NCAA COACHES

STANDARD OPERATION PROCEDURES

Preseason	
Team Changes	Submit new information in a [Team Information Form]().
Roster Entry	Enter your roster using the online Roster Maintenance process. Instructions can be found on the USA Swimming website. Your Hy-Tek roster must match the roster in the USA Swimming system for your results to upload properly. Send an email to ncaa@usaswimming.org to request a copy of your roster from the USA Swimming system. We do not accept Hy-Tek rosters via email.
In Season	
Roster Management Athlete Adds/Edits	Utilize the online Roster Maintenance tool to make adds/edits to your roster. Instructions can be found on the USA Swimming website.
Roster Management Athlete Removals	Utilize the online Roster Maintenance tool remove athletes from your roster. Instructions can be found on the USA Swimming website.
Meet Preparation	The host team should download Hy-Tek rosters for all participating teams using the Roster Download tool on the USA Swimming website. If you do not use the Roster Download tool, your results could produce significant data errors upon upload to the times database. If a team's roster is not available, please contact the team's head coach and send a note to ncaa@usaswimming.org at least 48 hours prior to the start of the meet.
Meet Results	The host team and/or head coach of each competing team is responsible for submitting results in a .cl2 file within 72 hours of the completion of the meet to their meet page on SWIMS 3.0. Results from the host team must include all schools that competed at the meet. 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 ncaa@usaswimming.org and should include the athlete(s) name and date of birth and a link to the results (including cumulative splits) for verification.
NCAA Championships	You will use USA Swimming's Online Meet Entry (OME) System to process entries for men's & women's NCAA Championships. Championship meets will become available for entry on January 18th on USA Swimming's OME System and will remain open through their respective entry deadlines.