



CIASA Representative Team Handbook

Policies, Responsibilities, Standards and Expectations

Created 2026

Every time we wear “CAYMAN ISLANDS” across our chest, we carry the reputation of our country, our teammates, our clubs, our families and everyone who has helped us reach this point. Our behaviour should inspire confidence, demonstrate respect and reflect the values of Cayman Aquatics both in and out of the pool.

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REPRESENTATIVE TEAM CHARTER

Every member of a CIASA Representative Team commits to three simple principles:

Protect the Crest

Every action reflects on our teammates, our Association and the Cayman Islands.

Lead with integrity. Make decisions that strengthen the reputation of those who came before us and inspire those who will follow.

KY Live Caymankind

Treat every person with kindness, humility, respect and compassion.

Whether competing, travelling or representing our country abroad, we strive to leave every individual with a positive impression of the Cayman Islands.

Leave Every Place Better Than You Found It

Make a positive difference wherever you go.

Support your teammates, respect facilities, thank volunteers and contribute positively to every environment you enter.

Section 1- Purpose of this Handbook

The CIASA Representative Team Handbook establishes the standards, responsibilities and expectations for every individual selected or appointed to represent the Cayman Islands Aquatic Sports Association (CIASA) at local, regional and international competitions, training camps and official Representative Team activities.

This Handbook has been developed to provide a consistent, professional and athlete-centred framework for the operation of all CIASA Representative Teams while supporting the health, safety and wellbeing of every member of the delegation.

The policies and expectations contained within this Handbook apply equally to all CIASA aquatic disciplines, including:

- Competitive Swimming.
- Open Water Swimming.
- Artistic Swimming.
- Water Polo.
- Any future aquatic discipline recognised by World Aquatics and governed by CIASA.

This Handbook applies to every individual travelling or participating as part of a CIASA Representative Team, including:

- Athletes.
- Coaches.
- Head Coaches.
- Team Managers.
- Assistant Team Managers.
- Chaperones.
- Technical Directors.
- Medical and Support Staff.
- Officials appointed in an official Representative Team capacity.
- Any other individual authorised by CIASA to travel or serve as part of the Representative Team.

This Handbook should be read in conjunction with other relevant CIASA policies and procedures, including, but not limited to:

- Representative Team Commitments.
- Selection Criteria.
- Code of Conduct.
- Safe Sport and Safeguarding Policies.
- Anti-Doping Rules and Procedures.
- World Aquatics Rules and Regulations.
- PanAm Aquatics, CCCAN, CARIFTA and Cayman Islands Olympic Committee (CIOC) policies, where applicable.

Selection or appointment to a CIASA Representative Team is a privilege earned through performance, commitment, professionalism and character. Every individual representing

CIASA is expected to understand, uphold and demonstrate the standards and expectations outlined in this Handbook throughout the entire Representative Team experience.

These expectations apply at all times while representing CIASA, including but not limited to:

- Training sessions and training camps.
- Team meetings and educational sessions.
- Competitions and official events.
- Travel to and from events.
- Airports and ground transportation.
- Hotels and team accommodation.
- Medal ceremonies and official functions.
- Team meals and organised social activities.
- Media appearances.
- Online communication and social media associated with the Representative Team.

This Handbook should be read alongside the CIASA Representative Team Induction. The induction reinforces the key principles, standards and expectations contained within this Handbook through interactive learning activities. All Representative Team members are encouraged to complete the induction before signing the applicable Representative Team Commitment.

1.1 Representing the Cayman Islands

Being selected or appointed to represent the Cayman Islands is one of the highest honours in Cayman sport. Every Representative Team member becomes an ambassador for the Cayman Islands, CIASA, their discipline, their club, their family and themselves.

The privilege of wearing “**CAYMAN ISLANDS**” on a Representative Team uniform extends far beyond athletic performance. It represents a commitment to excellence, respect, professionalism and integrity in every environment.

Every action—whether during competition, training, travel, accommodation, official functions or online—contributes to the reputation of the Cayman Islands, CIASA and the continued growth of aquatic sports within our nation.

All Representative Team members are expected to:

- Demonstrate honesty, integrity and respect in every interaction.
- Support teammates and contribute positively to a united Representative Team environment, regardless of discipline.
- Treat coaches, officials, volunteers, event organisers, competitors, hotel staff, airline personnel and members of the public with courtesy and respect.
- Follow the reasonable instructions of coaches, Team Managers, Technical Directors and appointed CIASA officials promptly and respectfully.
- Display humility in success and dignity in defeat.
- Protect the reputation of CIASA and the Cayman Islands through responsible behaviour, both in person and online.
- Promote a safe, inclusive and welcoming environment free from bullying, harassment, discrimination, intimidation and abuse.

- Respect cultural differences and act as positive ambassadors whenever travelling internationally.
- Place the wellbeing and success of the Representative Team above individual interests where appropriate.

Representing the Cayman Islands is both a privilege and a responsibility. Every Representative Team member is expected to demonstrate behaviour that reflects positively on themselves, their teammates, CIASA and the Cayman Islands, inspiring confidence in athletes, families, partners and the wider community.

.1.2 The CIASA Way

At CIASA, we believe success is measured by more than medals, records and results. Success is demonstrated through preparation, teamwork, resilience, leadership, sportsmanship and the way we conduct ourselves every day.

The following values define the culture of every CIASA Representative Team and apply equally to athletes, coaches, Team Managers, chaperones, Medical and Support Staff, officials and all individuals representing CIASA.

Excellence

We strive to achieve our personal and collective best through preparation, professionalism, continuous learning and a commitment to continual improvement.

Respect

We treat every person with dignity, fairness and courtesy, showing respect for teammates, opponents, coaches, officials, volunteers, host communities and the people we meet wherever we represent the Cayman Islands.

Integrity

We act honestly, ethically and responsibly, even when no one is watching. We honour our commitments, compete fairly and make decisions that reflect positively on ourselves, our teammates, CIASA and the Cayman Islands.

Accountability

We accept responsibility for our actions, behaviour and decisions, recognising that our choices affect ourselves, the Representative Team and the reputation of CIASA.

Teamwork

We succeed together. Every Representative Team member contributes to a positive team environment by supporting one another, communicating respectfully and working collaboratively throughout the Representative Team experience.

Sportsmanship

We compete with humility, determination and respect, celebrating success graciously, responding to setbacks with resilience and upholding the principles of fair play at all times.

Leadership

Leadership is demonstrated through actions, not titles. Every Representative Team member is expected to lead by example through attitude, preparation, commitment and respect for others.

Together, these values define **The CIASA Way** and establish the culture expected of everyone entrusted with representing the Cayman Islands.

Representing the Cayman Islands is about more than performance. It is about the choices we make, the example we set and the way we treat others every day. The values of **The CIASA Way** should guide every decision, every interaction and every opportunity to represent our country. By living these values consistently, we strengthen our Representative Teams, inspire those who follow and proudly Protect the Crest.

Section 2 – Representative Team Standards

Every individual selected or appointed to a CIASA Representative Team contributes to the culture, reputation and success of the team.

The standards outlined in this section apply equally to athletes, coaches, Head Coaches, Team Managers, Assistant Team Managers, Chaperones, Technical Directors, Medical & Support Staff and all other individuals travelling or serving in an official Representative Team capacity.

Together, these standards establish the behaviours expected of everyone entrusted with representing the Cayman Islands and provide the foundation upon which the remainder of this Handbook is built.

Our objective is simple: to create a Representative Team environment that is safe, inclusive, professional, respectful and united, allowing every individual to perform at their best while proudly representing the Cayman Islands.

Where these standards are not met, CIASA will respond through supportive intervention, education, corrective action or, where necessary, formal disciplinary measures in accordance with this Handbook

2.1 Team First

Every Representative Team is stronger when individuals work together towards a common purpose.

Although athletes compete in different events and disciplines, everyone selected to represent the Cayman Islands shares a responsibility for creating an environment built on trust, encouragement and mutual respect.

A successful Representative Team is one where individuals support one another, celebrate shared success and recognise that every contribution—whether in competition, training or behind the scenes—helps strengthen the team as a whole.

