



*2019 DIVISION III*  
**ROWING**  
**CHAMPIONSHIPS**

***PRE-CHAMPIONSHIPS***  
***2018-19 MANUAL***

# NCAA General Administrative Guidelines

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### THE NATIONAL COLLEGIATE ATHLETIC ASSOCIATION

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# Section 1 • Introduction

During the 2018-19 academic year, the Association will sponsor 90 national championships – 42 for men, 45 for women, and three for both men and women. Of the men's championships, three are National Collegiate Championships, 13 are Division I championships, 12 are Division II championships and 14 are Division III championships. Of the women's championships, six are National Collegiate Championships, 12 are Division I championships, 13 are Division II championships and 14 are Division III championships. The combined men's and women's championships are National Collegiate Championships.

The Pre-Championship Manual will serve as a resource for institutions to prepare for the championship. This manual is divided into three sections: General Administrative Guidelines, Sport-Specific Information, and Appendixes.

The first section applies to policies applicable to all 90 championships, while the other two sections are sport-specific.

## Section 1.1 Definitions

**Pre-championship Manual.** Resource for institutions to prepare for the championship.

**Administrative Meeting.** Pre-championship meeting for coaches and/or administrators.

**Appendixes.** Any supplemental documents to be provided and distributed through the various resources.

**Championship Manager.** The NCAA staff member(s) responsible for the operational oversight of the championship.

**Games Committee.** The committee assigned to supervise the conduct of each championship session at a specific site. For finals sites, the games committee is typically the NCAA national committee.

**NCAA National Committee.** The sport committee with direct oversight responsibilities for the championship.

**Non-predetermined Sites.** Those sites that are selected to host at the time of the participant/team selections announcement.

**Playing Rules.** The rules under which the competition will be conducted.

**Predetermined Sites.** Those sites that are selected to host before the participant/team selections announcement.

**Preliminary Rounds.** The rounds of the championship before the final or championship round.

**Regional Alignment.** The geographic location of institutions or regional advisory committees.

**Schedule of Events.** Official event schedule – includes all required activities (e.g., practices, banquets, etc.).

**Selection Criteria.** Policies and procedures in place to guide the team selection process.

**Site Selection Criteria.** Policies and procedures in place to guide the site selection process.

**Squad Size.** Number of student-athletes per team allowed to dress in uniform and participate at the championship.

**Tournament Physician.** The physician designated by the host institution/conference to serve as the chief medical advisor for the championship.

## Section 2 • Championship Core Statement

The championships and alliances staff strives to administer competition in a fair, safe, equitable and sportsmanlike manner so that the experience of the student-athlete is paramount.

This is attained by:

**Ensuring** student-athletes' optimal experience.

**Executing** championship events reflecting appropriate quality and values to/for stakeholders — student-athletes, coaches, administrators, member institutions, sport committees, fans, broadcast partners and corporate champions/partners.

**Coordinating** all aspects of the championship in an efficient, effective manner through common operating policies and practices, using internal and external resources.

**Integrating** championships with broadcast and corporate relationships in a manner that maintains the integrity of the championship.

**Assuring** effective management of the business aspects of the operation.

**Enhancing** the assets of the NCAA and their value by collaborating with internal and external expertise to achieve heightened exposure (e.g., community programs, fan events, banquets, anniversaries, etc.).

## Section 3 • Concussion Management

*[Reference: Concussion Management in Constitution 3.2.4.18 in the NCAA Division I Manual, Constitution 3.3.4.16 in the NCAA Division II Manual, and Constitution 3.2.4.16 in the NCAA Division III Manual.]*

The NCAA has adopted legislation that requires all active member institutions to have a concussion management plan for their student-athletes. Traveling institutions shall follow their concussion management plan while participating in NCAA championships. If a participating team lacks appropriate medical staff to activate its concussion management plan, the host championship concussion management plan will be activated.

The legislation notes, in part, that a student-athlete who exhibits signs, symptoms or behaviors consistent with a concussion shall be removed from athletics activities (e.g., competition, practice, conditioning sessions) and evaluated by a medical staff member (e.g., sports medicine staff, team physician) with experience in the evaluation and management of concussions; a student-athlete diagnosed with a concussion is precluded from returning to athletics activity for at least the remainder of that calendar day; and medical clearance for return to athletics activity shall be determined by the team physician or the physician's designee from the student-athlete's institution. In the absence of a team physician or their designee, the NCAA tournament physician will examine the student-athlete and will determine medical clearance. Within the rules of the sport and policies established for the championship, medical staff should have access to the injured student-athlete without interference (e.g., coach).

A concussion is a brain injury that may be caused by a blow to the head, face, neck or elsewhere on the body with an "impulsive" force transmitted to the head. Concussions can occur without loss of consciousness or other obvious signs. A repeat concussion that occurs before the brain recovers from the previous one (hours, days or weeks) can slow recovery or increase the likelihood of having more severe and/or long-term problems. In rare cases, repeat concussions can result in brain swelling, permanent brain damage and even death.

For further details, please refer to the [NCAA Sports Science Institute website](#) for additional guidance.

## Section 4 • Conduct

### Section 4•1 Certification of Eligibility/Availability

*[Reference: Certification of Eligibility/Availability in Constitution 3.2.4 and Bylaws 12, 13, 14, 15, 16, 31.2.1.7.1, 31.2.1.7.1.2 and 31.2.2 in the NCAA Division I Manual, Constitution 3.3.4 in the NCAA Division II Manual and Bylaws 31.2.2 and 31.2.1.5 in the NCAA Division III Manual.]*

Only student-athletes eligible under Bylaws 12, 13, 14, 15 and 16 may compete in NCAA championships. Member institutions are required to certify the eligibility of their student-athletes before the beginning of each academic year and to withhold ineligible student-athletes from all intercollegiate competition.

Member institutions are reminded to notify the NCAA national office before the selection date for each championship of any student-athlete who may have participated in regular-season competition but subsequently is determined to be ineligible or unavailable for NCAA championship competition.

