



## MEMORANDUM

August 23, 2018

### VIA EMAIL

TO: Directors of Athletics, Senior Woman Administrators, Head Men's and Women's Swimming Coaches, and Sports Information Directors of Institutions that Sponsor Division III Men's and/or Women's Swimming and Diving.

FROM: Kevin Alcox  
Assistant Director, Championships and Alliances.

SUBJECT: Swimming Times Database and Championships Entries.

The NCAA, in conjunction with USA Swimming, will provide an ongoing listing of top times of NCAA Division III 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 III men's and women's top performance times. Only times collected using this system will be used for entries to the NCAA Division III Men's and Women's Swimming and Diving Championships. NCAA Division III 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 III men's and women's swimming programs. During the season, USA Swimming will collect all competition results for all Division III competitions. 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, USA Swimming will present the data from its OME system (with "official" team rosters and each team's top times) to the NCAA Division III Men's and Women's Swimming and Diving Committee for entries into national championships.

NCAA Coaches To Do List. On the Division III Swimming and Diving [sport page](#), 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 become available for use Sept 1.**

Team Information Forms. Every institution will begin this season with their 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. 26. **Changes to team information must be submitted by using an online form. The form is located at <https://fs22.formsite.com/usaswimming/form19/index.html>.** If no changes have been made to your team information, you do not need to complete a new form. The men's and women's team information forms is also located at [www.usaswimming.org/ncaa](http://www.usaswimming.org/ncaa).

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Team Rosters. The roster tools will become available starting Sept. 1. Each institution will be responsible for submitting and managing their official team roster on the USA Swimming website within the roster maintenance tool. Initial rosters must be updated for the 2018-2019 season by **Friday, Sept. 28**. USA Swimming will make your team's roster report available upon your request to [ncaa@usaswimming.org](mailto:ncaa@usaswimming.org). You 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 are completed by sending a note to [ncaa@usaswimming.org](mailto:ncaa@usaswimming.org). Coaches can use last year's roster as a template by progressing athletes that will compete again this year, rather than entering their information again. Freshmen or transfers will need to be added manually. Roster maintenance for your 2018-2019 swimming roster are located at [www.usaswimming.org/DIII](http://www.usaswimming.org/DIII) (click on Roster Maintenance).

Meet Results. The objective of this program is that all NCAA Division III times will be tracked and available for viewing on the USA Swimming website. It will be the responsibility of the HOST AND THE HEAD COACH from each competing team to submit meet results to [ncaa@usaswimming.org](mailto: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 time period. Step-by-step instructions on the submission of results are located at [www.usaswimming.org/ncaa](http://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 via the NCAA website at [ncaa.org](http://ncaa.org) throughout the season (on the Division III Swimming and Diving [sport page](#)).

The official roster for all Division III 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 [www.usaswimming.org/DIII](http://www.usaswimming.org/DIII) using the roster download tool. Instructions on how to use the roster download tool are available online at [www.usaswimming.org/ncaa](http://www.usaswimming.org/ncaa) (click on General Information and Show More to view ALL documents). Rosters will be available using this tool in mid-October 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, with potential additional fines for repeated violations**. Please note that if results are late, the host will be fined and all participating institutions will receive a letter of reprimand to remind them of the dual

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responsibility of submitting results for their first offense. All institutions will be fined for their second offense of failing to submit meet results within the 72-hour timeframe. 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.

Please contact me if you have any questions (317-917-6085; [kalcox@ncaa.org](mailto:kalcox@ncaa.org)). 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](mailto:jlewis@usaswimming.org)) or Larry Herr (719-866-3562; [lherr@usaswimming.org](mailto:lherr@usaswimming.org)).

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