

Zoom Guidance to Competitors on contact with the Protest Committee and 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/Protest Committee will function. Competitors are strongly advised to study it carefully

In order to minimise the contact between persons at upcoming events, the Protest Committee 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 Class Association is 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 chairman who can be contacted by submitting a question through the remote race office.

1. Filing a protest/request for redress

There will be no paper protest forms, and instead Protests/requests for redress should be filed on the form which is linked from the Official Notice Board:

<https://ioca.uk/onb>

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 will be emailed a copy of the form. A copy of the form will also be sent to the other parties involved in the hearing.

2. Hearings

The schedule of hearings will be posted on the Official Notice Board.

The Protest Committee office will also aim to contact the parties by email and mobile 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; however, allowance will be made for competitors to return to their accommodation etc in order to be ready to participate online.

As far as is possible, protest/redress hearings and other discussions with the Protest Committee will usually be conducted **remotely** by Zoom. Hearings will otherwise be conducted as normal, with all parties participating in the usual way. Where a remote hearing is not possible, the parties will be contacted by the Protest Committee Office and asked to make alternative arrangements. Unless contacted, parties should assume that their hearing will be conducted online. Parties will receive a zoom link by email before the scheduled start time of their hearing, and this may be also be posted on the official noticeboard. Please make sure you check your emails if you are involved in any hearings.

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 from.

4. How hearings will work

a) Before the hearing

A zoom link will be posted on the Protest Committee noticeboard, along with the names (or sail numbers) of the parties involved, any witnesses named on the protest form and the hearing time. 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 three judges who will introduce themselves to you before the hearing starts.

The Panel Chairman 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 or not 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 Chairman know when the hearing starts.

The Panel Chairman 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 Class 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 Office in advance to make sure that a provision is made for them.

6. Code of Conduct for Remote Hearing

To ensure a fair proceeding, the Protest Committee must rely upon the participants to abide by this “Code of Conduct for Remote Hearings” and you will be asked at the beginning of the hearing if you understand and agree to abide by it.

1. You will participate as either a party or a witness (if you are not a witness, you are likely to be a party. (See RRS definition of *Party*)
2. Competitors and witnesses are reminded that hearings may not be recorded, transmitted or conveyed without the explicit permission of the Protest Committee. Covert recordings and other audio or visual copying of a hearing (other than individual screen capture of scenario images) is strictly prohibited.
3. A party or witness must ensure, to the best of their ability, that they are not being observed or overheard by any witness or anyone who might have an interest in the proceedings.
4. A party shall not communicate or share information with anyone outside of the hearing by any means or technology.
5. A party shall not communicate or share information with a witness, except when the witness is giving testimony in the presence of the Protest Committee.

A party or witness to the hearing that breaks any element of this code is likely to be found in breach of good sportsmanship or to have behaved unethically under RRS 69 which can have serious consequences.