

US Sailing Appeals Committee
STANDARD LETTERS & E-MAILS
December, 2016

QUICK ACKNOWLEDGEMENT LETTER FROM US SAILING RACE ADMINISTRATION DIRECTOR

e-mail cover letter for an acknowledgement letter

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e-mail cover letter for sending out documents received that parties to the appeal can comment on, such as facts and information from the protest committee

15. **LETTER COPYING PARTIES AND CHAIRMEN WITH COMMENTS ON THE APPEAL OR REQUEST**

e-mail cover letter for sending out comments

16. **LETTER REQUESTING ORGANIZING AUTHORITY TO APPOINT A NEW PROTEST COMMITTEE FOR A NEW HEARING**
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STYLE NOTES:

Addresses: Use the names of people as they appear in the file documents received by US Sailing. Change addresses as necessary to avoid abbreviations.

THESE SAMPLE LETTERS ARE INTENDED TO PROVIDE THE TEXT OF OUR LETTERS. DO NOT BE CONCERNED WITH FORMAT ISSUES. JOY WILL HANDLE THOSE IN HER FINAL DRAFT. Font for formatted letters: Adobe Garamond Pro, 12 pt., left aligned

E-mails to the parties, etc. should be sent with "Read Receipt Requested". Such e-mails should be back-copied (bcc) to the Appeals Committee.

QUICK ACKNOWLEDGEMENT LETTER (sent by US Sailing Race Administration Director)

[date]

Mr. Rick Hatch
Pacific International Yachting Association
Suite 1100
938 Howe Street
Vancouver, BC V6Z 1N9

Sent via email: rfh_yachting@shaw.ca

Dear Mr. Hatch:

This letter acknowledges receipt on January 9, 2011, of payment in the amount of \$25 and correspondence concerning [an appeal of a decision issued by the Lake Michigan Sail Racing Federation] [confirmation or correction of a decision of an appeal issued by the Pacific International Yachting Association – *note no fee required*]. The correspondence has been forwarded to the US Sailing Appeals Committee.

All future correspondence with the US Sailing Appeals Committee on this matter is to be e-mailed directly to Joy Shipman at appeals@ussailing.org, or mailed to her at:

Joy Shipman
40 B Narragansett Ave.
Jamestown, RI 02835-1166

Very truly yours,

Matthew Hill
Race Administration Director

cc: US Sailing Appeals Committee

To: [parties]
Bcc: US Sailing Appeals Committee
Subject: 14-03, Acknowledgment letter

August 31, 2014

Reference: File 14-03

Dear Mr. Petersen, Mr. Gerhold, Mr. Jones and Mr. Martinson:

Attached is an acknowledgement letter from the US Sailing Appeals Committee regarding an appeal of the Inland Lake Yachting Association (ILYA) Appeals Committee's decision on the request for redress by *P31*, arising from the 2013 OYC C Class season championship series, conducted by the Okoboji Yacht Club.

Also attached are the case documents.

We ask that you each read the acknowledgement letter as there are requests for information and/or documents from each of you.

Please refer to File 14-03 in any correspondence.

Very truly yours,
Joy Shipman, Secretary
US Sailing Appeals Committee

appeals@ussailing.org

40 B Narragansett Ave.
Jamestown, RI 02835-1166

14-03 case documents attached (10 files):
2013_17 PC Decision.pdf
2013_17 Request for Redress and Correspondence.pdf
Ack 14-03 Okoboji YC.pdf
Appeal to AAC 2013-17.pdf
ILYA Appeals Committee decision 2013-17 email 08.03.2014.pdf
OYC Appeal 2014-3 to US Sailing 08.03.2014.pdf
OYC Program - NOR and SI 2013_17.pdf
OYC's Opposition To P31 Appeal 07.16.2014.pdf
US Sailing OYC August 2014 Appeal Cover Letter with signature.pdf
US Sailing to Gerhold 9.24.13.pdf

1. ACKNOWLEDGEMENT LETTER FOR AN APPEAL

[Date]

[Name and address. Use Mr., Mrs., Ms. or Doctor, but not, e.g., Commodore.]

Sent via e-mail: (insert the e-mail address)

Reference: File 06-01

Dear Ms. Swift:

We have received your appeal of the Gulf Yachting Association (GYA) Appeals Committee's decision on the [protest *Windjammer vs. Barfly*] [request for redress by *Windjammer*], arising from an incident in Race 2 of the Bent Spar Tune-up Series on January 4, 2006, conducted by the Down Home Sailing Club.

The appeal, dated March 1, 2006, was sent and received electronically March 2, 2006. The required fee of \$25 [\$75] has been received. [[The required fee of \$25 [\$75] has not been received; this must be paid before the appeal can be considered.]