All members are expected to:

- Support and encourage teammates across all aquatic disciplines.

- Celebrate the achievements and successes of others.
- Foster an inclusive environment where every individual feels welcomed, respected and valued.
- Offer assistance whenever appropriate and contribute positively to the team environment.
- Respect team decisions, even when personal preferences differ.
- Demonstrate a positive attitude through their behaviour, communication and professionalism.
- Place the welfare, safety and reputation of the Representative Team above individual interests whenever appropriate.

Success is measured not only by results, but also by the strength of the team culture we create together. Every positive action contributes to an environment where individuals feel supported, respected and inspired to achieve their best.

2.2 Respect, Professionalism and Caymankind

CIASA proudly embraces the Cayman Islands' spirit of **Caymankind**—a culture founded on kindness, respect, generosity and consideration for others.

Every individual representing the Cayman Islands is expected to demonstrate these qualities through their actions, whether interacting with teammates, opponents, officials, volunteers, host federations, hotel staff, airline personnel or members of the public.

When travelling internationally, we represent far more than our sport. We represent the people, values and reputation of the Cayman Islands. The way we conduct ourselves should reflect the warmth, humility and respect for which our islands are known.

All members are expected to:

- Demonstrate the values of Caymankind by treating everyone with kindness, patience and respect.
- Treat every individual with dignity, fairness and courtesy.
- Respect the customs, cultures and traditions of every country visited.
- Communicate respectfully, even in challenging situations.
- Maintain a professional standard of behaviour, appearance and language at all times.
- Respect the authority and decisions of coaches, Team Managers, officials and event organisers.
- Show appreciation to volunteers, hosts and everyone who contributes to the success of the event.
- Demonstrate humility in both success and disappointment.

Professionalism extends beyond competition. It is reflected in the way we speak, listen, prepare, solve problems and support those around us. By living the values of Caymankind every day, we strengthen our Representative Team and leave a positive impression wherever we compete.

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2.3 Accountability

Every Representative Team member is responsible for their own behaviour, preparation and decision-making.

Accountability means taking ownership of our actions, honouring our commitments and recognising that our choices affect not only ourselves, but also our teammates, our Association and the reputation of the Cayman Islands.

All members are expected to:

- Arrive on time for all scheduled activities.
- Meet deadlines established by CIASA.
- Follow the instructions provided by Representative Team officials.
- Accept responsibility for mistakes and learn from them.
- Raise concerns honestly and respectfully through the appropriate channels.
- Demonstrate honesty and integrity in all interactions.

Being accountable demonstrates maturity, professionalism and respect for fellow team members. It builds trust within the Representative Team and creates an environment where everyone can learn, improve and contribute with confidence..

2.4 Commitment

Selection or appointment to a Representative Team carries responsibilities before, during and after every event.

Commitment is demonstrated through preparation, reliability and a willingness to contribute positively to the success of the Representative Team. It means giving your best effort, remaining engaged throughout the programme and recognising that every individual plays an important role in the team's success.

All members are expected to demonstrate commitment by:

- Attending all required meetings, activities and briefings.
- Preparing appropriately for competition and official team activities.
- Wearing the official Representative Team uniform with pride and in accordance with team requirements.
- Supporting teammates throughout the entire event, regardless of individual competition schedules.
- Participating fully in ceremonies, media activities and official functions when required.
- Respecting the time, effort and commitment of fellow team members by remaining engaged throughout the Representative Team experience.

Commitment is demonstrated through consistent actions, not isolated moments. Every individual's dedication helps create a Representative Team that is prepared, united and proud to represent the Cayman Islands..

2.5 Communication

Effective communication is essential to creating a safe, organised and successful Representative Team.

Open, honest and respectful communication helps build trust, resolve issues promptly and ensures that everyone understands their responsibilities throughout the Representative Team experience.

All members are expected to:

- Communicate honestly, respectfully and professionally.
- Inform a Coach, Team Manager or designated official immediately if they become ill, injured or unable to participate.
- Respond promptly to instructions and requests.
- Raise questions or concerns through the appropriate chain of communication.
- Listen respectfully to others and contribute constructively to discussions.

Positive communication strengthens trust, supports teamwork and helps create an environment where everyone feels informed, valued and able to perform at their best.

2.6 Inclusion and Belonging

CIASA is committed to creating a Representative Team environment where every individual feels welcomed, respected, supported and valued.

We believe our strongest Representative Teams are those where everyone feels they belong, regardless of their age, discipline, experience, background or role within the team.

Bullying, discrimination, harassment, exclusion or intimidation have no place within a CIASA Representative Team.

Every member shares responsibility for creating an environment where:

- Everyone feels welcome.
- Diversity is respected.
- Individual differences are valued.
- Team members support and encourage one another.
- Safe Sport principles are upheld at all times.

Creating a culture of inclusion requires the commitment of every individual. By treating others with kindness, respect and empathy, we foster a Representative Team where people feel confident, supported and able to perform at their best.

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2.7 Leadership by Example

Leadership is demonstrated through actions, not titles.

Every Representative Team member has the opportunity to positively influence those around them through their behaviour, attitude and professionalism. Whether you are an athlete, coach, Team Manager, volunteer or support staff member, your actions help shape the culture and success of the Representative Team.

All members demonstrate leadership by:

- Acting with integrity.
- Showing initiative.
- Supporting teammates.
- Demonstrating resilience during challenges.
- Respecting officials, volunteers and event organisers.
- Creating a positive environment wherever they go.
- Living the values of **The CIASA Way** every day.

Leadership is demonstrated through the choices we make every day. By leading with integrity, humility and respect, every Representative Team member helps inspire others and strengthens the culture we leave for future generations.

2.8 The Representative Team Standard

Every individual selected or appointed to represent CIASA is expected to uphold the **Representative Team Standard**.

The Representative Team Standard is the benchmark against which behaviour, professionalism, decision-making and personal conduct will be measured throughout every Representative Team activity.

It extends beyond simply following rules. It reflects the integrity, attitude, respect and professionalism expected of every individual entrusted with representing the Cayman Islands.

The Representative Team Standard is founded on three guiding principles that define the culture and expectations of every CIASA Representative Team.

Protect the Crest

The Cayman Islands crest represents every athlete, coach, official, volunteer and supporter who has contributed to the success of aquatic sports in our nation.

Protecting the Crest means recognising that every action—whether positive or negative—reflects on the Representative Team, CIASA and the Cayman Islands.

Representative Team members Protect the Crest by:

- Demonstrating integrity.
- Treating others with respect.

- Supporting teammates.
- Following Representative Team expectations.
- Acting professionally, both in person and online.
- Making decisions that strengthen the reputation of CIASA and the Cayman Islands.

Live Caymankind

Caymankind reflects the kindness, respect, generosity and compassion for which the Cayman Islands are recognised around the world.

Every Representative Team member is expected to demonstrate these values through their words, actions and interactions with everyone they encounter.

Living Caymankind means:

- Choosing kindness.
- Showing patience.
- Being humble in victory and gracious in defeat.
- Respecting different cultures and perspectives.
- Offering support to those around you.
- Leaving every person with a positive impression of the Cayman Islands.

Leave Every Place Better Than You Found It

Whether at a competition venue, hotel, airport, training facility or online, every Representative Team member has an opportunity to make a positive impact.

Leave Every Place Better Than You Found It by:

- Respecting facilities and equipment.
- Thanking volunteers and event staff.
- Supporting teammates.
- Keeping shared spaces clean and tidy.
- Treating every person with courtesy and respect.
- Contributing positively to every environment you enter.

These three principles define the Representative Team Standard and provide a simple framework for making positive decisions throughout the Representative Team experience. Together, they represent the culture, values and behaviours expected of everyone entrusted with representing the Cayman Islands.

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Section 3 – Roles and Responsibilities

The success of every CIASA Representative Team depends on collaboration, communication and shared responsibility.

While every member of the Representative Team has specific responsibilities, no individual works in isolation. Athletes, Coaches, Team Managers, Assistant Team Managers, Chaperones, Technical Directors, Medical & Support Staff and other appointed officials all play an important role in creating a safe, professional and successful Representative Team environment.

