



2011 Women's Match Racing US Olympic Team Qualifying Regatta
ISAF Grade 3
October 25-30, 2011

SAILING INSTRUCTIONS

Abbreviations:

PC – protest committee	RC – race committee
OA – organising authority	NA – national authority
RRS – racing rules of sailing	SI – sailing instructions
IJ – International Jury	NoR – notice of race

1 RULES

- 1.1 The event will be governed by
 - (a) the rules as defined in the RRS, including Appendix C.
 - (b) the rules for Handling Boats (SI Attachment C), which also apply to any practice sailing and sponsor races. Elliott 6m Class rules will not apply.
 - (c) the prescriptions of US SAILING that will apply shall be posted on the official notice board.
- 1.2 Changes to RRS Rules 65.2, 66, 70.2, F1.4 and the addition of F9 shall be as stated in SI Attachment F. F9 shall be applicable for all hearings not held under RRS C6.6.
- 1.3 RRS 40 shall be changed as follows: All competitors are required to wear USCG approved life jackets at all times while racing. The “Y” flag will not be displayed.
- 1.4 Add to RRS 41: (e) help to recover from the water and return on board a crew member, provided the return on board is at the approximate location of the recovery.
- 1.5 Replace C8.6 with the following:

When the match umpires, together with at least one other umpire, decide that a boat has broken rule 14 and damage resulted, they may impose penalties in accordance with the Guidelines (Attachment E) without a hearing. The competitor shall be informed of the penalty as soon as practicable and, at the time of being so informed, may request a hearing. The protest committee shall then proceed under RRS C6.6. Any penalty decided by the protest committee may be more severe than the penalty imposed by the umpires. When the umpires decide a penalty greater than described in SI Attachment E, it is appropriate they act under RRS C8.4.

2 ENTRIES and ELIGIBILITY

- 2.1 Only skippers invited by the OA are eligible for the event. The skippers are listed in SI Attachment A.
- 2.2 To remain eligible the entire crew shall, upon acceptance, submit registration documents, pay any entry fee and deposit \$US 1,000 for damage by the date specified in the letter of acceptance. The entire crew shall complete registration and crew weighing between 0900 and 1300 on Tuesday, October 25, 2011 at the Key Biscayne Yacht Club, unless extended by the OA.

- 2.3 The damage deposit is the limit of liability of each skipper for each incident. In the event that a deduction is made from the deposit, the skipper will be required to restore the deposit to the original value to maintain eligibility.
- 2.4 Each skipper is responsible for the damage or loss to their boat unless responsibility is otherwise assigned by the umpires or OA.
- 2.5 After the warning signal for a match the registered skipper shall not leave the helm, except in an emergency.
- 2.6 When a registered skipper is unable to continue in the event, the OA may authorise an original crew member to substitute.
- 2.7 When a registered crew member is unable to continue in the event, the OA may authorise a substitute, a temporary substitute or other adjustment.

3 COMMUNICATIONS WITH COMPETITORS

- 3.1 Notices to competitors will be posted on the official notice board at the north end of the swimming pool at Key Biscayne Yacht Club.
- 3.2 Signals made ashore will be displayed from the flagpole at Key Biscayne Yacht Club.
- 3.3 Skippers shall attend the first briefing, which will be at 0830 on Wednesday, October 26, 2011 at Key Biscayne Yacht Club, unless excused by the OA.
- 3.4 The first meeting with the umpires will immediately follow the first briefing on the patio of Key Biscayne Yacht Club.
- 3.5 Skippers shall attend the daily morning meeting, which will start at 0830 at Key Biscayne Yacht Club, unless excused by the OA.

4 AMENDMENTS TO SAILING INSTRUCTIONS

- 4.1 Amendments to the SI made ashore will be posted at least 60 minutes before the start of any race affected and will be signed by the RC and the OA representative.
- 4.2 Flag L over the numeral pennant of the most recent amendment will be displayed ashore each day until the boats have departed for the race course.
- 4.3 Amendments made afloat will be signalled by the display of flag 3rd substitute with three sound signals. An umpire may communicate these either verbally or in writing.

