



EVENT MANUAL

BRITISH DIVING CHAMPIONSHIPS 2022

27-29 MAY

PONDS FORGE INTERNATIONAL
SPORTS CENTRE, SHEFFIELD



Funding Partner



Official Partners



Official Suppliers



Endorsed Product



Host Venue



WELCOME

Hello and welcome to the team for the British Diving Championships 2022.

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 / 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 weekend.

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

Events and Partnerships Officer

MANAGEMENT TEAM

Role	Name
Events and Partnerships Officer	Issy Griffiths
Head of Events	Coral Pitcher
Meet Director	Gail Harrison
Field of Play Manager	Jayne Glynn
IT Manager	Andy Hewat
Chief Recorder	Jackie Laugher
Sports Presentation Manager	Collette Calvert

EVENT INFORMATION

Venue:

Ponds Forge International Sports Centre
Sheaf St
Sheffield
S1 2BP

Key Dates:

Training Dates: 24th - 26th May 2022

Technical Meeting: 26th May @ 5pm in the Diving Officials Room

Competition Dates: 27th – 29th May 2022

Date	Diving Pit	Dry Dive
Tuesday 24 th – Thursday 26 th May*	9am – 6pm	8am – 8pm
Friday 27 th May	8am – 10am and in between competitions	7:30am – 8pm
Saturday 28 th May	8am – 10am and in between competitions	7:30am – 8pm
Sunday 29 th May	8am – 10am and in between competitions	7:30am – 8pm

*Training on the 24th, 25th and 26th May will be block training, with session times allocated per team to promote quieter sessions. Allocated training groups and times are available [here](#) under the Coaches tab.

We are looking into an additional Dry Training space therefore more information will follow in due course if this can be arranged.

ARRIVAL

Either on arrival for your first day, or the afternoon before, please make your way to the Front Desk to collect your accreditation and, where applicable, uniform and equipment. The Front Desk will be located in Ponds Forge Reception.

FRONT DESK

The Front Desk will be open for the last 2 training days (25th – 26th May) and every competition day (27th – 29th May), selling merchandise and programmes.

Spectator tickets must be brought through the link once available prior to entering the Venue. They will go on sale on Monday 23rd May @ 10am.

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.

Poolside passes (for coaches, team managers, support staff etc.) are available to purchase for £10 on the British Swimming website [here](#).

CLOTHING

British Diving Speedo Grey polo shirts will be used. These were new as of April 2022 and will be issued on the basis of one shirt for every two days in attendance. If you attended a British Diving event since April and have been issued these polo shirts please bring them with you.





BRITISH DIVING CHAMPIONSHIPS 2022

PONDS FORGE INTERNATIONAL SPORTS CENTRE, SHEFFIELD
27-29 MAY

All other clothing must be unbranded. 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. **If you require new Polo Shirts, please email isobel.griffiths@swimming.org with your polo shirt size.**

ACCOMMODATION

Accommodation for non-local volunteers is provided on a B&B basis at:

- Hampton by Hilton, Sheffield, W Bar Green, Sheffield S1 2DA

Breakfast is served:

Monday – Friday: 6am – 10am

Saturday – Sunday: 7am – 11am

This hotel is located an 11-minute walk from the Ponds Forge International Sports Centre. Should you have any questions, please contact isobel.griffiths@swimming.org.

PARKING

Hotel

Hotel Parking is available and is chargeable at £12.50 per 24 hours.

Venue

Since Ponds Forge is still open to the Public, parking at the venue is limited therefore we recommend using Public Transport to travel to the venue or to park in Q-Park Castlegate, 3 Broad Street West Sheffield S1 2BQ. This public car park is located opposite Ponds Forge.

At Q-Park you need to collect a ticket and take it to Ponds Forge reception, there you can either scan it in the Q Park machine or collect a hard copy voucher. This entitles you to 50% off parking at the Q-Park.

EXPENSES

All expenses are paid post event by BACS. British Swimming have a preferred process of submitting expenses to their finance team via an online app called webexpenses. This is also the most efficient way of submitting and claiming your expenses.





BRITISH DIVING CHAMPIONSHIPS 2022

PONDS FORGE INTERNATIONAL SPORTS CENTRE, SHEFFIELD
27-29 MAY

We will send a list of all staff and volunteers attending this event to British Swimming Finance team who will then set you up on webexpenses should you not be already.

