

Irish Laser Association

MASTERS CHAMPIONSHIP 2021



RSGYC



MGM
BOATS
INTERNATIONAL YACHT BROKERS

Guidance to Competitors on remote protest/redress hearings

This notice does not modify or replace the rules of the competition but includes important information regarding how the protest committee will function. Competitors are strongly advised to study it carefully

In order to minimise the contact between persons at the Irish Laser Masters National Championship 2021, the jury will aim to operate online as much as possible. This guidance document aims to explain how this process will work and answer any questions you may have.

The Royal St George Yacht Club are committed to ensuring that no competitor is disadvantaged by these changes. Any competitor who has a question or concern regarding any of these changes is welcome to discuss these with Protest Committee Chair who can be contacted through the RSGYC Sailing Manager (sailingmanager@rsgyc.ie).

1. Filing a protest/request for redress

There will be no paper protest forms, and instead protests/requests for redress should be filed online at the link below.

[Click Here For The Digital Office](#)

<https://www.rsgyc.ie/home/virtualraceoffice/laser-masters-championship-2021/>

This form will ask for your details, the details of the other boat (or party) and details regarding the incident. You may also attach a diagram of the incident, although this is not required.

Competitors should ensure that they provide accurate contact information, including an email address and phone number. Once you have submitted the form, you should inform the virtual office by contacting the RSYC Sailing Manager. The Protest Committee will also send a copy of the form to the other parties involved in the hearing.

2. Hearings

The schedule of hearings will be posted on the event Whatsapp Group at the link below:

<https://chat.whatsapp.com/GochnxX24PIBsawe4SiSSo>

The time of the hearing will be posted on this noticeboard. The protest committee will also aim to contact the parties by email but this does not relieve competitors of their obligation to check the online noticeboard. Hearings will be scheduled to start as soon as possible after the expiry of the protest time limit.

All arbitration and protest/redress hearings will be conducted **remotely** by Zoom.

Parties will receive a Zoom link by email before the scheduled start time of their hearing. Please make sure you check your emails if you are involved in any hearings and if you have not received a link within 15 mins prior to the scheduled start of your hearing get in touch with the protest committee.

3. Getting ready to use Zoom

Before the start of the event, competitors should make sure that they are prepared for any hearings that they might be involved in.

- a) Sign up for a Zoom account (paid subscription NOT required)
 - i) Go to <https://zoom.us> and create an account.
 - ii) Set your name, email address and phone number
- b) Download Zoom client or app
 - i) On a PC or laptop, go to <https://zoom.us/download> and click Download for Zoom Client for Meetings.
 - ii) If you have already installed Zoom, be sure you have the latest updates installed.
 - iii) On a tablet, go to the App Store and download the Zoom app.
- c) Login to Zoom and check that the app is working. You can click 'New Meeting' to familiarise yourself with the settings and check that your video and audio working.

Competitors are strongly advised to ensure that they have an adequate internet connection from wherever they plan to join any hearings.

4. How hearings will work

a) Before the hearing

A schedule of hearings will be posted on the Event Whatsapp Group noticeboard, along with the names (or sail numbers) of the parties involved, any witnesses named on the protest form and the hearing time. A Zoom link will be emailed to the contact email address the event has for the parties. It is each party's responsibility to ensure that they pass the link on to any witnesses they intend to call. You should aim to join the meeting approximately 5 minutes before the scheduled start time. Ideally you should allow yourself some extra time in case you have technical problems.

Once you click on the link, the Zoom app will load automatically, and you will join the meeting. You should login in from a quiet location where you will have a stable internet connection and will not be disturbed.

You will be presented with a waiting screen, which will advise you to wait until you are admitted into the hearing. The panel will be able to see that you are waiting and may message you using the chat function to advise you of the approximate waiting time.

Once the Protest Committee are ready for you, you will be added to the hearing. You should join the meeting with your camera **ON** to make sure you can be identified. Each protest will be heard by a panel of judges who will introduce themselves to you before the hearing starts.

The Panel Chair may ask you to ensure that you are alone and to pan your camera around the room you are in. If you wish to have an observer for the hearing, then now is the time to tell the Panel Chair. It is up to the Panel Chair whether to permit observers, but you should be aware they are not permitted to speak during the hearing or to assist you. They also cannot be later called as witnesses.

b) Witnesses

It is your responsibility to make sure that any witnesses you wish to call are available and have the link.

Witnesses can only be present when they are giving evidence, and therefore should not be in the same location as any of the competitors involved in the hearing. They should therefore login separately using their own computer/phone. If this is not possible, you should let the Panel Chair know when the hearing starts.

The Panel Chair may bring in all witnesses to the main meeting room at the start of the hearing to explain the process, before returning them to the waiting room to wait to be called.

c) During the hearing

The hearing will proceed normally from this point, with each party presenting their evidence in turn and having the opportunity to question each other. Witnesses will be added from the waiting room in turn to present their evidence.

Sometimes competitors may wish to use a diagram or model boats in order to present their evidence. This can be done in several ways:

- You may wish to draw a diagram in advance of the hearing using Boat Scenario (<http://boats.sourceforge.net/>) or another software package.
- You may wish to draw a diagram with pen and paper to present using your camera. Note that, it is possible to join the Zoom call using two devices, so you may for example, use your mobile phone as a separate camera.
- You may wish to use model boats or other objects, adjusting your camera appropriately.

d) After the hearing

Once the hearing has finished, the Panel Chairman will return you to the waiting room to wait for the decision to be announced. Once a decision has been reached, the Chairman will return you to the main meeting room and explain the decision that the Protest Committee has reached. Written copies of the decisions will be available on the electronic noticeboard.

5. Alternative arrangements

The RSGYC is conscious that not everyone may have access to a stable internet connection, or the appropriate equipment to allow online participation. In these cases, competitors should contact the protest committee in advance to make sure that a provision is made for them.

6. Recording

Competitors are reminded that hearings may not be recorded without the explicit permission of the protest committee. Covert recordings, including 'screen-shots' and other audio or visual

copying of a hearing is strictly prohibited and will be considered by the protest committee as misconduct under RRS 69.

7. Contacts

Competitors may contact the protest committee by emailing the RSGYC Sailing Manager at sailingmanager@rsgyc.ie. For urgent enquiries, the Protest Committee Chairman can be contacted directly at 0879173362.