

US Sailing

2025-2028 Protest Form & Standard Wording Instructions

Message from the Judges Committee

For the 2025-2028 quadrennium, the US Sailing Judges Committee has released preferred standard wording and a hearing decision form. This effort was led by John Porter. Feedback and the reporting of any issues is encouraged at <https://forms.office.com/r/UAbBnCeVX2>.

Standard Wording

There are 2 formats of preferred standard wording, Word and PDF.

If you are using the word version, the table of contents can be clicked using CTRL-Click or CMD-Click depending on your operating system. The word version is embedded with form fields. [X] fields are set up so you can click into the field and begin typing without deleting the original text. Fields that are represented as [did] [did not] are formatted in drop-down menus for quick access while scribing. If these functions do not work on your version of Microsoft Word, it is likely that you are running an old version of Word or running on a Mac.

The PDF version has a clickable table of contents and is printable for quick reference during hearings.

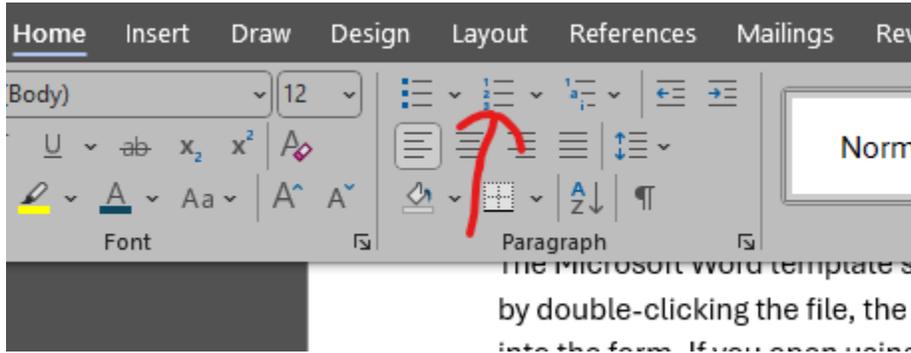
For each entry of standard wording, you'll see a short list of red text. See the "Autotext" section of this document to understand the usefulness of this code.

Hearing Decision Form

There are 3 formats of hearing decision template, Word, Fillable PDF, and Printable PDF.

The Microsoft Word template should be saved locally to your computer. If you open this file by double-clicking the file, the document won't overwrite the template when you enter data into the form. If you open using file-open, you will overwrite your template when you save. The hearing information (event, race, parties, etc.) is stored in the document header. Double-clicking in this area will open the file for editing. Any change on page 1 will carry over automatically to subsequent pages. Double-click outside the header area to exit.

Some validity items have suggested wording for asking good questions during the hearing. If you hover over areas like “Hailed protest at the first reasonable opportunity” suggested questions will appear. Answers to all the first-page questions are in drop-down menus. The document attempts to use Word’s 1,2,3 functionality. Sometimes this breaks. If you see the numbers get out of order, highlight the list and press this button twice:



If your numbering doesn’t restart between sections of the document right click on the number at the top of the section and choose “restart at 1”. Sometimes the font size inadvertently changes and you need to highlight the area and choose font size 12 for best visuals. These minor inconveniences are generally worth tolerating for the ease of using Microsoft Word.

The Fillable PDF template is easy to overwrite. Step one after opening the template is to file-save with a unique file name. The hearing information has duplicated form fields so any hearing number, race number, and party information automatically copies from page 1 to page 2. Some validity items have suggested wording for asking good questions during the hearing. If you hover over areas like “Hailed protest at the first reasonable opportunity” suggested questions will appear. Answers to all the first-page questions are in drop-down menus. This PDF has no 1,2,3 functionality so you’ll need to start your facts, conclusions, and decisions with manual numbers or a – at the beginning of each item.

The printable PDF document is for printing for judges who prefer to write decisions by hand.

Autotext

In some versions of Microsoft Word, this document template enables Autotext. When looking at standard wording, you see shortcuts for Autotext. If you type that code compatible versions of word will auto-populate the associated standard wording. For instance, if you are using the standard wording for rule 10, typing rrs10[enter] or rrs10[F3] will fill the document with “[X] on port tack failed to keep clear of [Y] on starboard tack, and broke RRS 10.” This is tested and works in Office 365 Word on current subscription in Windows using [enter] at the end of the text. This is also tested in word running inside a windows virtual machine on MacOS using [F3] at the end of the text string. One Judge has found this working in Office 365 Word on MacOS, though

that is uncommon. While the author of this form can't be tech support for all judges in the country, using the current Office 365 Word on Subscription in Windows and keeping it up to date gives the best chance of success.

Version Control

As mentioned in the beginning of this document, feedback is encouraged. The feedback goes to John Porter, and he will update this form and issue new versions as he has time. The current version is V1. As new revisions are implemented, change notes will be incorporated in this section of the document.

Thank you for your service in the sport of sailing,

John Porter on behalf of the US Sailing Judges Committee