5 BOATS AND SAILS

- 5.1
 - (a) The event will be sailed in Elliott 6m type boats.
 - (b) The sails to be used will be allocated by the OA.
 - (c) Competitors may be requested to exchange sails during a series to satisfy sponsorship commitments. This will not be grounds for redress. This changes RRS 62.
- 5.2 The sail combination to be used will be signalled from the RC boat with or before the attention signal. The signals shall have the following meanings:

<u>Signal</u>	<u>Sail Combination to be used</u>
No signal	Main, Jib, Spinnaker
Code Flag "R"	No spinnakers

- 5.3 Other restrictions or instructions may be given to the boats verbally by an umpire. Flag 3rd substitute is not required.

- 5.4 The RC will decide which boats are to be used for each stage. If they decide a boat should not be used, the skipper assigned that boat will be given the temporary use of another boat.

6 IDENTIFICATION and ASSIGNMENT OF BOATS

- 6.1 Boats will be identified by bow number.
- 6.2 The mainsails shall display skipper's names if provided by the OA.
- 6.3 Boats will be drawn each day at the morning meeting or at the beginning of each stage as decided by the RC.
- 6.4 Boats will be exchanged in accordance with the pairing list and race schedule.

7 CREW MEMBERS, NUMBER and WEIGHT

- 7.1 The total number of crew, including the skipper, shall be three (3), excluding persons placed on board by the RC. All registered crew shall sail all races.
- 7.2 In accordance with the Notice of Race 9.0 the crew, including the skipper, shall total three with a maximum total crew weight of 204kg (450 lbs.) when wearing at least shorts and shirts. In accordance with Notice of Race 4.0, crews shall present themselves for weighing on each racing day between 0800 and 0845.

8 EVENT FORMAT AND STARTING SCHEDULES

- 8.1 The event format and match pairing lists are detailed in SI Attachment B. The matches to be sailed in a flight will be displayed in order of starting on the RC boat.
- 8.2 (a) In a knock-out series between two skippers, they shall alternate assigned ends for each match. Unless designated in the pairing list, the initial assigned ends shall be determined by a draw. This changes RRS C4.1.
- (b) When a knock-out series between two skippers has been decided, further matches between these two shall not be sailed.
- (c) Crews will exchange boats after odd matches of each series.
- 8.3 The racing days are scheduled as October 26th to October 30th, 2011.
- 8.4 The latest time for an attention signal on the last day of racing will be 1500.
- 8.5 The number of matches to be sailed each day will be determined by the RC.
- 8.6 (a) The RC may change the format when conditions allow. Also, the RC may terminate or eliminate any stage of the event when, in its opinion, it is impractical to attempt to hold the remainder of matches under the existing conditions or in the remaining time scheduled. Early stages may be terminated in favour of later stages.
- (b) Add RRS C10.3(b): 'When a single round robin is terminated before completion, or a multiple round robin is terminated during the first round robin, the highest score for the round robin and any resulting ties shall be determined as the average points scored per match sailed by each competitor, unless one or more competitor has completed less than one third of the scheduled matches when the entire round robin shall be disregarded and if necessary the event declared void.'
- 8.7 The intended time of the first attention signal each day is 1000.
- 8.8 If the OA changes the intended time for the first attention signal for any day, it will be posted on the official notice board before 2030 the previous day.
- 8.9 Each subsequent flight will be started as soon as practicable after the previous flight.

- 8.10 When a match cannot start at its intended time, the signals and starts of the following matches will remain as originally scheduled, leaving a blank start for the pair not starting. No starting sequence flags will be displayed for a blank start.
- 8.11 When, in a knock out series, a winner of a particular series has been determined, subsequent starts shall be brought forward to eliminate blank starts. Competitors will be so advised verbally by an umpire.

9 RACING AREA

The racing area will be west of Key Biscayne Yacht Club in Biscayne Bay.

10 COURSE

10.1 (a) **Course Configuration** (not to scale)

Mark W o

Mark L o

Start/Finish Line o----- o

(b) **Course signals and course to be sailed**

Course signals will be displayed from the RC boat bow, at or before the warning signal. Marks W and L shall be rounded to starboard.

