

## Protest Committee Chair: Pre-Event Checklist

### A Discussions with the Principal Race Officer / Organizing Authority

- 1  Any general dates, plans and issues related to regatta
- 2  Expected number of competitors (useful for planning number of judges needed)
- 3  Time(s) for protest time limits or other deadlines affecting Protest Committee
- 4  Do you wish Protest Committee to review NOR/SIs? (their call)
- 5  Are there measurers for the event?
- 6  Availability of members of RC for questions at hearings
- 7  Redress protocol (typically OCS redress actions)
- 8  What is means for informing Scorer of Protest Committee actions (DSQ, RDG)
- 9  Contact telephone numbers

### B Venue issues

- 1  Where to have hearings (rooms, offices, classrooms)?
- 2  How many panels can you place at these locations?
- 3  Is each hearing room location suitable (table, chairs, adequate light, private)?
- 4  Where is Notice Board location?
  - a  Who will post notices?
  - b  What to post?
  - c  When to post?
- 5 Protest / Redress Request / Reopening Request forms
  - a  Where will competitors get them/turn them in?
  - b  Who will receive them?
  - c  How will they be organized (i.e., numbering protest/redress filings, placed in envelopes, etc)?
  - d  Who can look at them (and when)?

### C Protest Committee members

- 1  Invite them to serve on Protest Committee
- 2  Tell them what to bring (*see Protest Committee member checklist*)
- 3  When to arrive at club or venue?
- 4  What is the dress code (e.g., polo shirt and khakis? T-shirt and shorts?)?
- 5  Contact telephone numbers (where they can be reached: mobile, office, home)
- 6  Ask them to discuss any potential Interested Party issues
- 7  Inform them of any interpretations/approaches (e.g., redress decisions, validity, etc)

### D Documents, Equipment, and Supplies

- 1  Racing Rules of Sailing (with US Sailing prescriptions)
- 2  Notice of Race, Sailing Instructions, Amendments, Scratch Sheet
- 3  Boat Models
- 4  US Sailing Appeals and ISAF Cases (Cases are authoritative interpretations of RRS)
- 5  Most *recent* copies of Class Rules
- 6  Paper & pencils
- 7  Tape & Stapler
- 8  Magic marker
- 9  Access to a photocopier (for copies of protest filings or, if not available, will need to share original)
- 10  Forms [*blank copies of these forms are found at the end of this booklet*]
  - a  Protest / Redress forms
  - b  Protest Time Limit(s) forms
  - c  Protest Worksheet forms
  - d  Schedule of Hearing & Hearing Decisions forms OR Schedule of Hearing / Decision forms
  - e  Penalty Acknowledgement form (if required by NOR or SIs)

### E Other

- 1  What are on-shore activities and are judges invited? *Only after duties are complete!*