MEMORANDUM

May 15, 2017

VIA EMAIL

TO: Selected Directors of Athletics, Senior Woman Administrators, Sports Information Directors and Head Coaches of NCAA Institutions Sponsoring Division II Women’s Rowing.

FROM: Kelly S. Whitaker
Assistant Director, Championships and Alliances.

SUBJECT: Selection to the 2017 NCAA Division II Women’s Rowing Championships.

Congratulations on a very successful season and your selection to the 2017 NCAA Division II Women’s Rowing Championships. The championships will be hosted by the Ivy League and the Metro Atlantic Athletic Conference at Lake Mercer in West Windsor, New Jersey, May 26-28. To see the complete list of participating teams, please visit www.ncaa.com.

As you prepare for the championships, please be aware of the following information:

1. **Travel Arrangements.** Contact Short’s Travel Management, the NCAA travel service, at 866-655-9215 to make air travel arrangements. Teams located within 600 miles of the competition site are required to travel via ground transportation. If extraordinary circumstances warrant an exception to the established travel policies, you must contact the NCAA’s travel department at 317-917-6757 or travel@ncaa.org for approval prior to making any travel arrangements.

   **Go Ground Transportation.** As part of the NCAA ground transportation program, all ground transportation payable by the NCAA must be arranged through Go Ground Options (866-386-4951). The costs will be paid to the operator directly, eliminating the need for you to claim reimbursement.

   **Local transportation.** Local transportation is not reimbursable by the NCAA. Participating institutions are responsible for arranging their own transportation and may do so using the NCAA provider, Go Ground Options, or a provider of their choice.

Teams flying are eligible for reimbursement of bus rentals or van rentals for the day the team arrives and the day the team departs if the arrival airport is over 25 miles from the competition venue. Any days in between are considered local transportation and are at the expense of the institution. Note institutions that will be using buses MUST contact GO Ground to book their buses.
Please reference the NCAA travel policies at:

http://www.ncaa.org/championships/travel/championships-travel-information?division=d1

**ALL REQUIRED FORMS:**

Each coach will receive an email with instructions (user credentials) on creating a registration which then will allow them to submit his or her lineup for each boat. The system will directly enter the lineup(s) into the timing system. This system will also be used to collect credential list, boat transportation information and other necessary information.

To sign up for a boat weigh-in time, you must go to the following link: https://www.planningpoint.net/Events/ROW2017. You must complete the registration system AND the boat weigh-in link by 5 p.m. Eastern on Thursday, May 18. You may also access this site by going to the NCAA Division II Women’s Rowing sport page on NCAA.org (NCAA.org>Division II>Championships>Rowing>Championships Registration Site).

Note: Teams have been pre-designated to hotels and will receive a separate email with the assigned hotel. Please refer to the Participant Manual for details on hotel policy. Each team is required to stay Wednesday through checkout on Sunday at the NCAA assigned property.

2. **Expense Reimbursement.** Expense reimbursement for participation in the championships will be filed through an online system. All competing institutions must request reimbursement through the system in order to receive the appropriate reimbursement. Transportation expenses and per-diem allowances shall be provided for all qualifying student-athletes and all eligible non-athletes. The Travel Expense System (TES), as well as per diem allowance policies, are available on the NCAA website at NCAA.org, championships, travel and reimbursement information.

3. **Championships Manuals.** Please refer to the 2017 NCAA Division II Women’s Rowing Pre-Championship Manual and the 2017 Participant Manual for detailed information about the championship regatta. All manuals are located on the NCAA website.

4. **Championship Banquet.** We will be showing pictures that teams upload to the NCAA ftp site as part of the banquet. We would ask that teams upload their pictures no later than Thursday, May 18 by 5 p.m. Eastern. These pictures should include team photos and racing photos from your season.

   To upload pictures go to the following website: http://www.ncaachampionship.info (username: ncaaschools; password: ncaaftp).

5. **Championships Website.** Please visit the official championships website for information regarding the venue, the facility and host, and the championships in general.
6. **Team Packet Pick-Up.** Team packet pick-up will take place from 8 a.m.–7 p.m. Eastern time Wednesday, May 24, at the boathouse.

7. **Mandatory Coaches Meeting.** The mandatory coaches meeting will take place following the banquet, at approximately noon, in the boathouse upper level ballroom.

8. **Championship Broadcast.** Live webstream of the championships will occur on all three days of the championship. To access the live stream, go to [http://www.ncaa.com/liveschedule](http://www.ncaa.com/liveschedule).

