

# MAISA SCHEDULE TUTORIAL

u.d. 1.16.15

The MAISA Schedule you now have is not your father's MAISA Schedule. The increase in both events and teams and the relative inexperience of some team coaches and captains has created the need for a schedule that does more in terms of the information provided. This tutorial is intended to explain what is provided and, hopefully will make the management of a team an easier job. In addition, the Scheduler and the Commissioner should not be called upon to provide answers to questions that should not need to be asked. PLEASE, read this carefully and refer to this document whenever you are in doubt about something involving the Schedule. If a question is not answered here, in the MAISA Bulletin, in the MAISA By-laws, the foot notes at the bottom of the Schedule, or in the Annual Draft Package, by all means contact the Scheduler at maisaschedule@aol.com.

First, let us look at what each of the columns in the Schedule provides.

The **“WTD”** Column provides the withdrawal date by which a team may withdraw without penalty. A team that withdraws after this date, fails to show at the event for which it is scheduled, or leaves the event early without the permission of the host **will incur the MAISA penalty for no-shows. This is also the date upon which all requests for 2nd teams will be acted.** Thus, it is the date on which a team should decide to sail or not. Note that there is one month lead time for withdrawals from Intersectional events. **2nd teams are granted automatically and those teams have one week to withdraw.**

The **“Event”** Column is the number by which every event is identified and **ALL REFERENCES to an event MUST include this number.**

The **“Date”** column is the date or dates of the event.

The **“Event Title”** is the official name of the event and **should be used in all communication and publications regarding the event.**

The **“Entrants from the Draft”** column indicates those teams that have been admitted to the event through the draft and those teams will be billed for the event regardless of whether or not they subsequently participate in the event.

The **“Add-ons”** column indicates those teams that have been added to the event after the Final Draft of the Schedule has been approved by MAISA. These are the teams that are added either from the “Alternates” or under any of the scheduling rules regarding the event. **These teams will be billed for the event.**

The **“Openings”** column indicates the number of openings, if any, that remain for the event. This number will change with every Withdrawal or Add-on on a daily and, often, an hourly basis.

The **“Alts”** column indicates the alternates for the event listed in the order of priority **and those teams requesting a 2nd Team. These teams will not be billed unless they are actually admitted to the event.**

The **“Withdrawals”** column indicates the teams that have withdrawn prior to the WTD date. The date listed is when the clock starts ticking for alternates to accept an opening. **After one week, all priorities end for all alternates and the opening is up for grabs.**

The **“No-shows”** column indicates those teams that have either no-showed or withdrawn after the WTD date.

The **“HOST / BOATS / REPORT TIME / REMARKS”** column shows the host school, the boats that will be sailed, and the time at which the participants must be at the site. Other special requirements such as “wet suits required”, “wet suits recommended,” any required practices, crew requirements, qualification

concerns, and all other special notes will appear here.

The “**FEE**” column indicates the fee that will be charged to each team scheduled for the event.

The “**MAISA MAX**” column indicates the maximum number of MAISA teams that may be scheduled for the event. This number may increase or decrease in InterSectional events due to withdrawals from one conference or another.

PLEASE REFER TO THE EXAMPLE BELOW.

WT D	EVEN T	DATE	EVENT TITLE	ENTRANTS FROM THE DRAFT	Add ons	Opening s	Alt s	Withdrawl s	No Shows	HOST / BOATS / REPORT TIME / REMARKS	FE E	MAISA MAX
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The Schedule may also include other information located at the beginning and the end of the Schedule:

<p><i>As teams withdraw they will be shown in the withdrawal column along with a date. That date will be the one from which we allow the first alternate one week to claim the spot. If the spot opens up within two weeks of the event, the time period to accept will be 2 days. If the first alternate declines and the 2nd alternate has indicated the desire to attend, they will get it immediately after the allowed time period elapses.</i></p>												

<p><b>Color Coding:</b></p>	<p><b>GREEN - O-O-D Intersectionals, BLUE - MAISA Intersectionals, PURPLE - Qualifiers, BLACK - MAISA Events,</b></p>	<p><b>DARK RED - Post Season Events, BROWN - Promotional Events, RED - Most recent changes or changes to come</b></p>
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