

Operational Risk Meeting Minutes  
Wednesday, September 9, 2020

Present: Branden Burns (TCAT), Stacey Aroney (BBA), Heidi Gullett (HEAT), Nathan Phillips (CSI), Sarah Tobin (LESD)

Absent: Kirtis Huelsman

**When hosting a meet, teams must adhere to all state, local and facility mandates.**

Requirements for in person meets:

- Only for LESI swimmers only
- Mandatory capacity reduction for swimmers/entries, teams, spectators
- Must adhere to the facility's square footage capacity for all sessions to maintain adequate social distancing
- COVID Director plus
  - 2 COVID Marshals for a 6 lane meet; 3 COVID Marshals for an 8/10 lane meet
  - 1 COVID Marshal for spectator area; more if using a large venue
  - 1 COVID Marshal if having warm-up/warm-down during the meet
- COVID Marshal
  - This will be a mandatory volunteer position.
  - Responsible for making sure all are maintaining 6 feet distancing, wearing masks, etc
    - Timers
    - Kids behind the blocks
    - Parents
    - Coaches
- Each team must provide their own COVID Marshal for their team area
- Require masks for all entering the facility (meet workers, swimmers, officials, coaches, spectators, etc)
- Swimmers must wear mask at all times except while in the water
- Sessions will not exceed 2 hours (this does not include warm-ups)
- Must have assigned warm-up lanes and must adhere to USA Swimming guidelines for lane capacity
- Locker rooms
  - Mandatory locker room monitors (outside of locker room) to monitor the number of swimmers in the locker rooms at one time
- All meets will be pre-seeded; no swimmer check in
- No clerk of course
- All meet workers, swimmers, officials (anyone entering pool deck) will be temperature checked
- No singing of the National Anthem
- No yelling
- No team/congregated cheers
- No shaking hands, no physical contact

### Recommendations for in person meets:

- 1 timer per lane wearing a mask, timer will be to the right of the lane, timers can wear a face shield in addition to a mask
- No chairs behind the blocks
- Swimmers should do the following when getting ready to swim an event
  - No more than 2 heats behind the block at one time
  - Remain far behind the block until the 4 short whistles are blown
  - Approach the block
  - Remove mask and put it in plastic container with lid
  - Step up on blocks after long whistle
  - Swim race
  - Remain in the water after the race if doing flyover starts
  - After the next race is in the water, climb out of the water and put on mask prior to leaving the block area
- Should do flyover starts
  - Swimmers in the water should move to the right of the lane and put his/her head down while other swimmer is starting
  - Discretion of the referee, meet director and COVID director
- Coaches and swimmers should maintain social distancing when discussing pre or post races
- Recommend designated arrival times for teams to space out arrivals
- There should be no hospitality – pre-packaged snacks/items is acceptable
- No DQ slips (if possible)/admin can put DQ codes in hytek
- May take deck entries prior to the meet (suggest 4 days prior to the meet); may not take deck entries at the meet
- No relays
- Should limit one guardian per swimmer permitted at the meet
- Recommended that all entering the facility for the meet be temperature checked
- Number of sessions and events will be left up to the team
- Cash admissions should not be taken
- Heat sheets should not be sold and should not be hung up; Heat sheets should be made available to teams prior to the meet
- Concessions should not be sold unless the facility has an active food license (no team/parent run concessions)

### Officials

- Officials must wear a mask and a face shield/eye protection
- Starter and referee will remain the same for the session – officials will not rotate into the starter position
- Admin should serve as hytek operator also
- Minimum number of officials will be used
- May only have one apprentice official
- Can officiate as many sessions in a day as feel comfortable

Operational Risk will meet with Technical Planning on Wednesday, September 16 at 7:30 pm

Operational Risk would like to do 2 educational/informational videos

- One will be for the COVID Marshall
- One will be for athletes, parents, coaches

Respectfully Submitted

Sarah Tobin

9.15.2020