



RACING RULES OF SAILING
2009 - 2012

APPENDIX L, M & N

INCLUDING CHANGES EFFECTIVE 1 JANUARY 2010

INTERNATIONAL SAILING FEDERATION
WWW.SAILING.ORG

APPENDIX L

SAILING INSTRUCTIONS GUIDE

This guide provides a set of tested sailing instructions designed primarily for major championship regattas for one or more classes. It therefore will be particularly useful for world, continental and national championships and other events of similar importance. The guide can also be useful for other events; however, for such events some of these instructions will be unnecessary or undesirable. Race officers should therefore be careful in making their choices.

An expanded version of the guide, Appendix LE, is available on the ISAF website (www.sailing.org). It contains provisions applicable to the largest and most complicated multi-class events, as well as variations on several of the sailing instructions recommended in this appendix. It will be revised from time to time, to reflect advances in race management techniques as they develop, and can be downloaded as a basic text for producing the sailing instructions for any particular event. Appendix L can also be downloaded from the ISAF website.

The principles on which all sailing instructions should be based are as follows:

- 1 They should include only two types of statement: the intentions of the race committee and protest committee and the obligations of competitors.*
- 2 They should be concerned only with racing. Information about social events, assignment of moorings, etc., should be provided separately.*
- 3 They should not change the racing rules except when clearly desirable. (When they do so, they must follow rule 86 by referring specifically to the rule being changed and stating the change.)*
- 4 They should not repeat or restate any of the racing rules.*
- 5 They should not repeat themselves.*
- 6 They should be in chronological order; that is, the order in which the competitor will use them.*
- 7 They should, when possible, use words or phrases from the racing rules.*

To use this guide, first review rule J2 and decide which instructions will be needed. Instructions that are required by rule J2.1 are marked with an asterisk (). Delete all inapplicable or unnecessary instructions. Select the version preferred where there is a choice. Follow the directions in the left margin to fill in the spaces where a solid line (_____) appears and select the preferred wording if a choice or option is shown in brackets ([. . .]).*

After deleting unused instructions, renumber all instructions in sequential order. Be sure that instruction numbers are correct where one instruction refers to another.

On separate lines, insert the full name of the regatta, the inclusive dates from measurement or the practice race until the final race or closing ceremony, the name of the organizing authority, and the city and country.

SAILING INSTRUCTIONS

1 RULES

1.1* The regatta will be governed by the rules as defined in *The Racing Rules of Sailing*.

Use the first sentence if appropriate. Insert the name. List by number and title the prescriptions that will not apply (see rule 88). Use the second sentence if it applies and if entries from other national authorities are expected, and state the prescriptions in full.

1.2 [The following prescriptions of the _____ national authority will not apply: _____.]
[The prescriptions that will apply are stated in full below.]

(OR)

Use only if the national authority for the venue of the event has not adopted a prescription to rule 88.

1.2 No national prescriptions will apply.

List by name any other documents that govern the event; for example, The Equipment Rules of Sailing, to the extent that they apply.

1.3* _____ will apply.

See rule 86. Either insert here the rule number(s) and state the changes, or, if not using this instruction, do the same in each instruction that changes a rule.

1.4 Racing rule(s) _____ will be changed as follows: _____.

For example, use 'two' when the racing area is particularly small or 'four' when the boats are particularly fast.

1.5 Under rule 86.1(b), in the definition Zone the distance is changed to [two] [four] hull lengths.

Insert the rule number(s) and class name. Make a separate statement for the rules of each class.

1.6 Under rule 87, rule(s) _____ of the _____ class rules [will not apply] [is (are) changed as follows: _____].

1.7 If there is a conflict between languages the English text will take precedence.

2 NOTICES TO COMPETITORS

Insert the location(s).

Notices to competitors will be posted on the official notice board(s) located at _____.

3 CHANGES TO SAILING INSTRUCTIONS

Change the times if different.

Any change to the sailing instructions will be posted before 0900 on the day it will take effect, except that any change to the schedule of races will be posted by 2000 on the day before it will take effect.

4 SIGNALS MADE ASHORE

Insert the location. **4.1** Signals made ashore will be displayed at _____.

Insert the number of minutes. **4.2** When flag AP is displayed ashore, '1 minute' is replaced with 'not less than _____ minutes' in the race signal AP.

(OR)

Insert the number of minutes. **4.2** Flag D with one sound means 'The warning signal will be made not less than _____ minutes after flag D is displayed. [Boats are requested not to leave the harbour until this signal is made.]'

