

**NOTICE OF ARBITRATION**

CHECKLIST:

1. Name, nationality and contact details of Claimant .....
2. Name, nationality and contact details of Respondent .....
3. Arbitration/Submission Agreement .....
- 3.1. Place of arbitration .....
- 3.2. Law of arbitration .....
- 3.3. Language of arbitration .....
- 3.4. Number of arbitrators .....
4. Relevant contract .....
5. Claim and estimate of the amount involved .....
6. Statement of facts supporting the claim .....
- 6.1. Documentary evidence .....
- 6.2. Witness statements .....
7. Statement of issues .....
8. Arguments supporting the claim .....
9. Enumeration of reliefs sought .....
10. Production of documents .....
11. Interim Measures sought .....
12. Third-Party Funder .....
13. Procedural agreement proposals .....
14. Expedited procedure.....
15. Emergency Arbitration .....
16. Provisional Advance on Cost .....

Date of Commencement of Arbitration \_\_\_\_\_

**NOTICE OF ARBITRATION**

<b>1 Claimant</b>			
Name of Person/Corporation:			
Address:			
Nationality:	e-Mail:	Telephone No.:	Mobile:
Name of Authorized Representative of Claimant or Guardian of Claimant if Claimant is a minor:			
Name of Counsel:			
Address:			
Telephone No.:	Mobile:	e-Mail:	
All correspondence should be sent to:			
Claimant	Authorized Representative or Guardian	Counsel	

\* If there is more than one (1) claimant, add details for the other claimants.

<b>2 Respondent</b>			
Name of Person/Corporation:			
Address:			
Nationality:	e-Mail:	Telephone No.:	Mobile:
Name of Authorized Representative of Respondent or Guardian of Respondent, if respondent is a minor, if known:			
Address:			
Telephone No.:	Mobile:	e-Mail:	
Name of Counsel, if known:			
Address:			
Telephone No.:	Mobile:	e-Mail:	

\* If there is more than one (1) respondent, add details for the other respondents.



<b>3 Arbitration/Submission Agreement</b>			
<b>3.4 Number of Arbitrators</b>			
Number of Arbitrators stated in Arbitration/Submission Agreement?			
Sole Arbitrator	Three (3) Arbitrators	None	Other number
If none, provide your proposed number of Arbitrators.			
Sole Arbitrator	Three (3) Arbitrators		
Is the procedure for the appointment of arbitrators stated in Arbitration/Submission Agreement?			
Yes	No		
If no, provide your proposed procedure for the appointment of arbitrators. Use separate pages, if necessary, and attach to this Notice.			
Is the language of arbitration stated in Arbitration/Submission Agreement?			
Yes	No		
If no, provide your proposed language of arbitration.			
Name of Person/Corporation:			
Nationality:	e-Mail:	Telephone No.:	Mobile:
Address:			

Attach relevant CV or qualifications of proposed/nominated Arbitrator, including consent to the disclosure and processing of such personal information.

<b>4 Contract</b>
Provide details and attach a copy of the relevant contract below.
Title:
Date:
* If there is more than one (1) contract, add details and provide copies of the other contracts.

<b>5 Claim</b>
Describe your claim and the amount involved, or if the relief sought is non-monetary, an estimate of its value.
Claim:
Amount:
* If there is more than one (1) claim, add details for each claim separately.

<b>6 Statement of Facts</b>												
Narrate facts supporting your claim in chronological order. Use separate pages, if necessary, and attach to this Notice.												
<b>6.1. Documentary evidence</b>												
List and attach copies of documents to be presented in support of the claim.												
<table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;">Name of Document/Description</th> <th style="text-align: center;">Date</th> <th style="text-align: center;">Annex</th> </tr> </thead> <tbody> <tr> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> </tr> </tbody> </table>	Name of Document/Description	Date	Annex	_____	_____	_____	_____	_____	_____	_____	_____	_____
Name of Document/Description	Date	Annex										
_____	_____	_____										
_____	_____	_____										
_____	_____	_____										
* If there is more than one (1) document, add details of the other documents.												

<b>6 Statement of Facts</b>		
<b>6.2. Witnesses</b>		
List names of persons to be presented in support of the claim/s, including expert witnesses and attach copies of their statements. If witness is to be presented as an expert, include relevant CV/qualifications of witness.		
Name of Person/Corporation:		
Address:		
Telephone No.:	Mobile:	e-Mail:
Summary of testimony:		
Use separate pages, if necessary, and attach to this Notice.		

