

US Sailing Appeals Committee  
Standard Letters & E-MAILS  
January 21, 2020

**QUICK ACKNOWLEDGMENT LETTER FROM US SAILING RACE ADMINISTRATION  
DIRECTOR**

e-mail cover letter for an acknowledgment letter

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**STYLE NOTES:**

**Addresses:** Use the names of people as they appear in the file documents received by US Sailing. Change addresses as necessary to avoid abbreviations.

THESE SAMPLE LETTERS ARE INTENDED TO PROVIDE THE TEXT OF OUR LETTERS. DO NOT BE CONCERNED WITH FORMAT ISSUES. JOY WILL HANDLE THOSE IN HER FINAL DRAFT. Font for formatted letters: Adobe Garamond Pro, 12 pt., left aligned

E-mails to the parties, etc. should be sent with “Read Receipt Requested”. Such e-mails should be back-copied (bcc) to the Appeals Committee.

**QUICK ACKNOWLEDGMENT LETTER** (sent by US Sailing Race Administration Director)

[Date]

[Name, title and address. Follow this example: Use Mr., Mrs., Ms. or Dr., but not, e.g., Commodore.]

Mr. John Rockefeller

[Address]

Sent via email: (insert e-mail address)

Dear Mr. Rockefeller:

This letter acknowledges receipt on January 9, 2011, of payment in the amount of \$25 and correspondence concerning [an appeal of a decision issued by the Lake Michigan Sail Racing Federation] [confirmation or correction of a decision of an appeal issued by the Pacific International Yachting Association – *note no fee required*]. The correspondence has been forwarded to the US Sailing Appeals Committee.

All future correspondence with the US Sailing Appeals Committee on this matter is to be e-mailed directly to Joy Shipman at [appeals.secretary@gmail.com](mailto:appeals.secretary@gmail.com), or mailed to her at:

Joy Shipman  
P.O. Box 141  
Wapiti, WY 82450-0141

Very truly yours,

Matthew Hill  
Race Administration Director

cc: US Sailing Appeals Committee

\* \* \* \* \*

**email cover letter for acknowledgment letter**

To: [ all parties and committees ]  
Subject: 14-03 acknowledgment letter, (date)

August 31, 2014

Reference: File 14-03

Dear Mr. Petersen, Mr. Gerhold, Mr. Jones and Mr. Martinson:

Attached is an acknowledgment letter from the US Sailing Appeals Committee regarding an appeal of the Inland Lake Yachting Association (ILYA) Appeals Committee’s decision on the request for redress by *P31* arising from the 2013 OYC C Class season championship series, conducted by the Okoboji Yacht Club.

Also attached are the case documents.

We ask that you each read the acknowledgment letter [as there are requests for information and/or documents from each of you] [as there is important information concerning the comment period and process].

Please refer to File 14-03 in any correspondence.

Very truly yours,  
Joy Shipman, Secretary  
US Sailing Appeals Committee

[appeals.secretary@gmail.com](mailto:appeals.secretary@gmail.com)

cc: US Sailing Appeals Committee

Files attached: 14-03 acknowledgment letter, (date).pdf  
14-03 documents.zip

## 1. ACKNOWLEDGMENT LETTER FOR AN APPEAL

[Date]

[Name and address. Use Mr., Mrs., Ms. or Dr., but not, e.g., Commodore.]

Sent via e-mail: (insert e-mail address)

Reference: File 06-01

Dear Ms. Swift:

We have received your appeal of the Gulf Yachting Association (GYA) Appeals Committee's decision on the [protest *Windjammer* vs. *Barfly*] [request for redress by *Windjammer*] arising from an incident in Race 2 of the Bent Spar Tune-up Series on January 4, 2006, conducted by the Down Home Sailing Club.

The appeal, dated March 1, 2006, was sent and received electronically March 2, 2006. The required fee of \$25 [\$75] has been received. [The required fee of \$25 [\$75] has not been received; this must be paid before the appeal can be considered.]

Before we can decide this appeal, we must have all of the documents and information required by rule R2.2. Therefore, we ask you (see rule R2.2), and by copies of this letter we ask both the protest committee (see rule R5.1) and the association appeals committee (see rule R5.2), to send the following documents and information as soon as possible to the US Sailing Appeals Committee. The required documents and information are:

1. the written protest(s) or request(s) for redress;
2. [if the appeal is from a decision of an association appeals committee] the written decision of the protest committee;
3. the appeal to the association appeals committee [delete and renumber if we have this appeal],
4. a diagram, prepared or endorsed by the protest committee, that shows
  - (a) the positions of all boats involved at relevant times, and their tracks;
  - (b) the course to the next mark and its required side;
  - (c) the speed and direction of the wind;
  - (d) any relevant mark, obstruction or zone; and
  - (e) if relevant, the depth of the water and the speed and direction of any current;
5. the notice of race, sailing instructions, any other documents governing the event, and any changes to them;
6. the names, mailing addresses and e-mail addresses of the parties to the hearing, the chair of the protest committee and, if relevant, the chair of the association appeals committee; and
7. any other relevant documents.