<u>Signal</u>	<u>Course</u>
No Signal	Start - W - L - W - Finish
S	Start - W - Finish

(c) **Description of Marks**

The RC boat will be identified by the R/C flag.
 The starting/finishing line mark will be an orange tetrahedron.
 Mark W will be a yellow tetrahedron.
 Mark L will be a yellow tetrahedron.
 The replacement mark for Mark W will be an orange tetrahedron.

10.2 **Starting/Finishing Line**

- (a) The starting/finishing line will be a straight line between the course side of a starting/finishing mark and the staff with an orange flag on the RC boat.
- (b) A buoy may be attached to the RC boat anchor line just below keel depth. Boats shall not pass between this buoy and the RC boat at any time. This buoy is part of the RC boat ground tackle

10.3 **Blank**

10.4 **Abandonment and Shortening**

- (a) RRS 32 is deleted and replaced with: 'After the starting signal the RC may abandon or shorten any match for any reason, after consulting with the match umpires when practical.'
- (b) Within a flight, when a visual signal is displayed over a numeral pennant, the signal applies only to that match.

11 BREAKDOWN and TIME FOR REPAIRS

- 11.1 Before the attention signal of a flight or within two minutes of finishing or within five minutes of changing into a new boat, whichever is later, a boat may display a green flag to signal breakdown or damage to the boat, her sails or injury to her crew and request a delay to the next start. She shall proceed as soon as possible to close to leeward of the RC boat and remain there, unless otherwise directed.
- 11.2 The time allowed for repairs shall be at the discretion of the RC.
- 11.3 After the attention signal of a flight, a match will not be postponed or abandoned due to breakdown unless the breakdown signal was displayed as required by SI 11.1.
- 11.4 Except when RRS 62.1(b) applies, failure to effect repairs in the time allowed, or breakdowns after the attention signal shall not be grounds for redress. This changes RRS 62.

12 STARTING PROCEDURE

- 12.1 Match warning signals will be numeral pennants.
- 12.2 The next flight number will be displayed on the RC boat transom.
- 12.3 The attention signal will be displayed 7 minutes before the first starting signal in each flight. This changes RRS C3.1.

13 CHANGE OF POSITION OF THE WINDWARD MARK

- 13.1 Changes to the course will be made by setting a replacement mark W.
- 13.2 **Change of Course Signals** (amends RRS 33 and Race Signals)
- (a) Flag C and a colored flag or board means: 'The windward mark has been moved. Sail to a mark the same color as the flag or board.'
 - (b) When a change of course after starting only affects some matches these shall be designated by the appropriate numeral pennant.
- 13.3 **Signalling vessel**
- (a) When a change of course is made for the first leg, the signal will be displayed from the race committee starting boat with the preparatory signal for each match affected. The preparatory signal will be followed by a series of repetitive sound signals.
 - (b) When a change of course is signalled after the first leg it shall be displayed from a boat in the vicinity of mark L.

14 TIME LIMIT

A boat that does not finish within 5 minutes after her opponent has completed the course and finished will be scored DNF. This changes RRS 35 and A5.

15 COACH BOATS

- (a) Coach boats shall conspicuously display identification of the team being coached.
- (b) The OA will provide berths for coach boats.
- (c) Any interference by a coach boat with the racing or event organisation may result in a penalty applied at the discretion of the PC to the associated skipper or team

16 MEDIA, IMAGES and SOUND

- 16.1 If required by the OA:
- (a) Television personnel and equipment (or dummies) if supplied by the OA shall be carried on board while racing.
 - (b) Competitors shall wear microphones if supplied by the OA during racing and be available for interviews when advised by the OA or RC.

- (c) Registered skippers shall wear communications equipment supplied by the OA that will allow commentators to communicate with them whilst racing.

