



## MEMORANDUM

April 10, 2019

### VIA EMAIL

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

FROM: Lauren Brownrigg, chair  
NCAA Division III Women's Rowing Committee.

SUBJECT: 2019 Rowing Results Reporting.

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

In order to be considered for selection to the 2019 NCAA Division III 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 electronically-reported regatta results as submitted to row2k will serve as official results for all NCAA Division III women's rowing. Detailed instructions on how to upload results are attached with this correspondence.

Timeline for Reporting Results. It will be the responsibility of the regatta HOST to submit results to row2k by 9 a.m. Eastern time each Monday after the completion of a competition, and all final weekend results must be submitted by midnight Eastern time, Sunday, May 12. Results may not be considered for championships selection if meet results are not received from the host within the designated time period. 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 period. If the meet host does not submit results within the designated period, the participating institutions should be prepared to notify the championships manager, Marie Scovron, at the NCAA by email ([mscovron@ncaa.org](mailto:mscovron@ncaa.org)) and submit the results to row2k.

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](mailto:row2k@row2k.com)). If a result is submitted more than five days after the regatta, the institution may be subject to a fine.

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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](http://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. 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 want to ensure that the results are submitted for championship ranking and selection purposes.

Schedule Submission. Please submit a copy of your institution's schedule to Marie Scovron ([mscovron@ncaa.org](mailto:mscovron@ncaa.org)) by Monday, April 15.

If you experience technical difficulty using the row2k system, please contact Ed Hewitt ([row2k@row2k.com](mailto:row2k@row2k.com) or phone: 609-755-0505) and notify the NCAA national office ([mscovron@ncaa.org](mailto:mscovron@ncaa.org) or 317-917-6494) if the difficulty will trigger a potential late fine.

MS:nas

Attachment

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