



MEMORANDUM

August 30, 2023

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

FROM: Will Hopkins
Associate 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 III student-athlete swimming performances through the times database partnership project. The project involves using the USA Swimming system (SWIMS 3.0 – 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, coaches will be responsible for uploading all competition results for all bona fide competitions for Division III 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 III Men's and Women's Swimming and Diving Committee for selection into the national championships.

NCAA Coaches To-Do-List. Posted on the Division III 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 be available as of Sept. 1.**

Team Information Forms. Each NCAA Division III program will have the opportunity to manage their team data using the NCAA Roster Management System on USA Swimming's SWIMS 3.0 database. Head coaches will have access to the NCAA Roster Management System to add staff and athlete information beginning Friday, September 1. **Head coach information must be submitted by using an online form. The form can be directly access by [clicking here](#).** If any changes have been made since last season to the team name, code, conference affiliation, coaching staff or contact information. Please update this information in your NCAA Team Profile on the USA Swimming SWIMS 3.0 website by Friday, Sept. 22.

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 NCAA Roster Management System. **Initial rosters for the 2023-24 season must be updated by Monday, Sept. 25.**

You will need to make the student-athlete data in your Hy-Tek 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. Please note, USA Swimming ID numbers have changed for *all* members and will be made available in the NCAA Roster Management System. The online roster download tool should be used by your meet host to download Hy-Tek rosters for your team and ensure all your results make it into the times database.

A coach can make roster additions/updates throughout the season using the NCAA Roster Management System. Roster removals can now be completed by the coaching staff using the remove function available on the team's roster page. For the 2023-2024 season, all athletes, including returners, freshmen, and transfers, will need to be manually added to a team's roster. Step-by-step instructions on how to update and maintain your 2023-24 roster can be found on the [[NCAA SWIMS Help Page](#)].

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 meet host and/or head coach from each competing team to submit meet results on their Team Meet page in the new database.** Teams may have their times nullified if their meet results are not uploaded directly to their Team Meet page within the 72-hour period. Step-by-step instructions on how to update and maintain your 2023-24 roster can be found on the [[NCAA SWIMS Help Page](#)]. 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 III 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 on the [[USA Swimming SWIMS Database](#)] using the roster download tool. Instructions on how to use the roster download tool are available on the [[NCAA SWIMS Help Page](#)]. 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 an individual's eligibility for championships selection. Institutions failing to adhere to the procedures outlined above for the submission of an institution's roster information may be assessed a penalty of \$200 per team/individual. Failure to submit regular-season results as outlined above may be assessed a financial penalty of \$400 per team/individual. The maximum penalty amount is up to the Swimming and Diving Committee's discretion, subject to approval by the NCAA Division III Championships Committee. 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 must be completed online for the 2024 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. **When submitting entries, schools are asked to pull splits from their fastest swim times.** Information about the online meet entry system will be posted on the [NCAA Division III swimming and diving web page](#) in January.

Please contact me at whopkins@ncaa.org if you have any questions. If you have specific questions about submitting information, you can contact Trey Freeman at tfreeman@usaswimming.org.

cc: Trey Freeman

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