

USA Swimming Operational Risk Committee

Meeting Minutes

July 22, 2021

I. **Call to order**

Mike Seip, Committee Chairman, called to order the regularly scheduled July meeting of the USA Swimming Operational Risk Committee at 1:00 PM EDT on Thursday, July 22, 2021, via Zoom videoconference.

II. **Roll call**

Lynne Shine conducted a silent roll call; present: Abigail Howard, Staff Liaison; Mike Seip, Chair; Marco Greico, Athlete; Starre Haney; Russell Payne; Davis Shelton, Athlete; Lynne Shine; Mary Jo Swalley; Sandi Blumit, Risk Management Services; Connie Harvey, ARC.

III. **Approval of minutes from last meeting**

Mike Seip asked for Committee Approval of the July 1, 2021, Minutes as edited.
July 1, 2021, Minutes were approved.

IV. **Housekeeping**

Abby will send out all Zoom invites going forward.

V. **Open issues**

a) USOPC Required Bylaw Changes (Abigail):

Abby updated the Committee on the progress being made to update the Bylaws.

b) 2021 Olympic Team (Abigail):

OLY Team is in Tokyo, and all are healthy

c) Annual Business Meeting (Mike):

- Annual Business Meeting will take place September 23-25, 2021, for Board, Foundation, and HOD.
- The OR Committee chose 9/16/21 at 1:00 PM. Appropriate persons within USA Swimming will be informed.

d) Air Quality Webinar (Abigail):

- Donna did a nice job with the speaker bio flyer.
- Reminder to everyone to send out reminders to their LSC contacts. Ask them to post on LSC websites and inform all coaches and any other interested members.

e) Operational Risk Committee Manual (Abigail and Russell):

- Abby noted that the OR Risk Manual is being used in the Insurance Renewal process.
- Russ stated that all of Abby's edits have been incorporated in the current version. Abby will double check and finalize formatting.
- Sandi had one additional edit for page 1 of the Manual – link for the ROO (Report of Occurrence).
- Abby noted that effective 9/1/21 (it was passed by the Board on 5/7/21) – All staff at clubs (local affiliated organizations) are required to be members of USA Swimming. This is a new provision as per Safe Sport. This will include all club administrative staff regardless of interaction with athletes. Timers and meet volunteers are still exempt from the requirement under "frequently interacts directly or indirectly or has authority over athletes". Will be very fact specific and dependent on circumstances. Will be a lot of "one off" exemption requests. It is going to be hard to continue to have meet marshals listed as exempt. But for the moment, they still are.
- Starre indicated that she is currently revising the Meet Marshal Training course for AZ LSC

f) LSC Contact List (Mary Jo):

Please let Mary Jo know of any changes in contact information for assigned LSCs. Updated lists will be forwarded to Mike and Abby.

g) Coaches Certification (Marco):

- 9/1/21 is anticipated to be the current and final extension.
- Current Stats:
 - As of July 2021, members with expired certs
 - CPR 1722 (increase from June)
 - STSC 1555 (increase from June)
 - 9/1 Extension received
 - CPR 581
 - STSC 828
 - 4-5 LSC's outstanding from 7/1 extension
 - CPR 68
 - STSC 138
 - Last auto extension (3/31) – but haven't renewed
 - CPR 691
 - STSC 542
- AHA Heartsaver Courses:
 - w/ child module is equivalent; Mike, Connie and Marco discussed and approved

h) Migration of Operational Risk Material from Legacy Website (Davis):

We have not touched base with Shannon yet. Abby stated that she has reached out to both Shannon and Jake Grosser. Itemized list of what remains to be migrated from legacy website will be sent out to everyone.

i) Topics for Future Consideration:

- Start Certifications / Progressions: This appears to have fallen off the radar in several LSCs
- Meet Marshal Training
- Hypoxic Blackout

j) 2021 Kiefer Award

The Committee went into a closed session to discuss this topic.

V. **Adjournment**

Mike Seip, Committee Chairman, adjourned the meeting at 1:45 PM EDT.

Next meeting will take place on August 19, 2021, at 1:00 PM EDT via Zoom.

Minutes submitted by Lynne Shine