



South Atlantic Yacht Racing Association Appeals Committee Guidance

1. Purpose

This document provides guidance to Yacht Racing Association (YRA) Appeals Committees to ensure that appeals are heard in a timely manner and determined fairly, consistently and in accordance with applicable rules and procedures. It was developed by the South Atlantic Yacht Racing Association (SAYRA) Appeal Committee and is shared courtesy of SAYRA and with the approval of the US Sailing Appeals Committee.

(In this document, the term appeals committee is abbreviated AC, and protest committee is abbreviated PC.)

The appeals committee's role is not to rehear the original case or to find facts (R5.4(a)), but to consider whether:

- The decision under appeal was reached in line with the facts found and the rules
- If additional facts found or information may be required
- If the protest committee followed the rules of Part 5 of *The Racing Rules of Sailing* (RRS) in the conduct of the original hearing

2. Appeals Committee Roles

- Chair – Leads and guides the committee
- Procedural Judge – Ensures the rules and procedures of Part 5 and Appendix R of the RRS are followed
- Scribe – Records and maintains a record of the proceedings
- All committee members - Review the decision, facts found and participate in deliberations that will lead to upholding, changing or dismissing the PC's decision

3. Procedures

The Chair:

1. Receives the appeal package from US Sailing (R2.2(a)), which should contain the documents outlined in R1.2(a) through (f).
2. Assigns an appeal number in YRA XX-XX format where the first two digits are the appeal number and the last two digits are the year, for example: SAYRA 01-25.
3. Sends the complete appeal package along with a cover letter (see example Appendix 1) to the parties, the PC (R4) and members of the AC.
4. Receives comments from the parties and the PC no later than 15 days after the party or PC receives the appeal (R6) and distributes the comments to the parties, PC and members of the AC (R5.2(a)).
5. Facilitates, coordinates and monitors communications within the AC. This communication may be accomplished via email or Zoom. A record of the AC communications/deliberations must be maintained, but it remains with the AC and is not to be shared with the parties or the PC.

6. The AC reviews all documents. When it decides that the facts found by the PC are inadequate or that it needs other information (R5.4(b)), the Chair shall, via email (Appendix 2 for facts and Appendix 3 for information) with copy provided to the parties, require the PC to:

- Provide additional facts or information, or
- Reopen the hearing and report new facts or information (R5.4)

A PC-endorsed diagram is considered a set of facts.

The Chair will receive the new facts or information and send them to the parties and the AC members. The parties may comment no later than 15 days after receipt of the new facts or information (R5.2(a)). Party comments, if any, will be sent the PC and AC members.

4. Deliberation

Once all the relevant information has been gathered, AC members will consider the facts found and the relevant rules. The AC will decide whether the PC's decision should be upheld, changed or dismissed.

5. Decision and Notification

The Chair will communicate the AC's decision in writing to the parties and the PC and will send a copy to the US Sailing Race Administration Office (raceadmin@ussailing.org). See example email Appendix 4.

The Decision email will include:

- The decision reached
- The reasons for reaching the decision
- The possibility of appealing the AC's decision to the US Sailing Appeals Committee (R7.1(a))

6. Record Keeping

- The Chair will securely retain all documents, notes, and decisions
- Records will remain confidential and will not be disclosed beyond those directly involved

Appeals Committee Chair Checklist

- ☐ Receive the appeal package from US Sailing (R2.2(a)), which should contain documents outlined in R1.2(a)-(f).
- ☐ Assign an appeal number in YRA XX-XX format (first two digits = appeal number, last two digits = year).
Example: SAYRA 01-25. Appeal number ____ - ____.
- ☐ Transmit the complete appeal package with a cover letter (see Appendix 1) to:
 - ☐ Parties
 - ☐ Protest Committee (R4)
 - ☐ Appeals Committee members
- ☐ Receive comments from parties and the PC no later than 15 days after receipt (R6).
- ☐ Send comments received to the parties, PC and the AC (R5.2(a)).
- ☐ Facilitate, coordinate, and monitor AC communications (via email or Zoom).
 - ☐ Maintain a record of communications/deliberations (for committee use only, not shared externally).
- ☐ Ensure the AC reviews all documents.
- ☐ If the facts are inadequate or more information is needed (R5.4(b)):
 - ☐ Send an email (Appendix 2 for facts, Appendix 3 for information) with copy to parties, requiring the PC to:
 - ☐ Provide additional facts or information, or
 - ☐ Reopen the hearing and report new facts or information (R5.4)
- ☐ Receive new facts/information and send them to the parties and AC members.
- ☐ Allow parties up to 15 days to comment on the new facts/information (R6).
- ☐ The AC deliberates and comes to a decision.
- ☐ The AC notifies the PC and the parties of their decision (Appendix 4).
- ☐ Send a copy of the decision to the US Sailing Race Administration Office.