We ask the parties, the protest committee and the association appeals committee to send any additional relevant documents not already included in this appeal, such as:

1. comments made to the association appeals committee,

2. correspondence between the protest committee and a party to the hearing,
3. correspondence between the association appeals committee and a party or the protest committee, and
4. any documents provided by a party or the protest committee to the association appeals committee.

By copies of this letter, the parties to the hearing, the protest committee and the association appeals committee are reminded that they may send written comments to the US Sailing Appeals Committee. Such comments must be sent within 15 days of receipt of this letter.

Please note that all correspondence with the US Sailing Appeals Committee is to be e-mailed to Joy Shipman, Secretary, at [appeals.secretary@gmail.com](mailto:appeals.secretary@gmail.com).

Please refer to File 06-01 in any correspondence.

Decisions of the Appeals Committee are usually sent within three months of the dates of our acknowledgement letters.

Very truly yours,  
US Sailing Appeals Committee

Joy Shipman, Secretary

cc: Ms. \_\_\_\_\_, *Barfly* [Delete for an appeal of a redress decision.]  
Mr. John Rockefeller, Chair, GYA Appeals Committee  
Ms. Maude Van Gogh, Chair, Down Home Sailing Club Protest Committee  
US Sailing Appeals Committee

Encl.: File 06-01 documents  
File 06-01 Address List

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File 06-01 Address List

NOTE: Use Ms., Mr., etc., as shown in the address and list of copy recipients.

[Include mailing address if we do not have their e-mail address]

[Appellant's name]  
[e-mail]

[Other party's name]  
[e-mail]

[Protest committee chair's name]  
[e-mail]

[Association appeals committee chair's name]  
[e-mail]

Ms. Joy Shipman, Secretary  
US Sailing Appeals Committee  
P.O. Box 141  
Wapiti, WY 82450-0141  
[appeals.secretary@gmail.com](mailto:appeals.secretary@gmail.com)

**EXPEDITED APPEAL PARAGRAPH**

As your appeal is from a Protected Competition as prescribed in US Sailing Regulation 12.03, we can apply the expedited appeals process in rule R8, Expedited Appeals.

(delete last paragraph of standard acknowledgment letter regarding decisions being sent within three months)

## 2. ACKNOWLEDGMENT LETTER FOR A REQUEST FOR CONFIRMATION OR CORRECTION

[Date]

[Name, title and address. Follow this example:]

Mr. John Rockefeller, Chair

Gulf Yachting Association Appeals Committee

[Address]

Sent via e-mail: (insert e-mail address)

Reference: File 06-01

Dear Mr. Rockefeller:

We have received the Gulf Yachting Association (GYA) Appeals Committee's request for confirmation or correction of its decision on the [protest *Windjammer* vs. *Barfly*] [request for redress by *Windjammer*] arising from an incident in Race 2 of the Bent Spar Tune-Up Series on January 4, 2006, conducted by the Down Home Sailing Club.

The request, dated March 1, 2006, was sent and received electronically March 2, 2006.

Before we can decide this request, we must have all of the potentially relevant documents required by rule R2.2. Therefore, we ask you (see rule R2.2), and by copies of this letter we ask both the protest committee (see rule R5.1) and the association appeals committee (see rule R5.2), to send the following documents as soon as possible to the US Sailing Appeals Committee. The required documents are:

1. the written protest(s) or request(s) for redress;
2. [if the appeal is from a decision of an association appeals committee], the written decision of the protest committee;
3. a diagram, prepared or endorsed by the protest committee, that shows
  - (a) the positions of all boats involved at relevant times, and their tracks;
  - (b) the course to the next mark and its required side;
  - (c) the speed and direction of the wind;
  - (d) any relevant mark, obstruction or zone; and
  - (e) if relevant, the depth of the water and the speed and direction of any current;
4. the notice of race, sailing instructions, any other documents governing the event, and any changes to them;
5. the names, mailing addresses and e-mail addresses of the parties to the hearing, the chair of the protest committee and, if relevant, the chair of the association appeals committee; and
6. any other relevant documents.

We ask the parties, the protest committee and the association appeals committee to send any additional relevant documents not already included in this appeal, such as:

1. the appeal to the association appeals committee [delete and renumber if we have this appeal],
2. comments made to the association appeals committee,
3. correspondence between the protest committee and a party to the hearing,
4. correspondence between the association appeals committee and a party or the protest committee, and
5. any documents provided by a party or the protest committee to the association appeals committee.

