

<b>Committee Name:</b> Open Water	<b>Session #:</b> 1	<b>Report #:</b> 1
<b>Committee Chair:</b> Lynn Hazlewood	<b>Vice Chair:</b> Rob Copeland	
<b>Minutes recorded by:</b> Lynn Hazlewood	<b>Date/time of meeting:</b> December 1, 2013 8:00 PM EST	

<b>Number of committee members present:</b> 10	<b>Absent:</b> 7	<b>Number of other delegates present:</b>
<b>Committee members present (list all, including chair and vice chair):</b> Lynn Hazlewood (Chair), Rob Copeland (Vice Chair), Bob Bruce, John Carlson, Glenda Carroll, Helen Lin, Jim Wheeler, Donn Livoni (Ex-Officio), Bill Roach (Ex-Officio), Chris McGiffin (EC)		

## Open Water Committee Meeting

### Action Items:

1. **MSA** minutes from November 3, 2013 meeting.
2. Subcommittees articulated proposed goals for 2014 (see individual subcommittee reports below).
3. A committee task force comprised of members from the OW Task Force, Safety subcommittee and OWGTO subcommittee was formed to develop new abbreviated safety guidelines and accompanying handbook.

### Minutes:

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

1. Call to Order & Attendance 8:03 PM EST
2. **MSA** minutes from November 3, 2013 meeting—motion Rob Copeland, second Jim Wheeler
3. Report from Chair—Lynn Hazlewood—no report
4. Report from BOD—Chris McGiffin—no report
5. Report from Open Water Task Force—Bob Bruce
  - a. An Open Water Task Force consisting of members from the Open Water, Long Distance and Sports Medicine committees was named by the BOD in November. The charge for the TF is to review rules and policies that concern OW safety and other critical issues and make recommendations for action to the Board of Directors, Open Water committee and Long Distance committee. The voting members are Chair Bob Bruce, Jim Wheeler, Rob Copeland, Dick Sidner and Jim Miller. Ex-Officio members are Lynn Hazlewood, Donn Livoni, Bill Roach and Chris McGiffin. Bob Bruce, Donn Livoni, Lynn Hazlewood and Chris McGiffin met with Nadine Day and Rob Butcher in conference on November 27, 2013 to discuss the tasks required and distribution of responsibilities. Rob Butcher stated that the risk management people would like us to develop shorter guidelines. It is believed that our current guidelines are too long and difficult to implement. The abbreviated guidelines will be accompanied by a revised version of the current Safety Guidelines that will be used as a handbook or educational document. Lynn has edited the full safety document to the abbreviated specification. The TF will finish editing the document and prepare it for BOD review.
6. Committee Reports
  - a. Committee Development—John Carlson: John reported that he is working on leadership styles for subcommittees and all committee members. He will use his business experience to come out with a working document that helps members and leaders to improve efficiencies in how the committee functions.
    - i. Goal #1: To have a basic structure or guideline for committee leadership including how to run meetings, how to get people to talk, how to get people to listen, how to allow more people to participate and lead, how to delegate, and how to trust and know the people you are working with. Jim suggested we could share this document with other committee chairs and vice chairs once we get the process worked out.

- b. Safety—Jim Wheeler: Jim discussed the Safety subcommittee's responsibility to convert the OWGTO Part 2: Safety Guidelines into an educational document or handbook to go with the shorter guidelines being prepared by the Open Water Task Force (see above).
  - i. Goal #1: Figure out what the task force wants to go into OWGTO Part 2: Safety Guidelines and create a handbook to accompany the new guidelines.
  - ii. Goal #2: Look at what the task force does with the shorter document and how it will work in reality.
  - iii. Goal #3: Look at the other outstanding safety issues and make recommendations on how to approach including: open water practice safety, potential implementation of Independent Safety Monitors, potential implementation of Safety Observers on Motorized Boats, temperature collars, safety checklists for sanctioning, differentiating between guidelines, recommendations and rules and when to use them.
- c. OWGTO—Rob Copeland: Jim and Rob will discuss the changes to make to OWGTO Part 2: Safety Guidelines to convert to pure education. Rob and Jim will talk about timelines to begin rolling product out by January.
  - i. Goal #1: Put all OWGTO documents into a consistent format this year;
  - ii. Goal #2: Ensure that necessary changes get incorporated into the appropriate documents;
  - iii. Goal #3: Define what information goes in which document including where we want duplication and where we need the information in only one place; and
  - iv. Goal #4: Determine what will be part of rules, guidelines, and best practices.
- d. Officials—Bill Roach: Bill reported that he would like to concentrate on Safety Director education this year, given that this is the key safety position for our open water activities. He has designed a program that creates three levels of SD rating, which would qualify SDs for increasing levels of responsibility in the safety process.. Bill will work on a more detailed description for the next meeting.
  - i. Goal #1: Come up with a program that educates our safety directors;
  - ii. Goal #2: Ensure that the SDs watch the OWC webinars and read the OWGTO and pass a test based on that reading;
  - iii. Goal #3: Administer and keep track of people who have a current SD rating; and
  - iv. Goal #4: Provide an identification card that says the SD has taken the course and passed the test.
- e. Rules & Legislation—Bob Bruce: Bob reported that he sent a document on organization for rules and legislation. This year we will have a joint subcommittee between OWC and LDC. The subcommittee will be made up of experts on rules and legislation. This subcommittee will direct policy issues to the OWC and rules issues to the LDC for completion. Bob will seek approval from both committees on issues. To participate, the OWC needs to be involved and familiar with the contents of Part 3 of the rule book as well as the OWGTO. He also requested that as we go through various projects this year, we pay attention to what the rules implications are and make sure that any supporting rules changes are proposed this year. Goals for this year include:
  - i. Goal #1: Activate an OWC-LDC inter-committee subcommittee for rules and legislation; and
  - ii. Goal #2: Propose rules that are going to be needed to support committee projects.
- f. Awards—Lynn Hazlewood: Lynn reported that the Awards Subcommittee would soon begin preparation for selection of the 2014 Open Water Service Award winner. There will be some changes in our approach based on the 2013 experience. Requests for development of the open water event results database will be renewed to the BOD. The presence of this database will enable the development of member benefits not now available to open water swimmers. Lynn will provide Chris written information on requests for IT in support of open water swimming.
  - i. Goal #1: Initiate data collection for an Open Water Event Results Database (ERDB) to begin preservation of our event data;
  - ii. Goal #2: Complete the definitions for an open water swimmer ranking system; and

- iii. Goal #3: Complete the definitions for an open water swimmer challenge system for fitness swimmers.
  - g. Swimmer Training—Rendy Lynn Opdycke: No report
  - h. Event Promotion & Development—position open: No report. Donn noted that the Long Distance committee has set a goal to grow participation in national championship events by 10%.
7. Other/New business:
- a. During the discussions on safety issues, a group that includes the OWTF, Safety Subcommittee and OWGTO Subcommittee was formed and will get together to initiate the guideline process and implementation. It should be noted that there is significant overlap among these groups. The abbreviated guidelines and updated sanction guidelines or handbook need to be done by January and posted on the USMS GTO.
  - b. Bill, USMS OWCC, noted that he can go ahead with issuing sanctions, but event hosts will be informed that there might be after-the-fact changes in sanction requirements.
8. Next meeting: January 12, 8:00 PM EST

The meeting was adjourned at 9:23 PM EST