



APPEAL GUIDANCE

The handicap appeal process has two levels of appeal. The first level of an appeal is to the PHRF-NB Rating Committee, the second level is to [USPHRF Appeal Committee](#). Please note that the PHRF-NB Rating Committee may table, or reject, an appeal if it feels insufficient information is presented. PHRF-NB appeal process is outlined below, but may be modified by the Rating Committee Chairman at his discretion.

Appealing of a yacht's rating by owner

Any member of PHRF-NB may appeal the rating of his/her own yacht by electronic submission, to the Rating Committee at PHRF-NB Admin <PHRFAdmin@phrf-nb.org> and filling out the two page Appeal Form found at <https://www.phrf-nb.org/sites/default/files/AppealForm_0.xls> The appeal will be acted upon within forty-five days of receipt.

The owner of the yacht shall be notified of the appeal hearing fourteen (14) days prior to the hearing. The hearing will take place at time and location designated and presided over by the Chairperson of the PHRF-NB Rating Committee. It is preferred that the meeting take place in-person, but may be conducted by electronic means if the Chairperson deems that to be necessary

During the hearing, the owner (or his representative) will present their position. The Rating Committee members will then ask questions of the applicant. Upon conclusion of the question period, the owner will be asked to withdraw from the hearing. The Rating Committee will continue with the hearing meeting to resolve the appeal and proceed to a decision. Within seven days, the owner will be notified of the decision and all rationale of the Rating Committee, by e-mail. No further communications regarding the appeal will be acknowledged for one year from the date of the decision.

Appeal of Another Yacht's Rating

At least two members of PHRF-NB may appeal the rating of Another Yacht's Rating by electronic submission, to the Rating Committee at PHRF-NB Admin <PHRFAdmin@phrf-nb.org> and filling out the two page Appeal Form found at <https://www.phrf-nb.org/sites/default/files/AppealForm_0.xls>.. Upon receipt of the appeal of another yacht's rating, copies of all documents relevant to the appeal will be sent to the Rating Committee members and a hearing will be scheduled within forty-five (45) days. The owner of the protested yacht be notified of the appeal hearing fourteen (14) days prior to the hearing and provided a written summary of the facts presented in the appeal. The hearing will take place at time and location designated and presided over by the Chairperson of the PHRF-NB Rating Committee. The parties to the appeal will so be notified. It is preferred that the hearing take place in-person, but may be conducted by electronic means if the Chairperson deems that to be necessary.

During the hearing, the appellants designated spokesperson will be asked to present their position and the owner of the protested yacht will present their position. In the same order, the parties to the appeal will be allowed no more than a ten-minute rebuttal. The Rating Committee members will then question both parties to the appeal. When this portion of the hearing concludes, the Chairperson will then dismiss both parties to the appeal.

After this dismissal and the departure of the parties to the appeal, the Rating Committee will continue to meet to resolve the appeal and shall proceed to a decision. The Committee decision and all rationale will be returned, by e-mail to the appellants and the owner of the protested yacht within seven (7) days of the hearing. No further communications regarding the appeal will be acknowledged for one (1) year from the date of the decision.

Appeals to US SAILING

After the appeal processes described above, an appeal of PHRF-NB Rating Committee decision can be forwarded to the [USPHRF Appeal Committee](#) for resolution.