

**CAYMAN ISLANDS AMATEUR SWIMMING ASSOCIATION**  
**MINUTES OF A BOARD MEETING**  
**Global Captive Management Board Room**  
**7 September 2017**

**PRESENT:**

**Officers:**

Andrew Mackay  
Chilian Wong-Ellison  
Ian Lambert  
Michael Lockwood

**Directors:**

Jacky Rowland  
Steve Broadbelt  
Duke Sullivan  
Michelle Bailey  
CJ Moore

**IN ATTENDANCE:**

**Ex-officio:**

Bailey Weathers - Technical Director  
Dean Wragg – SMS Representative (left at 8.30pm)  
Mr Frank Flowers – left 6.28pm

**Apologies** were received from Dominic Ross and David Pursley.

**CALL TO ORDER**

Michael Lockwood called the meeting to order at 6.03pm with a prayer.

It was noted that a quorum of the board of directors (the "**Board**") of the Cayman Islands Amateur Swimming Association ("**CIASA**") was present in person.

It was noted that there were no updates to be discussed.

### **Aquatic Sports:**

It was noted that there will be a FINA synchronised swimming clinic held from 24 to 28 October 2017 and that Alissa and Bailey are co-ordinating this event.

It was noted that water polo clinic is proposed to take place from 8 December to 10 December 2017 and that there is a need to speak to all PE teachers at all schools and the wider community to identify persons interested in water polo and the clinic and that if there is not sufficient interest then the clinic will not be held.

### **Nationals:**

It was noted that the Cayman Islands National Swimming Championships 2018 will take place from 15 to 18 February 2018 at the Camana Bay Aquatic Pool. It was further noted that planning for the event will start in the near future. It was also noted that Duke will chair the organising committee of the Championships and that the Technical Committee will prepare the summons and take charge of the technical aspects of the Championships.

### **Technical:**

A written report was not submitted prior to the meeting.

It was noted that technical officials will receive a new shirt for this season and that the cost of this shirt will be covered by CIASA (CI\$20 per shirt, which is cheaper than previous shirts).

Following discussion on a motion duly moved, and seconded, it was unanimously resolved that CIASA shall cover the costs of new shirts for technical officials at a cost of CI\$20 per shirt .

### **Medical/Lifeguards/Safety:**

Chilian suggested that a database of certified lifeguards be kept. Ian to speak to Kavanagh as a starting point on this subject.

Steve volunteered to teach a CPR First Aid Training session and noted that typically this training needs to be updated every two years. It was noted that future planning will involve finding a venue and time for this training.

Discussion ensued regarding the need for more lifeguards.

### **CAYMAN BRAC:**

It was noted that the 25m pool construction had been delayed.

### **SPECIAL OLYMPICS:**

It was noted that there were no matters to be discussed.

### **CALENDAR/WEBSITE:**

Discussion ensued regarding the calendar and the changing of dates. It was noted that dates must be set in advance for planning purposes under the sanctioning rules and if there are to be changes, the Board and Technical Committee need to be informed immediately in order to update the calendar and for planning officiating purposes. It was further noted that under the sanctioning rules, applications must be received prior to 1 August each year and a list of sanctioned meets will be published on the CIASA website; clubs and organisations may still apply for late sanction if additional competitions are identified after the 1 August deadline, however consideration of such requests will be at the complete discretion of the Board and on condition that the application is made at least one month in advance of the competition.

It was noted that if discussions for changes are discussed at the coaches meetings, the Board will need to be informed as soon as possible even if there is a possibility of moving or the need to move a set event.

**TECHNICAL DIRECTOR'S REPORT:**

Bailey tabled copies of his report (a copy of which is attached to these minutes).

**CLUB REPORTS**

**Camana Bay Aquatic Club**

A written report was submitted prior to the meeting and was tabled (a copy of which is attached to these minutes).

**Seven Mile Swimmers**

A written report was not submitted prior to the meeting.

Dean noted that SMS attended the "Floribbean" meet.

Dean informed the Board that there is a feeling that the local meet fees are getting steep. Discussion ensued around this topic but it was concluded that the local meet fees are standard and in line to all standard meets and that comments regarding fees should be taken up with the relevant club directly.

**Stingray Swim Club**

A written report was not submitted prior to the meeting.

It was noted that there were no matters to be discussed.

**TREASURER'S REPORT**

A written report was not submitted prior to the meeting.

Andrew noted that he is finishing his review of the sub-committee budgets in order to finalise the omnibus budget.

