

Cayman Islands Department of Sports Publication Scheme

Produced in accordance with the
Deputy Governor's Code of Practice

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1. About the publication scheme

Every public authority covered by the Freedom of Information Law has a legal duty to maintain a publication scheme.

The purpose of a publication scheme is to make information readily available to the public without the need for specific written requests. Schemes are intended to encourage authorities to proactively publish information, to develop a culture of openness and participation.

The publication scheme lists the information which is readily available to the public. The list is divided into seven (7) different categories of information, to help you find the documents you are looking for.

This publication scheme commits the **Department of Sports** to making information available to the public as part of its normal business activities.

The Department of Sports will:

- specify the information held by the authority, which falls within the seven (7) categories below;
- proactively publish or otherwise make routinely available, information which is held by the authority and falls within the categories below;
- describe the methods by which specific information is made available, so that it can be easily identified and accessed by members of the public;
- list any fees charged for access to information described in this scheme;
- publish or otherwise make information available, in accordance with the methods and fees stated in this scheme;
- make this publication scheme available to the public;
- regularly review and update the information made available under this scheme.

2. Information that may be withheld

The **Department of Sports** will generally not publish:

- information in draft form;
- information that is not held by the **Department of Sports**, or which has been disposed of in accordance with a legally authorised disposal schedule;
- information that is not readily-available – for example: information that is contained in files that have been placed in archive storage, or is otherwise difficult to access;
- information which is exempt under the FOI Law, or otherwise protected from disclosure – for example: personal information; or commercially sensitive information. Records containing exempt matter will be published in a redacted¹ form, where ever it is practical to do so, indicating which exemptions apply.

In maintaining this publication scheme, our aim is to be as open as possible.

However, there may be limited circumstances where information will be withheld from one of the categories of information listed in *section 7: Categories of information*.

Information will only be withheld where the FOI Law expressly permits it.

For example: where disclosure would breach the law of confidentiality, infringe personal privacy, harm the **Department of Sports**' (or another organisation's) commercial interests, or endanger the protection of the environment.

When ever information is withheld, we will inform you of this and explain why that information cannot be released. Even where information is withheld, it may be possible to provide a redacted copy, with the exempt matter edited out.

If you wish to complain about any information which has been withheld, please refer to *section 6: Complaints*.

¹ A copy of the record, with the exempt matter deleted in accordance with the National Archive's *Redaction Standard*.

3. Methods of access

Information available under our publication scheme will usually be accessible through the methods described below.

Section 7: Categories of information provides more details on the information available under the scheme, along with additional guidance on how the information within each category may be accessed.

Online

Many of our documents are published electronically on this website and can be downloaded in PDF format. Where information is available online, a link within *section 7: Categories of information* will direct you to the relevant page or document.

If there is no link, or the link is broken, you can use our website's "Search" facility at <http://www.departmentofsports.com>. If you are still having trouble locating information listed under our scheme, please contact us at –foi.dsp@gov.ky.

Email

If information is listed in our publication scheme but is not published on the website, we may be able to send it to you by email. You can email us at foi.dsp@gov.ky to request information. Please provide a telephone number so that we can call you to clarify details if necessary.

Phone

Documents listed in the publication scheme can also be requested by telephone. Please call 949-7082 to request information.

Post

All information listed in the publication scheme will usually be available in hard copy. Requests may be addressed to:

Department of Sports C/O Computer Services

Government Administration Building

George Town, Grand Cayman

Cayman Islands

In your request, please provide your name and address, full details of the information or documents you would like to receive. You may also wish to provide a telephone number so that we can call you to clarify details if necessary. For faster processing, please also include any applicable fee. (See *section 4: Fees and charges* for further details.)

Personal visits

In limited cases, you may be required to make an appointment to view information listed in the publication scheme. This will be clearly stated in *section 7: Categories of information*, and relevant contact details will be provided in that section.

Advice and assistance

If you experience any difficulty identifying the information you want to access, please contact us at foi.dsp@gov.ky.

The **Department of Sports** will adhere to its obligations under section 10 of the FOI Law, and any requirements relating to disability or discrimination, when providing information in accordance with this publication scheme.

Information will be provided in the language in which it is held or in such other language that is legally required. Where the *Department of Sports* is legally required to translate any information, it will do so.

