



2009 DIVISION III WOMEN'S ROWING CHAMPIONSHIPS HANDBOOK

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Introduction

During the 2008-09 academic year, the Association will sponsor 88 national championships, of which 41 are for men, 44 are for women, and three are for both men and women. Among the men's championships, three are National Collegiate Championships, 13 are Division I championships, 12 are Division II championships and 13 are Division III championships. Among the women's championships, four are National Collegiate Championships, 13 are Division I championships, 13 are Division II championships and 14 are Division III championships. The combined men's and women's championships are National Collegiate Championships.

A championships handbook is produced for each NCAA championship and posted on the NCAA Online Web site (www.ncaa.org).

How to Use This Publication. The handbook is divided into four sections: (1) General Administration; (2) Determination of Competing Institutions; (3) Instructions to Participants; and (4) General Championship Information. The first three sections pertain only to the respective sport, while the fourth deals with NCAA policies applicable to all 88 championships. [Note: Some policies listed in the general section have been revised by individual sports committees. The revision(s) will appear in the sport-specific section of the handbook.]

Each topic included in the handbook is referenced to other applicable areas in the handbook or in the NCAA Manuals, where appropriate. For example, if you wish to know about regional advisory committees, the basic information for that particular sport would be included in an appendix. However, as referenced under the heading "Regional Advisory Committees," more information concerning general NCAA policy governing regional advisory committees can be found later in the handbook and in the NCAA Manuals.



THE NATIONAL COLLEGIATE ATHLETIC ASSOCIATION

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www.ncaa.org
 December 2008

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Women's Rowing Championship Information

Important Dates

Friday, February 27—Deadline for coaches to submit their institution's schedule.

Tuesday, April 7—First regional advisory call.

Wednesday, April 8—National committee call and ranking.

Tuesday, April 21—Second regional advisory call.

Wednesday, April 22—National committee call and ranking.

Tuesday, May 5—Third regional advisory call.

Wednesday, May 6—National committee call and ranking

Monday, May 11—4 p.m. Eastern time, deadline for submission of Declaration to Compete Form to their respective regional advisory committee chair, the national committee chair and to the NCAA.

Monday, May 11—Final regional advisory and national committee call (no published ranking).

Tuesday, May 12—Selection and notification of participants.

Friday-Saturday, May 29-30—Championship at Cooper River Park, Cherry Hill, New Jersey, Villanova University, host.

General Administration

Sports Committees

[Reference: Administration and Management in the Division III General Section and Bylaws 31.1.1 and 31.1.2 in the NCAA Division III Manual.]

The Division III Women's Rowing Championship is under the control, direction and supervision of the NCAA Division III Women's Rowing Committee. Current members of the committee are:

Elese Lebsack, Mills College, chair

Sandra Chu, William Smith College

Larry Hiser, Marrietta College

Karen Klinger, Smith College

Eva Kovach, Connecticut College

Susan Parkman, Willamette University

For additional information about the Women's Rowing Championship, contact:

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Annual Forms

Boat Transportation Form. The boat transportation form will be sent to selected teams on the day of selections. The form must be completed properly and sent via fax or e-mail by the date indicated on the form.

Declaration to Compete Form. The declaration to compete (lineup) form must be completed properly, signed by the director of athletics or senior woman administrator,

and sent to the NCAA national office and the respective regional advisory committee chair, not later than 4 p.m. Eastern time Monday, May 11.

Expense Reimbursement Form. Expense reimbursement forms with instructions will be available on the NCAA Web site in the championships administration section (www1.ncaa.org/finance/travel/index.html). Forms can be mailed to the director of athletics of a competing institution if they are unable to be accessed via the Web site.

Please contact the NCAA travel department at the national office (317/917-6757; e-mail: travel@ncaa.org) to receive hard copies of the forms.

[Reference: Per Diem and Transportation in the Division III General Section and Bylaw 31.4.6 in the NCAA Division III Manual.]

Financial Report Form. The NCAA has implemented an online proposed budget and financial report process. We request that prospective hosts no longer complete hard copies of the proposed budget for this championship. The online version of the proposed budget and financial report form may be accessed on the NCAA Web site at http://www.ncaa.org/champadmin/champ_budget/. Please note that the online form is password protected. Your institution's director of athletics should have the necessary membership database username and password on file. Written instructions on how to complete the automated forms are located at the site referenced above and on each sport specific Web site in the Documents and Forms section. If you have any questions regarding the new process, please contact the appropriate NCAA sport liaison. A financial report from each championship site must be submitted online to the NCAA not later than 60 days after the conclusion of the competition.

[Reference: Bylaw 31.4 in the NCAA Division III Manual.]

Schedule Form. Schedules must be submitted by coaches not later than February 27. Please email to Jennifer Gunnels at jgunnels@ncaa.org.

Regular-Season Results Form. Results must be posted on the NCAA Web site at <https://web1.ncaa.org/indsport/exec/login> noon the Monday after the completion of the event. Failure to report by the deadline may jeopardize an institution's opportunity to be selected to the championship. If you need username and password information please contact Jennifer Gunnels at jgunnels@ncaa.org.

