

ICSA Scheduling Committee Report

Winter Meeting 2025

Introduction

The ICSA Scheduling Committee has successfully managed the 2024 schedule, ensuring it remains flexible and robust to meet the needs of all conferences and teams. Over the past year, the committee worked diligently to handle ongoing concerns, finalize the 2025 schedule, and address challenges related to team drops and regatta allocations.

Health of the 2024 Schedule

The 2024 schedule has shown strong health and adaptability throughout the year. Key highlights include:

- **Participation and Fulfillment:**
 - A total of **160 drops** occurred during the year, but the majority were filled by alternate additions, ensuring minimal disruption to the regattas.
 - Most regattas operated at **80% capacity or higher**, demonstrating continued interest and commitment across conferences.
- **Flexibility and Responsiveness:**
 - Alternate berths and timely adjustments allowed teams to compete in high-quality regattas, even when faced with unforeseen challenges.

Key Changes to the Schedule

The following regattas were new additions or experienced date changes for 2024 and 2025:

New Regattas (Red):

1. **Nelson Roltsch Team Race @ Tulane** (Mar 30-31)
2. **Green Wave Spring Women's @ Tulane** (Mar 30-31)
3. **Finger Lakes Women's TR @ COR** (Apr 6-7)

Date Changes (Orange):

1. **Jeremy McIntyre Memorial @ Stanford** (Mar 2-3)
2. **Keelhauler Invitational @ CMA** (Mar 30-31)
3. **SailPack Oriental @ NC State** (Apr 20-21)
4. **Fall Fury @ Wisconsin** (Sept 7-8)
5. **Kathryn Hammond @ UT** (Oct 12-13)

These changes reflect the committee's commitment to maintaining a dynamic and accessible schedule while meeting the evolving needs of conferences and teams.

Committee Activities

The Scheduling Committee met **bi-weekly** to discuss ongoing conference concerns and collaboratively draft the 2025 schedule. This regular communication has strengthened the schedule's overall structure and ensured that key issues were addressed promptly.

Spring 2025 Tasks:

Task 1: Formalizing Scheduling Operating Procedures The committee proposes documenting the existing scheduling operating procedures to enhance transparency and consistency across conferences. These procedures outline how we manage regatta additions, drops, and berth allocations. While these practices are already in place today, formalizing them will allow teams and conferences to better understand and navigate the scheduling process. (See Appendix A for the proposed operating procedures.)

Proposals

Proposal 1: Discussion on PR 6— Second Teams at Interconference Regattas The committee recommends changes to PR 6 to prevent second teams from competing at Cross-Regional events and to allow second teams at Regional regattas. This proposal aims to address the growing demand for opportunities at all competition levels while maintaining the integrity of our premiere events.

Proposal 2: Discussion on Interconference Berth Allocation Rules for Team Race Events. The committee faced significant difficulties in applying the berth allocation rule for team races while building the 2025 schedule and is seeking guidance for 2026. Conference and host changes to their ICSA Team Race events threw off entire weekend's berth allocations. Late changes and needed adjustments delayed the 2025 ICSA Schedule by more than a week. The committee saw situations where conference rules ran afoul of the ICSA berth rules. As these issues arose, the committee observed unintended consequences of the current rule including;

- Decreased ICSA TR opportunities as events were removed from the ICSA Schedule to not break the ICSA Rule.
- Regattas limiting opportunity for teams to compete in order to comply with the rule.
- Entire premiere ICSA TRs being considered for complete removal from the ICSA schedule.
- ICSA Berth Allocation Rule in direct conflict with the host conference's purpose for the event.
- A disincentive for a conference to host a stand alone event.
- Significant burdens being placed on the host and host conference.

Conclusion and Recommendations

The schedule remains in excellent health, supported by the collaborative efforts of the Scheduling Committee and conference leadership. Moving forward, we recommend:

1. Continuing bi-weekly meetings to monitor schedule health and address concerns.
2. Enhancing communication to streamline berth allocation and scheduling processes.
3. Encouraging feedback from teams and conferences to identify areas for improvement.

Appendices

Appendix A: Proposed Operating Procedures

1. Regatta Participation Communication.
 - a. Interconference Events (Cross Regional and Regional):
 - i. Communication is through Conference Scheduling Personnel and the ICSA Scheduling Coordinator(s). Any team looking to add/drop regattas should contact their Conference Scheduling Personnel and the ICSA Scheduling Coordinator(s), intersectionals@collegesailing.org. The Conference Scheduling Personnel will then communicate directly with the ICSA Scheduling Coordinator(s). 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.
 - ii. ICSA Scheduling Coordinator(s): intersectionals@collegesailing.org
 - iii. See Conference Scheduling Personnel here: [CURRENT CONTACTS](#)
 - iv. Host Contact Information here: [ICSA School Database](#)
 - b. Fundamental Events:
 - i. Communication is through Conference Scheduling Personnel.
 - ii. See Conference Scheduling Personnel here: [CURRENT CONTACTS](#)
 - iii. As a best practice, for all adds and drops the team requesting the action should copy the host college.
 - c. Communication Timelines:
 - i. The ICSA Scheduling Coordinator(s) and Conference Scheduling Personnel will strive to respond to Regatta Participation communications within 3 Academic Days.
 - ii. Teams are expected to reply to communication from the ICSA Scheduling Coordinator(s) or Conference Scheduling Personnel within 3 Academic Days.
2. The Scheduling Committee will present a preliminary schedule at the Annual Meeting, with final changes no later than November 15 for the following calendar year.
 - a. This schedule should include:
 - i. All Interconference Regattas for the following year.
 - ii. The number of available berths at each event.
 - iii. The assignment of all available berths to ICSA Conferences or by Invitation.
 - iv. The host.
 - v. The discipline.
 - vi. the fleet(s) being used.
 - vii. The report time.

