



MEMORANDUM

August 8, 2016

VIA EMAIL

TO: Directors of Athletics, Senior Woman Administrators, Sports Information Directors, Men's and Women's Head Coaches, and Conference Commissioners of Institutions and Conferences Sponsoring NCAA Division II Men's and/or Women's Cross Country.

FROM: Preson Grey, chair
NCAA Division II Men's and Women's Track and Field and Cross Country Committee.

SUBJECT: 2016 Cross Country Championships Qualifying and Results Reporting and NCAA Championship Entry Process.

The NCAA Division II Men's and Women's Track and Field and Cross Country Committee is providing this memorandum regarding the submission of rosters and meet results for the 2016 cross country championships season.

Cross Country Results Reporting. Institutions must ensure that the electronic submission of results for all meets occurring from **Sept. 1 – Nov. 6** in which their student-athletes compete are reported by the meet host to the Track and Field Results Reporting System for Cross Country (TFRRS-XC) through the online provider DirectAthletics. Results will be made available on a real-time basis at www.tfrrs.org.

Additionally, as was the case in 2015, all NCAA results reported to TFRRS-XC must be submitted directly by meet software using the new JSON and XML APIs. Uploading meet result files is discontinued. The most updated list of compliant software companies is listed below. It will be your responsibility to ensure you and your timing/results companies are using updated versions of compliant software prior to hosting any meeting during the 2016 season.

New Format Fully Implemented and Compliant

- Agee Race Timing, LLC
- ChuckScore
- EasyWare
- Halcyon Times
- Hy-Tek
- Jaguar
- MeetPro
- Race Director
- RaceberryJaM
- RaceTab

National Collegiate Athletic Association

Supporting student-athlete success on the field, in the classroom and for life

Equal Opportunity/Affirmative Action Employer

- RaceTrak
- RunnerCard
- RunScore
- The Tracker

Additionally, there are required sets of data that must be reported as a part of all meet results. Please see attachment for list of required data. The meet data requirements will help build consistency in the display of results across all competitions. If all required data is not submitted to TFRRS-XC in the necessary JSON or XML format, the results will not be accepted into the results reporting system, making the results invalid for NCAA championship selections. Again, host institutions are responsible for working with their timing companies to ensure that they are using software that supports the submission of all required meet data in the new JSON or XML format. Please check with your timing company to verify their use of updated software that will support the new TFRRS-XC results format before the 2016 cross country season. It should be noted, the new standardized JSON/XML format requirement is simpler and less error-prone than the file formats it replaces.

Additional responsibilities for host institutions and meet directors in submitting performances are summarized below.

Teams Rosters. Institutions that sponsor NCAA Division II men's and/or women's cross country will be required to register and maintain their official team roster with TFRRS-XC **before their first meet. Late rosters will result in a fine of \$200 per gender, with potential additional fines for repeated violations.**

Each student-athlete will be assigned a unique TFRRS-XC tracking identification number that will identify the student-athlete throughout his or her collegiate career. Note: This is the same identification number used for the indoor and outdoor track and field rosters. This identification number will not change from season to season; however, institutions will be required to register their rosters each season to confirm eligibility status. **Roster registration for the cross country championships season is now available.**

Detailed account information and instructions to set up meets and download team rosters in preparation for uploading 2016 cross country results are available for meet hosts, meet directors, and timers at www.tfrrs.org (select the link for Meet Director/Administrator Area). Take particular note of the frequently asked questions document posted which highlights the following:

1. For the purpose of running a meet, any meet director/timer can download the rosters of TFRRS-XC teams (with TFRRS-XC IDs) at no cost to the meet director/timer. All TFRRS rosters and identification numbers will be available for download in file formats easily imported into timing software.
2. Meet hosts may use their method of choice to manage meet entries.

3. It is the responsibility of the meet directors/timers to collect valid TFRRS-XC IDs from the entering teams, regardless of the meet entry method.
4. Institutions registered with TFRRS-XC also can print out or download their TFRRS-XC rosters (with identification numbers) to facilitate the entry process.

If you experience technical difficulty using the TFRRS-XC system, please contact DirectAthletics (support@directathletics.com; phone: 347-674-3002).

