NCAA COACHES

STANDARD OPERATING PROCEDURES

Preseason	
Team Changes	Submit only new information in a [Team Information Form](#).
Roster Entry	Enter your roster online in USA Swimming's SWIMS database. Instructions can be found on the [SWIMS Help page](#). Your Hy-Tek roster must match the roster in the USA Swimming system *exactly* for your results to upload properly.
In Season	
Athlete Adds, Edits, and Removals	Make any changes to your roster on the Roster page in SWIMS. Instructions are on the [SWIMS Help page](#).
Meet Preparation	The host team should download Hy-Tek rosters for all participating teams on the Download Other Team's Roster page in SWIMS. If you do not use this tool, your results could produce significant data errors upon upload to the database. If a team's roster is not available in SWIMS, contact the team's head coach and send a note to ncaa@usaswimming.org at least 48 hours before the start of the meet.
Meet Results	The host team is responsible for submitting results in a .cl2 file within 72 hours of the completion of the meet. Instructions are on the [SWIMS Help page](#). Results must include all schools that competed at the meet. Intermediate splits (e.g., 1000 from a 1650 free) are only entered into the database by request. Requests for intermediate splits should be sent to ncaa@usaswimming.org and should include the name of the meet, event, time, date of swim, the athlete's USA Swimming ID, and a copy of the results with cumulative splits for verification.
NCAA Championships	You will use USA Swimming's Online Meet Entry (OME) System to process entries for the men's & women's NCAA Championships. Championship meets will become available for entry on January 15th in OME and will remain open through their respective entry deadlines.

If you have any additional questions, please send an email to ncaa@usaswimming.org.