#### DISCOVERY OF INELIGIBILITY OF A STUDENT-ATHLETE AFTER SELECTION

If an institution fails to report an ineligible student-athlete and the omission is not discovered until after the institution is selected to participate in the championship, necessitating the institution's withdrawal from the championship, that withdrawal shall be considered as one of the years of ineligibility, provided another institution participates in the championship in place of

the disqualified institution. If the discovery of the ineligible student-athlete occurs so near the beginning of the championship that the governing sport committee does not have a reasonable period of time to replace the disqualified institution in the bracket, that fact shall be taken into consideration in determining the number of years the disqualified institution shall be ineligible to participate.

### Section 4•2 Drug Testing

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*[Reference: Bylaws 18.4.1.4 and 31.2.3 in the NCAA Divisions I and II Manual and Bylaws 18.4.1.5 and 31.2.3 in the NCAA Division III Manual.]*

Student-athletes who compete in NCAA championships may be subjected to drug tests in accordance with Bylaws 18.4.1.4 (Divisions I and II), 18.4.1.5 (Division III) and 31.2.3, and may be determined to be ineligible as a result thereof. Only student-athletes who have consented in writing to such testing are initially eligible for these championships; and thereafter, student-athletes who are tested shall remain eligible only if they test negative.

### Section 4•3 Honesty and Sportsmanship

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Individuals employed by (or associated with) a member institution to administer, conduct or coach intercollegiate athletics and all participating student-athletes shall act with honesty and sportsmanship at all times so that intercollegiate athletics as a whole, their institutions and they, as individuals, shall represent the honor and dignity of fair play and the generally recognized high standards associated with wholesome competitive sports.

### Section 4•4 Misconduct/Failure to Adhere to Policies

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#### MISCONDUCT

Misconduct in an NCAA championship is any act of dishonesty, unsportsmanlike conduct, unprofessional behavior or breach of law, occurring from the time the championship field is announced through the end of the championship, which discredits the event or intercollegiate athletics. Each games committee shall hold an administrative meeting with the representatives of participating institutions to review and explain the policies related to misconduct.

#### FAILURE TO ADHERE TO POLICIES AND PROCEDURES

A governing sport committee may assess a financial penalty against an institution for failure of any of its representatives to adhere to the policies and procedures governing the administration of the competition. This includes, but is not limited to, failure to comply with the procedures and deadlines for submitting scores, score sheets, schedules, rosters and entry/march-in forms for qualification and other materials necessary for the efficient administration of the competition. [Click here](#) to see the full misconduct/failure to adhere to policies and procedures outline.

### Section 4•5 Sports Wagering Policy

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Sports wagering includes placing, accepting or soliciting a wager (on a staff member's or student-athlete's own behalf or on the behalf of others) of any type with any individual or organization on any intercollegiate, amateur or professional team or contest. Examples of sports wagering include, but are not limited to, the use of a bookmaker or parlay card; internet sports wagering; auctions in which bids are placed on teams, individuals or contests; and pools or fantasy leagues in which an entry fee is required and there is an opportunity to win a prize.

The current NCAA legislation against sports wagering prohibits NCAA student-athletes, member institutions' athletics staff and non-athletics staff with athletics responsibilities, and conference office staff from participating in sports wagering activities or providing information to individuals involved in or associated with any type of sports wagering activities concerning intercollegiate, amateur or professional athletics practice or competition in a sport in which the NCAA conducts championship competition, in bowl subdivision football and in emerging sports for women.

A wager is any agreement in which an individual or entity agrees to give up an item of value (e.g., cash, shirt, dinner, etc.) in exchange for the possibility of gaining another item of value.

## STUDENT-ATHLETES

A student-athlete found in violation of the prohibition against knowingly participating in any sports wagering activities or providing information to individuals involved in or associated with any type of sports wagering activity that involves intercollegiate, amateur or professional athletics competition shall be ineligible for further intercollegiate competition, subject to appeal to the Committee on Student-Athlete Reinstatement for restoration of eligibility.

## POSTSEASON

In championships in which a bracket format is used, student-athletes, coaches and administrators may not participate in bracket competitions when there is both a required entry fee and an opportunity to win a prize. Student-athletes and administrators may participate under current NCAA rules in bracket contests when there is no entry fee but a possibility of winning a prize. Some NCAA member schools, however, have chosen to ban student-athletes from participating in these types of bracket contests.

## HOSTING OPPORTUNITIES

On May 16, 2018, the Board of Governors voted to suspend the NCAA championships policy related to sports wagering and to allow for championships to be hosted in locations regardless of whether a state is considering, or has legalized, sports wagering. The board's decision provides championship location continuity as states contemplate whether to allow legalized sports betting.

## Section 4•6 Student-Athlete Experience Survey

After each championship, institutional administrators, coaches and student-athletes will be asked to participate in a post-event survey intended to capture feedback on their recent championship experience. Institutional administrators and coaches will receive an email containing a link to the survey and will be asked to ensure participation from all student-athletes.

## Section 5 • Elite 90™ Award

The Elite 90 award was created to recognize the true essence of the student-athlete by honoring the individual who has reached the pinnacle of competition at the national championship level in his or her sport, while also achieving the highest academic standard among his or her peers. The award is presented in every sport, every division, and goes to the student-athlete who has the highest cumulative grade-point average of all student-athletes on all teams competing at the finals site. Each institution that has at least one student-athlete qualify for the final round/site is eligible to nominate a student-athlete for the award. One student-athlete per championship will receive the award, and the announcement of the winner will be made at the finals site.

Institutions that wish to nominate a student-athlete must do so through an online nomination process. To receive more information or access the online form and submit a nomination, go to [ncaa.org](http://ncaa.org).

## Section 6 • Fan Travel

NCAA Travel provides an easy and affordable way for family and fans to follow their favorite student-athlete(s) and team(s) as they participate in NCAA championships competition. Travel arrangements completed through NCAA Travel help support NCAA student-athletes. Please direct your fans to [NCAA.com/travel](http://NCAA.com/travel) to search and book online hotel, car and air travel, all in one easy transaction.