Every individual appointed to a Representative Team is expected to understand their responsibilities, fulfil their role professionally and work collaboratively in the best interests of the Representative Team at all times.

3.1 Shared Responsibility

Every Representative Team member contributes to the success of the Representative Team.

While responsibilities differ depending on an individual's role, every member shares responsibility for:

- Supporting the wellbeing of fellow Representative Team members.
- Maintaining a positive, safe and professional team environment.
- Communicating openly, respectfully and professionally.
- Following CIASA policies, procedures and the Representative Team Standard.
- Contributing to the successful delivery of the Representative Team programme.
- Protecting the reputation of CIASA and the Cayman Islands.

The strongest Representative Teams are built on collaboration, trust and a shared commitment to one another. Every individual is encouraged to contribute beyond their own role, recognising that collective success is achieved when everyone works together towards a common purpose.

3.2 Duty of Care

CIASA recognises that every individual appointed to a Representative Team has a Duty of Care.

Duty of Care is the shared responsibility to take reasonable steps to safeguard the health, safety, wellbeing, dignity and welfare of every Representative Team member throughout training camps, travel, competitions and official team activities.

Duty of Care includes:

- Promoting a safe, inclusive and supportive environment.
- Identifying and reporting concerns relating to athlete welfare or wellbeing.
- Acting promptly when an individual may be at risk.
- Supporting Safe Sport principles and safeguarding practices.
- Following safeguarding, medical and emergency procedures.

- Working collaboratively to ensure every Representative Team member feels safe, respected and supported.

While specific responsibilities differ between roles, the Duty of Care is shared by everyone travelling as part of a CIASA Representative Team. By remaining aware of the wellbeing of others and acting when concerns arise, every Representative Team member contributes to a safe, positive and supportive environment where individuals can thrive.

3.3 Athletes

Athletes are at the heart of every Representative Team and play a vital role in creating a positive, professional and successful team environment.

Athletes are expected to:

- Prepare physically and mentally for training and competition.
- Follow the direction of Coaches and Representative Team officials.
- Attend all required meetings, training sessions and team activities.
- Arrive prepared and on time.
- Take responsibility for their personal equipment and belongings.
- Communicate any illness, injury or concerns promptly.
- Respect team schedules and logistical arrangements.
- Support teammates across all aquatic disciplines.
- Take responsibility for their own behaviour, decisions and personal conduct.

Athletes are expected to take ownership of their preparation, behaviour and contribution to the Representative Team. By demonstrating professionalism, respect and accountability, they help create a culture where individuals and teams can perform at their best while proudly representing the Cayman Islands.

3.4 Coaches

Coaches play a vital leadership role within every Representative Team.

In addition to preparing athletes for training and competition, Coaches contribute significantly to athlete wellbeing, team culture and the overall success of the Representative Team.

Coaches are expected to:

- Plan and deliver appropriate coaching throughout the event.
- Support the performance and wellbeing of all Cayman athletes, not solely those from their own club or programme.
- Work collaboratively with fellow Coaches and Representative Team officials.
- Assist with athlete supervision throughout the event.
- Support the **Team Manager** and **Assistant Team Managers** whenever required.
- Participate in team meetings and briefings.
- Monitor athlete wellbeing and communicate concerns promptly.
- Uphold and apply this Handbook fairly and consistently.

- Promote teamwork, professionalism and positive behaviour throughout the Representative Team.

Representative Team travel requires collaboration and a shared commitment to athlete success. Coaches are expected to contribute to the operation of the Representative Team beyond the field of play, recognising that athlete wellbeing and the successful delivery of the Representative Team programme are shared responsibilities.

3.5 Head Coach

The **Head Coach** provides technical leadership for the Representative Team and works closely with the **Technical Director**, **Team Manager** and other Representative Team officials to deliver the objectives of the Representative Team programme.

The Head Coach is expected to:

- Lead and coordinate the coaching team.
- Establish competition, training and performance plans.
- Coordinate coaching responsibilities throughout the event.
- Provide technical leadership and guidance to coaches and athletes.
- Support athlete preparation, performance and wellbeing.
- Work collaboratively with the **Technical Director**, **Team Manager** and other Representative Team staff.
- Attend technical meetings and assist with competition entries and official communications where required.
- Foster a positive, collaborative and unified coaching environment.

The **Head Coach** is responsible for promoting a collaborative coaching culture where decisions are made in the best interests of every athlete and the Representative Team. By providing clear leadership, encouraging effective communication and supporting a unified approach to coaching, the Head Coach helps create an environment in which athletes and coaches can perform at their best.

3.6 Team Manager

The **Team Manager** is responsible for coordinating the overall operation of the Representative Team outside of technical coaching matters.

The Team Manager provides organisational leadership and works closely with the **Technical Director**, **Head Coach**, Coaches and other Representative Team staff to support the safe, efficient and successful delivery of the Representative Team programme.

The Team Manager is expected to:

- Coordinate travel, accommodation and daily logistics.
- Manage accreditation and official documentation.
- Liaise with event organisers where appropriate.
- Coordinate daily schedules and team communications.
- Support athlete welfare and wellbeing.
- Maintain appropriate records, including incident documentation where required.

- Coordinate emergency response procedures when necessary.
- Work collaboratively with all Representative Team officials to ensure the smooth operation of the Representative Team.

The Team Manager coordinates the operation of the Representative Team but is not solely responsible for athlete supervision or welfare. Athlete wellbeing remains a shared responsibility of all appointed Representative Team staff, with every individual contributing to a safe, supportive and well-managed team environment.

3.7 Assistant Team Managers and Chaperones

Assistant Team Managers and Chaperones play an essential role in supporting both the **Team Manager** and the athletes throughout the Representative Team experience.

Working under the direction of the **Team Manager**, they help ensure the Representative Team operates safely, efficiently and in accordance with CIASA policies and procedures.

Assistant Team Managers and Chaperones are expected to:

- Assist the Team Manager with the daily operation of the Representative Team.
- Support athlete welfare and wellbeing.
- Assist with room allocations and room checks.
- Support curfew procedures.
- Assist with meals, transport and daily logistics.
- Help supervise athletes during travel and official team activities.
- Provide emotional support and guidance where appropriate.
- Monitor behaviour and communicate concerns promptly.
- Support Safe Sport principles and safeguarding responsibilities.
- Assist Coaches and other Representative Team staff whenever required to ensure the smooth operation of the Representative Team.

Assistant Team Managers and Chaperones provide practical support, guidance and reassurance throughout the Representative Team experience. By working collaboratively with athletes, Coaches and fellow staff, they help create a safe, positive and well-supported environment where athletes can thrive.

3.8 Technical Director

The **Technical Director** provides the overall technical leadership of the Representative Team and oversees the planning, preparation and technical delivery of the Representative Team programme.

Working in partnership with the **Head Coach**, **Team Manager** and other Representative Team officials, the Technical Director provides strategic direction and supports the successful delivery of the programme.

The Technical Director is expected to:

- Provide strategic and technical leadership.
- Oversee athlete and staff preparation.

- Coordinate competition entries and technical submissions.
- Liaise with competition organisers on technical matters.
- Support and advise Coaches throughout the event.
- Work collaboratively with the **Team Manager, Head Coach** and other Representative Team staff.
- Provide guidance and leadership during technical or operational challenges.

Unless otherwise delegated by CIASA, the **Technical Director** has overall authority for technical decisions affecting the Representative Team. In fulfilling this role, the Technical Director works collaboratively with appointed officials to ensure decisions are made in the best interests of the athletes and the Representative Team.

3.9 Medical & Support Staff

Medical & Support Staff play an essential role in protecting the health, safety and wellbeing of Representative Team members throughout training camps, travel and competition.

Working collaboratively with the **Technical Director, Head Coach, Team Manager** and other Representative Team staff, they provide professional advice and support to help athletes perform safely and recover effectively.

Medical & Support Staff are expected to:

- Provide appropriate medical assessment, treatment and support within the scope of their professional qualifications.
- Advise athletes and Representative Team staff on injury management, recovery and athlete wellbeing.
- Promote illness prevention, health education and athlete wellbeing.
- Maintain appropriate medical records where required.
- Work collaboratively with Coaches and other Representative Team officials regarding athlete welfare.
- Support emergency response procedures whenever necessary.