4. Fees and charges

The purpose of this scheme is to make the maximum amount of information readily available at minimum effort and cost to the public. The *Department of Sports* strives to ensure that fees and charges are clearly explained and kept to a minimum.

Information which is published online, downloaded through a website, or sent to you by email will be provided free of charge.

Fees may be charged for providing information in paper copy or on computer disc. Charges will reflect the actual costs of reproduction and postage, as described below.

These publications are charged at the cover price, plus actual postage costs as charged by the Cayman Islands Postal Service.

Reproduction costs

Where fees apply, photocopied information will be charged at a standard rate of \$1.00 per page (black and white; any size) and \$1.50 per page (colour; any size).

Computer discs will be charged at a rate of \$2 per disc.

Postage costs

The *Department of Sports* will pass on to the requester the actual costs of postage or courier delivery.

Details of any individual charges which differ from the above policy are provided within *section 7: Categories of information*.

If a fee applies, you will be advised of the amount and how it has been calculated. Information will be provided when the *Department of Sports* has received your payment.

5. Requests for information outside the publication scheme

Information held by the *Department of Sports* that is not published under this scheme can be *requested in writing*. Your request will be considered in accordance with the provisions of the FOI Law.

Requests for information must be made in writing and should be submitted via email, post or facsimile.

Cayman Islands Department Of Sports
Physical Address: Unit #3 Queens Court Plaza, West Bay Rd. Grand Cayman

Mailing Address:
Department of Sports C/O Computer Services
Government Administration Building
George Town, Grand Cayman
Cayman Islands

Office Phone #: 1-345-949-7082
Fax #: 1-345-946-9161
Email: foi.dsp@gov.ky or sports@gov.ky

<http://www.departmentofsports.com/foi.html>

Your written request should include the following details:

1. A name (a real name is not mandatory; a fake name or pseudonym is acceptable).
2. A postal address *and/or* email address to which you want our response to be sent to you. This is also helpful in case the Department of Sports needs to contact you to clarify a aspect of your request.
3. Details of the records, including if you know, the period to which the information you are seeking relates; any dates relevant to the information being requested; the name or other identifying characteristics of the document; and,
4. The form of access you prefer such as electronic, photocopy, etc.

6. Complaints

The Department of Sports aims to make our publication scheme easy to use, and to ensure our information is accessible to the public.

If you wish to complain about any aspect of this publication scheme, please email us at foi.dsp@gov.ky, and we will try to resolve your complaint as quickly as possible.

Our complaints procedure and form can be obtained from <http://www.departmentofsports.com/COMPLAINT.rtf>.

You have legal rights to access information under this scheme, and a right to complain to the Information Commissioner if you are dissatisfied with our response.

Information Commissioner's Office,
2nd Floor, Elizabethan Square, Building 1
George Town, Grand Cayman

PO Box 10727,
Grand Cayman KY1-1007,
CAYMAN ISLANDS

Telephone: +1 345 747 5402

email: appeals@ico.gov.ky

7. Categories of information

- About Us
- Strategic Management
- Finance & Administration
- Policies & Procedures
- Decisions & Recommendations
- Lists & Registers
- Our Services

ABOUT US

The Department of Sports bases its function on the democratic principle of equality of opportunity and consequently is one that caters for all residents irrespective of race, colour, class, gender, age and physical or mental condition. Our Mission - "To Promote, encourage and facilitate the active participation of all persons in physical and sporting activities consistent with their abilities."

The Department of Sports was created in 1987 in a response to a social demand and the vision of the then Government. The government decided to focus the majority of its financial resources on six "focus sports": Athletics, Basketball, Cricket, Football, Netball and Swimming. The Department provides technical assistance and expertise in the six focus sports through, community programs, after-school programs, school sessions, national programs, sports camps and provides maintenance to more than 20 different sports/recreational facilities; ensuring they are kept in a state of readiness and safety for public use. The Department also provides guidance on sport policy matters and monitors the development of sports in the Cayman Islands.

The goals of the Organization are:

1. To use sports as a vehicle to encourage and promote good health, social integration and a well rounded disciplined society. In this regard special opportunities are to be made available to children, young people, senior citizens and the differently abled.
2. To promote sporting excellence as a means of promoting National Pride, Patriotism, and enhance good will among nations.
3. To encourage and provide for the fullest participation of women and girls in all areas of sport, consistent with the 1994 Brighton Declaration on Women in Sport.
4. To maintain facilities at recreational and international standards to cater to the residents and promote the Cayman Islands as a premier sport destination.

