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| <b>Committee Name:</b> OW Joint Management Subcommittee |  |
| <b>Committee Chair:</b> Lynn Hazlewood                  |  |
| <b>Minutes recorded by:</b> Lynn Hazlewood              | <b>Date/time:</b> 12/18/2014 8:00 PM EST/EDT |

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| <b>Number of committee members present:</b> 7  | <b>Absent:</b> 2 | <b>Number of other delegates present:</b> 0 |
| <b>Committee members present (list all, including chair and vice chair):</b> Lynn Hazlewood, Bob Bruce, Rob Copeland, Donn Livoni, Bill Roach, Jim Wheeler, Chris McGiffin |                  |   |

### Action Items/Requests for Action

1. Lynn will provide the current Word version of the OWGTO Part 2: Safety Guidelines.
2. The committee will move the Water Temperature Collar implementation forward as defined under Point #2 below.
3. Bob and Jim W. will get information on the Independent Safety Monitor implementation to the committee for the next meeting, including recommendations on which events will be covered.
4. **MSA** that the committee set up an Independent Safety Monitor pilot program with limited events covered by ISMs in 2015. Candidates will be selected for their existing Safety Director expertise and be given a briefing by OWC Safety personnel plus National Office risk management personnel prior to their service.
5. Lynn will send Rob the full Word version of the OWGTO (Parts 1-5).
6. Rob will meet with his subcommittee to begin work on OWGTO reorganization.
7. Rob to consult with Laura Hamel to determine if USMS has a preferred format and organization for documents.
8. **MSA** to send Donn Livoni, Bill Roach and Rob Copeland to the April 23-26 USA Swimming Officials Clinic.
9. Rob will send committee members a link to USA Swimming officials documentation.
10. Jim W. will send the OW Activities Best Practices topic to his Safety Subcommittee to prepare something for the committee to review by the first of the year.
11. Lynn to distribute minutes for the first four OW Joint Management Subcommittee meetings prior to the next meeting on January 8, 2015.
12. The committee agreed to make this a joint OWC/LDC subcommittee.

### Agenda

The meeting was called to order at 8:04 PM EST

1. A quorum was declared by the Chair.
2. Water Temperature Collars—Bob Bruce, Jim Wheeler:
  - a. Bob reported that the temperature collar implementation has been updated and defined as part of the Safety Plan Worksheet from Part 2: Safety Guidelines of the OWGTO (Addendum A). He will update the full addendum and distribute to the OW Joint Management Subcommittee for editing. Lynn will distribute the current Word version of Part 2 to the committee. Once the committee agrees on the content, the updates will be presented to the OW and LD Committees for comments. A short time limit will be set for responses.
  - b. Bob suggested and the committee agreed that we make the Safety Plan Worksheet the form for creating safety plans for new events and encourage its use for those who already have a safety plan. Existing events will be temporarily grandfathered in if their plans are good. At some point, we will require all events to provide their safety plans by filling out the form.
  - c. The form will remain an Addendum to Part 2 and also be published as a separate document. Bill will inform new events that they are required to use this form. Lynn will work on methods of creating a form that can be filled out digitally and report back to the committee.
  - d. In addition to OWGTO Part 2, the committee will prepare distribution of information about the new form in updates to OWGTO Part 1: Sanction Guidelines, updates to emails from the

Sanction Application System, publications in Streamlines and email blasts to open water event administrators and event managers.

