

# US SAILING APPEALS COMMITTEE STYLE MANUAL FOR PUBLISHING APPEALS

January 1, 2020

## TOP LINE:

Use uppercase bold, e.g. **APPEAL ##** or **QUESTION ##**.

Centered.

Font style & size: Myriad Pro 12 pt. Semibold

## TITLE:

Use initial caps and italics, e.g. “*XYZ vs. ABC*”; no initial caps for articles (the, a, an), coordinate conjunctions (and, or, for, nor) and prepositions, regardless of length, unless they are the first or last words of the title.

Lowercase the “to” in infinitives. Note that “vs.” is in italics.

Use “vs.”, not “VS” or “v.”

Class names should be repeated, e.g. *Flying Dutchman USA 546 vs. Flying Dutchman USA 800*.

“Interpretation Requested by . . .” and the name of the organization, e.g. “the New York Boat Club.”

Cannot end in “. . . , et al”; use “and Others.”

Use “Race Committee” or “Protest Committee,” not “The XYZ Boat Club Race Committee.”

Use “*Boat X* Request for Redress”

Do not use the number sign (#) at all

Centered.

Font style & size: Arno Pro 12 pt. Italic

## RULES LIST (RULE NUMBERS AND TITLES):

List definitions first

List rules in numerical order, with numbered rules first, then rules from appendices

Quote rule titles from the official list.

Use initial caps for rule titles, even when the rule title in the rule book is ALL CAPS.

Use a comma after the rule number, e.g. “Rule 61.2, Protest Contents.”

If more than one line is needed, indent the second line three spaces.

Font style & size: Arno Pro 12 pt. Semibold, left-aligned

## ABSTRACT:

In italics, left and right margins are indented .25 inches. .

Use complete sentences.

All in one paragraph.

Do not include rule titles and, preferably, do not refer to specific rules.

Font style & size: Arno Pro 12 pt. Italic

## SECTION HEADINGS:

Use initial caps; left-aligned headings. Font style & size: Myriad Pro 12 pt. Semibold

Acceptable section headings:

Facts

Assumed Facts (for questions of interpretation)

Decision of the Protest Committee

Decision of the Association Appeals Committee

Decision of the Appeals Committee

Question (if only one) or Question 1, 2 . . . (if more than one)

Answer (if only one) or Answer 1, 2 . . . (if more than one)

These may be combined with “and”; e.g., Facts and Decision of the Protest Committee

## **TEXT OF APPEAL:**

Font style & size: Arno Pro 12 pt. regular, justified

No paragraph indentation; instead use lines between paragraphs

Do not use “counter-protest”; both boats protest.

Say who appealed, e.g. “L appealed.”

Rules are “broken” (the noun is “breach”); avoid “infringement,” “foul,” “violation,” and “infraction.”

Do not use “illegal.”

Protests are “delivered,” not “filed” or “lodged.”

Use “flag X,” not “code flag X” and not “Flag X” (unless the F begins a sentence).

“Appeal ##” is initial caps.

“Grounds” is always plural.

Avoid unnecessary quotations, especially from lower decisions.

### Boat Names:

Boat names in initial caps and italics, e.g. *Boomerang*. Possessive form is *Boomerang*'s. Note that the apostrophe and the s are not italicized.

Boats identified by class and sail numbers should be, e.g., *Flying Dutchman USA 546 vs. Flying Dutchman USA 800*.

When the class is a World Sailing International Class, include the 3-letter country code from Appendix G.

Do not use the number sign (#) at all.

First reference to boat name: *Boomerang* (W).

Subsequent references should be to W, if possible.

Use (P) and (S) only for port- and starboard-tack boats.

Use (W) and (L) only for windward and leeward boats.

Use (A) and (B) only for boats ahead and behind.

Use (I), (M) and (O) for inside, middle and outside boats.

Use (X), (Y) and (Z) for generic boats.

### Protest and Association Appeals Committees:

All references should be to “protest committee,” not PC and not Xyz Boat Club Protest Committee.

“Committee” is always singular.

Unless it is necessary to refer to the appeal to the association appeals committee to understand the appeal, omit all references to that level of appeal.

Separate AAC decision into a section, with a section heading.

All references are to “association appeals committee,” not “AAC” and not full name.

### US Sailing

References to the national governing body should be to “US Sailing” (same font size as text) Do not use “US Sailing Association” or other variations.

### Rules:

For rules listed in the rules list, refer to them by number only (omitting the rule title).

For rules not listed in the rules list, the first referral should include both the rule number and its title; e.g., “rule 2 (Fair Sailing)”; thereafter only the rule number.

If a rule number uses ( ), use ( ) for a parenthetical remark containing the rule number, e.g. (see rule 61.2(b)).