Delete if covered by a class rule. **4.3** When flag Y is displayed ashore, rule 40 applies at all times while afloat. This changes the Part 4 preamble.

5 SCHEDULE OF RACES

Revise as desired and insert the dates and classes. Include a practice race if any. When the series consists of qualifying races and final races, specify them. The schedule can also be given in an attachment.

5.1* Dates of racing:

<i>Date</i>	<i>Class</i> _____	<i>Class</i> _____
_____	racing	racing
_____	racing	reserve day
_____	reserve day	racing
_____	racing	racing
_____	racing	racing

Insert the classes and numbers. **5.2*** Number of races:

<i>Class</i>	<i>Number</i>	<i>Races per day</i>
_____	_____	_____
_____	_____	_____

One extra race per day may be sailed, provided that no class becomes more than one race ahead of schedule and the change is made according to instruction 3.

Insert the time.

5.3* The scheduled time of the warning signal for the first race each day is _____.

5.4 After a long postponement, to alert boats that a race or sequence of races will begin soon, an orange flag will be displayed with one sound for at least four minutes before a warning signal is displayed.

Insert the time.

5.5 On the last day of the regatta no warning signal will be made after _____.

6* CLASS FLAGS

Insert the classes and names or descriptions of the flags.

Class flags will be:

<i>Class</i>	<i>Flag</i>
_____	_____
_____	_____
_____	_____

7 RACING AREAS

Insert a number or letter.

Attachment _____ shows the location of racing areas.

8 THE COURSES

Insert a number or letter. A method of illustrating various courses is shown in Addendum A. Insert the course length if applicable.

8.1* The diagrams in Attachment _____ show the courses, including the approximate angles between legs, the order in which marks are to be passed, and the side on which each mark is to be left. [The approximate course length will be _____.]

8.2 No later than the warning signal, the race committee signal boat will display the approximate compass bearing of the first leg.

8.3 Courses will not be shortened. This changes rule 32.

Include only when changing positions of marks is impracticable.

8.4 Legs of the course will not be changed after the preparatory signal. This changes rule 33.

9 MARKS

Change the mark numbers as needed and insert the descriptions of the marks. Use the second alternative when Marks 4S and 4P form a gate, with Mark 4S to be left to starboard and Mark 4P to port.

9.1* Marks 1, 2, 3 and 4 will be ____.

(OR)

9.1* Marks 1, 2, 3, 4S and 4P will be ____.

Unless it is clear from the course diagrams, list the marks that are rounding marks.

9.2 The following marks are rounding marks: ____.

Insert the descriptions of the marks.

9.3 New marks, as provided in instruction 12.1, will be ____.

Describe the starting and finishing marks: for example, the race committee signal boat at the starboard end and a buoy at the port end. Instruction 11.2 will describe the starting line and instruction 13 the finishing line.

9.4* The starting and finishing marks will be ____.

9.5 A race committee boat signalling a change of a leg of the course is a mark as provided in instruction 12.2.

10 AREAS THAT ARE OBSTRUCTIONS

Describe each area by its location and any easily recognized details of appearance.

The following areas are designated as obstructions: ____.

11 THE START

Include only if the asterisked option in rule 26 will be used. Insert the number of minutes.

- 11.1** Races will be started by using rule 26 with the warning signal made _____ minutes before the starting signal.

(OR)

Describe any starting system other than that stated in rule 26.

- 11.1** Races will be started as follows: _____. This changes rule 26.

- 11.2*** The starting line will be between staffs displaying orange flags on the starting marks.

(OR)

- 11.2*** The starting line will be between a staff displaying an orange flag on the starting mark at the starboard end and the port-end starting mark.

(OR)

Insert the description.

- 11.2*** The starting line will be _____.

- 11.3** Boats whose warning signal has not been made shall avoid the starting area during the starting sequence for other races.

Insert the number of minutes.

- 11.4** A boat starting later than _____ minutes after her starting signal will be scored Did Not Start without a hearing. This changes rule A4.

Insert the channel number.

- 11.5** If any part of a boat's hull, crew or equipment is on the course side of the starting line during the two minutes before her starting signal and she is identified, the race committee will attempt to broadcast her sail number on VHF channel _____. Failure to make a broadcast or to time it accurately will not be grounds for a request for redress. This changes rule 62.1(a).

12 CHANGE OF THE NEXT LEG OF THE COURSE

- 12.1** To change the next leg of the course, the race committee will move the original mark (or the finishing line) to a new position.

