

## **The Dos and Dont's of Filing an Appeal**

by Dave Perry, Chairman of the US Sailing Appeals Committee

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### **When filing your appeal do...**

- Read Appendix R, rules R1, R2 and R3 carefully.
- Read the *Appeals FAQ* on the US Sailing Appeals page.
- Send your appeal within the 15-day time limit (see rule R2.1(a)).
- Fill out the *US Sailing Appeals & Requests Information Form* and send it in as soon as possible.
- For appeals to the US Sailing Appeals Committee, send in the appeals fee as soon as possible.
- \* Be sure all documents are dated.
- Keep your grounds (the reason you are appealing) as brief and concise as possible.
- Organize your supporting documents/files so they are clearly marked, and consolidate any email threads into one well-marked file as much as possible.
- Be patient. The average time from receipt of an appeal to sending the decision is three months, and it can be much longer depending on the complexity of the case and/or the number of times the appeals committee must ask the protest committee for additional facts and information.

### **When filing your appeal don't...**

- Send your appeal after the 15-day time limit has expired (see rule R2.1(a)).
- Send individual copies of many emails; or a lot of documents with no clear marking as to what they are.
- Copy your appeal to people who are not representatives of the parties or committees directly involved in the appeal.
- Send in an incomplete appeal (see rules R 2.1(a) and R2.2).