

## USA Swimming Operational Risk Committee Minutes

### September 14, 2023 - Virtual Meeting

**Present:** Rachel Olson, USA Swimming; Nate Chessey, USA Swimming; Mike Seip, Chair; Starre Haney; TJ Walsh, Athlete; Stacy Smith; Marco Greico, Athlete; Doug Wharam; Jack Yetter; Lynne Shine; Branden Burns; Garret Sims, Athlete

**Absent:** Dan McCarthy, USA Swimming; Melissa Millerick-May; Davis Shelton, Athlete; Connie Harvey, American Red Cross; Lindsay Mondick, YMCA; John Wallum, IOA

**Guests:** Jody Betts, AZ; Leo Gibbons, Niagara; Mary Jo Swalley, CA; Aimee Onoszko, SC; Gary Michalek, Wisconsin; Susan Hucheby, Montana; Robert Vializ, MR; Ed Cullen, SC; Tim Husson, PV; Mike Trexler, NC; George Young, CA; Brian Wixted, Colorado; John Pristash, Ohio

**Call to Order:** Mike Seip, Committee Chair, called to order the regularly scheduled meeting of the USA Swimming Operational Risk Committee at 1:00 PM EDT on Thursday, September 14, 2023, via Zoom videoconference.

**Conflict of Interest Disclosure:** None

### Agenda

### AGENDA

#### CALL TO ORDER

#### ANNOUNCEMENTS

#### APPROVAL OF AGENDA

#### APPROVAL OF MINUTES

#### BUSINESS

1. Welcome/Introductions
2. NGB updates – Nate/Dan/Rachel
3. ABM-Legislation
4. ROO-Rachel
5. Meet Marshal Training
6. Hot Summer Nights on August 24, 2023 review
7. Working Group Topics – relative to current events
8. LSC Contacts
9. Committee Applications
10. Other

#### Goals/Working Groups for 2023-24

1. Meet Marshal Program Development
2. Water Temperature
3. Communications
4. Racing Start Certifications
5. Certifications
6. Hypoxic Blackout
7. Concussion

Future Meetings the 3<sup>rd</sup> Thursday of each month via Zoom at 12:00 PM EST: October 19, 2023, November 16, 2023, December 21, 2023, January 19, 2024, February 16, 2024, March 21, 2024, April 18, 2024, May 16, 2024, June 20, 2024, July 18, 2024, August 15, 2024

### Adjournment

### Introduction of National Operational Risk Committee (Mike)

- Seated members of the National Committee introduced themselves to the guests.
- Mike stated that guests are warmly welcomed at ALL Operational Risk Committee meetings. The Committee also strongly encourages guest input and suggestions both during Committee meetings and subsequent.

### September 2023 Agenda with additions

- Motion to approve Agenda: Stacy Smith, Second: Jack Yetter

### August 2023 Minutes

- Motion to approve Minutes: Branden Burns, Second: Jack Yetter

### NGB Updates (Nate)

- USA Swimming Channel is now live on Apple TV
- USA Swimming Annual Business Meeting will be taking place next week

### 2023 Legislation (Mike)

- Question regarding Proposed Legislation R10 as follows:
  - 410 7.4.4 OPERATIONAL RISK COMMITTEE/COORDINATOR 411 B. MEMBERS - The Committee shall be comprised of the Operational Risk Committee Chair, at least [insert a number] members with a sufficient number of athletes Athlete Representatives so as to constitute at least twenty percent (20%) of the voting membership of the Committee.
    - Does the use of the term Coordinator relegate the position to one of less importance within the LSCs? Should we consider pursuing a change for the future?
- Discussion:
  - Several attendees spoke regarding the history of the change from Chair to Coordinator in the USA Swimming governance documents. The objective at the time was to streamline the LSC Boards resulting in fewer voting members. LSCs were given discretion regarding the naming of the Operational Risk position (whether Chair or Coordinator) and whether a Standing Committee would be mandated. Some present felt these changes resulted in a position of far less importance and impact in the LSCs. Others shared their personal experience of being the LSC Operational Risk Coordinator, but with voting rights on the BOD and substantial support from their Board in convening a Task Force to address OR issues when needed.
  - The question / issue / impact will be explored further.

### Report of Occurrences (Rachel)

- USA Swimming is currently working on assembling back-end data in such a way that they can disseminate pertinent information to everybody. Currently the data is in a format that requires an NDA agreement to view.

- Several attendees had suggestions they would like to see implemented with respect to the Report of Occurrences (ROO):
  - Creating a checkbox format. Currently it is sometimes difficult to understand what happened when reviewing one's LSC ROOs.
  - Would like to see data in a format that provides trends that could be relayed to LSC BODs.
  - Need to increase communication regarding the importance of submitting ROOs so the issue import and impact can be fully assessed. In some LSCs the members are not submitting ROOs with respect to certain issues (i.e., air quality at facilities) because they have "learned to live with it". Gary Michalek volunteered to help with any project initiated to address this question / issue. Rachel thanked everyone for their input, and asked that any additional suggestions or concerns after the meeting be submitted to her at [rolson@usaswimming.org](mailto:rolson@usaswimming.org)

Officials Committee "Hot Summer Nights" Risk Management Presentation (Mike)

- The presentation went well. Should be noted that the Operational Risk Committee should have input in all such presentations going forward.