16.2 Competitors shall not interfere with the normal working of the OA supplied media equipment.

16.3 The OA shall have the right to use any images and sound recorded during the event free of any charge.

17 PRIZES

- (a) The top four teams qualify for the 2012 US Olympic Team Final Qualifying Regatta in Weymouth.
- (b) This event will serve as the qualifier and create priority order for the following events: ISAF Worlds (AUS), RMOCR (USA), Princess Sofia (ESP), Semaine Olympique Francaise (FRA) and 2012 WMR Worlds (TBD).
 1. The winning skipper of the October qualifier has the option to sail all five events. Any spots not used by the winning team will be made available to the 2nd place team. Any spots not used by the 1st and 2nd place teams will be made available to the 3rd place team
 2. The option to take a second spot granted to the USA will be made available to the second place team. Any spots not used by the 2nd place team will be made available to the 3rd place team.
- (c) The top three crews will be awarded medals provided by US Sailing
- (d) Additional prizes may be awarded.

18 CODE of CONDUCT

- (a) Competitors shall comply with any reasonable request from any official, including attendance at official functions and co-operation with event sponsors and shall not behave so as to bring the event into disrepute.
- (b) Competitors shall handle the boats and equipment with proper care and seamanship and in accordance with SI Appendices C and D.
- (c) The penalty for breaking this SI is at the discretion of the PC and may include exclusion from further participation in the event, the withdrawal of any prize money or the withholding of deposits.

19 PROCEDURES FOR PROTECTED COMPETITIONS

US SAILING shall ensure that the Organizing Authority includes the following rules and procedures in the Notice of Race and the Sailing Instructions for a Protected Competition:

(a) The US SAILING prescriptions to rules 60, 63.2, and 63.4 shall apply to a Protected Competition, except that the words "when practicable" in the first sentence of the prescription to rule 63.4 are deleted.

(b) Protest committees shall include 20% "sailor-athlete" representation. "Sailor-athlete" has the meaning of "athlete" set forth in USOC Bylaw, Section 8.8.2 (the 10-year rule) or Level A or B Sailor-Athlete as defined by US SAILING Sailor Athlete Council (SAC) Bylaws 3.3.1 and 3.3.2 (except that the US SAILING member class referred to in SAC Bylaw 3.3.2.3 shall be an international class recognized by ISAF at the time of the sailor-athlete's qualification).

(c) The right of appeal will not be denied under rule 70.5 (a), (b), or (c), but an expedited appeal process may be used that balances the needs of the competitor for certainty with respect to berths in future competitions and sufficient time to prepare the arguments and evidence for the appeal.

(d) Any boat that is a party to a redress hearing may be represented by up to two individuals.

(e) If a hearing is scheduled after the event is concluded and after the sailors and officials have left the venue, it will be scheduled as soon as possible, and in a place and manner chosen with deference to the competitor's preferences or circumstances; and parties to the hearing have the right to be present telephonically or via video feed as appropriate, provided all participants can hear and speak to each other.

20 DISCLAIMER

All those taking any part in the event do so at their own risk. The OA, its associates and appointees accept no responsibility for any loss, damage, injury or inconvenience incurred, howsoever caused.

SI ATTACHMENT A - LIST OF ELIGIBLE SKIPPERS and PAIRING LISTS/KNOCK OUT TABLE

Skipper	<u>Country</u>	<u>ISAF Sailor ID</u>	<u>ISAF Rank*</u>
Anna Tunnicliffe	USA	USAAT1	1
Sally Barkow	USA	USASB12	3
Genny Tulloch	USA	USAGT8	11
Maegan Ruhlman	USA	USAMR49	27
Becca Dellenbaugh	USA	USABD21	38
Stephanie Roble	USA	USASR16	40
Sandra Hayes	USA	USASH	88
Kaitlin Storck	USA	USAKS50	113

* Rankings as of September 7, 2011

SI ATTACHMENT B - EVENT FORMAT

1 Stage 1 - Round Robins

- (a) Skippers will be ranked using the ISAF Match Race Sailing ranking list dated September 7, 2011.
- (b) All skippers will sail two round robins - each skipper sails each other skipper twice. Skippers will be paired in accordance with SI Attachment B1.
- (c) The first round robin of the first stage will be completed before any other stage is attempted.
- (d) The four highest scoring skippers shall qualify for the next stage.

2 Stage 2 - Semi-final Knockout Series

- (a) The skipper finishing first in the qualifying round robins shall select her opponent when requested by the RC to do so. The remaining two skippers shall race each other. The pairings will be shown in SI Attachment B1.
- (b) The first skipper to score at least four points shall proceed to Stage 4.