## Section 7 • Logo Policy

*[Reference: Bylaws 12.5.4, 31.1.7 and 31.1.8 in the NCAA Division I Manual, Bylaw 12.5.4 in the NCAA Division II Manual and Bylaw 12.5.3 in the NCAA Division III Manual.]*

## GENERAL ADMINISTRATIVE GUIDELINES

A student-athlete may use athletics equipment or wear athletics apparel that bears the trademark or logo of an athletics equipment or apparel manufacturer or distributor in athletics competition and pre- and postgame activities (e.g., celebrations on the court, pre- or postgame press conferences), provided the following criteria are met:

1. Athletics equipment (e.g., shoes, helmets, baseball bats and gloves, batting or golf gloves, hockey and lacrosse sticks, goggles and skis) shall bear only the manufacturer's normal label or trademark, as it is used on all such items for sale to the general public; and
2. The student-athlete's institution's official uniform (including numbered racing bibs and warm-ups) and all other items of apparel (e.g., socks, head bands, T-shirts, wrist bands, visors or hats, swim caps and towels) shall bear only a single manufacturer's or distributor's normal label or trademark (regardless of the visibility of the label or trademark), not to exceed 2-1/4 square inches in area (rectangle, square, parallelogram) including any additional material (e.g., patch) surrounding the normal trademark or logo. The student-athlete's institution's official uniform and all other items of apparel shall not bear a design element similar to the manufacturer's trademark/logo that is in addition to another trademark/logo that is contrary to the size restriction.

## Section 8 • Research

It is essential that all research efforts be coordinated by a single entity within the national office structure in order to ensure maximum efficiency and quality, avoid unnecessary duplication of effort on the part of staff and membership, allow the NCAA to prioritize research efforts given the limited time and resources of our members and adhere to federal guidelines on the responsibilities of researchers to properly protect research participants from harm.

For the purpose of this policy, "research" is defined as any systematic collection of data for the purpose of drawing generalized conclusions.

Any proposal to conduct research must be submitted to the NCAA research staff for review at least six weeks before the project begins. Research to be conducted during NCAA championships or related events, and which involves competing student-athletes or attendees, is also subject to review. This includes all research, including that conducted by or under the direction of any employee, contractor or paid consultant of the NCAA. It also includes any research conducted by other persons, but funded totally or in part by the NCAA. Any research that detracts from the student-athlete experience or requires physical activity may not be permitted at the championships (preliminary rounds and finals sites). The NCAA retains sole discretion as to whether to allow such research.

Examples of activities considered research include: Conducting surveys of athletics administrators, college presidents, faculty, coaches and student-athletes; leading an organized focus group; funding an outside study under the auspices of the NCAA; conducting market research at championship events; secondary analysis of data originally collected by the NCAA

from people for other purposes; any systematic collect data from the membership or other entities; etc.

## Section 9 • Division III

### Section 9•1 Division III Philosophy

The Division III championships philosophy is to field the most competitive teams possible while minimizing missed class time; to emphasize regional competition in regular-season scheduling; and to provide representation in NCAA championship competition by allocating berths to eligible conferences, independent institutions and a limited number of at-large teams, realizing that this may be done at the expense of leaving out some championship-caliber teams.

### Section 9•2 Commencement Conflicts

If an institution's commencement conflicts with participation in the championship, it shall inform the NCAA championship manager in writing one week before the selection date for the governing sport committee to consider an accommodation and a change to the championship schedule.

The following guidelines apply to commencement requests:

- Applies to team sports only.
- The governing sport committee, in consultation with participating institutions, may reschedule the game on the nearest possible date.
- Does not apply to predetermined finals sites.
- The governing sport committee shall make a good-faith effort to accommodate participating institutions in non-predetermined preliminary-round contests with multiple teams participating at the same site..

## Section 9•3 Religious Conflicts

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**Institutional Policy.** If a participating institution has a written policy against competition on a particular day for religious reasons, it shall inform the NCAA national office before May 1 of the preceding academic year to be excused from competing on that day. The notification shall be valid for a period of two years. The championship schedule shall be adjusted to accommodate that institution, and such adjustment shall not require its team or an individual competitor to compete before the time originally scheduled.

**Individual Championships.** In individual championships, a student-athlete must compete according to the institution's policy regarding Sunday competition (i.e., if the institution has no policy against Sunday competition, the student-athlete shall compete on Sunday if required by the schedule).



# Division III Rowing

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# Section 1 • General Administration

## Section 1•1 NCAA Tournament Operations Staff Contact Information

**Marie Scovron**  
Championships and Alliances, Operations  
P.O. Box 6222 / Indianapolis, Indiana 46206-6222  
317-917-6494 / [mscovron@ncaa.org](mailto:mscovron@ncaa.org)

**Paula Wustrack**  
Championships and Alliances, Operations  
P.O. Box 6222 / Indianapolis, Indiana 46206-6222  
317-917-6558 / [pwustrack@ncaa.org](mailto:pwustrack@ncaa.org)

## Section 1•2 National Committee

Current members of the committee are:

### NEW YORK REGION (AT-LARGE)

**Kristin Maile**  
Director of Athletics  
Sarah Lawrence College

### MID-ATLANTIC REGION

**Andriel Doolittle**  
Head Rowing Coach  
Ohio Wesleyan University

### NEW ENGLAND REGION

**William Randall**  
Director of Rowing  
U.S. Coast Guard Academy

### NEW YORK REGION

**John Gaskin**  
Head Rowing Coach  
University of Rochester

### PACIFIC REGION

**Lauren Brownrigg, chair**  
Associate Director of Athletics/SWA  
Pacific University (Oregon)

### NEW ENGLAND REGION (AT-LARGE)

**Carolyn Miles**  
Associate Director, Student-Athlete Services  
Williams College

For additional information about the rowing championships, contact:

**Marie Scovron**  
Championships and Alliances, Operations  
317-917-6494 / [mscovron@ncaa.org](mailto:mscovron@ncaa.org)

**Lauren Brownrigg, chair**  
Associate Director of Athletics/SWA  
Pacific University (Oregon)  
503-352-2186 / [brownrigg@pacificu.edu](mailto:brownrigg@pacificu.edu)