Determination of Participants

Championship Structure

The NCAA Division III Women's Rowing Championship is comprised of 144 total competitors (169 including spares) and provides for one event (I Eight and II Eights together), covering a 2,000-meter course. Seven teams will be selected, and each team is required to field two boats of eight rowers and a coxswain. It also will provide for two at-large Eights selected from the remaining member institutions. Each region must be represented at the championship by either a team or an at-large Eight boat. As required by the Division III selection principles, the following berths have been allocated for the 2009 championship: Pool A – 1 and Pool B/C – 6. Pool A consists of the conference(s) that have been awarded automatic qualification. Pool B/C includes independents, institutions from conferences that do not meet automatic-qualification standards and those Pool A institutions that do not receive their conference's automatic qualification. Due to the fact that Pool A only has one automatic-qualifying conference, Pools B and Pool C have been collapsed.

Selection Procedures

Participants in the 2009 championship will be selected by the rowing committee. Race results against boats using male coxswains will not count toward rankings or selections. Participation by male coxswains is not permitted (Bylaw 18.2.8.3). In accordance with Bylaw 31.3, the following criteria (in no specific order) will be used in selecting teams and individual boats:

- Eligibility and availability of student-athletes;
- Division III in-region winning percentage, head-to-head results, results against common opponents;
- Strength of schedule (as demonstrated by results against regionally ranked teams); and
- Results against teams already in the championship.

Results against teams within 200 miles will be considered in-region for selection purposes, as will any results that take place during an institution's spring break.

If an analysis of the primary criteria by the committee does not result in a decision, the remainder of the institutions schedule, including out-of-region results, competition against Divisions I and II institutions and non-NCAA member institutions, and late season results also will be considered.

Each region must have representation at the championship by either a team or an at-large Eight boat. The top ranked team or at-large Eight boat in the region will be the representative.

For team selection purposes only, there will be a greater emphasis placed on the ranking of the I Varsity Eight. *Note: All reference to "competition" implies competition versus intercollegiate varsity teams.*

For ranking and selection purposes, every reportable race result counts. The committee reserves the right to consider all results from spring competition, including those raced on courses that deviate from the recommended 2,000-meter distance. However, due to uncontrollable circumstances that would not allow for a 2,000-meter race, more consideration will be given to races closest to that distance.

In a race with boats of more than one category [I Varsity Eight racing against II Varsity Eight, results will count only for those in the same category (e.g., I Varsity Eight vs. I Varsity Eight, II Varsity Eight vs. II Varsity Eight)].

In addition, teams are not allowed to opt from being selected as a team to having an at-large boat selected only.

Entry Procedures

Schedule Form. Schedules must be submitted by February 27 to Jennifer Gunnels at jgunnels@ncaa.org.

Substitutions. Names may be substituted on the lineup form up to the time of submission of final lineups at the coaches meeting conducted at the championship site. At the championship, substitutions must follow US Rowing Rule 5-208a. In addition, if an illness or injury occurs to a competitor in the I Varsity Eight, a competitor from the II Varsity Eight can be moved to the I Varsity Eight and the spare can be placed in the II Varsity Eight. If the injured/ill competitor is from the II Varsity Eight, they will be replaced by the spare. If the injured/ill competitor is restored to health and is from the I Varsity Eight, they can replace the spare in the II Varsity Eight or they can return to the I Varsity Eight and their replacement will be returned to the II Varsity Eight who will replace the spare.

After a substitution or restoration occurs, lineups within each crew can be adjusted as long as the composition of the boats remains the same.

Lineup Form. Lineups for each boat will be final and submitted at the coaching meeting at the championship site.

Certification of Eligibility/Availability

[Reference: Certification of Eligibility/Availability in the Division III General Section and Bylaws 3.2.4, 12, 13, 14, 15 and 16 in the NCAA Division III Manual.]

Only student-athletes eligible under Bylaws 12, 13, 14, 15 and 16 may compete in NCAA championships. In accordance with Bylaw 3.2.4, member institutions are required to certify the eligibility of their student-athletes before the beginning of each academic year and to withhold ineligible student-athletes from all intercollegiate competition. Member institutions are reminded to notify the national office before the selection date for each championship of any student-athlete who may have participated in regular-season competition but subsequently is determined to be ineligible or unavailable for NCAA championships competition.

For the rowing championship, the championships liaison must be notified before May 11.

Instructions to Participants

Adjusted Place Standings

[Reference: Bylaw 31.2.2.4-(a) in the NCAA Division III Manual.]

If a student-athlete is found to be ineligible, the team standings shall be adjusted accordingly and any awards involved shall be returned to the Association.

Audio Coverage (Radio and Internet)

Please refer to the NCAA Broadcast Manual and Policies that can be found on www.ncaa.com/broadcast.

Awards

[Reference: Awards in the Division III General Section.]

Official NCAA awards will be presented to the top three crews in the Eights race. Participation awards will be presented to all student-athletes competing or in uniform in the championships that did not win an official NCAA award. These medallions will be sent to the institutions' director of athletics after the competition. Trophies will be presented to the top four teams in the championship.

Drug Testing

[Reference: Drug Testing in the Division III General Section and Bylaws 18.4.1.5 and 31.2.3 in the NCAA Division III Manual.]

