

National Appeal Process of the United States Performance Handicap Racing Fleet (USPHRF)¹

INTRODUCTION

This document describes the process for appeal of a performance handicap determined by a local or regional PHRF organization affiliated with USPHRF.

Appeals are of two kinds:

1. An owner may appeal the current handicap determined for their boat for the configuration sailed in competition.
2. An owner may appeal the handicap determined for a competitor's boat for the configuration sailed in competition.

Appeals are first submitted to the local or regional PHRF organization that determined the disputed handicap. Such an appeal must be considered by the local or regional PHRF organization in a timely manner. Denial of a local or regional appeal hearing is not permitted. Appellants must set forth their case in writing and must document it with supporting data. A hearing must be held. If the appellant is not satisfied with the local or regional handicappers' resolution of the appeal, a further and final appeal to the USPHRF Appeal Committee may be submitted. It is an unquestionable obligation of all affiliated USPHRF fleets to forward an appeal from a member when conditions described below are met.

It is important to note that denial of fleet members' opportunity to appeal a local or regional decision to the USPHRF Appeal Committee disenfranchises fleet sailors from the benefits of fair competition. Denial will result in an action to cancel fleet affiliation of with USPHRF accompanied by a prohibition against using the copyrighted PHRF name for any competitive event and applying USPHRF methodology and procedures. Denial of the opportunity to appeal a handicap to the USPHRF Appeal Committee is also inconsistent with ethics provisions of the US SAILING Bylaws and associated Regulations.

Attached to this document is the form to be completed and submitted to the USPHRF Appeal Committee. Both the local or regional PHRF organization and the appellant must agree by their signatures on the cover page of the USPHRF appeal data form to abide by the appeal process before the appeal may go forward. Specific instructions for filing an appeal follow:

Paul J. Ansfield is the USPHRF Appeal Committee Chairperson and may be reached via fax (920-233-5782) or mail at 1135 Maricopa Drive; Oshkosh, WI 54904-8118. E-mail may be sent to ansfield@northnet.net.

CONDITIONS FOR AN APPEAL OF A HANDICAP DETERMINED BY A LOCAL OR REGIONAL PHRF ORGANIZATION

1. The appellant is a current member of the United States Sailing Association.
2. The local or regional PHRF organization is affiliated with USPHRF.
3. The local or regional PHRF organization's appeal process has been exhausted.
4. The appellant attests that the handicap under appeal is current.
5. Hull, rig, and sail dimensions are unchanged since determination of the current handicap.
6. All parties to the appeal, by their dated signatures, agree to abide by the decision resulting from the USPHRF national appeal hearing for no less than two years.
7. When the handicap assigned to one's own boat is appealed or the handicap of a competitor's boat is appealed, the appellant must submit:
 - i. One paper copy of the local or regional procedures for determining a boat's handicap and an electronic version in portable document file format (.pdf)
 - ii. One paper copy of the local or regional appeal procedure and an electronic version in portable document format (.pdf).
 - iii. One paper copy of the local or regional PHRF organization's response to the *original* appeal and an electronic version in portable document file format (.pdf).
 - iv. One paper copy of the local or regional PHRF organization's response to the USPHRF appeal and an electronic version in portable document file format (.pdf).
 - v. One paper copy of the the current and valid PHRF certificate and an electronic version in portable document file format (.pdf).
 - vi. Race results for the past two sailing seasons in spreadsheet format (See example below.) and an electronic version in portable document file format (.pdf). Please see the example below.
 - vii. Submission of the paper copy of the appeal form must be accompanied by check or money order for \$400.00 made payable to USPHRF. This fee covers costs of the national appeal hearing and dissemination of its findings and decision.

¹ USPHRF and PHRF are terms registered and copyrighted by the United States Sailing Association.