Before we can decide this appeal, we must have all of the documents and information required by rule R2.2. Therefore, we ask you (see rule R2.2), and by copies of this letter we ask both the protest committee (see rule R5.1) and the association appeals committee (see rule R5.2), to send the following documents and information as soon as possible to the US Sailing Appeals Committee. The required documents and information are:

1. the written protest(s) or request(s) for redress;
2. [if the appeal is from a decision of an association appeals committee] the written decision of the protest committee;
3. the appeal to the association appeals committee [delete and renumber if we have this appeal],
4. **a diagram, prepared or endorsed by the protest committee, that shows**
 - (a) the positions of all boats involved at relevant times, and their tracks;
 - (b) the course to the next mark and its required side;
 - (c) the speed and direction of the wind;
 - (d) any relevant mark, obstruction or zone; and
 - (e) if relevant, the depth of the water and the speed and direction of any current;
5. the notice of race, sailing instructions, any other documents governing the event, and any changes to them;
6. the names, mailing addresses and e-mail addresses of the parties to the hearing, the chairman of the protest committee and, if relevant, the chairman of the association appeals committee; and
7. any other relevant documents.

We ask the parties, the protest committee and the association appeals committee to send any additional relevant documents not already included in this appeal, such as:

1. comments made to the association appeals committee,
2. correspondence between the protest committee and a party to the hearing,
3. correspondence between the association appeals committee and a party or the protest committee, and
4. any documents provided by a party or the protest committee to the association appeals committee.

By copies of this letter, the parties to the hearing, the protest committee and the association appeals committee are reminded that they may send written comments to the US Sailing Appeals Committee. Such comments must be sent within 15 days of receipt of this letter.

Please note that all correspondence with the US Sailing Appeals Committee is to be e-mailed to Joy Shipman, Secretary, at appeals@ussailing.org, or mailed to her (see address list). If you, or any of the parties or committees involved in the appeal, prefer to not receive communications from the Appeals Committee electronically, please send us that request, stating the mailing address we should use.

Please refer to File 06-01 in any correspondence.

Decisions of the Appeals Committee are usually sent within three months of the dates of our acknowledgement letters.

Very truly yours,

US Sailing Appeals Committee

Joy Shipman, Secretary

cc: Ms. _____, *Barfly* [Delete for an appeal of a redress decision.]
Mr. John Rockefeller, Chairman, GYA Appeals Committee
Ms. Maude Van Gogh, Chairman, Down Home Sailing Club Protest Committee
US Sailing Appeals Committee

Encl.: File 06-01 documents
File 06-01 Address List

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File 06-01 Address List

NOTE: Use Ms., Mr., etc., as shown in the address and list of copy recipients.

[Include e-mail address if we have one]

[Appellant's name]

[Address]

[Other party's name]

[Address]

[Protest committee chairman's name]

[Address]

[Association appeals committee chairman's name]

[Address]

Ms. Joy Shipman, Secretary
US Sailing Appeals Committee
40 B Narragansett Ave.
Jamestown, RI 02835-1166
appeals@ussailing.org

EXPEDITED APPEAL PARAGRAPH

As your appeal is from a Protected Competition as prescribed in US Sailing Regulation 12.03, we can apply the expedited appeals process in rule R8, Expedited Appeals.

(delete last paragraph of standard acknowledgement letter regarding decisions being sent within three months)

2. ACKNOWLEDGEMENT LETTER FOR A REQUEST FOR CONFIRMATION OR CORRECTION

[Date]

[Name, title and address. Follow this example:]

Mr. John Rockefeller, Chairman

Gulf Yachting Association Appeals Committee

[Address]

Sent via e-mail: (insert the e-mail address)

Reference: File 06-01

Dear Mr. Rockefeller:

We have received the Gulf Yachting Association (GYA) Appeals Committee's request for confirmation or correction of its decision on the [protest *Windjammer vs. Barfly*] [request for redress by *Windjammer*], arising from an incident in Race 2 of the Bent Spar Tune-Up Series on January 4, 2006, conducted by the Down Home Sailing Club.

The request, dated March 1, 2006, was sent and received electronically March 2, 2006.

Before we can decide this request, we must have all of the potentially relevant documents required by rule R2.2. Therefore, we ask you (see rule R2.2), and by copies of this letter we ask both the protest committee (see rule R5.1) and the association appeals committee (see rule R5.2), to send the following documents as soon as possible to the US Sailing Appeals Committee. The required documents are:

1. the written protest(s) or request(s) for redress;
2. [if the appeal is from a decision of an association appeals committee], the written decision of the protest committee;
3. a diagram, prepared or endorsed by the protest committee, that shows
 - (a) the positions of all boats involved at relevant times, and their tracks;
 - (b) the course to the next mark and its required side;
 - (c) the speed and direction of the wind;
 - (d) any relevant mark, obstruction or zone; and
 - (e) if relevant, the depth of the water and the speed and direction of any current;
4. the notice of race, sailing instructions, any other documents governing the event, and any changes to them;
5. the names, mailing addresses and e-mail addresses of the parties to the hearing, the chairman of the protest committee and, if relevant, the chairman of the association appeals committee; and
6. any other relevant documents.