## Section 1•3 Regional Advisory Committees

NAME	INSTITUTION	CONFERENCE
<b>MID-ATLANTIC REGION</b>		
Andriel Doolittle, chair	Ohio Wesleyan	Mid-Atlantic Rowing
Bill McLean	Johnson & Wales (Providence)	Mid-Atlantic Rowing
Kari Hughes	Washington College	Mid-Atlantic Rowing
<b>NEW ENGLAND REGION</b>		
William Randall, chair	Coast Guard	NEWMAC
Carolyn Miles	Williams	NESCAC
Clare Doyle	Smith	NEWMAC
Brian Dawe	Tufts	NESCAC

NAME	INSTITUTION	CONFERENCE
<b>NEW YORK REGION</b>		
John Gaskin, chair	Rochester	Liberty League
Sandra Chu	William Smith	Liberty League
Kristin Maille	Sarah Lawrence	Independent
James Lister	Hamilton	Independent
<b>PACIFIC REGION</b>		
Lauren Brownrigg, chair	Pacific (Oregon)	Independent
Andy Foltz	Pacific Lutheran	Independent
Sam Taylor	Lewis & Clark	Independent

## Section 1•4 Important Dates

<b>Wednesday, March 27</b>	Regional advisory committee orientation call.
<b>Tuesday, April 9</b>	Regional advisory committee mock ranking call.
<b>Wednesday, April 10</b>	National committee mock ranking call.
<b>Tuesday, April 23</b>	Regional advisory committee call and first ranking.
<b>Wednesday, April 24</b>	National committee call and first published ranking.
<b>Tuesday, May 7</b>	Regional advisory committee call and second ranking.
<b>Wednesday, May 8</b>	National committee call and second published ranking.
<b>Monday, May 13</b>	Final regional advisory committee call.
<b>Tuesday, May 14</b>	National committee call and second published ranking. Selection announcement via webcast selection show, 7 p.m. Eastern time. (Time subject to change.)
<b>Wednesday, May 15</b>	Mandatory conference call for selected participants, coaches and administrators, 1 p.m. Eastern time.
<b>Friday, May 17</b>	5 p.m. Eastern time: Deadline for submission of lineup forms and championships information. <i>Reference: Entry Procedures in this manual.</i>

### CHAMPIONSHIP DATES

<b>Friday-Saturday, May 31-June 1</b>	Championships at Indianapolis Rowing Center, Indianapolis; hosted by Indiana University, Bloomington and the Indiana Sports Corporation.
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### DATE FORMULA

Last Friday in May through the last Saturday in May or first Saturday in June.

### FUTURE DATES

#### 2020

<b>Friday-Saturday, May 29-30</b>	Championships at Melton Lake, Oak Ridge, Tennessee; hosted by University of Tennessee Knoxville and the Oakridge Rowing Association
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#### 2021

<b>Friday-Saturday, May 28-29</b>	Championships at Nathan Benderson Park, Sarasota, Florida; hosted by the University of Central Florida and the Suncoast Aquatic Nature Center Association.
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#### 2022

<b>Friday-Saturday, May 27-28</b>	Championships at Nathan Benderson Park, Sarasota, Florida; hosted by the University of Central Florida and the Suncoast Aquatic Nature Center Association.
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## Section 1•5 Division III Commencement Conflict Policy

If an institution's commencement conflicts with participation in the championship, it shall inform the NCAA championships manager in writing one week before the selection date for the governing sports committee to accommodate a request to alter the championships schedule.

The following guidelines apply to commencement requests:

- Applies to team sports only.
- The governing sports committee, in consultation with participating institutions, would reschedule the game on the nearest possible date if a participating school has a conflict.
- Does not apply to predetermined finals sites.

The governing sports committee shall make a good-faith effort to accommodate participating institutions in non-predetermined preliminary-round contests with multiple teams participating at the same site.

## Section 1•6 Division III Philosophy

The Division III championships philosophy is to field the most competitive teams possible while minimizing missed class time; to emphasize regional competition in regular-season scheduling; and to provide representation in NCAA championship competition by allocating berths to eligible conferences, independent institutions and a limited number of at-large teams, realizing that this may be done at the expense of leaving out some championship-caliber teams.

## Section 1•7 Equipment

*[Reference Appendix B of this manual.]*

## Section 1•8 Rules

*Reference: Bylaw 31.1.6.2 in the NCAA Division III Manual.]*

Per Bylaw 18.6, member institutions shall conduct all of their intercollegiate competition in accordance with the playing rules of the Association in all sports for which the NCAA develops playing rules. For those sports in which the Association follows rules that are developed by other governing bodies and modified by the governing sports committee, the adopted playing rules shall be used. The governing sports committee will not consider any results for selection purposes that are not played in accordance with NCAA rules, or those rules adopted by an outside organization.

USRowing rules will be followed, with the exceptions of:

1. **Honest Effort** — In addition to the USRowing definition of race cadence, honest effort will be enforced if an intentional slowdown is observed. Crews will be expected to maintain a race pace, which will be perceived in reasonable conditions as a minimum stroke rating for the Eight boats of 32+. The referee will give instructions to the crew to increase its speed. If the crew does not respond, a red flag will be raised immediately after the completion of the race, and the crew will be advised of a possible violation. Within 10 minutes of the completion of the race, a jury comprised of members of the committee and selected referee/judges will be convened to determine if a violation of the rule occurred. A representative of a competing institution may challenge the Honest Effort rule regardless of an official's notification, within 30 minutes of the race. A penalty may be imposed on the involved boat, which may result in NOT advancing or receiving team points for that boat. In addition, if the final result/time or future results indicate that honest effort was not given by a specific crew, then that institution will be subject to the provisions of the misconduct policy.
2. NCAA rules regarding uniforms will be applied.
3. At least the last 500 meters of the race will be announced.
4. Participation by male coxswains is not permitted. Race results against boats using male coxswains will not count toward rankings or selections.

