medal Presentations to follow immediately after last event</b>

**Sunday 13<sup>th</sup> February**

Session 8	Time	Competition
12	10:00	PRELIM Womens 3m
		<b>TRAINING BREAK 25mins</b>
13	11:36	PRELIM Mens Platform
		<b>LUNCH BREAK and TRAINING 1 hour 15mins</b>
Session 9		
14	13:55	FINAL Womens 3m
		<b>TRAINING BREAK 15mins</b>
15	14:55	FINAL Mens Platform
		<b>Medal Presentations to follow immediately after last event</b>

**MEDICAL**

The closest hospital is:

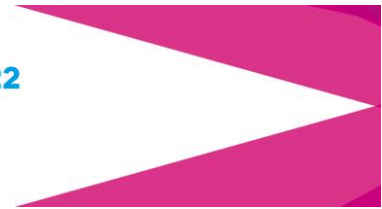
Derriford Hospital, Derriford Road, Crownhill, Plymouth, L6 8DH.

**MEDIA**

Media will be located at the back of the spectator seating stand. Josh Murray, British Swimming Head of Marketing and Communications, will be attending the event. All sessions will be streamed live via the British Swimming Youtube channel.







## WORKFORCE

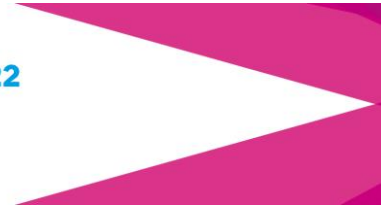
**Events Staff** - Please refer to the table below for the full list of volunteers at this event. Please let Issy know via [Isobel.Griffiths@swimming.org](mailto:Isobel.Griffiths@swimming.org) if you have any questions.

Gail Harrison	Meet Manager
Issy Griffiths	Events Officer
Jane Smith	Events Team
Claire Davenport	Events Team
Abbie Roberts	Events Team
Collette Calvert	Sports Presentation Manager
Jackie Laugher	Chief Recorder
Jill Robinson	Announcer
Jayne Glynn	FOP manager
Susan Radcliffe	FOP Team
Albert Radcliffe	FOP Team
Anna Mccabe	FOP Team
Darren Mccabe	FOP Team
Deborah Heatly	FOP Team
Helen Heslop	FOP Team
Melanie Sweetman	FOP Team
Jan Gittings	FOH manager
Josh Devine	Sports Presentation
Andy Hewat	IT team
Gail Harrison, Jan Gittings and Jayne Glynn	JOA
Vicki Tomlinson	Chief Referee
Ronald van der Voort	Judge
Beth Ackroyd	Judge
Fito Gutierrez	Judge
Susie Bamber	Judge
Lindsey Fraser	Judge
Matthew Pipe	Judge
Lottie Thompson	Judge
James Hadley	Judge
Tony Ally	Judge
Roger Page	Judge
Hayley Sage	Judge
Emily Saunders	Shadow Judge
Jim McNally	Shadow Judge



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## THANK YOU!

British Swimming would like to thank you for giving up your time to help at the British National Diving Cup 2022. We really appreciate you being part of our team and want to thank you for the help you have given us.

We look forward to working with you throughout this event, hope you enjoy the experience, and look forward to working with you again at events later this year



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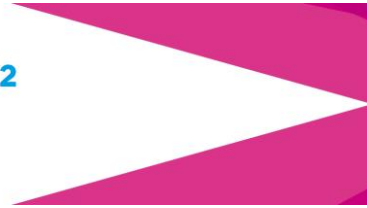
Host City and Venue





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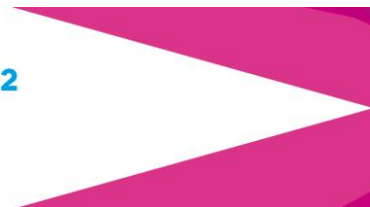
## APPENDIX 1. CLUB SEATING BLOCKS