(OR)

- 12.1** To change the next leg of the course, the race committee will lay a new mark (or move the finishing line) and remove the original mark as soon as practicable. When in a subsequent change a new mark is replaced, it will be replaced by an original mark.

Reverse 'port' and 'starboard' when the mark is to be left to starboard.

- 12.2** Except at a gate, boats shall pass between the race committee boat signalling the change of the next leg and the nearby mark, leaving the mark to port and the race committee boat to starboard. This changes rule 28.1.

13* THE FINISH

The finishing line will be between staffs displaying orange flags on the finishing marks.

(OR)

The finishing line will be between a staff displaying an orange flag on the finishing mark at the starboard end and the port-end finishing mark.

(OR)

Insert the description.

The finishing line will be _____.

14 PENALTY SYSTEM

Include instruction 14.1 only when the Two-Turns Penalty will not be used.

- 14.1** The Scoring Penalty, rule 44.3, will apply. The penalty will be _____ places.

(OR)

Insert the number of places or describe the penalties.

14.1 The penalties are as follows: _____.

Insert the class(es).

14.2 For the _____ class(es) rule 44.1 is changed so that the Two-Turns Penalty is replaced by the One-Turn Penalty.

Here and below, use 'jury' only when referring to an international jury.

14.3 As provided in rule 67, the [protest committee] [jury] may, without a hearing, penalize a boat that has broken rule 42.

(OR)

Unless all of Appendix P applies, state any restrictions.

14.3 Appendix P will apply [as changed by instruction(s) [14.2] [and] [14.4]].

Recommended only for junior events.

14.4 Rule P2.3 will not apply and rule P2.2 is changed so that it will apply to any penalty after the first one.

15 TIME LIMITS AND TARGET TIMES

Insert the classes and times. Omit the Mark 1 time limit and target time if inapplicable.

15.1* Time limits and target times are as follows:

<i>Class</i>	<i>Time limit</i>	<i>Mark 1 time limit</i>	<i>Target time</i>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

If no boat has passed Mark 1 within the Mark 1 time limit the race will be abandoned. Failure to meet the target time will not be grounds for redress. This changes rule 62.1(a).

Insert the time (or different times for different classes).

15.2 Boats failing to finish within _____ after the first boat sails the course and finishes will be scored Did Not Finish without a hearing. This changes rules 35, A4 and A5.

16 PROTESTS AND REQUESTS FOR REDRESS

State the location if necessary.

16.1 Protest forms are available at the race office[, located at ____]. Protests and requests for redress or reopening shall be delivered there within the appropriate time limit.

Change the time if different.

16.2 For each class, the protest time limit is 90 minutes after the last boat has finished the last race of the day.

Change the posting time if different. Insert the protest room location and, if applicable, the time for the first hearing.

16.3 Notices will be posted no later than 30 minutes after the protest time limit to inform competitors of hearings in which they are parties or named as witnesses. Hearings will be held in the protest room, located at ____, beginning at [the time posted] [____].

16.4 Notices of protests by the race committee or [protest committee] [jury] will be posted to inform boats under rule 61.1(b).

16.5 A list of boats that, under instruction 14.3, have been penalized for breaking rule 42 will be posted.

16.6 Breaches of instructions 11.3, 18, 21, 23, 24, 25, 26 and 27 will not be grounds for a protest by a boat. This changes rule 60.1(a). Penalties for these breaches may be less than disqualification if the [protest committee] [jury] so decides. The scoring abbreviation for a discretionary penalty imposed under this instruction will be DPI.

16.7 On the last scheduled day of racing a request for reopening a hearing shall be delivered

- Change the time if different.*
- (a) within the protest time limit if the requesting party was informed of the decision on the previous day;
 - (b) no later than 30 minutes after the requesting party was informed of the decision on that day.

This changes rule 66.

- 16.8** On the last scheduled day of racing a request for redress based on a [protest committee] [jury] decision shall be delivered no later than 30 minutes after the decision was posted. This changes rule 62.2.

Include only if the protest committee is an international jury or another provision of rule 70.5 applies.

- 16.9** Decisions of the [protest committee] [jury] will be final as provided in rule 70.5.

17 SCORING

Include only if the Low Point System is replaced by the Bonus Point System.

- 17.1*** The Bonus Point System of Appendix A will apply.

(OR)

Include only if neither of the Appendix A scoring systems will be used. Describe the system.

- 17.1*** The scoring system is as follows: _____.

Insert the number.

- 17.2*** _____ races are required to be completed to constitute a series.