We ask the parties, the protest committee and the association appeals committee to send any additional relevant documents not already included in this appeal, such as:

1. the appeal to the association appeals committee [delete and renumber if we have this appeal],
2. comments made to the association appeals committee,
3. correspondence between the protest committee and a party to the hearing,
4. correspondence between the association appeals committee and a party or the protest committee, and
5. any documents provided by a party or the protest committee to the association appeals committee.

By copies of this letter, the parties to the hearing and the protest committee are reminded that they may send written comments to the US Sailing Appeals Committee. Such comments must be sent within 15 days of receipt of this letter.

Please note that all correspondence with the US Sailing Appeals Committee is to be e-mailed to Joy Shipman, Secretary, at appeals@ussailing.org, or mailed to her (see address list). If you, or any of the parties or committees involved in the appeal, prefer to not receive communications from the Appeals Committee electronically, please send us that request, stating the mailing address we should use.

Please refer to File 06-01 in any correspondence.

Decisions of the Appeals Committee are usually sent within three months of the dates of our acknowledgement letters.

Very truly yours,

US Sailing Appeals Committee

Joy Shipman, Secretary

cc: Mr. _____, *Windjammer*
Ms. _____, *Barfly*
Ms. Maude Van Gogh, Chairman, Down Home Sailing Club Protest Committee
US Sailing Appeals Committee

Encl.: File 06-01 documents
File 06-01 Address List

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File 06-01 Address List

NOTE: Use Ms., Mr., etc., as shown in the address and list of copy recipients.
[Include e-mail address if we have one]

[Appellant's name]
[Address]

[Other party's name]
[Address]

[Protest committee chairman's name]
[Address]

[Association appeals committee chairman's name]
[Address]

Ms. Joy Shipman, Secretary
US Sailing Appeals Committee
40 B Narragansett Ave.
Jamestown, RI 02835-1166
appeals@ussailing.org

3. ACKNOWLEDGEMENT LETTER FOR A REQUEST FOR RULES INTERPRETATIONS

[Date]

[Name, title and address. Follow this example:]

Mrs. Elizabeth Browning, Commodore
Down Home Sailing Club

[Address]

Sent via e-mail: (insert the e-mail address)

Reference: File 06-01

Dear Mrs. Browning:

We have received the Down Home Sailing Club's request for interpretations of the rules as provided in rules 70.4, R1.3 and R2.4. The request was dated June 1, 2006, and was sent and received electronically on June 6, 2006. The required fee of \$25 has been received. [The request did not include the required fee of \$25, which must be paid before the request can be considered.]

Please note that all correspondence with the US Sailing Appeals Committee is to be e-mailed to Joy Shipman, Secretary, at appeals@ussailing.org.

Please refer to File 06-01 in any correspondence.

Decisions of the Appeals Committee are usually sent within three months of the dates of our acknowledgement letters.

Very truly yours,

US Sailing Appeals Committee

Joy Shipman, Secretary

cc: US Sailing Appeals Committee

4. LETTER REFUSING CONSIDERATION OF APPEAL

[Date]

[Name and address. Use Mr., Mrs., Ms. or Doctor, but not, e.g., Commodore.]

Sent via e-mail: (insert the e-mail address)

Reference: File 06-01

Dear Ms. Swift:

We have received your appeal of the Gulf Yachting Association (GYA) Appeals Committee’s decision on the [protest *Windjammer vs. Barfly*] [request for redress by *Barfly*], arising from Race 2 of the Bent Spar Tune-up Series on January 4, 2006, conducted by the Down Home Sailing Club.

The US Sailing Appeals Committee cannot consider your appeal to us because [state reasons].

We are directing the US Sailing office to refund your fee.

Very truly yours,

US Sailing Appeals Committee

Joy Shipman, Secretary

- cc: Ms. _____, *Barfly*
- Mr. John Rockefeller, Chairman, GYA Appeals Committee
- Ms. Maude Van Gogh, Chairman, Down Home Sailing Club Protest Committee
- Mr. Matthew Hill, US Sailing Race Administration Director
- US Sailing Appeals Committee

* * * * *

5. RECUSAL PARAGRAPH

Appeals Committee member Mr./Ms. _____ has recused himself/herself from consideration of this [appeal] [request] and will not participate in the deliberations or decisions of the committee.