Meet Results. It will be the responsibility of the meet HOST to submit complete meet results, **inclusive of all new attached data requirements**, in the proper JSON or XML format to TFRRS-XC by midnight Eastern time, one day after the completion of a competition. Participating institutions must ensure that the electronic submission of results from any competition occurring between **Sept. 1 and Nov. 6** in which their student-athletes compete are reported by the meet host within five days of the performance and not later than 11:59 p.m. Eastern time, Sunday, Nov. 6. **Late results submissions that are the basis for championships selections will result in a fine of \$200 per gender, with potential additional fines for repeated violations.**

Meet hosts will be responsible for uploading results electronically with TFRRS-XC identification numbers listed for all eligible NCAA student-athletes, requiring that TFRRS-XC identification numbers be imported or typed in for each student-athlete before running a meet. Results will be accepted only for student-athletes on the institution's TFRRS-XC roster form.

When official meet results are uploaded to TFRRS-XC, all performances achieved by eligible NCAA student-athletes, and team scores, will be archived in the results-reporting database.

Online Entry Forms. In order to be eligible for participation in the regional and national meets, institutions must submit an online entry form through DirectAthletics before the regional cross country meet. Coaches may enter up to 10 eligible student-athletes on the online entry form, of which no more than seven must be declared to participate the day before competition (regionals and nationals). Coaches may make changes to the 10 student-athletes listed on the entry roster form up through the end of declarations. It is not necessary for student-athletes representing a qualified team at the finals to have competed in regional competition. Any student-athlete competing at regionals and/or nationals must be an NCAA eligible student-athlete.

The entry form will be available beginning at 8 a.m. Eastern time, Monday, Oct. 24. **All entry roster forms must be submitted by 11:59 p.m. Eastern time, Wednesday, Oct. 26. The late deadline, with fine, for regional entries is 11:59 p.m. Eastern time, Friday, Oct. 28.**

Late entry form submissions will result in a fine of \$400 per team per gender. This includes corrections to the original submission or additions/deletions to the submission. **No late entry form requests will be considered after 11:59 p.m. Eastern time, Friday, Oct. 28. Institutions that**

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have not submitted an entry form by 11:59 p.m. Eastern, Friday, Oct. 28, will not be eligible to compete at the regional meet.

The online entry form can be accessed through DirectAthletics at www.directathletics.com. If you experience technical difficulty using the online entry system, please contact DirectAthletics (support@directathletics.com; phone: 347-674-3002).

Additional information regarding championships selections and championships schedule will be included in the pre-championships manual and will be communicated through the divisional monthly newsletter.

Please contact Morgan DeSpain, NCAA assistant director of championships, at 317-917-6505 or mdeSpain@ncaa.org if you have any questions.

PG:kh

Attachment

cc: Mr. Sam Seemes
Mr. Dave Stelnik
NCAA Division II Men's and Women's Track and Field and Cross Country Committee
Selected NCAA Staff Members

Cross Country Results Standardization - Required Data Fields

<u>Field</u>	<u>Required</u>	<u>Optional</u>	<u>Notes</u>
Meet Name	X		
Meet Start Date	X		
Meet End Date	X		
Venue Name	X		
Venue Address		X	
Venue City/State	X		
Host Institution/Organization	X		
TFRRS ID	X		
Athlete First Name	X		
Athlete Last Name	X		
Bib Number		X	
Gender	X		
Eligibility Year		X	
Team/Institution Name	X		
Team Abbreviation/Unique Team Identifier	X		
Race Number/Unique Race Identifier	X		
Race Name	X		
Race Distance	X		
Race Distance Metric or English	X		
Athlete Time	X		
Athlete Split Times	(If recorded)		Required only if recorded in race
Athlete Place	X		
Individual Athlete Score	X		
Team Score	X		
Team Place	X		
Score by Division (Yes/No)	X		
Division Number/Unique Division Identifier	X		Only needed when breaking out scoring by division in each race
Division Name	X		Only needed when breaking out scoring by division in each race
DQ	(as needed)		Only required when a DQ occurs
DNF/DNS		X	
Meet Director Name	X		
Meet Referee	X		
Meet Head Starter		X	
Head Timer/Timing Company	X		
Individual/team course, meet, and/or single race records		X	
Start Time of Each Race		X	
Course Conditions		X	
Weather (Fair, cloudy, rain, snow, etc.)		X	
Temperature		X	
Wind		X	