

PROCEDURAL AID FOR CHAIRMAN OF PROTEST COMMITTEE

1. Before the hearing check that the race committee or the regatta secretary has noted the time at which the protest was received and that it contains sufficient information to identify the incident and the protested yacht(s). Without the latter it should be refused.
2. Open the hearing by asking the representative of the protesting yacht and of the protested yacht to identify themselves.
3. Ask any witnesses to leave the meeting.
4. Ask the **protestor** and **protestee** if they have any objection to any member of the protest committee.
5. Ask the protestor to supply any information missing from the protest.
6. Read the protest.
7. Ask the **protestor** whether and precisely when the protest flag was flown and the reason for any delay.
8. Ask the **protestor** whether and precisely what steps he/she took to inform the protested yacht that a protest would be lodged.
9. Ask the **protestee** whether he/she has any comments or questions about the protestor's answers.
10. Ask the members of the protest committee whether they have any questions for either party.
11. Ask the protest committee to decide whether to accept or reject the protest. If there is any doubt about its acceptability only the protest committee members should be present for any debate to arrive at the decision.
12. In the presence of the **protestor**, **protestee** and any public state whether the protest is accepted or rejected and, if it is rejected, the reason. If accepted proceed.
13. Ask the **protestor** to state his/her case using the models.
14. Invite the **protestee** to question the protestor.
15. Ask the **protestee** to give his/her account of the incident.
16. Invite the protestor to question the **protestee**.
17. The **protestor** and **protestee** may then be questioned by members of the protest committee.
18. Invite the **protestor** to call witnesses (one at a time).
19. Ask the witness to give his/her account.
20. The **protestor** may then question the witness.
21. The **protestee** may then question the witness.
22. Members of the committee may then question the witness.
23. Ask the witness to leave the meeting.
24. Invite the **protestee** to call witnesses (one at a time).
25. Ask the witness to give his/her account.
26. The **protestee** may then question the witness.
27. The **protestor** may then question the witness.
28. Members of the committee may then question the witness.
29. Ask the witness to leave the meeting.
30. Invite the **protestor** to make a final statement including any application or interpretation of the rules to the incident as he/she sees it.
31. Invite the **protestee** to do the same.
32. Ask everyone except the committee to leave the room while the committee discusses the case and reaches decisions on the facts found, rules applicable, decision and grounds.
33. Complete the protest form.
34. Announce the facts found, rules applicable, decisions and grounds.
35. Declare the hearing closed.