

US PHRF SEF, Inc.

Rating Assignment Procedures:

New Applications:

- 1) ***New Application (Where Base Rating already established, ie another boat in the PHRF SEF area already has an established base Rating in any previous year not to exceed a term of 3 years lapse of that yacht or type.) –***
 - a) *Previous year's base is to be used.*
 - i) *Alterations to base ratings must be followed an appeal.*
 - b) check the application for any changes or vessel modifications
 - c) check the application for owner's signature and proper payment
 - d) check the application's dimensions against "Standard Dimensions", and note any discrepancies on the form
 - e) Assignment of credits/penalties based on current PHRF rules
 - f) complete the rating, sign, implement into data base and mail copy to applicant, or
 - g) Forward to Board for resolution of any issues, ambiguities, or problems. This will include any sections identified in the current Rule noted as "Per review of the Board of Handicappers"

- 2) ***New Application (which require new Base Rating) –***
 - a) Define PHRF rating range by checking the Hi/Low/Avg posted by the US Sailing Association.
 - i) Guidelines for use:
 - (1) The average number is normally favored for the consideration.
 - (2) If the boat has a favorable SA/D favoring light air conditions. Utilization of a lower number is justified.
 - (3) Upper range can be used with higher SA/D (ie Heavy displacement low sail area boats.
 - (4) SA/D and Disp/Length Ratio should also be considered.
 - (5) Final base rating must be approved by Board of Handicappers. Majority vote.
 - b) check the application for any changes or modifications
 - c) check the application for owner's signature and proper payment
 - d) check the application's dimensions against "Standard Dimensions", and note any discrepancies on the form
 - e) Assignment of credits/penalties based on current PHRF rules
 - f) complete the rating, sign, implement into data base and mail copy to applicant, or
 - g) Forward to Board for resolution of any issues, ambiguities, or problems. This will include any sections identified in the current Rule noted as "Per review of the Board of Handicappers"

- 3) ***New Application (which no Base Rating exists) –***

- a) *Use ratings from other PHRF areas. Area may have not reported to US Sailing HI/Low/Avg. database. Check database revision date.*
- b) *If the boat has an established IRC rating use conversion*
- c) *Use other rating system if rating is known and conversion is available*
- d) *Use the Schell Regression formula*
- e) *Use Technical comparatives to other similar boats*
- f) *All ratings in this category must be approved by the Board of Handicappers. Majority vote.*

Renewals:

- 1.)
 - g) *Previous year's base is to be used. If more than 3 years has elapsed per assignment of a rating it should be treated as a New Application.*
 - i) *Alterations to base only supported after an appeal has been approved.*
 - h) check the application for any changes or modifications
 - i) check the application for owner's signature and proper payment
 - j) check the application's dimensions against "Standard Dimensions", and note any discrepancies on the form
 - k) Assignment of credits/penalties based on current PHRF rules
 - l) complete the rating, sign, implement into data base and mail copy to applicant, or
 - m) Forward to Board for resolution of any issues, ambiguities, or problems. This will include any sections identified in the current Rule noted as "Per review of the Board of Handicappers"

Base Rating Changes:

Base Rating Changes must be filed as an Appeal. Area Handicappers requesting a base rating change should file a formal appeal submitted for review. Changes only will be approved after a majority vote by the Board of Handicappers. If more than one yacht is involve, racing results data must be reviewed for all yachts before any adjustment and shall be taken into consideration for change. Every yacht affected by the appeal must be contacted and offered a counter to the appeal.

Appeals:

Formal Rating Appeals will be scheduled by the Chief Handicapper and posted on the web site. Notification will be sent to all members no less than 30 days prior to the meeting. It is the responsibility of each member to regularly check the PHRF web site for updates and notices. Formal appeal meetings will scheduled no less than 3 times a year.

Who can file an appeal?

- 1. Any member may appeal their handicap rating
- 2. Any member may appeal the handicap rating of another yacht
- 3. The Board of Handicappers by at large can file an appeal against another yacht. Require a 2/3 majority vote by the Board for submission of an appeal.

Appeal Process:

Appeal Form can be downloaded from the PHRF SEF web site. www.phrfsef.com. No appeal will be reviewed with out the proper document and appeal application. Appeals shall be submitted to the Chief Handicapper.

Minimum documentation for review:

1. Appeal application
2. Supporting Documentation per the request.
 - a. Should include any or all of the following
 - i. Racing results
 - ii. Ratings of similar boats from other PHRF areas
 - iii. Supporting justifications.

The official appeal and all documents must be submitted no latter than 14 days prior to the scheduled appeal meeting. The Chief Handicapper shall forward the appeal and all supporting data to the Board of Handicappers for review 10 days prior to the meeting.

Any member filing an Appeal must be present at the review and will be the acting representative. No other substitution will be accepted.

Any member filing an appeal against the any other yacht must provide proper notification of an appeal being filed. PHRF SEF Inc will make every effort to notify the other yacht(s) of the intention of an appeal.

Meeting forum:

- *Each Appeal Applicant shall have the floor at a min. 10 minutes to present the data and their case.*
- *After such presentation The Board of Handicappers will adjourn for a private meeting in deliberation of the supporting data.*
- *The applicant will be called back for a question session by the Board of handicappers.*

Appeal Results: Decisions on the appeal will be posted within 14 days on the PHRF SEF web site.

Note to all: All Appeals and supporting documents submitted are public record and may be supplied at the request of any member's request.