3 Stage 3 – Petit-Final Knockout Series

- (a) Skippers will be paired in accordance with SI Attachment B1.
- (b) The first skipper to score at least two points shall be awarded third place, the other fourth place.

4 Stage 4 – Final Knockout Series

- (a) Skippers will be paired in accordance with SI Attachment B1.
- (b) The first skipper to score at least four points shall be the winner.

SI ATTACHMENT C - HANDLING BOATS

1 GENERAL

While all reasonable steps are taken to equalise the boats variations will not be grounds for redress. This changes RRS 62.

2 PROHIBITED ITEMS and ACTIONS

Except in an emergency or in order to prevent damage or injury, or when directed by an umpire otherwise, the following are prohibited.

- 2.1 Any additions, omissions or alterations to the equipment supplied.
- 2.2 The use of any equipment for a purpose other than that intended or specifically permitted.
- 2.3 The replacement of any equipment without the sanction of the RC.
- 2.4 Sailing the boat in a manner that it is reasonable to predict that significant further damage would result.
- 2.5 Moving equipment from its normal stowage position except when being used.
- 2.6 Boarding a boat without prior permission.
- 2.7 Taking a boat from its berth or mooring without having paid the required damage deposit or having permission from the RC, or, on race days, while 'AP' is displayed ashore.
- 2.8 Hauling out a boat or cleaning surfaces below the waterline.
- 2.9 Using a flattener as a reef.
- 2.10 Attaching lines to the fabric of spinnakers.
- 2.11 Perforating sails, even to attach tell tales.
- 2.12 Radio transmission (including mobile telephones), except to report damage or in response to a request from the RC.
- 2.13 Adjusting or altering the tension of standing rigging.
- 2.14 Blank.
- 2.15 Blank.
- 2.16 Blank.
- 2.17 Blank.
- 2.18 Blank.
- 2.19 The use of electronic instruments other than compass and watches.
- 2.20 Using the spinnaker pole to wing out the foresail.
- 2.21 Marking directly on the hull or deck with permanent ink.
- 2.22 After the starting signal and while sailing close hauled for more than a few seconds, the main boom position shall be controlled only by using the mainsheet as it exits the block on the cockpit floor, and the vang.
- 2.23 The use of the shrouds (including any inner shrouds) above the lower bottle screw (turnbuckle) to facilitate tacking or gybing, or to aid the projection of a crew member outboard or to rock the boat for propulsion, is prohibited.
- 2.24 Blank.
- 2.25 Blank.
- 2.26 Blank.
- 2.27 A breach of SI C 2.22 or 2.23 is not open to protest by boats but is subject to action by Umpires in accordance with RRS C8.2. This changes RRS C6.2 and C8.2.

3 PERMITTED ITEMS and ACTIONS

The following are permitted.

- 3.1 Taking on board the following equipment:
 - (a) basic hand tools
 - (b) adhesive tape
 - (c) line (elastic or otherwise of 4 mm diameter or less)
 - (d) marking pens
 - (e) tell tale material
 - (f) watch, timers and hand held compass
 - (g) shackles and clevice pins
 - (h) velcro tape
 - (i) spare flags
- 3.2 Using the items in 3.1 to:

- (a) prevent fouling of lines, sails and sheets
 - (b) attach tell tales
 - (c) prevent sails being damaged or falling overboard
 - (d) mark control settings
 - (e) make minor repairs and permitted adjustments
 - (f) make signals as per Appendix C6
- 3.3 Fixing a spinnaker sheet catcher at the bow, providing that it does not extend the length of the boat more than 100 mm and does not require any repair after removal.
- 3.4 Fixing a watch or timer to the mast providing that it does not require any repair after removal.

4 MANDATORY ITEMS and ACTIONS

The following are mandatory.