[Insert immediately before the “By copies of this letter...” paragraph in the acknowledgment letter.]

6. REQUEST TO PC FOR MORE FACTS

[Date]

[Name, title and address. Follow this example:]

Ms. Maude Van Gogh, Chair

Down Home Sailing Club Protest Committee

[Address]

Sent via e-mail: (insert the e-mail address)

Reference: File 06-01

Dear Ms. Van Gogh:

As provided in rule R5.4, the US Sailing Appeals Committee requests that your committee provide additional facts in answers to the questions below in connection with the [protest] [request for redress] with which this appeal is concerned. You may find it necessary to reopen the hearing. In that event the parties are entitled to be present throughout the hearing (see rule 63.3). You may wish to conduct the hearing by conference call.

Please reply to the following questions:

1. First question.
2. Second question, etc.

Please reply by January 30, 2006. If you are unable to reply by that date, please let us know when we can expect your response.

Please note that all correspondence with the US Sailing Appeals Committee is to be e-mailed to Joy Shipman, Secretary, at appeals@ussailing.org.

Please refer to File 06-01 in any correspondence.

Very truly yours,

US Sailing Appeals Committee

Joy Shipman, Secretary

cc: Mr. _____, *Windjammer*

Ms. _____, *Barfly*

Mr. John Rockefeller, Chairman, GYA Appeals Committee
US Sailing Appeals Committee

e-mail cover letter for a request for more facts or information

From: Appeals <Appeals@USSAILING.ORG>

Date: Wed, 2 Mar 2011 11:16:17 -0500

To: Ruth Miller <ruthmillerlaw@gmail.com>

Cc: [parties] "Mr. David L. Ward" <dlwisme@aol.com>, "Petkus, Tomas" <TomasPetkus@barristers.com>, "Mr. Raymond Green" <racecoordinator@chicagoyachtclub.org>, <appeals@ussailing.org>

Bcc: US Sailing Appeals Committee

Subject: 10-08, Request for more information/additional facts

Dear Ms. Miller:

A request from the Appeals Committee for additional facts/information concerning File 10-08 is attached.

Very truly yours,

Joy Shipman, Secretary

US Sailing Appeals Committee

7. REQUEST TO PC OR AAC FOR OTHER INFORMATION (EXCEPT PC FACTS)

[Date]

[Name, title and address. Follow this example:]

Ms. Maude Van Gogh, Chair
Down Home Sailing Club Protest Committee
[Address]

OR

Mr. John Rockefeller, Chairman
Gulf Yachting Association Appeals Committee
[Address]

Sent via e-mail: (insert the e-mail address)

Reference: File 06-01

Dear [Ms. Van Gogh] [Mr. Rockefeller]:

As provided in rule R5.4, the US Sailing Appeals Committee requests that your committee provide some additional information. Specifically,

1. First additional information requested.
2. Second additional information requested, etc.

Please reply by January 30, 2006. If you are unable to reply by that date, please let us know when we can expect your response.

Please note that all correspondence with the US Sailing Appeals Committee is to be e-mailed to Joy Shipman, Secretary, at appeals@ussailing.org.

Please refer to File 06-01 in any correspondence.

Very truly yours,

US Sailing Appeals Committee

Joy Shipman, Secretary

cc: Mr. _____, *Windjammer*
Ms. _____, *Barfly* [Delete for an appeal of a redress decision.]
John Rockefeller, Chairman, GYA Appeals Committee
Maude Van Gogh, Chairman, Down Home Sailing Club Protest Committee
US Sailing Appeals Committee

8. REMINDER LETTER TO PC OR AAC

[Date]

[Name, title and address. Follow this example:]

Ms. Maude Van Gogh, Chair
Down Home Sailing Club Protest Committee
[Address]

OR

Mr. John Rockefeller, Chairman
Gulf Yachting Association Appeals Committee
[Address]

Sent via e-mail: (insert the e-mail address)

Reference: File 06-01

Dear [Ms. Van Gogh] [Mr. Rockefeller]:

To date we have not received the additional facts or information requested in our letter to you dated [insert date]. Under rules R5.1 and R5.4, your committee must provide this information before we can decide this appeal. If you have not already responded, please let us know when we can expect your reply.

[Use the second sentence only when writing to the protest committee chairman.]

Please note that all correspondence with the US Sailing Appeals Committee is to be e-mailed to Joy Shipman, Secretary, at appeals@ussailing.org.

Please refer to File 06-01 in any correspondence.