3. Conference selections to fill berths for Interconference Regattas must be submitted to the ICSA Scheduling Coordinator(s) by December 15 for the following calendar year.
 - a. If a conference fails to submit any selections by December 15 the conference's berths may be reallocated by the ICSA Scheduling Coordinator(s).
4. Open Berths:
 - a. An Open Berth is defined as: A berth for a specific Interconference event which is assigned to a specific conference but has not been filled by the specified conference.
 - i. Open Berths Allocation Order
 1. Conference Alternate lists shall be honored by the host schools and the ICSA Scheduling Coordinator(s).
 2. Open Berths will be allocated based on the specified conference's alternate list for the event.
 - a. Berths shall be offered to 1st Alternates, then 2nd Alternates and so on.
 3. Open Berths are held for the specified conference until a season's Reallocation Date:
 - a. At a seasons Reallocation Date all Open Berths become Unclaimed Berths.
 4. Open Berths created after a seasons Reallocation Date, are treated first as an Open Berth. If they cannot be filled as Open Berths, via the specified conference's alternate list, the Open Berth(s) will become Unclaimed Berths.
5. Season Berth Reallocation Date(s):
 - a. Spring Season Reallocation Date: After February 1st Open spring berths will be reallocated.
 - b. Fall Season Reallocation Date: After September 1st Open fall berths will be reallocated.
6. Unclaimed Berths:
 - a. An Unclaimed Berth is defined as: a berth(s) to a specific interconference regatta that has not been filled as an Open or Invite Berth and their respective berth allocations.
 - b. Berths left Unclaimed after a season's Reallocation Date will be reallocated in a timely manner.
 - c. Unclaimed Berth Reallocation Order:
 - i. Conference Alternate lists shall be honored by the host schools and the ICSA Scheduling Coordinator(s).
 - ii. Conferences without an alternate list for a particular event will be considered as "having no interest" in Unclaimed Berths for that event.
 - iii. 1st Unclaimed Berth goes to an at-large conference (one without a permanent berth at the regatta).

- iv. Subsequent berths are awarded to non-host conference teams, then to host conference teams.
 1. Ties between the above two rules (4.d.ii and 4.d.iii) will be broken based on conference's berths in the event.
 2. Conferences will be ordered based on the number of berths they have in the event, from lowest to highest.
 - a. If a tie remains, the ICSA Schedule Coordinator(s) will break the tie in favor of the conference with the fewest assigned berths to the event.
 - b. If a tie remains, the ICSA Schedule Coordinator(s) will flip a coin.
 - c. This order will be used until all Invite berths have been awarded.
 - d. As said below, all first alternates are to be offered a berth before they are offered to second alternates
 - v. Berths at a particular event are offered to all first alternates before they are offered to second alternates, and so on and so forth.
7. The number of teams representing one school that may participate in an Open Interconference regatta is limited to 2. At Open Cross Regional Regattas the second team shall be an all-women's team.
 - a. Teams may indicate interest in a second berth by adding a 2nd team to the Alternate list at any time.
 - b. Second team berths are first offered to the host school.
 - c. Second teams may not be added to an event until after the drop deadline for the event.
 - i. If there are a large number of openings, 2nd teams may be added before the drop deadline, however second teams may be removed from the event to offer a spot to a first team.
 - d. The addition of second teams requires the approval of the ICSA Scheduling Coordinator(s) and event host, and should follow general scheduling guidelines.
8. The number of teams representing one school that may participate in a Women's Interconference Cross-Regional regatta is limited to 2.
 - a. Teams may indicate interest in a second berth by adding a 2nd team to the Alternate list at any time.
 - b. Second team berths are first offered to the host school.
 - c. Second teams may not be added to an event until after the drop deadline for the event.
 - i. If there are a large number of openings, 2nd teams may be added before the drop deadline, however second teams may be removed from the event to offer a spot to a first team.
 - d. The addition of second teams requires the approval of the ICSA Scheduling Coordinator(s) and event host, and should follow general scheduling guidelines.
9. Hosts for The Atlantic Coast Championship must be provided to the Scheduling Committee by the Interconference Scheduling Deadline of Nov. 15th.
10. Withdrawals from an out-of-conference 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 for all teams.
- 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 a out-of-conference interconference regatta 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.*
- i) *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(s) 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.*

11. Alternate Berths offered after the drop deadline.

- a. Teams have 48 hours to reply.
- b. If a team accepts an alternate berth after the event drop deadline, they can withdraw from the same event within 24 hours of acceptance without penalty.
- c. Teams offered an alternate berth after the drop deadline may request a late drop from a lower ranked regatta on the same weekend. The late drop will be allowed without penalty if the lower ranked regatta can be filled from its alternate list.
 - i. For Cross Regional and Regional events all drops require approval from the ICSA Scheduling Coordinator(s).

12. Qualifying regattas for National Championships are to be scheduled at least two weeks prior to the corresponding National Championship. Probably needs to be rewritten - it is not happening for women's TR

13. 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(s).
- 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.