Medical decisions relating to athlete participation must always prioritise the health, safety and wellbeing of the athlete. Medical & Support Staff are expected to exercise independent professional judgement while working collaboratively with the wider Representative Team in the best interests of each athlete.

3.10 Parents and Guardians

CIASA recognises the important role that parents and guardians play in supporting athletes throughout their sporting journey.

When travelling independently to competitions, parents and guardians are asked to respect the operation of the Representative Team and allow appointed Representative Team officials to fulfil their responsibilities.

Parents and guardians are expected to:

- Respect the authority and decisions of appointed Representative Team officials.
- Follow the established communication channels.
- Support positive behaviours, sportsmanship and the Representative Team Standard.
- Encourage athlete independence throughout Representative Team activities.
- Raise questions or concerns respectfully through the appropriate channels.

Parents and guardians play an important role in supporting a positive Representative Team environment. By working collaboratively with Representative Team officials and encouraging athlete independence, they contribute to a safe, successful and enjoyable Representative Team experience for all.

Section 4 – Standards of Conduct

Every individual selected or appointed to a CIASA Representative Team is expected to uphold the highest standards of behaviour, professionalism and personal responsibility.

Behaviour, both in and out of competition, contributes to the culture of the Representative Team and reflects directly on the Cayman Islands, CIASA, fellow Representative Team members and the wider aquatics community.

The purpose of these **Standards of Conduct** is to promote a safe, respectful and positive environment where every Representative Team member can perform, develop and proudly represent the Cayman Islands.

Behaviour that falls below the **Representative Team Standard** may result in supportive intervention, corrective action or **Formal Disciplinary Measures**, depending on the nature and seriousness of the behaviour.

4.1 Professional Behaviour

Representative Team members are expected to demonstrate maturity, integrity and professionalism at all times.

This expectation applies throughout the entire Representative Team experience, including competitions, training sessions, travel, accommodation, official functions, ceremonies and all interactions with others.

Representative Team members are expected to:

- Conduct themselves in a manner that reflects positively on CIASA and the Cayman Islands.
- Demonstrate honesty, integrity and accountability.
- Treat others with respect, courtesy and consideration at all times.
- Respect the authority and decisions of appointed Representative Team officials.
- Comply with all applicable CIASA policies and procedures.
- Make decisions that uphold the Representative Team Standard.

Professional behaviour is expected of every Representative Team member, regardless of age, discipline or role. By acting with integrity, respect and accountability, individuals contribute to a positive Representative Team culture and uphold the reputation of CIASA and the Cayman Islands.

4.2 Respect for Others

Respect is fundamental to every successful Representative Team. Representative Team members are expected to embrace the spirit of **Caymankind** by treating every person with kindness, courtesy, patience and respect.

This expectation applies to all interactions, including with:

- Fellow athletes.
- Coaches and Representative Team staff.
- Technical Officials and volunteers.
- Event organisers.
- Host federations.
- Hotel and accommodation staff.
- Airline and transport personnel.
- Restaurant staff.
- Spectators.
- Members of the public.
- Competitors representing other nations.

Representative Team members should recognise that their behaviour contributes to the reputation of both CIASA and the Cayman Islands. Every interaction provides an opportunity to demonstrate professionalism, foster positive relationships and leave a positive, lasting impression.

4.3 Language and Conduct

Representative Team members are expected to communicate respectfully and conduct themselves appropriately in every environment.

The following behaviours are inconsistent with the **Representative Team Standard**:

- Rude or discourteous behaviour.
- Loud, disruptive or obnoxious behaviour.
- Playing inappropriate music or creating excessive noise.
- Aggressive or intimidating behaviour.
- Threatening behaviour.
- Offensive, discriminatory or abusive language.
- Excessive swearing.
- Deliberate disrespect towards any individual.
- Practical jokes or behaviour that places another individual at risk.
- Behaviour that causes embarrassment, distress or discomfort to others.
- Behaviour that brings CIASA, the Representative Team or the Cayman Islands into disrepute.

Representative Team members should always consider how their words and actions affect those around them and whether they reflect the values of **The CIASA Way**.

4.4 Safe Sport

CIASA is committed to providing a safe, inclusive and respectful environment for every Representative Team member.

The following behaviours are strictly prohibited:

- Bullying.
- Harassment.
- Discrimination.
- Abuse of any kind.
- Hazing or initiation activities.
- Retaliation against any individual who raises a genuine concern.
- Any behaviour that compromises the physical or emotional wellbeing of another person.

All Representative Team members have a Duty of Care to report safeguarding concerns promptly to an appointed Representative Team official or CIASA representative

4.5 Alcohol, Smoking, Vaping and Prohibited Substances

Representative Team members are expected to comply with all applicable laws, event regulations and CIASA policies relating to alcohol, smoking, vaping and prohibited substances.

In particular, Representative Team members are expected to:

- Athletes under the legal age must not possess or consume alcohol.
- Smoking and vaping by athletes under the legal age are prohibited.
- Not possess, use or distribute illegal drugs or prohibited substances.
- Use prescription medication only as directed and, where appropriate, disclose relevant medical information to the appropriate Representative Team official.
- Comply with all applicable anti-doping rules and regulations.

Representative Team members are expected to make responsible decisions that protect their own health, safety and wellbeing, as well as that of those around them.

4.6 Compliance with Reasonable Instructions

Representative Team members are expected to comply promptly with all reasonable instructions provided by appointed Representative Team officials.

This includes directions given by:

- Technical Directors.
- Head Coaches.
- Coaches.
- Team Managers.
- Assistant Team Managers.
- Chaperones.

- Medical & Support Staff.
- Other authorised CIASA officials.

Failure to comply with reasonable instructions may compromise athlete welfare, the safety of others and the effective operation of the Representative Team. Where appropriate, failure to comply may result in supportive intervention, corrective action or Formal Disciplinary Measures.

4.7 Behavioural Review Framework

CIASA recognises that behavioural concerns vary significantly in their nature and seriousness.

The **Behavioural Review Framework** provides guidance for responding to behaviour that falls below the **Representative Team Standard** in a manner that is fair, consistent and proportionate.

When determining an appropriate response, CIASA may consider:

- The nature and seriousness of the behaviour.
- Whether the behaviour was intentional.
- The age and maturity of the individual.
- Previous behavioural history.
- Any mitigating circumstances.
- The impact on other individuals or the Representative Team.
- Whether the behaviour affected the reputation of CIASA or the Cayman Islands.

The objective of this framework is to educate, support and maintain the standards expected of every Representative Team member while promoting fairness, accountability and athlete welfare.

4.8 Behavioural Response Levels

CIASA recognises that behavioural concerns vary significantly in their nature and seriousness. While every incident is considered on its own merits, the following Behavioural Response Levels provide guidance to support fair, consistent and proportionate decision-making.

These examples are not exhaustive and do not limit CIASA's ability to respond appropriately to the circumstances of each incident. Depending on the seriousness of the behaviour, CIASA may determine that a higher or lower level of response is appropriate.

Level 1 – Performance and Conduct Concerns

These behaviours are generally minor in nature and are typically addressed through education, guidance and supportive intervention.

Examples may include:

- Lateness.

- Failure to wear the required Representative Team uniform.
- Minor breaches of Representative Team procedures.
- Poor communication.
- Inappropriate language.
- Minor acts of disrespect.
- Failure to maintain personal or shared spaces appropriately.
- Failure to comply with routine instructions.

Possible responses may include:

- Supportive discussion.
- Reminder of expectations.
- Reflective conversation.
- Verbal warning.
- Behaviour monitoring.
- Additional guidance or education.

Level 2 – Serious Behavioural Concerns

These behaviours are more serious in nature or may involve repeated Level 1 concerns. They may have a greater impact on individuals, the operation of the Representative Team or the reputation of CIASA.

Examples may include:

- Repeated Level 1 behaviours.
- Repeated failure to comply with Representative Team procedures.
- Repeated disrespect towards Representative Team members or officials.
- Bullying or intimidating behaviour.
- Misuse of social media.
- Not deliberate damage to property
- Failure to comply with curfew requirements or leaving designated areas without permission.
- Refusal to follow reasonable instructions.
- Behaviour that disrupts the operation of the Representative Team.

