



Terms of Reference for Committees

- The directors (including the officers) (the "**Directors**") of the Cayman Islands Aquatic Sports Association ("**CIASA**") and members (the "**Committee Members**") of the committees of the Board of Directors (the "**Committees**") owe certain duties to CIASA and, in particular, must act in the best interests of CIASA as a whole in the promotion and development of the Aquatic Sports in the Cayman Islands by working with our athletes, coaches, parents, sponsors and other partners.
- Each Director must be fully aware of all the activities of CIASA and must display a level of skill, care and diligence in every decision that is made. The same applies to each Committee Member in respect of their respective Committee. The monthly board meetings allow the Board of Directors and Committees to share their respective reports and vote on various issues that requires the Board of Directors' attention without prejudice.
- When making decisions, the Board of Directors and Committee Members take into account the advice from each other, the Technical Director and the Coaches Committee. The Board of Directors and the Committees shall meet as often as is required to properly administer the affairs of CIASA and the relevant Committee.
- The core values of CIASA are set out in the Vision, Values and Objectives of CIASA and do not change drastically from year to year. Each Director and Committee Member should seek to uphold and implement the Vision, Values and Objectives.
- The Board of Directors shall ensure participation of the Committees in the preparation of the meetings of the Board of Directors with regard to such tasks that fall within their areas of responsibility. For that purpose, they shall have the right to submit reports, suggestions, recommendations and comments. The chairman or other Committee Members may be heard at the meetings of the Board of Directors on the respective issue.
- The general responsibilities of the Board of Directors and Committee Members (as applicable) include:
 - Communicating and implementing CIASA's Vision, Values and Objectives and overall direction;
 - Leading, supporting, directing, assisting, guiding and evaluating the work of fellow Directors or Committee Members, the Technical Director, registered clubs and swim school and volunteers;
 - Ensuring that CIASA's Strategic Plan is being followed to guide CIASA;
 - Maintaining awareness of the needs of CIASA's members and taking the necessary steps to fulfil those needs; and
 - Performing other responsibilities as assigned by the CIASA President.

CAYMAN ISLANDS AQUATIC SPORTS ASSOCIATION

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AFFILIATED MEMBER OF FINA·UANA·CCCAN·CARIFTA·CIGA AND THE CAYMAN ISLANDS OLYMPIC COMMITTEE

Audit and Finance Committee

The role of the Committee is to:

- Execute efficient financial controls and review the financial statements, budget and the external auditors' report adhering to the applicable accounting and audited principles where appropriate.
- Assist the Board of Directors and the Committees in monitoring CIASA's financial and compliance matters.
- Liaise with external auditors and promptly report any problems, issues or concerns raised to the Board of Directors.
- Conduct risk management and oversee policies and procedures that protect CIASA's assets and revenues.
- Review the quality of the internal financial control system and report any inadequacies to the President.
- Liaise with the Board of Directors and the Committees to prepare quadrennial and annual budgets as well as budgets and invoices for specific events.

Uphold confidentiality with agreement to the CIASA Board of Directors to ensure the best interests of CIASA are upheld.

The Committee shall be comprised of the CIASA Treasurer and other CIASA members with knowledge of accounts, finance and/or legal matters.

Booster Group (Fundraising and Events)

The role of the Committee is to:

- Work with various Committees to understand their funding requirements.
- Develop fundraising activities to meet these requirements.
- Coordinate the execution of these activities to achieve fundraising goals.
- Provide financial information to the Audit and Finance Committee for budgeting and invoicing purposes.
- Assist with other CIASA events, competitions and initiatives as necessary.

The Committee shall be comprised of CIASA members representing each registered club or other organisation.

Coaches Committee

The role of the Committee is to:

- Identify, develop and support a plan of action that supports the development of Representative Team athletes of the Cayman Islands. This plan of action shall include providing strategic direction for development programmes, national events and international competitions.
- Provide input and experience into a strategy for hosting CIASA competitions, including working with the Nationals Organising Committee to assist with its preparation.
- Be in contact with athletes and bring forward their suggestions and remarks.
- Work with the Representative Team Committee to assist with recommendations and processes for determining Representative Teams.
- Make recommendations to the Representative Team Committee regarding regular year-round on-island and off-island team training for Senior, Junior, Development and Artistic athletes.
- Provide advice on technical matters related to the Aquatic Sports and provide other input, advice or experience where needed.
- Evaluate the effectiveness of development programmes and make recommendations for continual improvement of programmes as required.
- Present a list of qualified persons to recognise for annual awards.
- Encourage professional development through certification programmes to uphold the values outlined in the Vision, Values and Objectives.