5. The use of aids such as an apparatus for wireless communication and water-soluble chemicals intended to reduce frictional resistance is prohibited. However, GPS systems and Action/Sports Cameras (e.g., GoPro) will be allowed as long as there is no direct communication, or transmission of information, to land. Cameras on tripods are prohibited on boats.
6. Any weight violator would be relegated to last place in that race and a second weight violation would be an exclusion from the competition.
7. Minimum boat weights are listed in Appendix B. The Fairness Committee will address any boat issues on a case-by-case basis.
8. Boats need to be weighed dry and certified before going on the water for practice, and any boat that is selected following a race for weight check will need to show the weight they were to place in the boat. Any intentional manipulation of boat weights before the initial weigh-in will result in misconduct proceedings against the institution's head coach.

Note: The NCAA will follow USRowing's start procedures.

## Section 1•9 Uniforms

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*[Reference: Bylaw 12.5.3 in the NCAA Division III Manual.]*

All competitors in a crew shall wear identical clothing for all competitions, practices, interviews and awards sessions. Such clothing shall cover the torso of the body and may also include warmup gear. The chief referee may grant exception to this rule on account of unusual weather conditions. Individual competitors in a crew may choose whether to wear a hat or other headgear, but it must be similar in color.

All apparel must conform to the NCAA logo policy.

**Use of Logos on Equipment, Uniforms and Apparel.** Athletics equipment (e.g., shoes, gloves) may bear only the manufacturer's normal label or trademark as it is used on all such items for sale to the general public. An institution's official uniform and all other items of apparel (e.g., socks, headbands, T-shirts, wristbands, visors or hats, and towels) that are worn by student-athletes in competition may bear a single manufacturer's or distributor's normal trademark, not to exceed 2¼ square inches, including any additional material (e.g., patch) surrounding the normal trademark or logo. The logo or trademark must be contained within a four-sided geometrical figure (i.e., rectangle, square, parallelogram). In addition, an institution's official uniform cannot bear a design element similar to the manufacturer's that is in addition to another logo or that is contrary to the size restriction.

### LOGOS

[Refer to General Administrative Guidelines, Section 7.](#)

# Section 2 • Determination of Championship Participation

## Section 2•1 Championships Format

The NCAA Division III Women's Rowing Championships are comprised of 144 total competitors (168 including spares) and provide for two events (I Eight and II Eight), covering a 2,000-meter course. Eight teams will be selected, and each team is required to field two boats of eight rowers and a coxswain. Each region must be represented at the championships by a team.

### SCHEDULE OF EVENTS - TENTATIVE

#### Wednesday, May 29

8 a.m.-7 p.m. — Crew registration and sheet pickup

9 a.m.-6 p.m. - Boat weigh-ins/certifications. By appointment

1 p.m. — Coxswain meeting

2 p.m. — Coxswain meeting

2-7 p.m. — Practice

3:30 p.m. — Coxswain meeting

5 p.m. — Coxswain meeting

#### Thursday, May 30

6:30-9 a.m. — Boat weigh-ins

7 a.m. — Coxswain meeting

7-9:30 a.m. — Practice

11 a.m. — Championships banquet brunch

12:30 p.m. - Coach administrative meetings

1-6 p.m. — Boat weigh-ins

2 p.m. — Judges and referees meeting

3:30-7:30 p.m. — Practice

#### Friday, May 31

6:30-7:30 a.m. — Practice

8:12 a.m. — II Eights Heat 1

8:24 a.m. — II Eights Heat 2

8:36 a.m. — I Eights Heat 1

8:48 a.m. — I Eights Heat 2

3:48 p.m. — II Eights Repechage

4 p.m. — I Eights Repechage

5:30-7 p.m. — Practice

#### Saturday, June 1

6:30-7:30 a.m. — Practice

11 a.m. — II Eights Petite Final (places 7-8)

11:12 a.m. — II Eights Grand Final (places 1-6)

11:24 a.m. — I Eights Petite Final (places 7-8)

11:36 a.m. — I Eights Grand Final (places 1-6)

12:30 p.m. — Awards ceremony

### OFFICIAL TRAVEL PARTY

The official travel party for a team is 26 (21 squad and five non-athletes). The squad size is 21.

*Reference: Per Diem and Transportation in the Division III General Section and Bylaw 31.1.5 in the NCAA Division III Manual.]*

Please refer to the NCAA travel policies for all information regarding transportation and per diem expenses.

Travel policies can be found online at: <http://www.ncaa.org/championships/travel/championships-travel-information>

## Section 2•2 Results

Regular-Season Results. Results must be entered on [www.Row2K.com](http://www.Row2K.com) by 9 a.m. Eastern time Monday after the completion of the event. All final weekend results must be submitted by midnight Eastern time, Sunday, May 13. Failure to report by the deadline may jeopardize an institution's opportunity to be selected to the championships. Institutions that fail to report results may incur a financial penalty of \$100 per team, up to a \$300 maximum penalty, for failure to adhere to published procedures for the submission of regular-season results, availability questionnaires and/or entry forms (as outlined in Bylaw 31.1.13).

## Section 2•3 Selection Information

Participants in the 2019 championships will be selected by the NCAA Division III Rowing Committee. Race results against boats using male coxswains will not count toward rankings or selections. Participation by male coxswains is not permitted (Bylaw 18.2.8.3).

Eight teams will be selected. Each team will consist of two boats (a I Eight and a II Eight).

Each region must have representation at the championships. The representative may be an automatic-qualifying team or the top-ranked team in the region.

### ALLOCATION OF BERTHS

As required by the Division III selection principles, the following berths have been allocated for the 2019 championships: Pool A – 4 and Pool B/C – 4. Pool A consists of the conference(s) that have been awarded automatic qualification. Pool B/C includes independents, institutions from conferences that do not meet automatic-qualification standards and those Pool A institutions that do not receive their conference's automatic qualification.

