**1. PREPARATION** (no parties)

**🞏 Scheduled and posted (63.2)?**

**🞏** *Hearing under App B or Add Q? If so, procedures will be abbreviated.*

**🞏 Interested party on jury (63.4)?**

**🞏 Panel properly constituted (N1)?**

**🞏 Contents (61.2)?**

**🞏 Parties identified?**

**🞏 Incident identified?**

**🞏 Redress reason(s) OK?**

**🞏** *Parties available?*

**🞏 Any PC member a witness?**

**🞏** *Is TV coverage available? Needed?*

**2. HEARING PRELIMINARIES** (with parties)

**🞏** *Observers? - Give Instructions*

**🞏** *Understand English? Arrange help?*

**🞏** *Correct hearing and participants?*

**🞏** *Policy on recordings*

**🞏** *Record names from accreditation*

**🞏 Party(s) not present? Proceed under 63.3?**

**🞏** *On board for Part 2, 3 or 4 (63.3)?*

**🞏 Introduce Jury**

**🞏 Objections (63.4)?**

**🞏 Protestee seen the protest?** *Ready to proceed? Time to prepare (63.2)?*

**🞏** *Parties understand procedure?*

**🞏** *Any penalties taken?*******

Note: Items in **bold** must be considered for every protest hearing.

Items in *italics* apply when necessary.

**🞏** *Request to withdraw protest (63.1)?*

**🞏 Do (parties) have witnesses?**

**3. VALIDITY**

**🞏 Contents (61.2) – parties and incident identified?**

**🞏 Delivered within time limit (62.2)?**

**🞏 Hail (61.1)** How did you inform the other boat?

**🞏 Protest flag (61.1)?**

**🞏 If no flag or hail, how was protestee informed (61.1)?**

**🞏** *Part 2, protestor was involved or saw the incident (60.1)?*

**🞏** *For boards – informed RC? (B5)*

**4. EVIDENCE**

**🞏 Each party gives evidence (M3.2)**

**🞏 Parties question each other (M3.2)**

**🞏 Witnesses of parties (63.6 & M3.2)**

**🞏 Witnesses questioned (M3.2)**

**🞏** *Jury evidence (63.6)*

**🞏 Jury questions (M3.2)**

**🞏 Final statements (M3.2)**

**5. DECISION**

**🞏** *Parties present? (65.1)*

**🞏 Decision date and time on form and jacket**

**🞏** *Request for copy of decision?*

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