

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?*
- *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)*

Note: Items in **bold** must be considered for every protest hearing.
Items in *italics* apply when necessary.

- **Decision date and time on form and jacket**
- *Request for copy of decision?*

Chairman Checklist 24 Jan 2015.doc