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

Approval of Meeting Agenda
July 2022 Agenda approved. Motion Mike Seip Second Abby Howard (Attachment A)

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

Progress Reports
i) Announcements and NGB Update (Chloe Adkins, Abby Howard & Mike Seip)
   (Abby) The legislative packet for the September 2022 ABM has been posted. There are 26 Amendments of which two were withdrawn, seven housekeeping amendments and one resolution.
   (Chloe) Have reviewed the legislative packet with the BOD and the Coach Advisory Council so far; will review with others as requested.
   (Mike) July 15 was deadline for submission of delegates to House. If an LSC did not send in names, they are precluded from sending in names after the deadline. They may, however, substitute another name for a delegate already seated. There were LSCs that did not send in names – we are short fifteen names for a full House of Delegates.
   Need to convene a working group to address the issue of the hard July 15 deadline. Perhaps the date should be January 1?
   (Chloe) 1/1 Insurance renewals are starting, however, there is nothing further to report.
   (Mike) Deck Pass will not be available in SWIMS 3.0. How do we instruct people to proceed regarding regulating access to pool decks? Abby stated that Deck Pass will work through LC season. A replacement method will be up and running before the start of SC ’22-23. SWIMS 3.0 will be functional as of 8/8 for LSCs and by 9/1 for the rest of the membership. Working groups are currently addressing any issues that arise. A soft launch was done at the Workshop in May.
(Abby) OTS will go down on 9/1. Transition document will be issued. Any questions should be addressed to Kathleen Scandary, Dana Covington and Marianne Walling.

ii) LSC Contact List (Mary Jo Swalley)

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

iii) Meet 360 (Mike Seip)

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

iv) Meet Marshals (Starre Haney)

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

v) Website (Mike Seip)

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

vi) Racing Start Certification (Lynne Shine)

- Nothing to report currently.

viii) Coach Certification (Marco Greico)

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

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

x) Surveys (Marco Greico)

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

xi) Air Quality (Donna Williamson)

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

xii) Water Temperature (Mary Jo Swalley)

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

Adjournment

There being no further business, a Motion to adjourn was made by Brandon Burns with a second from Donna Williamson. The meeting was adjourned at 5:00 PM.
USA SWIMMING
NATIONAL OPERATIONAL RISK COMMITTEE
MINUTES
July 21, 2022

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

Respectfully submitted,

Lynne Shine

ATTACHMENT A

Operational Risk Committee Meeting

July 21, 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 (July)

BUSINESS

1. Welcome
2. NGB updates from – Abby
3. SWIMS 3.0 - Mike
4. Legislation/Rule proposals/ABM – Abby
5. Meet 360 – Mike
6. Meet Marshal Program – Starre
7. Surveys – Marco
8. Air Quality – Donna
9. Website Data Updates– Davis
10. LSC Operational Risk Contacts - Mary Jo
11. Certifications – Marco
12. Racing Start Certifications – Lynne
13. Hypoxic Blackout update/information sheet – Mary Jo
14. Water Temperature – Stacy
15. 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, Garret
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:

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

Adjournment
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 Marshal 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
USA SWIMMING
NATIONAL OPERATIONAL RISK COMMITTEE
MINUTES
July 21, 2022

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.

Respectfully submitted,
Lynne Shine

ATTACHMENT C

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 of Meet Marshals exists, it has not been well operationalized.

• 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 with the intent that they would “trial” it 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)

- Brandon will be added as a member of this subcommittee.
- Stacy will reach out to the full subcommittee (Stacy, Marco, and Brandon) and provide a full 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](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.
USA SWIMMING
NATIONAL OPERATIONAL RISK COMMITTEE
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Respectfully submitted,
Lynne Shine

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