MEMORANDUM

August 5, 2024

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

FROM: Jessica Cooper, chair
        NCAA Division III Men's and Women's Track and Field Committee.

SUBJECT: 2024 Cross Country Roster Submissions and Results Reporting Requirements.

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 2024 cross country championships season.

Cross Country Results Reporting. Institutions must ensure that the results from all eligible competition opportunities (i.e., those that take place between the eighth weekend prior to the NCAA national meet, Sept. 27, through Nov. 12) 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. Results will be made available on a real-time basis at https://xc.tffrs.org/.

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 2024 season.

<u>Format Fully Implemented and Compliant</u>
- 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. 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 2024 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 DirectAthletics **prior to their first meet**. **Late rosters will result in a fine of $200 per gender, with potential additional fines for repeated violations. 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 2024 cross country results are available for meet hosts, meet directors, and timers at https://www.tfrrs.org/director_info.html?sport=xc. 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;

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-XC IDs from the entering teams, regardless of the meet entry method; and

4. All TFFRS IDs are single-meet IDs and not transportable from meet to meet; entry dowlonads 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 via the DirectAthletics entry system.

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

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. 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) Monday, November 11. **Late and/or 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 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 elibigle NCAA student-athletes, and team scores, will be archived in the results reporting datavase.

Double Duals. 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. 21 at 8 a.m. Eastern time. **Coaches must submit the forms ONLINE by 11:59 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 coaches can access DirectAthletics to adjust their rosters should the team qualify for the national championship meet. Coaches DO NOT need to redeclare its student-athletes after regionals before the national championships unless there are changes to the 10 declared student-athletes.

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).

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-Mlynski, director of championships, at 317-544-9425 if you have any questions,

cc: Sam Seemes
      Dave Stelnik
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      Selected NCAA Staff Members