9. **Championship Merchandise.** Event 1, Inc., the official souvenir merchandiser for the NCAA, is offering participating teams the opportunity to preorder shirts the championships. Event 1, Inc., the official souvenir merchandiser for the NCAA, is offering participating teams the opportunity to preorder shirts for the 2017 NCAA Divisions I, II and III Women’s Rowing Championships.

   Go to [http://www.ncaateamwear.com](http://www.ncaateamwear.com) by copying and pasting that URL into a Web browser. Select your division and sport. You will see the shirts that are offered for this event. Complete the order form by selecting the quantities and sizes needed. Credit card information is mandatory to process the order immediately. University purchase orders cannot be accepted. **Please note that orders placed by the deadline may take up to three weeks to ship.**

   **Note that the deadline for submitting orders is 11 p.m. Eastern, Thursday, May 18. Orders submitted after this time will not be accepted.** Merchandise also will be available for purchase on-site; however, there is no guarantee that your sizes will be available.

10. **Elite 90 Award.** The Elite 90 submission deadline is 5 p.m. Eastern on Thursday, May 18. The Elite 90 award is presented to the student-athlete with the highest cumulative grade-point average competing at the final site for each of the 90 NCAA championships. For more information regarding this program, please contact Mark Bedics at 317-917-6222 or elite90@ncaa.org. All documents, including eligibility and nomination forms can be obtained here.

11. **Championships Performance Standards Survey.** The NCAA has implemented an online survey that is geared toward measuring the continuous improvement of the championships. After the championships, coaches will be provided (via email) a link to the survey. Coaches should complete the survey themselves and forward it on to all participating student-athletes. **Coaches’ assistance in forwarding the email is crucial to this process.** We appreciate your involvement in helping the NCAA with this important work.

12. **Championship Awards.** A participation award is provided to student-athletes and their travel party who advance to the championship finals site. The NCAA, in conjunction with MainGate, Inc., will communicate directly with participating institutions’ head coaches regarding the ordering and delivery process of these participation awards.
Within 10 business days of qualification, your head coach will receive an email. The email (MainGate) will provide details about the ordering process, along with a unique Certificate Code which can be redeemed only at NCAA-Awards.com; valid for one participation award per member of your travel party. In order to ensure that each participant receives his or her award, a member of your administration must place your team’s order, including size information, at NCAA-Awards.com using your Certificate Code. If you would like to purchase additional awards you will have the opportunity to do so online via personal credit card. All orders must be completed within 30 days of the championship.

Participation award items will be sent to your institution for distribution to your student-athletes within three to four weeks after your order is placed. If you do not receive information for ordering awards within two weeks of the conclusion of the championship, please contact Erin Brown (317-260-2538 or ebrown@maingateinc.com) or your NCAA championship manager.

Participant medallions also will be given out to all participating student-athletes that qualify for the national championships at packet pick-up (alternates are not included).

13. Additional Championships Information. Please review the Participant Manual in its entirety for a complete listing of events and requirements. The checklist of due dates in the Participant Manual and can assist you with your planning.

Boat and Coxswain Weigh-Ins (Certifications). For the national championships, all boats are required to be weighed prior to accessing the water for the first time. Each team will sign up for one time slot using the Planning Point system. All boats will be weighed for your team at this time. Please note that the weigh-in schedule is on a first-come, first-served basis, with two teams being able to be weighed simultaneously. Please review the Participant Manual for details on boat and coxswain weigh-ins.

Uniforms. For practice and competition, all teams are required to abide by the uniform policy found in the Pre-Championship 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 warm-up gear. The chief referee may grant exception to this rule on account of unusual weather conditions. Individual competitors in a crew may choose whether or not to wear a hat or other headgear, but it must be similar in color.

Institutional Names on Boats. Each boat may 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 two inches high near the coxswain seat.

Bow number. 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.

14. **Code of Conduct Form.** Please complete the attached code of conduct form and return by 5 p.m. Eastern time, Thursday, May 18.

15. **Participant Conference Call.** There is a mandatory conference call for participating teams at 1 p.m. Eastern time, Tuesday, May 16. Expected to be on the call is the head coach, an administrator and the sports information director. Others are welcome to participate on the call as you deem necessary. Attached is an agenda for the call. Included on the agenda is the call-in number and access code to be connected to the call.

If you have questions, please contact me at 317-917-6511.

KSW:ecw

**Attachments**

cc: Ms. Celene McGowan  
    Ms. Lily Rodriguez  
    NCAA Division II Women’s Rowing Committee