5. To promote and facilitate sport as an industry that will contribute to the national economy.

Name of public authority

Cayman Islands Department of Sports

Physical Address: Unit #3 Queens Court Plaza, West Bay Rd. Grand Cayman

Mailing Address:

Department of Sports C/O Computer Services
Government Administration Building
George Town, Grand Cayman
Cayman Islands

Office Phone #: 1-345-949-7082

Fax #: 1-345-946-9161

Email: foi.dsp@gov.ky or sports@gov.ky

<http://www.departmentofsports.com>

Ministry

Health, Environment, Youth, Sports and Culture

3rd Floor, Government Administration Building

George Town Grand Cayman

Cayman Islands

<http://www.departmentofsports.com/foi.html>

Department Head

Collin Anglin – Director (Acting)

Mailing Address:

Department of Sports C/O Computer Services
Government Administration Building
George Town, Grand Cayman
Cayman Islands

Office Phone #: 1-345-949-7082

Fax #: 1-345-946-9161

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Information manager

Collin Anglin

Mailing Address:

Department of Sports C/O Computer Services
Government Administration Building
George Town, Grand Cayman
Cayman Islands

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Organisation and functions

The Department of Sports bases its function on the democratic principle of equality of opportunity and consequently is one that caters for all residents irrespective of race, colour, class, gender, age and physical or mental condition. Our Mission - "To Promote, encourage and facilitate the active participation of all persons in physical and sporting activities consistent with their abilities."

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3. To encourage and provide for the fullest participation of women and girls in all areas of sport, consistent with the 1994 Brighton Declaration on Women in Sport.

4. To maintain facilities at recreational and international standards to cater to the residents and promote the Cayman Islands as a premier sport destination.
5. To promote and facilitate sport as an industry that will contribute to the national economy.

<http://www.departmentofsports.com/aboutus.html>

Location and Hours

Physical Address: Unit #3 Queens Court Plaza, West Bay Rd. Grand Cayman

Mailing Address:

Department of Sports C/O Computer Services
Government Administration Building
George Town, Grand Cayman
Cayman Islands

Office Phone #: 1-345-949-7082

Fax #: 1-345-946-9161

Email: sports@gov.ky

Hours Of Operation: 9:00 a.m. - 4:00 p.m.

Boards and committees

N/A

<http://www.departmentofsports.com/foi.html>

Frequently asked questions

Q: How do I form a Non-Profit (NFP) Sporting Association?

A:

- 1) Notify in writing your intention of forming a NFP Sport Organization to the Cayman Islands Olympic Committee (CIOIC) and the Sports Department.
- 2) Call for a meeting: This can be done through various media vehicles and the ad should include the meeting venue, date, time and contact information.
- 3) Discuss the proposed Association's objectives to the meeting attendees.
- 4) Identify possible association members among attendees/participants.
- 5) Select at least 5 executive members for the Association: President, Vice-President, Secretary, Assistant Secretary and Treasurer.
- 6) Take minutes of the meeting and send to all participants.
- 7) Call for second meeting and present a motion to confirm the minutes.
- 8) Send approved minutes to the COIC, Sports Department and proposed association

members. Wait for a period of about 3 months for CIOC and Government Accreditation.
9) Develop Association Articles and send them to Sports Department for Ministerial review.

10) The Minister will then accept or reject recommendations and once accepted, the final document will be taken to the Legislative Assembly for approval.

Q: Does the Sports Department control the associations?

A: No. The Sports Department doesn't have control over the Sports Associations.

Q: What role does the Sports Department play with the associations?

A: The Department's role is to monitor and implement Ministerial policies among sporting associations in the Cayman Islands.

Q: How can I reserve/book a facility for an event?

A: Facilities can be booked by any individual and/or Organization officially recognized by the Ministry of Sports and the Cayman Islands Government. However, applications for any International Sport Event planned at a Government Facility must be received at least 1 month in advance for reservation purposes and Ministerial representation availability. Download the proper form from our "Forms" page, sign then fax or scan and email forms to us.

Q: How do I report damage to a facility or if lights are inadvertently left on during the day?

A: Citizens are encouraged to be vigilant in helping us care for our facilities. Any damage, misuse, abuse, vandalism etc should be reported to the Department at 949-7082 or 926-7082.

Q: Who is allowed to use the National Track?

