

USA SWIMMING  
NATIONAL OPERATIONAL RISK COMMITTEE  
MINUTES  
July 21, 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, July 21, 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; Marco  
7   Greico, Athlete; Starre Haney; Melissa Millerick-May; Lynne Shine; Mary Jo Swalley; TJ Walsh, Athlete;  
8   Donna Williamson; Lindsay Mondick, YMCA. Absent: Connie Harvey, American Red Cross; Davis Shelton,  
9   Athlete; Stacy Smith; Garrett Sims, Athlete; John Wallum, IOA.

10                  **Approval of Meeting Agenda**

11   July 2022 Agenda approved. Motion Mike Seip Second Abby Howard (Attachment A)

12                  **Approval of Meeting Minutes**

13   May 2022 and June 2022 Minutes approved. Motion / Second (May) Brandon Burns, Starre Haney.  
14   Motion / Second (June) TJ Walsh and Marco Greico (Attachment B & C)

15                  **Progress Reports**

16   i)           Announcements and NGB Update (Chloe Adkins, Abby Howard & Mike Seip)

- 17                   • (Abby)The legislative packet for the September 2022 ABM has been posted. There are  
18                   26 Amendments of which two were withdrawn, seven housekeeping amendments and  
19                   one resolution.
- 20                   • Have reviewed the legislative packet with the BOD and the Coach Advisory Council so  
21                   far; will review with others as requested.
- 22                   • July 15 was deadline for submission of delegates to House. If an LSC did not send in  
23                   names, they are precluded from sending in names after the deadline. They may,  
24                   however, substitute another name for a delegate already seated. There were LSCs that  
25                   did not send in names – we are short fifteen names for a full House of Delegates.
- 26                   • Need to convene a working group to address the issue of the hard July 15 deadline.  
27                   Perhaps the date should be January 1?
- 28                   • (Chloe) 1/1 Insurance renewals are starting, however, there is nothing further to report.
- 29                   • (Mike) Deck Pass will not be available in SWIMS 3.0. How do we instruct people to  
30                   proceed regarding regulating access to pool decks? Abby stated that Deck Pass will work  
31                   through LC season. A replacement method will be up and running before the start of SC  
32                   '22-23. SWIMS 3.0 will be functional as of 8/8 for LSCs and by 9/1 for the rest of the  
33                   membership. Working groups are currently addressing any issues that arise. A soft  
34                   launch was done at the Workshop in May.

USA SWIMMING  
NATIONAL OPERATIONAL RISK COMMITTEE  
MINUTES  
July 21, 2022

- 35                   • (Abby) OTS will go down on 9/1. Transition document will be issued. Any questions  
36                   should be addressed to Kathleen Scandary, Dana Covington and Marianne Walling.

37

38    ii)       LSC Contact List (Mary Jo Swalley)

- 39                   • Marco and TJ sent in changes to the contact list.  
40                   • Every member of the Committee has responsibility for five LSC contacts. Please stay in  
41                   communication with your LSC representatives and report any personnel changes.  
42                   • I will confer with Abby to develop a script for reaching out to contacts regarding the  
43                   legislative packet for September.  
44

45    iii)       Meet 360 (Mike Seip)

- 46                   • COVID statements drop out of Meet Announcements effective 9/1  
47

48    iv)       Meet Marshals (Starre Haney)

- 49                   • After the vote is taken on the legislation in September, the Committee will have to issue  
50                   additional guidance on education for the Meet Marshal position.  
51  
52

53    v)        Website (Mike Seip)

- 54                   • Nothing to report regarding OR section of website. Continue to funnel any requests or  
55                   concerns through Davis.  
56

57    vi)        Racing Start Certification (Lynne Shine)

- 58                   • Nothing to report currently.  
59

60    viii)      Coach Certification (Marco Greico)

- 61                   • Some coaches are still having trouble with instructors/certifications. Working with Chloe  
62                   to resolve individual incidents.  
63                   • Registrars are still entering Coaches Certs individually as final confirmation. Per Patrick,  
64                   once SWIMS 3.0 is fully operational, for the first-year coaches will still need to send their  
65                   certifications to the LSC Registrar for upload into the system. Subsequent years will have  
66                   a more streamlined protocol in place.

USA SWIMMING  
NATIONAL OPERATIONAL RISK COMMITTEE  
MINUTES  
July 21, 2022

67

68 ix) Hypoxic Blackout (Lindsay Mondick)

- 69           • MOU as well as language for joint statement has been received by YMCA legal team.  
70           Proposed product should be transmitted to Connie Harvey at Red Cross and Abby  
71           Howard at USA Swimming soon.

