

Hearing Checklist Event: Race # Hearing #

NOTE: "N/A" means Not Applicable; "N/C" means Not Completed or Not Considered by the protest Committee.

1 BEFORE THE HEARING (parties not present)

- 1.1 "Save As" this template
- 1.2 Is this hearing scheduled and posted (63.2)?
 Yes No N/C Redress Invite Posted
- 1.3 Appendix Applies?
 B C D E F N T U V
- 1.4 Do Jury Member(s) have a Conflict of Interest (63.4 & M2.3)?
 No Recused Declared
Describe:
- 1.5 Contents (61.2)
 - a) Protestor/Protestee properly identified?
 Yes No N/A N/C
 - b) Incident Identified?
 Yes No N/A N/C
 - c) Where and When
 Yes No N/A N/C
 - d) Any rule protestor believes was broken
 Yes No N/A N/C
 - e) Name of protestors representative
 Yes No N/A N/C
- 1.6 Delivered within time limit (61.3 or 62.2)?
 Yes No
- 1.7 Parties Available (63.3)?
 Yes No Postponed:
- 1.8 Jury Witness (63.1(a) & 63.6(b))?
 Yes Identified No N/C
- 1.9 Video or Photo Evidence Available?
 Jury Competitor Unknown No N/A

2 HEARING PRELIMINARIES (parties present)

- 2.1 Give any observers Instructions
 Verbal Handouts N/A
- 2.2 Understand English/Need Interpreter?
 Done N/A N/C
- 2.3 Is this the correct hearing and participants?
 Yes N/A N/C
- 2.4 State policy on recordings, phones set to airplane mode. Done N/A N/C
- 2.5 Record Party Names
 Done N/A N/C
- 2.6 Party(s) Present?
 Yes No Proceed under 63.3(b)
- 2.7 Boat's rep(s) on board for Part 2, 3, or 4 (63.3(a))?
 Yes No N/A N/C

- 2.8 Introduce Jury?
 Done N/C
- 2.9 Any Declared Interests by Committee?
 None Yes Describe:
- 2.10 Objections on grounds of interest (63.4)
 Yes No Parties Consent Recused
 Ruled insignificant
Describe:
- 2.11 Parties have a copy of Hearing Request Form & have had time to prepare?
 Yes N/C Extend:
- 2.12 Do parties understand hearing procedures?
 Yes Explained
- 2.13 Were any penalties taken?
 Yes No N/C
- 2.14 Request to Withdraw (63.1)?
 No Yes Approved Denied
- 2.15 Will parties be calling any witnesses?
 Yes No

3 VALIDITY

- 3.1 Contents (61.2)
 - a) Protestor/Protestee properly identified?
 Yes No N/A N/C Corrected before hearing
 - b) Incident Identified?
 Yes No N/A N/C
 - c) Where and When
 Yes No N/A N/C Corrected before/during
 - d) Any rule protestor believes was broken
 Yes No N/A N/C Corrected before/during
 - e) Name of protestors representative
 Yes No N/A N/C Corrected before/during
- 3.2 Protest or hearing time limit (61.3 or 62.2)
 Yes No Extended:
- 3.3 Hail (61.1)?
 Yes No Exception N/A
- 3.4 No Hail, properly informed (61.1)
 Yes No N/A
- 3.5 Red Flag Displayed (61.1)?
 In time Thru finish No Exception
- 3.6 For Part 2, protestor involved or saw incident (60.1(a))?
 Yes No N/A N/C

3.7 Other?
Yes No Not Required N/A N/C

3.8 Hearing Valid?
Yes, continue No, closed

4 Evidence

4.1 Party Evidence (M3.2)

- a) Gain agreement on wind, sea state & current
- b) Protestor/requestor gives evidence
- c) Protestee/respondent gives evidence
- d) Protestee/respondent questions protestor/requestor
- e) Protestor/respondent questions protestee/respondent

4.2 Protestor/Requestor Witness (M3.2) N/A

- a) Jury gets protestor/requestor witness N/A
- b) Jury sets stage and asks, "Tell us what you saw." N/A
- c) Protestee/respondent questions witness NA
- d) Protestor/requestor questions witness NA
- e) Jury questions witness N/A
- f) Thank and dismiss witness N/A

4.3 Protestee/Respondent Witness N/A

- g) Jury gets protestee/respondent witness N/A
- h) Jury sets stage and asks, "Tell us what you saw." N/A
- i) Protestor/Requestor questions witness N/A
- j) Protestee/Respondent questions witness N/A
- k) Jury questions witness N/A
- l) Thank and dismiss witness N/A

4.4 Jury Evidence N/A

- a) Jury gives any evidence N/A
- b) Protestee/respondent questions jury N/A
- c) Protestor/requestor questions jury N/A
- d) Jury questions jury member N/A

4.5 Jury Questions

- a) Jury questions protestor
- b) Jury questions protestee

4.6 Summaries

- a) Invite protestor/requestor to give a summary
- b) Invite protestee/respondent to give a summary
- c) Dismiss Parties

5 Deliberations

- 5.1 Find facts (write them down in facts found)
- 5.2 Decide what rules apply to whom
- 5.3 Using standard wording, conclude which boat, if any, broke a rule
- 5.4 Using standard wording, conclude which boat, if any, is exonerated (43.1)
- 5.5 Using standard wording, conclude which boat, if any, took an appropriate penalty
- 5.6 Decide any proper penalties or redress given
- 5.7 Ensure facts support conclusions
- 5.8 Ensure conclusions support decision
- 5.9 Decide on creating, endorsing, or not including a diagram.
Jury Diagram Party Diagram None

6 Decision

- 6.1 Promptly call parties back
- 6.2 Inform parties of facts found
- 6.3 Inform parties of conclusions
- 6.4 Inform parties of decision
- 6.5 Inform parties of any penalties imposed or redress given
- 6.6 If appropriate, direct parties that the information is to be confidential to the parties
- 6.7 State "This hearing is closed."

7 After hearing

- 7.1 Notify the scorer of any penalties imposed or redress given
- 7.2 Ensure scoring change(s) are correct once changed
- 7.3 If the penalty was due to a class rule violation, send facts, conclusions, and decision to the relevant class rule authorities
- 7.4 If a party requests the results in writing no later than seven days after being informed of the decision, promptly provide the information.
- 7.5 Save this report to your computer and attach it to the hearing decision form.

Form Prepared By:

Jury Role:

Date: