

USA SWIMMING
NATIONAL OPERATIONAL RISK COMMITTEE
MINUTES
March 17, 2022

1 **Call To Order**

2 Mike Seip, Committee Chairman, called to order the regularly scheduled meeting of the USA Swimming
3 Operational Risk Committee at 4:00 PM EST on Thursday, March 17, 2022, via Zoom videoconference.

4 **Roll Call**

5 Lynne Shine conducted a silent roll call; Committee members present: Abigail Howard, USA Swimming;
6 Dan McCarthy, USA Swimming; Mike Seip, Chair; Brandon Burns; Marco Greico, Athlete; Starre Haney;
7 Melissa Millerick-May; Davis Shelton, Athlete; Lynne Shine; Garret Sims, Athlete; Mary Jo Swalley; TJ
8 Walsh, Athlete; Connie Harvey, American Red Cross; Lindsay Mondick, YMCA; John Burkart, IOA. Absent:
9 Russell Payne; Donna Williamson.

10 **Approval of Meeting Agenda**

11 Mike asked for approval of the March 17, 2022, Meeting Agenda (Attachment A)

12 Approved

13 **Approval of Meeting Minutes**

14 Mike asked for approval of the February 2022 Minutes. (Attachment B)

15 Approved

16 **Progress Reports**

17 i) LSC OR Contacts & Hypoxic Blackout Update (Mary Jo Swalley)

- 18 • Requesting that Committee members resend LSC Contact updates. With new members
19 having just joined the Committee the LSC assignments will be reshuffled. The new list
20 will be issued shortly.
- 21 • The revised Hypoxic Blackout Joint Statement is in its final stages. Lindsay should hear
22 back from her team at the YMCA today or tomorrow. The goal is to have the Statement
23 ready for issuance prior to the USA Swimming Spring Workshop the end of April.

24

25 ii) NGB Update (Abigail Howard)

- 26 • Abby introduced John Burkart, who is a representative from IOA (USA Swimming
27 Insurance provider) and who will be joining the Committee meetings moving forward.
28 John then shared with the Committee IOA's history and involvement with the sport of
29 swimming, as well as the location of the company's offices for any questions.

30

31

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33 iii) Spring Workshop (Mike Seip)

- 34 • Mike asked who among the Committee would be attending the Spring Workshop in
35 Colorado in April. Davis, TJ, Marco, and Melissa raised their hands. Mike stated that he
36 would send out an email in the coming weeks to arrange a lunch gathering of the group
37 during the Workshop.

38

39 iv) Meet Marshal Program (Starre Haney)

- 40 • Brandon will be added as a member of this subcommittee.
- 41 • Meet Marshal cards need updating. Subcommittee will update and distribute to
42 Committee.
- 43 • Abby noted that during a recent LSC Leadership Zoom call volunteers were solicited to
44 review the Meet Marshal Pilot Program. Ten LSCs volunteered. They were given a
45 deadline of April 15 to submit comments, questions, or concerns.
- 46 • Abby also noted that she has posted the Meet Marshal Program PowerPoint on the USA
47 Swimming website under Operational Risk.

48

49 v) Coaches Survey / Water Temperature (Marco Greico)

- 50 • Have not received any additional feedback from the Committee since our last meeting.
- 51 • Will resend to the Committee one more time before finalizing. Deadline for comment is
52 Thursday, March 24.

53

54 vi) Air Quality (Melissa Millerick-May)

- 55 • Nothing to report regarding subcommittee work.
- 56 • Individually I have been reviewing the latest professional literature regarding indoor and
57 outdoor air quality studies. There exist some possibilities for future work within the
58 Committee.

59

60 viii) Website (Davis Shelton)

- 61 • Nothing has been changed on the Operational Risk section of the website since our last
62 meeting.

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- 63 • Once the LSC Contacts Assignment list is revised I will be sending out a description of the
64 Operational Risk section of the website and where it can be found. Each of us can then
65 share this information with our assigned contacts so they are aware of the information
66 that is available and how they can access it.

67

68 ix) Racing Start Certification (Lynne Shine)

- 69 • Mike, Marco, Davis, and I met earlier today to discuss progress and next steps.
- 70 • We are looking for several clubs that consistently comply with the racing start
71 certification procedures; and can therefore, offer examples of “best practices.” We are
72 asking Committee members to look within their own LSCs for possibilities we can tout.
- 73 • We are also looking at developing a PowerPoint that can be offered in addition to the
74 “best practices” as a step-by-step guide for accessing documents online, implementing
75 the process, and archiving completed certifications.
- 76 • Garrett Sims will be joining this subcommittee moving forward.

