

# Lake Michigan Performance Handicap Racing Fleet, Inc. Procedures

January 2007

(Revision 1.0)

## About this document

This document is designed to help holders and potential holders of LMPHRF certificates comprehend the procedures for assignment of or change to a LMPHRF performance handicap. A related document, *LMPHRF Terms of Reference, Rules and Associated Regulations*, includes criteria for assigning a performance handicap and discussions of the application of a LMPHRF handicap.

## Definitions of terms pertinent to this document.

*Lake Michigan Performance Handicap Racing Fleet, Inc. (LMPHRF)* - an Internal Revenue Service approved non-profit service corporation headquartered in Wisconsin that conducts its business in the states bordering Lake Michigan, the southwestern shore of Lake Superior, the bay waters and inland lakes in the geographic region. Primarily, LMPHRF does business in the upper Midwest and Canada. Often times LMPHRF serves sailors in Florida, Ohio, and the east and west coasts that occasionally race in championship events on Lake Michigan.

LMPHRF's fundamental service is to assign performance handicaps to offshore monohull and multihull sailboats that compete in casual and championship racing, and to ensure that the important subordinate tasks that make the service possible are in place. LMPHRF services do not extend to organizing or managing racing events.

Sailboat owners should be aware that LMPHRF handicaps are based on the performance and estimated speed potential of sailboats that race in all of the various regions of the geographic area it serves. What may appear an appropriate handicap for the observed performance of one boat in one racing region of LMPHRF for a given season and owner may not be appropriate when all similar boats racing in all other regions are collectively considered. However, local clubs may exercise the option to adjust handicaps for their own *intra-club* racing. Employing a "golf handicapping" technique is one recommended method for determining the local adjustment of the LMPHRF handicap used in scoring.

*LMPHRF Council of Handicappers (the Council)* - a group of experienced racing sailors who are handicappers. The group is comprised of the LMPHRF Executive Committee, the LMPHRF Chief Handicapper, the LMPHRF Technical Committee, LMPHRF Regional Handicappers and individuals providing representation for yacht clubs, sailing clubs and sailing associations within the various LMPHRF geographic regions. The Council meets regularly during the year to assign performance handicaps, to provide educational programs, to hear appeals of assigned handicaps, and to develop the LMPHRF rules and associated algorithms for systematic assignment of performance handicaps consistent with the United States Performance Handicap Racing Fleet and the United States Sailing Association.<sup>1</sup>

*LMPHRF Technical Committee (Technical Committee)* - a group of individuals with expert knowledge of sailboat design, the factors that affect the speed potential of a sailboat as well as knowledge of how to reflect the critical dimensions of hull, rig and sail plan in a performance handicap.

*LMPHRF Terms of Reference* - a brief description of the scope and operation of LMPHRF.

---

<sup>1</sup> The LMPHRF Council of Handicappers speaks with one voice reflected in minutes of its meetings, its correspondence, newsletters, bulletins on its web site, or other appropriate communiqués. External discussion by members of the Council to report or otherwise describe to the public incomplete actions of the Council regarding the assignment of handicaps, reviews of provisional handicaps, or appeals of handicaps in process often provides incomplete and incorrect information. This kind of behavior does the LMPHRF sailing constituency and the organization itself a disservice. Members of the Council persisting in such behavior risk dismissal from the Council with due process

*LMPHRF Rules* — list of criteria and associated regulations for systematically assigning performance handicaps that govern competitive racing among sailboats of different classes or types. This rule and related procedures are consistent with the United States Performance Handicap Racing Fleet Rule and associated Regulations and are published elsewhere.

*Base Handicap (BHCP)* — a number scaled in seconds-per-nautical mile assigned to a racing/cruising sailboat to permit it to race against boats that are not identical. Maintenance of hull and rig, skipper and crew skill, and extreme wind and water conditions are eliminated in so far as possible from influencing the assignment of a base handicap and the empirical validation of a boat type's speed potential.

