



VIA ELECTRONIC MAIL

MEMORANDUM

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July 12, 2019

TO: Directors of Athletics, Senior Woman Administrators, Sports Information Directors, Men's and Women's Head Coaches, and Conference Commissioners of Institutions and Conferences Sponsoring NCAA Division I Men's and/or Women's Cross Country.

FROM: Milan Donley, chair
NCAA Division I Men's and Women's Track and Field and Cross Country Committee.

SUBJECT: 2019 Division I Cross Country Results Reporting and NCAA Championship Entry and Qualification Process.

The NCAA Division I Men's and Women's Track and Field and Cross Country Committee is providing this memorandum regarding the submission of rosters and meet results for the 2019 cross country championships season.

Cross Country Results Reporting. Institutions must ensure that the electronic submission of results for all meets occurring from **September 13 – November 11** in which their student-athletes compete are reported by the meet host to the Track and Field Results Reporting System for Cross Country ([TFRRS-XC](https://xc.tfrrs.org)) through the online provider DirectAthletics. Results will be made available on a real-time basis at <https://xc.tfrrs.org>.

NEW in 2019:

The three divisional committees with oversight of NCAA cross country have elected to require that meet hosts include DNF's in the results for all NCAA cross country competitions. If teams have a student-athlete that starts a race, but does not finish, the committees are requiring that meet hosts ensure that their timing and results company is updating results to reflect DNF's prior to uploading the results to the official NCAA results reporting site, <https://xc.tfrrs.org>. A method being recommended by the committees is to have clerking onsite and establish a deadline by when participating institutions must scratch student-athletes that will not run. The assumption would then be that any student-athlete not scratched, and who does not finish with a time, is a presumed DNF in the final results. **Of special importance is athletes that Do Not Start (DNS), should NOT be included in any meet results. Only athletes that**

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start and Do Not Finish (DNF) should be listed as DNF's in the final results. Note that failure to comply with this policy may result in a fine to the host institution for improper results reporting.

Also, the Division I Men's and Women's Track and Field and Cross Country Committee approved a results reporting policy that will no longer allow cross country meet hosts to split out results by division when interdivisional competition occurs in the same race. If one race is run, only one set of results should be reported. The committee noted with the elimination of the old bylaw that required Division I to compete against two-thirds Division I opponents, that there is no longer a need to split out any scoring by division as when this is done, it can change who beats who.

These new championship results reporting policies will go into effect immediately for the upcoming 2019 cross country season.

Please also be reminded that double duals are not allowed to be used toward the minimum contests for Division I sports sponsorship or for NCAA championship at-large qualification. Double duals or multiteam competition is only allowed to count as one contest for sport sponsorship purposes. Also, be reminded that in 2018 the NCAA sponsorship minimums for Division I cross country dropped from six to four, given that double duals are no longer allowed to count as more than one contest. Double duals should **NOT** be reported to TFRRS-XC for Division I. Additionally, effective August 1, 2018, Division I intercollegiate competition for cross country can be used to satisfy sport sponsorship requirements as long as one other Division I institution is represented in the event. This replaced the old two-thirds requirement and eliminates the allowance and need for institutions to break out scoring by division.

As mentioned above, please note the first date a competition may be used for consideration in the selection of at-large teams to the 2019 Division I Cross Country Championships will be Friday, September 13.

Additionally, all NCAA results reported to TFRRS-XC must be submitted directly by meet software using the JSON and XML APIs. The most updated list of compliant software companies is listed below. It will be your responsibility to ensure you and your timing/results companies are using updated versions of compliant software prior to hosting any meet during the season.

Format Fully Implemented and Compliant

- Agee Race Timing, LLC
- ChuckScore
- EasyWare
- Halcyon Times
- Hy-Tek
- Jaguar
- MeetPro

- Race Director
- RaceberryJaM
- RaceTab
- RaceTrak
- RunnerCard
- RunScore
- TheTracker

Additionally, there are required sets of data that must be reported as a part of all meet results. These meet data requirements will help build consistency in the display of results across all competitions. If all required data is not submitted to TFRRS-XC in the necessary JSON or XML format, the results will not be accepted into the results reporting system, making the results invalid for NCAA championship selections. Again, host institutions are responsible for working with their timing/results companies to ensure that they are using software that supports the submission of all required meet data in the JSON or XML format. Please check with your timing company to verify their usage of updated software that will support the TFRRS-XC results format in advance of the 2019 cross country season. It should be noted, the standardized JSON/XML format requirement is simpler and less error-prone than the file formats it replaces.

Please also note that in order for Division I results achieved prior to the regional championships to count toward at-large selection, the course length must be no less than 75 percent of the championship race distance. Races contested on courses that are less than 75 percent of the championship distance will not be eligible for consideration in at-large qualification.