### AUTOMATIC QUALIFICATION

The following four conferences have been awarded berths (Pool A) in the 2019 championships:

**Liberty League**

**Mid-Atlantic Rowing Conference**

**New England Small College Athletic Conference**

**New England Women's and Men's Athletic Conference**

### ENTRY PROCEDURES

**Substitutions.** Final lineups for all boats are due at the pre-championships coaches meeting conducted at the championships site. Once the lineup form has been submitted at the coaches meeting on site at the championships, coaches can change the order/seats of student-athletes in a boat without approval but cannot change student-athletes between boats without following official protocol. This process is initiated with the change of lineup approval form, found in the participant manual, and only granted for student-athletes who have been seen by the host physician and declared unable to race due to illness or injury. In addition, if an illness or injury occurs to a competitor in the I Varsity Eight, a competitor from the II Varsity Eight can be moved to the I Varsity Eight and the spare can be placed into the II Varsity Eight. If the injured/ill competitor is from the II Varsity Eight, she will be replaced by the spare. If an illness or injury occurs to a competitor and that competitor is later restored to health, the crew must revert to that which was originally submitted before the start of competition. All proper medical forms must be completed for exemption from competition, as well as clearance to return to competition.



Lineups within each crew can be adjusted as long as the composition of the boats remains the same.

**Lineup Form.** Lineups for each boat will be final and submitted at the coaches meeting at the championships site.

## IN-REGION COMPETITION

An institution must play at least 70 percent of its scheduled competition against in-region opponents to be eligible for selection to Division III team championships.

## TRAVEL INFORMATION

**Lodging.** All teams will be assigned hotel rooms by the NCAA. Following the selection to the championships, coaches will be notified of which hotel they are assigned (rate, location, etc.). Room blocks are due Thursday, May 24. All teams are financially responsible for their allotted rooms. Teams are required to stay in the hotel to which they are assigned.

**Transportation of Boats.** In addition to reimbursing members of the official traveling party, expenses for transporting the boats to and from the competition site will be reimbursed by the NCAA.

The reimbursement rate is 74 cents per mile for an institution's own boats. If an institution also transports another institution's boats, the rate is 18 cents per mile for each additional boat not to exceed \$1.42 per mile. The driver of the boat trailer shall not receive a per diem unless he/she is part of the institution's official travel party. Institutions requesting reimbursement for transporting boats must obtain prior approval from the committee for their method of transportation.

## Section 2•4 Selection Criteria

Minimum competition requirements:

**Team** — A team must have each boat compete two separate head-to-head races versus boats of the same category (i.e., I Eights vs. I Eights),

A race is a competition between two or more boats regardless of heat, semifinal or final.

**The selection criteria emphasize regional competition (all contests leading up to NCAA championships); all criteria listed will be evaluated (not listed in priority order).**

- Eligibility and availability of student-athletes;
- Division III winning percentage, head-to-head results, results against common opponents;
- Strength of schedule (as demonstrated by results against regionally ranked teams); and
- Results against teams already in the championships.
- Late-season Division III results (defined as competition taking place within 24 days before the selection date for the NCAA championships).

Results against teams within 500 miles will be considered in-region for selection purposes, as will any results that take place during an institution's spring break.

If an analysis of the primary criteria by the committee does not result in a decision, the remainder of the institution's schedule, including results, competition against Divisions I and II institutions and non-NCAA member institutions also will be considered.

Each region must have representation at the championships by a team. The representative may be an automatic-qualifying team or the top-ranked team in the region.

For team selection purposes, there will be a greater emphasis placed on the ranking of the I Varsity Eight. [Note: All reference to "competition" implies competition versus intercollegiate varsity teams.]

For ranking and selection purposes, every reportable race result is used in the evaluation of teams. The committee reserves the right to consider all results from spring competition, including those raced on courses that deviate from the recommended 2,000-meter distance. However, due to uncontrollable circumstances that would not allow for a 2,000-meter race, more consideration will be given to races closest to that distance.

In a race with boats of more than one category (I Varsity Eight racing against II Varsity Eight), results will count only for those in the same category (e.g., I Varsity Eight vs. I Varsity Eight, II Varsity Eight vs. II Varsity Eight).



## Section 2•5 Championships Site Information

### ANNUAL FORMS

**Boat Transportation Form.** The boat transportation form will be available online for selected teams on the day of selections. It must be completed by the deadline indicated on the form.

**Lineup Form.** The lineup form must be completed properly and submitted via the registration link. You will have the opportunity to make any changes at the pre-championship meeting on site. You will receive the registration link via email from the national office.

**Expense Reimbursement Form.** Expense reimbursement forms with instructions will be available on the NCAA website in the championships administration section (<http://www.ncaa.org/championships/travel/championships-travel-information>). Forms can be mailed to the director of athletics of a competing institution if they are unable to be accessed via the website. Please contact the NCAA travel department at the national office (317-917-6757; email: [travel@ncaa.org](mailto:travel@ncaa.org)) to receive hard copies of the forms.

*[Reference: Per Diem and Transportation in the Division III General Section and Bylaw 31.4.6 in the NCAA Division III Manual.]*

### JURY

A jury comprised of the committee and selected judges/referees will convene to settle any disputes that arise during the conduct of the competition. All protests will be administered according to current USRowing rules.

### MEETINGS

*[Reference: Misconduct in the Division III General Section and Bylaw 31.1.8 in the NCAA Division III Manual.]*

A mandatory meeting for head coaches of the competing teams, chief referee and the Women's Rowing Committee will be conducted before the competition. Administrators traveling with their teams are strongly encouraged to attend the meeting. The provisions of Bylaw 31.1.8, which prescribes conditions under which a student-athlete or representative of an institution may be disqualified from further participation in the championships for reasons of misconduct, as well as other pertinent information regarding the championships, will be presented.

### POSTPONEMENT OF RACING/LANE REASSIGNMENT

The chief referee, in consultation with the rowing committee and the regatta director, will make all decisions regarding the postponement of racing and lane reassignment.

### PRACTICE

The course will be available for practice during the following **tentative** times:

<b>Wednesday, May 29</b>	2-7 p.m.
<b>Thursday, May 30</b>	7-9:30 a.m. and 2-7 p.m.
<b>Friday, May 31</b>	6:30-7:30 a.m. and 5:30-7 p.m.
<b>Saturday, June 1</b>	6:30-7:30 a.m.