Student-athletes who compete in the championship may be subjected to drug tests in accordance with Bylaws 18.4.1.5 and 31.2.3 and may be determined to be ineligible as a result thereof. Only student-athletes who have consented in writing to such testing are initially eligible for this championship; and thereafter, student-athletes who are tested shall remain eligible only if they test negative.

Equipment

[Reference: Appendix B in this handbook.]

All boats, oars and other equipment must conform to USRowing Rules 3-101 through 3-205, except for rules pertaining to uniforms and equipment, where NCAA rules will apply. All boats are required to have the name of the institution in letters at least 2 inches high on each side of the boat. It is preferred that the name be placed near the coxswain on the Eight. A boat that fails to have the name of the institution on both sides will not be allowed on the water. Manufacturers' normal identification may appear on participants' uniforms, per provisions of Bylaw 12.5.3. Manufacturers' normal identification may appear on equipment; all other identification is limited to the name of the institution.

Judges and Referees

The committee is responsible for the hiring and assignment of all judges and referees. Officials shall include a chief referee, starter, aligner, four on the water and seven at the finish-line control commission. A maximum of five officials will be permitted to use air transportation; the remaining nine officials will be selected from the local area. Each official will receive a fee of \$100 per day.

Travel and Per Diem. Travel expenses for the officials will be paid according to the actual mode of transportation, not to exceed jet coach airfare or 51 cents per mile, but not including terminal or other local transportation. Officials who receive approval for air transportation must make flight arrangements through the NCAA travel service, Short's Travel Management, 866/655-9215.

Hotel expenses (excluding incidentals) for officials required to stay overnight at the championship site shall be paid by the host institution and later reimbursed by the NCAA. Officials will receive \$45 per diem for meals and incidentals for each day of the championship, beginning with the day of arrival and ending with the day of departure. Officials not required to remain overnight at the site also shall receive a \$45 per diem.

Policies. A sports committee or games committee may not require membership in any specific officials' association as a prerequisite for selection to officiate in an NCAA championship. Officials shall be selected and assigned by the sports committee or games committee, which shall ensure that officials adhere to the Association's policies relating to gambling activities and drug and alcohol use. Furthermore, officials must conduct themselves in a manner befitting intercollegiate athletics. Failure to do so may result in termination of the officiating assignment.

Jury

A jury comprised of the Women's Rowing Committee and selected judge/referees will convene to settle any disputes that arise during the conduct of competition. All protests will be administered according to current USRowing rules/NCAA rule exception.

Lodging

All teams will be assigned hotel rooms by the NCAA. Following the selection to the championship, coaches will be notified which hotel they are assigned (rate, location, etc.). All teams are financially responsible for their allotted rooms. If an institution does not wish to stay at the designated hotel, it must receive a written release from the general manager stating their institution and the NCAA are NOT financially responsible for the allotted room block.

Logo Restrictions

Logo restrictions on apparel worn by student-athletes participating in the championship also apply to all persons (e.g., coaches, trainers, managers) who are in the team area for practices and competition, and who participate in NCAA news conferences, per Bylaw 12.5.3.

Media Arrangements

Media Credentials. Requests for working media credentials shall be directed to the championship's host media coordinator. The NCAA and the host institution's sports information director shall control the issuance of media credentials for each championship. Subject to limitations of space, media credentials shall be assigned in accordance with the following priorities: (1) campus media certified by the director of athletics and the sports information director of each participating institution, (2) certified media from the immediate locale of the championship or the immediate locale of the competing teams, and (3) other certified media.

Credentials will not be issued to representatives of any organization that regularly publishes, broadcasts or otherwise promotes the advertising of "tout sheets" or "tip sheets" or other advertising designed to encourage gambling on college sports events. In addition, credentials will not be issued to representatives of telephone reporting services and professional sports organizations.

Other conditions for obtaining media credentials may be implemented, based on the circumstances at the championship site. These conditions must be approved by the NCAA.

Microphones. The placement of media microphones on a team coach or student-athlete is prohibited.

Postcompetition Interviews. Immediately after a 20-minute cooling-off period (i.e., 20 minutes after a team concludes competition), an interview area will be open to all certified members of the news media; any coach and student-athletes requested by the media will be available for interviews. If a team or individual is participating in an awards ceremony, the cooling-off period will begin immediately after the presentation.

Regardless of any regular-season radio or television contract(s), the coach is obligated to the entire covering media during the championship and must report to the interview area immediately after the 20-minute cooling-off period. The coach cannot delay a postcompetition interview with the covering media to conduct a program for a single newspaper, radio or television reporter, unless requested to remain for a short interview (not to exceed four minutes) by the television entity that has been granted television rights by the NCAA.

Coaches cannot make themselves available to selected media representatives before the conclusion of the 20-minute cooling-off period. They may, however, report to the interview area before the cooling-off period ends, and make themselves available to all media representatives staffing the championship.

Meetings

[Reference: *Misconduct in the Division III General Section and Bylaws 31.02.3 and 31.1.8 in the NCAA Division III Manual.*]

A mandatory meeting for head coaches of the competing teams, the chief referee and the Women's Rowing Committee will be conducted before the competition. Administrators traveling with their teams are invited, but not required, to attend the meeting. The provisions of NCAA Bylaw 31.1.10, which prescribes conditions under which a student-athlete or representative of an institution may be disqualified from

further participation in the championship for reasons of misconduct, as well as other pertinent information regarding the championship, will be presented.