Insert the numbers throughout.

- 17.3**
- (a) When fewer than _____ races have been completed, a boat's series score will be the total of her race scores.
 - (b) When from _____ to _____ races have been completed, a boat's series score will be the total of her race scores excluding her worst score.

- (c) When _____ or more races have been completed, a boat's series score will be the total of her race scores excluding her two worst scores.

18 SAFETY REGULATIONS

Insert the procedure for check-out and check-in.

18.1 Check-Out and Check-In: _____.

- 18.2** A boat that retires from a race shall notify the race committee as soon as possible.

19 REPLACEMENT OF CREW OR EQUIPMENT

- 19.1** Substitution of competitors will not be allowed without prior written approval of the [race committee] [protest committee] [jury].

- 19.2** Substitution of damaged or lost equipment will not be allowed unless authorized by the [race committee] [protest committee] [jury]. Requests for substitution shall be made to the committee at the first reasonable opportunity.

20 EQUIPMENT AND MEASUREMENT CHECKS

A boat or equipment may be inspected at any time for compliance with the class rules and sailing instructions. On the water, a boat can be instructed by a race committee equipment inspector or measurer to proceed immediately to a designated area for inspection.

21 ADVERTISING

*See ISAF Regulation **20**.
Insert necessary information on the advertising material.*

Boats [shall] [may] display advertising supplied by the organizing authority as follows: _____.

22 OFFICIAL BOATS

Insert the descriptions. If appropriate, use different identification markings for boats performing different duties.

Official boats will be marked as follows:

_____.

23 SUPPORT BOATS

- 23.1** Team leaders, coaches and other support personnel shall stay outside areas where boats are racing from the time of the preparatory signal for the first class to start until all boats have finished or retired or the race committee signals a postponement, general recall or abandonment.

Insert the identification markings. National letters are suggested for international events.

- 23.2** Support boats shall be marked with _____.

24 TRASH DISPOSAL

Boats shall not put trash in the water. Trash may be placed aboard support and race committee boats.

25 HAUL-OUT RESTRICTIONS

Keelboats shall not be hauled out during the regatta except with and according to the terms of prior written permission of the race committee.

26 DIVING EQUIPMENT AND PLASTIC POOLS

Underwater breathing apparatus and plastic pools or their equivalent shall not be used around keelboats between the preparatory signal of the first race and the end of the regatta.

27 RADIO COMMUNICATION

Insert any alternative text that applies. Describe the radio communication bands or frequencies that will be used or allowed.

Except in an emergency, a boat shall neither make radio transmissions while racing nor receive radio communications not available to all boats. This restriction also applies to mobile telephones.

28 PRIZES

If perpetual trophies will be awarded state their complete names.

Prizes will be given as follows: _____.

29 DISCLAIMER OF LIABILITY

The laws applicable to the venue in which the event is held may limit disclaimers. Any disclaimer should be drafted to comply with those laws.

Competitors participate in the regatta entirely at their own risk. See rule 4, Decision to Race. The organizing authority will not accept any liability for material damage or personal injury or death sustained in conjunction with or prior to, during, or after the regatta.

30 INSURANCE

Insert the currency and amount.

Each participating boat shall be insured with valid third-party liability insurance with a minimum cover of _____ per event or the equivalent.

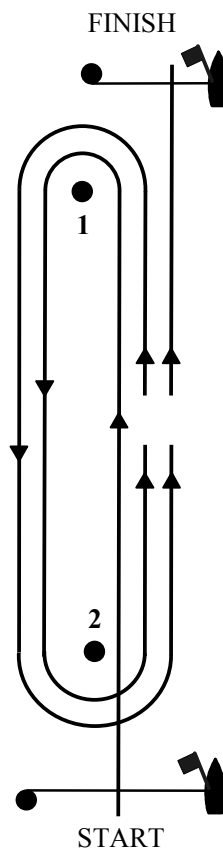
ADDENDUM A

ILLUSTRATING THE COURSE

Shown here are diagrams of course shapes. The boat's track is represented by a discontinuous line so that each diagram can describe courses with different numbers of laps. If more than one course may be used for a class, state how each particular course will be signalled.