Possible responses may include:

- Written warning.
- Parent or guardian notification.
- Increased supervision.
- Loss of privileges.
- Removal from selected Representative Team activities.
- Behavioural agreement.
- Formal review by CIASA officials.

Level 3 – Gross Misconduct

These behaviours are considered extremely serious and may place individuals at risk, significantly damage the reputation of CIASA or the Cayman Islands, or require immediate action.

Examples may include:

- Violence or physical assault.
- Theft.
- Deliberate damage to property.
- Possession or consumption of alcohol by athletes under the legal age.
- Possession, use or distribution of illegal drugs or prohibited substances.
- Serious safeguarding concerns.
- Harassment or discrimination.
- Physical or emotional abuse.
- Serious misuse of social media.
- Behaviour that places another individual at risk.
- Behaviour that seriously damages the reputation of CIASA or the Cayman Islands.

Possible responses may include:

- Immediate removal from Representative Team activities.
- Removal from competition.
- Return home at the individual's, or parent or guardian's, expense where appropriate.
- Suspension from future Representative Team selection.
- Referral to the CIASA Board.
- Referral to Safe Sport authorities, World Aquatics or law enforcement, where appropriate.

4.9 Immediate Action

Where behaviour presents an immediate risk to:

- The safety or wellbeing of any individual.
- The effective operation of the Representative Team.
- Compliance with safeguarding obligations.
- The integrity of the competition.
- The reputation of CIASA or the Cayman Islands.

CIASA reserves the right to take immediate precautionary action before a formal Behavioural Review has concluded.

Immediate action may include:

- Temporary removal from Representative Team activities.
- Increased supervision.
- Restriction from certain Representative Team activities.
- Room restriction.
- Removal of accreditation, where permitted by the event organiser.
- Contacting a parent or guardian.
- Removal from the Representative Team.
- Return home, where considered necessary.

Immediate action is a precautionary measure taken to protect individuals and the Representative Team. It does not imply that a breach of this Handbook has been established or that any formal disciplinary finding has been made.

Section 5 – Communications, Media and Digital Conduct

Representative Team members play an important role in promoting aquatic sports and celebrating the achievements of the Cayman Islands.

CIASA recognises the positive role that media, photography and digital communications play in inspiring future athletes, celebrating success and showcasing the achievements of our Representative Teams.

Every Representative Team member also has a responsibility to communicate respectfully, protect the privacy of others and ensure that all communications reflect the values of CIASA and the Cayman Islands.

The standards contained within this section apply to all forms of communication, including verbal interviews, written communications, photographs, videos, messaging applications, websites and social media platforms.

5.1 Official CIASA Communications

CIASA is the official source of Representative Team communications.

The Association is responsible for communicating official information relating to Representative Teams, including but not limited to:

- Representative Team selections (unless announced by the Cayman Islands Olympic Committee or another authorised organisation).
- Official announcements.
- Competition results and records.
- Medal and podium celebrations.
- Press releases.
- Website news.
- Newsletters.
- Official photographs and videos.
- Social media content.
- Media interviews.
- Sponsorship recognition.

Representative Team members are expected to respect the timing and accuracy of official communications and must not publish confidential or embargoed information before it has been officially released by CIASA or the relevant organising body

5.2 Photography and Video

Photography and video play an important role in celebrating achievements, promoting aquatic sports and documenting the experiences of CIASA Representative Teams.

CIASA may photograph or record Representative Team members while participating in official Representative Team activities for promotional, educational and historical purposes. This may include:

- Competition photographs.
- Team photographs.
- Training sessions.
- Medal ceremonies.
- Opening and Closing Ceremonies.
- Official functions.
- Educational activities.
- Interviews.
- Promotional campaigns.
- CIASA publications.
- CIASA website and social media platforms.
- News media coverage.

By accepting selection or appointment to a Representative Team, members acknowledge that they may appear in official photographs and videos produced or authorised by CIASA. Such material may be used in accordance with applicable safeguarding, privacy and media requirements to promote the activities and achievements of CIASA and its Representative Teams.

5.3 Personal Photography and Social Media

CIASA encourages Representative Team members to celebrate their experiences and share the positive aspects of representing the Cayman Islands.

When using personal social media platforms or other forms of digital communication, Representative Team members are expected to exercise good judgement, professionalism and respect at all times.

Representative Team members are encouraged to:

- Celebrate personal and team achievements.
- Support and congratulate teammates.
- Promote aquatic sports in a positive manner.
- Share experiences that inspire and encourage others.
- Demonstrate good sportsmanship and respect for competitors.
- Protect and enhance the reputation of CIASA and the Cayman Islands.

Representative Team members must not:

- Publish confidential or embargoed Representative Team information.
- Publicly criticise teammates, coaches, officials, volunteers, competitors or event organisers.
- Share disciplinary matters or internal Representative Team discussions.
- Post content that may embarrass, intimidate, bully or negatively affect another person.
- Publish content that may damage the reputation of CIASA, the Representative Team or the Cayman Islands.
- Share misleading or false information relating to the Representative Team.

Online behaviour should reflect the same standards of professionalism, respect and accountability expected of every Representative Team member in person. Representative Team members should recognise that content shared online may remain publicly accessible and reflect on both the individual and the Cayman Islands long after it is published.

5.4 Respecting Privacy and Consent

Representative Team members are expected to respect the privacy, dignity and personal information of others at all times.

Before publicly sharing photographs or videos featuring teammates, coaches or other identifiable individuals, members should obtain the permission of those individuals wherever reasonably practicable.

Representative Team members must not:

- Share photographs or videos taken in hotel rooms, private accommodation or other private spaces without the consent of everyone featured.
- Publish private conversations, messages or correspondence without permission.
- Record or share Representative Team meetings, disciplinary discussions or confidential briefings without authorisation.
- Share another person's personal, medical or other confidential information without their permission or lawful authority.
- Continue to share or circulate photographs, videos or other content after a person featured has reasonably requested that it be removed, unless there is a legitimate legal or organisational reason for it to remain available.

Respecting privacy and obtaining consent where appropriate helps maintain trust, protects individual wellbeing and contributes to a safe, respectful and supportive Representative Team environment.

5.5 Media Interviews

Representative Team members may be invited to participate in media interviews before, during or after competitions. Media interviews provide an opportunity to celebrate achievements, promote aquatic sports and positively represent CIASA and the Cayman Islands.

When participating in media interviews, Representative Team members are expected to:

- Speak honestly, respectfully and professionally.
- Celebrate the achievements of teammates and the Representative Team.
- Demonstrate humility in victory and respect in defeat.
- Avoid speculation or public criticism of officials, judges, referees, competitors or event organisers.
- Refrain from commenting on disciplinary matters, selection decisions or confidential Representative Team business.
- Refer media enquiries relating to official CIASA matters to the appropriate CIASA representative where appropriate.

Representative Team members should remember that they are ambassadors for CIASA and the Cayman Islands whenever speaking publicly. Their words and actions contribute to the reputation of the Representative Team, the sport and the Cayman Islands.

5.6 Digital Communication

Official Representative Team communication may take place through email, messaging applications, online collaboration platforms or other approved communication channels. Representative Team members are expected to:

- Read official communications promptly.
- Respond to communications where requested or required.
- Communicate respectfully, professionally and courteously.
- Use official communication channels for their intended purpose.
- Avoid excessive, inappropriate or unnecessary messaging.
- Keep official communication channels free from offensive, inappropriate or unrelated content.
- Respect the privacy and confidentiality of information shared within official communication channels.

Official communication groups established for the Representative Team are considered an extension of the Representative Team environment and should be treated with the same standards of professionalism, respect and accountability expected during face-to-face interactions.

5.7 Artificial Intelligence and Digital Content

Artificial Intelligence (AI) and other digital technologies continue to evolve and offer many positive opportunities for communication, education and creativity. Representative Team members are encouraged to use these technologies responsibly and ethically.