Please ensure that you add your Vehicle Details into the Vehicle Details tab in the Settings to allow you to add your mileage to your claim. Also, please ensure that you add your bank details into the general tab in the Settings.

If you have issues setting up your webexpenses account or submitting your webexpenses claim please email louise.betts@swimming.org who will be able to help.

Mileage is reimbursed at £0.45 per mile per vehicle. 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, but you can claim £15 per night for evening meals (including one alcoholic drink). This is a 'per night' claim and not a total amount across the week.

PLEASE NOTE: Full, itemised VAT receipts must be provided for all meals with the relevant expenses clearly highlighted. Please note our finance department will not accept card receipts alone when attached to a claim. Additionally, the first expense payments will be made on the week commencing 13th June due to the upcoming Bank Holiday Weekend the week following the event.

Please note that receipts are required at British Swimming for **ALL** claims except mileage. This includes bus and taxi receipts.

CATERING

Lunch will be provided for all workforce on each competition day in the Diving Officials Room.

Friday 27th May (@ 12.45) – Beef Lasagna/Vegetable Lasagna served with Spicy potato wedges

Saturday 28th May (@ 12.30) – Chicken Tikka Curry/Vegetable curry served with steamed rice

Sunday 29th May (@ 12.10) - Jacket Potatoes served with various toppings (Chilli con Carne, Baked Beans, Cheese, Tuna Mayo)

All of the above will come accompanied with Mixed Salad, Bread Rolls and a Fresh Fruit Platter.

If you have any dietary requirements, please inform Issy as soon as possible. Tea and Coffee will be available in the Diving Officials Room from 24th May.



TECHNICAL MEETING

The Technical Meeting will take place at 17:00 on Thursday 26th May in the Diving Officials Room just off the Diving Pool. 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 OF EVENTS

Friday 27th May 2022

Session 1 – 10:00

Women's 1m Prelim
Men's 1m Prelim

Session 2 – 14:10

Women's 1m Final
Men's 1m Final

Session 3 – 16:25

Women's 10m Synchro
Men's 3m Synchro

Saturday 28th May 2022

Session 4 – 10:00

Men's 3m Prelim
Women's 10m Platform Prelim

Session 5 – 14:30

Men's 3m Final
Women's 10m Platform Final

Session 6 – 16:40

Men's 10m Synchro
Women's 3m Synchro

Sunday 29th May 2022

Session 7 – 10:00

Women's 3m Prelim
Men's 10m Platform Prelim

Session 8 – 13:55

Women's 3m Final
Men's 10m Platform Final

MEDICAL

There will be a Paramedic Ambulance present at this event during the competition days. During the training days Pool Staff will administer first aid where necessary. The closest hospital to the Ponds Forge ISC is:

Northern General Hospital, Herries Road, Sheffield, S5 7AU, Tel: +44 (0) 114 243 4343

WORKFORCE

Event Staff

Issy Griffiths
Coral Pitcher
Gail Harrison
Jayne Glynn
Jill Robinson
Jackie Laughher
Collette Calvert
Ella Anderson
Amanda Newton
Nina Mewse
Nikki Smith
Deborah Heatly
Melanie Sweetman
Nicki Garner
Jan Gittings
Andy Hewat

Events and Partnerships Officer
Head of Events
Meet Director
FOP Manager
Announcer
Chief Recorder
Sports Presentation Manager
Sports Presentation
Recorder
Recorder
Recorder
FOP Team Member
FOP Team Member
FOP Team Member
FOH manager
IT Manager

Judges

Jane Ogden
Susie Bamber
Ian Macleod
Sally Freeman
Sarah Barrow
Derek Beaumont
Roger Page
Hayley Sage
Lottie Thompson
Tony Ally
Emily Saunders
Ronald van der Voort
Hana Novotna

Chief Referee
Judge
Judge
Judge
Judge
Judge
Judge
Judge
Judge
Judge
Judge
FINA Assessor



BRITISH DIVING CHAMPIONSHIPS 2022

PONDS FORGE INTERNATIONAL SPORTS CENTRE, SHEFFIELD
27-29 MAY



THANK YOU!

British Swimming would like to thank you for giving up your time to help at the British Diving Championships 2022 and for any other British Diving events that you have been involved in this year. 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 and hope you enjoy the experience!



Funding Partner



Official Partners



Official Suppliers



Endorsed Product



Host Venue

