Call To Order

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, June 16, 2022, via Zoom videoconference.

Roll Call

Lynne Shine conducted a silent roll call; Committee members present: Abigail Howard, USA Swimming; Dan McCarthy, USA Swimming; Chloe Adkins, USA Swimming; Mike Seip, Chair; Starre Haney; Lynne Shine; Garret Sims, Athlete; TJ Walsh, Athlete; John Wallum, IOA. Absent: Connie Harvey, American Red Cross; Donna Williamson; Lindsay Mondick, YMCA; Brandon Burns; Davis Shelton, Athlete; Stacy Smith.

Approval of Meeting Agenda

June 2022 Agenda approval delayed until July meeting (Attachment A)

Approval of Meeting Minutes

May 2022 Minutes approval delayed until July meeting (Attachment B)

Progress Reports

i) Announcements and NGB Update (Chloe Adkins & Abby Howard)

- Chloe mentioned that she will be taking over the monthly compiling of incident reports.
- During May 2022 D&O Insurance was placed. Liability insurance was placed in January. Currently working on fiscal policies.
- Question was raised concerning the risk of Club Boards having members who are not USA Swimming registered members. This is an issue, as the Insurance carrier does not correlate any sort of membership data with SWIMS. If Clubs are not requiring all mandated personnel to be USA Swimming registered members, the Club will not be covered by Insurance in the event of an incident.
- SWIMS does flag coaches who are out of compliance with all required certifications and membership. Dan indicated that SWIMS 3.0 will be capable of flagging all Club personnel.
- Safe Sport and USA Swimming dictate who must be a USA Swimming registered member to avoid insurance coverage being at risk.
- World Championships to take place in Budapest starting on Saturday.
- Rules & Regulations Committee met one week ago to review all proposed legislation. This Committee has submitted proposals for changes to §102.10. Once R&R issues the final Proposed Legislation packet on July 11, each Committee member should reach out to their assigned LSCs to educate and encourage a “yes” vote. Mary Jo and Abby will draft a suggested script each member should use.
ii) Meet Marshall Program (Starre Haney)

- Subcommittee met and reviewed comments from those who beta tested the program. Issues were raised regarding language used in some of the questions. Edits were made and additional questions added to reach a total of twenty-five.
- This will be a generalized program nationwide. LSCs will not be free to rewrite the program. Once issued, any questions about the program should be directed to the LSC OR Chair who will then elevate to the National Committee Subcommittee.

iii) Meet 360 (Mike Seip)

- Per Abby, the provisions within this document, once enacted, will be mandatory for all USA Swimming nationally sanctioned meets. It will be suggested for all LSC sanctioned meets.
- Communication with all entered teams must happen as outlined in Meet 360. Information will be sent to all Athletes and parents. In the case of Athletes who are older than sixteen, they will also individually receive the information via email. Registration will not take place without this step being completed.
- Briefings listed within Meet 360 are suggested not mandatory.
- The document instructing LSCs on implementation will be 1-1.5 pages long when complete.

iv) Air Quality (Melissa Millerick-May)

- Received good feedback from the Webinars we presented.
- Have received a significant number of questions regarding Outdoor Air Quality. Do we want an add-on presentation, or move to indoor air quality?
- Will meet with Subcommittee and have complete report for July meeting.

v) Website (Dan McCarthy)

- Nothing to report

vi) Racing Start Certification (Lynne Shine)

- Minutes of Subcommittee meeting (Attachment C)
viii) Coach Certification (Marco Greico)
   - No new Coach Cert update report.
   - It was recently hypothesized that some of the expired coaching credentials were a result of individuals wishing to maintain membership in USA Swimming, but not as Coach members. This desire may never have been communicated, and their status never changed by the LSC Registrar.
   - A test of this hypothesis resulted in Middle Atlantic decreasing from fifty-five expired coaching certifications to two. Maine dropped to zero.

ix) Hypoxic Blackout (Mary Jo Swalley)
   - Connie previously issued a link to the current document.
   - Abby commented that there has not been any further movement on the Memorandum of Understanding between the YMCA, the American Red Cross, and USA Swimming.

x) Surveys (Marco Greico)
   - Surveys went out today from USA Swimming to all General Chairs, AVC, Permanent Office staff, and Operational Risk Chair in each of the 59 LSCs.
   - Each Committee member should make a point to encourage their assigned LSCs to complete and return the surveys

xi) LSC Assignments (Mary Jo Swalley)
   - List of assignments has been issued.
   - As noted above, once the R&R Committee issues the 2022 Proposed Legislation Packet, all Committee members need to be in touch with their assigned contacts to encourage support of the OR proposed legislation. Such contact should ideally be done via the telephone. It would also be helpful if a list of the voting delegates for each LSC could be compiled

Adjournment

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

Next Meeting

Thursday, July 21, 2022, at 4:00 PM via Zoom.
ATTACHMENT A

Operational Risk Committee Meeting

June 16, 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 (May)
BUSINESS

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

Goals/Working Groups for 2021-22

1. Meet Marshal Program Development – Starre, Mike, Davis, Branden
2. Water Temperature – Stacy, Marco
3. Hypoxic Blackout update/information sheet – Mary Jo, Connie, Lindsay, Starre, TJ
4. Racing Start Certifications – Lynne, Marco, Davis, Mike, Dan
5. Air Quality – Donna, Melissa, Mary Jo, Stacy
6. Certifications – Marco, TJ

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

- July 21, 2022
- August 18, 2022
- September 15, 2022
- October 20, 2022
- November 17, 2022
- December 15, 2022

Adjournment
USA SWIMMING
NATIONAL OPERATIONAL RISK COMMITTEE
MINUTES
June 16, 2022

ATTACHMENT B

USA Swimming
National Operational Risk Committee
Minutes
May 19, 2022

Call To Order

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, May 19, 2022, via Zoom videoconference.