Representative Team members must not create, alter or distribute AI-generated or digitally manipulated content that falsely represents another Representative Team member, coach, official, volunteer, CIASA activity or event without the knowledge and consent of the individual or organisation concerned.

Representative Team members must not use AI or other digital technologies to create or distribute false, misleading or deceptive content that may damage the reputation of another individual, CIASA, the Representative Team or the Cayman Islands. The inappropriate use of Artificial Intelligence or digitally manipulated content may result in Formal Disciplinary Measures.

5.8 Commercial Partners and Sponsors

CIASA values the support of its sponsors and commercial partners, whose contributions help make Representative Team programmes and international participation possible. Representative Team members are expected to:

- Respect CIASA's official sponsors and commercial partners.

- Wear official Representative Team apparel as directed.
- Conduct themselves professionally during sponsor, promotional and media activities.
- Avoid actions that intentionally undermine CIASA's commercial partnerships or sponsorship agreements.

Any commercial, promotional or endorsement activity undertaken while representing the Cayman Islands should respect existing CIASA sponsorship agreements and any requirements communicated by CIASA.

Representative Team members should recognise that sponsors and commercial partners play an important role in supporting the continued development of aquatic sports in the Cayman Islands. Professional conduct and respectful engagement help maintain these valued relationships and contribute to the long-term success of CIASA Representative Teams.

Section 6 – Travel, Accommodation and Team Operations

Travelling as a member of a CIASA Representative Team is both a privilege and a responsibility. Whether competing locally or internationally, every Representative Team member contributes to the safe, efficient and professional operation of the team.

To support the safety, wellbeing and effective management of the Representative Team, travel, accommodation and operational arrangements are coordinated by CIASA, the Technical Director, Head Coach and Team Manager wherever practicable.

Representative Team members are expected to comply with all travel procedures, operational requirements and reasonable instructions throughout the duration of the trip. By working together and following agreed processes, the Representative Team can travel safely, efficiently and represent the Cayman Islands with professionalism.

6.1 Travel Documentation

Representative Team members are responsible for ensuring that all required travel documentation is valid and available well in advance of departure.

Representative Team members are expected to:

- Hold a passport that remains valid for at least six months beyond the date of travel, unless otherwise advised.
- Apply for or renew a Cayman Islands (CAY) passport at the beginning of each season, where eligible and reasonably practicable.
- Travel with all valid passports where dual or multiple citizenship is held, as these may be required for immigration, transit or entry into certain countries.
- Obtain any required visas, travel authorisations or supporting documentation before departure.
- Provide copies of requested travel documents to CIASA by the specified deadlines.

Failure to provide valid travel documentation may affect an individual's ability to travel with the Representative Team. CIASA cannot accept responsibility for travel delays, denied entry or additional costs resulting from incomplete, expired or invalid travel documentation.

6.2 Team Travel

Whenever practicable, Representative Team members will travel together as a delegation. Travelling together promotes athlete welfare, simplifies logistics and reinforces the culture and identity of the Representative Team.

Representative Team members are expected to:

- Follow the reasonable instructions of Representative Team officials throughout the journey.
- Arrive at designated meeting points on time.
- Remain with the Representative Team unless authorised otherwise.
- Conduct themselves professionally while travelling.
- Treat airline staff, airport personnel and fellow travellers with courtesy and respect.

The official travel uniform for all Representative Team members is:

- CIASA Representative Team tracksuit.
- Red CIASA polo shirt.
- Clean trainers.
- CIASA backpack.

Representative Team members should present themselves professionally at all times while travelling, recognising that they represent both CIASA and the Cayman Islands throughout their journey. Whenever travelling as a Representative Team, members should remember a simple principle: *Travel together. Stay together.*

6.3 Accommodation

The following accommodation and curfew procedures apply to athletes unless otherwise stated. Representative Team staff are expected to support and implement these procedures in accordance with their respective responsibilities.

Accommodation is normally arranged by the host federation or organising committee and allocated according to the operational requirements of the event.

CIASA recognises that accommodation standards vary significantly between competitions and host countries. While every effort will be made to provide safe, comfortable and appropriate accommodation, Representative Team members are expected to be flexible, respectful and appreciative of the facilities provided.

Room allocations are determined by the Head Coach and Team Manager and are final unless exceptional circumstances require a change.

Wherever reasonably practicable, CIASA will seek to provide each athlete with their own bed. However, depending on the accommodation provided by the host federation or organising committee, athletes may be required to share bedrooms, bathrooms and, on occasion, beds.

Representative Team members are expected to respect the privacy, personal belongings, comfort and personal space of their roommates at all times.

To protect the safety, wellbeing and safeguarding of all Representative Team members:

- Room allocations must not be changed without the approval of the Head Coach or Team Manager.
- Athletes must sleep in their allocated room each night unless authorised otherwise.
- Athletes must not enter accommodation rooms allocated to another gender under any circumstances.
- Athletes must not invite or allow other athletes to gather in bedrooms unless authorised by the Head Coach or Team Manager.
- Parents, family members and friends are not permitted to enter athlete accommodation or bedrooms without the prior knowledge and approval of the Head Coach or Team Manager.
- Hotel property and accommodation facilities must be treated with care and respect.

These procedures help protect athlete welfare, support appropriate supervision, maintain safeguarding standards and ensure the safe and effective operation of the Representative Team.

The Head Coach, Team Manager, Assistant Team Managers and Chaperones reserve the right to enter any athlete room where there are reasonable concerns relating to athlete welfare, safety, safeguarding, illness, emergency situations or suspected breaches of this Handbook.

6.4 Curfew

Curfew is an essential part of every Representative Team programme and exists to promote athlete welfare, adequate rest, recovery, safeguarding and appropriate supervision. Curfew times will be determined by the Head Coach or Team Manager and may vary depending on the competition schedule, travel arrangements and daily programme.

Unless specifically authorised by the Head Coach or Team Manager, Representative Team members are expected to:

- Be inside their allocated room before the published curfew time.
- Remain in their allocated room until the following morning.
- Be available for room checks conducted by Representative Team staff.
- Keep noise to a minimum to allow teammates adequate rest and recovery.
- Use mobile phones and other electronic devices responsibly after curfew, ensuring they do not disturb roommates or interfere with sleep and recovery.

Failure to comply with curfew procedures places additional responsibility on Representative Team staff, compromises athlete welfare and safeguarding, and undermines the safe and effective operation of the Representative Team.

A failure to comply with curfew requirements will normally be managed as a **Serious Behavioural Concern** under the **Behavioural Response Levels** outlined in **Section 4**. The

nature of the response will depend on the circumstances, including whether the breach was deliberate, repeated or placed the individual or the Representative Team at risk. Repeated breaches of curfew, deliberate attempts to avoid supervision, or behaviour that compromises athlete welfare, safeguarding or the safety of the Representative Team may result in Formal Disciplinary Measures.

Curfew is mandatory. Compliance with curfew requirements is a condition of membership of every CIASA Representative Team and is not subject to personal discretion.

6.5 Meals and Nutrition

Meals will normally be provided by the event organisers, host federation or arranged by the Head Coach or Team Manager.

Representative Team members are expected to:

- Attend meals at the designated times.
- Respect meal schedules and dining arrangements.
- Make sensible food and drink choices that support their health, wellbeing and performance.
- Maintain appropriate hydration throughout the trip.

Representative Team members with dietary requirements, food allergies or medical nutritional needs must notify CIASA before departure to allow appropriate arrangements to be made wherever reasonably practicable.

While every effort will be made to accommodate dietary requirements, the availability of suitable food options may be subject to the facilities and resources provided by the host federation, organising committee or host country.

Good nutrition and hydration play an important role in supporting athlete health, recovery and performance, and contribute to the overall wellbeing of the Representative Team.

6.6 Spending Money

Representative Team members are encouraged to travel with access to a personal payment card or other suitable method of electronic payment, where appropriate.

Many countries, venues and events operate as cashless environments. Representative Team members may also wish to purchase personal items, such as snacks, drinks or souvenirs, that fall outside the Representative Team budget.

CIASA is not responsible for personal purchases or expenditure beyond the agreed Representative Team arrangements.

Representative Team members remain responsible for the security of their own money, payment cards and personal belongings throughout the trip.