LMPHRF will not assign a base handicap to a boat which does not meet the minimum accommodation and equipment standards for monohulls and multihulls specified by the United States Sailing Association's and Offshore Racing Council's safety regulations. Similar regulations apply to the assignment of base handicaps for multihulls.

*Handicap (HCP)* — a sum of credits and/or penalties, scaled in 3 seconds per nautical mile (sec/nm) increments, that are algebraically added to the base handicap (BHCP) to arrive at a final sailing number for scoring a racing event. The credits and penalties are assessed in accordance with LMPHRF Rules.

*Provisional Handicap* — a handicap assigned to a boat where there is some uncertainty about its speed potential. Provisional handicaps are subject to adjustment at any time when it becomes apparent that the Council erred in the assignment of the current handicap. The Technical Committee automatically reviews the handicaps of boats that are designated as provisional at the end of each season to make recommendations to the Council for retaining the provisionally assigned handicap or assigning a certain and stable handicap.

*Owner/Skipper* — an individual who is the sole owner of a boat. When a boat is owned by more than one person, including ownership by a syndicate, one of the co-owners must be designated as the official contact for LMPHRF. The owner or the officially designated co-owner must sign all documents and correspondence. Signatures of others (appointee, sailing master, etc.) are not acceptable.

*Regional Handicapper* — LMPHRF divides its service area into eight geographic regions and one region for Multihulls in all geographic locations. Based on recommendations made by clubs and associations, the Executive Committee suggests to the Council appointment of a Regional Handicapper. These individuals are expected to be aware of the boats racing in their region, to assist the Council in obtaining information about boats, and to assist owners in applying for certificates or filing appeals. Regional Handicappers *do not* issue certificates of handicap. The activities, responsibilities, and duties of LMPHRF Regional Handicappers include:

- 
1. To educate regional sailors regarding the terms of reference, procedures, rules and regulations of LMPHRF and USPHRF pertaining to the assignment of performance handicaps for qualifying monohulls and multihulls.
  2. To validate new applications for performance handicaps.
  3. To assist the Chief Handicapper and the Technical Committee in the measurement of a particular rig, hull, and sail plan when required.
  4. To assist in the determination of initial handicaps for all yachts and the mailing of certificates of handicap to their owners.
  5. To assist in the assignment of handicaps for yachts under review or appeal and the mailing of certificates of handicap to their owners when handicaps are changed.
  6. To disseminate information to LMPHRF certificate holders in their region and answer questions that they may have.
  7. To bring to the attention of the Council of Handicappers written concerns of certificate holders in their region with the reference to the application of rules and procedures used for the systematic assignment of a LMPHRF handicap.
  8. To attend regular meetings of the Council of Handicappers
-

*Yacht Club or Sailing Association Delegates to the LMPHRF Council of Handicappers* — Each yacht club or association that has at least ten members with valid LMPHRF certificate is entitled to nominate delegates to the Council. Delegates are nominated according to formula: one delegate if the number of certificates is from 10 to 29, two delegates if the number of certificates is between 30 and 49, three delegates if the number is from 50 to 69, and so forth. Clubs with fewer than 10 members holding current LMPHRF certificates are encouraged to form sailing associations whose delegates may provide input to Council meetings and decisions.

Nominations are sent forward by letter to the LMPHRF Executive Committee from the Commodore of each club or association. The letter should contain detailed contact information for each nominee and a very brief comment about the nominee's experience in competitive sailing, in handicapping, or in managing racing events, etc. as examples.

