

USA SWIMMING
NATIONAL OPERATIONAL RISK COMMITTEE
MINUTES
June 16, 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, June 16, 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; Starre Haney; Lynne
7 Shine; Garret Sims, Athlete; TJ Walsh, Athlete; John Wallum, IOA. *Absent*: Connie Harvey, American Red
8 Cross; Donna Williamson; Lindsay Mondick, YMCA; Brandon Burns; Davis Shelton, Athlete; Stacy Smith.

9 **Approval of Meeting Agenda**

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

11 **Approval of Meeting Minutes**

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

13 **Progress Reports**

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

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

USA SWIMMING
NATIONAL OPERATIONAL RISK COMMITTEE
MINUTES
June 16, 2022

34

35 ii) Meet Marshal Program (Starre Haney)

36 • Subcommittee met and reviewed comments from those who beta tested the program.
37 Issues were raised regarding language used in some of the questions. Edits were made
38 and additional questions added to reach a total of twenty-five.

39 • This will be a generalized program nationwide. LSCs will not be free to rewrite the
40 program. Once issued, any questions about the program should be directed to the LSC
41 OR Chair who will then elevate to the National Committee Subcommittee.
42

43 iii) Meet 360 (Mike Seip)

44 • Per Abby, the provisions within this document, once enacted, will be mandatory for all
45 USA Swimming nationally sanctioned meets. It will be suggested for all LSC sanctioned
46 meets.

47 • Communication with all entered teams must happen as outlined in Meet 360.
48 Information will be sent to all Athletes and parents. In the case of Athletes who are
49 older than sixteen, they will also individually receive the information via email.
50 Registration will not take place without this step being completed.

51 • Briefings listed within Meet 360 are suggested not mandatory.

52 • The document instructing LSCs on implementation will be 1-1.5 pages long when
53 complete.

54

55 iv) Air Quality (Melissa Millerick-May)

56 • Received good feedback from the Webinars we presented.

57 • Have received a significant number of questions regarding Outdoor Air Quality. Do we
58 want an add-on presentation, or move to indoor air quality?

59 • Will meet with Subcommittee and have complete report for July meeting.
60

61 v) Website (Dan McCarthy)

62 • Nothing to report
63

64 vi) Racing Start Certification (Lynne Shine)

65 • Minutes of Subcommittee meeting (Attachment C)
66

USA SWIMMING
NATIONAL OPERATIONAL RISK COMMITTEE
MINUTES
June 16, 2022

67 viii) Coach Certification (Marco Greico)

- 68 • No new Coach Cert update report.
- 69 • It was recently hypothesized that some of the expired coaching credentials were a result
70 of individuals wishing to maintain membership in USA Swimming, but not as Coach
71 members. This desire may never have been communicated, and their status never
72 changed by the LSC Registrar.
- 73 • A test of this hypothesis resulted in Middle Atlantic decreasing from fifty-five expired
74 coaching certifications to two. Maine dropped to zero.

75

76 ix) Hypoxic Blackout (Mary Jo Swalley)

- 77 • Connie previously issued a link to the current document.
- 78 • Abby commented that there has not been any further movement on the Memorandum
79 of Understanding between the YMCA, the American Red Cross, and USA Swimming.

80

81 x) Surveys (Marco Greico)

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

86

87 xi) LSC Assignments (Mary Jo Swalley)

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

94

95 **Adjournment**

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

97

98 **Next Meeting**

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

USA SWIMMING
NATIONAL OPERATIONAL RISK COMMITTEE
MINUTES
June 16, 2022

100

101 Respectfully submitted,

102 Lynne Shine

103

104

105 ATTACHMENT A

106

107

Operational Risk Committee Meeting

108

June 16, 2022

109

4:00 PM EST via Zoom

110

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

116

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

120

121 **USA Swimming Priority Results:**

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

127

128

AGENDA

129 **CALL TO ORDER**

130 **ANNOUNCEMENTS**

131 **APPROVAL OF AGENDA**

132 **APPROVAL OF MINUTES (May)**

USA SWIMMING
NATIONAL OPERATIONAL RISK COMMITTEE
MINUTES
June 16, 2022

133 **BUSINESS**

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

148

149

150

151

152 **Goals/Working Groups for 2021-22**

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

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

161 **July 21, 2022; August 18, 2022; September 15, 2022; October 20, 2022; November 17, 2022; December**
162 **15, 2022**

163

164 **Adjournment**

165

166

167

USA SWIMMING
NATIONAL OPERATIONAL RISK COMMITTEE
MINUTES
June 16, 2022

168 ATTACHMENT B

169

170

USA Swimming

171

National Operational Risk Committee

172

Minutes

173

May 19, 2022

174

175

Call To Order

176

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.