Roll Call

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

Approval of Meeting Agenda

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

Approved

Approval of Meeting Minutes

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

Approved

Progress Reports

i) Announcements and NGB Update (Abigail Howard)

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

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

iii) Meet Marshal Program (Starre Haney)

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

- The goal of the Subcommittee and the overall Committee at-large is to professionalize the position on the deck. The recently updated Meet Marshal (MM) training program was sent out by Abby to various LSCs to “beta test” and respond to the Committee with comments/questions/suggestions. Such responses have been received and will be compiled and forwarded to the members of the subcommittee (Starre, Brandon and Davis) for review.

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

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

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

iv) Surveys (Stacy Smith)

- Marco will be added to the Survey Committee.
- Stacy will provide an updated report at the June Meeting.

v) Air Quality (Donna Williamson)

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

vi) Website Data Update (Davis Shelton)

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

vii) Racing Start Certification (Lynne Shine)

- No new updates to report.

viii) Hypoxic Blackout (Connie Harvey)

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

- TJ and Brandon will be added to this subcommittee (Stacy, Marco, TJ, and Brandon)
- Stacy will meet with the subcommittee and have a full report in June.
- One goal is to encourage all LSCs to post on their websites water temperature and air quality standards to be applied with respect to all competitions and practices. Currently, meet hosts and club coaches rely on the venue to decide when meets / practices should be cancelled due to adverse water temperature or air quality. Venues have not shown a good track record when it comes to this decision.
- Abby noted that there is not an overall national standard when it comes to water temperature, except for Open Water swimming competition (which was developed after the drowning of Fran Crippen).
- Brandon and Connie noted that the American Red Cross have established water and air quality / temperature standards with respect to the running of ARC programs. Perhaps that could be used as a starting point for USA-S competition / practices?

x) Meet 360 (Mike Seip)

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

Adjournment

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

Next Meeting

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

Respectfully submitted,
Call to Order: 2:15 PM

Present: Mike Seip, Chair OR Cmte; Dan McCarthy, USA Swimming, Lynne Shine, OR Cmte Member; Neil Jones, Guest

Absent: Marco Greico, Athlete; Davis Shelton, Athlete; Garret Sims, Athlete

Introductions: Neil provided those present with a brief overview of his coaching history / experience, which spans well over a decade and a half as both a USA Swimming Club coach and a PIAA High School coach. His swimmers have taken part in many significant levels of competition, including Olympic Trials. Off the pool deck he is a Tenured Professor in Paramedic and Emergency Medicine. He has significant field experience as a Paramedic predating his current Tenured Professor status.

Meeting Agenda:

• Survey & Overview of History of Racing Start Certification within USA Swimming
• Discussion with Neil about his experience as a Coach in the implementation of USA Swimming Rules & Regulations §§103.2.2 and 103.2.3 and the USA Swimming Board of Director approved Policy effective 5/1/2009.
• Discussion of potential next steps

Survey and History of Racing Start Certification:

• Racing Start Certification began as a project within USA Swimming to prevent and mitigate head strike injuries. It was jointly undertaken by USA Swimming headquarters staff as well as members of the National Operational Risk Committee; specifically, Mike Seip and the Committee's Red Cross liaison / member, Connie Harvey. The project resulted in the successful codification of the above referenced Rules & Regulations, as well as the implementation of the certification program that is still in operation.

Discussion with Neil:
• Neil noted that he works in a collaborative manner with his fellow coach, Dan Prager, who was also invited to take part in this meeting. Since Dan was not able to attend due to illness, Neil will speak for both.

• Their program consists of initially assessing the skills and abilities of any new member to their teams, with diving not being a consideration until the athlete has developed an adequate endurance base and can perform freestyle in a manner consistent with competition. At that point dive progression training begins.

• Athletes are not allowed to use the starting blocks in competition until they have been appropriately and successfully trained. They are not allowed to get on the blocks and “flying squirrel jump” off. They start from the deck.

• All dive progression certification checklists are completed and are kept in hardcopy form for two years.

• Dan McCarthy inquired whether in Neil’s estimation the documents currently in use are still solid – or are material changes needed. Neil responded that he felt the forms were still good.

• Neil felt that part of the issue concerns turnover of coaches in the sport. The younger coaches are not always adequately mentored and schooled by their senior coaching staff, and therefore, may not be fully aware and knowledgeable of the racing start certification requirements and checklists. Perhaps more emphasis might be given to this topic in the Level I and Level II Coaching courses?

• Dan and Mike reiterated that as currently set up, the responsibility for implementation and oversight rests with the Clubs. It is to be acknowledged that with the turnover of Club Board personnel, this information and responsibility may be falling through the cracks. It becomes a potential insurance risk exposure when this happens.

**Discussed Next Steps:**

• Issuance of Reminder / Announcement to Club Leadership that these requirements exist and that Clubs and their Coaching Staff need to be consistent in the application of Racing Start Certification. Additionally, remind Club Leadership of the resources available and where they can be found on the website.

• Production of a PPT that can be used during Fall LSC HOD meetings when the greatest number of Club Board members and Coaches are gathered. It would serve as a pre-season reminder as well as a presentation of best practices.

• Down the road consideration can be given to navigating this information / education material to the platform for coaches on the website.

• Neil Jones and Dan Prager will join this subcommittee in an ad hoc capacity for the duration of the project.

**Next Meeting:**

• TBA

Respectfully submitted,