NCAA Web Site

Championships results and information can be found at www.ncaa.com and www.ncaa.org.

Postponement of Racing/Lane Reassignment

The chief referee, in consultation with the Women's Rowing Committees and the regatta director, will make all decisions regarding the postponement of racing and lane reassignment.

Practice

The course will be available for practice during the following times:

Wednesday, May 27 — 3 to 8 p.m.

Thursday, May 28 — 7 to 11 a.m. and 2 to 4 p.m.

Friday, May 29 — 6 to 7 a.m. and 4:30 to 6:30 p.m.

Saturday, May 30 — 7 to 8 a.m.

Institutions are not permitted to practice on the race course before the first practice session. Boats will not be permitted to launch with less than 30 minutes remaining in a practice session.

Coaching from motor launches will not be permitted. Crews must practice in gear that complies with Bylaws 12.5.3 and 31.1.8.

A course marshal will be on the water during all practice sessions to ensure that the traffic rules are observed properly during training. Specific traffic rules will be posted at the competition site.

Programs

IMG College (formerly Host Communications, Inc.) will be responsible for all program production including layout and design, advertising, printing, vending and distribution to the championship sites. No competing publications, whether sold or free of charge, are permitted at NCAA events without prior permission of the NCAA and IMG College. The championship host should not include expenses or revenues for programs in the championship budget and/or financial report. All program contents are subject to NCAA approval.

Advertising. Each program will include NCAA corporate champion and partner advertising. Additionally, programs may include non-competing national ads as well as local ads. All ads must follow NCAA advertising guidelines and are subject to NCAA approval. If your school would like to sell advertising into the official program or you know of an individual who would like to serve as a local advertising representative, please contact Doug Iler (502/459-4346; doug.iler@imgworld.com) for information regarding rates, availability and deadlines.

Editorial. If you are interested in the specific content of the program you will receive, please contact Marianne Stoess (859/226-4549; marianne.stoess@imgworld.com).

Generally, programs include the following:

1. Participant information - IMG College will request information, including rosters, schedule/results, photos, school quick facts and logos. If your team is eligible for postseason selection, please send all materials that are requested by the date requested. Programs print on the day selections for the championship are announced. If materials are not on file, your school's information will not be included. IMG will attempt to provide proofs for SID approval when time permits. If you are not sure what/when materials are needed, please contact Ms. Stoess at IMG College.
2. Programs for predetermined sites will include information on the host institution, host city and/or host facility. In addition, some programs provide complimentary advertising space. IMG College will contact via e-mail the tournament manager and sports information contacts, as listed on the key contact sheets submitted to the NCAA, with the specifics of what items are needed and when those items are due. Host institution pages are subject to NCAA approval.
3. Event-specific historical information, including past champions, records, all-tournament teams, and/or the previous year's recap.
4. Information on the NCAA, including the sport committee.
5. Feature stories - Not all programs include event/sport-specific features. However, if you have an idea for a feature story, please submit it to Ms. Stoess at IMG College.

Program Supplements. A host institution for single-day/session championship rounds may choose to supplement the program with additional information (updated statistics or updated game notes, for instance) that pertain to the event at its site that day. The cost of producing these supplements will be covered by the host institution and not be expensed to the NCAA or IMG College, the contents must be approved by IMG College prior to the event and the supplements must be distributed inside and as a part of the program. The cost of the program cannot be raised as a result of the supplement. Once all programs have been sold, these supplements may be given away or sold at the discretion of the host institution, with all potential revenue for such remaining with the host institution. No advertising of any kind may be sold or placed on the supplements. If supplements are distributed, following the conclusion of the championship event please mail two samples of each supplement to Marianne Stoess (IMG College, 904 North Broadway, Lexington, Kentucky 40505, ATTN: Marianne Stoess).

For championships that have multiple sessions, matches, events or days, the host institution may choose or be required by the NCAA to produce update sheets (heat sheets, lane assignments, pairings). IMG College will contact hosts of those championships in advance of their events to discuss projected quantities and the paper on which update sheets should be printed. The cost of producing these update sheets will be covered by the host institution and not be expensed to the NCAA or IMG College. The first update sheet of the event should be distributed inside and as a part of the program. Subsequent update sheets complement the program and are to be redeemed only with a coupon from the program. The cost of the program cannot be raised as a result of the update sheet. Once all programs have been sold, update sheets may be given away or sold at the discretion of the host institution, with all potential revenue for such remaining with the host institution. No advertising of any kind may be sold or placed on the update sheets. If update sheets are distributed, following the conclusion of the championship event please mail two samples of each update sheet to Marianne Stoess (IMG College, 904 North Broadway, Lexington, Kentucky, ATTN: Marianne Stoess).

If a host institution would like to supplement the program with additional information, or has a question about the update sheets, please contact Matt Briggs at IMG College (859/226-4556; matthew.briggs@imgworld.com).

