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!