Nominated delegates from clubs and associations are approval by the LMPHRF Executive Committee. These delegates are expected to function in a nonpartisan manner in discharging their duties and responsibilities while sitting in the Council Chambers. These duties and responsibilities include:

- 
1. To help educate members of their home club or association regarding the terms of reference, procedures, rules and regulations of LMPHRF and USPHRF pertaining to the assignment of performance handicaps for qualifying monohulls and multihulls.
  2. To participate in the confirmation of recommended initial performance handicaps for all new yachts presented to the Council of Handicappers by the Executive Director, the Technical Committee and/or the Regional Handicappers Group.
  3. To help prepare an appeal of a LMPHRF handicap by members of their home club or association for submission to the Technical Committee, LMPHRF regional Handicappers Group, and the Council of Handicappers for action.
  4. To bring to the attention of their Regional Handicapper and to the LMPHRF Executive Director, written concerns about the application of the LMPHRF rule and procedures for systematic assignment of a handicap.
  5. To assist in disseminating information to certificate holders in their home club or association and help to answer any questions they may have.
  6. To attend regular meetings of the Council of Handicappers.
- 

*Appeal* — A request by an owner for a change in the assigned LMPHRF handicap of his/her boat or a competitor's boat. Appellants should distinguish between protests that are more properly filed with race committees or organizing authorities and appeals that are properly filed with LMPHRF.

Protests deal with a boat while racing that is alleged to be sailing with hull, rig and sail plan specifications other than identified on the currently held certificate.<sup>2</sup>

Appeals deal with a request to change a systematically assigned Lake Michigan performance handicap of a boat based upon observation of performance supported by complete race results data and a technical analysis of speed potential of the boat.

*Handicap review* — a process involving the analysis of a boat's racing performance when there is reason to believe that the boat type or class is handicapped in error. Such a review usually results from the Technical Committee or Council's analysis of boat type or class performance during the previous racing season, the annual fleet balancing exercise, an error, or, atypically, a request by a Regional Handicapper providing complete supporting documentation. The handicap review process may or may not result in a recommendation to the Council for a change in the assigned handicap.

*Modification* — LMPHRF assigns a handicap to a boat assuming that it is sailed in its originally manufactured configuration that meets the standards, criteria and regulations of USPHRF and LMPHRF. That is to

---

<sup>2</sup> Since LMPHRF is not involved in race management matters, and is solely a handicap assignment and certificate issuing body, protests are properly made to a race management authority and not to LMPHRF. It is expected that the protest committee shall contact LMPHRF, the certificate issuing authority, to aid in determination of a violation and resolution of the protest.

say, sailboats are handicapped with all originally specified equipment on board and with no changes made to the hull, rig, sails, and interior accommodations or amenities. *Any change to a designed and manufactured production boat is a modification.* Modifications made to the boat must be reported, in writing, to the LMPHRF office immediately and to the appropriate Regional Handicapper. It is the responsibility of the LMPHRF Technical Committee and Council of Handicappers, not the owner, designer, sail maker or boat yard, to judge whether a modification warrants a change in handicap. *Owners should be aware that the moment a change is made to their boat, the issued certificate is no longer valid.* Failure to report a modification may result in severe penalty or revocation of a certificate. (See the following sections: *Procedures for boats that have been modified* and *Compliance with regulations and rules.*)

### **Procedures applicable to all boats**

LMPHRF endeavors to insure that boats receive an accurate handicap and a valid certificate in a timely manner. The process is helped if owners submit readable and complete applications for a new certificate or a renewal document following established procedures.

The first step for obtaining a certificate or a renewal is to submit an application or renewal document to the LMPHRF, Inc. office in Oshkosh, Wisconsin.

The application for monohull or multihull handicap may be mailed from the LMPHRF Office upon request or obtained from a regional handicapper, club representative or the LMPHRF web site ([www.lmphrf.org](http://www.lmphrf.org)). If a boat had a certificate in the previous season, the owner of record will receive a renewal form by mail.

LMPHRF endorses certificates when a complete LMPHRF sail maker's measurement form accompanies an application for an original (new) certificate or a renewal of an existing certificate. Endorsement is noted on the certificate. Unendorsed certificates do not have a LMPHRF sail maker measurement form on file and sail dimensions are regarded as supported only by self-report. Both endorsed and unendorsed certificates otherwise in order are released to owners.