A Windward-Leeward Course

Start – 1 – 2 – 1 – 2 – Finish

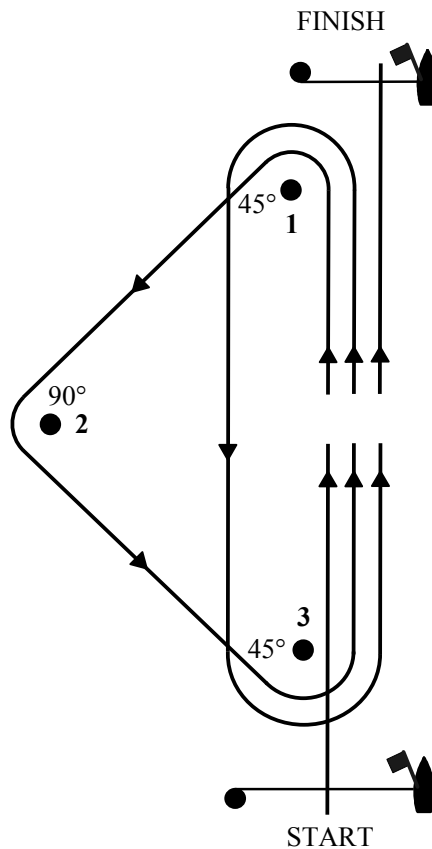


Options for this course include

- (1) increasing or decreasing the number of laps,*
- (2) deleting the last windward leg,*
- (3) using a gate instead of a leeward mark,*
- (4) using an offset mark at the windward mark, and*
- (5) using the leeward and windward marks as starting and finishing marks.*

A Windward-Leeward-Triangle Course

Start – 1 – 2 – 3 – 1 – 3 – Finish



Options for this course include

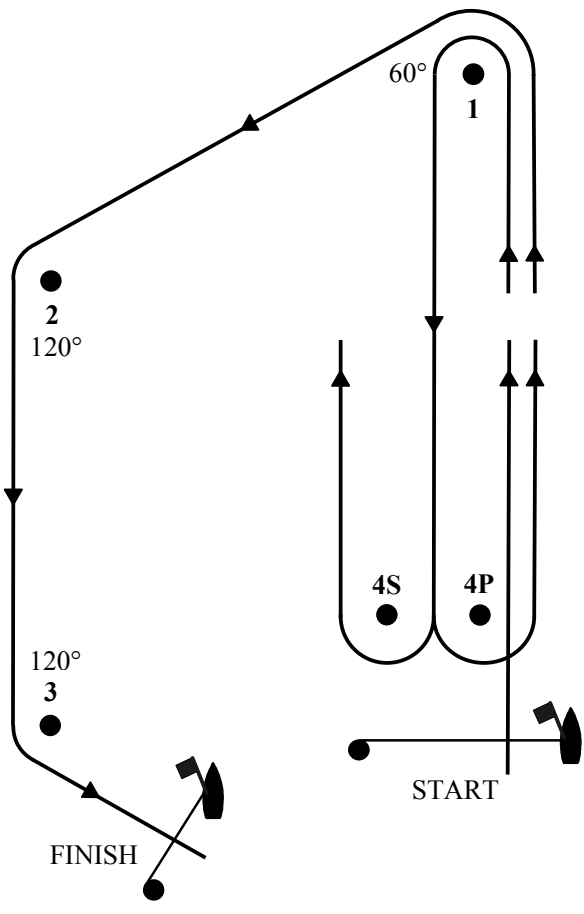
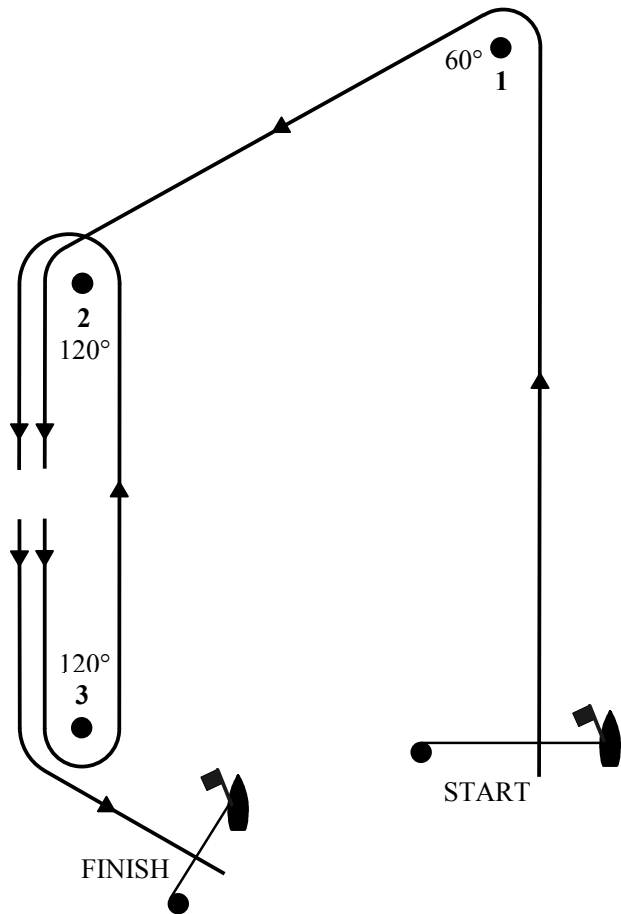
- (1) *increasing or decreasing the number of laps,*
- (2) *deleting the last windward leg,*
- (3) *varying the interior angles of the triangle (45° – 90° – 45° and 60° – 60° – 60° are common),*
- (4) *using a gate instead of a leeward mark for downwind legs,*
- (5) *using an offset mark at the beginning of downwind legs, and*
- (6) *using the leeward and windward marks as starting and finishing marks.*