Fire Exit												walk way balcony												Ba														
GBE				GBE GBE GBE				BS BS BS				BS BS				BS BS BS				E5 E4 E3			E2			E1												
Stairs	Railings												Stairs	Railings												Stairs	Railings											
	D8 ED ED ED				D4 SDA SDA SDA				CP CP D16 DLAC DLAC DLAC DLAC DLAC DLAC					D8 COL COL COL COL COL				D2 LDC				PLY PLY D16 COS COS COS COS					D11 D10 D9 D8 D7 D6 D5 D4 D3 D2 D1											
	CB ED ED ED				C4 SDA SDA SDA				CP CP C16 DLAC DLAC DLAC DLAC DLAC DLAC					CB COL COL COL COL COL				C2 LDC				PLY PLY C16 COS COS COS COS					C11 C10 C9 C8 C7 C6 C5 C4 C3 C2 C1											
	B8 ED ED ED				B4 SDA SDA SDA				CP CP B16 DLAC DLAC DLAC DLAC DLAC DLAC					B8 COL COL COL COL COL				B2 COB				PLY PLY B16 COS COS COS COS					B11 B10 B9 B8 B7 B6 B5 B4 B3 B2 B1											
AB ED ED ED				A4 SDA SDA SDA				BS BS BS BS BS A13 A12 A11 CAM J J J CAM A5 DTT DTT				A2 COB				A18 A17 A16 A15 A14 A13 A12 A11 A10 A9 A8 A7 A6 A5 A4 A3 A2 A1																						
Railings												Railings												Railings														

- Great Big Events
- City Bradford
- City of Leeds
- City of Sheffield
- Edinburgh/Jamaica
- Luton
- DLAC
- BS Staff
- Judges
- Plymouth
- Camera Live stream
- Southampton
- CPDC
- Diving Team Tiirat

GBE
COB
COL
COS
ED
LDC
DLAC
BS
J
PLY
CAM
SDA
CP
DTT





**APPENDIX 2. TRAINING GROUPS AND TIMES FOR 8<sup>TH</sup>, 9<sup>TH</sup>, 10<sup>TH</sup> FEBRUARY**

**2022 British National Diving Cup Training Groups by Club**

CLUBS	Group Number
Co Leeds	1
Co Bradford	1
DLAC 2	1
DTT	1
Crystal Palace	1
DLAC 1	2
Luton	2
Southampton	2
Co Sheffield	3
Edinburgh/Jamaica	3
Plymouth	3

**2022 British National Diving Club Training Times by Group**

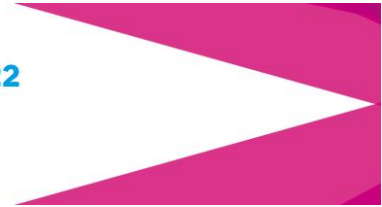
	Dry Dive	Pool
<b>Tuesday 8th February Morning Session</b>	Group 1 8.00am - 8.45am	8.45am - 9.55am
	Group 2 9.15am - 10.00am	10.00am - 11.10am
	Group 3 10.30am - 11.15am	11.15am - 12.25pm
<b>Tuesday 8th February Afternoon Session</b>	Group 1 12.45pm - 1.30pm	1.30pm - 2.30pm
	Group 2 1.45pm - 2.45pm	2.35pm - 3.35pm
	Group 3 3.00pm - 3.40pm	3.40pm - 4.40pm
<b>Wednesday 9th February Morning Session</b>	Group 2 8.00am - 8.45am	8.45am - 9.55am
	Group 3 9.15am - 10.00am	10.00am - 11.10am
	Group 1 10.30am - 11.15am	11.15am - 12.25pm
<b>Wednesday 9th February Afternoon Session</b>	Group 2 12.45pm - 1.30pm	1.30pm - 2.30pm
	Group 3 1.45pm - 2.45pm	2.35pm - 3.35pm
	Group 1 3.00pm - 3.40pm	3.40pm - 4.40pm





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## Thursday 10<sup>th</sup> February Morning Session

Group 3	8.00am – 8.45am	8.45am – 9.55am
Group 1	9.15am – 10.00am	10.00am – 11.00am
Group 2	10.30am – 11.15am	11.15am – 12.25pm

## Thursday 10<sup>th</sup> February Afternoon Session

Group 3	12.45pm – 1.30pm	1.30pm – 2.30pm
Group 1	1.45pm – 2.45pm	2.35pm – 3.35pm
Group 2	3.00pm – 3.40pm	3.40pm – 4.40pm



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