

CASCADE SWIM CLUB
Leadership Code of Conduct
Effective October 16, 2019

Cascade Swim Club (Cascade) is a non-profit organization that promotes the activities of competitive swimming as a member swim club of USA Swimming under the affiliation of Pacific Northwest Swimming, Local Swim Committee (LSC). As consigned by Cascade bylaws, the Board of Directors and the Senior Executive, currently titled Executive Director - Head Coach (hereafter referred together as “Leadership”) serve in a stewardship capacity as the governing body of Cascade.

The Board of Directors Code of Conduct will guide Leadership to provide the overall best interest of Cascade Swim Club.

Leadership Duties

The three duties of a non-profit board member which the Leadership of Cascade are beholden to:

1. **The Duty of Care.** Leadership must exercise due care in all dealings with Cascade and its interests. Decisions should be made in good faith with care that an ordinarily prudent person would exercise in a like position and under similar circumstances. The duty of care assumes that Leadership members prepare for meetings by reading reports and documents in advance of the meeting; arriving with questions for discussion and clarity; acting on behalf of Cascade’s best interests as a whole.
2. **The Duty of Loyalty:** The duty of loyalty requires Directors to exercise their power in the interest of Cascade and not in their own interest or interest of another entity, particularly one in which they have a formal relationship. When acting on behalf of Cascade, Directors must put the interests of the club before their personal and professional interests. Leadership members will sign a conflict of interest form. Leadership members will declare conflicts of interest when the conflict arises, recusing oneself from discussion, debate and decision-making. Leadership members will keep confidential all discussion and other information not meant for public dissemination to further avoid generating any conflict of interest. Dissention is welcome in the meeting room. However, once a majority of the Leadership reaches a decision, then all Leadership members will publicly support the will of the organization
3. **The Duty of Obedience:** Director actions and decisions must be guided by Cascade’s stated mission, vision and core values. Directors must work to ensure that Cascade functions within the law, both the “law of the land” and its own bylaws and other policies.

Additionally, Cascade Swim Club membership expects that all Leadership members will:

1. Abide in all respects by the Cascade Parent/Guardian Code of Conduct and all other rules and regulations of Cascade, Pacific Northwest Swimming, and USA Swimming;
2. Conduct the business affairs of Cascade, in particular the designated roles assigned to each board member, in good faith and with honesty, integrity, due diligence, and competence
3. Refrain from disclosing any and all confidential information. Cascade expects non-disclosure of confidential information for a reasonable length of time of not less than two (2) years even after a member leaves the Leadership team;
4. Respect the privacy of our members. If privileged access to Cascade member information, athlete data, or Cascade business information is required to perform a function, members of the Leadership will only access such information that is required for their job function. Leadership shall not access information unnecessarily nor share information without the express need to do so as determined by the organization;
5. Exercise proper judgment in their dealings with Cascade staff, officials, facility operators, suppliers, the media, and the general public;
6. Respond to the needs of the members in a responsible, respectful, and professional manner;
7. Lead by example in serving the needs of Cascade and its members and also in representing the interests and ideals of USA Swimming at large;
8. Abide and sign the Cascade Conflict of Interest Policy;
9. Ensure that their membership remains in good standing at all times;
10. Obey all applicable federal, state and local laws and regulations and will provide full cooperation when requested to do so by those institutions and their persons set in authority as are required to uphold the law; and
11. Represent Cascade to and participate in as appropriate Pacific Northwest Swimming and USA Swimming.
12. As a member of the Cascade Leadership, prioritize the interests of Cascade over your individual family or swimmer.

I understand and acknowledge that my service on the Cascade Leadership team is at the will and pleasure of the membership. Failure to uphold the above guidelines can result in my suspension or removal by the board and/or the membership.

Dated: _____

By: _____

Print Name: _____

Title: _____