

Committee Name:	Open Water Committee		
Committee Chair:	Douglas Sayles	Vice Chair:	Bob Bruce
Minutes recorded by:	Joanne Wainwright	Date/time:	12/13/2015 8:00 PM EST

Number of committee members present:	18	Absent:	2	Number of other delegates present:
Committee members present (list all, including chair and vice chair): Doug Sayles, Bob Bruce, Sherry Brooks, Denise Brown, Charlotte Brynn, Rob Copeland, Suzi Green, Jenny Hodges, Bob Kolonkowski, Sue Nutty, Rendy Opdycke, William Reeves, Joanne Wainwright, Jim Wheeler. Ex-Officio--Donn Livoni, Bill Roach, Lynn Hazelwood, Chris McGiffin				

Action Items:

1. Rob Copeland will document and report which parts of OWGTO are being edited by the next meeting.
2. Rob Copeland will edit OWGTO to include ISM Information & Job Description.
3. MSA To accept ISM Information and Job Description document. Motion: Jim Wheeler 2nd: Rob Copeland.
4. OW Committee members will email Bob Bruce with feedback, comments, edits, about the ISM Best Practices document.
5. Bob Bruce will develop the ISM educational module power point and review with Jim Wheeler prior to our next meeting.
6. Chris McGiffin will check with National Office to use their account with Survey Monkey for our ISM quiz.
7. Rob Copeland and Bill Roach will draft an ISM report form and post it on the forum for discussion at our next meeting.

The meeting was called to order at 8:06 PM EST

1. Attendance was taken and the Chair declared a quorum.
2. Doug Sayles, the new OpenWater Committee Chair, opened the meeting by welcoming new members and reviewing Article 507.1.9:

507.1.9 Open Water Committee—The Open Water Committee shall promote the development of and participation in open water swimming. The committee shall develop educational resources for open water participants and event directors. The committee, with input from the Long Distance Committee, shall prepare guidelines pertaining to the management of USMS open water swimming for approval by the Board of Directors. The committee shall increase awareness about open water swimming and identify opportunities to promote USMS. The committee shall consist of the committee chair and sufficient members to execute the committee function. The Long Distance Committee chair shall be an ex officio member of the committee.

3. Review Active Projects – Doug Sayles reviewed Lynn Hazlewood’s briefing document soliciting additional information about specifics from committee members:
 - a. OW Joint Management Group
 - i. ISM experience at 2015 national championships - What did we learn about ISMs? Bob Bruce reported that in 2015: 1) it was difficult to find ISMs, 2) took training to understand the role of the ISM, and 3) ISM training faces the challenges associated with new programs.
 - ii. Officials Training - would be a part of clinics planned for education and how we can integrate our training with USA Swimming. This training is not an immediate priority for the OW Committee.
 - iii. Education Budget Request - The \$10,000 open water education budget request for 2016 earned a placeholder but was not approved by the Finance Committee. The OW Committee must submit a proposal with more specific information regarding usage of the funds prior to these funds becoming available for use.
 - b. Safety Subcommittee – Chair Jim Wheeler discussed the OW presentation at the 2015 Convention. The goal of the presentation was to provide a framework for organizing and implementing quality OW swims. The presentation was based on safety webinars and contained information detailing the sanctioning process and responsibilities of staffing a race.

- c. Open Water Guide to Operations – Chair Rob Copeland reported that he and Lynn Hazelwood created the document with the help of Bill Roach. The document is up-to-date with rules changes with the exception of the ISM addition. Doug Sayles reviewed the document on the forum and noticed a discrepancy with dates. Lynn Hazlewood advised that the official document is on the USMS website. Rob Copeland stated that he will review the document and check on dates in which the document was edited. He will report which parts of the OWGTO are being edited by the next meeting.
 - d. USMS Open Water Service Awards – Chair Sue Nutty reviewed the committee roles and nomination process. Sue reported that the sub-committee has discussed assigning weights to specific categories associated with the selection criteria used in the process of choosing a recipient. There will be further discussion within the sub-committee to help make the selection process more streamlined.
4. Prior projects in planning
- a. IT for Open Water-Doug Sayles discussed creating a homepage for Open Water Swimming on the USMS website. Lynn Hazelwood commented that she would like to have hyperlinks to other publications within OW documents for users to find related information (true digital publication capability).
 - b. Open Water Swimming Awards - Doug Sayles commented that this may a longer term project.
 - c. Open Water Education - Doug Sayles commented that it is important for us to prioritize and set our immediate goals and then work on longer term goals.
5. Rules & Legislation Subcommittee—Bob Bruce
- a. 303.8.3 Independent Safety Monitor requirement - After a careful interpretation of the rule, Bob Bruce concluded that ISMs may swim in events. This was discussed and unanimously approved by the LD Committee; however, it has not been approved by the Executive Committee.
 - b. ISM job description and best practices - Bob reviewed the concept of the ISM. I - Not affiliated with the host. S-Part 303.8.3b states this best. “The ISM shall be present at the event to assure that the approved safety plan is implemented and that adequate safety precautions are in place for existing conditions.” M-is an outside observer and not a part of the Emergency Action Plan. There was also discussion about the requirements of the ISM and the job description. MSA To accept ISM Information and Job Description document. Motion: Jim Wheeler 2nd: Rob Copeland Rob Copeland will edit the OWGTO to incorporate this document. Bob Bruce discussed the ISM Best Practices document and stressed that this document is an internal committee meeting document and will not be published. It is to be used as a training tool in the creation of the ISM module and test/quiz. Bob asked that committee members email him with comments.
 - c. ISM orientation/training module for 2016 - There was much discussion regarding the format of the module and type of technology to be used in its production. It was suggested to create a powerpoint and include a link to the test at the end of the presentation. Bob Bruce will create the content for the ISM educational power point module and review it with Jim Wheeler prior to our next meeting. Chris McGiffin will contact the National Office to inquire about using their account with Survey Monkey for the ISM quiz. Bill Roach suggested that trainees have a hotline to call in with questions.
 - d. ISM report form - Rob Copeland and Bill Roach will complete a draft of the form and present to the Committee prior to our next meeting.
6. New/Other Business

- a. OWC priorities/Member skills & Interests - Doug Sayles would like committee members to contact him and let him know what they believe should be the committee's priorities for 2016. He would also like members to inform him of any specific skills they may possess relevant to the business of the committee, interest areas, and where each person would like to apply themselves on the committee.
- b. Training of OW in-water volunteers –Bob Kolonkowski - No report.
- c. National Championships ideas – What is purpose? Is there a better way to increase the numbers at these events? No discussion due to lack of time.
- d. Transitional Pool to Open Water Clinics -- Charlotte Brynn proposal - No report

7. Next meeting: Sunday, January 17, 2015, 8:00 PM EDT

The meeting was adjourned at 9:45 PM EST