Working Group Reports:

- Meet Marshals (Starre)
  - Meet Marshal Training Guide is available online under Operational Risk Resources [PowerPoint Presentation \(usaswimming.org\)](#)
  - The Meet Marshal Certification test is available on the USA Swimming University platform [USA Swimming](#)
  - The training guide and the test are opportunities for LSC leaders and others to know and understand the MM role. The course and test are not required by USA Swimming, but some LSCs have found it useful and required it within their LSC. It is required in Arizona and Midwestern within the LSC Policies and Procedures.
  - If a USA Swimming member takes the test, the system will save the results (LSCs can print a list of those members in their LSC who have completed successfully.) If a non-member takes the test, they will have to print the results and send them to their Club and LSC Registrar for recording.
  - USA Swimming requires under Rule 102.1.8 that meets have two meet marshals – one male and one female who will be responsible for monitoring and enforcing all warm-up and safety procedures and policies.
  - Some present expressed the concern that is hard to recruit enough volunteers to work meets.
  - Mike stated that Middle Atlantic is going to require all Championship meets starting in 2024 to have certified Meet Marshals on deck. LSCs should also be aware that if there is ever litigation over something that happens on deck, it will potentially be a problem if it can be shown that the Meet Marshals were not properly trained for their duties and responsibilities.
  - Mary Jo Swalley noted that there is a requirement that there be one meet marshal of each gender for Safe Sport. The locker rooms must also be

monitored as part of the Meet Marshal responsibilities. Safety concerns can arise in the locker rooms as well as on the deck.

- Concussion (Starre)
  - Currently completing the compilation of all state laws regarding certification requirements for recreational / youth sports coaches (and sometimes also officials). There have been a lot of updates in the last several years.
  - Some states also require Sudden Cardiac Arrest training for both officials and coaches.
  - There is a difference between Interscholastic (i.e., high school, middle school) and Recreational Youth Sports. All states require certifications for their Interscholastic coaches.
  - Will have a complete spreadsheet / report at next month's meeting.
- Communication (Branden)
  - The working group is in the process of educational outreach. The Operational Risk Committee has worked on a significant number of projects through the years and produced a wealth of resources which are currently available on the website, but not as well publicized and promoted in the LSCs. We are currently working on avenues and medium to rectify that situation. It is very true that people often don't know what they don't know. We are privileged to have several very savvy and IT accomplished athletes as part of the working group who are working to develop technology that will help drive USA Swimming membership back to the Operational Risk section of the website.
- Racing Starts (Mike)
  - Information and checklists for conducting racing start certification is available on the website under Operational Risk.
- Water Temperature (Stacy)
  - There are some Rules and Regulations in this area, but they do not apply unless the temperature is under 70 degrees F. Subcommittee currently working on some guidelines that could be used by coaches whose athletes train outdoors.
  - There is guidance in the Safety Training for Swim Coaches concerning issues that may arise during training in warm/hot weather and what should be done to mitigate risk, but oftentimes coaches do not take initiative in making appropriate and necessary decisions.
  - Suggestion for ROO form is that it include whether the incident occurred at an indoor or outdoor pool, as well as the air temperature and water temperature at the time of occurrence.
  - LSC OR Chairs need to follow up with coaches after the submission of an ROO to ensure that coaches are complying with necessary after incident tasks, monitoring and documentation.
- Coaching Certifications (Marco)
  - Have been reviewing CPR/FA/STSC courses for approval for three years. Track status of expired coach certifications quarterly. Communicate with LSC Registrars daily.
- LSC Contacts List (Mike)
  - All Committee members need to reach out to their LSC contacts for any updates and transmit that information to Jack.
- Hypoxic Blackout (Doug)

- This is a low frequency, high impact event.
- Pathway forward requires consensus building.
- Recently received AEC support.

New Business:

- Kiefer Award (Mike)
  - This award is presented annually by the National Operational Risk Committee to a person or entity that exemplifies safety in the aquatic world.
  - If anyone has any recommendations for persons or entities in their LSC, or that they are aware of generally, that is deserving of consideration, please let us know.
- Webinars (Mike)
  - The Operational Risk Committee is interested in creating and disseminating webinars that will be in furtherance of promoting safety and risk management in the LSCs and Clubs. Please forward any topics you would like us to pursue.
    - Gary Michalek requested an air quality webinar that is suitable for a younger audience / less technical.
- National Committee Application (Mike)
  - The National Operational Risk Committee has openings for 2024. If you are interested, please fill out and submit an application.

**Adjournment:** Mike Seip adjourned the September 14, 2023, meeting of the Operational Risk Committee at 2:03 PM EDT.