Program Sales:

1. Predetermined sites: Will be contacted at least two weeks prior to the event. If you have not been contacted within two weeks of your championship, please contact Matt Briggs at IMG College (859/226-4556 or matthew.briggs@imgworld.com). You will receive your vending agreement (contract) and settlement statement prior to the championship.
2. Non-predetermined sites: Once sites are announced, IMG College determines how many programs will be sent to each site and will contact the site. Your vending agreement (contract) and settlement statement will be e-mailed within one day of your site being selected.
3. Distribution of programs: Programs will be shipped to the host institution at least one day prior to the event when possible. If your shipping information is different than that on the contract please contact Mr. Briggs at IMG College immediately.
4. Display of programs: Any posters/banners included with the programs should be hung in a visible location to promote awareness for the programs without obstructing other championship signage.
5. Collections
 - a. Contracts
 - i. Upon site selections, all contracts are e-mailed to each site representative
 - ii. A dedicated fax number will be assigned for receiving all signed contracts back to IMG College (859/226-4575)
 - iii. An IMG College representative will track the return of all signed vending contracts to IMG College
 - b. Settlement Reports
 - i. Three days after the conclusion of the event, all settlement reports must be faxed to IMG College (859/226-4575)
 - ii. The vendor will have two weeks to submit payment to IMG College
 - iii. An IMG College representative will be assigned to track the receipt of all vending settlement reports and payments
 - iv. If payment and/or settlement have not been received within the two-week period, IMG College will include the site/ championship on its "No Pay" list sent to the NCAA
 - v. Do not combine settlement statements for separate rounds/events or combine program settlements with Event 1 merchandise.
 - vi. Please include the event number on the check that is sent.

Please contact Matt Briggs (859/226-4556; matthew.briggs@imgworld.com) at IMG College with any vending-related questions.

Race Numbers

Race numbers shall be issued for each event to correspond with the team's starting position.

Regional Rankings

The committee will release regional rankings on the following dates: Wednesday, April 8; Wednesday, April 22 and Wednesday, May 6. Results must be entered at <https://web1.ncaa.org/indsport/exec/login> by 5 p.m. the Monday after competition. Please note that the online system is password protected. You will receive a username and password from the NCAA national office. If you do not receive a password by February 13, please contact Jennifer Gunnels at jgunnels@ncaa.org.

Results Reporting Procedures

Coaches are required to submit their institution's results to <https://web1.ncaa.org/indsport/exec/login> by the deadline indicated. Failure to submit the results in a timely basis may affect a team's regional ranking and selection to the championship.

Rules

[Reference: Bylaw 31.1.6 in the NCAA Division III Manual.]

The USRowing Association rules shall be followed, with the exceptions of:

1. Honest Effort—If a referee sees a blatant slow down, the referee will give instructions to the crew to increase its speed. If the crew does not respond, a red flag will be raised immediately after the completion of the race, and the crew will be advised of a possible violation. Within 10 minutes of the completion of the race, a jury comprised of members of the committee and selected referee/judges will be convened to determine if a violation of the rule occurred.
2. NCAA rules regarding uniforms will be applied (all hats or headgear must be similar in color, per Bylaw 12.5.3).
3. The last 500 meters of race will be announced.
4. Participation by male coxswains is not permitted. Race results against boats using male coxswains will not count toward rankings or selections (Bylaw 18.2.8.3).

Per Bylaw 17.32, member institutions shall conduct all of their intercollegiate competition in accordance with the playing rules of the Association in all sports for which the NCAA develops playing rules. For those sports in which the Association follows rules developed by other governing bodies and modified by the governing sports committee, the adopted playing rules shall be used. The governing sports committee will not consider any results for selection purposes not played in accordance with the NCAA rules books, or those rules adopted by an outside organization.

Schedule of Events

Wednesday, May 27

- 1:30 p.m. — Coxswain's meeting with head official (It is mandatory to attend one of these meetings before a crew can get on the water.)
 1 to 6 p.m. — Crew registration and packet pick-up
 3 to 8 p.m. — Practice (Boat weigh-ins available)
 4 p.m. — Coxswain's meeting

Thursday, May 28

- 7 to 11 a.m. — Practice
 Noon — Coaches and administrators meeting
 1 p.m. — Coxswains meeting
 1:30 p.m. — Judges and referees meeting
 2 to 4 p.m. — Practice (Boat weigh-ins available)
 6 p.m. — Championship banquet

Friday, May 29

- 6 to 7 a.m. — Practice
 8 to 8:30 a.m. — Eights heats
 2:30 p.m. — Petite qualifier
 2:50 p.m. — Grand qualifier
 4:30 to 6:30 p.m. — Practice

Saturday, May 30

- 7 to 8 a.m. — Practice
 11 a.m. — Third Final (places 13-16)
 11:15 a.m. — Petite finals (places 7-12)
 11:30 a.m. — Grand finals (places 1-6)
 Noon — Awards ceremony

Progression, Seeding and Lane Assignments.

Please refer to Appendix E.

Squad Size/Official Traveling Party

[Reference: Per Diem and Transportation in the Division III General Section and Bylaw 31.1.5 in the NCAA Division III Manual.]

The official travel party is 26 (21 squad and five nonathletes). The squad size is 21. Please refer to the NCAA travel policies for all information regarding transportation and per diem expenses. Travel policies can be found online at: <http://www.ncaa.org/wps/ncaa?ContentID=36359>.

Television Rights and Footage Licensing

Please refer to the NCAA Broadcast Manual policies and guidelines at www.ncaa.com/broadcast.