By copies of this letter, the parties to the hearing and the protest committee are reminded that they may send written comments to the US Sailing Appeals Committee. Such comments must be sent within 15 days of receipt of this letter.

Please note that all correspondence with the US Sailing Appeals Committee is to be e-mailed to Joy Shipman, Secretary, at [appeals.secretary@gmail.com](mailto:appeals.secretary@gmail.com).

Please refer to File 06-01 in any correspondence.

Decisions of the Appeals Committee are usually sent within three months of the dates of our acknowledgement letters.

Very truly yours,  
US Sailing Appeals Committee

Joy Shipman, Secretary

cc: Mr. \_\_\_\_\_, *Windjammer*  
Ms. \_\_\_\_\_, *Barfly*  
Ms. Maude Van Gogh, Chair, Down Home Sailing Club Protest Committee  
US Sailing Appeals Committee

Encl.: File 06-01 documents  
File 06-01 Address List

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File 06-01 Address List

NOTE: Use Ms., Mr., etc., as shown in the address and list of copy recipients.

[Include mailing address if we do not have their e-mail address]

[Appellant's name]  
[e-mail]

[Other party's name]  
[e-mail]

[Protest committee chair's name]  
[e-mail]

[Association appeals committee chair's name]  
[e-mail]

Ms. Joy Shipman, Secretary  
P.O. Box 141  
Wapiti, WY 82450-0141  
[appeals.secretary@gmail.com](mailto:appeals.secretary@gmail.com)

### 3. ACKNOWLEDGMENT LETTER FOR A REQUEST FOR RULES INTERPRETATIONS

[Date]

[Name, title and address. Follow this example:]

Mrs. Elizabeth Browning, Commodore  
Down Home Sailing Club

[Address]

Sent via e-mail: (insert e-mail address)

Reference: File 06-01

Dear Mrs. Browning:

We have received the Down Home Sailing Club's request for interpretations of the rules as provided in rules 70.4, R1.3 and R2.4. The request was dated June 1, 2006, and was sent and received electronically on June 6, 2006. The required fee of \$25 has been received. [The request did not include the required fee of \$25, which must be paid before the request can be considered.]

Please note that all correspondence with the US Sailing Appeals Committee is to be e-mailed to Joy Shipman, Secretary, at [appeals.secretary@gmail.com](mailto:appeals.secretary@gmail.com).

Please refer to File 06-01 in any correspondence

Decisions of the Appeals Committee are usually sent within three months of the dates of our acknowledgement letters.

Very truly yours,  
US Sailing Appeals Committee  
Joy Shipman, Secretary

cc: US Sailing Appeals Committee

\* \* \* \* \*

### 4. LETTER REFUSING CONSIDERATION OF APPEAL

[Date]

[Name and address. Use Mr., Mrs., Ms. or Dr., but not, e.g., Commodore.]

Sent via e-mail: (insert e-mail address)

Reference: File 06-01

Dear Ms. Swift:

We have received your appeal of the Gulf Yachting Association (GYA) Appeals Committee's decision on the [protest *Windjammer* vs. *Barfly*] [request for redress by *Barfly*] arising from Race 2 of the Bent Spar Tune-up Series on January 4, 2006, conducted by the Down Home Sailing Club.

The US Sailing Appeals Committee cannot consider your appeal to us because [state reasons].

We are directing the US Sailing office to refund your fee.

Very truly yours,  
US Sailing Appeals Committee

Joy Shipman, Secretary

cc: Ms. \_\_\_\_\_, *Barfly*  
Mr. John Rockefeller, Chair, GYA Appeals Committee  
Ms. Maude Van Gogh, Chair, Down Home Sailing Club Protest Committee  
Mr. Matthew Hill, US Sailing Race Administration Director  
US Sailing Appeals Committee

### 5. RECUSAL PARAGRAPH

Appeals Committee member Mr./Ms. \_\_\_\_\_ has recused himself/herself from consideration of this [appeal] [request] and will not participate in the deliberations or decisions of the committee.

[Insert immediately before the “By copies of this letter... ” paragraph in the acknowledgment letter.]

\* \* \* \* \*

## 6. REQUEST TO PC FOR MORE FACTS (including a request for a diagram)

[Date]

[Name, title and address. Follow this example:]

Ms. Maude Van Gogh, Chair  
Down Home Sailing Club Protest Committee

[Address]

Sent via e-mail: (insert e-mail address)

Reference: File 06-01

Dear Ms. Van Gogh:

As provided in rule R5.4, the US Sailing 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 63.3). You may wish to conduct the hearing by conference call.

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 *Us2*, *Soulshine* and *Still Crazy* beginning approximately four (4) lengths before *Still Crazy* reached the zone and ending approximately two (2) lengths after *Still Crazy* rounded the mark. Please take care to show the relative speeds of the boats by showing the positions at equal time increments.

