

USA SWIMMING
NATIONAL OPERATIONAL RISK COMMITTEE
MINUTES
May 19, 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, May 19, 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; Chloe Adkins, USA Swimming; Mike Seip, Chair; Brandon Burns; Starre
7 Haney; Davis Shelton, Athlete; Lynne Shine; Garret Sims, Athlete; Stacy Smith; TJ Walsh, Athlete; Donna
8 Williamson; Connie Harvey, American Red Cross; John Burkart, IOA. Absent: Mary Jo Swalley; Melissa
9 Millerick-May; Marco Greico, Athlete; Lindsay Mondick, YMCA.

10 **Approval of Meeting Agenda**

11 Mike asked for approval of the May 19, 2022, Meeting Agenda (Attachment A)

12 Approved

13 **Approval of Meeting Minutes**

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

15 Approved

16 **Progress Reports**

17 i) Announcements and NGB Update (Abigail Howard)

- 18 • Chloe Adkins (Risk Manager, USA Swimming) is joining the Committee.
- 19 • Stacy Smith is rejoining the Committee. Russell Payne has resigned.
- 20 • Legislative Review Session during the Spring Workshop went well and was very
21 encouraging.

22

23 ii) USA Swimming Spring Workshop (Mike Seip)

- 24 • Marco and Mike spoke and fielded questions with respect to the Meet Marshal
25 legislation that is being shepherded through USA Swimming Committees on its way to
26 HOD voting in September. Lot of questions were raised. Will be an education effort on
27 the part of this Committee between now and September. As soon as the LSC contact
28 assignments are made (shortly), the Committee members must reach out to their LSCs
29 and work to educate them on the need for this legislation. The legislation has been
30 forwarded to Derek Paul, Chair of the Rules and Regulations Committee and will be
31 included in the Legislation Packet to be issued NGB wide in July. It should be noted that
32 to fulfill requirements imposed by the USOPC, (generated because of the NGB Audit),
33 the provisions within this piece of legislation must pass the HOD.

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35 iii) Meet Marshal Program (Starre Haney)

- 36 • Starre noted that her experience with the Meet Marshal program spans 12-14 years
37 going back to the Arizona LSC Meet Marshal Program that she developed and
38 implemented. She has worked with many other LSCs since that time and was
39 instrumental in the development of the provisions regarding Meet Marshals that
40 currently exist in the USA Swimming Rulebook. Unfortunately, while the requirement of
41 Meet Marshals exists, it has not been well operationalized.

- 42 • The goal of the Subcommittee and the overall Committee at-large is to professionalize
43 the position on the deck. The recently updated Meet Marshal (MM) training program
44 was sent out by Abby to various LSCs with the intent that they would “trial” it and
45 respond to the Committee with comments/questions/suggestions. Such responses have
46 been received and will be compiled and forwarded to the members of the
47 subcommittee (Starre, Brandon and Davis) for review.

- 48 • Since all Proposed Legislation must be posted by 7/11/22, it was suggested that a Zoom
49 Townhall be held the beginning of August to provide all LSCs the opportunity to discuss
50 and ask questions of the Committee. This, in addition to “one-on-one” interactions with
51 the LSCs by their assigned Committee member should provide the needed education
52 and allow buy-in by all in September.

- 53 • The MM Training Program is not part of the legislation but will be promoted as a “best
54 practice” way of implementing the legislation. Notice of completed training will go to
55 LSC Registrars but will not be included on Deck Pass since it is not a requirement that all
56 take the training to act as Marshals. This can be revisited once SWIMS 3.0 is up and
57 running.

- 58 • The HOD is now comprised of 33% Athlete representation. The Committee will reach
59 out to the AEC and the AAC, as well as LSC Athlete Representatives with a uniform
60 message. It will also be important to work with Age Group Development and Coaches
61 Committees to garner support.

62

63 iv) Surveys (Stacy Smith)

- 64 • Brandon will be added as a member of this subcommittee.

- 65 • Stacy will reach out to the full subcommittee (Stacy, Marco, and Brandon) and provide a
66 full updated report at the June Meeting.

67

68 v) Air Quality (Donna Williamson)

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- 69 • Have not received any additional feedback from the subcommittee since our last
70 meeting.

71

72 vi) Website Data Update (Davis Shelton)

- 73 • Nothing to report regarding subcommittee work.
- 74 • Will post graphics for MM legislation, as well as advertise the Zoom Townhall when
75 scheduled.
- 76 • LSCs should be encouraged to post a link to [https://www.usaswimming.org/about-](https://www.usaswimming.org/about-usas/top-resources/operational-risk)
77 [usas/top-resources/operational-risk](https://www.usaswimming.org/about-usas/top-resources/operational-risk)
- 78 • Abby noted that USA Swimming has a new front-end developer for the website. She will
79 ask them to tag that page, so it pops up when the search bar is used.

80 vii) Racing Start Certification (Lynne Shine)

- 81 • No new updates to report.

