

Protest Committee Desk/Secretary: General Duties Checklist

- Organize the protest committee desk for receiving protests and processing them.
- See that the protest committee room has sufficient chairs, table, lighting, paper pads, protest models.
- Check needed equipment, such as a printer, dedicated photocopier, and telephone, is available. Most judges bring notebook computers to regattas these days.
- Make sure there are enough blank protest forms
- Check that each protest committee member has a copy of
 - Notice of Race
 - Sailing Instructions
 - Amendments
 - Class rules
- Make sure each Protest Committee panel has (as needed)
 - Protests
 - Time limits
 - Alternative penalties (as needed)
 - Mark roundings (as needed)
- Make sure Official Notice Board is
 - As designated in the Sailing Instructions
 - Properly identified as the Notice Board
- Post any letter regarding denial of right of appeal or constitution of international jury as required by rule N1.6.
- Keep the communications between chairman, race committee, results service, etc. operating.
- When national authority prescriptions are in force, make sure a copy in English is available for all competitors (rule (6))
- Check with protest committee chair about procedures such as whether or not full decisions are to be typed and posted, and the format required; whether to accompany the protest committee on the protest committee boat or remain on shore.
- Have accurate watch/clock. (Announce where to get GPS time so all are working to the same clock, including competitors)
- If possible, obtain mobile number for each protestor when they submit form to facilitate calling them for the hearing. (Better yet, ask OA to obtain such a list from registration information)