- 4.1 The completion of a written damage report before leaving a boat and submitting it to the RC, even if no damage or loss is recorded. Reports shall include any evidence of matters which could cause damage or disadvantage to the boat in future matches.
- 4.2 At the end of each sailing day:
- (a) folding, bagging and placement of the sails as directed
 - (b) leaving the boat in the same state of cleanliness as when first boarded that day
- 4.3 At the end of the final day for a particular boat, cleaning the boat (cabin and decks), removing all trash and removing all tape and marks.
- 4.4 Any request to alter, in any way, the equipment on a boat shall be in writing and worded to permit a yes/no answer.
- 4.5 Complying with any regulations, including speed restrictions and navigation marks, while leaving or returning to the berth or mooring.
- 4.6 Blank.
- 4.7 A breach of items 4.2 and 4.3 will be considered as damage and the cost of rectification will be deducted from the damage deposit.
- 4.8 When towing, the tow line should be attached to the forward pad eye (not the mast). If multiple boats on one tow, the after attachment should run through the small pad eye on the transom and attached to the pad eye just aft of the main sheet track.

SI ATTACHMENT D - EQUIPMENT LIST

- 1 The following non-fixed items, provided by the OA, are to be carried on board at all times in their designated place while sailing. Any loss shall be reported on the daily damage report.

SAILS and SAILING EQUIPMENT

Mainsail and set of battens

Headsail

Spinnaker

One spinnaker pole

Main sheet

One continuous spinnaker sheet

Twing line

Two headsail sheets

Tiller extension

Jib cars

SAFETY GEAR

Bucket and lanyard

Sponge

TOW LINE

One tow line

SI ATTACHMENT E – Match Racing Penalties for Damage Resulting from Contact between Boats

Appendix C6.6 and C8.6 permits the umpires or protest committee to decide the penalty when a boat breaks RRS 14. This document explains how damage will be assessed and gives general guidance on the appropriate penalty. When the protest committee has good reason to do so, it may apply a different penalty.

Damage will be divided into 3 levels

Level	Extent	Effect
Level A – Minor Damage	Does not significantly affect the value, general appearance or normal operation of the boat.	Boat may race without repair although some minor surface work may be required after the event. Repairs should not normally require more than 1 hours work.
Level B – Damage	Affects the value and/or general appearance of the boat.	The damage does not affect the normal operation of the boat in that race but may need some (temporary) work before racing again. Requires more than 1 hour work but should not normally require more than 3 hours work.
Level C – Major Damage	The normal operation of the boat is compromised and its structural integrity may be impaired.	The boat will need some repair work before racing again. Requires more than 3 hours work.

Point Penalties - to be applied without a hearing (this amends Appendix C8.6);

Level	Round Robin	Knock Outs
A	None	None
B	Half point	Three quarters of a point
C	One point	One point

When both boats break RRS 14, they should both receive a points penalty. If a competitor requests a hearing after a points penalty has been imposed, the protest committee may decide (in the hearing) to give a greater penalty.

Deductions from Damage Deposits

The assessment of damage level is only for the purpose of points penalties, and is not linked to any deductions from the competitors damage deposits. Monetary deductions are assessed separately after closer inspection by the OA 'boat person', and all damage costs are deducted from damage deposits irrespective of any penalty (or none) imposed under this system.

SI ATTACHMENT F

The following rule changes shall be made:

- a) Rule 65.2 is changed as follows: “seven days” is changed to “24 hours”; and “promptly” is changed to “, within 24 hours”.
- b) Rule 66 is deleted and replaced by:

Rule 66 REOPENING A HEARING

- (i) The protest committee may reopen a hearing when it decides that it may have made a significant error, or when significant new evidence becomes available within a reasonable time. However, if an appeal of its decision has been sent to the national authority, the hearing shall not be reopened unless the national authority requires reopening under rule F6 or decides the appeal cannot be considered.
- (ii) A *party* to the hearing may ask for a reopening no later than 24 hours after being informed of the decision.
- (iii) When a hearing is reopened, a majority of the members of the protest committee shall, if possible, be members of the original protest committee.