72

73 x) Surveys (Marco Greico)

- 74           • 57 LSC responses. 421 Club responses.  
75           • Racing Start Certification; yes=29, no=28

76

77 xi) Air Quality (Donna Williamson)

- 78           • Melissa reached out to Todd and Chip for an opportunity to gather in August.  
79           • Looking into the medical literature for ways to test without spirometry or pulmonary  
80           tests during COVID.  
81           • Compiling list of projects that would be helpful for teams.

82

83 xii) Water Temperature (Mary Jo Swalley)

- 84           • Request that local LSCs post local weather links on their websites. Could our committee  
85           members reach out to their contacts with this request?  
86           • Goal is to encourage coaches not to ignore the weather and water temperature when  
87           holding practice. Need to remove athletes when water temperature, air quality and air  
88           temperature not conducive to training.  
89           • Abby suggested that we research the links that would be appropriate for each LSC and  
90           forward for them to post.  
91           • The standard for when to pull athletes based on temperature will not change based on  
92           geographical location. We have a recommended standard. Air Temperature / Air Quality  
93           guidance will vary. One potential link suggested by Donna is [www.airnow.gov](http://www.airnow.gov)  
94           • Mary Jo also mentioned that one option for lowering pool temperature is to aerate or  
95           run solar panels in reverse overnight (if use solar panels to heat).

96

97 **Adjournment**

98           There being no further business, a Motion to adjourn was made by Brandon Burns with a second  
99           from Donna Williamson. The meeting was adjourned at 5:00 PM.

100

101

**Next Meeting**

USA SWIMMING  
NATIONAL OPERATIONAL RISK COMMITTEE  
MINUTES  
July 21, 2022

102 Thursday, August 18, 2022, at 4:00 PM via Zoom.

103

104 Respectfully submitted,

105 Lynne Shine

106

107

108 ATTACHMENT A

109

110

**Operational Risk Committee Meeting**

111

**July 21, 2022**

112

4:00 PM EST via Zoom

113

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

119

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

123

124 **USA Swimming Priority Results:**

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

130

131

**AGENDA**

132 **CALL TO ORDER**

133 **ANNOUNCEMENTS**

134 **APPROVAL OF AGENDA**

USA SWIMMING  
NATIONAL OPERATIONAL RISK COMMITTEE  
MINUTES  
July 21, 2022

135 **APPROVAL OF MINUTES (July)**

136 **BUSINESS**

- 137 **1. Welcome**
- 138 **2. NGB updates from – Abby**
- 139 **3. SWIMS 3.0 - Mike**
- 140 **4. Legislation/Rule proposals/ABM – Abby**
- 141 **5. Meet 360 – Mike**
- 142 **6. Meet Marshal Program – Starre**
- 143 **7. Surveys – Marco**
- 144 **8. Air Quality – Donna**
- 145 **9. Website Data Updates– Davis**
- 146 **10. LSC Operational Risk Contacts - Mary Jo**
- 147 **11. Certifications – Marco**
- 148 **12. Racing Start Certifications – Lynne**
- 149 **13. Hypoxic Blackout update/information sheet – Mary Jo**
- 150 **14. Water Temperature – Stacy**
- 151 **15. Other**

152

153

154

155

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

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

164 **Future Meetings the 3<sup>rd</sup> Thursday of each month via Zoom at 4:00 PM EST:**

165 **August 18, 2022; September 15, 2022; October 20, 2022; November 17, 2022; December 15, 2022**

166

167 **Adjournment**

168

USA SWIMMING  
NATIONAL OPERATIONAL RISK COMMITTEE  
MINUTES  
July 21, 2022

169  
170  
171

172 ATTACHMENT B

173 **Call To Order**

174 Mike Seip, Committee Chairman, called to order the regularly scheduled meeting of the USA Swimming  
175 Operational Risk Committee at 4:00 PM EST on Thursday, June 16, 2022, via Zoom videoconference.

