MEMORANDUM

August 24, 2023

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: John E. Bugner
          Director of Championships and Alliances

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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, SWIMS 3.0, will be used for entries to the 2024 NCAA Division I Men's and Women's Swimming and Diving Championships. 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 I 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 I institutions. 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 2023-24 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 *(scroll down to the Top Resources section)*. 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. Each NCAA Division I 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, Sept. 1. **Head coach information must be submitted by using an online form accessed 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. 8.

<u>Team Schedules</u>. Using the NCAA team management tool, add the meets you are hosting from your 2023-24 meet schedule to your Team Meet page in the SWIMS 3.0 database by Friday, Sept. 15.

<u>Team Rosters</u>. 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 NCAA Roster Management System. **Initial rosters must be updated for the 2023-24 season by Friday, Sept. 15. Institutions that submit rosters after the deadline will be subject to a fine of $500.**

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 <u>exactly</u> (i.e., first name, middle name/initial, last name, date of birth, 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. 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 start and maintain your 2023-24 swimming roster are located at www.usaswimming.org/ncaa (under General Information at the bottom of the page).

<u>Meet Results</u>. In order to be considered for selection to the 2024 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 *and* submitted 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 http://www.usaswimming.org/DI.

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 time nullified if their meet results are not uploaded directly to their Team Meet page within the 72-hour period. Step-by-step instructions on the submission of results is located at www.usaswimming.org/ncaa. (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 11:59 p.m., Sunday, March 3 for women, and 11:59 p.m., Sunday, March 10 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 $500 if the performance is the basis for championships selection.

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 Sept. 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 *(scroll down to the Top Resources section)*. 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 2024 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.

Additional Bona Fide Competition. The committee approved the following meets to be acceptable for achievement of time standards, consideration standards and optional-entry standards for the 2024 championships: the USA Swimming National Championships (Toyota U.S. Open), World Aquatics World Swimming Championships and USA Diving National Championships. In addition, since it is an Olympic year, the committee approved the following additional meets: Pan American Games and World Aquatics Junior Swimming Championships.

Please contact us if you have any questions. If you have specific questions about submitting information, you can contact the data processor at USA Swimming, Trey Freeman at 719-866-3235 or at tfreeman@usawimming.org.

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