- c) Rule 70.2 is deleted, as permitted in rule 86.3.
- d) Rule F1.4 is changed, as permitted in rule 86.3 - The director will forward an appeal of a decision of a protest committee acting under rule 69.1, an appeal of a decision of a protest committee of a US SAILING national championship, a request by such a committee for confirmation or correction of its decision, and an appeal of a decision of a protest committee of a US SAILING Protected Competition (as defined in US SAILING Regulation 12.03) to the US SAILING Appeals Committee.
- e) Rule F9, APPEALS OF PROTEST COMMITTEE DECISIONS OR PROCEDURES AT PROTECTED COMPETITIONS (see SI Attachment F) will be used, as permitted in rule 86.3, and shall be applicable for all hearings not held under RRS C6.6

Rule F9 approved Sept 8th, 2011 by US SAILING

F9 APPEALS OF PROTEST COMMITTEE DECISIONS OR PROCEDURES AT PROTECTED COMPETITIONS

These provisions may be used as an expedited appeals process for US SAILING Protected Competition, as defined in US SAILING Regulation 12.03 and permitted by Regulation 12.03.02.03.

APPELLANT’S RESPONSIBILITIES

- F9.1 An appeal of a protest committee’s decision or its procedures shall be sent by e-mail to the US SAILING Race Administration Director (director) at RaceAdmin@ussailing.org, with a copy to the protest committee chairman.
- F9.2 The appeal shall be sent no later than 24 hours after the protest time limit on the last day of the event, or 24 hours after receiving the written decision being appealed or the protest committee’s decision not to reopen a hearing, whichever is latest.
- F9.3 The appeal shall include:

- a) the grounds for the appeal; i.e., why the appellant believes the protest committee's decision or its procedures were incorrect; and
- b) the names and e-mail addresses of the *parties* to the hearing and the chairman of the protest committee.

F9.4 US SAILING charges a fee of \$25 for an appeal by a member of US SAILING or another national authority, and \$75 for all others. The fee must be paid before the appeal will be considered, and can be paid by credit card by contacting the director.

US SAILING RACE ADMINISTRATION DIRECTOR'S RESPONSIBILITIES

F9.5 Upon receipt of the appeal, the director will as soon as reasonably possible

- a) forward the appeal to the US SAILING Appeals Committee,
- b) send a written acknowledgement of the appeal, and
- c) send a copy of the appeal to the *parties* to the hearing and the protest committee chairman unless satisfied that they already have received it.

In the acknowledgement letter, the director will inform the *parties* and protest committee chairman of the name and contact information of the chairman of the appeals committee.

PROTEST COMMITTEE'S RESPONSIBILITIES

F9.6 The protest committee shall e-mail to the chairman of the appeals committee as soon as reasonably possible the following documents and information:

- (a) a copy of the decision being appealed;
- (b) the written *protest(s)* or request(s) for redress;
- (c) a diagram if relevant, prepared or endorsed by the protest committee, that conforms to rule F2.2(c);
- (d) the notice of race, sailing instructions, any other documents governing the event, and any changes to them, unless previously sent to the appeals committee chairman; and
- (e) any other relevant documents.

F9.7 The protest committee shall, within the deadline set by the appeals committee, supply any additional documents, facts or other information when requested to do so by the appeals committee. If directed to do so by the appeals committee, the protest committee shall at the first reasonable opportunity conduct a hearing of the *protest* or request for redress, or reopen the hearing of the *protest* or request for redress. The appeals committee may direct the protest committee to conduct a hearing to consider redress for the appellant or other *party* to the hearing.

COMMENTS

F9.8 The *parties* to the hearing and the protest committee may make comments on the appeal or on any of the documents listed in rule F9.6 and F9.7. Comments shall be sent by e-mail to the appeals committee, with copies to the *parties* to the hearing and the protest committee chairman. The comment period for the appeal and each document is 72 hours from the time the appeals committee sends the appeal or document unless the appeals committee sets a different deadline.

APPEALS COMMITTEE'S RESPONSIBILITIES

F9.9 The appeals committee shall send by e-mail to all *parties* to the hearing, and to the protest committee, copies of all relevant documents and comments it has received, except those supplied by that *party* or committee.

F9.10 The appeals committee shall accept the protest committee's finding of facts except when it decides they are inadequate. In that case it shall require the protest committee to provide additional facts or other information, or to reopen the hearing and report any new finding of facts, and the protest committee shall do so at the first reasonable opportunity.