

- Communication is through Conference Commissioners or Conference Scheduling Personnel and the Interconference Regatta
 Coordinator. Any team looking to add regattas should contact their conference scheduling coordinator directly. The Conference
 SC will then communicate directly with the ICSA Scheduling Coordinator. This chain of command is important; teams should not
 be emailing host schools or other conferences directly. As a best practice, for all adds and drops the team requesting the action
 should copy the host college. Additionally, for any Regional or Cross Regional events, the team requesting the action should also
 copy the ICSA Scheduling Coordinator. CURRENT CONTACTS
- 2. The Scheduling Committee will present a preliminary schedule at the Annual Meeting, with final changes no later than October 15 for the following calendar year.
- Conference selections to fill berths for Interconference Regattas must be submitted by December 15 for the following calendar year.
- a. After February 1st unused spring berths will be reallocated.
- b. After September 1st unused fall berths will be reallocated.
- 4. The number of host teams that may participate in an Interconference regatta is limited to 2. The second team shall be an all-women's team.
- Withdraws from an Interconference Regatta must be made according to the following schedule in order to avoid a no-show penalty.
 - a. Cross Regional and regional events have a 1-month drop deadline.
 - b. Fundamental events have a two-week drop deadline.

No-show penalties are outlined in ICSA PR 15:

- c) Failure to Attend A college that fails to attend an out-of-conference interconference regatta or National Championship for which it has been scheduled, attends with less than a full team of student-athletes, or departs before the end of the regatta without the consent of the Regatta Chair, shall not be permitted to schedule or compete in, any out-of-conference interconference regattas during the following spring season.
- A college that violates PR 15(c) for any Atlantic Coast Series event shall furthermore be banned from the corresponding Atlantic Coast Series the following year.
- ii) A college shall not be penalized under PR 15(c) if the college's Conference Commissioner and the ICSA Interconference Regatta Coordinator are notified prior to the withdrawal deadline for the regatta.
- iii) A penalty given under PR 15(c) may be modified or removed for a compelling reason. Requests for modification shall be sent to the college's Conference Commissioner, who shall forward the request, with a recommendation for action, to the ICSA President, who shall make the final ruling.
- 6. There is a one-month withdraw deadline for the following regattas: Timme Angsten, Sugar Bowl(s), Rose Bowl, Nelson Roltsch.
- 7. Copies of regatta reports, including RP forms, are to be forwarded to the Interconference Regatta Coordinator as well as the appropriate Conference Commissioner (per Procedural Rule 21) by 5 pm on the day after the event.

- 8. Invite Berths are offered by the Interconference Regatta Coordinator, after consultation with the host school, to teams that have expressed interest by registering through their conference as alternates for the regatta. Conference alternate lists shall be honored by host schools and the Interconference Regatta Coordinator; berths may not be offered to second alternates before they are offered to first alternates, etc. Conferences without an alternate list for a particular event will be considered as "having no interest" in Invite Berths for that event. In addition, Invite Berths shall be offered in the following order:
 - a. 1st invite berth goes to an at-large conference (one without a permanent berth at the regatta).
 - b. Subsequent berths are awarded to non-host conference teams, then to host conference teams. Hosts shall submit prioritized lists based on the above policy to the Interconference Regatta Coordinator before the regatta date.
- 9. Qualifying regattas for National Championships are to be scheduled at least two weeks prior to the corresponding National Championship.
- 10. In the interest of promoting competition between two adjoining conferences, Fundamental teams may attend a regional or fundamental regatta in an adjoining conference through the following procedures:
 - a. The Fundamental team interested in leaving their conference should notify their Scheduling Coordinator, and the SC will contact the host conference SC.
 - b. These berth assignments must be approved by the host college, both Scheduling Coordinators, both Conference Commissioners, and the ICSA Scheduling Coordinator.
 - c. Normal scheduling rules must be followed (ie, all cross-regional, regional, and host-conference fundamental teams desiring berths shall be placed into the regatta before out-of-region fundamental teams are allotted berths).
 - d. No berths shall be awarded until after the February 1/September 1 schedule deadlines.

It is the committee's intention that this opportunity is used very occasionally by any single team and be primarily reserved to boost participation at developmental regional and fundamental regattas.