MEMORANDUM

September 19, 2011

TO: Selected Head Coaches at Institutions that Sponsor Division III Men’s and Women’s Cross Country.

FROM: NCAA Division III Men’s and Women’s Track and Field Committee.

SUBJECT: Automatic and At-Large Selections.

It is extremely important for the NCAA Division III Men’s and Women’s Track and Field Committee to have the most accurate and pertinent information for at-large cross country selections. Much of that information is gathered from the results of the last three meets of a qualifying (or potential) team’s competitive season. Please note that submitting information that is something other than the last three meets is considered incomplete information. The NCAA relies on your timely and correct submission of this information.

Each institution that expects its team to finish in the top 10 in regionals, as an at-large or as an automatic, must enter their last three meet results (prior to regionals) on the NCAA results page at [http://diiicrosscountry.ncaa.org/](http://diiicrosscountry.ncaa.org/) by midnight Eastern time, November 6. Any teams not submitting complete results from their last three meets will have until November 9 with a fine of $100 per gender to submit. A team that is selected as an at-large or as an automatic to the national championship, and who has not submitted the complete information, will be required to pay a $300 fine per gender before they are allowed to pick up their packet at the national championship. Complete information would include the coach’s contact information, team roster, and information regarding last three meets prior to the regional meet, including the times of each of your student-athletes. Please note that the system will not allow you to save or submit without this information.

Following are instructions to enter meets:

- Log on to [http://diiicrosscountry.ncaa.org/](http://diiicrosscountry.ncaa.org/) to enter your last three meet results. Your User ID and password are the same as what your institution uses for your championships forms (e.g., championships key contact form). Your director of athletics should have this information. If not, please have them contact Linda Godby, assistant coordinator of championships, at lgodby@ncaa.org.
• Once logged in, follow the instructions at the top of the page. You will be able to click on the number of meets, and also the green plus sign next to “Coach” and “Meets.” Make sure you click “Submit Entry for Team” when you are finished.

Please contact Holly Sheilley, assistant director of championships, at 317/917-6503, with any questions

HS:lmg