Once an application or renewal is received accompanied by the appropriate service fee, it will be checked for completeness. If it is not complete, or if there appear to be discrepancies, or if it is unreadable, the owner will be contacted to add missing data or to verify the accuracy of data that appears incorrect. No further action will be taken on such applications or renewals until the requested information is *mailed* to the LMPHRF Office. Once all of the procedures have been completed (see below), a certificate of handicap is issued by the Executive Director or, if absent, by a designated alternate. Signatures of the Executive Director and a Regional Handicapper or designated alternates appear on the issued certificate.

*A handicap is valid from the date it is issued not from the date it is received and reported by the certificate holder.* LMPHRF typically provides an updated table of current handicaps for race organizers and race managers at their request. Handicaps for specific boats may be queried from the LMPHRF web site.

Certificates are printed on paper bearing the LMPHRF watermark and embossed with the LMPHRF seal. Each certificate is date stamped when it is prepared. One original signed by the Executive Director, and two reference copies are prepared. One reference copy is retained in the LMPHRF Office and the original and the other copy is sent to the appropriate Regional Handicapper. In certain instances, it may be necessary to send the certificate directly to the owner from the Office of the LMPHRF Executive Director. The Regional Handicapper reviews the certificate for accuracy and either signs it or brings problems to the attention of the Executive Director. Once the Regional Handicapper is satisfied with the certificate, the original is mailed to the owner. However, if the certificate changes the handicap from one previously issued, the original is sent to the Corresponding Secretary, who advises the owner, in writing, of the Council's reason(s) for the change. Again, a handicap is valid from the date it is issued not the date it is received and reported by the owner.

LMPHRF will attempt to provide a handicap certificate to all new applicants or renewals within 30 days of receiving complete information. Once the certificate is received, affixing dated signature(s) to the certificate completes its validation. Affixing signatures certifies that the boat will be raced in the condition attested to in the application or renewal and represents an agreement to race the boat specified on the certificate under rules and regulations of LMPHRF and the rules and regulations found in the latest edition of the *International Yacht Racing Rules* published by US SAILING. By their signature, owners further agree to immediately inform *in writing* the LMPHRF Executive Director and the appropriate LMPHRF Regional Handicapper of any changes to the boat's interior, hull and rig and or other specifications as they appear on the certificate. *Dated signatures also obligate owners to immediately report, in writing, any errors on the certificate to the LMPHRF Executive Director and appropriate Regional Handicapper. Failure to report any change or errors in a timely manner may result in a penalty and/or revocation of the certificate.* The owner's signature(s) are also an acknowledgement that all activities of LMPHRF are undertaken by volunteers using their own time and funds for their efforts in consideration and assignment of the handicap for the boat as specified on the certificate and, further, is an agreement to *waive, release, and cancel any and all claims they may have against LMPHRF, its officers, directors, trustees, and committee members, measurers, agents, and representatives arising out of the functions and activities of LMPHRF and actions of persons fulfilling the offices named above, and do further covenant and agree not to sue or bring claim of any nature whatsoever against LMPHRF and all other persons acting on behalf of LMPHRF relating to any performance of LMPHRF functions and activities.* Dated signature(s) further acknowledges that participation in the sport of sailing wind driven boats in competitive events is an inherently dangerous sport in which they have chosen to engage.

### Service fees

Service	Fee
Application for a certificate	\$55.00
Certificate renewal postmarked by March 31 <sup>st</sup>	\$45.00
Certificate renewal postmarked after March 31 <sup>st</sup>	\$70.00
Expedited certificate processing	\$50.00
Replacement or duplicate certificate	\$25.00

The fee for expedited processing is an additional fee (e.g. late fee plus expedited processing results in a \$120.00 charge paid before the current and valid certificate is mailed). LMPHRF, Inc. does not do business by credit or debit card. The correct fee must accompany a request for service. A personal check or a money order is acceptable as payment for service. *Do not use cash as a payment for service.* Certificates are mailed, not faxed. Verification of an issued certificate of handicap and date of issue prior to reception by mail may be gained by accessing the LMPHRF, Inc website at [www.lmph.org](http://www.lmph.org) to look-up issued and valid handicaps. During the sailing season, this look-up table is updated frequently.

