MEMORANDUM

August 22, 2025

<u>VIA EMAIL</u>

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

FROM: Corey Bray
       Associate Director, Championships and Alliances.

SUBJECT: Swimming Times Database and Championship Entries.

The NCAA, in conjunction with USA Swimming, will provide an ongoing list of the top swimming event times of NCAA Division III student-athletes in the USA Swimming system (SWIMS). 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 SWIMS 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. Coaches are 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 are submitted, USA Swimming will present the data from its SWIMS 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 championships.

<u>NCAA Coaches To-Do-List</u>. Posted on the Division III men's and women's swimming and diving landing page on www.ncaa.org as well as on www.usaswimming.org/ncaa, is a timeline for tasks pertaining to the swimming times database. This document should serve as a valuable guide for the system and procedures.

<u>Team Information Forms</u>. Each NCAA Division III program will have the opportunity to manage its team data using the NCAA Roster Management System in USA Swimming's SWIMS database. Head coaches currently have access to the NCAA Roster Management System to add staff and student-athlete information for the upcoming season. If any changes were made to the team name, code, conference affiliation, coaching staff, or contact information since last season, please update this information in the Team Information Form by Wednesday, September 17. The form can be accessed by clicking here.

<u>Team Rosters</u>. The roster tools on the USA Swimming website are available now. 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 2025-26 season must be updated by Wednesday, October 15 or prior to the first competition, whichever is earlier.

The student-athlete data in the institution's Hy-Tek roster must 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 student-athlete data errors do not prevent meet results from uploading into the database throughout the season. USA Swimming ID numbers are available in the NCAA Roster Management System. The online roster download tool should be used by meet hosts to download Hy-Tek rosters for teams and ensure all results are uploaded into the times database.

Coaches can make roster additions/updates throughout the season using the NCAA Roster Management System. Roster removals can be completed by the coaching staff using the remove function available on the team's roster page. For the 2025-26 season, all student-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 2025-26 roster can be found on the NCAA SWIMS Help Page.

Meet Results. The objective of this program is that all NCAA Division III swimming event times will be tracked and available for viewing on the USA Swimming website. It is the responsibility of the meet host and/or head coach from each competing team to submit meet results on the institution's Team Meet page in the database. Teams may have swimming event times nullified if the meet results are not uploaded directly to the Team Meet page within 72 hours of the competition. Step-by-step instructions for how to update and maintain 2025-26 rosters can be found on the NCAA SWIMS Help Page. Coaches will have 48 hours to contest 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 in 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 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 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. Schools that fail to submit regular season results as outlined above may be assessed a penalty of $400 per team/individual. The maximum penalty amount is at the Division III Men's and Women's Swimming and Diving Committee's discretion, subject to approval by the NCAA Division III Championships Committee. An institution assessed 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 championships.

Championships Entries. Swimming event entries must be completed online for the Division III Men's and Women's Swimming and Diving Championships using USA Swimming's OME system. OME will pull the fastest entry times available for each swimmer, which is why the uploaded results

must be accurate before this process begins. For relay entries, OME automatically pulls the fastest uploaded team time. However, if a team has a faster aggregate relay time, that aggregate time must be submitted. Teams are required to enter their fastest relay, be that an uploaded relay or an aggregate one. Information about the online meet entry system will be posted on the [NCAA Division III swimming and diving landing page](#) in January.

Last Chance Swimming Meets. All last chance swimming meets must have the appropriate number of officials to satisfy rule 4, section 1 of the current swimming and diving rules book. Last chance swimming meets must also be conducted as a bona fide competition to satisfy rule 9 of the current swimming and diving rules book. Last chance diving meets remain prohibited by the committee.

Championships Event Order. Beginning with the 2026 championships, the 200-yard freestyle and the 400-yard individual medley will switch places in the event order. Therefore, the 200-yard freestyle will be events 10-11 and the 400-yard individual medley will be events 14-15.

Team Banners Policy. Teams are permitted to bring a single institutional banner or sign to display at the championships. No sheet banners are permitted. Team banners will be limited in size to no bigger than 5' X 8'.

Please contact Corey Bray at cbray@ncaa.org if you have any questions. If you have specific questions about submitting information in SWIMS, you can contact Katie Trace at ktrace@usaswimming.org.

CB

cc: Katie Trace
Michelle Chaffin
NCAA Division III Men's and Women's Swimming and Diving Committee