

<b>Committee Name:</b>	OW Joint Management Group	<b>Vice Chair:</b>	N/A
<b>Committee Chair:</b>	Lynn Hazlewood	<b>Date/time:</b>	01/08/2015 8:00 PM EST
<b>Minutes recorded by:</b>	Lynn Hazlewood		

<b>Number of committee members present: 8</b>	<b>Absent: 1</b>	<b>Number of other delegates present: 1</b>
<b>Committee members present (list all, including chair and vice chair):</b> Lynn Hazlewood, Bob Bruce, Rob Copeland, Donn Livoni, Jim Miller, Bill Roach, Jim Wheeler; <b>Ex-Officio:</b> Chris McGriffin; <b>Guest:</b> Sandy Drake, USA Swimming		

### Action Items/Requests for Action

1. Jim M. recommended that we determine the time for retaining documents with regard to the cold water swim checklist.
2. Donn requested that a date be added at the bottom of the checklist.
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. 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.
6. We need to determine how the current event safety plan gets to the ISM assigned to that event.
7. 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.

### Agenda

The meeting was called to order at 8:03 PM EST

1. The Chair took attendance and declared a quorum.
2. The committee reviewed Items/Requests for Action from previous meeting(s). Most action items have been resolved. See attached list at end of minutes.
3. Water Temperature Collars—Bob Bruce, Jim Wheeler
  - a. Bob stated that we have good documentation on temperature collars. We also have an additional sheet for the safety plan template. We are now ready for Bill to discuss the temperature collars with applicants for sanction.
  - b. There is a cold water swim checklist to be added to the existing checklists. Jim M. recommended that we determine the time for retaining documents. Donn requested that a date be added at the bottom of the checklist.
  - c. **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. (Donn Livoni motion; Bob Bruce second).
  - d. To complete the process, Rob Copeland's OWGTO subcommittee will update the OWGTO with the thermal plan and Temperature Measurement Plan.
  - e. **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. (Jim Miller motion, Bob Bruce second)
  - f. 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.
  - g. The committee will do the front-end work to determine if we can develop a cold water research project in the Bay area using both competitive events and practices..

4. Independent Safety Monitors—Bob Bruce, Bill Roach, Jim Wheeler—We need to determine how the current event safety plan gets to the ISM assigned to that event. The ISM should get the safety plan from the LMSC, but we do not know if they have the current version following issuance of sanction.
5. OWGTO—Rob Copeland: Tasks covered under other topics.
6. USA Swimming Clinics—Bill Roach: Sandy Drake from USA Swimming joined the meeting for a discussion of the Officials Clinic at the USA Swimming Festival in Ft. Myers. The Clinic is on Thursday, April 22, starting at 8:00-9:00 AM. People will come in Wednesday night. The Clinic is about officiating open water events. It also includes open discussion of topics brought up by participants and a Power Point presentation. The participants have an opportunity to work as officials during the events. and get to rotate around to the different positions. There are events Friday, Saturday and Sunday. Friday and Sunday are USA Swimming National Championships. Clinic participants may swim in the events if they choose. Bill will send the name and email addresses of our participants, so they will be included in all the correspondence. Jim Miller recommended that they stay where the action is to network with the people involved. Lynn discussed the FOG financial requirements, so participants will be aware of what will be reimbursed for expenses.
7. New/Other Business
  - a. **Survey of Cold Water Swims:** During the discussion of Action Item #5 from December 4, 2014, Jim Miller suggested that there is a research project waiting to happen out of the two San Francisco Bay area groups. He pointed out that among their events, we can identify 10-20,000 encounters among competitive swimmers and practice swimmers. He recommended that we go back to them and find out what they are doing. We need to determine if the data is there. Jim Wheeler stated that the South End and Dolphin Clubs have around 500 people swimming daily. Jim W. will approach them to find out what we can get done. Rob Butcher and LMSC Chair Peter Guadagni are talking to them, after which, Jim W will talk to them.
  - b. **Safety Director Training:** Jim W is reviewing Bill Roach's SD education and will have it to Bob by Sunday.
8. **Next meeting:** January 22 8:00 PM EST

The meeting was adjourned at 10:00 PM EST.

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

#### **October 30, 2014 Status**

1. **Action:** Bob and Bill to bring more information on Temperature Collar implementation for the next meeting. **Status:** Done.
2. **Action:** Lynn will see that Rob has more assistance on his OWGTO subcommittee, including some appointments by Donn from the Long Distance committee. **Status:** Done.

#### **November 13, 2014**

1. **Action:** Bob, Rob and Chris will contact cold water events and collect information on their thermal plans as defined in point #2. **Status:** Bob had lengthy conversations with the Santa Cruz people. Their safety plan defines what we're looking for in a safety plan. Chris received an email from Morty Berger discussing his approach to water temperature issues.
2. **Action:** Rob will get Bob Bruce and Rick Walker (who did the ISMs for USA Swimming) together. **Status:** Initial contact was initiated, but this process is on hold for now since we have already moved forward.
3. **Action:** It was suggested that Lynn ask Nadine to look into the issue of digital publishing with live links. **Status:** Task was accomplished during the December 4 meeting.
4. **Action:** Jim W. will find the work on safety for open water activities that the OWC has already defined. **Status:** Lynn sent her copy of the document to Jim, who will use it as a starting point.

## December 4, 2014

1. **Action:** Nadine said she would add Jim Miller to the OWC as an Associate member to give him access to the OWC forums. **Status:** Done.
2. **Action:** Lynn or Donn will share information with the LD Committee through the LDC forums. **Status:** TBD as documents and information become available.
3. Bill requested that we find a more prominent place to display the temperature collar and OWGTO information (some solutions in points #3e and #5).
4. **Action:** The committee agreed to ask Chris to request that expected water temperature be added to the online sanction application. **Status:** Still TBD.
5. **Action:** Chris asked the committee to take the opportunity to document the 6-7 cold water events in 2015 so we can show how their thermal plans work. **Status:** See **Survey of Cold Water Swims** under point #8 (New/Other Business).
6. **Action:** Lynn requested that the committee consider how to provide best practices information by using already existing sources. **Status:** Jim W agreed that we not reinvent the wheel. His subcommittee will check into how we can tap outside resources. He is currently working through existing info from FINA and USA Swimming.

## December 18, 2014

1. **Action:** Lynn will provide the current Word version of the OWGTO Part 2: Safety Guidelines. **Status:** Done.
2. **Action:** The committee will move the Water Temperature Collar implementation forward as defined under Point #2 below. **Status:** Done.
3. **Action:** 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. **Status:** Done.
4. **Action:** **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. **Status:** In process.
5. **Action:** Lynn will send Rob the full Word version of the OWGTO (Parts 1-5). **Status:** Done.
6. **Action:** Rob will meet with his subcommittee to begin work on OWGTO reorganization. **Status:** TBD.
7. **Action:** Rob to consult with Laura Hamel to determine if USMS has a preferred format and organization for documents. **Status:** TBD.
8. **Action:** **MSA** to send Donn Livoni, Bill Roach and Rob Copeland to the April 23-26 USA Swimming Officials Clinic. **Status:** In process
9. **Action:** Rob will send committee members a link to USA Swimming officials documentation. **Status:** Done and Rob will send copies of the training manuals to Donn & Bill.
10. **Action:** 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 they tackle after the SD Handbook is done.
11. **Action:** Lynn to distribute minutes for the first four OW Joint Management Subcommittee meetings prior to the next meeting on January 8, 2015. **Status:** Done.
12. **Action:** The committee agreed to make the OW Management Subcommittee a joint OWC/LDC subcommittee. **Status:** Done.