



MEMORANDUM

February 14, 2025

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, II, and III Women's Rowing.

FROM: Tim Wise, chair
NCAA Division I Women's Rowing Committee Chair.

Frank Gonzalez, chair
NCAA Division II Women's Rowing Committee Chair.

Tessa Spillane, chair
NCAA Division III Women's Rowing Committee Chair.

SUBJECT: 2025 NCAA Women's Rowing Results Reporting.

The NCAA Division I, II and III Women's Rowing Committees are providing this memorandum regarding the 2025 rowing results reporting procedures.

To be considered for selection to the 2025 NCAA Division I, II and III Women's Rowing Championships, all institutions must ensure that the electronic submission of results from any regatta contested beginning February 28, 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.

Only the official electronically reported regatta results as submitted in the NCAA Rowing Results Reporting System will serve as official results for all NCAA Division I, II and III 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 and Rosters. Institutions can submit their team information and rosters beginning February 28, and it is **due by midnight Eastern time, Friday, March 28**. Instructions on entering team information, rosters, schedules and results is attached to this memorandum. A training 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 11 for Divisions II and III, and midnight Eastern time, Sunday May 18 for Division I. Conference championships must be

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scheduled to be completed by the same deadlines; however, in the case of inclement weather, results may be submitted no later than 1 p.m. Eastern time, the following day. 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 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 Zach Christopher at the NCAA by email (zchristopher@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 Zach Christopher (zchristopher@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 Knecht Cup, Crew Classic, Dad Vail) the host must complete the form linked [here](#) at least one week prior to the regatta. After completing the form, login credentials will be sent to the designated reporter within 72 hours.

Race Rosters and Certifying Results. Institutions that sponsor NCAA Division I, II and 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 1 p.m. Eastern time, Monday, May 12, for Divisions II and III, and by 1 p.m. Eastern time, Monday, May 19, for Division I. 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.

ZQC

cc: NCAA Division I, II and III Women's Rowing Committees
Selected NCAA Staff Members

Attachment