The Committee shall be comprised of the Technical Director and the head coach of each registered club. Additional coaches from each club may be invited to attend when topics merit.

Facilities Committee

The role of the Committee is to:

- Realise the vision and objectives and coordinate the funding, planning, design, construction and management of the Cayman Islands Aquatic Centre.
- Liaise with architect, builders and other service providers in respect of the Cayman Islands Aquatic Centre.
- Establish the budget for the planning, construction and maintenance phases of the Cayman Islands Aquatic Centre.
- Develop the Marketing and Business Plan of, and secure partners and sponsors for the construction and maintenance, the Cayman Islands Aquatic Centre.
- Liaise with the Cayman Islands Government on the development and enhancements of other aquatic facilities such as the Lion's Pool, Clifton Hunter Pool and Cayman Brac Aquatic Centre.
- Provide financial information to the Audit and Finance Committee for budgeting and invoicing purposes.
- Assist with other CIASA events, competitions and initiatives as necessary.

The Committee shall be comprised of CIASA members representing each registered club or other organisation.

Fund Development Committee

The role of the Committee is to:

- Identify, qualify, cultivate and solicit financial gifts from individuals and corporate entities; and to do so with the assistance of other Directors, members of the community and/or the Cayman Islands Government on an *ad hoc* basis.
- Prepare presentations and documentation for potential and current sponsors and partners.
- Attend meetings and presentations with current sponsors and partners and maintain such relationships.
- Provide financial information to the Audit and Finance Committee for budgeting and invoicing purposes.
- Assist with other CIASA events, competitions and initiatives as necessary.

The Committee shall be comprised of CIASA members representing each registered club or other organisation.

Legal Committee

The role of the Committee is to:

- Provide legal expertise to the Board of Directors and the Committees and to give recommendations regarding legal matters whenever needed.
- Assist the Board of Directors and the Committees in drafting amendments to the constitutional documents, strategic plan, rules and regulations.
- Ensure CIASA's compliance with applicable rules and regulations and the laws of the Cayman Islands in connection with statutory updates and filings.
- Advise, if necessary, on agreements between CIASA and third parties.

The Committee shall be comprised of the CIASA Treasurer and other CIASA members with knowledge of accounts, finance and/or legal matters.

Nationals Organising Committee

The role of the Committee is to:

- Organise the "dry" or "non-technical" aspects of the National Championships.
- Secure the venue for the National Championships each year.
- Liaise with the Technical Director, club executives and swim school executives regarding the National Championships.
- Liaise (in conjunction with the Public Relations and Media Committee) with the event sponsor(s) before and after the National Championships.
- Organise volunteers for the National Championships ensuring we have adequate personnel to run the National Championships.
- Arrange for the necessary equipment to be ready and available for the National Championships.
- Provide financial information to the Audit and Finance Committee for budgeting and invoicing purposes.
- Assist with other CIASA events, competitions and initiatives as necessary.

The Committee shall be comprised of CIASA members representing each registered club or other organisation.

Open Water Committee

The role of the Committee is to:

- Liaise with the Technical Director, club executives, swim school executives and the Flowers Group regarding the annual open water calendar.
- Liaise (in conjunction with the Public Relations and Media Committee) with the event sponsor(s) before and after their event.
- Design and order swim caps, t-shirts and awards for each open water event.
- Organise volunteers for open water events ensuring we have adequate personnel to run an event;.
- Arrange for the necessary equipment to be ready and available for each event.
- Support the Flowers and clubs' open water events.
- Provide financial information to the Audit and Finance Committee for budgeting and invoicing purposes.
- Assist with other CIASA events, competitions and initiatives as necessary.

The Committee shall be comprised of CIASA members representing each registered club or other organisation.

Public Relations and Media Committee

The role of the Committee is to:

- Prepare articles, newsletters and other public relations documents for sharing with the public and PR contacts.
- Regularly update the CIASA website, Facebook page and other public media pages.
- Liaise with sponsors and partners of CIASA in respect of current updates and events.
- Assist in reaching and staying in contact with a network of journalists who cover sports.
- Assist the organising committees of CIASA events and competitions in order to ensure the best possible coverage for journalists, photographers and other media personnel.
- Offer advice on the best way to promote CIASA and the image of the Aquatic Sports.
- Provide financial information to the Audit and Finance Committee for budgeting and invoicing purposes.
- Assist with other CIASA events, competitions and initiatives as necessary.

