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 appropriate by the scheduling coordinator and conference commissioner.
6. Scheduling Score and Ranking  
   a. A school's scheduling score is determined by the following formula: \((0.7 \times \text{Performance ranking}) + (0.3 \times \text{Scheduling Ranking})\)
   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.