Be sure to specify the interior angle at each mark.

Trapezoid Courses

Start – 1 – 2 – 3 – 2 – 3 – Finish

Start – 1 – 4 – 1 – 2 – 3 – Finish



Options for these courses include

- (1) *adding additional legs,*
- (2) *replacing the gate shown by a single mark, or using a gate also in the outer loop,*
- (3) *varying the interior angles of the reaching legs,*
- (4) *using an offset mark at the beginning of downwind legs, and*
- (5) *finishing boats upwind rather than on a reach.*

Be sure to specify the interior angle of each reaching leg.

ADDENDUM B

BOATS PROVIDED BY THE ORGANIZING AUTHORITY

The following sailing instruction is recommended when all boats will be provided by the organizing authority. It can be changed to suit the circumstances. When used, it should be inserted after instruction 3.

4 BOATS

- 4.1** Boats will be provided for all competitors, who shall not modify them or cause them to be modified in any way except that
- (a) a compass may be tied or taped to the hull or spars;
 - (b) wind indicators, including yarn or thread, may be tied or taped anywhere on the boat;
 - (c) hulls, centreboards and rudders may be cleaned, but only with water;
 - (d) adhesive tape may be used anywhere above the water line; and
 - (e) all fittings or equipment designed to be adjusted may be adjusted, provided that the class rules are complied with.
- 4.2** All equipment provided with the boat for sailing purposes shall be in the boat while afloat.
- 4.3** The penalty for not complying with one of the above instructions will be disqualification from all races sailed in which the instruction was broken.
- 4.4** Competitors shall report any damage or loss of equipment, however slight, to the organizing authority's representative immediately after securing the boat ashore. The penalty for breaking this instruction, unless the [protest committee] [jury] is satisfied that the competitor made a determined effort to comply, will be disqualification from the race most recently sailed.
- 4.5** Class rules requiring competitors to be members of the class association will not apply.

APPENDIX M

RECOMMENDATIONS FOR PROTEST COMMITTEES

This appendix is advisory only; in some circumstances changing these procedures may be advisable. It is addressed primarily to protest committee chairmen but may also help judges, protest committee secretaries, race committees and others connected with protest and redress hearings.

In a protest or redress hearing, the protest committee should weigh all testimony with equal care; should recognize that honest testimony can vary, and even be in conflict, as a result of different observations and recollections; should resolve such differences as best it can; should recognize that no boat or competitor is guilty until a breach of a *rule* has been established to the satisfaction of the protest committee; and should keep an open mind until all the evidence has been heard as to whether a boat or competitor has broken a *rule*.

M1 PRELIMINARIES (may be performed by race office staff)

- Receive the *protest* or request for redress.
- Note on the form the time the *protest* or request is delivered and the protest time limit.
- Inform each *party*, and the race committee when necessary, when and where the hearing will be held.

M2 BEFORE THE HEARING

Make sure that

- each *party* has a copy of or the opportunity to read the *protest* or request for redress and has had reasonable time to prepare for the hearing.
- no member of the protest committee is an *interested party*. Ask the *parties* whether they object to any member. When redress is requested under rule 62.1(a), a member of the race committee should not be a member of the protest committee.
- only one person from each boat (or *party*) is present unless an interpreter is needed.

- all boats and people involved are represented. If they are not, however, the committee may proceed under rule 63.3(b).
- boats' representatives were on board when required (rule 63.3(a)). When the *parties* were in different races, both organizing authorities must accept the composition of the protest committee (rule 63.8). In a measurement *protest* obtain the current class rules and identify the authority responsible for interpreting them (rule 64.3(b)).