News, Media, Press Conferences and Satellite Feeds

Please refer to the NCAA Broadcast Manual policies and guidelines that can be found at www.ncaa.com/broadcast.

Tickets

[Reference: Tickets in the Division III General Section and Bylaw 31.1.12 in the NCAA Division III Manual.]

- The minimum ticket price for the women's rowing championship shall be:
 Three-day package — \$15 for children, students and senior citizens;
 \$25 for general public.
 Single-day ticket — \$5 for children, students and senior citizens; \$10
 for general public.

Training Facilities

Training facilities will be made available to the competing teams by the host institution.

Transportation of Boats

[Reference: Squad Size/Official Traveling Party and Transportation in the Division III General Section.]

In addition to reimbursing members of the official traveling party, expenses for transporting the boats to and from the competition site will be reimbursed by the Association.

The reimbursement rate is 74 cents per mile for an institution's own boats. If an institution also transports another institution's boats, the rate is 18 cents per mile for each additional boat not to exceed \$1.42.

The driver of the boat trailer shall not receive a per diem unless he/she is part of the institution's official travel party. Institutions requesting reimbursement for transporting boats must obtain prior approval from the committee for their method of transportation.

Uniforms

[Reference: Bylaw 12.5.3 in the NCAA Division III 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.

All apparel must conform to NCAA logo policy.

Use of Logos on Equipment, Uniforms and Apparel. Athletics equipment (e.g., shoes, gloves) may bear only the manufacturer's normal label or trademark as it is used on all such items for sale to the general public.

An institution's official uniform and all other items of apparel (e.g., socks, headbands, T-shirts, wristbands, visors or hats, and towels) that are worn by student-athletes in competition may bear a single manufacturer's or distributor's normal trademark, not to exceed 2¼ square inches, including any additional material (e.g., patch) surrounding the normal trademark or logo. The logo or trademark must be contained within a four-sided geometrical figure (i.e., rectangle, square, parallelogram).

In addition, an institution's official uniform cannot bear a design element similar to the manufacturer's that is in addition to another logo or that is contrary to the size restriction.

A student-athlete representing an institution in intercollegiate competition is limited to wearing apparel items that include only the logo (not to exceed 2¼ square inches) of an apparel manufacturer or distributor. The student-athlete may not wear any apparel that identifies any other entity, other than the student-athlete's institution.

These restrictions apply to all apparel worn by student-athletes during the conduct of competition, which includes any pregame or postgame activities.

This bylaw will be strictly enforced at all NCAA championships and the names of individuals and institutions that are not in compliance with this bylaw shall be forwarded to the NCAA enforcement staff. Noncompliance with this legislation could result in loss of eligibility, forfeiture of points earned by those ineligible student-athletes and adjustment of team standings.

The logo restriction on student-athletes' apparel set forth in 12.5.3 shall apply during NCAA championships to all personnel (e.g., coaches, trainers, managers) who are on the team bench or in the competition area for practices and games or who participate in news conferences. Please note that specifications may be honored, provided such contracts were in effect before August 11, 1998. Also, the logo restriction on student-athletes' apparel as set forth in 12.5.3 shall apply to commercial logos on uniforms worn by band members, cheerleaders, dance team members and the institution's mascot during NCAA championship events.

Videotapes, Films and Still Photographs

[Reference: Bylaw 31.6.4.2 in the NCAA Division III Manual.]

Institutions are permitted to videotape championship competition by their teams or individual student-athletes for archival, coaching or instructional purposes. Each institution is permitted to use one camera and may videotape only that portion of the competition in which it participates. The videotapes may not be used for any commercial purposes.

Appendix A

Regional Alignment

MID-ATLANTIC

Pool A-None

Pool B/C

Bryn Mawr College	North Park University
Franklin & Marshall College	Richard Stockton College of New Jersey
Johns Hopkins University	Rutgers, The State University of New Jersey, Camden
Marietta College	Washington College (Maryland)
University of Mary Washington	

NEW ENGLAND

Pool A

New England Small College Athletic Conference

Bates College	Tufts University
Colby College	Wesleyan University (Connecticut)
Connecticut College	Williams College
Trinity College (Connecticut)	

Pool B/C

Clark University (Massachusetts)
Lesley University
Massachusetts Maritime Academy
Mount Holyoke College
Simmons College

Smith College
U.S. Coast Guard Academy
Wellesley College
Worcester Polytechnic Institute

NEW YORK

Pool A-None

Pool B/C

Cazenovia College	St. Lawrence University
D'Youville College	Skidmore College
Hamilton College	U.S. Merchant Marine Academy
Ithaca College	Union College (New York)
State University of New York Maritime College	Vassar College
Rochester Institute of Technology	William Smith College

PACIFIC

Pool A-None

Pool B/C

Chapman University	Pacific Lutheran University
Lewis & Clark College	University of Puget Sound
Mills College	Willamette University

Appendix B

Equipment

Construction and Design

Free Construction of Equipment. Except as specifically limited in these rules, there shall be no limitations on the design and construction of boats, oars and other equipment.

General Requirements for Boats.