Please reply by January 30, 2006. If you are unable to reply by that date, please let us know when we can expect your response.

Please note that all correspondence with the US Sailing Appeals Committee is to be e-mailed to Joy Shipman, Secretary, at [appeals.secretary@gmail.com](mailto:appeals.secretary@gmail.com).

Please refer to File 06-01 in any correspondence.

Very truly yours,  
US Sailing Appeals Committee

Joy Shipman, Secretary

cc: Mr. \_\_\_\_\_, *Windjammer*  
Ms. \_\_\_\_\_, *Barfly*  
Mr. John Rockefeller, Chair, GYA Appeals Committee  
US Sailing Appeals Committee

To: Ms. Miller  
cc: [ other parties and committees ]  
Subject: 10-08 request for information, (date)

[Date]

Reference: File 10-08

Dear Ms. Miller:

Attached is a request from the US Sailing Appeals Committee for additional information.

Very truly yours,  
Joy Shipman, Secretary  
US Sailing Appeals Committee

cc: US Sailing Appeals Committee

File attached: 10-08 request for information, [date].pdf

\* \* \* \* \*

## 7. REQUEST TO PC OR AAC FOR OTHER INFORMATION (EXCEPT PC FACTS)

[Date]

[Name, title and address. Follow this example:]

Ms. Maude Van Gogh, Chair  
Down Home Sailing Club Protest Committee  
[Address]

OR

Mr. John Rockefeller, Chair  
Gulf Yachting Association Appeals Committee  
[Address]

Sent via e-mail: (insert e-mail address)

Reference: File 06-01

Dear [Ms. Van Gogh] [Mr. Rockefeller]:

As provided in rule R5.4, the US Sailing Appeals Committee requests that your committee provide some additional information. Specifically,

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

Please reply by January 30, 2006. If you are unable to reply by that date, please let us know when we can expect your response.

Please note that all correspondence with the US Sailing Appeals Committee is to be e-mailed to Joy Shipman, Secretary, at [appeals.secretary@gmail.com](mailto:appeals.secretary@gmail.com).

Please refer to File 06-01 in any correspondence.

Very truly yours,  
US Sailing Appeals Committee

Joy Shipman, Secretary

cc: Mr. \_\_\_\_\_, *Windjammer*  
Ms. \_\_\_\_\_, *Barfly* [Delete for an appeal of a redress decision.]  
Mr. John Rockefeller, Chair, GYA Appeals Committee

Ms. Maude Van Gogh, Chair, Down Home Sailing Club Protest Committee  
US Sailing Appeals Committee

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## 8. REMINDER LETTER TO PC OR AAC

[Date]

[Name, title and address. Follow this example:]

Ms. Maude Van Gogh, Chair  
Down Home Sailing Club Protest Committee  
[Address]

OR

Mr. John Rockefeller, Chair  
Gulf Yachting Association Appeals Committee  
[Address]

Sent via e-mail: (insert e-mail address)

Reference: File 06-01

Dear [Ms. Van Gogh] [Mr. Rockefeller]:

To date we have not received the additional facts or information requested in our letter to you dated [insert date]. Under rules R5.1 and R5.4, your committee must provide this information before we can decide this appeal. If you have not already responded, please let us know when we can expect your reply.

[Use the second sentence only when writing to the protest committee chair.]

Please note that all correspondence with the US Sailing Appeals Committee is to be e-mailed to Joy Shipman, Secretary, at [appeals.secretary@gmail.com](mailto:appeals.secretary@gmail.com).

Please refer to File 06-01 in any correspondence.

Very truly yours,  
US Sailing Appeals Committee

Joy Shipman, Secretary

cc: Mr. \_\_\_\_\_, *Windjammer*  
Ms. \_\_\_\_\_, *Barfly*  
Mr. John Rockefeller, Chair, GYA Appeals Committee  
Ms. Maude Van Gogh, Chair, Down Home Sailing Club Protest Committee  
US Sailing Appeals Committee

[Delete the addressee's name from the copy list.]

### e-mail cover letter for decision letters

To: [ all parties and committees, US Sailing Race Administration Director ]

Subject: 11-02 decision, (date)

[Date]

Reference: File (insert file number)

Dear Mr. Hatch:

Attached please find the US Sailing Appeals Committee's decision on [the appeal or the request for confirmation or correction of its decision or the request for rules interpretations].

Very truly yours,  
Joy Shipman, Secretary

US Sailing Appeals Committee

cc: [ parties and committees ]  
Matthew Hill, US Sailing Race Administration Director  
US Sailing Appeals Committee

File attached: (file number) decision, (date).pdf

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**9. DECISION LETTER INTRODUCTION (FOR APPEALS OF PROTESTS OR REQUESTS FOR REDRESS)**

[Date]

[Name and address. Use Mr., Mrs., Ms. or Dr., but not, e.g., Commodore.]