M3 THE HEARING

M3.1 Check the validity of the *protest* or request for redress.

- Are the contents adequate (rule 61.2 or 62.1)?
- Was it delivered in time? If not, is there good reason to extend the time limit (rule 61.3 or 62.2)?
- When required, was the protestor involved in or a witness to the incident (rule 60.1(a))?
- When necessary, was 'Protest' hailed and, if required, a red flag displayed correctly (rule 61.1(a))?
- When the flag or hail was not necessary, was the protestee informed?
- Decide whether the *protest* or request for redress is valid (rule 63.5).
- Once the validity of the *protest* or request has been determined, do not let the subject be introduced again unless truly new evidence is available.

M3.2 Take the evidence (rule 63.6).

- Ask the protestor and then the protestee to tell their stories. Then allow them to question one another. In a redress matter, ask the *party* to state the request.
- Invite questions from protest committee members.
- Make sure you know what facts each *party* is alleging before calling any witnesses. Their stories may be different.
- Allow anyone, including a boat's crew, to give evidence. It is the *party* who normally decides which witnesses to call, although the protest committee may also call witnesses (rule

63.6). The question asked by a *party* ‘Would you like to hear N?’ is best answered by ‘It is your choice.’

- Call each *party*’s witnesses (and the protest committee’s if any) one by one. Limit *parties* to questioning the witness(es) (they may wander into general statements).
- Invite the protestee to question the protestor’s witness first (and vice versa). This prevents the protestor from leading his witness from the beginning.
- Allow a member of the protest committee who saw the incident to give evidence (rule 63.6) but only in the presence of the *parties*. The member may be questioned and may remain in the room (rule 63.3(a)).
- Try to prevent leading questions or hearsay evidence, but if that is impossible discount the evidence so obtained.
- Accept written evidence from a witness who is not available to be questioned only if all *parties* agree. In doing so they forego their rights to question that witness (rule 63.6).
- Ask one member of the committee to note down evidence, particularly times, distances, speeds, etc.
- Invite first the protestor and then the protestee to make a final statement of her case, particularly on any application or interpretation of the *rules*.

M3.3 Find the facts (rule 63.6).

- Write down the facts; resolve doubts one way or the other.
- Call back *parties* for more questions if necessary.
- When appropriate, draw a diagram of the incident using the facts you have found.

M3.4 Decide the *protest* or request for redress (rule 64).

- Base the decision on the facts found (if you cannot, find some more facts).
- In redress cases, make sure that no further evidence is needed from boats that will be affected by the decision.

M3.5 Inform the *parties* (rule 65).

- Recall the *parties* and read them the facts found, conclusions and *rules* that apply, and the decision. When time presses it is permissible to read the decision and give the details later.
- Give any *party* a copy of the decision on request. File the *protest* or request for redress with the committee records.

M4 REOPENING A HEARING (rule 66)

When a *party*, within the time limit, has asked for a hearing to be reopened, hear the *party* making the request, look at any video, etc., and decide whether there is any material new evidence that might lead you to change your decision. Decide whether your interpretation of the *rules* may have been wrong; be open-minded as to whether you have made a mistake. If none of these applies refuse to reopen; otherwise schedule a hearing.

M5 GROSS MISCONDUCT (rule 69)

M5.1 An action under this rule is not a *protest*, but the protest committee gives its allegations in writing to the competitor before the hearing. The hearing is conducted under the same rules as other hearings but the protest committee must have at least three members (rule 69.1(b)). Use the greatest care to protect the competitor's rights.

M5.2 A competitor or a boat cannot protest under rule 69, but the protest form of a competitor who tries to do so may be accepted as a report to the protest committee, which can then decide whether or not to call a hearing.

M5.3 When it is desirable to call a hearing under rule 69 as a result of a Part 2 incident, it is important to hear any boat-vs.-boat *protest* in the normal way, deciding which boat, if any, broke which *rule*, before proceeding against the competitor under this rule.

M5.4 Although action under rule 69 is taken against a competitor, not a boat, a boat may also be penalized (rule 69.1(b)).

M5.5 The protest committee may warn the competitor (rule 69.1(b)(1)), in which case no report is to be made (rule 69.1(c)). When a penalty is imposed and a report is made as required by rule 69.1(c) or 69.1(e), it may be helpful to recommend whether or not further action should be taken.