### Specific procedures applicable to new applications for handicap assignment

Applications must be made on the form available from the office or the LMPHRF website ([www.lmphrf.org](http://www.lmphrf.org)), and must be accompanied by the appropriate service fee. All applications *must be signed by the owner*, not a representative of the owner, and additionally by either the Regional Handicapper, a regular competitor who holds a current valid LMPHRF certificate, or the Executive Director. The following applies:

1. *The boat has a sistership that has an assigned handicap from LMPHRF and the boat is a production series boat that has not been modified, or a boat that has exactly the same modification as the applicant.*

The Executive Director is authorized to issue a certificate for the same handicap as the sistership. Standard procedures outlined above will apply to sending the certificate to the owner.

2. *The boat has an unmodified sistership that has an assigned handicap from LMPHRF and the boat is a production series boat that has been modified.*

The application will be reviewed by the LMPHRF Technical Committee to determine if the modification warrants an adjustment to the handicap. The Technical Committee will recommend in writing to the Council the handicap to be assigned and the reasoning used to determine the recommended value. The Council will assign the final handicap. In certain cases, the Council may determine that the handicap to be assigned should be a provisional one. Standard procedures outlined above will apply to sending the certificate to the owner.

3. *The boat is a boat for which LMPHRF has not previously assigned a handicap.*

The application will be referred to the Technical Committee for review in order to make a written recommendation to the Council for the assignment of a provisional handicap. Standard procedures outlined above will apply to sending the certificate to the owner.

Applicants for a valid certificate of handicap, their crew members, or other representatives may not appear before the Council of Handicappers to discuss or otherwise participate formally or informally in the handicapping process for new boats as discussed elsewhere in this document.

Informal or formal attempts to influence or bias the judgment of individual members of the LMPHRF Council of Handicappers, the LMPHRF Technical Committee, the LMPHRF Executive Committee, the LMPHRF Regional Handicappers, the USPHRF Committee or the Offshore Director of US Sailing regarding assignment of a handicap or an appeal (see below) are strictly prohibited. Violation of this prohibition will end the handicapping or appeal process prior to its completion for the current sailing year.

Be reminded, once again, that LMPHRF is an organization that assigns and administers a handicapping rule. It is not involved in *race management*. Therefore, no consideration is given to how an assigned handicap for a boat type or class will affect section breaks or fleet splits in a competitive event.

#### **Specific procedures for certificate renewals**

Renewal requests will be mailed by the end of January to the owner of record at the last address on file. Prompt return of the renewal documents with the appropriate fee and signature will result in certificate validation and mailing of a current certificate to the owner. The Executive Director will examine the application for completeness and will issue a certificate through the appropriate regional handicapper or, when warranted, request further information. The assigned handicap will most usually be the one the boat sailed with the previous season. However, if modifications are reported, if the handicap is appealed or protested, or if the previous handicap was a provisional one, the Technical Committee will review the assigned handicap using applicable procedures.

#### **Procedures for boats modified since issuance of the most recent certificate**

The application will be referred to the Technical Committee for review. If the change warrants an adjustment to the assigned handicap, the Technical Committee will recommend to the Council the handicap to be assigned and the reasoning used to determine the recommended value. The Council will assign the final handicap. In certain cases, the Council may determine that the handicap to be assigned is a provisional one. If the Technical Committee does not recommend a change, and the Council concurs, the Corresponding Secretary will so advise the owner in writing. If there is a change, standard procedures outlined above will apply to sending the certificate to the owner.

#### **Changing hull or rig configurations during the current racing season**

It is the responsibility of an owner to immediately advise the LMPHRF Council of Handicappers in writing if a change is made to their boat's hull, rig, sail plan, or interior. Any change voids the current certificate and the boat may not be raced until the change is evaluated and a new certificate is issued. It makes good sense to inform the Council in advance of an anticipated change to avoid missing competition because of an invalid certificate. Should an owner fail to provide the necessary notice of a modification, the Council may

suspend or revoke the certificate for the boat or may assess a handicap penalty. Be advised that it may take up to 30 days for the Council to react to a midseason change in a boat's configuration that includes the assignment and receipt of a new handicap when warranted.

