

Guidelines for Schedule Management

1. Any changes to the printed schedule must be made through, and approved by, the Scheduling Coordinator.
2. NEISA Conference Major and Minor Regattas
 - a. The drop deadline for any in-conference regatta is the Friday two weekends prior to the event.
 - b. To add or withdraw from an event prior to this deadline, email the scheduling coordinator and copy the host school to indicate your desire to add or drop the event.
 - c. To drop an event after the deadline, email the schedule coordinator and host school of your intent to drop the event. Penalty points may be assessed, per the section 5 below.
 - d. A withdrawal with no notification (a “no show”) is the most serious infraction. Penalty points will be assessed per section 5 below, and additional scheduling penalties will apply for interconference regattas.
3. NEISA Interconference Regattas
 - a. All of the above withdrawal guidelines apply. Schools that late-drop or no show a NEISA Interconference regatta are prohibited from attending NEISA Interconference Regattas during the following Spring, unless they are excused per section 5b below.
4. Out-of-conference Interconference Regattas
 - a. The drop deadline for interconference regattas is available on the ICSA website, collegesailing.org. Generally, during each season, weekends 2 and 3 have a 2 week drop deadline, weekend 4 has a 3 week drop deadline, and all other weekends have a 4 week drop deadline.
 - b. A school which either late-drops or no-shows an Out-of-Conference Interconference Regatta is prohibited from scheduling Out-of-Conference Interconference Regattas during the following Spring season.
5. Scheduling Penalties
 - a. Each school has a 12 point “penalty cushion.” Late-drop points accrue at 4 points per day. No show points accrue at 6 points per day. At the end of the fall season, schools are ranked according to their accumulated penalty points if they have exceeded the 12-point cushion.
 - b. In conference late-drops can be excused for the following reasons:
 - i. Injury to players within 2 weeks of the event. A doctor’s or trainer’s note is required,
 - ii. Inability to travel due to inclement weather. This should be a restriction placed by the effected school’s athletic director, club sports director, or school President.
 - iii. The vacated berth is filled by another school.
 - iv. A school may drop, without penalty, a conference minor to attend a conference major, and may drop a conference major to attend an interconference regatta.
 - v. Other extenuating circumstances, beyond control of the school involved, as deemed appopriate by the scheduling coordinator and conference commissioner.

6. Scheduling Score and Ranking
 - a. A school's scheduling score is determined by the following formula:
(.7*Performance ranking)+(.3*Scheduling Ranking)
 - b. Scheduling ranking is determined by ranking these schools highest to lowest.
7. Additional Teams at Conference Majors and Minors
 - a. A school may enter more than 1 team at a Conference Major or Minor provided the following:
 - i. The event does not count toward the performance ranking
 - ii. The host school and Scheduling Coordinator approve each additional team.