Appendix 1A: Appeals Committee Notification Email to the Parties and the Protest Committee

The purpose of the notification email is to inform the PC and the parties that an appeal has been filed. A zip file with all the documents received from US Sailing pertaining to the appeal is attached to the notification email.

Below is an email template that you may copy and paste. The text in **red** indicates information the AC is required to enter. It is easy to turn the red text black when the required information has been entered. On the following page is a completed sample email that shows what the end product looks like.

Date: **xx/xx/xxxx**

From: **Name**, Chairperson, **XXXXX** Appeals Committee

To: **Appellant, email address, boat name**
Party, email address, boat name
Protest Committee Chair, email address

Re: **XXXXX xx-xx: boat name vs boat name**

The **XXXXX** Association Appeals Committee (AAC) has received an appeal filed by **appellant**, concerning the decision of the Protest Committee in **XXXX event**. The AAC has designated this as **XXXXX XX-XX**.

Attached to this email is a zip file containing the documents submitted to US Sailing by the appellant.

In accordance with *Racing Rules of Sailing, R6*, please review these documents and submit any comments within 15 days (no later than **month/day**). Email is preferred, sent to me (**email address of Appeals Committee Chairperson**), with a copy to all recipients of this email.

If you are not familiar with the appeals process, please review the *Racing Rules of Sailing, Appendix R, Procedures for Appeals and Requests*.

For all communications regarding this appeal, I ask all recipients to please promptly acknowledge receipt of any email from this committee.

Very truly yours,
XXXXX XXXXXXXXX, Chair
XXXXX Appeals Committee

cc:
Party, boat name 1
Party, boat name 2

Appendix 1B: Sample Notification Email

Date: 02/15/2025

From: Joe Charles, Chairperson, SAYRA Appeals Committee

To: Harry Wrong, wrong@gmail.com, *WrongWay*
Bill Smart, smartguy@gmail.com, *Smarty*
Brian Chair, pcchair@gmail.com

Re: SAYRA 01-25: *WrongWay vs Smarty*

The SAYRA Association Appeals Committee (ACC) has received an appeal filed by Harry Wrong, concerning the decision of the Protest Committee in the South Shore Regatta. The AAC has designated this as SAYRA 01-25.

Attached to this email is a zip file containing the documents submitted to US Sailing by the appellant.

In accordance with *Racing Rules of Sailing, R6*, please review these documents and submit any comments within 15 days (no later than March 3). Email is preferred, sent to me (obiwan@gmail.com), with a copy sent to all recipients of this email.

If you are not familiar with the appeals process, please review the *Racing Rules of Sailing, Appendix R, Procedures for Appeals and Requests*.

For all communications regarding this appeal, I ask all recipients to please promptly acknowledge receipt of any email from this committee.

Very truly yours,
Obi Wan, Chair
SAYRA Appeals Committee

cc:
Harry Wrong, wrong@gmail.com
Bill Smart, smartguy@gmail.com

Appendix 2: Appeals Committee Request for Additional Facts

Below is a template that you may copy and paste. The text in **red** indicates information the AC is required to enter.

Date: **xx/xx/xxxx**

From: **Name**, Chair, **XXXXX** Appeals Committee

To: **Protest Committee Chair, email address**
Appellant name, email address, *boat name*
Party, email address, *boat name*

Re: **XXXXX xx-xx: *boat name vs boat name***

To: **Protest Committee Chair**

As provided in rule R5.4(b), the **XXXXX** 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 63.1). You may wish to conduct the hearing by Zoom.

Please reply to the following questions:

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

(If a protest committee diagram is desired)

Please prepare a diagram, drawn to scale as accurately as possible, that shows in one continuous diagram the relative positions (fore and aft and side to side), sailing angles, boom positions and tracks of ***boat name 1*** and ***boat name 2***. Please take care to show the relative speeds of the boats by showing the positions at equal time increments.