### **Changing the handicap of provisionally handicapped boats**

Provisional handicaps may be changed during the season for a number of reasons when there is sufficient data to warrant the change. Most often, there is little need to do so because the Council annually reviews the handicaps of all provisionally handicapped boats at the end of each season when it has complete race results. Ordinarily, results of at least 20 competitive events for a class or boat type are required to change a provisional handicap to a stable handicap with any degree of confidence.

### **Procedures for appeal of a LMPHRF handicap**

Appeals may be filed for the following reasons:

1. There is performance data for the boat type or class from the various LMPHRF regions that may support an adjustment to the issued handicap.
2. There is clear and incontrovertible evidence that the Council was not in possession of complete or correct data when the current handicap was assigned.
3. There is clear and incontrovertible evidence that there have been unreported modifications made to the boat subsequent to the assignment of the current handicap. This type of appeal is usually the result of a successful protest to a race committee for initial action and under the current racing rules published by US Sailing.

Appeals may be filed with the Council following the current racing season. Owners must inform the Council by a letter of their intent to appeal their handicap or a competitor's handicap no later than November 1<sup>st</sup>. Appeal documents must be received by December 1<sup>st</sup>. Appeals are acted upon during the period of January 15<sup>th</sup> and before March 15<sup>th</sup> prior to the next racing season. For any given boat, only one appeal of the handicap may be filed each year. An appeal is with regard to the handicap of one boat only. Group appeals from owners or an appeal of several competitors' boats within the structure of an appeal document are not accepted.

Appeal documents are typically filed with original and 50 copies and must be accompanied by a processing fee of \$50.00. *In lieu of 50 copies of the appeal an original copy with fee may be mailed when an Adobe Acrobat Portable Document File is also received in the LMPHRF Office sent by electronic mail to [lmphrf@lmphrf.org](mailto:lmphrf@lmphrf.org).* If the Appeal involves the correction of an obvious error made by the office, the processing fee is waived and an appeal document need not be supplied. In this case, administrative adjustment to the handicap is made in the LMPHRF Office upon advice and consent of the LMPHRF Technical Committee.

The LMPHRF Technical committee with advice from the Chief Handicapper and Executive Director evaluates each appeal and makes a recommendation to the Council accept the appeal for discussion and action or to reject it for stated reason.

Rejecting an appeal Close analysis of over two decades of appeals has revealed a recent and marked perversion of the appeal process by a few individuals. The Council acts vigorously to invalidate and reject such an appeal at its outset. The Council reserves the right to judge an appeal frivolous and reject it at the outset if:

1. the appeal process is violated by blatant efforts to negotiate a handicap to advantage,
2. an effort to create a section change in a championship event by invoking the appeal process,
3. an attempt to correct "bad sailing" or "poor maintenance and care of the boat" through an appeal.

When an appeal is accepted, it is scheduled for hearing by the Council. The owner of the affected boat will be advised of the date, time and place that the appeal will be heard; the owner may appear at the meeting. Owners of sisterships whose handicaps may be affected must be advised by the appellant and may submit

written materials or also appear at the designated meeting. Only the original appellant may speak for a group of sistership owners. The Council's appeal decision for a particular boat affects all sisterships.

There are several procedural steps guiding the conduct of an appeal hearing:

1. All Council members competing with the appellant, or likely to, excuse themselves from Council Chamber for the duration of the hearing. In doing so they sign and date a form indicating their departure from the Council Chamber.
2. The appellant introduces him/herself to the Council and then verbally summarizes the appeal taking not much more than 5 minutes. A verbal summary is all that is required, since the Technical Committee and Council members have studied the detailed written appeal prior to the hearing of it.
3. The Council then asks questions of the appellant relating to the appeal.
4. When questioning is complete the appellant is excused from the Council Chamber while the Council discusses the appeal and renders its decision.
5. The decision of the Council is recorded in the minutes and it becomes the basis for a formal letter to the appellant from LMPHRF indicating the appeal decision.
6. LMPHRF appeal decisions may be further appealed to the Appeal Subcommittee of USPHRF by completing and forwarding the appropriate form signed by the LMPHRF appellant and an Officer of LMPHRF. LMPHRF is pleased to support an appeal to USPHRF.

