

# APPENDIX 1

## NOTICE OF ARBITRATION

### SPORT DISPUTE SOLUTIONS IRELAND



SPORT DISPUTE  
SOLUTIONS IRELAND

## CHECKLIST OF INFORMATION TO BE INCLUDED WITH THE NOTICE OF ARBITRATION

- Name and contact details of person/organisation initiating the arbitration (the Initiating Party)
- Name and contact details of person/organisation representing the Initiating Party
- Name and contact details of person/organisation who are the other Party to the Arbitration (the Other Party)
- Have you included details of other parties potentially affected by this arbitration?
- Have you appended to this form a document that provides for the present Arbitration to be heard under the SDSI Arbitration Rules?
- Have you included details of the dispute?
- Have you included details of any witness or expert statements?
- Is this Notice of Arbitration being lodged within a specified time period defined in the rules of the governing body, federation or sports body or by SDSI?
- Have you copied the Notice of Arbitration to the Other Party?
- Have you indicated whether you need an urgent arbitration hearing?
- Cheque for filing fee (€350) or evidence of electronic funds transfer

**1. NAME AND ADDRESS OF INITIATING PARTY**

Name of Initiating Party (Individual or Organisation filing the arbitration):

Contact details of the Initiating Party (address, phone, fax, email):

Details of Barrister/Solicitor or other Representative of the Initiating Party:

Should all correspondence be sent to **Initiating Party**:    **Yes**    **No**  

If the Initiating Party is **under eighteen**, please include contact details of parents/guardians:

Parent or legal guardian’s signature:

\_\_\_\_\_

*If the arbitration is being filed by more than one Initiating Party, please set out the details of the other Initiating Party(s) on a separate page, which shall be appended to this form.*

**2. NAME AND ADDRESS OF OTHER PARTY(S)**

Name of **Other Party(s)**: (Individual or Organisation who is the other Party to the Arbitration):

Contact details of the Other Party (address, phone, fax, email):

*If the Initiating Party wishes to name additional parties as Other Parties to this arbitration, please set out the contact details of such additional parties on a separate page, which shall be appended to this form.*

**3. AFFECTED PARTIES**

Are there any other affected Parties, if so, please include their details below:

If the Initiating Party wishes to identify additional parties as affected parties, please set out the contact details of such additional parties on a separate page, which shall be appended to this form. *Please note that identifying an individual or organisation as a potentially affected party will not automatically involve that individual or organisation as a party to the arbitration.*

#### 4. JURISDICTION OF SDSI TO HEAR THE ARBITRATION

Have you appended to this form, a copy of the statutes, regulations, contract, or other document that provides for the present arbitration to be heard under the SDSI Arbitration Rules. **Yes**  **No**

#### 5. DETAILS OF THE DISPUTE FOR ARBITRATION

Please include below details of the dispute being submitted for arbitration including dates of decision and organisation(s)/person(s) involved (use a separate page if necessary):

#### 6. DETAILS OF RELIEF SOUGHT

Please include an outline of what relief you are seeking (use a separate page if necessary):

#### 7. STATEMENT OF FACTS AND ARGUMENTS

Please set out below a statement of facts and arguments giving rise to the present arbitration and upon which you are relying (continue on separate sheet if required):

#### 8. DOCUMENTS AND OTHER INFORMATION YOU WILL BE BASING YOUR CASE UPON

The Initiating Party should append to this form copies of all documents and information which you will be relying on for the purposes of this arbitration. ***Please list below all documents appended:***

**9. STATEMENTS OF WITNESSES AND EXPERTS**

The Initiating Party should append to this form copies of all statements from all witnesses and experts upon whose evidence you are relying. **Please list below all witnesses or experts whose statements you have appended to this form:**

**10. STAY OF IMPLEMENTATION OF THE DECISION BEING THE SUBJECT OF THIS ARBITRATION**

Do you require a stay of implementation of any decision being the subject of this arbitration?

