



## MEMORANDUM

July 19, 2023

### VIA EMAIL

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: Ervin Lewis, chair  
NCAA Division I Men's and Women's Track and Field and Cross Country Committee.

SUBJECT: 2023 Division I Cross Country Roster Submissions and Result Reporting Requirements

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 2023 cross country championships season.

**Cross Country Results Reporting.** Institutions must ensure that the electronic submission of results for all meets occurring from **September 8 – November 6** 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 2023 - Minimum Contests and Participant Requirements for Cross Country Championships Eligibility.** Effective August 1, 2023 in order for student-athletes to be eligible to participate in the 2023 NCAA Division I Men's and Women's Cross Country National Championships, his or her member institution must meet the minimum contest and participant requirements for sports sponsorship as is detailed in the NCAA Division I Manual (applicable to student-athletes who initially enroll full time at a collegiate institution on or after August 1, 2023). Failure to meet these minimum requirements will preclude an institution's team and/or student-athlete(s) from being allowed to be participate in the national championships.

This memo is also highlighting the added importance of following through with the requirement of **reporting DNF's for both individuals and teams** in cross country. Please note that for Division I the definition of an A-Team and a B-Team is based on the individuals who **start** a race for an institution, not those who finish a race for an institution. This in turn gives credit (at-large points) during the selection process to institutions for beating teams during the qualifying window that start as a team but do not finish as a team. Please note that this is **NOT** a new requirement and the reporting of team DNF's in the results has been in the NCAA Cross Country and Track and Field rules book for several years (see rule 21-6.3c on page 191 of the 2023-2024 NCAA Rule Book), and the requirement to report DNF individuals went into effect in 2019. Again, please note teams will be given credit during the selection process for beating a team that starts as a team but, does not finish as a team and thus the added importance for ensuring **DNF individuals and teams** are recorded in all results reported to [TFRRS-XC](https://xc.tfrrs.org/).

It will be incumbent upon meet hosts to 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 committee 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. Additionally, any team that starts five or more runners, but finishes fewer than five would be an assumed DNF team and must be recorded as such in the official results uploaded to <https://xc.tfrrs.org/>. **Of special note is athletes that Do Not Start (DNS), do NOT need be included in any meet results. Take care not to incorrectly report athletes that did not start (DNS) a race as a DNF (Did Not Finish).** 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 has a results reporting policy that does not 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.

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. Double duals should **NOT** be reported to <https://xc.tfrrs.org/> for Division I.

As mentioned above, please note the first date a competition may be used for consideration in the selection of at-large teams to the 2023 Division I Cross Country Championships will be **Friday, September 8.**

Additionally, all NCAA results reported to <https://xc.tfrrs.org/> 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
- RunnerCard

- RunScore
- Sparacino Technology
- 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 2023 cross country season.

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 season is now available.**

Detailed account information and instructions to set up meets and download team rosters in preparation for submitting 2023 cross country results are available for meet hosts, meet directors, and timers at [https://www.tfrrs.org/director\\_info.html](https://www.tfrrs.org/director_info.html). Take particular note of the frequently asked questions which highlight 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](mailto:support@directathletics.com); phone: 347-674-3002).

**Meet Results.** It will be the responsibility of the meet HOST to submit complete and accurate 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 also have a responsibility to ensure that the electronic submission of results from any competition occurring between **September 8 and November 6** in which their student-athletes compete are not only reported but reported accurately by the meet host within five days of the performance and not later than 5 p.m. Eastern, Monday, November 6. **Late and/or incorrect 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.

Additional information regarding NCAA championship entries, selection/qualification and 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, associate director of championships at 317-917-6503.

EL:jm

cc: Kevin Sullivan  
Sam Seemes  
Dave Stelnik  
NCAA Division I Men's and Women's Track and Field and Cross Country Committee  
Selected NCAA Staff Members