



MEMORANDUM

April 8, 2019

VIA EMAIL

TO: Directors of Athletics, Senior Woman Administrators, Sports Information
Directors, Women's Rowing Head Coaches, and Conference Commissioners of
Institutions and Conferences Sponsoring NCAA Division I Women's Rowing.

FROM: Kyle Conder, chair
NCAA Division I Women's Rowing Committee.

SUBJECT: 2019 Women's Rowing Results Reporting.

The NCAA Division I Women's Rowing Committee is providing this memorandum regarding the 2019 rowing results reporting procedures.

To be considered for selection to the 2019 NCAA Division I Women's Rowing Championships, all institutions must ensure that the electronic submission of results from any regatta contested beginning March 1 in which their student-athletes compete are reported via row2k, the online provider of official NCAA women's rowing results.

Only the official electronically-reported regatta results as submitted to row2k will serve as official results for all NCAA Division I Women's Rowing. Detailed instructions on how to upload results are attached to this correspondence.

Timeline for Reporting Results. It will be the responsibility of the regatta HOST to submit results to row2k by midnight Eastern time each Monday after the completion of a competition and all final weekend results must be submitted by midnight Eastern time, Sunday, May 19. Conference championships must be scheduled to be completed by midnight Eastern time, Sunday, May 19; however, in the case of inclement weather, may submit results Monday, May 20, no later than 1 p.m. Eastern time. Results may not be considered for championships selection if meet results are not received from the host within the designated time. Participating institutions must ensure that the electronic submission of results from any regatta in which their student-athletes compete are reported by the meet host within the designated time. If the regatta host does not submit results within the designated period, the participating institutions should be prepared to notify Kelly Whitaker at the NCAA by email (kwhitaker@ncaa.org) and submit the results to row2k. Late results submissions that are the basis for championships selections will result in a fine of \$200, with potential additional fines for repeated violations.

The submission of falsified and/or misleading results will result in the disqualification of the crew. All inquiries regarding potential errors to results should be submitted in writing via email to the submitter of results and copy row2k (row2k@row2k.com).

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

Equal Opportunity/Affirmative Action Employer

NCAA MEMORANDUM

April 8, 2019

Page No. 2

Preparation for Reporting Results. The easiest way to ensure that results are reported in a timely, accurate fashion is to designate an individual responsible for entering the results after each regatta directly into www.row2k.com. It is the responsibility of the HOST to report the results to row2k; however, in those instances where a regatta is hosted by a third party who is not an NCAA institution or conference (i.e., the Governor's Cup, Crew Classic, Dad Vail) those institutions in attendance should be prepared to submit their own results if they are not submitted by the host. Every effort is being made by the NCAA and row2k to encourage these large third-party regattas to submit, but please understand that they do not have an obligation to do so and you will need to ensure that the results are submitted for championship ranking and selection purposes.

Team Line-ups. Institutions that sponsor NCAA Division I women's rowing will be required to post their boat line-ups with the press release reporting results for each regatta on their institutional athletics website no later than midnight Eastern time each Monday following the regatta. These line-ups should show the student-athletes and corresponding boat in which they competed for each event for each regatta. These should remain online for committee use through Wednesday, May 29. The failure to post or incorrect posting may result in the disqualification of the student-athlete(s) and/or team, in addition to a \$200 fine for failure to adhere to championships policies and procedures.

If you experience technical difficulty using the row2k system, please contact Ed Hewitt (row2k@row2k.com; phone: 609-755-0505), and notify the NCAA national office (kwhitaker@ncaa.org or 317-917-6511) if the difficulty could trigger a potential late fine.

KSW:ecw

cc: Mr. Ed Hewitt
NCAA Division I Women's Rowing Committee
Selected NCAA Staff Members