Detailed instructions and format for filing an appeal are available upon written request to LMPHRF or from the LMPHRF website.

A special case Within the current season and in the special case where an appeal is brought forward based upon undocumented modifications or evidence that incorrect data were used in assigning an initial handicap; it may be submitted for immediate hearing at the next Council meeting. All other appeal procedures and criteria for accepting the appeal apply in this situation.

#### **Request for advance notice or experimental certificate**

LMPHRF Chief Handicapper with advice from the Technical Committee will attempt to provide the holder of a current certificate an evaluation of what effect, *as a best guess*, a specific modification or modifications might have on the base handicap for a boat. It will also provide a best guess as to what handicap might be assigned to a boat that a potential owner is considering purchasing. *However, such advice, while given in good faith, is not binding on the Council. The Council is the sole body with the authority to assign and/or approve a handicap. A range of possible base handicaps rather than a specific base handicap is provided.*

#### **Local handicap adjustment**

The performance of a boat in one racing area may warrant a local handicap adjustment that is not given consideration of all such like boats elsewhere in LMPHRF regions. In these instances, *and only for local or intra-club events*, clubs have the prerogative of adjusting handicaps for intra-club racing only. Techniques for doing so are available from LMPHRF.

#### **Compliance with regulations and rules**

The owner/skipper of any sailboat receiving a performance handicap from LMPHRF must comply with all rules and associated regulations specified by the International Sailing Federation, US SAILING ASSOCIATION, USPHRF and LMPHRF. Any refusal or neglect of these, or any conduct unworthy of a competitive sailor, or of a gentleman or lady, shall constitute a violation and renders the owner/skipper liable to disciplinary action that may include permanent revocation of the owner/skipper's certificate of handicap. When the violation is flagrant, it may rise to the level of RRS Rule 69 A LOGATIONS OF GROSS MISCONDUCT and RRS Rule 2 FAIR SAILING for disciplinary action. The violation may also support a review under provisions of US SAILING Regulation 15 Administrative, Disciplinary and Grievance Proceedings.

Every owner/skipper is likewise responsible for the actions or conduct of his or her crew against these same criteria. Therefore, an owner/skipper's certificate of handicap may be invalidated or suspended by vote of the Executive Committee. The Council of LMPHRF Handicappers shall determine the duration of the suspension and/or other sanctions. An owner/skipper receiving notice of suspension or certificate invalidation shall not participate in any manner in an event utilizing LMPHRF handicaps. The nature and penalty for flagrant violations leading to suspensions or certificate invalidation shall be published to the LMPHRF constituency and shall be made available for publication in local, regional and national sailing newsletters and magazines and websites typically accessed and read by racing sailors.

LMPHRF reserves the right to require verification by actual observation and measurement of hull, rig, sails used when racing, and interior layout. The owner or owners of a LMPHRF handicapped boat implicitly consent by dated signature(s) on their boat's certificate of handicap to allow inspection, with reasonable notice, by a committee or individual designated by the Technical Committee or the Executive Committee. A certificate may be withdrawn or withheld when inspection is not completed.

Further, by their signature(s) on a valid LMPHRF Certificate of Handicap an owner or owners of handicapped boats, and race organizers and managers who accept the certificate, understand that the certificate is issued in compliance with applicable rules and regulations of LAKE MICHIGAN PHRF, LAKE MICHIGAN SAIL RACING FEDERATION, UNITED STATES PHRF, the US SAILING ASSOCIATION, the INTERNATIONAL SAILING FEDERATION, the Racing Rules of Sailing, and the Equipment Rules of Sailing. A valid certificate reflects these rules and regulations by extension.