He informed the Board that the 2015 audit has been completed and that 2016 audit had commenced.

Michael asked Andrew to submit monthly written reports summarising the financial statements.

*Dean left the meeting.*

**SUB-COMMITTEE REPORTS:**

**Representative Team Committee:**

Michelle tabled copies of her report (a copy of which is attached to these minutes).

Following discussion on a motion duly moved, and seconded, it was unanimously resolved that the form of the 2017-2018 CIASA Representative Team Agreement be approved in all respects and any director of CIASA be authorised to execute and deliver the 2017-2018 CIASA Representative Team Agreement for and on behalf of CIASA.

Following discussion on a motion duly moved, and seconded, it was unanimously resolved that the 2017-2018 Time Standards for the 2018 CCCAN Championships be approved in all respects.

Following discussion on a motion duly moved, and seconded, it was unanimously resolved that the 2017-2018 CCCAN Team Selection Criteria be approved in all respects.

Following discussion on a motion duly moved, and seconded, it was unanimously resolved that the 2017-2018 Junior Team Selection Criteria and the 2017-2018 Development Team Selection Criteria be approved in all respects.

Following discussion on a motion duly moved, and seconded, it was unanimously resolved that the 2017-2018 Time Standards for Junior and Development Teams be approved in all respects.

Following discussion on a motion duly moved, and seconded, it was unanimously resolved that the 2018 UANA Open Water Championships Selection Criteria be approved in all respects.

Following discussion on a motion duly moved, and seconded, it was unanimously resolved that the 2017-2018 Time Standards for the 2017 UANA Swimming Cup be approved in all respects.

Following discussion on a motion duly moved, and seconded, it was unanimously resolved that the 2018 CAC Games Selection Criteria be approved in all respects.

Following discussion on a motion duly moved, and seconded, it was unanimously resolved that the 2018 Youth Olympic Games Selection Criteria be approved in all respects.

Discussion ensued regarding a request from the coaches to look at the time standards for the UANA Swimming Cup and make them reasonable so that a larger percentage of swimmers could attend. It was noted that the UANA Swimming Cup is a Level 3 meet which is a higher-level meet than CARIFTA.

Discussion ensued regarding the summer meets and the topic of a unified team. It was noted that the Board is very supportive of this it will need to be clearly set out how logistically this will work. Michael requested that the RTC discuss this matter during its next meeting and prepare selection criteria and procedures for the summer meets to be run as representative team meets.

#### **Public Relations:**

Steve tabled copies of his report (a copy of which is attached to these minutes).

It was noted that the report is a summary to the articles and links to the various PR efforts in the last month.

Discussion ensued regarding contracting a third party for a fee to carry out social media and promotion of CIASA and it was noted that Steve will research this topic a little more.

#### **Fund Development:**

A written report was not submitted prior to the meeting.

CJ reiterated that we do need to be proactive in promoting CIASA to our sponsors.

Michael requested CJ to contact each existing sponsor and partner to set up meetings to discuss future commitments and CIASA in general.

#### **Booster group**

A written report was not submitted prior to the meeting.

It was noted that there were no matters to be discussed.

#### **50m pool committee**

A written report was not submitted prior to the meeting.

CJ noted that he had been in touch with the Government and the next step is to set up a meeting with the new Minister of Sports. It was noted that Steve will work on a Memorandum of Understanding for the meeting.

It was noted that Kevin Drysdale (the quantity surveyor for the Brac pool) has expressed an interest in joining the 50m pool subcommittee

**Insurance:**

It was noted that the insurance policy will be renewed at year end.

**Athlete Protection:**

It was noted that training sessions are to take place at the end of September 2017 and that an email has been sent to the Child Protection officers for the various clubs to inform them of the sessions.

**Strategic Plan**

It was noted that Bailey and Jacky will finalise the documents soon and that the documents will be submitted to the Government.

**ANY OTHER BUSINESS:**

It was noted that there was no further business to be discussed.

**DATE OF NEXT MEETING**

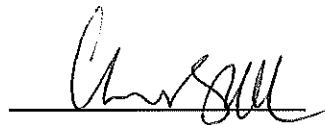
It was noted that the next meeting would be on Thursday, 5 October 2017.

**ADJOURNMENT**

The meeting adjourned at 9.35pm.



**Michael Lockwood**  
**Chairman of Meeting**



**Chilian Wong-Ellison**  
**Secretary of Meeting**