



Fort Collins Area Swim Team

World Class Character through Excellence in Swimming

Role of FAST Board

Team Governing Philosophy: FAST is an athlete centered, coach driven, **board supported** team.

Wet vs Dry Side Issues: The FAST Board of Directors is primarily focused on “dry side” issues. The BOD hires, evaluates and sets compensation for the Head Coach. The BOD sets the annual budget and evaluates “out of budget” expenditures. The BOD develops and enforces the team’s Terms and Conditions. The BOD sets the rates charged to participate with the team. The BOD works with the coaching staff to ensure FAST hosts the best run meets in Colorado.

FAST Board Members are the “unofficial” ambassadors of the team. Board Members are expected to behave in a manner that reflects positively on the team. Board members should be approachable, polite and attentive to the needs/concerns of the membership.

The Coaching Staff is responsible for managing all of the team’s “wet side” issues. The BOD of directors is NOT involved with practice group placement. The BOD is not involved with meet selection. Other than the Head Coach, the BOD is NOT involved in evaluating the coaching staff.

The following chart outlines the difference between “wet side” and “dry side” issues:

Activity	Rank 1=Dry Side 2-4 = Some Dry/Some Wet 5 = Wet Side
Design of training schedules (times, duration and location)	5
Practice group make-up (selection criteria, attendance requirements, staff/athlete assignments, etc)	5
Competition schedule (meet selection, prioritization, athlete eligibility)	5
Staff supervision (hiring/firing, continuing education, athlete-parent coach interaction, practice group assignment and performance evaluations)	5
Swim lessons/Summer Club Programming	4
Team travel arrangements	4
Facility usage	4

Athlete family/registration procedure / transfers	4
Annual budget	3
Hosting of Meets	3
Athlete disciplinary decisions/actions	3
Dues/fees/Team Support requirements	2
Fundraising ventures	2
Facility financial arrangements	2
Athlete/Parent social events	2
Hiring/Evaluating of Head Coach	1
“Out of Budget” expenditure approvals	1

Chain of Command: When interacting with parents, board members must at all times adhere to FAST’s chain of command. All wet side issues are handled by the coaching staff. Parents should first be directed to their swimmer’s practice group coach. If the issue isn’t resolved at that level, the head age group coach will be involved. If the issue isn’t resolved at that level, the head coach will be involved. If the issue isn’t resolved at that level, the BOD will become involved.

Parent Hat vs Board Member Hat – The majority of FAST Board Members have athletes on FAST. As a board member, it is important that you make decisions and represent the team as a whole. Be careful to differentiate issues your athlete may be having from issues the team is having. Be careful in generalizing the experience your athlete is having as the experience the entire team is having. When speaking with coaches, be comfortable with phrases like, “As a parent....” and “From a board member perspective.....”

Board of Directors Meetings – All FAST board meetings are held in accordance to the team’s Board Meeting Procedures policy with follow closely Roberts Rules of Order. The 8 key principles include:

- 1) All members have equal rights, privileges and obligations; rules must be administered impartially.
- 2) The minority has rights which must be protected.
- 3) Full and free discussion of all motions, reports, and other items of business is a right of all members.
- 4) In doing business, the simplest and most direct procedure should be used.
- 5) Logical precedence governs introduction and disposition of motions.
- 6) Members must not attack or question the motives of other members. Debate must be directed to motions and not motives; principles and not personalities.
- 7) The fundamental right of deliberative assemblies requires all questions to be thoroughly discussed before taking action.
- 8) The assembly rules. They have the final say. Silence means consent.

Report Driven – Board meetings are report driven. The agenda for each meeting is distributed on the Thursday prior to the meeting. Reports (generally from the Head Coach, Board President, Business Manager and Treasurer) and policies to be discussed are distributed to the board in advance of the next scheduled meeting. It is the responsibility of each board member to read all materials PRIOR to attending the monthly board meeting.

Policy Driven – The board focus is on establishing policies under which the organization operates. Throughout the year, members of the board and professional staff will present policies to the full board for review, debate and acceptance. Once policies are established, it is the responsibility of the board in conjunction with the coaching staff to ensure the policies are followed. Existing policies are routinely reviewed by the board for appropriateness and effectiveness.

Volunteer / Staff Ownership of Tasks – The board and the professional staff work closely with one another to determine which team functions are best suited for volunteers and which tasks should be owned by the professional staff. The current trend is for the professional staff to own more of the processes and use volunteers and board members to support in assisting them.

Head Coach – The FAST Head Coach is the BOD’s sole employee. The BOD is responsible for employing, evaluating, compensating and support the Head Coach.

Suggested Reading – The following table outlines documents that are valuable in understanding how the FAST Board of Directors and the Club operate. (NOTE: You will need to be logged into your account to view the online documents.)

Document	Description	Location
FAST Bylaws	Charter for how the team operates.	Online: Team Info>Documents and Forms
FAST Terms and Conditions	The rules for membership with FAST.	Online: Team Info>Documents and Forms
Meeting Minutes	Historical meeting minutes. Best to read most current minutes first and transition back through six months of meetings.	Online: Team Info>Board Minutes
Board Meeting Procedures Policy	Outlines the most formal manner in which FAST Board meetings are conducted.	Online: Team Info>Team Policies
FAST Disciplinary Code and Conduct	Document describes transgressions and potential punishments for athletes and team members.	Online: Team Info>Team Policies
All General Policies	NOTE: FAST is currently working to have all of the team’s policies posted on the website.	Online: Team Info>Team Policies Online: Team Info>Documents and Forms

<p>Head Coach Contract</p>	<p>The employment contract between the FAST BOD and the Head Coach. This document was newly revised in 2016. It is important that all board members understand the team's contract with the Head Coach.</p>	<p>Attached to Onboarding email</p>
<p>Head Coach Review</p>	<p>The Head Coach performance evaluation. The format of the evaluation document was recently changed to match more closely the job description in the Head Coach Contract.</p>	<p>Attached to Onboarding email</p>
<p>Budget Summary and Spreadsheet</p>		<p>Attached to Onboarding email</p>