176 **Roll Call**

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

181 **Approval of Meeting Agenda**

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

183 **Approval of Meeting Minutes**

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

185 **Progress Reports**

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

- 187
- Chloe mentioned that she will be taking over the monthly compiling of incident reports.
  - 188 • During May 2022 D&O Insurance was placed. Liability insurance was placed in January.  
189 Currently working on fiscal policies.
  - 190 • Question was raised concerning the risk of Club Boards having members who are not  
191 USA Swimming registered members. This is an issue, as the Insurance carrier does not  
192 correlate any sort of membership data with SWIMS. If Clubs are not requiring all  
193 mandated personnel to be USA Swimming registered members, the Club will not be  
194 covered by Insurance in the event of an incident.
  - 195 • SWIMS does flag coaches who are out of compliance with all required certifications and  
196 membership. Dan indicated that SWIMS 3.0 will be capable of flagging all Club  
197 personnel.
  - 198 • Safe Sport and USA Swimming dictate who must be a USA Swimming registered member  
199 to avoid insurance coverage being at risk.
  - 200 • World Championships to take place in Budapest starting on Saturday.

USA SWIMMING  
NATIONAL OPERATIONAL RISK COMMITTEE  
MINUTES  
July 21, 2022

201           • Rules & Regulations Committee met one week ago to review all proposed legislation.  
202           This Committee has submitted proposals for changes to §102.10. Once R&R issues the  
203           final Proposed Legislation packet on July 11, each Committee member should reach out  
204           to their assigned LSCs to educate and encourage a “yes” vote. Mary Jo and Abby will  
205           draft a suggested script each member should use.

206

207   ii)    Meet Marshal Program (Starre Haney)

208           • Subcommittee met and reviewed comments from those who beta tested the program.  
209           Issues were raised regarding language used in some of the questions. Edits were made  
210           and additional questions added to reach a total of twenty-five.  
211           • This will be a generalized program nationwide. LSCs will not be free to rewrite the  
212           program. Once issued, any questions about the program should be directed to the LSC  
213           OR Chair who will then elevate to the National Committee Subcommittee.  
214

215   iii)   Meet 360 (Mike Seip)

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

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

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

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

226

227   iv)    Air Quality (Melissa Millerick-May)

228           • Received good feedback from the Webinars we presented.  
229           • Have received a significant number of questions regarding Outdoor Air Quality. Do we  
230           want an add-on presentation, or move to indoor air quality?  
231           • Will meet with Subcommittee and have complete report for July meeting.  
232

233   v)    Website (Dan McCarthy)

234           • Nothing to report

USA SWIMMING  
NATIONAL OPERATIONAL RISK COMMITTEE  
MINUTES  
July 21, 2022

235

236 vi) Racing Start Certification (Lynne Shine)

- 237
- Minutes of Subcommittee meeting (Attachment C)

238

239 viii) Coach Certification (Marco Greico)

- 240
- No new Coach Cert update report.

- 241
- It was recently hypothesized that some of the expired coaching credentials were a result

242 of individuals wishing to maintain membership in USA Swimming, but not as Coach

243 members. This desire may never have been communicated, and their status never

244 changed by the LSC Registrar.

- 245
- A test of this hypothesis resulted in Middle Atlantic decreasing from fifty-five expired

246 coaching certifications to two. Maine dropped to zero.

247

248 ix) Hypoxic Blackout (Mary Jo Swalley)

- 249
- Connie previously issued a link to the current document.

- 250
- Abby commented that there has not been any further movement on the Memorandum

251 of Understanding between the YMCA, the American Red Cross, and USA Swimming.

252

253 x) Surveys (Marco Greico)

- 254
- Surveys went out today from USA Swimming to all General Chairs, AVC, Permanent

255 Office staff, and Operational Risk Chair in each of the 59 LSCs.

- 256
- Each Committee member should make a point to encourage their assigned LSCs to

257 complete and return the surveys

258

259 xi) LSC Assignments (Mary Jo Swalley)

- 260
- List of assignments has been issued.

- 261
- As noted above, once the R&R Committee issues the 2022 Proposed Legislation Packet,

262 all Committee members need to be in touch with their assigned contacts to encourage

263 support of the OR proposed legislation. Such contact should ideally be done via the

264 telephone. It would also be helpful if a list of the voting delegates for each LSC could be

265 compiled

266

267 **Adjournment**



USA SWIMMING  
NATIONAL OPERATIONAL RISK COMMITTEE  
MINUTES  
July 21, 2022

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

269

270                           **Next Meeting**

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

272

273   Respectfully submitted,

274   Lynne Shine

275

276   ATTACHMENT C

277                           **Call To Order**

278   Mike Seip, Committee Chairman, called to order the regularly scheduled meeting of the USA Swimming  
279   Operational Risk Committee at 4:00 PM EST on Thursday, May 19, 2022, via Zoom videoconference.

