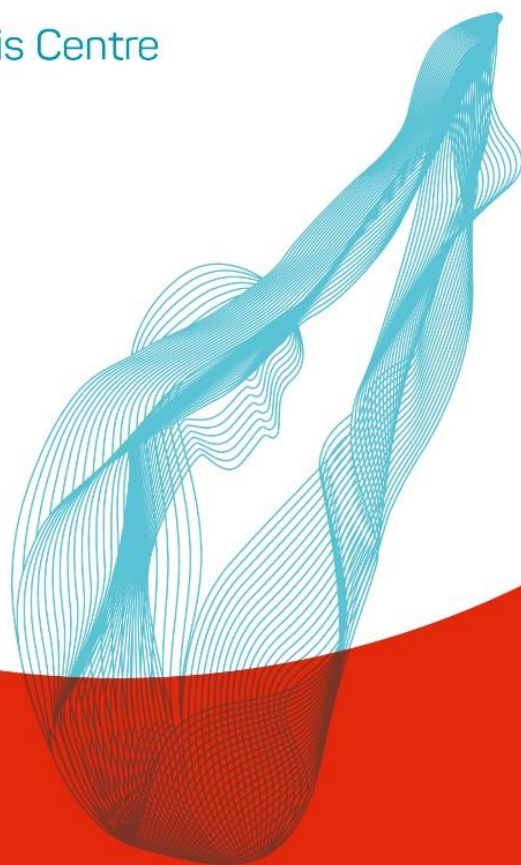


Entry Pack

Swim England Diving National Skills Finals 2024

13-14 July | Southend Leisure and Tennis Centre

Hosted by Swim England East Region



Contents

Introduction	3
Contacts.....	3
Event Website.....	3
Key Dates	3
Privacy Policy and Photography Consent.....	4
Travel Insurance	4
How To Enter	4
Entry Deadlines	4
Entry Process	5
Membership	5
Uploading an accreditation photo.....	5
Online Entry.....	5
Entry Confirmation.....	5
Competition Information	5
Events	6
Provisional Event Schedule*	6
Training	7
Technical Meeting	7
Clothing and Bags	7
Key Documents.....	7
Anti-Doping	7
Accreditation	8
Competitors	8
Coaches*, Team Managers and Chaperones	8
Lost or Forgotten Accreditation Passes	9
Venue Information	9
Public Transport.....	9
Car Parking.....	9
Food and Drink	9
Spectators Tickets.....	9
Event Merchandise.....	10
Event Merchandise	10
Event Conditions.....	10



Introduction

This document contains the required information needed to enter Swim England Diving National Skills Finals 2024. Please ensure you read this document carefully as some information may be new to you.



Contacts

Swim England East Region	
Event Director	Diving Manager & Chief Referee
Stephanie Lewis Email: stephanie_lewis@ymail.com	Lottie Thompson Email: lotlots@hotmail.com
Competition Officer & Chief Recorder	Designated Welfare Officer
Ian Rollinson Email: diveentries@eastswimming.org	Rose Patten Email: sd-welfare@outlook.com Tel: 07496194556
Venue	
Southend Leisure & Tennis Centre Garon Park, Eastern Avenue, Southend-on-Sea SS2 4FA	
Email: southend-diving@fusion-lifestyle.com Tel: 01702 613000	

Event Website

[SWIM ENGLAND DIVING NATIONAL SKILLS FINALS 2024](#)

Key Dates

Initial Entries OPEN	12 noon, Wednesday 29 May 2024
Initial Entries CLOSE	12 noon, Wednesday 12 June 2024
Electronic Dive Sheet Deadline	6pm, Wednesday 10 July 2024
Late Online Entries Window CLOSE	12 noon, Wednesday 10 July 2024
Manual Dive Sheet Submission	Technical Meeting
Technical Meeting	6pm, Friday 12 July 2024

Please Note: as of 1 September 2023, Swim England competitions run under the Swim England Transgender and Non-binary competition policy.

The eligibility categories for this competition are as follows:

- *Open: Those who identify as male including athletes with a birth sex of male, transgender and non-binary athletes*
- *Female: Those who identify as female including athletes with a birth sex of female, transgender and non-binary athletes.*

Athletes are free to enter the category within which they identify.



