

# Instructions for Filing DRYA Protests

**REVISED 6/12/15**

*Nothing in these instructions is intended to change the applicable requirements of the Racing Rules of Sailing, including the requirements in rules 61.2, 61.3 and 62.*

Your protest form must be electronically submitted to the Protest Committee for them to process. You start by creating your protest form by either A) creating one electronically by an editable “.pdf” protest form (requires Adobe version 8.0 or higher) **OR** B) manually filling out a protest form.

A. To use the editable “.pdf” protest form available online at <http://drya.org/ProtestForm.pdf>. First download the file – note:

- Internet Explorer - in Menu bar: File ... Save as ... (if no menu bar, right click TOOLS (top right “gear” icon) & turn on “Menu Bar”)
- Chrome - right click mouse and “Save Page As ...”
- Firefox - use Adobe top ribbon right side “Download” icon (sheet with down arrow) OR right click mouse and “Save Page As ...”

Open the **new saved file** to edit: Top right ribbon – select “Fill & Sign” ... select “Add Text” – add your text; select “Add Checkmark” – add your checkmarks. After adding all your text and checkmarks, select “Place Signature” (suggest place in section 7). Then, after you complete the protest form, use “FILE ... Save As” to save it as a “.pdf” file.

**OR**

B. To manually create a form, get a blank form (you could download and print a copy using method above), fill it out, date and sign. Then scan your form and save as a “.pdf” file OR take a picture and save it as a “.jpg” file. **MAKE SURE the scan or picture is readable.**

**Finally**, send your saved “.pdf” or “.jpeg” protest form to [Protests@DRYA.org](mailto:Protests@DRYA.org) as an email attachment.

**1) YOU SHOULD RECEIVE AN AUTOMATIC REPLY EMAIL** from the email system that your email was received. **IF WITHIN A COUPLE OF MINUTES YOU DO NOT RECIEVE THIS REPLY**, check the email address you sent it too (most common mistake is to not have the “s” at the end of “Protests”).

2) Within 24 hours, you will receive an official e-mail verification of receipt of your protest from the Protest Committee.

That’s all there is to it, but you must be sure that you email your protest before the applicable time limit for filing protests for the regatta in question. *The applicable time limit may vary from regatta to regatta.* Please refer to “Finding the Protest Time Limit” below.

It is important that you include *all* information, including e-mail addresses, so that the Protest Committee can communicate with you and the other parties. Please note that it is *not* necessary to fill in the diagram portion of the form. Just describe the incident as carefully and completely as possible. However, you should bring a diagram to the protest hearing.

Any questions should be submitted by email only to Com. Ted Everingham, DRYA Chief Judge, at [ted@everinghamlaw.com](mailto:ted@everinghamlaw.com).

### FINDING THE PROTEST TIME LIMIT

The applicable protest time limit normally will be found in instruction 16 of the standard 2014 DRYA Sailing Instructions (set forth below). However, DRYA SI 16 may be changed, and requirements may be added, by the host club's sailing instructions. *Always check the host club sailing instructions for such changes and additions, which may include a different time limit for filing protests.*

**16. PROTESTS** – Protests shall be delivered by email to [Protests@DRYA.org](mailto:Protests@DRYA.org) no later than 1900 hours on the day of the regatta or two hours after the last boat in the protesting boat's class finishes the last race of the day, whichever is later. Fill-in protest forms and filing instructions are available online at DRYA.org. Protest hearings will be held at Bayview Yacht Club, 100 Clairpointe, Detroit, MI beginning at 1900 hours on the first Monday after the regatta.

WILL BE UPDATED for 2016