Very truly yours,

US Sailing Appeals Committee

Joy Shipman, Secretary

cc: Mr. _____, *Windjammer*
Ms. _____, *Barfly*
Mr. John Rockefeller, Chairman, GYA Appeals Committee
Ms. Maude Van Gogh, Chair, Down Home Sailing Club Protest Committee
US Sailing Appeals Committee

[Delete the addressee's name from the copy list.]

e-mail cover letter for decision letters

From: Appeals <Appeals@USSAILING.ORG>

Date: Tue, 29 Mar 2011 16:48:31 -0400

To: "Mr. Rick Hatch" <rjh_yachting@shaw.ca>

Cc: [parties and US Sailing Race Administration Director] "Mr. Scott Awalt" <Scott.E.Awalt@boeing.com>, "Mr. Kyle Reese Cassal" <bootzilla@gmail.com>, "Mr. Norm Smit" <smit_oly@msn.com>, Matthew Hill <Chrispetraceo@USSAILING.ORG>, <appeals@ussailing.org>

Bcc: US Sailing Appeals Committee

Subject: 11-02, Decision

Dear Mr. Hatch:

The US Sailing Appeals Committee's decision on [the appeal or the request for confirmation or correction of its decision or the request for rules interpretations] is attached.

Very truly yours,

Joy Shipman, Secretary
US Sailing Appeals Committee

9. DECISION LETTER INTRODUCTION (FOR APPEALS OF PROTESTS OR REQUESTS FOR REDRESS)

[Date]

[Name and address. Use Mr., Mrs., Ms. or Doctor, but not, e.g., Commodore.]

Sent via e-mail: (insert the e-mail address)

Reference: File 06-01

Dear Ms. Swift:

This is the US Sailing Appeals Committee's decision on your appeal of the Gulf Yachting Association (GYA) Appeals Committee's decision on the [protest *Windjammer vs. Barfy*] [request for redress by *Windjammer*], arising from an incident in Race 2 of the Bent Spar Tune-up Series on January 4, 2006, conducted by the Down Home Sailing Club.

[Appeals Committee member _____ recused himself/herself from consideration of this appeal and did not participate in the deliberations or decisions of the committee.] – include when appropriate

Some Appeals Committee decisions are published in the US Sailing *Appeals Book* because of their educational value. They may be simplified or otherwise modified, and the version to be published is sent to the parties and committee chairmen involved.

Very truly yours,

US Sailing Appeals Committee

Joy Shipman, Secretary

cc: other parties
AAC Chair
PC Chair
Other committee chairs
Mr. Matthew Hill, US Sailing Race Administration Director
US Sailing Appeals Committee

10. DECISION LETTER INTRODUCTION (FOR REQUESTS FOR CONFIRMATION OR CORRECTION)

[Date]

[Name, title and address. Follow this example:]

Mr. John Rockefeller, Chairman
Gulf Yachting Association Appeals Committee

[Address]

Sent via e-mail: (insert the e-mail address)

Reference: File 06-01

Dear Mr. Rockefeller:

This is the US Sailing Appeals Committee's decision on the Gulf Yachting Association Appeals Committee's request for confirmation or correction of its decision on the [protest *Windjammer vs. Barfly*] [request for redress by *Windjammer*], arising from an incident in Race 2 of the Bent Spar Tune-up Series on January 4, 2006, conducted by the Down Home Sailing Club.

[Appeals Committee member _____ recused himself/herself from consideration of this request and did not participate in the deliberations or decisions of the committee.] – include when appropriate

Some Appeals Committee decisions are published in the US Sailing *Appeals Book* because of their educational value. They may be simplified or otherwise modified, and the version to be published is sent to the parties and committee chairmen involved.

Very truly yours,

US Sailing Appeals Committee

Joy Shipman, Secretary

cc: other parties
AAC Chair
PC Chair
Other committee chairs
Mr. Matthew Hill, US Sailing Race Administration Director
US Sailing Appeals Committee

11. DECISION LETTER INTRODUCTION (FOR REQUESTS FOR RULE INTERPRETATIONS)

[Date]

[Name, title and address. Follow this example:]

Mrs. Elizabeth Browning, Commodore
Down Home Sailing Club

[Address]

Sent via e-mail: (insert the e-mail address)

Reference: File 06-01

Dear Mrs. Browning:

This is the US Sailing Appeals Committee's reply to the request for an interpretation of the racing rules sent by the Down Home Sailing Club on January 3, 2006.

Some Appeals Committee decisions are published in the US Sailing *Appeals Book* because of their educational value. They may be simplified or otherwise modified, and the version to be published is sent to the parties and committee chairmen involved.

