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 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; Dan McCarthy, USA Swimming; Mike Seip, Chair; Brandon Burns; Marco Greico, Athlete; Starre Haney; Melissa Millerick-May; Davis Shelton, Athlete; Lynne Shine; Garret Sims, Athlete; Mary Jo Swalley; TJ Walsh, Athlete; Connie Harvey, American Red Cross; Lindsay Mondick, YMCA; John Burkart, IOA. Absent: 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 having just joined the Committee the LSC assignments will be reshuffled. The new list will be issued shortly.
19       • The revised Hypoxic Blackout Joint Statement is in its final stages. Lindsay should hear back from her team at the YMCA today or tomorrow. The goal is to have the Statement ready for issuance prior to the USA Swimming Spring Workshop the end of April.

25 ii) NGB Update (Abigail Howard)
26       • Abby introduced John Burkart, who is a representative from IOA (USA Swimming Insurance provider) and who will be joining the Committee meetings moving forward. John then shared with the Committee IOA’s history and involvement with the sport of swimming, as well as the location of the company’s offices for any questions.
iii) Spring Workshop (Mike Seip)

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

iv) Meet Marshal Program (Starre Haney)

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

v) Coaches Survey / Water Temperature (Marco Greico)

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

vi) Air Quality (Melissa Millerick-May)

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

viii) Website (Davis Shelton)

- Nothing has been changed on the Operational Risk section of the website since our last meeting.
• Once the LSC Contacts Assignment list is revised I will be sending out a description of the Operational Risk section of the website and where it can be found. Each of us can then share this information with our assigned contacts so they are aware of the information that is available and how they can access it.

ix) Racing Start Certification (Lynne Shine)

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

x) Coaching Certifications (Marco Greico)

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

xi) Meet 360 (Mike Seip)

• Every Committee member is asked to review this material prior to the next meeting.
• Proposed legislation will be issued from the Safe Sport Committee and Headquarters Staff to bring USA Swimming into compliance on Quality Control as directed by the US Center for Safe Sport. Recon reports can be run on all Coaches, Officials and Athletes;
however, the issue becomes more complicated with respect to meet volunteers such as Meet Marshals etc.

xi) Meet Marshal Legislation (Mike Seip)

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

Adjournment

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

Next Meeting

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

Respectfully submitted,

Lynne Shine

ATTACHMENT A

Operational Risk Committee Meeting

March 17, 2022

4:00 PM EST via Zoom

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

Committee Mission: To assist USA Swimming staff in proactively identifying risk areas and in the creation, development and implementation of policies, guidelines, educational resources, legislative proposals, and programs to manage operational risks within USA Swimming.
USA Swimming Priority Results:
1. USA Swimmers achieve sustained competitive success at the Olympic Games and other high-level international competitions.
2. Members have and use resources for sustainable success.
3. There is growth in swimming participation and interest.
4. USA Swimming is recognized as the “Best in Class” National Governing Body.

AGENDA

CALL TO ORDER
ANNOUNCEMENTS
APPROVAL OF AGENDA
APPROVAL OF MINUTES (February)

BUSINESS

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

Goals for 2021-22

1. Meet Marshal Program Development – Starre, Mike, Davis
2. Water Temperature – Marco & Russell

3. Hypoxic Blackout update/information sheet – Mary Jo, Connie, Lindsay, Starre

4. Racing Start Certifications – Lynne, Marco, Davis, Mike, Dan

5. Air Quality – Donna, Melissa, Mary Jo

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

Adjournment

Attachment B
USA SWIMMING
NATIONAL OPERATIONAL RISK COMMITTEE
MINUTES
March 17, 2022

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

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

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

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

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

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

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

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

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

XV. Meet 360

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

XVI. Adjournment

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

Respectfully submitted,

Marco Greico