<div align="center">MEMORANDUM</div>

<div align="right">August 5, 2019</div>

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

FROM: Dara Ford, chair
          NCA Division III Men's and Women's Track and Field Committee.

SUBJECT: 2019 Cross Country Championships Qualifying and Results Reporting.

The NCAA Division III 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. In order to be considered for selection to the 2019 NCAA Division III Men's and Women's Cross Country Championships, all institutions must ensure that the results from all eligible competition opportunities (i.e., those that take place between the seventh weekend prior to the NCAA regional meet, Sept. 28, through Nov. 11) in which their student-athletes compete are reported by the meet host to the Track and Field Results Reporting System (TFRRS-XC) through the online provider DirectAthletics.

NEW IN 2019:
The three divisional committees with oversight of NCAA cross country have elected to require that meet hosts include DNFs in the results for all NCAA cross country competitions. If teams have a student-athlete who 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 DNFs prior to uploading the results to the officials 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 a student-athlete who will not run. The assumption would then be that any student-athlete not scratched, and does not finish with a time, is a presumed DNF 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.

Again this year it will be required that all NCAA results reported to TFRRS-XC are 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 the start of the 2019 season.

New Format Fully Implemented and Compliant
- Agee Race Timing, LLC;
- ChuckScore;

- EasyWare;
- Halcyon Times;
- Hy-Tek;
- Jaguar;
- MeetPro;
- Race Director;
- RaceberryJaM;
- RaceTab;
- RaceTrak;
- RunnerCard;
- RunScore; and
- TheTracker.

Additionally, there are required sets of data that must be reported as a part of all meet results. Please see the attachment for the list of required data. 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 championship selections. Again, host institutions are responsible for ensuring 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 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.

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

Teams Rosters. Institutions that sponsor NCAA Division III 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 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 championships 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 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 <u>no cost</u> 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; and

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).

<u>Meet Results</u>. 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. Results may not be considered for championships selection if meet results are not received from the host within the designated time period. Although hosts are to submit meet results, PARTICIPATING INSTITUTIONS must ensure that the electronic submission of results from any competition 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 Time) Sunday, Nov. 10. **Late results submissions that are eligible 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 submitting results electronically with TFRRS-XC ID numbers listed for all eligible NCAA student-athletes, requiring that TFRRS-XC ID numbers be imported or typed in for each student-athlete before running a meet. When official meet results are posted to TFRRS-XC, all performances achieved by eligible NCAA Division III student-athletes, and team scores, will be archived in the results-reporting database.

Results will be accepted only for student-athletes on the institution's TFRRS-XC roster form. The submission of incorrect performances may result in the disqualification of the student-athlete and/or team. If a result is submitted more than five days after the qualifying performance and the performance is the basis for championships selection, the institution of the selected student-athlete will be subject to a fine.

<u>Double Duals</u>. If you are scoring a meet as a double dual, you should upload each scoring pair as its own dual meet. For example, even if Team A, Team B, and Team C compete in the same races, you should set up and upload three different dual meets separately within TFRRS (A vs. B, A vs. C, and B vs. C).

Do not upload the combined results of the races, even if they are scored as double duals within your meet management software. This will ensure that each dual meet scoring pair is counted as a separate meet for legislative purposes.

NOTE: You cannot score the same race with *both* double dual scoring AND with combined scoring—you must choose one scoring method or the other. Also, note that Division I and II institutions are NOT allowed to count double dual scoring for championship qualifying purposes.

Regional and National Entry Forms. 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 regional cross country meet. Coaches will be allowed to submit a maximum of 10 student-athletes on the entry form. Any seven of the 10 student-athletes listed on the entry form may compete in the regional championship meets. Online entries will be available on DirectAthletics beginning Monday, Oct. 29 at 8 a.m. Eastern time. **Coaches must submit the forms ONLINE by 5 p.m. Eastern time, Sunday, Nov. 10. The late deadline for regional entries is 5 p.m. Eastern time, Tuesday, Nov. 12.** After the regionals and up until **9 p.m. Eastern time Sunday, Nov. 17,** coaches can access DirectAthletics to adjust their rosters should the team qualify for the national championship meet. Additionally, coaches must also declare or scratch their team prior to **9 p.m., Eastern time Sunday, Nov. 10**. NO ACTION WILL RESULT IN A SCRATCH.

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).

Forms received after the deadline Nov. 10 and prior to the late deadline will be subject to a fine of $400 per team/gender. This includes corrections to the original submission or additions/deletions to the submission. Any exceptions to the roster policy will only be considered in extraordinary circumstances and should be addressed in writing to the Track and Field and Cross Country Committee and NCAA championship manager. Each institution should print a copy of its entry forms to hand carry to the regional and national sites.

Additional information regarding championship selections and championships schedule is located in the Cross Country Pre-Championships Manual and will be communicated through the divisional monthly newsletter.

Please contact Laura Peterson, assistant director of championships, at 317-917-6477 if you have any questions,

DF:lpm

Attachment

Cross Country Results Standardization - Required Data Fields

Field	Required	Optional	Notes
Meet Name	x		
Meet Start Date	x		
Meet End Date	x		
Venue Name	x		
Venue Address		x	
Venue City/State	x		
Host Institution/Organization	x		
TFRRS ID	x		
Athlete First Name	x		
Athlete Last Name	x		
Bib Number		x	
Gender	x		
Eligibility Year		x	
Team/Institution Name	x		
Team Abbreviation/Unique Team Identifier	x		
Race Number/Unique Race Identifier	x		
Race Name	x		
Race Distance	x		
Race Distance Metric or English	x		
Athlete Time	x		
Athlete Split Times	(If recorded)		Required only if recorded in race
Athlete Place	x		
Individual Athlete Score	x		
Team Score	x		
Team Place	x		
Score by Division (Yes/No)	x		
Division Number/Unique Division Identifier	x		Only needed when breaking out scoring by division in each race
Division Name	x		Only needed when breaking out scoring by division in each race
DQ	(as needed)		Only required when a DQ occurs
DNF/DNS	x		
Meet Director Name	x		
Meet Referee	x		
Meet Head Starter		x	
Head Timer/Timing Company	x		
Individual/team course, meet, and/or single race records		x	
Start Time of Each Race		x	
Course Conditions		x	
Weather (Fair, cloudy, rain, snow, etc.)		x	
Temperature		x	
Wind		x	