



MEMORANDUM

Aug. 25, 2017

TO: NCAA Division II Head Men's and Women's Swimming Coaches, Directors of Athletics and Senior Woman Administrators.

FROM: Marie Scovron
Assistant Director, Championships and Alliances.

SUBJECT: Swimming Times Database and Championship Entries.

The NCAA in conjunction with USA Swimming once again will be providing an ongoing listing of top times of NCAA Division II student-athlete swimming performances through the times database partnership project. The project involves using the USA Swimming system (SWIMS – membership and times database) to track NCAA Division II men's and women's top performance times. Only times collected using this system will be used for entries to the NCAA Division II Men's and Women's Swimming and Diving Championships. NCAA Division II institutions will use the USA Swimming Online Meet Entry system for entering student-athletes into the championships.

USA Swimming will maintain the official team rosters for all Division II men's and women's swimming programs. During the season, USA Swimming will collect all competition results for all bona fide competitions for Division II institutions. USA Swimming will provide the NCAA with public, internet-based searches so that performance data will be available for review. Once the qualifying period ends and all entries have been submitted, USA Swimming will present the data from its OME system (with "official" team rosters and each team's top times) to the NCAA Division II Men's and Women's Swimming and Diving Committee for selection into the national championships.

NCAA Coaches To-Do-List. Posted on the Division II men's and women's swimming and diving landing site on www.ncaa.org as well as on www.usaswimming.org/ncaa, you will find a basic timeline for tasks pertaining to the swimming times database. This document should serve as a valuable guide for the system and procedures. **Please note, the USA Swimming roster tools will not become available for use until Sept. 1.**

Team Information Forms. Every institution will begin this season with its team information from last season in the USA Swimming SWIMS database. If any changes have been made since last season to the team name, code, conference affiliation, coaching staff, or contact information, please fill out a new team information form by Sept. 13. **Changes to team information must be submitted by using an online form. The form can be directly accessed by [clicking here](#).** If no changes have been made to your team information, you do not need to send a new team information form.

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Team Rosters. The roster tools will become available starting Sept. 1. Each institution will be responsible for submitting and managing its official team roster on the USA Swimming website within the roster maintenance tool. Initial rosters must be updated for the 2017-18 season by Friday, Sept. 15. USA Swimming will make your team's roster report available on request to ncaa@usaswimming.org. You will need to make the student-athlete data in your HyTek roster match exactly the student-athlete data in the USA Swimming roster report (i.e., first name, middle name/initial, last name, DOB, USAS ID, and class year). This will ensure that athlete data errors do not prevent your results from making it into the database throughout the season. It is very important that you always use the student-athlete name as it appears on the USA Swimming roster report during meet entries/setup and the submission of results.

Roster additions/updates can be completed by a coach throughout the season using the roster maintenance tool. Roster removals may be requested by sending a note to ncaa@usaswimming.org. Coaches have the option to use last year's roster as a template by progressing athletes who will compete again this year, rather than entering their information again. Freshmen or transfers must be added manually. A web tutorial and step-by-step instructions on how to start and maintain your 2017-18 swimming roster can be found at www.usaswimming.org/dii.

Meet Results. The objective of this program is that all NCAA Division II times will be tracked and available for viewing on the USA Swimming website. It will be the responsibility of the meet host and/or the head coach from each competing team to submit meet results to ncaa@usaswimming.org within 72 hours after the completion of a competition. Teams may have their times nullified if their meet results are not received within the 72-hour period. Step-by-step instructions on the submission of results can be found at www.usaswimming.org/ncaa (click on Results Reporting and Show More to view all documents). Weekend results will be processed and available for viewing in the USA Swimming NCAA time searches by Wednesday of each week. Coaches will have 48 hours to contest any times. The NCAA top times report may be accessed via the NCAA website at www.ncaa.org throughout the season.

The official roster for all Division II schools will be available online and can be accessed by the host institution when entering student-athletes into its meet management system. Rosters will be available at www.usaswimming.org/dii using the roster download tool. Instructions on how to use the roster download tool also are available online at www.usaswimming.org/ncaa (click on General Information and Show More to view all documents). Rosters will be available using this tool in late September after institutions submit their rosters for the season.

Fines/Penalties. Failure to follow the roster and/or the meet results reporting procedures could jeopardize a team's or individual's eligibility for championships selection. Institutions failing to adhere to the procedures outlined above for the submission of an institution's roster information and/or regular-season results may be assessed a financial penalty of \$200 per team/individual, up to a maximum penalty of \$600. An institution assessed such a financial penalty must make

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payment to the NCAA national office before the institution's team or individual(s) will be allowed to compete in the national championships.

Championships Entries. Entries must be completed online for the 2018 championships. Either the fastest actual relay time, or an aggregate relay time if it is faster, achieved by the institution in bona fide competition will be allowed for entering relays for entry/selection. Teams will not have the option of entering a time slower than the fastest actual or fastest aggregate times. Information about the online meet entry system will be posted on the [NCAA Division II swimming and diving web page](#) in January.

Please contact me if you have any questions. If you have specific questions about submitting information, you can contact the data processors at USA Swimming, Jaime Lewis (719-866-3581; jlewis@usaswimming.org); Larry Herr (719-866-3562; lherr@usaswimming.org).

MS:kh

cc: Mr. Larry Herr

Ms. Jaime Lewis

Selected Division II Conference Offices

NCAA Division II Men's and Women's Swimming and Diving Committee