



## MEMORANDUM

March 26, 2021

VIA WWW.NCAA.ORG

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 III Women's Rowing.

FROM: Carolyn D. Miles, chair  
NCAA Division III Women's Rowing Committee.

SUBJECT: 2021 NCAA Women's Rowing Results Reporting.

The NCAA Division III Women's Rowing Committee is providing this memorandum regarding the 2021 NCAA rowing results reporting procedures.

**NEW FOR 2021:** To be considered for selection to the 2021 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 in the **NCAA Rowing Results Reporting System**, available as part of the Single Sign On (SSO) for [www.NCAA.org](http://www.NCAA.org).

Only the official electronically reported regatta results as submitted in the NCAA Rowing Results Reporting Results System will serve as official results for all NCAA Division II Women's Rowing. Detailed instructions on how to enter results are attached to this correspondence.

To enter information into the system, the preparer must be granted access to the SSO by the institution's SSO administrator and granted access to the Rowing Results Reporting System.

Team Information/Rosters/Schedules. Institutions can submit their team information and schedules beginning March 26, and it is **due by noon Eastern time, Tuesday, March 30**. Instructions on entering team information, rosters, schedules and results is attached to this memorandum. A webinar demonstration of the system was recorded and is available [here](#).

Timeline for Reporting Results. It will be the responsibility of the regatta HOST to submit results 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 9. Conference championships must be scheduled to be completed by midnight Eastern time, Sunday, May 9; however, in the case of inclement weather, may submit results Monday, May 10, no later than 1 p.m. Eastern time. Results may not be considered for championships selection if meet results are not submitted by 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

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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 Michelle Watsky at the NCAA by email (mwatsky@ncaa.org) and be prepared to submit the results in the system. 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 using the “Dispute Results” function in the reporting system. If the issue remains unresolved, send the dispute description via email to the submitter of the results and copy Ms. Watsky (mwatsky@ncaa.org).

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 the Rowing Results Reporting System. It is the responsibility of the HOST to report the results. 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) the women’s rowing committee will work to get the results submitted. Those institutions in attendance should be prepared assist the committee member from your region by providing a copy or a link to where the results can be found. Every effort will be made by the committee to obtain results from these large third-party regattas, but please understand that you will need to ensure that the results are available for championship ranking and selection purposes.

Race Rosters and Certifying Results. Institutions that sponsor NCAA Division III women's rowing will be required to enter the race roster for each boat within the results system. The coaches listed in the results system will receive an email when the race results are entered and ready for rosters to be entered. This should be done at the earliest availability, but no later than noon Eastern time, each Tuesday (for the last weekend, they must be submitted by 2 p.m. Eastern time, Monday, May 10). After race rosters are submitted, each team should click “Certify Results” (if there is no dispute of results). The failure to post race rosters or incorrect posting of results 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.

MW:ecw

cc: NCAA Division III Women’s Rowing Committee  
Selected NCAA Staff Members

Attachment