



MEMORANDUM

August 24, 2017

TO: Directors of Athletics] -- of NCAA Member
Senior Woman Administrators] Institutions Sponsoring
Sports Information Directors] Men's and/or Women's
Men's and Women's Head Swimming Coaches] Swimming and Diving.

FROM: Carol A. Reep
Associate Director of Championships and Alliances.

SUBJECT: Swimming Times Database, Rosters and Championships Entries.

The NCAA, in conjunction with USA Swimming, will be providing a list of top times of NCAA Division I student-athlete swimming performances through the times database partnership project. Only times collected using the USA Swimming system will be used for entries to the NCAA Division I Men's and Women's Swimming and Diving Championships. Institutions will use the USA Swimming Online Meet Entry (OME) system for entering student-athletes into the championships.

USA Swimming will maintain the official team rosters for all Division I men's and women's swimming programs. During the season, USA Swimming will collect all competition results for all NCAA competitions. Once the qualifying period ends and 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 I Men's and Women's Swimming and Diving Committee for entries into the national championships.

Outlined below are important instructions and deadlines for the 2017-18 academic year for Division I swimming.

NCAA Coaches To-Do List. You will find a basic timeline and to-do list for tasks pertaining to the swimming times database on the [NCAA website](#) and www.usaswimming.org/ncaa (*Click on General Information and Show More to display ALL PDF documents*). 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 September 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 September 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. The men's and women's team information form can be found on the [NCAA website](#) and www.usaswimming.org/ncaa.

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Team Rosters. The roster tools will become available starting September 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 September 15. Institutions that submit rosters after the deadline will be subject to a fine of \$200.**

In an effort to sync all HyTek rosters with the USA Swimming rosters, coaches need to make the student-athlete data in the HyTek roster match the student-athlete data in the USA Swimming roster report exactly (i.e., first name, middle name/initial, last name, DOB, USA Swimming ID and class year). This will ensure that student-athlete data errors do not prevent results from making it into the database throughout the season. It is very important that coaches always use the student-athlete name as it appears on the USA Swimming roster report during meet entries/setup and the submission of results. **USA Swimming will make your team's roster report available upon your request to ncaa@usaswimming.org.**

Roster additions/updates can be completed by a coach throughout the season using the roster maintenance tool. Roster removals are completed by sending a note to ncaa@usaswimming.org. Coaches have the ability to use last year's roster as a template by progressing student-athletes that will compete again this year rather than entering their information again. Freshmen or transfers will need to 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 <http://www.usaswimming.org/DI> (*Click on Roster Maintenance*).

Meet Results. In order to be considered for selection to the 2018 swimming and diving championships, all institutions must ensure that the electronic submission of results from any competition in which its student-athletes compete are reported by the meet host to USA Swimming's SWIMS database. Only the official electronically reported meet results as submitted by meet host in the SWIMS database will serve as proof of performance for all NCAA Division I swimming times and marks. Season-best performance lists by event, as approved by the NCAA Division I Swimming and Diving Committee, will be made available on a real-time basis at www.usaswimming.org/DI.

It will be the responsibility of the **HOST** to submit meet results, inclusive of specific names of student-athletes on relays, to ncaa@usaswimming.org within 72 hours after the completion of a competition. [It is recommended that meet hosts require relay cards at check-in to assist in this process.] Results will be accepted only for student-athletes on the institution's roster form. The submission of incorrect performances (false marks) may result in the disqualification of the student-athlete. Marks may not be considered for championships selection if meet results are not received from the host within the designated time period. **Participating institutions must ensure that the electronic submission of results from any competition in which its student-athletes compete are reported by the meet host within 72 hours of the performance and not later than midnight Sunday, February 25 for women, and midnight Sunday, March 4 for men. Results that are submitted or results that are corrected more than 72 hours after the qualifying performance will be subject to a fine of \$200 if the performance is the basis for championships selection.**

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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 can be viewed at www.usaswimming.org/DI throughout the season. **NOTE: Institutions can upload results beginning September 1.**

The official roster for all Division I schools will be available online and can be accessed by the host institution for its use when entering student-athletes into its meet management system. Rosters will be available at <http://www.usaswimming.org/DI> using the roster download tool. Instructions on how to use the roster download tool 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 team or individual's eligibility for championships selection. Institutions failing to adhere to the procedures for the submission of an institution's roster information and/or regular-season results may be assessed a financial penalty. An institution assessed such a financial penalty must make 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 will be done online for the 2018 championships. ONLY best times that are in the database will be used for entry into the championships. Information about the online meet entry system will be sent in January.

Please contact us 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).

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