\* If there is more than one (1) witness, add details and provide copy of Statements of other witnesses.

**7 Statement of Issues**

State the issues to be resolved under this arbitration. Use separate pages, if necessary, and attach to this Notice.

**8 Arguments**

State the arguments in support of your claim. Use separate pages, if necessary, and attach to this Notice.

**9 Reliefs**

Enumerate the reliefs you are seeking under this arbitration. Use separate pages, if necessary, and attach to this Notice.

**10 Production of Documents**

Do you request that the other party make a document or other property under its control available for inspection under the PDRCI Sports Arbitration Rules?

Yes

No

If yes, identify the documents/property in question and describe their relevance to the arbitration proceedings. Use separate pages, if necessary, and attach to this Notice.



### 11 Interim Measures of Protection

Are you applying for Interim Measures of Protection under the PDRCI Sports Arbitration Rules?

Yes

No

If yes, describe in appropriate detail the precise relief sought, the party against whom the relief is requested, the grounds for the relief, and the evidence supporting the application. Use separate pages, if necessary, and attach to this Notice.

### 12 Third-Party Funder

Is there a third-party who will provide funding for or indemnity against any award to be rendered in the arbitration under the PDRCI Sports Arbitration Rules?

Yes

No

If yes, provide the details below and attach a copy of the funding agreement.

Name of Person/Corporation:

Address:

Nationality:

e-Mail:

Telephone No.:

Mobile:

Name of Authorized Representative:

Address

Telephone No.:

Mobile:

e-Mail:

Attached copy of Funding Agreement

\* If there is more than one (1) third-party funder, add details and attached copies of the other funding agreements.

**13 Procedural Agreement Proposals**

Do you have any proposal regarding any procedural matter for the conduct of this arbitration?

Yes

No

If yes, provide the details below and attach a copy of the funding agreement. Use separate pages, if necessary, and attach to this Notice.

**14 Expedited Procedure**

Are you applying for Expedited Procedure under the PDRCI Sports Arbitration Rules?

Yes

No

If yes, describe in appropriate detail the reasons for the application. Use separate pages, if necessary, and attach to this Notice.

**15 Emergency Arbitration**

Are you applying for Emergency Arbitration under the PDRCI Sports Arbitration Rules?

Yes

No

If yes, please specify the emergency relief sought and the reasons for the issuance of emergency relief on an urgent basis, including such document, witness statement or information as the Claimant considers appropriate. Use separate pages, if necessary, and attach to this Notice.

Insert Signature Image here

\_\_\_\_\_

Name

\_\_\_\_\_

Date

### Filings and Submissions

The PDRCI Secretariat is responsible for the administration of the PDRCI Sports Arbitration service. All correspondence or queries relating to PDRCI should be addressed to the PDRCI Secretariat at the following address:

This Notice of Arbitration shall be filed in printed form (hard copy) together with a digital or electronic copy (soft copy) thereof by courier or email to the PDRCI Secretariat. Under the PDRCI Sports Arbitration Rules, the arbitration shall be deemed to commence on the date when PDRCI receives the completely filled out Notice of Arbitration and the payment of the non-refundable Filing Fee in accordance with the Guidelines on Fees, whichever is later. The Claimant shall also pay a provisional advance on cost ("Provisional Advance") in accordance with the Guidelines on Fees. PDRCI shall not act on the Notice of Arbitration, including any proposals for the appointment of arbitrators, and the respondent shall not be required to submit a response to the Notice of Arbitration, unless the Provisional Advance has been paid. The provisional advance shall be paid directly into the following PDRCI bank account:

The PDRCI Sports Arbitration Rules shall apply whenever the parties have agreed to refer a sports related dispute to PDRCI. Such reference may arise out of an arbitration clause contained in a contract, regulations, or by reason of a later arbitration agreement, or may involve an appeal against a decision made by a federation, association, or sports-related body where the regulations of such bodies or a specific agreement provide for an appeal to PDRCI. Such disputes may involve any contractual, commercial, or intra-corporate sports related dispute, controversy, difference, or claim ("Disputes"). Other disputes involving doping issues, match-fixing, and corruption are excluded. However, where the circumstances so require and the parties expressly agree, any dispute involving any activity or matter related or connected to sport may be submitted to PDRCI for arbitration under these Rules.

A copy of the PDRCI Sports Arbitration Rules may be found [here](#).