- e. Bill noted he already has authority to sanction events for 2015.
3. Independent Safety Monitors—Bob Bruce, Jim Wheeler
  - a. Bob & Jim will work through some problems and get product out to the committee including the ISM Job Description, best practices to interact with the Safety Director at an event, a training program for SDs and a training module for the ISMs.
  - b. Bob stated that we need to create our own SD and ISM training in the future, but for 2015 we do a limited effort
  - c. **MSA** that the committee set up an Independent Safety Monitor pilot program with limited events covered by ISMs in 2015. Candidates will be selected for their existing Safety Director expertise and be given a briefing by OWC Safety personnel plus National Office risk management personnel prior to their service (Motion—Jim Wheeler, Second—Bob Bruce).
  - d. The committee assigned Bob and Jim W to come up with a proposed list of events for ISM coverage in 2015. The list should include the 5 National Championship dates, USMS large entry events plus other events that cover various venue conditions and bodies of water.
4. OWGTO—Rob Copeland
  - a. Lynn will send Rob the full set of OWGTO Word versions (Parts 1-5).
  - b. Rob will set up a meeting with the OWGTO subcommittee and start working on the guide to make information more accessible.
  - c. Donn suggested the addition of an executive summary that points to the key items event hosts and administrators need to know including a cross reference to the full detail page.
  - d. Rob will consult with Laura Hamel to determine if USMS has a preferred format and organization for documents.
5. USA Swimming Clinics—Bill Roach
  - a. Bill reported the there are five slots reserved for USMS in the April 23-26 clinic. We have 5 slots. Sandy Drake's commented in a recent email (see below) that "the curriculum consists of going through the process of a race. From nail check (what's acceptable and not acceptable) to what causes yellow/red flags." Rob commented that it's an officials school. It is officials training—not what we're talking about for ISM training. We should look at these clinics as a trainer of trainers for event officials. The committee agreed to select three people to go to the USA Swimming Clinic(s) who will evaluate their relevance for USMS Officials Training needs and report back to the committee. **MSA** to send Donn Livoni, Bill Roach and Rob Copeand to the April 23-26 USA Swimming Officials Clinic (unanimous vote with candidates recused from voting).
  - b. No charge for the clinic, get yourself there, pay for the hotel. Do not need to be USA Swimming athletes for the clinic. Could be observers, but not officials. Motion: send the 3 we have nominated to the workshop. Chris motion, Bob second. Bill will get an application form to the people who are going. The people are there as observers and to learn the ropes of this education opportunity.
  - c. Rob will send committee members a link to USA Swimming officials documentation so the committee can do some advanced research.
6. OW Activities Best Practices—Jim Wheeler
7. Jim W. will send the OW Activities Best Practices topic to his Safety Subcommittee to prepare something for the committee to review by the first of the year.
8. New/Other Business
  - a. Meeting Minutes—Chris reminded us that committee meeting minutes should go to the USMS Secretary when they are approved.
  - b. Chris' IT Project list—this list should be reviewed by both the LD and OW committees for the requests that are important to each committee. Review are due by early January.

- c. Chris asked that we post the minutes of this subcommittee on the Minutes Database on usms.org. Minutes for the first four meetings will be approved at the Jan 8, 2015 meeting. Lynn will distribute edited minutes prior to the meeting.
  - d. The committee agreed to make this group a joint OWC/LDC subcommittee. The name has been changed to OW Joint Management Group.
9. **Next meeting:** Thursday, January 8, 2015, 8:00 PM EST (5:00 PM PST)

The meeting was adjourned at 9:40 PM EST

### **Information from Sandy Drake on USA Swimming Officials Clinics**

"Hi Bill,

Sorry for the delay. I am swamped with some things here and my time has been limited.

The cost for the clinic is nothing. I do not charge. The participants just need to get themselves there. We will not provide lodging either.

The curriculum consists of going through the process of a race. From nail check (what's acceptable and not acceptable) to what causes yellow/red flags.

We currently do not have a specific certification in place. Well, actually there are only 2. OR and OJ. I have been trying to get a more defined certification passed via the official's committee. The problem is our online Official's Tracking System. I want to have different levels so someone who is qualified to be a finish judge will have that certification. They may not have any experience out on the boat.

As far as the independent safety monitor, we do not have that certification either. In our meets, it is someone with extensive OW experience. At our OW Nationals this last summer, it was an experienced race director who was not affiliated with the event.

Who keeps track of the officials? As I mentioned above, we have a tracking system in the USA Swimming database. At all meets, we input anyone who worked, apprenticed, meet director, etc. All official's chairs have complete access to see all of the official's in the US. Each individual has access to their own information of any meets, tests, activities, or evaluations.

The clinic isn't a certification requirement. It's to give knowledge and answer questions.

Hope this helps. Let me know if you have any other questions.

Sandy"