

# ***APPENDIX R PROCEDURES FOR APPEALS AND REQUESTS***

***This appendix is a US Sailing prescription.***

*See rules 70 and 71. This appendix replaces Appendix R as adopted by World Sailing for the purpose of creating a two-level appeals system. The US Sailing Appeals Committee acts as the national authority under rule 71. An association appeals committee may act as permitted by rule 71.2 and shall act as required by rule 71.3, subject to further appeal as provided in rule R7.1(a).*

*Frequently Asked Questions (FAQ) on the appeals system and their answers, including advice on how to prepare an appeal, can be found on the US Sailing website. Go to [appeals.ussailing.org](https://appeals.ussailing.org) and click the 'Appeals FAQ' link.*

## **R1 WHERE TO SEND AN APPEAL OR REQUEST**

**R1.1** Send appeals, requests and the US Sailing Appeals & Requests Information Form (see rule R2.2) by email to the US Sailing Race Administration Director at [submitappeal@ussailing.org](mailto:submitappeal@ussailing.org). For more information about submitting appeal documents, call US Sailing at 1 (800) US SAIL 1.

**R1.2** Except as provided in rule R1.4, the director will forward an appeal of a decision of a protest committee, an appeal under rule 70.1(b) or a request by a protest committee for confirmation or correction of its decision to the association appeals committee for the place in which the event was held. However, such an appeal or request arising from an event conducted under the procedural rules of the Intercollegiate Sailing Association or the Interscholastic Sailing Association will be forwarded to the association appeals committee for the ICSA and ISSA.

**R1.3** The director will forward an appeal of a decision of an association appeals committee, a request by an association appeals committee for confirmation or correction of its decision, and a request for an interpretation of *rules* to the US Sailing Appeals Committee.

**R1.4** 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, and a request by such a committee for confirmation or correction of its decision to the US Sailing Appeals Committee.

## **R2 TO APPEAL OR MAKE A REQUEST**

### **R2.1** To appeal,

(a) no later than 15 days after receiving the written decision being appealed or a protest committee's decision not to reopen a hearing, the appellant shall send an appeal and a copy of the decision to US Sailing. The appeal shall state why the appellant believes the committee's decision or its procedures were incorrect;

(b) when the hearing required by rule 63.1 has not been held within 30 days after a *protest* or request for redress was delivered, the appellant shall, within a further 15 days, send an appeal with a copy of the *protest* or request and any relevant correspondence. The appeals committee to which the appeal is forwarded shall extend the time if there is good reason to do so; or

(c) when the protest committee fails to comply with rule 65, the appellant shall, within a reasonable time after the hearing, send an appeal with a copy of the *protest* or request and any relevant correspondence.

If a copy of the *protest* or request is not available, the appellant shall instead send a statement of its substance.

**R2.2** The appellant shall also send, with the appeal or as soon as possible thereafter, the US Sailing Appeals & Requests Information Form. To obtain the form, go to [appeals.ussailing.org](http://appeals.ussailing.org) and click the 'Information Form' link. The form requests all of the following documents and information available:

(a) the written *protest(s)* or request(s) for redress;

(b) if the appeal is from a decision of an association appeals committee, the written decision of the protest committee and the appeal to the association appeals committee;

(c) a diagram, prepared or endorsed by the protest committee, that shows

(1) the positions of all boats involved at relevant times, and their tracks;

(2) the course to the next *mark* and its required side;

(3) the speed and direction of the wind;

(4) any relevant *mark, obstruction* or *zone*; and

(5) if relevant, the depth of the water and the speed and direction of any current;

(d) the notice of race, sailing instructions, any other documents governing the event, and any changes to them;

(e) the names, postal addresses and email addresses of the *parties* to the hearing, the chairman of the protest committee and, if relevant, the chairman of the association appeals committee; and

(f) any other relevant documents.

**R2.3** To request confirmation or correction of its decision, a protest committee or association appeals committee shall, no later than 15 days after making its decision, send to US Sailing a copy of its decision, the US Sailing Appeals & Requests Information Form, and all relevant documents and comments (see rule R2.2).

**R2.4** To request an interpretation of the *rules*, a club or other organization affiliated to US Sailing shall send its request to US Sailing. The request shall include assumed facts and be endorsed by an officer of the club or organization. A US Sailing committee is considered to be an organization affiliated to US Sailing.