177

178

Roll Call

179

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.

180

181

182

183

184

Approval of Meeting Agenda

185

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

186

Approved

187

Approval of Meeting Minutes

188

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

189

Approved

190

Progress Reports

191

i) Announcements and NGB Update (Abigail Howard)

192

- Chloe Adkins (Risk Manager, USA Swimming) is joining the Committee.

193

- Stacy Smith is rejoining the Committee. Russell Payne has resigned.

194

- Legislative Review Session during the Spring Workshop went well and was very encouraging.

195

196

USA SWIMMING
NATIONAL OPERATIONAL RISK COMMITTEE
MINUTES
June 16, 2022

197 ii) USA Swimming Spring Workshop (Mike Seip)

- 198
- 199 • Marco and Mike spoke and fielded questions with respect to the Meet Marshal
200 legislation that is being shepherded through USA Swimming Committees on its way to
201 HOD voting in September. Lot of questions were raised. Will be an education effort on
202 the part of this Committee between now and September. As soon as the LSC contact
203 assignments are made (shortly), the Committee members must reach out to their LSCs
204 and work to educate them on the need for this legislation. The legislation has been
205 forwarded to Derek Paul, Chair of the Rules and Regulations Committee and will be
206 included in the Legislation Packet to be issued NGB wide in July. It should be noted that
207 to fulfill requirements imposed by the USOPC, (generated because of the NGB Audit),
the provisions within this piece of legislation must pass the HOD.

208

209 iii) Meet Marshal Program (Starre Haney)

- 210
- 211 • Starre noted that her experience with the Meet Marshal program spans 12-14 years
212 going back to the Arizona LSC Meet Marshal Program that she developed and
213 implemented. She has worked with many other LSCs since that time and was
214 instrumental in the development of the provisions regarding Meet Marshals that
215 currently exist in the USA Swimming Rulebook. Unfortunately, while the requirement
for Meet Marshals exists, it has not been well implemented.
 - 216 • The goal of the Subcommittee and the overall Committee at-large is to professionalize
217 the position on the deck. The recently updated Meet Marshal (MM) training program
218 was sent out by Abby to various LSCs to “beta test” and respond to the Committee with
219 comments/questions/suggestions. Such responses have been received and will be
220 compiled and forwarded to the members of the subcommittee (Starre, Brandon and
221 Davis) for review.
 - 222 • Since all Proposed Legislation must be posted by 7/11/22, it was suggested that a Zoom
223 Townhall be held the beginning of August to provide all LSCs the opportunity to discuss
224 and ask questions of the Committee. This, in addition to “one-on-one” interactions with
225 the LSCs by their assigned Committee member, should provide the needed education
226 and allow buy-in by all in September.
 - 227 • The MM Training Program is not part of the legislation but will be promoted as a “best
228 practice” way of implementing the legislation. Notice of completed training will go to
229 LSC Registrars but will not be included on Deck Pass since it is not a requirement that all
230 take the training to act as Marshals. This can be revisited once SWIMS 3.0 is up and
231 running.
 - 232 • The HOD is now comprised of 33% Athlete representation. The Committee will reach
233 out to the AEC and the AAC, as well as LSC Athlete Representatives with a uniform

USA SWIMMING
NATIONAL OPERATIONAL RISK COMMITTEE
MINUTES
June 16, 2022

234 message. It will also be important to work with Age Group Development and Coaches
235 Committees to garner support.

236

237 iv) Surveys (Stacy Smith)

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

240

241

242

243 v) Air Quality (Donna Williamson)

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

246

247 vi) Website Data Update (Davis Shelton)

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

255 vii) Racing Start Certification (Lynne Shine)

- 256 • No new updates to report.