Institutions are not permitted to practice on the race course before the first practice session. Boats will not be permitted to launch with fewer than 30 minutes remaining in a practice session.

Coaching from motor launches will not be permitted. Crews must practice in gear that complies with Bylaw 12.5.3. A course marshal will be on the water during all practice sessions to ensure that the traffic rules are observed properly during training. Specific traffic rules will be posted at the competition site. Only boats competing in the national championships are allowed on the water at any time of the national championships.

## PROGRESSION, SEEDING AND LANE ASSIGNMENTS

Please refer to [Appendix D](#).

## RACE NUMBERS

Each crew shall supply their own bow numbers. These should be approximately eight inches by five inches to insure visibility to judges and for photo-finish cameras. The number plates should have black figures painted on a white background.

## TRAINING FACILITIES

Training facilities will be made available to the competing teams by the host institution.

# Appendixes

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## Appendix A • Sport Sponsorship

### MID-ATLANTIC REGION

#### Mid-Atlantic Rowing Conference (12)

Adrian College  
Bryn Mawr College  
Cabrini University  
Catholic University  
Franklin & Marshall College  
Johnson & Wales University (Providence)

Marietta College  
North Park University  
Ohio Wesleyan University  
St. Mary's College of Maryland  
Stockton University  
Washington College (Maryland)

AQ – [Postseason]

### NEW ENGLAND REGION

#### New England Small College Athletic Conference (7)

Bates College  
Colby College  
Connecticut College  
Trinity College (Connecticut)

Tufts University  
Wesleyan University (Connecticut)  
Williams College

AQ – [Postseason]

\*Hamilton College is a member of the NESCAC but placed in the New York evaluation region.

#### New England Women's and Men's Athletic Conference (7)

Clark University (Massachusetts)  
Mount Holyoke College  
Simmons College  
Smith College

U.S. Coast Guard Academy  
Wellesley College  
Worcester Polytechnic Institute

AQ – [Postseason]

#### Pool B (1)

Massachusetts Maritime Academy

### NEW YORK REGION

#### Liberty League (8)

Ithaca College  
University of Rochester  
Rochester Institute of Technology  
St. John Fisher College

St. Lawrence University  
Skidmore College  
Union College (New York)  
William Smith College

AQ – [Postseason]

#### Pool B (3)

D'Youville College  
Sarah Lawrence College  
State University of New York Maritime College

#### Other (1)

Hamilton College\*

\*Hamilton College is a member of NESCAC but placed in the New York evaluation region.

### PACIFIC REGION

#### Pool B (5)

Lewis & Clark College  
Mills College  
Pacific University (Oregon)

Pacific Lutheran University  
University of Puget Sound

## Appendix B • Equipment

### Appendix B

#### Equipment

##### Construction and Design

**Free Construction of Equipment.** Except as specifically limited in these rules, there shall be no limitations on the design and construction of boats, oars and other equipment. All boats, oars and other equipment must conform to USRowing Rules 3-101 through 3-205, except for rules pertaining to uniforms, male coxswains and equipment, for which NCAA rules will apply. All boats are required to have the name of the institution in letters at least two inches high on each side of the boat. It is preferred that the name be placed near the coxswain on the boat. A boat will not be allowed on the water until the institutional name appears on both sides of the boat. Manufacturers' normal identification may appear on participants' uniforms, per the provisions of Bylaw 12.5.4. Manufacturers' normal identification may appear on equipment; all other identification is limited to the name of the institution.

##### General Requirements for Boats.

1. A boat in the sport of rowing shall have all its load-bearing parts, including axes of moving parts, firmly fixed to the body of the boat, but the seat of a rower may move along the axis of the boat.
2. The use of "sliding riggers," in which the fulcrum of the oar is not stationary with respect to the body of the boat, is strictly forbidden.

##### Categories of Boats.

Number of Rowers	Oar	Coxswain	(Abbr.)
4	Sweep	With	4+
8	Sweep	With	8+

**Minimum Weight of Boats.** All boats shall comply with the following minimum weights:

Category	Weight (pounds)	Weight (kilograms)
4+	112.44	51
8+	211.64	96

For purposes of this rule, the weight of a boat shall not include oars or detachable loudspeaker or electronic systems. Seats, rudders, skegs, fixed loudspeakers, wiring, fins and riggers shall be included in the boat's weight. Other items that are not permanently affixed to the boat shall not be included in the boat's weight.

**Bowballs.** Every boat shall have a supple or plastic ball, of a white or fluorescent color, mounted on its bow unless equivalent provision for visibility and protection against puncture injury is included in the boat's basic construction. The bowball shall be at least four centimeters in diameter.

**Electronic Devices.** A boat may be equipped with an internal loudspeaker system and electronic devices that provide statistical information about the progress of the race or performance of the crew (such as elapsed time or stroke rate). Use of prohibited aids such as an apparatus for wireless communication and water-soluble chemicals intended to reduce frictional resistance are prohibited. However, GPS systems and Action/Sports Cameras (e.g. GoPro) will be allowed as long as there is no direct communication, or transmission of information, to land. Antennas or other devices that permit GPS communication must be removed or turned to the off position. Cameras on tri-pods are prohibited on boats.

**Foreign Substances.** No boat shall have on its hull any substance that is water soluble or partially soluble, or that alters the mechanical or chemical interaction between the hull and water, except that nonsoluble varnishes, paints or other similar surface finishes may be applied. The use of "bottom tape," including "3M Riblets™" on the outside of the hull is specifically prohibited.

**Oars.** The blade of an oar shall have the following minimum thickness: sweep oar, five millimeters (measured three millimeters from the tip of the blade). The following rules apply to each oar whether it is a sweep or sculling oar:

1. Oars must be uniform throughout the crew. The team colors may appear on oar blades.

2. Any portion of the loom or shaft beyond the collar must be free of any advertisement or inscription.
3. Nothing else (excluding the name of the school or its emblem) may appear on the oar, except that marks to identify the owner of the oar are permitted. In addition, a designation on the oar of the captain is also permitted.