Parents and guardians are encouraged to ensure that athletes have access to appropriate spending money or a suitable method of payment before departure.

6.7 Mobile Phones and Communication

Representative Team members are encouraged to have access to a mobile phone or other suitable means of communication wherever reasonably practicable while travelling internationally.

Mobile phones are an important communication tool and may be used to:

- Receive daily schedules and programme updates.
- Access official Representative Team communication groups.
- Receive emergency notifications.
- Maintain contact with Representative Team officials when required.

Representative Team members should ensure that their devices remain charged, operational and available throughout the trip whenever reasonably possible.

The use of mobile phones and other electronic devices must remain consistent with the expectations set out in **Section 4 – Standards of Conduct** and **Section 5 – Communications, Media and Digital Conduct** of this Handbook..

6.8 Free Time

Representative Team schedules are designed around training, competition, recovery and official team activities. As a result, opportunities for free time may be limited and will always be subject to the operational requirements of the Representative Team.

Where free time is available, Representative Team members are expected to:

- Follow the arrangements communicated by the Head Coach or Team Manager.
- Remain within approved groups and designated locations as directed.
- Comply with all reporting times and supervision requirements.
- Obtain the permission of the Head Coach or Team Manager before leaving the hotel, competition venue, training facility or any other designated Representative Team location. Representative Team members must advise the Team Manager of their destination and expected return time.
- Conduct themselves in a manner that reflects the Representative Team Standard at all times.

Free time is a privilege and may be modified, restricted or withdrawn where operational, safety, safeguarding or behavioural considerations require.

6.9 Personal Responsibility

Every Representative Team member is responsible for:

- Looking after their personal belongings.
- Maintaining a tidy, clean and respectful living space.
- Being prepared, organised and punctual.
- Following daily schedules and operational requirements.
- Communicating any concerns, illness or welfare issues promptly to a Representative Team official.

- Supporting teammates and contributing positively to the Representative Team environment throughout the trip.

Travelling as part of a CIASA Representative Team requires maturity, organisation, accountability and consideration for others. By taking personal responsibility for their actions and supporting those around them, Representative Team members contribute to a safe, positive and successful team environment and proudly represent both CIASA and the Cayman Islands.

Section 7 – Representative Team Selection, Acceptance and Withdrawal

Selection to represent the Cayman Islands is a significant achievement and reflects an athlete's commitment, performance, character and readiness to represent CIASA with pride. Once selected, every Representative Team member becomes part of a wider programme that requires significant planning, financial investment and logistical coordination by CIASA, the Cayman Islands Olympic Committee (where applicable), coaches, volunteers and support staff.

This section outlines the Representative Team selection process, the responsibilities of athletes and parents following selection, and the procedures relating to acceptance, withdrawal and continued eligibility.

7.1 Representative Team Selection

Selection to a CIASA Representative Team is undertaken in accordance with the published Selection Criteria for the relevant competition or event.

Athletes are selected based on the applicable selection criteria, including objective performance standards and the recommendations of the relevant Technical Director, where applicable.

Following the Technical Director's recommendation, the proposed Representative Team is reviewed and approved by the CIASA Board of Directors before selection is confirmed. The selection process may vary depending on the competition, discipline or governing body requirements; however, all selections will be conducted in accordance with the approved CIASA Selection Criteria and selection procedures.

Selection to a Representative Team is a privilege and should not be considered automatic, even where an athlete has previously represented the Cayman Islands. Selection does not guarantee participation. Athletes must continue to satisfy all eligibility requirements, behavioural expectations, fitness standards and any other conditions specified within the applicable Selection Criteria up to the date of departure.

7.2 Acceptance of Selection

Following approval by the CIASA Board of Directors, selected athletes will receive an official Representative Team Selection Email confirming their selection.

This communication will normally include:

- Confirmation of selection.
- Instructions for accepting selection to the Representative Team.
- Parent Contribution information (where applicable).

- Payment deadlines.
- Representative Team Commitments and other required documentation.
- Travel information.
- Uniform requirements.
- Medical and travel forms.
- Any additional competition or event-specific information.

Athletes and parents are expected to carefully review all information provided and respond by the stated deadlines to enable CIASA to finalise the Representative Team, confirm participation and complete the necessary travel and operational arrangements. Failure to accept selection, return the required documentation or meet the published deadlines may result in CIASA offering the position to another eligible athlete.

7.3 Parent Contributions

Many Representative Team events receive financial support from CIASA, the Cayman Islands Olympic Committee (CIOC), government funding partners and sponsors. To assist with the costs of attending these events, athletes may also be required to pay a **Parent Contribution**.

The Parent Contribution will vary depending on the competition, discipline, destination and level of financial support received.

As a guide, Parent Contributions have typically ranged between **KYD \$750 and KYD \$1,000**, although this may vary depending on the event. Parent Contributions may assist with costs including:

- Flights.
- Accommodation.
- Ground transportation.
- Competition entry fees.
- Accreditation.
- Team uniforms.
- Meals.
- Team operational expenses.

The applicable Parent Contribution and payment deadline will be communicated within the official Representative Team Selection Email. Parent Contributions must be paid by the stated deadline unless alternative arrangements have been approved by CIASA. Failure to meet the published payment deadline, or to make alternative arrangements approved by CIASA, may affect an athlete's ability to participate as a member of the Representative Team.

7.4 Withdrawal from a Representative Team

Selection to a Representative Team represents a commitment by both CIASA and the athlete. Once an athlete accepts selection to the Representative Team, CIASA begins making financial, logistical and operational commitments on behalf of that athlete.

Athletes who are unable to participate after accepting selection must notify the Technical Director or Team Manager immediately.

Early communication provides CIASA with the greatest opportunity to adjust travel arrangements, minimise costs and, where possible, offer the position to another eligible athlete.

Prompt notification also helps minimise disruption to the Representative Team and supports effective planning for all those involved.

7.5 Medical Withdrawals

CIASA recognises that illness or injury may prevent an athlete from participating in a Representative Team.

Where an athlete withdraws for medical reasons, CIASA may request a medical certificate or letter from a suitably qualified healthcare professional.

Medical documentation should be submitted as soon as reasonably practicable to assist CIASA in managing the withdrawal appropriately.

Each case will be considered on its individual circumstances and in accordance with the information provided.

7.6 Financial Implications of Withdrawal

By the time a Representative Team has been announced, CIASA and, where applicable, the Cayman Islands Olympic Committee (CIOC), may already have committed significant financial resources on behalf of each selected athlete.

These commitments may include:

- Flights.
- Accommodation.
- Competition entry fees.
- Accreditation.
- Uniforms.
- Ground transportation.
- Team operational expenses.

Where an athlete withdraws after accepting selection to the Representative Team, CIASA reserves the right to request reimbursement of costs that have already been incurred and cannot be recovered.

Any decision regarding reimbursement will take into consideration factors including:

- The reason for the withdrawal.
- The timing of the withdrawal.
- Whether costs can be recovered.
- Whether the athlete can be replaced.
- The overall impact on the Representative Team.

CIASA recognises that every situation is unique and will exercise discretion where appropriate.

7.7 Replacement Athletes

Where circumstances allow, CIASA may offer the Representative Team position to another eligible athlete following a withdrawal.

Replacement athletes will normally be selected in accordance with the published Selection Criteria and the recommendation of the relevant Technical Director.

Replacement is not always possible and will depend on competition deadlines, event regulations and logistical considerations.

Selection to a CIASA Representative Team is both an honour and a commitment. Once selection has been accepted, athletes, parents and CIASA work together to prepare for successful participation in the Representative Team programme. Should circumstances change, early communication is essential. Prompt notification enables CIASA to support the athlete, minimise unnecessary costs and, where possible, offer another deserving athlete the opportunity to represent the Cayman Islands.

Through open communication, shared responsibility and mutual respect, everyone plays a role in ensuring the Representative Team operates fairly, responsibly and in the best interests of the team.

Section 8 – Medical, Travel and Anti-Doping Requirements

To support the safe, efficient and effective operation of every Representative Team, athletes and, where applicable, parents or legal guardians are required to complete all requested documentation before departure.