Privacy Policy and Photography Consent

All individuals entering Swim England events are asked to complete a photography / video consent form for close up and identifiable images or videos prior to attending the event.

PHOTOGRAPHY CONSENT FORM

Please be aware that more general images or videos of the event will also be taken. These images or videos may be used by Swim England or Swim England East Region on its website and social media channels to promote this event and events in the future, or by our commercial partners/supporting organisations for advertising purposes. If you have any concerns, please contact stephanie.lewis@ymail.com

Photographs and/or videos will be taken and stored in accordance with Swim England [Privacy Policy](#) (See Policy SE 1046) and [Wavepower](#) and retained for a period 5 years.



Travel Insurance

Affiliated clubs and members thereof have the benefit of third party and personal accident insurance effected by Swim England. However, this does not include travel insurance for trips in the UK or abroad, in particular there is no cover for travel or accommodation costs for the cancellation of an event.

Some clubs and members may already have the benefit of their own group or personal travel insurance. For those that do not have travel insurance for this event and wish to get a Sport Travel Insurance quote please click [HERE](#) or contact Howden directly on 0121 698 8052. Alternatively, you can seek cover from another insurance provider.



How To Enter

All clubs are asked to read the entry information below and Event Conditions [here](#) very carefully and to resolve any membership related queries at the earliest opportunity and by no later than 7 working days prior to entries closing.

Entry Deadlines

Initial Entries CLOSE	12 noon, Wednesday 12 June 2024
Electronic Dive Sheet Deadline	6pm, Wednesday 10 July 2024
Late Online Entries Window CLOSE	12 noon, Wednesday 10 July 2024
Manual Dive Sheet Submission	Technical Meeting

All entries and appropriate payments must be received by the above closing deadline. Late entries, entries without payment or competitor photographs, and entries incorrectly completed will not be accepted beyond the closing deadlines.

Before commencing the athlete entry process, please ensure you have familiarised yourself with the event conditions.

The following must be in place first to ensure the athlete is available for selection in the entry system and an entry can be submitted:

- Correct membership category and Club (see [p.5](#))

- Photograph ([p.5](#))

If you have any entries related queries, please contact diveentries@eastswimming.org by no later than **Wednesday 22 May 2024**.

Entry Process

Membership

Competitors must be Swim England **Club Compete** category members (or Swim Wales; Scottish swimming and other countries affiliated to World Aquatics equivalent). Competitors who do not hold current nor correct membership category will not be available for selection within the entry system.

Online Membership Check	MEMBERSHIP CHECK
Online Membership System	Online Membership System

Uploading an accreditation photo

All competitors are required to upload a photo of themselves for accreditation purposes before an entry can be submitted. See *Accreditation* section ([p.8](#)) for further information on Accreditation process.

Photos should be uploaded via the [BIOGS PAGE](#).

If the photo is deemed to be unsuitable (either on the grounds of poor quality or wrong identity) entry into the event may not be permitted.

Online Entry

Online Entries System:	SUBMIT ENTRIES HERE	
Entry Fees	Group E/ D/ C/ B Events	£22 / competitor
	Group A Events*	£17.50 / competitor per board
	Late Fee	£33 / entry

*Group A 1m and 3m events are run separately.

A late entry fine of **£33** will be applied in addition to the entry fees, for all entries made **after 12 noon, Wednesday 10 July 2024**. Late entries window will close 15 minutes before the Technical Meeting.

Entry Confirmation

Confirmation of entries will be sent via email upon completion of your online entry submission. A Confirmation Pack will be circulated to all entrants once the initial entry deadline has passed.



Competition Information

Swim England Diving National Skills Finals 2024 shall be held under Swim England Regulations and the World Aquatics Technical Rules of Diving.

Events

Events and Age Groups are as **at 31 December 2024** and will be as follows:

Group E – 8/9 years
 Group D1 – 10 years
 Group D2 – 11 years
 Group C1 – 12 years
 Group C2 – 13 years
 Group B – 14/15 years
 Group A – 16/17/18 years

The organisers reserve the right to amend the age groups for these events with age group categories depending on the number of entries. Timings will be determined once all the entries have been received and numbers are known, however, a provisional timetable is shown below.

