



## **The US Sailing Appeals & Requests Information Form**

### **Submitting an Appeal**

Appeals shall be sent to the US Sailing Race Administration Director no later than 15 days after receiving the written decision being appealed or a protest committee's decision not to reopen a hearing. The appeal shall include a copy of the decision being appealed and why the appellant believes the committee's decision or its procedures were incorrect (see rule R2.1).

### **Submitting the US Sailing Appeals & Requests Information Form**

If you are appealing the decision of a protest committee, in order for your appeal to be processed and considered you must complete this US Sailing *Appeals & Requests Information Form* and send it to the US Sailing Race Administration Director (RAD) when you send your appeal, or as soon thereafter as possible, including as much of the information as is available at the time (see rule R2.2). You can type the information into the form, save it and send it.

As additional information becomes available, it should be added to your saved form, and the updated form sent as soon as possible to the US Sailing Race Administration Director or to the appropriate appeals committee if you have received an acknowledgement letter from it.

Please note: If you are appealing a decision of an association appeals committee, you do not need to send this *Appeals & Requests Information Form*. You only need to send the written decision being appealed and why you believe the committee's decision or its procedures were incorrect (see rule R2.1).

### **Fees**

If you are appealing to the US Sailing Appeals Committee, see rule R3.2 regarding fees. US Sailing charges no fee for forwarding an appeal or request to an association appeals committee.

### **Requesting Confirmation or Correction**

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 and this *Appeals & Requests Information Form* (see rules R1.1, R2.2 and R2.3).

### **Where to Email or Mail Your Appeal or Request**

You may email your appeal or request, the decision being appealed or inquired about, this *Appeals & Requests Information Form*, and all other documents or links to documents (NOR, sailing instructions, etc.) to [submitappeal@ussailing.org](mailto:submitappeal@ussailing.org). For more information about submitting appeal or request documents, please call US Sailing at 800-877-2451.

### **More Information on the Appeal Process**

If you need more information on the appeal process, refer to rules 70 and 71, the US Sailing prescription to Appendix R, and the Appeals FAQ (go to the Appeals page of the US Sailing website (under Rules) and click on "Appeals FAQ").

### **Requesting an Interpretation of the Rules**

Do not use this *Appeals & Requests Information Form* for requests for interpretation of the rules under rule 70.4. Such requests shall be sent directly to the US Sailing RAD (see information above and rules 70.2, 70.4, R1, R2.4 and R3).





### IMPORTANT DATES (mm/dd/yyyy) & OTHER INFORMATION

Date of race: \_\_\_/\_\_\_/\_\_\_\_

Date of protest or request for redress hearing: \_\_\_/\_\_\_/\_\_\_\_

Date decision in writing was received: \_\_\_/\_\_\_/\_\_\_\_

Place of hearing (city, state, zip):

\* Date of request to reopen hearing: \_\_\_/\_\_\_/\_\_\_\_

\* Date reopening was refused: \_\_\_/\_\_\_/\_\_\_\_

\* Date decision in writing was requested: \_\_\_/\_\_\_/\_\_\_\_

\* *If relevant*

Appeal or request and a copy of the decision sent to US Sailing on:

Date: \_\_\_/\_\_\_/\_\_\_\_

Method:      email      USPS

This *Appeals and Requests Information Form* sent to US Sailing on:

Date: \_\_\_/\_\_\_/\_\_\_\_

Method:      email      USPS

### THE EVENT

Name of organizing authority:

Name of host club or organization:

Mailing address (city, state, zip):

Preferred telephone number:

Email address:

Name or description of event or race:

Date of race during which incident occurred: \_\_\_/\_\_\_/\_\_\_\_

Race number:

### THE HEARING

Boat v boat protest

Request for redress

Protest by race committee

Protest by protest committee

Protest by other committee

None of the above

*Please describe:*



**THE PROTEST COMMITTEE**

Chaired by:  
 Email address:  
 Preferred telephone number:  
 Names of the other members of the protest committee:

**THE ASSOCIATION APPEALS COMMITTEE**

Chaired by:  
 Email address:  
 Preferred telephone number:  
 Names of other members on the appeals committee:

**THE BOATS & BODIES INVOLVED**

	<b>Boat that protested or requested redress</b>	<b>Boat(s) protested</b>	<b>Other bodies represented (RC, OA, etc.). Please list representative's name and contact information.</b>
<b>Name of boat</b>			
<b>Class and sail number</b>			
<b>Name and email address or mailing address of representative *</b>			
<b>Name of boat</b>			
<b>Class and sail number</b>			
<b>Name and email address or mailing address of representative *</b>			

\* Do not repeat these details if already provided



**DOCUMENTS IN THE APPEAL (see rule R2.2)**

	<b>Document has been sent</b>	<b>Document is being sent with this form</b>	<b>Document to be sent as soon as possible</b>	<b>Document is unavailable (explain in an email)</b>
The protest / request for redress form				
The written decision of the protest committee, if this is separate from the protest/redress request form				
If applicable, and if not already on or with the protest form, a diagram <b>prepared or endorsed by the protest committee</b> (see rule R2.2(c))				
The Notice of Race (NOR), including any changes to the NOR				
The Sailing Instructions (SI), including any changes to the SI				
Other documents governing the event, or relevant information, listed as follows:* _____ _____ _____ _____				
<p><i>* List all that apply. These might include:</i></p> <ul style="list-style-type: none"> <li>▪ <i>Class rules (if they are relevant to the hearing and the appeal);</i></li> <li>▪ <i>Any correspondence that has already occurred concerning the matter.</i></li> </ul>				