1. A boat in the sport of rowing shall have all its load bearing parts, including axes of moving parts, firmly fixed to the body of the boat, but the seat of a rower may move along the axis of the boat.
2. The use of "sliding riggers," in which the fulcrum of the oar is not stationary with respect to the body of the boat, is strictly forbidden.

Categories of Boats.

Number of Rowers	Oar	Coxswain	(Abbr.)
8	Sweep	With	8+

Minimum Weight of Boats. All boats described in USRowing Association Rule 3-103 ("Categories of Boats") shall comply with the following minimum weights:

Category	Weight (pounds)	Weight (kilograms)
8+	205.03	93

For purposes of this rule, the weight of a boat shall not include oars or detachable loudspeaker or electronic systems. Seats, rudders, skegs, fins and riggers shall be included in the boat's weight. Other items that are not permanently affixed to the boat shall not be included in the boat's weight.

Bowballs. Every boat shall have a supple or plastic ball, of a white or fluorescent color, mounted on its bow unless equivalent provision for visibility and protection against puncture injury is included in the boat's basic construction. The bowball shall be at least four centimeters in diameter.

Electronic Devices. A boat may be equipped with an internal loudspeaker system and electronic devices that provide statistical information about the progress of the race or performance of the crew (such as elapsed time or stroke rate). Use of prohibited aids such as an apparatus for wireless communication and water-soluble chemicals intended to reduce frictional resistance are prohibited. However, GPS systems will be allowed as long as there is no direct communication with the coaches on the land. Antennas or other devices that permit GPS communication must be removed or turned to the off position.

Foreign Substances. No boat shall have on its hull any substance that is water soluble or partially soluble, or that alters the mechanical or chemical interaction between the hull and water, except that nonsoluble varnishes, paints or other similar surface finishes may be applied. The use of "bottom tape," including "3M Riblets™" on the outside of the hull is specifically prohibited.

Oars. The blade of an oar shall have the following minimum thickness: sweep oar, five millimeters (measured three millimeters from the tip of the blade).

Footgear Release. Where the feet of the competitor are held in place by footgear affixed to the structure of the boat, the design of such footgear shall provide for the quick release of the competitors' feet in case of emergency, without the use of hands. (Such design may consist of Velcro™ or pull strings at the heels.)

Boat Construction for Coxswains. A boat in which the body of the coxswain is enclosed or partially enclosed within the hull of the boat shall conform to the following requirements:

1. The opening through which the coxswain enters and exits shall be at least 2.30 feet (70 centimeters) long when measured along the longitudinal axis of the boat. For a length of at least 1.64 feet (50 centimeters), the opening shall be as wide as the inner hull of the boat itself.
2. The inner surface within which the coxswain's body rests shall be smooth and free of any obstacles, devices, or other structures that would hinder quick exit.

Insignia

Bow Numbers. 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.

Oars. The following rules apply to each oar whether it is a sweep or sculling oar.

1. Oars must be uniform throughout the crew. The team colors may appear on oar blades. Unpainted oars also are permitted for all boats, whether composite or otherwise, if all rowers use such oars.
2. Any portion of the loom or shaft beyond the collar must be free of any advertisement or inscription.
3. Nothing else (except the name of the school or its emblem) may appear on the oar, except that marks to identify the owner of the oar are permitted. In addition, a designation on the oar of the captain is permitted.
4. Boat Manufacturer: The manufacturer's name, address, trademark and name of the product may appear on the inside of the boat on a plaque or equivalent marker, provided that plaque has a maximum area of not more than 50 square centimeters. The manufacturer's advertisement also may appear on the outside of the boat once on each side (including the gunwale and washboard), provided the maximum area of that advertisement does not exceed 30 square centimeters.
5. Name of School: Each boat must 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 2 inches high near the coxswain seat.
6. Electric Equipment: Any internal loudspeaker or electronic equipment permitted by USRowing Association Rule 3-106 ("Electronic Equipment") may bear the name and trademark of the manufacturer of that equipment.
7. Footgear: Any footgear attached to the stretcher for use by a rower may bear the name and trademark of the manufacturer.

Appendix C

2009 NCAA Division III Women's Rowing Declaration to Compete Form

Institution name _____

I EIGHTS	PRONUNCIATION
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____

Coxswain II EIGHTS	PRONUNCIATION
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____

Coxswain	_____
Spare*	_____
Spare*	_____
Spare*	_____
Head Coach's Name Printed	Head Coach's Signature
() / ()	_____
Head Coach's Phone/Fax Number	E-mail
_____	_____
Director of Athletics/SWA name printed	Director of Athletics/SWA Signature

Deadline for submission is 4 p.m. Eastern time, Monday, May 11, to
Kelly Shaul, NCAA (Fax: 317/917-6826 E-mail: kshaul@ncaa.org)

*One of the spares must be a coxswain.

Appendix D

2009 Division III Women's Rowing Championship Points System

Place	Points
1	14
2	13
3	12
4	11
5	10
6	9
7	8
8	7
9	6
10	5
11	4
12	3
13	2
14	1

Note: Only boats from institutions competing as a team will be awarded points. Points earned by a "non-team" boat will be awarded to the next "team" boat.

Ties for team awards will be broken by the highest-placing individual boat in the grand final.