77

78 x) Coaching Certifications (Marco Greico)

- 79 • TJ has been assigned to this subcommittee.
- 80 • Since last meeting all LSCs have been emailed a listing of coaches with expired
81 certifications. These notices were sent to LSC GCs, Registrars / Membership
82 Coordinators. Positive feedback was received from all LSCs.
- 83 • It should be noted that the LSC with the lowest percentage of coaches in non-
84 compliance has a penalty program in operation. The penalties imposed range from
85 monetary fines imposed on the non-compliant coach to monetary fines imposed on the
86 respective club for multiple offenses.
- 87 • Abby mentioned that a similar communication will be going out with respect to APT and
88 Background Check non-compliance.
- 89 • It was recommended by the Committee that these reminders / information emails be
90 sent out at least quarterly.

91 xi) Meet 360 (Mike Seip)

- 92 • Every Committee member is asked to review this material prior to the next meeting.
- 93 • Proposed legislation will be issued from the Safe Sport Committee and Headquarters
94 Staff to bring USA Swimming into compliance on Quality Control as directed by the US
95 Center for Safe Sport. Recon reports can be run on all Coaches, Officials and Athletes;

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96 however, the issue becomes more complicated with respect to meet volunteers such as
97 Meet Marshals etc.
98

99 xi) Meet Marshal Legislation (Mike Seip)

- 100 • Mike will reach out to Russell to have him “dust off” the proposed legislation regarding
101 meet marshals that was drafted in years past.

102

103 **Adjournment**

104 There being no further business, the meeting was adjourned at 4:52 PM.

105

106 **Next Meeting**

107 Thursday, May 19, 2022, at 4:00 PM via Zoom.

108

109

110 Respectfully submitted,

111 Lynne Shine

112

113 ATTACHMENT A

114

115 **Operational Risk Committee Meeting**

116

March 17, 2022

117

4:00 PM EST via Zoom

118

119 **USA Swimming Mission:** USA Swimming is the National Governing Body for the sport of swimming. We administer
120 competitive swimming in accordance with the Olympic & Amateur Sports Act. We provide programs and services
121 for our members, supporters, affiliates, and the interested public. We value these members of the swimming
122 community, and the staff and volunteers who serve them. We are committed to excellence and the improvement
123 of our sport. We are committed to providing a safe and positive environment for all members.

124

125 **Committee Mission:** To assist USA Swimming staff in proactively identifying risk areas and in the creation,
126 development and implementation of policies, guidelines, educational resources, legislative proposals, and
127 programs to manage operational risks within USA Swimming.

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128

129 **USA Swimming Priority Results:**

- 130 1. USA Swimmers achieve sustained competitive success at the Olympic Games and other high-
131 level international competitions.
132 2. Members have and use resources for sustainable success.
133 3. There is growth in swimming participation and interest.
134 4. USA Swimming is recognized as the “Best in Class” National Governing Body.
135

136

AGENDA

137 **CALL TO ORDER**

138 **ANNOUNCEMENTS**

139 **APPROVAL OF AGENDA**

140 **APPROVAL OF MINUTES (February)**

141 **BUSINESS**

- 142 1. **Welcome**
143 2. **NGB updates from – Abby**
144 3. **Spring Workshop**
145 4. **Meet Marshal Program – Starre**
146 5. **Surveys – Marco, Stacy**
147 6. **Air Quality – Donna, Melissa, Mary Jo, Stacy**
148 7. **Website Data Updates– Davis, Lynne**
149 8. **LSC Operational Risk Contacts - Mary Jo**
150 9. **Certifications – Marco**
151 10. **Racing Start Certifications – Lynne, Marco, Davis, Mike, Dan**
152 11. **Hypoxic Blackout update/information sheet – Mary Jo, Connie, Lindsay,**
153 **Starre**
154 12. **Water Temperature – Marco, Russell, Stacy**
155 13. **Meet 360 - Mike**
156 14. **Other**

157

158

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160

161 **Goals for 2021-22**

- 162 1. **Meet Marshal Program Development – Starre, Mike, Davis**

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- 163 **2. Water Temperature – Marco & Russell**
164 **3. Hypoxic Blackout update/information sheet – Mary Jo, Connie, Lindsay,**
165 **Starre**
166 **4. Racing Start Certifications – Lynne, Marco, Davis, Mike, Dan**
167 **5. Air Quality – Donna, Melissa, Mary Jo**

