

Committee Name:	OW Joint Management Subcommittee	Vice Chair:	N/A
Committee Chair:	Lynn Hazlewood	Date/time:	01/22/2014 8:00 PM EST
Minutes recorded by:	Lynn Hazlewood		

Number of committee members present: 9	Absent: 0	Number of other delegates present: 0
Committee members present (list all, including chair and vice chair): Lynn Hazlewood, Bob Bruce, Rob Copeland, Donn Livoni, Jim Miller, Bill Roach, Jim Wheeler, Chris McGiffin (ex-officio), Nadine Day (ex-officio)		

Action Items

1. **MSA** minutes for meetings on 10/30/14, 11/13/14, 12/04/14, 12/18/14 and 01/08/15 (motion Rob Copeland, Second Bob Bruce).
2. The committee reviewed Action Items/Requests for Action from previous meetings (see status below).
3. Lynn will circulate a list of items for the committee to request be added to the sanction application.
4. Bill will send safety template updates and the cold water event checklist to Lynn for incorporation into the OWGTO updates.
5. The committee will prepare OWGTO updates for review by the BOD during their face-to-face meeting on February 14.

Agenda

The meeting was called to order at 7:59 PM

1. Attendance was taken and a quorum declared by the Chair.
2. **MSA** minutes meetings on 10/30/14, 11/13/14, 12/04/14, 12/18/14 and 01/08/15 (motion Rob Copeland, Second Bob Bruce).
3. The committee reviewed Action Items/Requests for Action from previous meetings (see status below).
4. Water Temperature Collars Implementation—Bill Roach: Bill reported that he had added water temperature information to the Safety Plan Template (OWGTO Part 2: Safety Guidelines Addendum A) and created a cold water event checklist. He will send the updates to Lynn for incorporation into the OWGTO updates. Bill also noted that, since USMS insurance now covers watercraft as long as they have either a prop guard or a swimmer monitor, there is no longer a need for boat owners to show proof of insurance. Jim Miller inquired about who reviews the documents for risk management. Lynn noted that since 2012, Rob Butcher has reviewed for risk management and the BOD has approved all safety-related changes to the OWGTO. The BOD has a face-to-face meeting on February 14 and the committee will prepare OWGTO updates for their review. Updates are due to Chris by February 9.
5. Independent Safety Monitors—Bob Bruce, Bill Roach, Jim Wheeler
 - a. Jim Miller prepared a revised plan for us to look at and consider. The new plan simplifies some processes and cleans up duplication. We will use this document for the public presentations. Bob will preserve the more complex document for ISM teaching and presentation purposes.
 - b. The committee discussed the issue of allowing ISMs to swim in the events they are monitoring. The committee agreed that ideally, the ISM is not involved in the event as an athlete. For this year, the ISMs will not be allowed to swim, but the committee will have to take an active role in seeing that monitors are recruited for all swims. That may involve requesting an over budget to fund travel for ISMs to travel to some events. We will begin the education of ISMs this year and have a larger pool of monitors available for 2016. We will look at the possibility of training monitors during convention as well as providing education for sanction chairs at convention or through the use of webinars.
 - c. The committee reviewed the currently chosen events for 2015 and prospective ISMs:
 - i. Swim Around Lido Key, Sarasota, FL, April 12—N/A
 - ii. Jim McDonnell Lake Swims, Reston, VA, May 23-24—N/A, but Jim M and Lynn H believe this will not be a problem, given the good cooperation with USA Swimming in this region

- iii. (2 USMS NCs) Lake Del Valle OW Festival, June 13-14—Jim Wheeler
 - iv. (USMS NC) Morse Reservoir, Noblesville, IN, June 20—N/A
 - v. (USMS NC) Lake George, NY, August 29—N/A
 - vi. (USMS NC) Foster Lake, OR, June 27—Jim Wheeler?
 - vii. (USMS NC) Big Shoulders, Chicago, IL, September 12—Bill Roach
 - viii. Santa Cruz, CA, August 1-2—Jim Wheeler
- d. Bob Bruce will supply a clean document for the OWGTO. **MSA** to move the plan to the OWC for approval (Bob Bruce motion, Donn Livoni second).
6. OWGTO—Rob Copeland: report handled during other discussions.
 7. USA Swimming Clinics—Bill Roach: Bill reports that he has contacted Dave Miner and he is excited to join us for the OW Festival. He has contacted Sandy to add Dave to the email/phone list. Rob has reserved two hotel rooms for USMS at the Holiday Inn. Participants have been given permission to purchase their plane tickets.
 8. OW Activities Best Practices—Jim Wheeler: No progress so far. The Safety Subcommittee will start working on this soon. He suggested we might start a webinar on best practices for swimming in cold water and ask the Bay people to come in on it. We can also consider creating 2-3 minute You Tube instructional videos.
 9. New/Other Business
 - a. Bill noted that he would like to send the checklists to the sanction applicants and a form requesting information on swimmers entered, how many finished, etc. He asked the committee to send him what information we need including #entries, #finishers, #DNFs., water temperature, incidents that occurred and whatever data they can provide on the event. Lynn will send ERDB proposed data to Bill.
 - b. Lynn will update Part 1 and Part 2 of the OWGTO to reflect changes proposed during committee meetings.
 10. **Next meeting:** Not scheduled.

The meeting was adjourned at

Action Items/Requests for Action From Previous Meeting(s)

December 4, 2014

1. **Action #4:** The committee agreed to ask Chris to request that expected water temperature be added to the online sanction application. **Status:** Chris contacted Jim Matysek. Lynn noted that there were other items to add that would have value—including safety value—and will create a list to circulate to the committee.

December 18, 2014

1. **Action #6:** Rob will meet with his subcommittee to begin work on OWGTO reorganization. **Status:** TBD.
2. **Action #7:** Rob to consult with Laura Hamel to determine if USMS has a preferred format and organization for documents. **Status:** Contact has been made and Rob is waiting for a response from Laura.
3. **Action #9:** Rob will send committee members a link to USA Swimming officials documentation. **Status:** Done and Rob has sent copies of the training manuals to Donn, Dave and Bill.
4. **Action #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. **Status:** This will be the next thing the subcommittee tackles after the SD Handbook is done.

January 8, 2015

1. **Action:** Jim M. recommended that we determine the time for retaining documents with regard to the cold water swim checklist. **Status:** TBD
2. **Action:** Donn requested that a date be added at the bottom of the cold water checklist. **Status:** Lynn noted that, since the checklist will be an addendum to the OWGTO Part 2: Safety Guidelines, it will contain the pagination of that document.
3. **MSA** to accept Bob's recommendation that the thermal plan information sheet be included in the safety plan template and that Bill implements the thermal plan review during the sanction process.
4. **MSA** that all new events shall use the Safety Plan Template for their safety plan in 2015. Beginning in 2016 all events shall use the template for their safety plan.
5. **Action:** Jim Miller suggested that committee members champion the use of the Safety Plan Template and various checklists to LMSCs and event hosts to ease the transition. **Status:** TBD
6. **Action:** We need to determine how the current event safety plan gets to the ISM assigned to that event. TBD as the ISM process is developed.
7. **Status:** Jim W. will approach the Bay area open water groups to find out what we can get done once Rob Butcher and LMSC Chair Peter Guadagni determine if we might do a research project on their cold water swimming.