ADDITIONAL INSTRUCTIONS FOR COMPLETING APPEAL DOCUMENTS

Appeal Document. Appellants must furnish all requested information using the following form. No more than five (5) pages of additional information may be attached to the appeal data form mailed as an original copy and sent an electronic in portable document file format. The form and any additional pages of information comprise the appeal document. Failure to meet the conditions for appeal or follow any of the instructions will result in return of the appeal document to the appellant. The appeal may be filed again when all conditions are met.

Acceptance of Appeal Documents. The USPHRF Appeal Committee will not accept an appeal submittal if it is judged frivolous. A letter of rejection to the appellant with reasons for the action will be transmitted with the return of the submitted appeal documents. The appeal may be resubmitted.

The USPHRF Appeal Committee Chairperson will accept the appeal and notify the appellant when all conditions have been met. Incomplete information or failure to meet the conditions for appeal or follow any of the instructions will result in return of the document to the appellant. The appeal may be filed again when all conditions are met. The data form and any additional pages of information comprise the appeal document. The Chairperson will begin the appeal process by appointing an Appeal Hearing Panel comprised of three expert handicappers. Appeal Hearing Panel members are chosen from the various regions of US SAILING.

Submission of an appeal form. Original documents and Appeal Hearing fee are mailed to Paul J. Ansfield, USPHRF National Appeal Committee Chairperson, at 1135 Maricopa Drive; Oshkosh, WI 54904-8118. Copies in Adobe Portable Document file format are sent to ansfield@northnet.net.

Selection of an Appeal Hearing Panel. Upon acceptance of an appeal by the USPHRF Appeal Committee, the appeal document is sent to an Appeal Hearing Panel appointed by the USPHRF Appeal Committee Chair who also selects the panel's chairperson. A hearing will be scheduled within forty five (45) days.

Appeal Hearing Panel Procedures. The appellant only, not an appellant's representative, may participate in the hearing. Unless otherwise designated within the submitted appeal document, the head of the local or regional PHRF organization will serve as a spokesman for the organization.

The appeal hearing will be conducted by telephone conference presided over by the Chairperson of the USPHRF Appeal Committee. Note that the Chairperson is not a participant in the appeal, but will conduct and moderate the hearing. During the hearing, first the appellant will be asked to review their appeal and then the local or regional PHRF organization's representative will review their decision denying the local or regional appeal. In the same order, the parties to the appeal will be allowed no more than a five minute rebuttal. The Appeal Hearing Panel members will then question each participant. When this portion of the hearing concludes, the moderator will dismiss the parties to the appeal and the telephone conference operator will disconnect them from the call. The hearing panel will continue to meet to resolve the appeal. After the appeal has been resolved, the conference call is ended. Parties to the appeal will be notified of the findings and decision by mail and e-mail and no further communications regarding the appeal will be acknowledged.

Acknowledgement and Agreement. Each party to the appeal, by their dated signatures affixed on the appeal document cover page, acknowledges that:

- i. All of the information relating the appeal to USPHRF appeal process and procedure has been read and understood.
- ii. The boat for which the handicap is being appealed has not been modified since the date the handicap under appeal was assigned.
- iii. The handicap being appealed has not changed since the appeal was filed.
- iv. All parties to the appeal understand that the findings of the hearing panel affect all sisterships.
- v. Furthermore, each party to the appeal agrees to abide by the decision of the Appeal Hearing Committee for a period of no less than two years from the date of decision.

**UNITED STATES PERFORMANCE HANDICAP RACING FLEET
APPEAL DOCUMENT DATA FORM**
[Revised October 31, 2009]

(Print Appellant's Name)

(Appellant's Street Address)

(Appellant's City, State, & Zip Code)

(Appellant's Telephone Number)

(Appellant's Telefax Number)

(Appellant's E-mail address)

(Appellant's Dated Signature)

(Local or Regional Fleet Chairperson's Printed Name and Dated Signature)

(Local or Regional Fleet Hearing Representative Printed Name and Dated Signature)

The above signatures attests and acknowledges that all of the information relating to the USPHRF appeal process has been read and understood, the appellant's boat has not been modified since the date the handicap under appeal was last assigned, and that the appellant and local or regional USPHRF affiliated fleet agrees to abide by the decision of the USPHRF Appeal Committee Panel for a period of not less than two years from the date of decision.

