



MEMORANDUM

May 20, 2019

VIA EMAIL

TO: Selected Directors of Athletics, Senior Woman Administrators, Sports Information Directors and Head Coaches of NCAA Institutions Sponsoring Division II Women's Rowing.

FROM: Marie Scovron
Assistant Director, Championships and Alliances.

SUBJECT: Selection to the 2019 NCAA Division II Women's Rowing Championships.

Congratulations on a very successful season and your selection to the 2019 NCAA Division II Women's Rowing Championships. The championships will be hosted by Indiana University and the Indiana Sports Corp at the Indianapolis Rowing Center in Indianapolis, May 31-June 2. To see the complete list of participating teams, please visit www.ncaa.com.

As you prepare for the championships, please be aware of the following information:

1. Championships information. Please review the participant manual in its entirety for a complete listing of events and requirements.
2. Travel arrangements. Contact Short's Travel Management, the NCAA travel service, at 866-655-9215 to make air travel arrangements. Teams located within 600 miles of the competition site are required to travel via ground transportation. If extraordinary circumstances warrant an exception to the established travel policies, you must contact the NCAA's travel department at 317-917-6757 or travel@ncaa.org for approval prior to making any travel arrangements.

Go Ground transportation. As part of the NCAA ground transportation program, all ground transportation payable by the NCAA must be arranged through Go Ground Options (866-386-4951). The costs will be paid to the operator directly, eliminating the need for you to claim reimbursement.

Local transportation. Local transportation is not reimbursable by the NCAA. Participating institutions are responsible for arranging their own transportation and may do so using the NCAA provider, Go Ground Options, or a provider of their choice.

Teams flying are eligible for reimbursement of bus rentals or van rentals for the day the team arrives and the day the team departs if the arrival airport is over 25 miles from the competition venue. Any days in between are considered local transportation and are at the expense of the institution. Note institutions that will be using buses **MUST** contact GO Ground to book their buses. Please reference the NCAA travel policies at: <http://www.ncaa.org/championships/travel/championships-travel-information>

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3. Expense Reimbursement. Expense reimbursement for participation in the championships will be filed through the Travel Expense System (TES). The TES portal, as well as per diem allowance policies, are available on the [NCAA website](#).
4. Team registration. Each coach will receive an email with instructions (user credentials) on creating a registration which then will allow them to submit their lineup for each boat. The system will directly enter the lineup(s) into the timing system. This system will also be used to collect the credential list, boat transportation information and other necessary information.

To sign up for a boat weigh-in time, you must go to the following link: <https://secure.regattatiming.com/backoffice>. You must complete the registration system AND the boat weigh-in link by **5 p.m. Eastern time, Thursday, May 23**. Registration instructions and access to this site may be found on the NCAA Division II Women's Rowing sport page on [NCAA.org](#)

5. Team hotels. Teams have been pre-designated to hotels and will receive a separate email with the assigned hotel. Please refer to the participant manual for details on hotel policy. Each team is required to stay at the NCAA assigned property Wednesday through checkout on Sunday.
6. Participant teleconference. There is a mandatory participant teleconference for head coach, an administrator and the sports information director of each participating institution at 1 p.m. Eastern time, Tuesday, May 21. Others are welcome to participate on the call as you deem necessary. Attached is an agenda for the call. Included on the agenda is the call-in number and access code to be connected to the call.
7. Championships manuals. Please refer to the 2019 NCAA Division II Women's Rowing Pre-Championship Manual and the 2019 Women's Rowing Participant Manual for detailed information about the championship regatta. All manuals are located on the [NCAA website](#).
8. Team packet pick-up. Team packet pick-up will take place from 8 a.m.-7 p.m. Eastern time, Wednesday, May 29, in the team hospitality pavilion near the boat storage area.
9. NCAA Division II Code of Conduct Form. Participation in an NCAA championship is an accomplishment and it is expected that individuals and teams are committed to ensuring that the championship is a positive experience for all participants, fans and volunteers. The attached Division II Championships Code of Conduct should be followed by all institutional representatives at the championship. Please have all institutional representatives (i.e., student-athlete, administrator, coach, manager and/or other institutional personnel) traveling to any round of the championship sign the Code of Conduct signature page to certify that they have read and will abide by the expectations set forth in the Code of Conduct, and that they understand the possible penalties for misconduct (outlined in the pre-championship manual). Once all representatives have signed the document, **please email the completed form to Paula Wustrack at the NCAA (pwustrack@ncaa.org) not later than 5 p.m. Eastern time, Thursday, May 23**. Submit multiple forms if additional signature space is needed. Please note that the form is writeable. As such, we ask that you type each person's name before you print the form for the collection of signatures.
10. Championships banquet video. As part of the banquet, our hosts will use photos and video content teams upload to this link: <https://iu.box.com/v/2019NCAARowingChampionships>. Please see the participant manual for more information.

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11. Mandatory coaches administrative meeting. The mandatory coaches administrative meeting will take place following the banquet, at approximately noon, at the banquet location.
12. Championship broadcast. Live webstream of the championships will occur on all three days of the championship. To access the live stream, go to <http://www.ncaa.com/liveschedule>.
13. Championship merchandise. Event 1, Inc., the official souvenir merchandiser for the NCAA, is offering participating teams the opportunity to preorder shirts for the championships. Please see the attached memorandum from Event 1 for more information.
14. Elite 90 award. The Elite 90 submission deadline is 5 p.m. Eastern on Thursday, May 23. All documents, including eligibility and nomination forms can be obtained [here](#). Detailed information is in the participant manual.
15. Participant medallions will be given out to all participating student-athletes that qualify for the championships at packet pick-up (alternates are not included). To order additional medallions, please visit <https://services.mtmrecognition.com/ncaa/>.
16. Championships performance standards survey. The NCAA has implemented an online survey that is geared toward measuring the continuous improvement of the championships. After the championships, coaches will be provided (via email) a link to the survey. Coaches should complete the survey themselves and forward it on to all participating student-athletes. **Coaches' assistance in forwarding the email is crucial to this process.** We appreciate your involvement in helping the NCAA with this important work.
17. Boat and Coxswain Weigh-Ins (Certifications). Please review the participant manual for details on boat and coxswain weigh-ins.

If you have questions, please contact me at 317-917-6494.

MKS:pjw

Attachments

cc: Mr. Earlston Bean
Mr. Chris Panyard
NCAA Division II Women's Rowing Committee