M6 APPEALS (rule 70 and Appendix F)

When decisions can be appealed,

- retain the papers relevant to the hearing so that the information can easily be used for an appeal. Is there a diagram endorsed or prepared by the protest committee? Are the facts found sufficient? (Example: Was there an *overlap*? Yes or No. ‘Perhaps’ is not a fact found.) Are the names of the protest committee members and other important information on the form?
- comments by the protest committee on any appeal should enable the appeals committee to picture the whole incident clearly; the appeals committee knows nothing about the situation.

M7 PHOTOGRAPHIC EVIDENCE

Photographs and videotapes can sometimes provide useful evidence but protest committees should recognize their limitations and note the following points:

- The *party* producing the photographic evidence is responsible for arranging the viewing.
- View the tape several times to extract all the information from it.
- The depth perception of any single-lens camera is very poor; with a telephoto lens it is non-existent. When the camera views two *overlapped* boats at right angles to their course, it is impossible to assess the distance between them. When the camera views them head on, it is impossible to see whether an *overlap* exists unless it is substantial.
- Ask the following questions:
 - Where was the camera in relation to the boats?
 - Was the camera’s platform moving? If so in what direction and how fast?
 - Is the angle changing as the boats approach the critical point? Fast panning causes radical change.
 - Did the camera have an unrestricted view throughout?

APPENDIX N

INTERNATIONAL JURIES

See rules 70.5 and 91(b). This appendix shall not be changed by sailing instructions or national prescriptions.

N1 COMPOSITION, APPOINTMENT AND ORGANIZATION

- N1.1** An international jury shall be composed of experienced sailors with excellent knowledge of the racing rules and extensive protest committee experience. It shall be independent of and have no members from the race committee, and be appointed by the organizing authority, subject to approval by the national authority if required (see rule 91(b)), or by the ISAF under rule 89.2(b).
- N1.2** The jury shall consist of a chairman, a vice chairman if desired, and other members for a total of at least five. A majority shall be International Judges. The jury may appoint a secretary, who shall not be a member of the jury.
- N1.3** No more than two members (three, in Groups M, N and Q) shall be from the same national authority.
- N1.4** (a) The chairman of a jury may appoint one or more panels composed in compliance with rules N1.1, N1.2 and N1.3. This can be done even if the full jury is not composed in compliance with these rules.
- (b) The chairman of a jury of fewer than ten members may appoint two or three panels of at least three members each, of which the majority shall be International Judges. Members of each panel shall be from at least three different national authorities except in Groups M, N and Q, where they shall be from at least two different national authorities. If dissatisfied with a panel's decision, a *party* is entitled to a hearing by a panel composed in compliance with rules N1.1, N1.2 and N1.3, except concerning the facts found, if requested within the time limit specified in the sailing instructions.
- N1.5** When a full jury, or a panel, has fewer than five members, because of illness or emergency, and no qualified replacements are available, it remains properly constituted if it consists of at least three members

and if at least two of them are International Judges. When there are three or four members they shall be from at least three different national authorities except in Groups M, N and Q, where they shall be from at least two different national authorities.

N1.6 When the national authority's approval is required for the appointment of an international jury (see rule 91(b)), notice of its approval shall be included in the sailing instructions or be posted on the official notice board.

N1.7 If the jury or a panel acts while not properly constituted, its decisions may be appealed.

N2 RESPONSIBILITIES

N2.1 An international jury is responsible for hearing and deciding all *protests*, requests for redress and other matters arising under the rules of Part 5. When asked by the organizing authority or the race committee, it shall advise and assist them on any matter directly affecting the fairness of the competition.

N2.2 Unless the organizing authority directs otherwise, the jury shall decide

- (a) questions of eligibility, measurement or boat certificates; and
- (b) whether to authorize the substitution of competitors, boats or equipment when a *rule* requires such a decision.

N2.3 The jury shall also decide matters referred to it by the organizing authority or the race committee.

N3 PROCEDURES

N3.1 Decisions of the jury, or of a panel, shall be made by a simple majority vote of all members. When there is an equal division of votes cast, the chairman of the meeting may cast an additional vote.

N3.2 When it is considered desirable that some members not participate in discussing and deciding a *protest* or request for redress, and no qualified replacements are available, the jury or panel remains properly constituted if at least three members remain and at least two of them are International Judges.

- N3.3** Members shall not be regarded as *interested parties* (see rule 63.4) by reason of their nationality.
- N3.4** If a panel fails to agree on a decision it may adjourn, in which case the chairman shall refer the matter to a properly constituted panel with as many members as possible, which may be the full jury.