



MEMORANDUM

August 1, 2019

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 II Men's and/or Women's Cross Country.

FROM: Lee Glenn, chair
NCAA Division II Men's and Women's Cross Country Committee.

SUBJECT: 2019 Cross Country Championships Qualifying and Results Reporting and NCAA Championship Entry Process.

The NCAA Division II Men's and Women's Cross Country Committee is providing this memorandum regarding the submission of rosters and meet results for the 2019 NCAA Cross Country Championships season.

Cross Country Results Reporting. Institutions must ensure that the electronic submission of results for all meets occurring from **Sept. 5 – Nov. 10** 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) through the online provider DirectAthletics. Results will be made available on a real-time basis at www.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 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 new this year, the minimum distance requirement has been reduced per feedback received by the coaching body. For Division II results achieved prior to the regional championships to count toward minimum contest requirements, **the course length must be no less than 4,000 meters for women and 6,000 meters for men.**

N a t i o n a l C o l l e g i a t e A t h l e t i c A s s o c i a t i o n

Creating a pathway to opportunity for college athletes

The NCAA is an equal opportunity employer that values inclusive excellence in the workplace.

However, the committee would like to note that for championships qualification purposes, the committee will continue to still only use results from meets that have a minimum distance of 5,000 meters for women and 7,000 meters for men.

Please also be reminded that all cross country meets **MUST** be scored as they are run and **SHOULD NOT** be broken out by division.

Additionally, all NCAA results reported to TFRRS-XC must be submitted directly by meet software using the new JSON and XML APIs. Uploading meet result files is discontinued. 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 meeting during the 2019 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
- The Tracker

Additionally, there are required sets of data that must be reported as a part of all meet results. The 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 championships selections. Again, host institutions are responsible for working with their timing companies to ensure that they are using software that supports the submission of all required meet data in the new JSON or XML format. Please check with your timing company to verify their use of updated software that will support the new TFRRS-XC results format before the 2019 cross country season. It should be noted, the new standardized JSON/XML format requirement is simpler and less error-prone than the file formats it replaces.

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

Teams Rosters. Institutions that sponsor NCAA Division II men's and/or women's cross country will be required to register and maintain their official team roster with TFRRS-XC **before their first meet.**

Late rosters will result in a 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 rosters each season to confirm eligibility status. **Roster registration for the cross country championships season is now available.**

Detailed account information and instructions to set up meets and download team rosters in preparation for uploading 2019 cross country results are available for meet hosts, meet directors, and timers at www.tfrrs.org (select the link for Meet Director/Administrator Area). Take particular note of the frequently asked questions document posted, 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, **inclusive of all new attached data requirements**, in the proper JSON or XML format to TFRRS-XC by midnight Eastern time, one day after the completion of a competition. Participating institutions must ensure that the electronic submission of results from any competition occurring between **Sept. 5 – Nov. 10** in which their student-athletes compete are reported by the meet host within five days of the performance and not later than 11:59 p.m. Eastern time, Sunday, Nov. 10. **Late results submissions that are the basis for championships selections will result in a 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.

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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.

Online Entry Forms. In order to be eligible for participation in the regional and national meets, institutions must submit an online entry form through DirectAthletics before the regional cross country meet. Coaches may enter up to 10 eligible student-athletes on the online entry form, of which no more than seven must be declared to participate the day before competition (regionals and nationals). Coaches may make changes to the 10 student-athletes listed on the entry roster form up through the end of declarations. It is not necessary for student-athletes representing a qualified team at the finals to have competed in regional competition. 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 time, Monday, Oct. 28. **All entry roster forms must be submitted by 11:59 p.m. Eastern time, Wednesday, Oct. 30. The late deadline, with fine, for regional entries is 11:59 p.m. Eastern time, Friday, Nov. 1.**

Late entry form submissions will result in a 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 11:59 p.m. Eastern time, Friday, Nov. 1. Institutions that have not submitted an entry form by 11:59 p.m. Eastern, Friday, Nov. 1, will not be eligible to compete at the regional meet.**

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.

Please contact Liz Homrig, NCAA assistant director of championships, at 317-917-6245 or lhomrig@ncaa.org if you have any questions.

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cc: Mr. Sam Seemes
Mr. Dave Stelnik
NCAA Division II Men's and Women's Cross Country Committee
Selected NCAA Staff Members