Appendix E

2009 Division III Women's Rowing Championship System for Determining Finalists

Definitions: H = Preliminary heat
GQ = Grand Qualifier
PQ = Petite Qualifier
GF = Final for places 1-6
PF = Final for places 7-12

Progression

There will be three heats with the winner of each heat going directly to the grand final. One of the heats will be comprised of six boats, while the other two heats will consist of five boats. The second and third place finishers in each heat will advance to the Grand Qualifier, while all the remaining boats will compete in the Petite Qualifier. The top three finishers in the Grand Qualifier will join the three heat winners in the Grand Final, while the bottom three finishers will go to the Petite Final. The top three finishers in the Petite Qualifier will advance to the Petite Final, while the four remaining crews will move to the Third Level Final.

Lane Assignments and Seeding

The NCAA Division III Women's Rowing Committee will seed all nine of the I Eights and they will be placed in the heats on the basis of an S Curve, with the No. 1 seeded boat being placed in the first heat of five boats, the No. 2 seeded boat being placed in the second heat of five boats and the No. 3 seeded boat being placed in the heat of six boats. The No. 4 seeded boat will be placed in the heat with the No. 3 seeded boat and so on. The II Eights initially will be seeded first through seventh, and then will be placed in the heats, regardless of whether it is placed in the same heat as its institution's I Eight. All lane assignments for the heats will be based on seed with the highest seeded crews receiving the preferred lanes. Preferred lanes will be dependent on the venue with final determination controlled by the head official.

In the Grand Qualifier, lanes will be assigned with priority to the second place crews from the heats, with a random draw of preferred lanes among those crews. The remaining lanes will be assigned by random draw among the third place finishers from the heats. In the Petite Qualifier, lanes will be assigned with priority to the fourth place crews from the heats, with a random draw of lanes among those crews. The fifth place crews from the heats will have the next desirable lanes, while the sixth place finisher will be placed in the remaining lane.

For the Grand Final, lanes will be assigned with priority to the heat winners, with a random draw of preferred lanes among those crews. The remaining lanes will be assigned in order of finish of the three boats from the Grand Qualifier. For the Petite Final, lanes will be assigned with priority to the three boats from the Grand Qualifier

in the order of finish from that race. The remaining lanes will be assigned by order of finish from the results of the boats in the Petite Qualifier. The lanes for the Third Level Final will be assigned in order of finish from the Petite Qualifier. (Note: Under extenuating course conditions, the chief referee, in consultation with the committee, will make all decisions regarding lane reassignment.)

Heats (H)	Qualifiers	THIRD FINAL (FC)	PETITE FINAL (FB)	GRAND FINAL (FA)	
	Q				
A	1 2 3 4 5	2. HA 3. HA GQ. 2. HB 3. HB 2. HC 3. HC	1. PQ 2. PQ 3. PQ 4. PQ	4. GQ 5. GQ 6. GQ 1. PQ 2. PQ 3. PQ	1. HA 1. HB 1. HC 1. GQ 2. GQ 3. GQ
B.	1 2 3 4 5	4. HA 5. HA PQ. 4. HB 5. HB 4. HC 5. HC 6. HC			
C.	1 2 3 4 5 6				

*Diagram does not indicate lane assignment, only heat qualifier and final assignments.

If a crew is forced to withdraw due to exiting after the draw, it should notify a national committee member. If the number of crews remaining in the event involves another variant of the preliminary and repechage heats, the games committee shall hold a fresh draw.

Dead Heats

If there is a dead heat between two or more crews, the following procedure will operate:

- a. In a heat, a qualifier or a final, if a dead heat occurs between crews and if it is critical for only one of the crews to progress into the next round, there must be a re-row between the crews involved.

The re-row must take place on the same day as the dead heat and not less than two hours after the race in which the dead heat occurred. The committee reserves the right

to advance both crews under certain conditions (e.g., when a heat and repechage occur on the same day and a seven-lane course is available).

If the crews involved in the dead heat both are progressing into the same round, there will be no re-row and their relative positions in the draw for the next round will be decided by lot.

- b. In a final, if a dead heat occurs between crews, they will be given the same placing in the final order and the next placing(s) will be left vacant. If the tied placing is for a medal position, the Organizing committee will provide additional medals. Points awarded for ties will be calculated by averaging the points for the place tied with the points awarded for the next place.

Appendix F

Regional Advisory Committee

Mid-Atlantic

Larry Hiser, chair	Marietta College	larry.hiser@marietta.edu
Carol Bower	Bryn Mawr College	cbower@brynmawr.edu
TBD		
Philip Schmehl	University of Mary Washington	pschmehl@umw.edu

New England

Eva Kovach	Connecticut College	edkov@conncoll.edu
Karen Klinger	Smith College	kklinger@smith.edu
Wesley Ng	Trinity College	wesley.ng@trincoll.edu
Jason Steele	Worcester Polytechnic Institute	jsteele@wpi.edu

New York

Sandra Chu	William Smith College	chu@hws.edu
Jim Bodensadt	Rochester Institute of Technology	jcbatl@rit.edu
Eric Summers	Hamilton College	summers@hamilton.edu

Pacific

Elese Lebsack	Mills College	elebsack@mills.edu
Susan Parkman	Willamette University	sparkman@willamette.edu
Marsa Daniel	University of Puget Sound	mdaniel@ups.edu

*Bold denotes national committee member.