168 **Next Meeting: May 19, 2022, 4:00 PM**

169 **Adjournment**

170

171 Attachment B

172

173

USA SWIMMING
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February 17th, 2022
Meeting Minutes

174

175

176

177

178 Present: Mike Seip (Chair), Abby Howard (Staff Leader), Dan McCarthy (Staff), MJ Swalley, Marco Greico
179 (Athlete), Davis Shelton (Athlete), Starre Haney, TJ Walsh (Athlete), Branden Burns, Melissa Millerick
180 May, Lindsay Mondick (YMCA), Connie Harvey (Red Cross), Russell Payne

181

182 Not Present: Garret Sims (Athlete), Donna Williamson, Lynne Shine

183

184 **I. Call to Order**

185 Mike Seip (Chair) called to order the regularly scheduled meeting of the Operational Risk Committee
186 at 4:00 PM EST via Zoom.

187

188 **II. Approval of Agenda**

189 Mike asked for approval of the Meeting Agenda as submitted (Attachment A). APPROVED

190

191 **III. Approval of Minutes**

192 Starre Haney moved and Davis Shelton seconded to approve the minutes from the January 20th,
193 2022 Committee Meeting. APPROVED

194

195 **IV. NGB Updates**

196 Abby provided a NGB update to the committee.

197 -Athlete Inclusion, Competitive Equity, and Eligibility Policy- If you have any questions send them to
198 Abby. She is responsible for the implementation of the policy.

199 -Membership Compliance for Committees- To make sure all committee members are current on
200 membership requirements, Abby will be checking status one week prior to each meeting. An email
201 will be sent if a member is not current. Committee members can not participate in meetings if their
202 membership is in not good standing.

203

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204 **V. Meet Marshal Program**

205 Starre provided an update on the Meet Marshal Training Program to the committee.
206 -Abby sent the subcommittee the reformatted PowerPoint with the USA Swimming background.
207 Subcommittee will review again with Abby before finalizing and posting.
208 -By end on next week there will be an online test for the Meet Marshal training that will produce a
209 printable certificate upon completion. This will be procedure until the fall launch of the new
210 Learning Management platform.

211
212 **VI. Survey**

213 Marco provided an update on the survey to the committee.
214 -Received the most recent copy of the survey from Stacy and will forward to rest of the committee
215 for review prior to distribution.
216 -The survey will be hosted on the USA Swimming formsite so responses can be collected easily and
217 compiled into a spreadsheet quickly. Formsite allows and tracks comments.

218
219 **VII. Air Quality**

220 Melissa and Mary Jo provided an update on the Air Quality subcommittee to the committee.
221 -Melissa, Tod Olin and Chip Blatchley are reviewing a new study in a prominent respiratory health
222 journal and are brainstorming on how it could be implemented in a pool setting.

223 **IX. Website**

224 Davis informed the committee of no new updates regarding the website. Continue to forward updates
225 regarding the Op Risk webpage to him.

226
227 **X. LSC Op Risk Contacts**

228 Mary Jo provided an update on LSC Op Risk Contacts to the committee.
229 -She asked the committee to forward all updates on Op Risk contacts to her prior to the next meeting. –
230 - She will work on splitting up the LSC's for our new committee members.

231
232 **XI. Certifications**

233 Marco provided an update on certifications to the committee.
234 -1,000 additional coaches became in good standing since January for both CPR and STSC.
235 -Working with Abby on how to address coaches with expired certifications.
236 -PDF of approved certifications is almost complete and will be released in the near future.

237
238 **XII. Racing Start Certifications**

239 Mike and Dan provided an update on Racing Start Certifications to the committee.
240 - Dan reminded the committee that Racing Start Certifications will continue to be a club requirement
241 and part of the club certification process.
242 -Racing Start material will move to Canvas once the Learning Platform is launched in the late Fall.

243
244 **XIII. Hypoxic Blackout Update**

245 An update was provided on the Hypoxic Blackout document to the committee.
246 -The Red Cross, YMCA, and USA Swimming have reviewed the document. It is ready for distribution
247 pending final checks of the logo placements on the document.

248

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249 **XIV. Water Temperature**

250 No update was provided on this topic since it is connected to the survey which has not been released
251 yet.

252

253 **XV. Meet 360**

254 Mike asked the committee to review the Meet 360 document prior to the next meeting and bring
255 feedback to discuss the document.

256

257 **XVI. Adjournment**

258 The meeting was adjourned at 4:35PM EST. Next Meeting Scheduled for March 17th, 2022 at 4PM ET via
259 Zoom.

260

261 Respectfully submitted,
262 Marco Greico

263

264

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266

267

DRAFT