Provisional Event Schedule*

Timings and the running order of events on each day will be determined once all the entries have been received and numbers are known. The events will stay on the allocated days as set out below. Events will be combined if entries allow. Some individual events will run simultaneously.

*Sessions and their timings will be confirmed once entries have closed. Approximate start times for each day have been indicated in the provisional event schedule below.

Saturday 13 July		Sunday 14 July	
Approx. start 09:00	<u>Session 1</u> Group D1 Female Group E Female Group D2 Female	Approx. start 09:00	<u>Session 4</u> Group C1 Open Group C2 Open Group A Open & Female 3m
Approx. start 12:30	<u>Session 2</u> Group C1 Female Group C2 Female	Approx. start 12:00	<u>Session 5</u> Group E Open Group D1 Open Group D2 Open
Approx. start 16:30	<u>Session 3</u> Group B Open Group A Open & Female 1m	Approx. start 14:00	<u>Session 6</u> Group B Female

On Friday 12 July there will be training available in the diving pit.

Due to space restrictions, clubs will need to book training slots for this and the cost will be £10 per diver to be paid direct to the East Region once arranged please email bookings@eastswimming.org directly to arrange.

Training

The pool will be available for training during the following times:

Friday – 30-minute training slots will be available between 15:00 – 19:30 for clubs to book directly through the East Region website [here](#). Booking will open on **Wednesday 29 May 2024**.

Saturday - Restricted training will be timetabled.

Sunday - Restricted training will be timetabled.

Technical Meeting

A Technical Meeting will be held on **Friday 12 July 2024 at 18:00** in the officials' meeting room which will be clearly signposted and via Zoom. All officials must attend and at least one coach from each club should attend. If a coach is unable attend, Lottie Thompson (lotlots@hotmail.com) should be notified at the earliest opportunity.

Clothing and Bags

During parades and medal ceremonies full club kit or tracksuits must be worn.

The poolside will need to be clear and bags placed in the allocated bag area.

Key Documents

Competitors/Coaches are requested to submit dive sheets electronically, both for their own convenience and to minimise the chance of errors loading the data into the recording programme. Coaches can make bulk submissions of dive sheets on behalf of their competitors by using the program *DiveSheets* with which they should already be familiar with. Alternatively, individual competitors may submit their own dive sheets online. The coach and competitor should agree on which method should be used.

Dive sheets should be submitted online at www.diverecorder.co.uk. As soon as the dive sheet has been submitted a success/failure message will be displayed. If successful, an automatic email will be sent confirming receipt of the details and dives. Dive sheets can be checked and amended a few days before the event online at www.diverecorder.co.uk/live, however this must be done before the deadline passes. Please contact diveentries@eastswimming.org, if a problem occurs.

Electronic dive sheet submissions must be made no later than **6pm on Wednesday 10 July 2024**.

At the event, either a coach or competitor must sign hard copies of these dive sheets, which will be available from the Recorders.

If the above electronic method is unable to be used, hard copies of the dive sheets can be submitted to the Recorders at the event. The deadline for manual dive sheets is **15 minutes before the Technical Meeting**.

Anti-Doping

Whether by accident or on purpose, doping is against the rules of the sport. Swim England and British Swimming promote a culture of doping-free sport. Competitors are advised that Anti-Doping control may take place during this event.

Please ensure competitors keep their accreditation on person at all times, as this will be used for identification. For further information, please refer to Anti-Doping section:

<https://www.swimming.org/swimengland/anti-doping/>

Please note that in accordance with the International Standards for Testing, it is the competitor's responsibility to provide all information and dosage for any medications and supplements taken on the doping control form, at the point of doping control.

Strict liability means competitors are responsible for any banned substance found in their system, no matter how it got there.

All medications should be checked on www.globaldro.com

If support is required, or there is a query about any medications, supplements or the anti-doping rules around this, please contact Diane Elliot at diane.elliott@swimming.org.