Very truly yours,

US Sailing Appeals Committee

Joy Shipman, Secretary

cc: Mr. Matthew Hill, US Sailing Race Administration Director
US Sailing Appeals Committee

* * * * *

12. DECISION LETTER FOR SENDING PROTEST BACK FOR NEW HEARING BY SAME PROTEST COMMITTEE

[date]

Mr. David L. Ward
1155 E Hyde Park Blvd.
Chicago, IL 60615-2817
dlwisme@aol.com

Sent via e-mail: (insert the e-mail address)

Reference: File 10-08

Dear Mr. Ward:

This is the US Sailing Appeals Committee's decision on your appeal of the Lake Michigan Sail Racing Federation (LMSRF) Appeals Committee's decision on the protest Race Committee vs. Unknown Lady, arising from an incident in the Chicago Yacht Club Race to Mackinac 2010 on July 27, 2010, conducted by the Chicago Yacht Club.

In its March 9, 2011, email, the protest committee informed us that it believed significant new evidence may exist and that the committee may have made a significant error. Because of this we have concluded that a new hearing, rather than a reopened hearing, is appropriate. Therefore, we have decided to act under rule 71.2 and return the protest for a new hearing and decision by the same protest committee.

By copy of this letter, the protest committee is directed to proceed accordingly.

This decision closes our File 10-08. By copies of this letter, the parties, the chairman of the LMSRF Appeals Committee, and the chairman of the protest committee are advised that the new decision of the protest committee

may be appealed as if it were the first decision concerning this matter.

Very truly yours,

US Sailing Appeals Committee

Joy Shipman, Secretary

cc: Mr. Raymond Green, Race Committee Representative
Mr. Tomas Petkus, Appeals Committee Chair, LMSRF Appeals Committee
Ms. Ruth Miller, Chief Judge, Race to Mackinac 2010 Protest Committee
Mr. Matthew Hill, US Sailing Race Administration Director
US Sailing Appeals Committee

* * * * *

13. PARAGRAPH STATING WE MAY PUBLISH

Some Appeals Committee decisions are published in the US Sailing *Appeals Book* because of their educational value. They may be simplified or otherwise modified, and the version to be published is sent to the parties and committee chairmen involved.

[Insert as the final paragraph of the letter.]

* * * * *

14. LETTER COPYING PARTIES AND CHAIRMEN WITH ADDITIONAL CORRESPONDENCE (OTHER THAN COMMENTS)

[Date]

Mr. _____, *Windjammer*
[address]

Ms. _____, *Barfly*
[address]

Mr. John Rockefeller, Chairman
GYA Appeals Committee
[address]

Ms. Maude Van Gogh, Chairman
Down Home Sailing Club Protest Committee
[address]

[Delete the addressee who supplied the additional correspondence.]

Sent via e-mail: (insert the e-mail address)

Reference: File 06-01

Dear Mr. _____, Ms. _____, Mr. Rockefeller and Ms. Van Gogh:

[Delete the addressee who supplied the additional correspondence.]

Please find enclosed a copy of [Mr.] [Ms.] _____'s response to our request for [a revised diagram] [(other)] dated April 1, 2006. [Mr.] [Ms.] _____ sent this response to our committee on April 15, 2006.

[Insert the name of the supplier of the additional correspondence.]

You are reminded that you may send written comments to the US Sailing Appeals Committee. Such comments must be sent within 15 days of receipt of this letter.

Please note that all correspondence with the US Sailing Appeals Committee is to be e-mailed to Joy Shipman, Secretary, at appeals@ussailing.org.

Please refer to File 06-01 in any correspondence.

Very truly yours,

US Sailing Appeals Committee

Joy Shipman, Secretary

cc: Mr. _____, *Windjammer*
Ms. _____, *Barfly*
Mr. John Rockefeller, Chairman, GYA Appeals Committee
Ms. Maude Van Gogh, Chairman, Down Home Sailing Club Protest Committee
US Sailing Appeals Committee

[Delete all names except the supplier of the additional correspondence.]

Encl.: Copy of [Mr.] [Ms.] _____'s [letter] [memo] dated April 15, 2006

e-mail cover letter for sending out documents received that parties to the appeal can comment on, such as facts and information from the protest committee

From: Appeals <Appeals@USSAILING.ORG>

Date: Fri, 6 Aug 2010 13:52:39 -0400

To: [all parties and committees] Doctor Akiko Kamimura <kamimura@umich.edu>, "Mr. Jonathan White" <jdwuseg@umich.edu>, "Mr. Brook Smith" <bsmith@bmspc.com>, "Mr. Peter Griffin" <petergriffin@comcast.net>

Cc: Joy Shipman <pseidens@tampabay.rr.com>

Bcc: US Sailing Appeals Committee

August 6, 2010

To the Parties and Committees in File 10-03:

Attached please find the protest committee's reply, dated July 13, 2010, to our letter dated July 11, 2010.