The Committee shall be comprised of CIASA members representing each registered club or other organisation.

Representative Team Committee

Membership on the RTC consists of CIASA members and the Technical Director. For the avoidance of doubt, "Representative Teams" include Senior, Junior, Development and Artistic athletes.

The role of the Committee is to:

- Make recommendations to the Board of Directors regarding the selection and discipline of Representative Team athletes.
- Make recommendations to the Board of Directors on other potential opportunities for Cayman's athletes to represent the country at Representative Team events and competitions.
- Update and maintain list of eligible representative and national team athletes, including maintenance/updating of athlete's records e.g. immigration status, travel documents etc.
- Ensure that CIASA's standard Representative Team Agreement (RTA) and Waiver of Liability is reviewed at least annually.
- Ensure that all eligible representative and national team athletes (and, where applicable, their parents/guardians) complete and sign the RTA and waiver on an annual basis.
- Appropriately document disciplinary issues and take necessary action and/or make recommendations to the Board of Directors regarding same.
- On advice from the Technical Director and Coaches Committee, make recommendations to the Board of Directors regarding minimum qualifications (selection criteria, time standards and training requirements) for Senior, Junior, Development and Artistic athletes.
- On advice from the Technical Director and Coaches Committee, make recommendations to the Board of Directors regarding regular year-round on-island and off-island team training for Senior, Junior, Development and Artistic athletes.
- On advice from the Technical Director and Coaches Committee, make recommendations to the Board of Directors regarding opportunities for overseas training opportunities and competitions.
- Make recommendations to the Board of Directors regarding staff for Representative Team events.
- Provide guidance regarding the need for year-round fund development for representative and national events/teams. Actual Representative Team fundraising activities are coordinated through a Booster Group consisting of parents of Representative Team athletes.
- Arrange and attend regular (e.g. quarterly) meetings with parents.
- Regular communications (e.g. emails/newsletter) with Representative Team and national development group parents.
- Provide financial information to the Audit and Finance Committee for budgeting and invoicing purposes.
- Assist with other CIASA events, competitions and initiatives as necessary.

Subject to the discretion of the Board of Directors of CIASA, the RTC shall be comprised of the CIASA Technical Director (as an ex officio non-voting member) and at least 5 CIASA members including, but not limited to:

- Chairman (who shall also be a CIASA Director);
- Technical Experts (who must be Non-Parents and Non-Club Employees);
- Representatives from the Junior Team;
- Representatives from Development Squad;
- Representatives from the Artistic Swimming Team;
- Representatives from the Senior Team (if no such representative on the current Board of Directors); and/or
- Any other persons that may be appointed by the Board of Directors of CIASA.

Technical Committee

The role of the Committee is to:

- Interpret and enforce the FINA rules and regulations relating to the Aquatic Sports in force from time to time.
- Consider and decide upon any matter affecting its particular responsibility, which may be referred to it by the Board of Directors.
- Agree, and review periodically, the criteria for the various technical official roles required for each aquatic discipline.
- Evaluate and approve candidates (upon sign off from at least two referees) for the title of referee, starter or judge, or other relevant technical official.
- Maintain and update a list of eligible technical officials and their title.
- Ensure on-going training and development programs are available for technical officials.
- Receive and report to the Board of Directors any complaint made by referees regarding misconduct of individuals in competitions and to make recommendation thereon.
- Take part in the technical preparations and in the conduct of the competitions in their discipline at all CIASA competitions.
- Organise the technical officials and other key personnel for CIASA and Club competitions (it being noted that timers are organised by the meet organising committee).
- Liaise with the relevant meet committees to ensure all technical equipment is in working condition prior to and during each CIASA and Club competition.
- Co-ordinate meet referees who will be responsible for rosters for officials for each CIASA and Club competition.
- Provide financial information to the Audit and Finance Committee for budgeting and invoicing purposes.
- Assist with other CIASA events, competitions and initiatives as necessary.

The Committee shall be comprised of a maximum of 7 CIASA members (excluding the technical Director) as follows:

- Chairman (a current technical official, at least Level 2 qualified);
- CIASA Technical Director;
- All current technical official referees (willing to serve on the Committee); and
- Technical official Judges representatives - to be selected from all other levels of technical officials with priority being given to those with the highest qualification level and level of experience (numbers depend on the number of referees on the Committee).

Sub-committees for various aquatic disciplines may be formed, which report back to the Committee.