Sent via e-mail: (insert e-mail address)

Reference: File 06-01

Dear Ms. Swift:

This is the US Sailing Appeals Committee’s decision on your appeal of the Gulf Yachting Association (GYA) Appeals Committee’s decision on the [protest *Windjammer* vs. *Barfly*] [request for redress by *Windjammer*] arising from an incident in Race 2 of the Bent Spar Tune-up Series on January 4, 2006, conducted by the Down Home Sailing Club.

[Appeals Committee member \_\_\_\_\_ recused himself/herself from consideration of this appeal and did not participate in the deliberations or decisions of the committee.] – include when appropriate

Some Appeals Committee decisions are published in the US Sailing *Appeals Book* because of their educational value. They may be simplified or otherwise modified, and the version to be published is sent to the parties and committee chairs involved.

Very truly yours,  
US Sailing Appeals Committee

Joy Shipman, Secretary

cc: Other parties  
AAC Chair  
PC Chair  
Other committee chairs  
Mr. Matthew Hill, US Sailing Race Administration Director  
US Sailing Appeals Committee

\* \* \* \* \*

**10. DECISION LETTER INTRODUCTION (FOR REQUESTS FOR CONFIRMATION OR CORRECTION)**

[Date]

[Name, title and address. Follow this example:]

Mr. John Rockefeller, Chair  
Gulf Yachting Association Appeals Committee

[Address]

Sent via e-mail: (insert e-mail address)

Reference: File 06-01

Dear Mr. Rockefeller:

This is the US Sailing Appeals Committee's decision on the Gulf Yachting Association Appeals Committee's request for confirmation or correction of its decision on the [protest *Windjammer* vs. *Barfly*] [request for redress by *Windjammer*] arising from an incident in Race 2 of the Bent Spar Tune-up Series on January 4, 2006, conducted by the Down Home Sailing Club.

[Appeals Committee member \_\_\_\_\_ recused himself/herself from consideration of this request and did not participate in the deliberations or decisions of the committee.] – include when appropriate

Some Appeals Committee decisions are published in the US Sailing *Appeals Book* because of their educational value. They may be simplified or otherwise modified, and the version to be published is sent to the parties and committee chairs involved.

Very truly yours,  
US Sailing Appeals Committee

Joy Shipman, Secretary

cc: Other parties  
AAC Chair  
PC Chair  
Other committee chairs  
Mr. Matthew Hill, US Sailing Race Administration Director  
US Sailing Appeals Committee

\* \* \* \* \*

## 11. DECISION LETTER INTRODUCTION (FOR REQUESTS FOR RULE INTERPRETATIONS)

[Date]

[Name, title and address. Follow this example:]

Mrs. Elizabeth Browning, Commodore  
Down Home Sailing Club

[Address]

Sent via e-mail: (insert e-mail address)

Reference: File 06-01

Dear Mrs. Browning:

This is the US Sailing Appeals Committee's reply to the request for an interpretation of the racing rules sent by the Down Home Sailing Club on January 3, 2006.

Some Appeals Committee decisions are published in the US Sailing *Appeals Book* because of their educational value. They may be simplified or otherwise modified, and the version to be published is sent to the parties and committee chairs involved.

Very truly yours,  
US Sailing Appeals Committee

Joy Shipman, Secretary

cc: Mr. Matthew Hill, US Sailing Race Administration Director  
US Sailing Appeals Committee

## 12. DECISION LETTER FOR SENDING PROTEST BACK FOR NEW HEARING BY SAME PROTEST COMMITTEE

[Date]

[Name, title and address. Follow this example:]

Mrs. Elizabeth Browning, Commodore

Down Home Sailing Club

[Address]

Sent via e-mail: (insert e-mail address)

Reference: File 10-08

Dear Mr. Ward:

This is the US Sailing Appeals Committee's decision on your appeal of the Lake Michigan Sail Racing Federation (LMSRF) Appeals Committee's decision on the protest Race Committee vs. *Unknown Lady* arising from an incident in the Chicago Yacht Club Race to Mackinac 2010 on July 27, 2010, conducted by the Chicago Yacht Club.

In its March 9, 2011, email, the protest committee informed us that it believed significant new evidence may exist and that the committee may have made a significant error. Because of this we have concluded that a new hearing, rather than a reopened hearing, is appropriate. Therefore, we have decided to act under rule 71.2 and return the protest for a new hearing and decision by the same protest committee.

By copy of this letter, the protest committee is directed to proceed accordingly.

This decision closes our File 10-08. By copies of this letter, the parties, the chair of the LMSRF Appeals Committee, and the chair of the protest committee are advised that the new decision of the protest committee may be appealed as if it were the first decision concerning this matter.