**Footgear Release.** Where the feet of the competitor are held in place by footgear affixed to the structure of the boat, the design of such footgear shall provide for the quick release of the competitors' feet in case of emergency, without the use of hands. (Such design may consist of Velcro™ or pull strings at the heels.)

**Boat Construction for Coxswains.** A boat in which the body of the coxswain is enclosed or partially enclosed within the hull of the boat, shall conform to the following requirements:

1. The opening through which the coxswain enters and exits shall be at least 2.30 feet (70 centimeters) long when measured along the longitudinal axis of the boat. For a length of at least 1.64 feet (50 centimeters), the opening shall be as wide as the inner hull of the boat itself.
2. The inner surface within which the coxswain's body rests shall be smooth and free of any obstacles, devices, or other structures that would hinder quick exit.

### Insignia

**Bow Numbers.** Each boat shall be capable of having mounted on its bow a card indicating the number of its lane in a race, and each crew shall be responsible for supplying the bow number card. The local organizing committee may have a supply of bow number cards for use in a regatta, but crews shall not rely on the local organizing committee to provide such cards. The local organizing committee also may require that a member of a crew wear a number marker affixed to her uniform.

**Boat Manufacturer.** The manufacturer's name, address, trademark and name of the product may appear on the inside of the boat on a plaque or equivalent marker, provided that plaque has a maximum area of not more than 50 square centimeters. The manufacturer's advertisement also may appear on the outside of the boat once on each side (including the gunwale and washboard), provided the maximum area of that advertisement does not exceed 30 square inches.

**Name of School.** Each boat must carry once on each side of the shell the name of the institution that the crew represents. The letters used in any such name must be at least 2 inches high near the coxswain seat.

**Electric Equipment.** Any internal loudspeaker or electronic equipment permitted by the USRowing Association (see USRowing Rules of Rowing - "Electronic Equipment") may bear the name and trademark of the manufacturer of that equipment.

**Footgear.** Any footgear attached to the stretcher for use by a rower may bear the name and trademark of the manufacturer.

## Appendix C • Points System

### 2019 Division III Women's Rowing Championship Points System

#### I Eights

Place	Points
1	40
2	37
3	34
4	31
5	28
6	25
7	22
8	19

#### II Eights

Place	Points
1	16
2	14
3	12
4	10
5	8
6	6
7	4
8	2

*Note: Ties for team awards will be broken by the highest-placing individual boat in the grand final.*

## Appendix D • System for Determining Finalists

### 2019 NCAA Division III Women's Rowing Championship System for Determining Finalists

Please see the below charts for progression options in the Eights.

#### **Dead Heats**

If there is a dead heat between two or more crews, the following procedure will operate:

1. In a heat, a qualifier or a final, if a dead heat occurs between crews and if it is critical for only one of the crews to progress into the next round, there must be a re-row between the crews involved. The re-row must take place on the same day as the dead heat and not less than two hours after the race in which the dead heat occurred. The committee reserves the right to advance both crews under certain conditions (e.g., when a heat and repechage occur on the same day and a seven-lane course is available). If the crews involved in the dead heat both are progressing into the same round, there will be no re-row and their relative positions in the draw for the next round will be decided by lot.
2. In a final, if a dead heat occurs between crews, they will be given the same placing in the final order and the next placing(s) will be left vacant. If the tied placing is for a medal position, the Organizing committee will provide additional medals. Points awarded for ties will be calculated by averaging the points for the place tied with the points awarded for the next place.



### **Progressions: Seeding from LANES 1 → 6 (SLANT)**

*NOTE: When the place from the prior round is equivalent, the lanes are considered equivalent and a combination exists with the alternate lanes; in cases where there is a placing difference, higher placings are closer to lane 1. (e.g. third place in a heat will go into lanes one and two in a rep, with an option for each; first place in a rep will always have a lower lane number than second place in a rep)*

### **HEATS**

1 version, set by committee when selecting teams and performing seeding

Round	Version	LANE 1	LANE 2	LANE 3	LANE 4	LANE 5	LANE 6
HEAT 1		1	4	5	8		
HEAT 2		2	3	6	7		

### **REPS**

2 versions for each rep option set in championships manual

2 options possible

Round	Version	LANE 1	LANE 2	LANE 3	LANE 4	LANE 5	LANE 6
REP	a	3h1	3h2	4h1	4h2		
REP	b	3h2	3h1	4h2	4h1		

### **FINALS**

3 versions of grand final, 1 version of petite final

3 combinations possible

Round	Version	LANE 1	LANE 2	LANE 3	LANE 4	LANE 5	LANE 6
PETITE FINAL	a	3r1	4r1				

Round	Version	LANE 1	LANE 2	LANE 3	LANE 4	LANE 5	LANE 6
GRAND FINAL	a	1h1	1h2	2h2	2h1	1r1	2r1
GRAND FINAL	b	1h2	1h1	2h1	2h2	1r1	2r1
GRAND FINAL	c	1h2	1h1	2h2	2h1	1r1	2r1

**Progressions: Seeding from INSIDE → OUT (CHEVRON)****HEATS**

Top 2 per Head advance to Grand Final, Remainder to Reps

Round	Version	LANE 1	LANE 2	LANE 3	LANE 4	LANE 5	LANE 6
HEAT 1			5	1	4	8	
HEAT 2			6	2	3	7	

**REPS**

Top 2 per Rep advance to Grand Final, Remainder to Petite Final

Round	Version	LANE 1	LANE 2	LANE 3	LANE 4	LANE 5	LANE 6
REP	a		4h2	3h1	3h2	4h1	
REP	b		4h1	3h2	3h1	4h2	

**FINALS**

Round	Version	LANE 1	LANE 2	LANE 3	LANE 4	LANE 5	LANE 6
PETITE FINAL	a			4r1	3r1		
PETITE FINAL	b			3r1	4r1		

Round	Version	LANE 1	LANE 2	LANE 3	LANE 4	LANE 5	LANE 6
GRAND FINAL	a	1r1	2h2	1h1	1h2	2h1	2r1
GRAND FINAL	b	1r2	2h1	1h2	1h1	2h2	1r1
GRAND FINAL	c	1r1	2h1	1h2	1h1	2h2	2r1