

Scribing Guide

1. Numbering of sentences.

Sentences shall be numbered for ease of reading. Use automatic numbering, or type the numbering yourself.

2. Verb Tenses:

Events on the race course always in past tense.

The rules and events at the hearing are in present tense.

3. Abbreviations:

Acceptable Abbreviations:

RRS, NoR, SI, IJ, RC, PRO, RO, TC, MNA m for meters, sec., min. hrs. nm. for nautical miles

Classes: Laser, Radial, 470M, 470W, Nacra, 49er, 49er FX, Nacra; Kite M, Kite W, RSX M, RSX W

Do not abbreviate:

boat lengths, starboard, port, ahead, astern, overlap or overlapped, clear ahead, knots

4. Goal:

Write sufficient facts that, if the conclusion is removed, another competent judge would write the same conclusion from the facts.

5. Guidelines:

Some facts are derived from other facts that are needed, in order to apply the rules.

Example: The boats were overlapped when Blue entered the zone.

1. Structure the Facts for Part 2 as follows:

- 1.1. Set the stage: Wind, sea conditions, relative positions of boats before incident happened.
- 1.2. Describe what happened: How did the boats moved to the end of the incident and everything relevant that happened.
- 1.3. Afterwards: Damage, injury, penalty turns, retirement, facts for exoneration, and afterwards.
- 1.4. Consider whether you need additional facts for exoneration: RRS 43.1(a), 43.1(b), 43.1(c).
- 1.5. For a discretionary penalty, identify mitigating and aggravating facts that increase or decrease the penalty.
- 1.6. Facts need to address all of the allegations made by the parties.

2. Describe relative positions of boats:

Collision course:

FACT: "The boats were on a collision course. If neither boat changed course, S's bow would have contacted P at the mast."

3. RRS 14: Regarding the boat with right-of-way:

Apply RRS 14(a) before 14(b).

When there is damage or injury, provide facts that show whether or not it was reasonably possible to avoid contact.

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If there was contact, indicate whether there was injury or damage.

Conclude whether rule 14 was broken, and if so, whether the boat is exonerated. It is not acceptable to have a conclusory finding of fact that: "It was not reasonably possible for S to avoid contact" without supporting facts.

4. Write positive facts. However,

Some circumstances will require negative facts. Examples:

- Invalid protest, "X did not hail "protest""
- "Neither boat took a penalty"
- "X did not retire"
- RRS 20.2c: When hailed, boat X did not respond either by tacking as soon as possible or by immediately replying "you tack" .
- RRS 28: Boat X did not round mark A1
- RRS 41: Boat X did not ask for the information that was given

5. Conclusions: Use preferred standard wording, words from the rule itself.

Preferred standard wording paper is in the event's dropbox.

6. Policy on starting scribing process before the hearing.

- Prior to the hearing, the scribe and maybe chair review the protest form. Ideally, the scribe can begin a draft with some data from the form to start with. The scribe may enter some facts, being careful not to pre-judge the evidence that will be heard. For example, "Blue was overlapped inside / was clear astern of Yellow as Yellow entered the zone".
- During the hearing, the scribe will also be drafting facts based on evidence. It may be possible to have a complete set of proposed facts before the end of the hearing.
- While deliberating, the jury will reach consensus on significant facts. For example, was the overlap established at the zone? Did the right-of-way boat give room? With these facts agreed, then the scribe completes any remaining details in the facts, and then reads the facts for the jury to decide and make any revisions.

7. Policy on editing a write-up after the hearing*

- Spelling and grammatical corrections are allowed, particularly to bring the hearing's written decision to the required standards.
- A conclusion or decision should not be changed, except for grammatical improvements. However, if standard wording was used, this should not usually be necessary.
- A Fact which was read out to the parties may be omitted if it is later not deemed important to the conclusion. However, new facts should not be added.

Extract from the WS Judges Manual on the subject: *"The written decision must accurately record the information presented orally to the parties."*