A: National Athletes, National Teams and National Event Participants.

<http://www.departmentofsports.com/faqs.html>

History

The Government has always been aware of the need to support the development of sports and recreation as an important element in the social and economic development of these islands. In 1935 Governor Cornwall organized the first regatta for Catboats and schooners both as a social event, and as a means of encouraging tourists visiting Jamaica to come to the Cayman Islands.

In 1938 efforts were made by a school inspector to include physical drill as part of the education curriculum and in 1947 it was recommended that every school should have a "Sports Day". In 1938 also saw the return of Timothy "Teacher" Mcfield and Mr. Vernon Jackson to Grand Cayman and both men began organizing football and other sports in the schools.

The first interschool sports were held in 1949. This trend, to better the organization of sport continued, and in 1976, the First Cayman Team participated in the Olympics in sailing. Since then the Cayman Islands have participated in CARIFTA, Central American and Caribbean Games, Pan American Games, the Commonwealth Games, Island Games, the Olympic Games, World Championships in Athletics, and the World Cup qualifiers in Football.

In 1987 the Sports Office was created to assist the growing number of Associations with their planning and management, and to advise Government on Policy matters related to sport in the Cayman Islands. The then Minister for Health, Education and Social Services Mr. Benson Ebanks is quoted as saying that, he was "putting emphasis on Sport because it did two things for the country; It improved health and developed character".

In 1994 , the then Minister for Sports, The Honourable Mckeeva Bush tabled in the Legislative Assembly a document entitled "Sports Development in the Cayman Islands-A National Policy Statement," which outlined the benefits of Sports to the Cayman Islands, a course of action to be pursued as it is related to the provision of facilities, and which while recognizing the benefits of all sporting activities, indicated those sports which should receive greatest assistance from Government, since Government could not adequately satisfy the needs of the then 34 National Associations.

In 2008, after experiencing a massive destruction of nearly all facilities, the then Minister for Sport - Honourable Alden Mgloughlin - led a massive reconstruction of the major sporting facilities in the Cayman Islands in an effort to move the Islands forward in their quest to facilitate both local and International Events.

<http://www.departmentofsports.com/aboutus.html>

STRATEGIC MANAGEMENT

Administering the authority's operations at the organizational level; developing business plans and corporate policy; setting long-term goals and objectives; evaluating the agency's overall performance and progress towards established targets; managing programs to improve business processes and ensure consistent service delivery; providing advice on regulatory instruments that affect the authority's functions and responsibilities; obtaining legal advice from external sources.

Governance

- *Public Service Management Law*
- *Freedom of Information Law 2007*
- *Freedom of Information Regulations 2008*
- *Public Management and Finance Law (2005 Revision) and Regulations (2007 Revision)*
- *Immigration Law (2006 Revision) and Regulations*
- *National Pensions Law (2000) and Regulations*
- *Customs Law (2007 Revision) and Regulations*
- *Health Insurance Law (2005 Revision) and Regulations (2005 Revision)*

Corporate management

- **Annual Report** <http://www.departmentofsports.com/foi.html>
- **Inspections, reviews, performance assessments**
- **Statistics**
- **Hurricane Plan**
- **Budget** <http://www.departmentofsports.com/foi.html> .

Copies may be obtained upon request from Information Manager

FINANCE & ADMINISTRATION

Financial management

- **Annual Report** <http://www.departmentofsports.com/foi.html>
- **Finance and Accounting**
- **Budget** <http://www.departmentofsports.com/foi.html> .

Administration

- Press Releases
- Job vacancies; career opportunities
- Staff pay and grading structures
- Records management file plan or classification scheme
- Human Resources

Copies may be obtained upon request from Information Manager

POLICIES & PROCEDURES

- Complaints-handling procedure;
- HR policies and procedures
- Information management policy; Disposal schedule (records retention policy)
- Risk Management
- Facility Management
- Code of Ethics
- Operating policies and procedures; Standards of service

DECISIONS & RECOMMENDATIONS

- Evaluation procedures; Assessment criteria

LISTS & REGISTERS

- Asset register;

OUR SERVICES

- Facility Reservation Forms
- Sports Grant Application Forms
- Summer Camp Forms

<http://www.departmentofsports.com/forms.html>

Classes of information Held

- *Complaints*
- *Hurricane Plan*
- *Personnel, Human Resource Records*
- *Financial Information*
- *Contracts*