82

83 viii) Hypoxic Blackout (Connie Harvey)

- 84 • YMCA lawyers have requested a Memorandum of Understanding (MOU) prior to the
85 issuance of any joint statement by YMCA, American Red Cross, and USA Swimming. This
86 will cause an anticipated delay of 2-3 weeks.
- 87 • In the interim, traffic should be driven to the following site for the American Red Cross
88 science statement. <https://www.redcrosslearningcenter.org/s/science>

89

90 ix) Water Temperature (Stacy Smith)

- 91 • TJ and Brandon will be added to this subcommittee (Stacy, Marco, TJ, and Brandon)
- 92 • Stacy will meet with the subcommittee and have a full report in June.
- 93 • One goal is to encourage all LSCs to post on their websites water temperature and air
94 quality standards to be applied with respect to all competitions and practices. Currently,
95 meet hosts and club coaches rely on the venue to decide when meets / practices should
96 be cancelled due to adverse water temperature or air quality. Venues have not shown a
97 good track record when it comes to this decision.
- 98 • Abby noted that there is not an overall national standard when it comes to water
99 temperature, except for Open Water swimming competition (which was developed
100 after the drowning of Fran Crippen).

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- 101 • Brandon and Connie noted that the American Red Cross have established water and air
102 quality /temperature standards with respect to the running of ARC programs. Perhaps
103 that could be used as a starting point for USA-S competition / practices?

104

105 x) Meet 360 (Mike Seip)

- 106 • It is imperative that all Committee Members review this document. It will be the first
107 discussion topic at the June Meeting. This document is in response to the US Center for
108 Safe Sport Audit – which is currently underway. The procedure outlined in this
109 document is for implementation at the National Meet level, however, a similar
110 document will be developed for use at all lower-level meets.

111

112

113 **Adjournment**

114 There being no further business, the meeting was adjourned at 5:00 PM.

115

116 **Next Meeting**

117 Thursday, June 16, 2022, at 4:00 PM via Zoom.

118

119

120 Respectfully submitted,

121 Lynne Shine

122

123

124 ATTACHMENT A

125

126

Operational Risk Committee Meeting

127

May 19, 2022

128

4:00 PM EST via Zoom

129

130 **USA Swimming Mission:** USA Swimming is the National Governing Body for the sport of swimming. We administer
131 competitive swimming in accordance with the Olympic & Amateur Sports Act. We provide programs and services

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132 for our members, supporters, affiliates, and the interested public. We value these members of the swimming
133 community, and the staff and volunteers who serve them. We are committed to excellence and the improvement
134 of our sport. We are committed to providing a safe and positive environment for all members.

135

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

139

140 **USA Swimming Priority Results:**

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

146

147

AGENDA

148 **CALL TO ORDER**

149 **ANNOUNCEMENTS**

150 **APPROVAL OF AGENDA**

151 **APPROVAL OF MINUTES (February)**

152 **BUSINESS**

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

168

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172 **Goals for 2021-22**

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

174 **2. Water Temperature – Marco**

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

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

178 **5. Air Quality – Donna, Melissa, Mary Jo**

179 **Future Meetings the 3rd Thursday of each month via Zoom at 4:00 PM EST:**

180 **June 16, 2022; July 21, 2022; August 18, 2022; September 15, 2022; October 20, 2022; November 17,**
181 **2022; December 15, 2022**

182

183 **Adjournment**

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185

186 ATTACHMENT B

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188

USA SWIMMING

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191

THURSDAY, MARCH 17, 2022

192

193

Call To Order

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

196

197

Roll Call

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

203 **Approval of Meeting Agenda**

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

205 Approved

206

207 **Approval of Meeting Minutes**

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

209 Approved

210

211 **Progress Reports**

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

213 • Requesting that Committee members resend LSC Contact updates. With new members
214 having just joined the Committee the LSC assignments will be reshuffled. The new list
215 will be issued shortly.

216 • The revised Hypoxic Blackout Joint Statement is in its final stages. Lindsay should hear
217 back from her team at the YMCA today or tomorrow. The goal is to have the Statement
218 ready for issuance prior to the USA Swimming Spring Workshop the end of April.

219

220 ii) NGB Update (Abigail Howard)

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

225

226 iii) Spring Workshop (Mike Seip)

227 • Mike asked who among the Committee would be attending the Spring Workshop in
228 Colorado in April. Davis, TJ, Marco, and Melissa raised their hands. Mike stated that he

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229 would send out an email in the coming weeks to arrange a lunch gathering of the group
230 during the Workshop.

231

232 iv) Meet Marshal Program (Starre Haney)

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

241

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

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

246

247 vi) Air Quality (Melissa Millerick-May)

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

252

253 viii) Website (Davis Shelton)

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

260 ix) Racing Start Certification (Lynne Shine)

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- 261
- Mike, Marco, Davis, and I met earlier today to discuss progress and next steps.
- 262
- 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.
- 263
- 264
- 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.
- 265
- 266
- 267
- Garrett Sims will be joining this subcommittee moving forward.
- 268
- 269

270 x) Coaching Certifications (Marco Greico)

- 271
- TJ has been assigned to this subcommittee.
- 272
- 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.
- 273
- 274
- 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.
- 275
- 276
- 277
- 278
- Abby mentioned that a similar communication will be going out with respect to APT and Background Check non-compliance.
- 279
- 280
- It was recommended by the Committee that these reminders / information emails be sent out at least quarterly.
- 281
- 282

283 xi) Meet 360 (Mike Seip)

- 284
- Every Committee member is asked to review this material prior to the next meeting.
- 285
- 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.
- 286
- 287
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291 xi) Meet Marshal Legislation (Mike Seip)

- 292
- Mike will reach out to Russell to have him “dust off” the proposed legislation regarding meet marshals that was drafted in years past.
- 293

294 **Adjournment**

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

296

297 **Next Meeting**

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

299

300

301 Respectfully submitted,

302 Lynne Shine

303