

CAST BOARD of DIRECTORS PROTOCOLS:

1. Meeting Procedures:

- Have agenda items to Secretary 48 hours prior to meeting
- Reports are given without interruption. Questions can be asked once the report is complete.
- New Business items will have a time limit for discussion. Depending on the amount of items the time limit will be set at the beginning of each meeting. Once the limit is met, items will be brought to a vote, a vote to extend discussion, or discussion ends.
- Vote is by majority, total agreement on an item is not needed. What the Board votes on is supported by all Directors regardless of their vote.

2. Board of Director Meeting Norms:

- Professionalism - this is a business and we all need to conduct ourselves accordingly.
- Confidentiality - what is discussed and voted upon at meetings stays within the Board unless agreed upon that it will be shared out.
- Communication - all communications between Board members will be professional and businesslike.

3. Positive Environment:

- How we conduct ourselves in our meetings, around the deck at practice and at swim meets is observable by all members. The swimmers and parents recognize either our strength as a Board, or our weakness. If there is observable conflict within our Board team, it can cause conflict within CAST.
- Communication - all communications between Board members and team members will be professional and businesslike. Parents are going to complain and often it is not kind. We need to respond appropriately and without emotion.

4. Requirements:

- Maintain non-athlete USA-S membership
- Maintain current background check through USA-S
- Maintain current Athlete Protection Training through Safe Sport
- Maintain Bullying Training through Safe Sport