257

258 viii) Hypoxic Blackout (Connie Harvey)

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

264

USA SWIMMING
NATIONAL OPERATIONAL RISK COMMITTEE
MINUTES
June 16, 2022

265 ix) Water Temperature (Stacy Smith)

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

279

280 x) Meet 360 (Mike Seip)

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

286

287

288 **Adjournment**

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

290

291 **Next Meeting**

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

293

294

295 Respectfully submitted,

USA SWIMMING
NATIONAL OPERATIONAL RISK COMMITTEE
MINUTES
June 16, 2022

296 Lynne Shine

297 ATTACHMENT C:

298 USA SWIMMING

299 National Operational Risk Committee

300 Racing Start Certification Sub-Committee

301 Minutes

302 June 2, 2022

303

304 Call to Order: 2:15 PM

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

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

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

313 Meeting Agenda:

- 314
- 315 • Survey & Overview of History of Racing Start Certification within USA Swimming
 - 316 • Discussion with Neil about his experience as a Coach in the implementation of USA Swimming
317 Rules & Regulations §§103.2.2 and 103.2.3 and the USA Swimming Board of Director approved
318 Policy effective 5/1/2009.
 - 318 • Discussion of potential next steps

319 Survey and History of Racing Start Certification:

- 320
- 321 • Racing Start Certification began as a project within USA Swimming to prevent and mitigate head
322 strike injuries. It was jointly undertaken by USA Swimming headquarters staff as well as
323 members of the National Operational Risk Committee; specifically, Mike Seip and the
324 Committee's Red Cross liaison / member, Connie Harvey. The project resulted in the successful
325 codification of the above referenced Rules & Regulations, as well as the implementation of the
325 certification program that is still in operation.

326 Discussion with Neil:

USA SWIMMING
NATIONAL OPERATIONAL RISK COMMITTEE
MINUTES
June 16, 2022

- 327 • Neil noted that he works in a collaborative manner with his fellow coach, Dan Prager, who was
328 also invited to take part in this meeting. Since Dan was not able to attend due to illness, Neil will
329 speak for both.
- 330 • Their program consists of initially assessing the skills and abilities of any new member to their
331 teams, with diving not being a consideration until the athlete has developed an adequate
332 endurance base and can perform freestyle in a manner consistent with competition. At that
333 point dive progression training begins.
- 334 • Athletes are not allowed to use the starting blocks in competition until they have been
335 appropriately and successfully trained. They are not allowed to get on the blocks and “flying
336 squirrel jump” off. They start from the deck.
- 337 • All dive progression certification checklists are completed and are kept in hardcopy form for two
338 years.
- 339 • Dan McCarthy inquired whether in Neil’s estimation the documents currently in use are still
340 solid – or are material changes needed. Neil responded that he felt the forms were still good.
- 341 • Neil felt that part of the issue concerns turnover of coaches in the sport. The younger coaches
342 are not always adequately mentored and schooled by their senior coaching staff, and therefore,
343 may not be fully aware and knowledgeable of the racing start certification requirements and
344 checklists. Perhaps more emphasis might be given to this topic in the Level I and Level II
345 Coaching courses?
- 346 • Dan and Mike reiterated that as currently set up, the responsibility for implementation and
347 oversight rests with the Clubs. It is to be acknowledged that with the turnover of Club Board
348 personnel, this information and responsibility may be falling through the cracks. It becomes a
349 potential insurance risk exposure when this happens.

350 Discussed Next Steps:

- 351 • Issuance of Reminder / Announcement to Club Leadership that these requirements exist and
352 that Clubs and their Coaching Staff need to be consistent in the application of Racing Start
353 Certification. Additionally, remind Club Leadership of the resources available and where they
354 can be found on the website.
- 355 • Production of a PPT that can be used during Fall LSC HOD meetings when the greatest number
356 of Club Board members and Coaches are gathered. It would serve as a pre-season reminder as
357 well as a presentation of best practices.
- 358 • Down the road consideration can be given to navigating this information / education material to
359 the platform for coaches on the website.
- 360 • Neil Jones and Dan Prager will join this subcommittee in an ad hoc capacity for the duration of
361 the project.

362 Next Meeting:

- 363 • TBA

364 Respectfully submitted,

USA SWIMMING
NATIONAL OPERATIONAL RISK COMMITTEE
MINUTES
June 16, 2022

365

366 Lynne Shine

367

368