Very truly yours,  
US Sailing Appeals Committee

Joy Shipman, Secretary

- cc: Mr. Raymond Green, Race Committee Representative
- Mr. Tomas Petkus, Appeals Committee Chair, LMSRF Appeals Committee
- Ms. Ruth Miller, Chief Judge, Race to Mackinac 2010 Protest Committee
- Mr. Matthew Hill, US Sailing Race Administration Director
- US Sailing Appeals Committee

\* \* \* \* \*

**13. PARAGRAPH STATING WE MAY PUBLISH**

Some Appeals Committee decisions are published in the US Sailing *Appeals Book* because of their educational value. They may be simplified or otherwise modified, and the version to be published is sent to the parties and committee chairs involved.

[Insert as the final paragraph of the letter.]

**14. LETTER COPYING PARTIES AND CHAIRMEN WITH ADDITIONAL CORRESPONDENCE (OTHER THAN COMMENTS)**

[Date]

Mr. \_\_\_\_\_, *Windjammer*

[address]

Ms. \_\_\_\_\_, *Barfly*

[address]

Mr. John Rockefeller, Chair

GYA Appeals Committee

[address]

Ms. Maude Van Gogh, Chair

Down Home Sailing Club Protest Committee

[address]

[Delete the addressee who supplied the additional correspondence.]

Sent via e-mail: (insert e-mail addresses)

Reference: File 06-01

Dear Mr. \_\_\_\_\_, Ms. \_\_\_\_\_, Mr. Rockefeller and Ms. Van Gogh:

[Delete the addressee who supplied the additional correspondence.]

Please find enclosed [Mr.] [Ms.] \_\_\_\_\_'s response to our request for [a revised diagram] [(other)] dated April 1, 2006, and received via email on April 15, 2006.

[Insert the name of the supplier of the additional correspondence and date received.]

You are reminded that you may send written comments to the US Sailing Appeals Committee. Such comments must be sent within 15 days of receipt of this letter.

Please note that all correspondence with the US Sailing Appeals Committee is to be e-mailed to Joy Shipman, Secretary, at [appeals.secretary@gmail.com](mailto:appeals.secretary@gmail.com).

Please refer to File 06-01 in any correspondence.

Very truly yours,

US Sailing Appeals Committee

Joy Shipman, Secretary

cc: Mr. \_\_\_\_\_, *Windjammer*

Ms. \_\_\_\_\_, *Barfly*

Mr. John Rockefeller, Chair, GYA Appeals Committee

Ms. Maude Van Gogh, Chair, Down Home Sailing Club Protest Committee

US Sailing Appeals Committee

[Delete all names except the supplier of the additional correspondence.]

Encl.: 06-01 [letter] [memo] from [Mr.] [Ms.] \_\_\_\_\_ dated April 15, 2006

**e-mail cover letter for sending out documents received that parties to the appeal can comment on, such as facts and information from the protest committee**

To: [ all parties and committees ]

Subject: 10-03 reply from the [PC], (date)

August 6, 2010

To the Parties and Committees in File 10-03:

Attached please find the protest committee's reply, dated July 13, 2010, to our letter dated July 11, 2010.

You are reminded that you may send written comments to the US Sailing Appeals Committee. Such comments must be sent within 15 days of receipt of this letter.

Please note that all correspondence with the US Sailing Appeals Committee is to be e-mailed to Joy Shipman, Secretary, at [appeals.secretary@gmail.com](mailto:appeals.secretary@gmail.com)

Please refer to File 10-03 in any correspondence.

Very truly yours,  
Joy Shipman, Secretary  
US Sailing Appeals Committee

cc: US Sailing Appeals Committee

File attached: 10-03 reply from the PC, (date).pdf

\* \* \* \* \*

**15. LETTER COPYING PARTIES AND CHAIRMEN WITH COMMENTS ON THE APPEAL OR REQUEST**

[Date]

Mr. \_\_\_\_\_, *Windjammer*  
[address]

Ms. \_\_\_\_\_, *Barfly*  
[address]

Mr. John Rockefeller, Chair  
GYA Appeals Committee]  
[address]

Ms. Maude Van Gogh, Chair  
Down Home Sailing Club Protest Committee  
[address]

Sent via e-mail: (insert e-mail addresses)

Reference: File 06-01

Dear Mr. \_\_\_\_\_, Ms. \_\_\_\_\_, Mr. Rockefeller and Ms. Van Gogh:

The comment period for File 06-01 has ended. For your information, please find enclosed a copy [copies] of comments we have received.