280                           **Roll Call**

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

286                           **Approval of Meeting Agenda**

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

288   Approved

289                           **Approval of Meeting Minutes**

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

291   Approved

292                           **Progress Reports**

293   i)   Announcements and NGB Update (Abigail Howard)

- 294                           •   Chloe Adkins (Risk Manager, USA Swimming) is joining the Committee.
- 295                           •   Stacy Smith is rejoining the Committee. Russell Payne has resigned.

USA SWIMMING  
NATIONAL OPERATIONAL RISK COMMITTEE  
MINUTES  
July 21, 2022

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

298

299   ii)       USA Swimming Spring Workshop (Mike Seip)

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

310

311   iii)       Meet Marshal Program (Starre Haney)

- 312           • Starre noted that her experience with the Meet Marshal program spans 12-14 years  
313           going back to the Arizona LSC Meet Marshal Program that she developed and  
314           implemented. She has worked with many other LSCs since that time and was  
315           instrumental in the development of the provisions regarding Meet Marshals that  
316           currently exist in the USA Swimming Rulebook. Unfortunately, while the requirement of  
317           Meet Marshals exists, it has not been well operationalized.
- 318           • The goal of the Subcommittee and the overall Committee at-large is to professionalize  
319           the position on the deck. The recently updated Meet Marshal (MM) training program  
320           was sent out by Abby to various LSCs with the intent that they would “trial” it and  
321           respond to the Committee with comments/questions/suggestions. Such responses have  
322           been received and will be compiled and forwarded to the members of the  
323           subcommittee (Starre, Brandon and Davis) for review.
- 324           • Since all Proposed Legislation must be posted by 7/11/22, it was suggested that a Zoom  
325           Townhall be held the beginning of August to provide all LSCs the opportunity to discuss  
326           and ask questions of the Committee. This, in addition to “one-on-one” interactions with  
327           the LSCs by their assigned Committee member should provide the needed education  
328           and allow buy-in by all in September.
- 329           • The MM Training Program is not part of the legislation but will be promoted as a “best  
330           practice” way of implementing the legislation. Notice of completed training will go to  
331           LSC Registrars but will not be included on Deck Pass since it is not a requirement that all

USA SWIMMING  
NATIONAL OPERATIONAL RISK COMMITTEE  
MINUTES  
July 21, 2022

332 take the training to act as Marshals. This can be revisited once SWIMS 3.0 is up and  
333 running.

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

338

339 iv) Surveys (Stacy Smith)

- 340 • Brandon will be added as a member of this subcommittee.
- 341 • Stacy will reach out to the full subcommittee (Stacy, Marco, and Brandon) and provide a  
342 full updated report at the June Meeting.

343

344 v) Air Quality (Donna Williamson)

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

347

348 vi) Website Data Update (Davis Shelton)

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

356 vii) Racing Start Certification (Lynne Shine)

- 357 • No new updates to report.

358

359 viii) Hypoxic Blackout (Connie Harvey)

- 360 • YMCA lawyers have requested a Memorandum of Understanding (MOU) prior to the  
361 issuance of any joint statement by YMCA, American Red Cross, and USA Swimming. This  
362 will cause an anticipated delay of 2-3 weeks.

USA SWIMMING  
NATIONAL OPERATIONAL RISK COMMITTEE  
MINUTES  
July 21, 2022

363                   • In the interim, traffic should be driven to the following site for the American Red Cross  
364 science statement. <https://www.redcrosslearningcenter.org/s/science>

365

366 ix)     Water Temperature (Stacy Smith)

367                   • TJ and Brandon will be added to this subcommittee (Stacy, Marco, TJ, and Brandon)

368                   • Stacy will meet with the subcommittee and have a full report in June.

369                   • One goal is to encourage all LSCs to post on their websites water temperature and air  
370 quality standards to be applied with respect to all competitions and practices. Currently,  
371 meet hosts and club coaches rely on the venue to decide when meets / practices should  
372 be cancelled due to adverse water temperature or air quality. Venues have not shown a  
373 good track record when it comes to this decision.

374                   • Abby noted that there is not an overall national standard when it comes to water  
375 temperature, except for Open Water swimming competition (which was developed  
376 after the drowning of Fran Crippen).

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

380

381 x)     Meet 360 (Mike Seip)

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

387

388

389 **Adjournment**

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

391

392                   **Next Meeting**

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

394

USA SWIMMING  
NATIONAL OPERATIONAL RISK COMMITTEE  
MINUTES  
July 21, 2022

395

396 Respectfully submitted,

397 Lynne Shine

398

399