You are reminded that you may send written comments to the US Sailing Appeals Committee. Such comments must be sent within 15 days of receipt of this letter.

Please note that all correspondence with the US Sailing Appeals Committee is to be e-mailed to Joy Shipman, Secretary, at appeals@ussailing.org.

Please refer to File 10-03 in any correspondence.

Very truly yours,

Joy Shipman, Secretary
US Sailing Appeals Committee

cc: US Sailing Appeals Committee

15. LETTER COPYING PARTIES AND CHAIRMEN WITH COMMENTS ON THE APPEAL OR REQUEST

[Date]

Mr. _____, *Windjammer*
[address]

Ms. _____, *Barfly*
[address]

Mr. John Rockefeller, Chairman
GYA Appeals Committee]
[address]

Ms. Maude Van Gogh, Chairman
Down Home Sailing Club Protest Committee
[address]

[Delete the addressee who supplied the additional correspondence.]

Sent via e-mail: (insert the e-mail address)

Reference: File 06-01

Dear Mr. _____, Ms. _____, Mr. Rockefeller and Ms. Van Gogh:

[Delete the addressee who supplied the additional correspondence.]

For your information, please find enclosed a copy of [Mr.] [Ms.] _____'s [letter] [memo] dated April 15, 2008.

Very truly yours,

US Sailing Appeals Committee

Joy Shipman, Secretary

cc: Mr. _____, *Windjammer*
Ms. _____, *Barfly*
Mr. John Rockefeller, Chairman, GYA Appeals Committee
Ms. Maude Van Gogh, Chairman, Down Home Sailing Club Protest Committee
US Sailing Appeals Committee

[Delete all names except the supplier of the additional correspondence.]

Encl.: Copy of [Mr.] [Ms.] _____'s [letter] [memo] dated April 15, 2008

e-mail cover letter for sending out documents received (other than facts and other information from the protest committee)

From: Appeals <Appeals@USSAILING.ORG>

Date: Thu, 19 Aug 2010 16:52:58 -0400

To: [parties and committees] "Mr. Jonathan White" <jdwuseg@umich.edu>, "Mr. Brook Smith" <bsmith@bmspc.com>, "Mr. Peter Griffin" <petergriffin@comcast.net>

Bcc: US Sailing Appeals Committee **Cc:** Joy Shipman <pseidens@tampabay.rr.com>

September 22, 2016

To the Parties and Committees in Appeal 16-07:

The comment period for File 16-07 has ended. For your information please find enclosed the files listed below received from Ms. Sampson, Mr. Michne and Mr. Davis.

Very truly yours,
Joy Shipman, Secretary
US Sailing Appeals Committee

OR
August 19, 2010

To the Parties and Committees in File 10-03:

For your information, please find attached a copy of Dr. Kamimura’s letter dated August 18, 2010.

Very truly yours,

Joy Shipman, Secretary
US Sailing Appeals Committee

cc: US Sailing Appeals Committee

* * * * *

16. LETTER REQUESTING ORGANIZING AUTHORITY TO APPOINT A NEW PROTEST COMMITTEE FOR A NEW HEARING

[Date]

[address this to the appellant as well]

Ms. Linda Cherry, Commodore
Carlyle Sailing Association
1121 Sunset Drive
East Peoria, IL 61611

Sent via e-mail: (insert the e-mail address)

Reference: File 06-11

Dear [appellant] and Ms. Cherry:

The US Sailing Appeals Committee recently received an appeal of a decision of the Midwest Sailing Association (MSA) Appeals Committee, which concerned a protest that arose from Race 2 of the 2006 F-18 National Championship Regatta conducted by the Carlyle Sailing Association on September 20, 2006. The protest was *F-18 590 vs. F-18 2125*.

(discussion of the reasons for acting under rule 71.2, if appropriate, transitioning into the next paragraph by saying “Therefore we have decided to act...”)

For several reasons we have decided to act under racing rule 71.2, Appeal Decisions, to “return the protest . . . for a new hearing and decision by . . . a different protest committee.” Since the protest committee for an event is appointed by the organizing authority (see rule 89.2), the Carlyle Sailing Association as the organizing authority for the F-18 National Championship is responsible for appointing a new protest committee to replace the original committee.

You may find it useful to appoint one or more US Sailing Senior Judges to the new committee. We suggest that at least the chairman be a US Sailing Senior Judge. As a first step you could contact the Regional Administrative Judge for your area; he or she can suggest names of judges and provide their phone numbers or addresses. The US Sailing

website shows that Clifford Black is the appropriate Regional Administrative Judge and provides his contact information (http://www.ussailing.org/judges/judge_results.asp?State='IL').