Please reply by **xx/xx/xxxx**. If you are unable to reply by that date, please let us know when we can expect your response.

Very truly yours,
XXXXX XXXXXXXX, Chairperson
XXXXX Appeals Committee

cc:
Party, *boat name 1*
Party, *boat name 2*

Appendix 3: Appeals Committee Request for Information

Below is a template that you may copy and paste. The text in **red** indicates information the AC is required to enter.

Date: **xx/xx/xxxx**

From: **Name**, Chair, **XXXXX** Appeals Committee

To: Protest Committee Chair, **name**, **email address**

Re: **XXXXX xx-xx: boat name vs boat name**

As provided in rule R5.4(b), the **XXXXX** Appeals Committee requests that your Protest Committee provide additional information. Specifically:

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

Please reply by **xx/xx/xxxx**. If you are unable to reply by that date, please let us know when we can expect your response.

Very truly yours,
XXXXX XXXXXXXXX, Chairperson
XXXXX Appeals Committee

cc:
Party, boat name 1
Party, boat name 2

Appendix 4A: Appeals Committee Decision

The purpose of the Appeals Committee Decision email is to notify the Protest Committee and the parties that a decision has been reached.

Below is a template that you may copy and paste. The text in **red** indicates information the AC is required to enter. On the following page is a completed sample email that shows what the end product looks like.

Date: **xx/xx/xxxx**

From: **Name**, Chair, **XXXXX** Appeals Committee

To: **Appellant name, email address**

Re: **XXXXX XX-XX: boat name vs boat name**

Dear **XXXXXX XXXXXXXX**,

This is the **XXXXX** Appeals Committee's decision on your appeal, **XXXXX XX-XX**.

Event: **XXXXXXXXXXXXXXXXXXXXXXXXXXXX**

Date of original hearing: **XX/XX/XXXX**

Host Club: **XXXXXXXXXXXXXXXXXXXX**

Relevant rules, Cases, Appeals:

Rule XX

Summary of Facts:

1.

Actions of the Protest Committee:

1.

Basis for Appeal:

1.

Decision of the Association Appeals Committee:

1.

Very truly yours,

XXXXX XXXXXXXX, Chair

XXXXX Appeals Committee

CC:

Party, boat name 1

Party, boat name 2

Protest Committee

Appendix 4B: Sample Decision Email

Date: 02/15/2025

From: Joe Charles, Chairperson, SAYRA Appeals Committee

To: Bill Smart, smartguy@gmail.com, *Smarty*

Re: SAYRA 01-25: *WrongWay vs Smarty*

Dear Bill Smart,

This is the SAYRA Appeals Committee's decision on your appeal, SAYRA 01-25: *WrongWay vs Smarty*.

Event: South Shore Regatta

Date of original hearing: 01/05/2025

Host Club: Frisco Yacht Club

Relevant rules, Cases, Appeals:

Rule 10

Case 88

Summary of Facts:

1. Wind 7-9 knots, sea state small chop.
2. Both boats 18-foot Stearn class dinghies.
3. *Wrongway* on starboard tack and *Smarty* on port tack approached each other on a windward leg sailing at approximately the same speed. *Wrongway* was slightly ahead.
4. When approximately 3 hull lengths away, *Wrongway* hailed "starboard." *Smarty* did not respond or change course.
5. When the boats were less than 1 hull length away, *Wrongway* luffed sharply to avoid contact. *Smarty* bore away sharply and passed astern of *Wrongway* less than 2 feet astern of her.
6. There was no contact. *Wrongway* protested *Smarty* for breaking Rule 10.
7. Neither boat took a penalty and both boats finished.

Actions of the Protest Committee:

The Protest Committee found that *Smarty* broke Rule 10. *Smarty* was scored DSQ.

Basis for Appeal:

Smarty appealed, claiming that *Wrongway* had no need to luff to avoid *Smarty*.

Decision of the Association Appeals Committee:

Wrongway was unable to sail her course with no need to take avoiding action and so *Smarty* broke Rule 10. The decision of the Protest Committee is upheld and the appeal from *Smarty* is denied.

Very truly yours,
Obi Wan, Chairperson
SAYRA Appeals Committee

cc:
Wrongway, wrong@gmail.com
Protest Committee, protest@gmail.com