Failure to submit completed documentation by the published deadlines may affect an athlete's eligibility to travel or participate as a member of the Representative Team.

8.1 Representative Team Documentation

Following acceptance of selection to the Representative Team, CIASA will distribute the required Representative Team documentation by email.

Documentation may include, but is not limited to:

- Travel forms.
- Medical forms.
- Emergency contact information.
- Representative Team Commitments.
- Competition-specific documentation.
- Cayman Islands Olympic Committee (CIOC) documentation, where applicable.
- CBC Assisted Traveller Consent Form.

All documentation must be completed accurately and returned by the published deadlines communicated by the Team Manager.

8.2 Medical Information

Athletes and, where applicable, parents or legal guardians are responsible for ensuring that all medical information provided to CIASA is complete, accurate and up to date.

Medical forms enable Representative Team officials to respond appropriately should an illness, injury or medical emergency occur during travel or competition.

Medical information may include:

- Existing medical conditions.
- Allergies.
- Current medications.
- Emergency contact information.
- Dietary requirements.
- Relevant medical history.

All medical information will be treated confidentially and accessed only by authorised personnel where necessary to support the athlete's health, safety and wellbeing..

8.3 Athletes Under the Age of 18

Athletes under the age of 18 are required to have the necessary travel and medical documentation completed and signed by their parent or legal guardian.

Where required for international travel, documentation must also be notarised prior to departure.

Notarisation provides the legal authorisation required for minors travelling internationally under the supervision of CIASA Representative Team officials and is a requirement for many international competitions.

Failure to provide correctly completed and notarised documentation may prevent an athlete from travelling or participating as a member of the Representative Team.

8.4 Athletes Aged 18 and Over

Athletes aged 18 years and over are responsible for completing and signing all required Representative Team documentation themselves.

This includes any documentation required by CIASA, the Cayman Islands Olympic Committee (CIOC), where applicable, or the event organisers.

Representative Team members are responsible for ensuring all documentation is completed accurately and submitted by the published deadlines.

8.5 Anti-Doping Education

CIASA is committed to promoting clean sport and supporting the principles of fair competition.

Athletes selected to a Representative Team may be required to complete an approved anti-doping education programme appropriate to their age, level of competition and the requirements of the relevant governing body.

Links and instructions for the required education programmes will be distributed by email prior to the event.

Completion of the required anti-doping education may be mandatory before an athlete is permitted to compete at certain competitions or events.

Representative Team members are expected to familiarise themselves with the principles of clean sport and comply with all applicable anti-doping requirements of World Aquatics, the World Anti-Doping Agency (WADA), PanAm Aquatics, CCCAN, CARIFTA, the Cayman Islands Olympic Committee (CIOC) and any other relevant governing body, where applicable.

Accurate and timely completion of Representative Team documentation is an important part of representing the Cayman Islands. By providing the required information, meeting published deadlines and completing any mandatory education programmes, Representative Team members help ensure they are prepared to travel safely, compete confidently and meet all applicable competition requirements.

Section 9 – Athlete Wellbeing, Safeguarding and Reporting Concerns

The health, safety and wellbeing of every Representative Team member is CIASA's highest priority.

Every athlete has the right to participate in an environment that is safe, supportive, inclusive and free from bullying, harassment, abuse and discrimination.

All Representative Team members share a Duty of Care to support one another, raise concerns promptly when necessary and contribute to a culture where everyone feels respected, valued and safe.

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9.1 Athlete Wellbeing

Athlete wellbeing extends beyond performance and includes physical health, emotional wellbeing and overall welfare.

Representative Team officials recognise the importance of supporting an athlete's wellbeing throughout training, travel and competition.

Athletes are encouraged to speak with a Representative Team official if they are experiencing concerns relating to:

- Physical health or injury.

- Emotional wellbeing.
- Anxiety or stress.
- Fatigue or exhaustion.
- Homesickness.
- Bullying or conflict.
- Any situation affecting their wellbeing or ability to participate safely.

Seeking support is encouraged and will always be treated respectfully.

9.2 Safeguarding

CIASA is committed to providing a safe sporting environment for every athlete.

Where a designated Safeguarding Officer is appointed for a Representative Team event, their name and contact information will be shared with the entire delegation before departure or upon arrival at the event, as appropriate.

Representative Team members should report any safeguarding concern immediately to an appropriate Representative Team official.

Safeguarding concerns will be managed in accordance with CIASA's Safe Sport and Safeguarding Policies and, where applicable, the policies and procedures of the Cayman Islands Olympic Committee (CIOC), World Aquatics or the relevant host federation.

9.3 Raising and Reporting Concerns

Representative Team members are encouraged to raise concerns as early as possible. Prompt communication allows concerns to be addressed quickly and helps support the wellbeing of both the individual and the wider Representative Team.

Athletes or, where applicable, parents or legal guardians who have concerns regarding an athlete's wellbeing should normally report these to the Team Manager.

If an athlete or parent or legal guardian feels more comfortable approaching their coach in the first instance, this is also acceptable.

Where an athlete's wellbeing, welfare or safeguarding is involved, the concern must be communicated to the Head Coach (where appointed) and the Team Manager so that appropriate support and action can be provided.

Representative Team members should never feel uncomfortable asking for help or raising a genuine concern.

9.4 Chain of Communication

To help ensure concerns are managed consistently and appropriately, CIASA encourages the following chain of communication:

Athlete

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Coach

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Head Coach (where appointed)

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Team Manager

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Technical Director

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CIASA Board of Directors

Where appropriate, concerns may also be referred directly to:

- The appointed Safeguarding Officer.
- The Cayman Islands Olympic Committee (CIOC).
- World Aquatics or the relevant international federation.
- Appropriate emergency services or statutory authorities.

The most appropriate reporting pathway will always depend on the nature, seriousness and urgency of the concern.

9.5 Confidentiality

Representative Team members should respect the privacy of individuals who raise concerns. Information relating to an athlete's wellbeing, safeguarding or welfare will only be shared with those who need to know in order to provide appropriate support, fulfil safeguarding responsibilities or meet legal obligations.

CIASA will make every effort to manage concerns sensitively, respectfully and confidentially.

Every Representative Team member has a responsibility to look after themselves and one another. **If something doesn't feel right, speak up.** Asking for help is a sign of responsibility—not weakness. By raising concerns early and supporting one another, we help create a Representative Team environment where every athlete feels safe, respected and able to perform at their best. Together, we Protect the Crest by looking after the people who wear it..

Section 10 – Acknowledgement and Commitment

The CIASA Representative Team Handbook has been developed to provide a clear and consistent framework for the operation of every Representative Team and to establish the standards, behaviours and responsibilities expected of all individuals representing the Cayman Islands.

By accepting selection or appointment to a CIASA Representative Team, every individual acknowledges that representing the Cayman Islands is both an honour and a responsibility. All Representative Team members are expected to familiarise themselves with the contents of this Handbook before travelling and to seek clarification from the Team Manager, Head Coach or Technical Director if they are uncertain about any aspect of the policies, procedures or expectations.

This Handbook should be read in conjunction with the relevant CIASA Representative Team Commitment applicable to an individual's role.

Separate agreements will be issued for:

- Athletes.
- Coaches.
- Team Managers.
- Assistant Team Managers and Chaperones.
- Medical and Support Staff.
- Other appointed Representative Team Officials, where applicable.

Athletes under the age of 18 years must have their Representative Team Commitment reviewed and signed by a parent or legal guardian.

By signing the Representative Team Commitment, the individual confirms that they have:

- Read and understood the CIASA Representative Team Handbook.
- Agreed to uphold the Representative Team Standard.
- Accepted the responsibilities associated with representing the Cayman Islands.
- Understood that failure to comply with this Handbook may result in a Behavioural Review and, where appropriate, Formal Disciplinary Measures.

The CIASA Representative Team Handbook will be reviewed periodically by CIASA to ensure it remains current, relevant and aligned with international best practice, safeguarding standards and the continued development of aquatic sports within the Cayman Islands.

FINAL COMMITMENT

**Every time we wear CAYMAN ISLANDS,
We represent something greater than ourselves.
We represent our teammates.
We represent our clubs.
We represent our families.
We represent our Association.**