

The Do's and Don'ts of Filing an Appeal

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January 2025

US Sailing Appeals webpage: ussailing.org/appeals

When filing your appeal do...

- Read Appendix R, rules R1, R2 and R3 carefully.
- Read the *Appeals FAQ* on the US Sailing Appeals page.
- Send your appeal and the decision you are appealing within the 15 day time limit (see rule R1.1(a)).
- Fill out the *Appeals & Requests Information Form* and submit it as soon as possible (posted on the Appeals webpage). Note, it is preferred if you attach your appeal and decision being appealed to the Form and submit it all at the same time.
- Be sure all documents are dated.
- Keep your grounds (the reason you are appealing) as brief and concise as possible.
- Organize your supporting documents so they are clearly marked, and consolidate any email threads into one well-marked file as much as possible.
- Be patient. The average time from receipt of an appeal to sending the decision is three months, and it can be much longer depending on the complexity of the case and/or the number of times the appeals committee must ask the protest committee for additional facts and information.

When filing your appeal don't...

- Send your appeal or the decision being appealed after the 15 day time limit has expired (see rule R1.1(a)).
- Send individual copies of many emails; or a lot of documents with no clear marking as to what they are.
- Copy your appeal to people who are not representatives of the parties or committees directly involved in the appeal.
- Send in an incomplete appeal (see rules R 1.1(a) and R1.2).