MEMORANDUM

July 28, 2025

<u>VIA EMAIL</u>

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: Michael Rosolino, chair
NCAA Division II Men's and Women's Cross Country Committee.

SUBJECT: 2025 Division II Cross Country Roster Submissions and Results Reporting Requirements.

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 2025 cross country championships season.

**Cross Country Results Reporting**. Institutions must ensure that the electronic submission of results for all meets occurring from **Sept. 4 – Nov. 3** in which their student-athletes compete are reported by the Cross Country meet host to the NCAA official results reporting site TFRRS-XC through the online provider DirectAthletics. Results will be made available on a real-time basis at https://xc.tfrrs.org/. Please note, the first date that a competition may be used for consideration in the selection of at-large teams to the 2025 Division II Cross Country Championships will be **Friday, Sept. 19.**

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

Also, a reminder that all cross country meets MUST be scored as they are run and SHOULD NOT be broken out by division.

This memo is also highlighting the importance of following the rule of **reporting DNF's for both individuals and teams** in cross country. Please note that this is **NOT** a new rule and the reporting of DNF's in the results has been in the NCAA Cross Country and Track and Field rules book for several years (see rules 21-6.2a and 21-6.3c on page 203 of the 2025-2026 NCAA Rule Book).

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

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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.

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
- Meettrax
- Race Director
- RaceberryJaM
- raceresult
- RaceTrak
- RMTiming
- RosterAthletics
- 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 2025 cross country season.

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

<u>Teams Rosters</u>. 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 [DirectAthletics](#) **prior to their first meet. Late rosters will result in a <u>minimum</u> fine of $200 per gender, with potential additional fines for repeated violations. 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 2025 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). In addition, please note:

1. Meet hosts may use their method of choice to manage meet entries; however, TFRRS IDs are available only via the DirectAthletics meet entry system at [www.directathletics.com](http://www.directathletics.com);

2. There is no cost to use the DirectAthletics meet entry system for college and junior college meets;

3. It is the responsibility of the meet directors/timers to download valid TFRRS IDs for their entering teams, regardless of the meet entry method; and

4. All TFRRS IDs are single-meet IDs and not transportable from meet to meet; entry downloads for each meet will contain valid IDs for tracking results for that meet only. TFRRS IDs are available at no cost to any meet director/timer at [www.directathletics.com](http://www.directathletics.com) via the DirectAthletics entry system.

If you experience technical difficulty using DirectAthletics or the TFRRS-XC system, please contact DirectAthletics ([support@directathletics.com](mailto:support@directathletics.com)).

<u>Meet Results</u>. 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 **Sept. 4 – Nov. 3** 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, Nov. 3. **Late and/or incorrect results submissions that are the basis for championships selections will result in a <u>minimum</u> fine of $200 per gender, with potential additional fines for repeated violations.**

Meet hosts will be responsible for uploading results electronically with valid TFRRS IDs included for all eligible NCAA student-athletes. TFRRS IDs are available for download via DirectAthletics. 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.

**NCAA Regional Championship Entries**. The committee lengthened the NCAA regional championships entry period to allow coaches more time to enter regionals. The entry period will be on DirectAthletics beginning Monday, October 27 at 8 a.m. Eastern time, and it will close on Monday, November 3 at 11:59 p.m. Eastern. The late entry period will open on Tuesday, November 4 and will close at 11:59 p.m. Eastern. Entries will officially close at this time. Forms received after the deadline on Nov. 3 and before the late deadline will be subject to a minimum fine of $1,500 per team per gender (men's and women's teams are considered separate teams). This includes corrections to the original submission or additions/deletions to the submission.

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 Lindsey Eldred, Assistant director, championships and alliances at 317-917-6747.

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cc:   Sam Seemes
       Dave Stelnik
       NCAA Division II Men's and Women's Cross Country Committee