Very truly yours,  
US Sailing Appeals Committee

Joy Shipman, Secretary

cc: Mr. \_\_\_\_\_, *Windjammer*  
Ms. \_\_\_\_\_, *Barfly*  
Mr. John Rockefeller, Chair, GYA Appeals Committee  
Ms. Maude Van Gogh, Chair, Down Home Sailing Club Protest Committee  
US Sailing Appeals Committee

Encl.: 06-01 copy of [Mr.] [Ms.] \_\_\_\_\_ [letter] [memo] dated April 15, 2008

**e-mail cover letter for sending out documents received (other than facts and other information from the protest committee)**

To: [ all parties and committees ]

Subject: 16-07 comments received, (date)

September 22, 2016

To the Parties and Committees in File 16-07:

The comment period for this appeal has ended. Attached please find the documents we received via email from Ms. Sampson, Mr. Michne and Mr. Davis on (insert date(s)) (or insert dates after names).

[Also attached are \_\_\_\_\_.]

Very truly yours,  
Joy Shipman, Secretary  
US Sailing Appeals Committee

cc: US Sailing Appeals Committee

Files included in 16-07 comments (date).zip  
[list of files]

OR

August 19, 2010

To the Parties and Committees in File 10-03:

For your information, please find attached a copy of Dr. Kamimura's letter dated August 18, 2010.

Very truly yours,  
Joy Shipman, Secretary  
US Sailing Appeals Committee

cc: US Sailing Appeals Committee

File attached: 10-03 letter from Dr. Kamimura, (date).pdf

\* \* \* \* \*

**16. LETTER REQUESTING ORGANIZING AUTHORITY TO APPOINT A NEW PROTEST COMMITTEE FOR A NEW HEARING**

[Date]

[address this to the appellant as well]

Ms. Linda Cherry, Commodore  
Carlyle Sailing Association

[Address]

Sent via e-mail: (insert e-mail address)

Reference: File 06-11

Dear [appellant] and Ms. Cherry:

The US Sailing Appeals Committee recently received an appeal of a decision of the Midwest Sailing Association (MSA) Appeals Committee which concerned a protest that arose from Race 2 of the 2006 F-18 National Championship Regatta conducted by the Carlyle Sailing Association on September 20, 2006. The protest was *F-18 590* vs. *F-18 2125*.

(discussion of the reasons for acting under rule 71.2, if appropriate, transitioning into the next paragraph by saying "Therefore we have decided to act...")

For several reasons we have decided to act under racing rule 71.2, Appeal Decisions, to "return the protest...for a new hearing and decision by...a different protest committee." Since the protest committee for an event is appointed by the organizing authority (see rule 89.2), the Carlyle Sailing Association as the organizing authority for the F-18 National Championship is responsible for appointing a new protest committee to replace the original committee.

You may find it useful to appoint one or more US Sailing National Judges to the new committee. We suggest that at least the chair be a US Sailing National Judge. As a first step you could contact the Regional Administrative Judge for your area; he or she can suggest names of judges and provide their phone numbers or addresses. The US Sailing website shows that Clifford Black is the appropriate Regional Administrative Judge and provides his contact information (<https://www.ussailing.org/competition/rules-officiating/judges/>). Since the new protest committee will conduct a new protest hearing, it is important that none of its members be members of the original protest committee, and that none of the records of the original committee be made available to the new committee. The new committee will need the protest; however, the facts found and decision of the original committee must be removed from the protest form. The committee should contact the parties to the hearing; their names and addresses are enclosed with this letter. It may also wish to conduct the hearing by conference call.

This decision closes our File 06-11. By copies of this letter, the parties, the chair of the MSA Appeals Committee, and the chair of the original protest committee are advised that the decision of the new protest committee may be appealed as if it were the first decision concerning this matter.

Very truly yours,  
US Sailing Appeals Committee

Joy Shipman, Secretary

cc: Mr. Mike Krantz, *F-18 590*  
Mr. Steve Leo, *F-18 2125*  
Mr. Theodor Beier, Chair, MSA Appeals Committee  
Mr. Gordon Isco, Chair, Carlyle Sailing Association Protest Committee  
Mr. Matthew Hill, US Sailing Race Administration Director  
US Sailing Appeals Committee

Encl.: Parties to the Hearing List

16-01 Parties to the Hearing List  
Mr. Mike Krantz  
[e-mail]  
Mr. Steve Leo  
[e-mail]

## **17. COVER LETTER TO PARTIES AND CHAIRMEN WITH PUBLISHED APPEAL**

[Date]

Mr. Ed Putnam

[Address]

Sent via e-mail: (insert e-mail address)

Reference: File 06-10 (Appeal 96)

Dear Mr. Putnam:

Enclosed is a copy of the published version of the US Sailing Appeals Committee's decision on your appeal of the Yacht Racing Association of Long Island Sound (YRA of LIS) Appeals Committee's decision on the request for redress by *Pocito* arising from the scoring of Race 4 of the 2006 J/24 Northeast Championship Regatta on October 7, 2006, conducted by the Noroton Yacht Club.

Now [Appeal] [Question] [xxx], it is posted on the US Sailing website. It will also be included in the next printing of the US Sailing *Appeals Book*.

