



## NCAA COACHES STANDARD OPERATION PROCEDURES



Preseason	
<b>Team Changes</b>	Submit new information in a <b><u>Team Information Form</u></b> . The Team Information Form can also be found on the <a href="http://usaswimming.org">USA Swimming website</a> .
<b>Roster Entry</b>	Enter your roster using the online <b>Roster Maintenance</b> process. Instructions can be found on the <a href="http://usaswimming.org">USA Swimming website</a> . Your Hy-Tek roster must match the roster in the USA Swimming system for your results to upload properly. Send an email to <a href="mailto:ncaa@usaswimming.org">ncaa@usaswimming.org</a> to request a copy of your roster from the USA Swimming system. We do not accept Hy-Tek rosters via email.
In Season	
<b>Roster Management Athlete Adds/Edits</b>	Utilize the online <b>Roster Maintenance</b> tool to make adds/edits to your roster. Instructions can be found on the <a href="http://usaswimming.org">USA Swimming website</a> .
<b>Roster Management Athlete Removals</b>	Send an email to <a href="mailto:ncaa@usaswimming.org">ncaa@usaswimming.org</a> with the name and date of birth of each student-athlete.
<b>Meet Preparation</b>	<p>The host team should download Hy-Tek rosters for all participating teams using the <b>Roster Download</b> tool on the <a href="http://usaswimming.org">USA Swimming website</a>. If you do not use the Roster Download tool, your results could produce significant data errors upon upload to the times database.</p> <p>If a team's roster is not available, please contact the team's head coach and send a note to <a href="mailto:ncaa@usaswimming.org">ncaa@usaswimming.org</a> at least 48 hours prior to the start of the meet.</p>
<b>Meet Results</b>	<p>The <b>host team and/or the head coach of each competing team</b> is responsible for submitting results in a .cl2 file within <b>72 hours</b> of the completion of the meet to <a href="mailto:ncaa@usaswimming.org">ncaa@usaswimming.org</a>. Results from the host team must include all schools that competed at the meet.</p> <p>Intermediate splits (ex: 1000 from a 1650) are only entered into the database by request and are subject to the same deadlines as results. Requests for entry of intermediate splits should be sent to <a href="mailto:ncaa@usaswimming.org">ncaa@usaswimming.org</a> and should include the athlete(s)'s name and date of birth and a link to the results (including cumulative splits) for verification.</p>
<b>NCAA Championships</b>	You will use USA Swimming's Online Meet Entry to process entries for men's & women's NCAA Championships. Championship meets will become available for entry on January 22 <sup>nd</sup> at <a href="http://www.usaswimming.org/ome">www.usaswimming.org/ome</a> and will remain open through their respective entry deadlines.

If you have any questions send an email to [ncaa@usaswimming.org](mailto:ncaa@usaswimming.org).