### **Meetings of the Council**

Meetings of the Council are held regularly. These meetings are open with advance notice to any person who holds a valid LMPHRF handicap certificate or any person with an interest in competitive sailing who is desirous of observing the proceedings. Advance notice is a requirement for observers to attend a meeting of the Council since seating space in the Council chamber is limited. Observers occupy no position on the agenda and are not participants in the proceedings of the Council.

The Council may on occasion invite other persons to attend its meetings to participate in the discussions of the Council if they have information that will assist the Council in its deliberations and the conduct of its business. Such persons may not vote on the actions of the Council.

Any person deemed to have a stake in the deliberations before the Council, including LMPHRF Officers and Directors or other members of the Council shall be excused from the Council Chamber when the Council is making its final determination on the assignment of a handicap or other action related to the assignment of a handicap.

### **Matters requiring action between meetings of the Council**

When matters affecting LMPHRF, its constituency or, more broadly, the sport of competitive sailing require immediate attention, the Executive Committee is empowered to act independently, with such actions subject to the later approval of the Council. During the racing season, Council of Handicappers and/or Technical Committee may take actions relative to handicap assignments. The Executive Director will carry out such actions. However, these actions will be limited to modifications, assignment of provisional handicaps and assignment of handicaps for boats that have not previously had a handicap assigned by LMPHRF. The Council is also authorized to conduct meetings by electronic gatherings when necessary to deal with handicapping issues arising between regular meetings. Any handicap assignments so made will be subject to later approval at a formal meeting of the Council.

Owners should be aware of the fact that "between regular meeting" actions may take as long as 15 working days. Request for handicaps or handicap adjustments within a few days of a racing event are not likely to be honored in such a short time frame.

## **The Council's Voice**

The Council speaks with one voice. Its actions are collective and announced in its minutes, on its website and in letters promptly written to owners of handicapped boats affected by any of its actions. Statements about the actions of the Council by anyone outside these channels lead to misinformation, innuendo, and unfair charges of social political bias. Such statements are not true and unfair to the larger constituency of sailors LMPHRF serves; they unethical and are characteristic of poor sportsmanship.

## **Doing business with LMPHRF**

LMPHRF does business by US mail, courier service, or by hand delivery of written communications to the LMPHRF Office. Applications or appeals will not be accepted by fax, although communication by fax will be accepted for requests for information, an application or appeal form or for other general inquiries. Official certificates of handicap will not be sent to owners or race managers via fax or internet email. A look-up table of current and valid handicaps is accessible on the LMPHRF website. The assignment of a new handicap or renewal of a handicap must be accompanied by the correct fee. If the submitted fee is inappropriate, or missing, the application or renewal documents will be returned to be resubmitted with the correct fee. LMPHRF will replace a lost certificate, but the request, in writing, must be accompanied by a fee of \$25.00 or a replacement certificate will not be sent.

Sometimes, owners indicate they did not receive a mailed certificate. If an owner moves and does not supply a correct address or there is no forwarding address, the US Postal Service returns the mailed certificate to LMPHRF. In all other cases, LMPHRF assumes delivery of the handicap certificate, inspection of the certificate for errors, and the filing of the certificate by the owner.

## **Contacting LMPHRF**

The following will be helpful information about contacting LMPHRF

1. Send communications by mail to the address listed below:  
Office of the LMPHRF Executive Director  
1135 Maricopa Drive  
Oshkosh, WI 54904-8118
2. Business Phone (answer machine): 920-426-5540 [24 hours each day]  
Fax Phone: 920-426-3043 [24 hours each day]  
Alternate Fax Phone: 920-233-5782 [24 hours each day]  
Alternate Business Phone (voice): 920-233-5743 [Days & Evenings]  
Alternate Business Phone (answer machine): 920-426-0450 [24 hours each day]
3. Website: [www.lmphrf.org](http://www.lmphrf.org)
4. Email: [lmphrf@lmphrf.org](mailto:lmphrf@lmphrf.org)