Very truly yours,  
US Sailing Appeals Committee

Joy Shipman, Secretary

cc: Mr. Bruce A. Cook, Chair, YRA of LIS Appeals Committee  
Mr. Lawrence White, Chair, Protest Committee  
Mr. Steven Shepstone, Chair, Race Committee  
US Sailing Appeals Committee

Encl.: Appeal xxx.pdf

\* \* \* \* \*

**18. LETTER SAYING THAT WE DO NOT DISCUSS DECISIONS AFTER THEY HAVE BEEN SENT**

[Date]

Captain Douglas A. Cohn, USA (ret.)  
[Address]

Sent via e-mail: (insert e-mail address)

Reference: File 08-04

Dear Captain Cohn:

We have received your email dated September 22, 2008, requesting that the Appeals Committee reconsider its decision in File 08-04. Our decision, dated September 22, 2008, stands as written.

It is our practice as a Committee to let our decisions stand on their own and not to discuss those decisions with individual parties or committees.

File 08-04 is closed.

Very truly yours,  
US Sailing Appeals Committee

Joy Shipman, Secretary

cc: Mr. Joseph T. Barrett Jr., *Island Time*  
Ms. Ann Newton, Chair, Florida Sailing Association Appeals Committee  
Ms. Carol S. Robinson, Chair, SAMI Protest Committee  
US Sailing Appeals Committee

**19. LETTER CONCERNING THE CIRCULATION OF A NON-PUBLISHED DECISION BEYOND THE PARTIES IN AN APPEAL**

[Date]

Captain Douglas A. Cohn, USA (ret.)  
[Address]

Sent via e-mail: (insert e-mail address)

Reference: File 11-02

Dear Captain Cohn:

Thank you for your [e-mail] [letter] dated September 22, 2008.

Decisions of the US Sailing Appeals Committee are intended to be read by the parties and committees involved in the appeal. Decisions intended to be read publicly are published on the US Sailing website and included in the US Sailing *Appeals Book*. If you choose to extend the reading of the decision in File 11-02 beyond the parties and committees involved in the appeal, please include this statement with any posting:

“This is the decision of the US Sailing Appeals Committee involving the protest *Sugar Magnolia* vs. *Showtime*. This is the decision letter that was sent to the parties and committees involved in the appeal, and does not represent a published version of this decision.”

Very truly yours,  
US Sailing Appeals Committee

Joy Shipman, Secretary

cc: Mr. Joseph T. Barrett Jr., *Island Time*  
Ms. Ann Newton, Chair, Florida Sailing Association Appeals Committee  
Ms. Carol S. Robinson, Chair, SAMI Protest Committee  
US Sailing Appeals Committee

## 20. LETTER RESPONDING TO AN “INVALID” APPEAL

November 21, 2017

Mr. Thomas Humphrey  
[address]

Sent via email: (insert email address)

Reference: File 17-12

Dear Mr. Humphrey:

We have received your appeal of the Lake Michigan Sail Racing Federation (LMSRF) Appeals Committee’s decision on the protest *Independence* vs. *Convergence*, arising from an incident in Race 4 of the T-10 North American Championship on August 5, 2017, conducted by the Corinthian Yacht Club.

Rule R2.1(a) (which is a rule in the US Sailing prescription to Appendix R of *The Racing Rules of Sailing*) states, “To appeal, no later than 15 days after receiving the written decision being appealed...the appellant shall send an appeal and a copy of the decision to US Sailing. **The appeal shall state why the appellant believes the committee’s decision or its procedures were incorrect** (our emphasis).” The “decision” referred to in rule R2.1(a) is the written decision being appealed, which in this case is the decision of the LMSRF Appeals Committee dated October 20, 2017.

In your appeal, dated November 5, 2017, we find no statement or explanation referring to the LMSRF Appeals Committee’s decision and stating why you believe its decision was incorrect. As you did not include in your appeal an explanation of why you believe the LMSRF Appeals Committee’s decision was incorrect within 15 days of receiving it, we are unable to consider your appeal. If your appeal did include a statement saying why you believe the LMSRF Appeals Committee decision was incorrect, we are happy to have you point it out to us.

We are directing US Sailing to refund your \$25 [\$75] filing fee.

We realize this is likely to be frustrating to you. In an attempt to be helpful, though we cannot give you an official answer to your appeal, we are willing to give you the following unofficial opinion on your

appeal to us. *[insert response]*

Very truly yours,  
US Sailing Appeals Committee

Joy Shipman, Secretary

cc: Mr. Tod Reynolds, *Convergence*  
Mr. Cliff Black, Chair, LMSRF Appeals Committee  
Ms. Janet Baxter, Chair, Protest Committee  
Mr. Matthew Hill, US Sailing Race Administration Director  
US Sailing Appeals Committee