Since the new protest committee will conduct a new protest hearing, it is important that none of its members be members of the original protest committee, and that none of the records of the original committee be made available to the new committee. The new committee will need the protest; however, the facts found and decision of the original committee must be removed from the protest form. The committee should contact the parties to the hearing; their names and addresses are enclosed with this letter. It may also wish to conduct the hearing by conference call.

This decision closes our File 06-11. By copies of this letter, the parties, the chairman of the MSA Appeals Committee, and the chairman of the original protest committee are advised that the decision of the new protest committee may be appealed as if it were the first decision concerning this matter.

Very truly yours,

US Sailing Appeals Committee

Joy Shipman, Secretary

cc: Mr. Mike Krantz, *F-18 590*
Mr. Steve Leo, *F-18 2125*
Mr. Theodor Beier, Chairman, MSA Appeals Committee
Mr. Gordon Isco, Chairman, Carlyle Sailing Association Protest Committee
Mr. Matthew Hill, US Sailing Race Administration Director
US Sailing Appeals Committee

Encl.: Parties to the Hearing List

06-11

Parties to the Hearing List

Mr. Mike Krantz
[address]

Mr. Steve Leo
[address]

* * * * *

17. COVER LETTER TO PARTIES AND CHAIRMEN WITH PUBLISHED APPEAL

[Date]

Mr. Ed Putnam
62 Bay Street
Hull, MA 02045

Sent via e-mail: (insert the e-mail address)

Reference: File 06-10 (Appeal 96)

Dear Mr. Putnam:

Enclosed is a copy of the published version of the US Sailing Appeals Committee's decision on your appeal of the Yacht Racing Association of Long Island Sound (YRA of LIS) Appeals Committee's decision on the request for redress by *Pocito*, arising from the scoring of Race 4 of the 2006 J/24 Northeast Championship Regatta on October 7, 2006, conducted by the Noroton Yacht Club.

Now Appeal [xxx], it is posted on the US Sailing website. It will also be included in the next printing of the US Sailing *Appeals Book*.

Very truly yours,

US Sailing Appeals Committee

Joy Shipman, Secretary

cc: Mr. Bruce A. Cook, Chairman, YRA of LIS Appeals Committee
Mr. Lawrence White, Chairman, Protest Committee
Mr. Steven Shepstone, Chairman, Race Committee
US Sailing Appeals Committee

Encl.: Copy of Appeal xxx

* * * * *

18. LETTER SAYING THAT WE DO NOT DISCUSS DECISIONS AFTER THEY HAVE BEEN SENT

[Date]

Captain Douglas A. Cohn, USA (ret.)
909 10th St. South No. 205
Naples, FL 34102

Sent via e-mail: (insert the e-mail address)

Reference: File 08-04

Dear Captain Cohn:

We have received your email dated September 22, 2008, requesting that the Appeals Committee reconsider its decision in File 08-04. Our decision, dated September 22, 2008, stands as written.

It is our practice as a Committee to let our decisions stand on their own and not to discuss those decisions with individual parties or committees.

File 08-04 is closed.

Very truly yours,

US Sailing Appeals Committee

Joy Shipman, Secretary

cc: Mr. Joseph T. Barrett Jr., *Island Time*
Ms. Ann Newton, Chair, Florida Sailing Association Appeals Committee
Ms. Carol S. Robinson, Chair, SAMI Protest Committee
US Sailing Appeals Committee

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19. LETTER CONCERNING THE CIRCULATION OF A NON-PUBLISHED DECISION BEYOND THE PARTIES IN AN APPEAL

[Date]

Captain Douglas A. Cohn, USA (ret.)
909 10th St. South No. 205
Naples, FL 34102

Sent via e-mail: (insert the e-mail address)

Reference: File 11-02

Dear Captain Cohn:

Thank you for your [e-mail] [letter] dated September 22, 2008.

Decisions of the US Sailing Appeals Committee are intended to be read by the parties and committees involved in the appeal. Decisions intended to be read publicly are published on the US Sailing website and included in the US Sailing *Appeals Book*. If you choose to extend the reading of the decision in File 11-02 beyond the parties and committees involved in the appeal, please include this statement with any posting:

"This is the decision of the US Sailing Appeals Committee involving the protest *Sugar Magnolia vs. Showtime*. This is the decision letter that was sent to the parties and committees involved in the appeal, and does not represent a published version of this decision."

Very truly yours,

US Sailing Appeals Committee

Joy Shipman, Secretary

cc: Mr. Joseph T. Barrett Jr., *Island Time*
Ms. Ann Newton, Chair, Florida Sailing Association Appeals Committee
Ms. Carol S. Robinson, Chair, SAMI Protest Committee
US Sailing Appeals Committee