Additional responsibilities for host institutions and meet directors in submitting results are summarized below.

Teams Rosters. Institutions that sponsor NCAA Division I men's and/or women's cross country will be required to register and maintain their official team roster with TFRRS-XC **prior to their first meet. Late rosters will result in a minimum fine of \$200 per gender, with potential additional fines for repeated violations.**

Each student-athlete will be assigned a unique TFRRS-XC tracking identification number that will identify the student-athlete throughout his or her collegiate career. Note: This is the same identification number used for the indoor and outdoor track and field rosters. This identification number will not change from season to season; however, institutions will be required to register their roster each season to confirm eligibility status. **Roster registration for the cross country championship season is now available.**

Detailed account information and instructions to set up meets and download team rosters in preparation for submitting 2019 cross country results are available for meet hosts, meet directors,

and timers at https://www.tfrrs.org/director_info.html. Take particular note of the frequently asked questions which highlights the following:

1. For the purpose of running a meet, any meet director/timer can download the rosters of TFRRS-XC teams (with TFRRS-XC IDs) at no cost to the meet director/timer. All TFRRS rosters and identification numbers will be available for download in file formats easily imported into timing software;
2. Meet hosts may use their method of choice to manage meet entries;
3. It is the responsibility of the meet directors/timers to collect valid TFRRS-XC IDs from the entering teams, regardless of the meet entry method;
4. Institutions registered with TFRRS-XC also can print out or download their TFRRS-XC rosters (with identification numbers) to facilitate the entry process;

If you experience technical difficulty using the TFRRS-XC system, please contact DirectAthletics (support@directathletics.com; phone: 347-674-3002).

Meet Results. It will be the responsibility of the meet HOST to submit complete meet results, in the proper JSON or XML format to TFRRS-XC by midnight Eastern, one day after the completion of a competition. Participating institutions must ensure that the electronic submission of results from any competition occurring between **September 13 and November 11** in which their student-athletes compete are reported by the meet host within five days of the performance and not later than 5 p.m. Eastern, Monday, November 11. **Late results submissions that are the basis for championships selections will result in a minimum fine of \$200 per gender, with potential additional fines for repeated violations.**

Meet hosts will be responsible for uploading results electronically with TFRRS-XC identification numbers listed for all eligible NCAA student-athletes, requiring that TFRRS-XC identification numbers be imported or typed in for each student-athlete before running a meet. Results will be accepted only for student-athletes on the institution's TFRRS-XC roster form.

When official meet results are uploaded to TFRRS-XC, all performances achieved by eligible NCAA student-athletes, and team scores, will be archived in the results-reporting database.

Regional and National Championships Online Entry Process. In order to be eligible for participation in the regional and national meets, institutions must submit an online entry form through DirectAthletics prior to the NCAA regional cross country championships. Coaches may enter up to 12 eligible student-athletes on the online entry form. Only seven student-athletes, from the list of 12 student-athletes entered, may be declared to compete in the regional championship competition. Coaches will declare during packet pickup from the student-athletes

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submitted on their original entry form (maximum of 12). The seven runners declared for the national championships meet may be different than those who competed at the regional championships meet, but all must have appeared on the original 12-person entry form submitted by the appropriate deadline prior to the regional championships. If an institution declares more than seven student-athletes during packet pickup (i.e. takes an eighth or ninth set of chips and bibs), those additional sets of chips and bibs must be returned to meet management no later than 20 minutes before the start of the race. Any student-athlete competing at regionals and/or nationals must be an NCAA eligible student-athlete.

The entry form will be available beginning at 8 a.m. Eastern, Monday, November 4. **All entry roster forms must be submitted by 5 p.m. Eastern, Thursday, November 7. The late deadline, with fine, for regional entries is 5 p.m. Eastern, Friday, November 8.**

Late entry form submissions will result in a minimum fine of \$400 per team per gender. This includes corrections to the original submission or additions/deletions to the submission. **No late entry form requests will be considered after 5 p.m. Eastern, Friday, November 8. Institutions that have not submitted an entry form by 5 p.m. Eastern on November 8, will not be eligible to compete at the regional championships.**

The online entry form can be accessed through DirectAthletics at www.directathletics.com. If you experience technical difficulty using the online entry system, please contact DirectAthletics (support@directathletics.com; phone: 347-674-3002).

Additional information regarding championships selections and championships schedule will be included in the pre-championships manual and will be communicated through the divisional monthly newsletter.

If you have any questions, please contact Jeff Mlynski, assistant director of championships at 317-917-6503.

MD:jm

cc: Mr. Sam Seemes
Ms. Vicki Mitchell
Mr. Dave Stelnik
NCAA Division I Men's and Women's Track and Field and Cross Country Committee
Selected NCAA Staff Members