**Yes**  **No**

If so, please describe the reasons why your application for a stay of implementation of the decision should be granted. *If necessary, please continue on a separate page, which shall be appended to this form.*

**11. URGENT ARBITRATION**

Do you apply for the present arbitration to proceed in an urgent manner? **Yes**  **No**

If so, please describe the reasons why this procedure should take place urgently. If the Parties have already reached an agreement regarding an urgent procedure please detail below:

**12. PRODUCTION OF DOCUMENTS**

Do you request that the Panel order the Other Party to make a document or other property under its control available for inspection by you or by the Panel, pursuant to Arbitration Rule 15.2 (vi)? **Yes**  **No**

If so, please identify the documents/property in question and describe their relevance to the arbitration proceedings. If necessary, *please continue on a separate page*, which shall be appended to this form.

### 13. ARBITRATION PANEL

Do you agree to the appointment of a Sole Arbitrator to decide this arbitration? **Yes**  **No**

Have all Parties to the arbitration already agreed that a Sole Arbitrator shall be appointed to decide this arbitration? **Yes**  **No**

If so, have all Parties agreed to the identity of such Sole Arbitrator? **Yes**  **No**

If so, please indicate the name of the person whom the Parties nominate to act as Sole Arbitrator:

Do you request the appointment of a three-member Arbitration Panel? **Yes**  **No**

If so, please nominate the arbitrator whom you wish to appoint to such a three-member Arbitration Panel:

### 14. PROCEDURAL AGREEMENTS AND PROPOSALS

Have the parties reached agreement or wish to make any proposals regarding any procedural matters or any variation from these Arbitration Rules? **Yes**  **No**

If so, please describe the agreement/proposals:

### 15. COMMUNICATION

The SDSI Secretariat is responsible for the administration of the SDSI dispute resolution service. All correspondence or queries relating to SDSI should be addressed to the SDSI Secretariat at the following address:

**Sport Dispute Solutions Ireland,**

Irish Sport HQ, National Sports Campus, Blanchardstown, Dublin 15, Ireland.

Telephone: +353 (0) 1 6251155

Fax: +353 (0) 1 6251156

E-mail: [registrar@sportdisputesolutions.ie](mailto:registrar@sportdisputesolutions.ie)

Website: [www.sportdisputesolutions.ie](http://www.sportdisputesolutions.ie)

Please note that all communications sent in connection with the present arbitration shall be sent in compliance with SDSI Arbitration Rule 1.9. All the parties' submissions and correspondence, including the Notice of Arbitration and Reply shall be filed by email.

## 16. FILING FEE

The SDSI filing fee of **three hundred and fifty euro (€350), which is non-refundable**, shall be paid directly into the SDSI bank account. Proof of payment of the filing fee shall be appended to this form when the Notice and Statement of Arbitration is filed with SDSI.

### The SDSI Bank Account details are as follows:

Account name: Sport Dispute Solutions Ireland  
Bank branch: Bank of Ireland, College Green, Dublin 2.  
Account number: 72124483  
Sort Code: 90-00-17  
IBAN: IE 52BOFI 9000 17 7212 4483  
BIC/Swift Code: BOFI IE 2D

Have you appended proof of payment of the filing fee to this form? **Yes**  **No**

## 17. SERVICE OF NOTICE OF ARBITRATION

Pursuant to SDSI Arbitration Rule 1.9, all communications from the Parties intended for SDSI or the Panel **shall be sent by email to the SDSI Secretariat**, failing which they shall be declared inadmissible. A Party filing a submission or sending correspondence to SDSI or the Panel shall **ensure that a copy of such submission or correspondence is, at the same time, served on the other Parties to the arbitration.**

## 18. SIGNATURE

Name of Signatory:

If someone other than the Initiating Party signs this Notice and Statement of Arbitration, please indicate the nature of the signatory's relationship with the Initiating Party /Organisation:

Date:

Signature:

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***Please read the SDSI Rules (available at [www.sportdisputesolutions.ie](http://www.sportdisputesolutions.ie)) for details of the timelines involved in this process.***