### **R3 FEES**

**R3.1** If the appeal or request is being made to an association appeals committee (see rule R1.2), US Sailing charges no fee for forwarding that appeal or request. However, an association appeals committee may charge a fee, in which case the association appeals committee will send a notice to the appellant (or, for a request, to the protest committee) stating the fee, to whom the fee is payable, and the address to which the fee must be sent.

**R3.2** If the appeal is being made to the US Sailing Appeals Committee (see rules R1.3 and R1.4) by a member of US Sailing or another national authority, US Sailing charges a fee of \$25. The fee is \$75 for all others.

**R3.3** A fee of \$25 is charged for a request for an interpretation of the *rules*, but there is no fee for such a request from a US Sailing committee. There is no fee for a request from an association appeals committee for confirmation or correction of its decision. There is no fee for an appeal under rule 70.1(b).

**R3.4** If a fee is required for an appeal or request, it must be received before the appeal or request will be considered. For appeals and requests made to the US Sailing Appeals Committee, the fee can be paid by check to ‘US Sailing’ or electronically as described in the Appeals FAQ.

### **R4 NOTIFICATION OF THE COMMITTEE WHOSE DECISION IS BEING APPEALED**

Upon receipt of an appeal, the appeals committee shall send a copy of the appeal to the committee whose decision is being appealed, asking it for any documents required by rule R2.2 not supplied by the appellant.

## **R5 COMMITTEE RESPONSIBILITIES**

### **R5.1 Protest Committee**

A protest committee whose decision is being appealed shall supply the documents requested under rule R4 and any facts or other information requested under rule R5.4. If directed to do so by the appeals committee, it shall conduct a hearing, or reopen the hearing, of the *protest* or request for redress, or conduct a hearing to consider redress.

### **R5.2 Association Appeals Committee**

(a) The association appeals committee shall send to all *parties* to the hearing, and to the committee whose decision is being appealed or reviewed, copies of all relevant documents, comments and clarifications it has received, except those supplied by that *party* or committee.

(b) The association appeals committee shall send its decision in writing to all *parties* to the hearing and the protest committee.

(c) An association appeals committee shall consider an appeal it has refused to decide if directed to do so by the US Sailing Appeals Committee.

### **R5.3 US Sailing Appeals Committee**

The US Sailing Appeals Committee shall send to all *parties* to the hearing, to the protest committee and to the association appeals committee whose decision is being appealed or reviewed, copies of all relevant documents, comments and clarifications it has received, except those supplied by that *party* or committee.

### **R5.4 Inadequate Facts; Reopening**

An 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 in writing, or to reopen the hearing and report any new finding of facts in writing, and the protest committee shall promptly do so.

## **R6 COMMENTS**

The *parties* to the hearing, the protest committee and, if relevant, the association appeals committee may make comments on the appeal or request, on any of the documents listed in rule R2.2, and on any clarifications received under rule R7.2(d). Comments shall be sent in writing to the appeals committee no later than 15 days after the *party* or committee receives the document. The appeals committee need not consider comments sent after that time or comments on comments.

## **R7 PROVISIONS IN ADDITION TO THOSE OF RULES 70 AND 71**

### **R7.1 Right to Appeal or Request Confirmation or Correction**

(a) A *party* to a hearing may appeal an association appeals committee's decision.

(b) An association appeals committee may request confirmation or correction of its decision (see rule R2.3).

### **R7.2 Other Provisions**

(a) No member of the association appeals committee shall take part in the discussion or decision on an appeal or a request for confirmation or correction to the US Sailing Appeals Committee.

(b) An appeals committee may direct a protest committee to conduct a hearing to consider redress for an appellant or other boats.

(c) The US Sailing Appeals Committee may direct an association appeals committee to consider an appeal it has refused to decide.

(d) An appeals committee may seek clarifications of *rules* governing the event from organizations that are not *parties* to the hearing.

### **R7.3 Withdrawing an Appeal**

With the consent of the appeals committee, an appellant may withdraw an appeal before it is decided.

### **R8 EXPEDITED APPEALS**

An expedited appeals system, which can only be used at US Sailing Protected Competitions (see US Sailing Regulation 12.03), can be found on the US Sailing website. Go to [appeals.ussailing.org](https://appeals.ussailing.org) and click the 'Expedited Appeals' link.