Accreditation

Accreditation must be worn at all times inside the venue within accredited areas. Accreditation will be issued on an individual and event basis, and is non-transferrable.

Competitors

Competitor accreditation will be sent in a confirmation email on completion of the entry and will be sent to the email address provided at the time of entry.

Coaches*, Team Managers and Chaperones

Clubs must follow the guidance as set out in the current version of [Wavepower](#).

Poolside Accreditation Pass Charge:	£12
Overseas Accreditation Applications:	No later than 12 noon, Monday 1 July 2024
England Accreditation Queries:	No later than 12 noon, Wednesday 3 July 2024

*** NOTE: All coaches, including those who are judging need to apply for poolside accreditation**

Coaches, team managers and chaperones requiring access to poolside must purchase a Poolside Accreditation pass in advance of the event and must fulfil the following criteria, as required by their role, when applying for a pass to attend any Swim England National events:

- 1. Enhanced DBS:** valid Disclosure with Barred Service Check (NB: applications can take up to 60 days and is outside of Swim England's control). If you have any queries contact dbs@swimming.org.
- 2. Minimum Qualification/Requirements** (specific to the role):
 - a. Coaches – Coaching Qualification or Assistant Coach Certificate
 - b. Team Manager – Team Manager Training Module 1 or 2 Certificate
 - c. Chaperone – Club authorisation to be acting in loco parentis on behalf of the Club
- 3. Safeguarding Certificate:** valid Safeguarding certificate updated and recorded with Swim England Membership Department.

Membership Check	<u>MEMBERSHIP CHECK</u>
Apply for Accreditation – England Open from 12 noon, 29 May 2024 , closes 11 July 2024	<u>Apply for Accreditation</u>
Apply for Accreditation – Scottish, Welsh & Overseas to be submitted no later than 12 noon, 1 July 2024	<u>Apply for Accreditation</u>
Membership Queries: All membership queries must be brought to the attention of Membership team by no later than 12 noon, 3 July 2024 to ensure resolution ahead of the Championships.	T: 01509 640 727 E: <u>renewals@swimming.org</u>

The following guidelines should be followed to ensure the competitor accreditation is correct:

- Competitor accreditation must be printed in advance and brought to the event.
- Once printed, the accreditation should be folded twice so that the photo is visible on the front and back.
- At the event, lanyards and accreditations pouches will be available from collection points for accreditation passes.
A £10 charge will be applied to replace any lost or forgotten accreditations.

Accreditation checks will be carried out at the event and entry into the event may be denied without the accreditation pass.

Lost or Forgotten Accreditation Passes

A £10 charge will be applied on all lost or forgotten passes if a competitor arrives at the event without their accreditation.

Accreditation checks will be carried out at the event and entry into the event may be denied without the accreditation pass.



Venue Information

Southend Leisure & Tennis Centre

Garon Park
Eastern Avenue
Southend-on-Sea SS2 4FA

Email: southend-diving@fusion-lifestyle.com

Tel: 01702 613000

Public Transport

[Getting to Southend](#)

[Getting around Southend-on-Sea](#)



Car Parking

Free car parking onsite is available



Food and Drink

A café serving a full range of refreshments including drinks, cold snacks and hot meals is due to be open at the event.



Spectators Tickets

Spectator ticket can be purchased [here](#). Sales will **open Wednesday 29 May 2024 and close on Wednesday 12 June 2024**. A maximum of two tickets per entrant will be available to purchase. Subject to availability, additional tickets may be released after 12 June 2024.

Event Merchandise

Event Merchandise

A range of event merchandise will be available to purchase at the event.

Fine Designs will be attending the event selling a range of commemorative t-shirts and hoodies. Visit their stand during the event and choose from a large selection of garments. Each print only takes a few seconds which means you can customise your garment and it is printed on site whilst you wait to collect. Choose from the front logo; the list of competitors' names and lots of additional sleeve options.

Prices start from £20 for a t-shirt and £40 for a hoodie.

www.finedesignsuk.com



Event Conditions

Event Conditions and Technical Points can be viewed / downloaded [here](#).