



## INSTRUCTIONS FOR VIRTUAL HEARINGS & ARBITRATIONS

**VIRTUAL HEARINGS** will be conducted in accordance with RRS Part 5, Section B, and Section C for misconduct hearings, and the instructions below:

1. On the date of the hearing, and at least 10 minutes before the hearing is scheduled to begin, the parties, and any witness a party intends to have testify during the hearing, are to join the virtual meeting.
2. All parties and witnesses who will participate in a hearing are to have access to, and the use of, a device [computer, iPad, or mobile phone] that has internet accessibility with audio and video capability with Zoom.
3. The parties to a virtual hearing are responsible for having their witnesses, if any, present in the virtual meeting at least 10 minutes before the time of the hearing on the date of the hearing. Parties and witnesses must be in separate locations.
4. At that time, the PC will tell everyone what the procedure will be for having parties and witnesses participate in the hearing.
5. No audio or video recording of the hearing is to be made by anyone other than the PC; the PC will advise the parties if a recording of the proceeding will be made.
6. Parties and witnesses must use audio and video when in the presence of the PC unless advised otherwise by the PC.

7. Parties and witnesses shall not communicate or share information with anyone other than the PC by any means or technology during the pendency of the hearing except to testify or question a party or a witness.

**VIRTUAL ARBITRATIONS** will be conducted in accordance with Appendix T and the instructions below:

1. On the date of the arbitration, and at least 5 minutes before the hearing is scheduled to begin, the parties [one per boat], are to join the virtual meeting.
2. All parties who will participate in an arbitration are to have access to, and use of, a device [computer, iPad, or mobile phone] that has internet accessibility with audio and video capability with Zoom.
3. At that time, the arbitrator will tell everyone what the procedure will be for having parties participate in the arbitration.
4. No audio or video recording of the arbitration is to be made by anyone.
5. Parties must use audio and video when in the presence of the arbitrator.
6. Parties shall not communicate or share information with anyone other than the arbitrator by any means or technology during the pendency of the arbitration except to testify.
7. A party who accepts a scoring penalty in arbitration shall send an email to the address below stating that s/he does so. A party withdrawing a protest shall send an email to the following address stating that s/he does so: [raceoffice@annapolisyc.org](mailto:raceoffice@annapolisyc.org).