BOAT AND HANDICAP DATA

Boat Name	
Type/Class	
Manufacturer & Hull Date	
Sail Number	
Current Base Handicap Less Penalties/Credits	
Current Handicap with Penalties/Credits	
Date of issue for the current handicap under appeal	

BOTTOM PREPARATION

When was the boat last hauled?	
What type of bottom paint is applied?	
How is the bottom paint applied?	
How often is the bottom cleaned?	
How is the bottom cleaned?	

SAIL INVENTORY

SAIL	Sail Maker	Material	Ozs.	Condition	Age (months)
Main					
1 st Genoa LP% =					
2 nd Genoa LP% =					
3 rd Genoa LP% =					
1 st Spinnaker					
2 nd Spinnaker					
Other					
Other					

SKIPPER AND CREW EXPERIENCE

Number of years of racing experience for the skipper/owner _____

Number of persons in the racing crew including skipper _____

Number of crew members racing with the skipper more than 50% of the time _____

RACING PROGRAM

Briefly describe the number and type of PHRF races sailed annually, such as Casual, Club Championship Series, One Design, and Area Championships. *(Use an additional page if necessary.)*

RACE RESULTS FOR THE LAST TWO RACING SEASONS

Copy and use the following spreadsheet example to supply the required race data. A "live" spreadsheet with instructions for use is available for downloading upon request. Please go to <http://offshore.ussailing.org/PHRF.htm>.

Start Time: 10::40:00 Length (NM): 9 Wind Direction: North West
 Course: Triangle Waves: 2' Wind Speed: 10

Sail Number	Yacht Name	Yacht Type	Handicap	Finish Time	Elapsed Time	Correction	Corrected Finish Time	Place
41905	Texas T	Olsen 911S	126	12:22:19	1:42:19	0:18:54	1:23:25	1
32455	Doc's Inn	Hunter 33.5	141	12:35:54	1:55:54	0:21:09	1:34:45	2
42594	Vanilla Float	Great Lakes 36	258	12:53:30	2:13:30	0:38:42	1:34:48	3
16832	Circus	Catalina 27	204	12:46:20	2:06:20	0:30:36	1:35:44	4
41633	Ruck	MacGreggor 25	252	12:55:29	2:15:29	0:37:48	1:37:41	5
16534	Sailsman	Hunter 31	162	12:42:01	2:02:01	0:24:18	1:37:43	6
42683	Breezin	Ericson 27	228	12:55:28	2:15:28	0:34:12	1:41:16	7
16733	No Clew	Hunter 25	222	12:57:36	2:17:36	0:33:18	1:44:18	8
42980	Somerest	Pearson 31	177	12:53:10	2:13:10	0:26:33	1:46:37	9
41673	Lucky Linda II	Hunter 28.5	174	12:53:32	2:13:32	0:26:06	1:47:26	10

How many races did you finish this last season? (Approx.) _____ Two seasons ago? _____

What percentage of the time did you finish in the top third of your section? _____

What percentage of the time did you finish in the middle third of your section? _____

What percentage of the time did you finish in the bottom third of your section? _____

BOATS THAT REGULARLY CORRECT OVER THE APPELLANT'S BOAT (PLEASE PRINT)

Boat Name	Sail number	Type	Handicap
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			

BOATS THAT REGULARLY SAIL EQUAL WITH THE APPELLANT'S BOAT (PLEASE PRINT)

Boat Name	Sail number	Type	Handicap
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			

OTHER RELEVANT INFORMATION

The appellant may add no more than five (5) double spaced typewritten pages of continued or other relevant information.