If there is a parenthetical phrase inside the parenthetical remark, such as a rule title, put that phrase in brackets [ ]; e.g., (see rule 11 [On the Same Tack, Overlapped])

Within the text, “rule” is lower case, including the r.

### Appeals and Cases:

When referring to a specific appeal or case, use caps (e.g., see Case 12).

When referring to an “appeal” or “case” generically, use lower case.

### Defined Terms:

Except in a quotation from a rule, do not use italics when using terms that are defined in the rules. When referring to a definition, use initial caps; e.g., “See the definition Proper Course.”

### Decisions:

A protest committee decides that a protest is “valid” or “invalid.” If invalid, it “closes” the hearing; it does not “refuse” the protest.

A protest committee may also

“disqualify” or otherwise “penalize” a party (rule 64.1 and others);

“exonerate” a party which has “been compelled” to break a rule [rule 64.1(a)];

decide that a boat “is entitled” to redress and if so “makes an arrangement” (rule 64.2);

“refer its questions” about a measurement rule with “the relevant facts” to “an authority responsible” (rule 64.3).

If the protest committee decides that no rule was broken, it “dismisses” the protest.

If the protest committee decides that a rule was broken by the protestee, it “upholds” the protest.

If a protest committee decides that a boat is entitled to redress, it “grants” redress.

If a protest committee decides that a boat is not entitled to redress, it “denies” the request.

Protest committee (or association appeals committee) decisions are

“upheld,” “changed,” or “reversed” (rule 71.2);

“declared invalid” if the protest or the hearing is found to have been invalid (rule 71.2);

or may be “nullified.”

Protests may be (by an appeals committee) “returned for a new hearing and decision” (rule 71.2).

Protest committees are “required to act” by an appeals committee when it “decides that the protest committee’s facts are inadequate” (rule R5)

“to provide additional facts or other information” (rule R5); or

“to reopen the hearing and report any new finding of facts” (rule R5).

Appeals committees

“consider,” not “hear,” appeals;

“accept” or “refuse” appeals;

“uphold” or “deny” appeals.

Boats are “exonerated for” breaking a rule. They are “exonerated from” being penalized. Preferably, however, write the sentence so as to avoid the need for this choice; e.g., “*Boat X* is exonerated.” At the end of an appeal, say what happened to the appeal, what happened to the decision of the association appeals committee (if relevant), what happened to the decision of the protest committee and what happened to the boat(s). Do not use “Accordingly” to begin this section.

If the appeals committee is changing or reversing a decision to disqualify a boat, the ending should say: “*X* is reinstated in her finishing place.”

### Quotations:

Quotations from the racing rules are to be punctuated like any other quotation.

If a quotation from the rules includes italics, use the italics.

Use single quotation marks around a quotation inside another quotation.

When language beginning the original sentence of a quotation has been deleted, capitalize the first letter and place it in brackets if it is not already capitalized, or use an ellipsis (. . .).

Note, an ellipsis is space-dot-space-dot-space-dot-space.

When language within a quote has been omitted, use an ellipsis (3 dots).

When the ellipsis follows a complete sentence, end that sentence with a period and then insert the ellipsis (for a total of 4 dots).

When the ellipsis ends a sentence, use four dots.

A comma or period that ends a quotation or comes immediately after a quotation should be placed inside the quotation mark. For example: Rule 44.2 requires a boat taking a penalty to get “well clear of other boats,” which P failed to do, or Rule 44.2 requires a boat taking a penalty to get “well clear of other boats.”

Other punctuation marks should be inside quotation marks if they are part of the material quoted. For example: The protest committee found as a fact that the skipper of O asked “Are you overlapped?”

Otherwise, punctuation marks such as semi-colons, question marks, etc., should be outside the quotation marks.

### Punctuation for dates

If a full date is used in the middle of a sentence, place a comma after the day and year as follows: The appeal was submitted on March 3, 2016, by Boat X.

### Hyphens:

Hyphenated words:

close-hauled

re-establish

Not hyphenated:

head to wind

override

reopen

resail

superstructure

Hyphenated when used as adjectives or adverbs, but not when used as nouns:

broad- beam- or close-reaching

committee-boat, e.g. “S started at the committee-boat end of the starting line” and “The committee boat was an obstruction.”

keep-clear

match-race

right-of-way

starboard- or port-hand

starboard- or port-tack

two-turns, e.g., “P did a Two-Turns Penalty.” but “Her two turns were not completed while well clear . . .”

Date at the end is in italics, left-aligned and without a comma, e.g. “*April 1993.*”

Use “special character” keyboard commands for clarity in published appeals. Example: On a Mac, use ... (option + ; ) for ellipsis in Appeal 26 instead of four periods with spaces in between.

In published appeals: Use a .25 pt line that is 45 k to separate appeals when there’s more than one on a page.