



مؤسسة قطر  
للتحكيم  
الرياضي  
Qatar Sports  
Arbitration  
Foundation

# LEGAL AID REGULATIONS OF QATAR SPORTS ARBITRATION TRIBUNAL

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## SECTION ONE: DEFINITIONS

For the purposes of implementing these Regulations, the following words shall have the meanings assigned thereto:

### QSAF:

The Qatar Sports Arbitration Foundation.

### QSAF Assembly:

The Qatar Sports Arbitration Foundation General Assembly.

### QSAF Board:

The Qatar Sports Arbitration Foundation Board of Directors.

### QSAT:

The Qatar Sports Arbitration Tribunal, which operates under the Qatar Sports Arbitration Foundation.

### Panel:

A panel which includes one or more arbitrators entrusted with the review and resolution of disputes.

### Chairman of the Relevant Division:

The Chairman of the Ordinary Division or the Chairman of the Appeal Division, as the case may be and based on the authority of each division in accordance with the QSAF Statutes.

### Arbitration Rules:

The arbitration rules issued by the QSAF.

### Mediation Rules:

The Mediation rules issued by the QSAF.

### Regulations:

The procedural and internal regulations issued by the QSAF Board.

### Parties:

The disputing parties which include one or more claimant(s) and one or more respondent(s).

### Secretary General:

The general secretary of the QSAT who is appointed by the QSAF Board.

### General Secretariat:

The administrative office of QSAT which report to the Secretary General.

### Lists:

The registration lists on which arbitrators, and mediators, as the case may be, are registered at QSAT.

Where appropriate in these Rules, words denoting the singular shall include the plural, and words denoting the masculine gender shall include the feminine, and vice versa.

## SECTION TWO: GENERAL RULES

### Preamble

Whereas the QSAF Statutes and the approved Rules granted the QSAF Board the power to issue the procedures and conditions under which it may grant legal aid, the QSAF Board has decided the following:

### Article (1): Scope of Application of the Regulations

- 1.1 The Regulations shall apply to both ordinary and appeal procedures before QSAT.
- 1.2 The QSAF Board decides on requests for legal aid.
- 1.3 The QSAF is responsible for financing legal aid before the QSAT. To this end, the QSAF ensures that the legal aid scheme it creates is sufficiently well-funded.

### Article (2): Language of the Regulations

- 2.1 The Regulations have been drafted in English and Arabic. In the event of any discrepancy in the texts of the Regulations, the QSAF Board is vested with the authority to resolve the specific discrepancy of the texts between the two languages of the regulations.

### Article (3): Confidentiality

- 3.1 The procedure for granting legal aid is confidential.
- 3.2 The General Secretariat shall not disclose any part of the legal aid application or any supporting documentation to third parties, subject to requests from state judicial authorities.
- 3.3 The General Secretariat must however inform the other parties and the Panel that legal aid has been granted to the applicant.

### Article (4): Effective Date of the Regulations

- 4.1 The present Regulations were accepted during the QSAF Board meeting on 5th April 2018 and become effective as of the date they are approved.

## SECTION THREE: CONDITIONS AND PROCEDURES

### Article (5): Prerequisites for the Receipt of Legal Aid

- 5.1 Legal aid is granted, based on a reasoned request and accompanied by supporting documents, to any natural person provided that her/his income and assets are not sufficient to allow her/him to cover the costs of proceedings, without drawing on that part of her/his assets necessary to support her/him and her/his family.
- 5.2 Legal aid will be refused if it is obvious that the applicant's claim or grounds for defence have no legal basis. Furthermore, legal aid will be refused if it is obvious that the claim or grounds for defence are frivolous or vexatious.

### Article (6): Forms of Legal Aid

- 6.1 According to the applicant's needs and the decision of the QSAF Board, legal aid may be provided as follows:
  - a. The applicant may be released from having to pay the costs of the procedure, or from having to pay an advance of costs;
  - b. "Pro bono" counsel may be chosen by the applicant from the list established by the QSAT;
  - c. The applicant may be granted a lump sum to cover her/his own travel and accommodation costs and those of her/his witnesses, experts and interpreters in connection with any QSAT hearing, as well as the travel and accommodation costs of "pro bono" counsel.

### Article (7): Timing of the Application

- 7.1 Legal aid may be requested by the Appellant/Claimant once the Notice of Appeal/Notice of Arbitration is filed; a Respondent may request legal aid as soon as she/he receives the Notice of Appeal/Notice of Arbitration.
- 7.2 After the statements in Article (7.1) have been filed or received, legal aid may be requested at any time in the procedure, but will only cover future costs and cannot be granted retroactively.

### Article (8): Application Requirements

- 8.1 A request for legal aid must be sent in writing to the General Secretariat, enclosing the signed and completed Legal Aid Application Form, available on the QSAF website ([www.qsaf.qa](http://www.qsaf.qa)).

- 8.2 The applicant shall supply all the materials necessary to establish her/his:
  - a. financial situation, accompanied by supporting documents such as contract of employment, statement of salary, lease, etc.
  - b. The applicant shall also set out a brief summary of the grounds for her/his appeal or defence to establish that her/his appeal or defence has a legal basis.
- 8.3 The applicant shall authorize state institutions and third parties to provide confidential information regarding her/his financial situation.
- 8.4 If the above requirements of this Article (8) are not met, the applicant's request for legal aid will be refused.

### Article (9): Application Decision

- 9.1 The QSAF Board decides on requests for legal aid and shall briefly provide reasons for its decision.
- 9.2 The decision will be communicated to the applicant and, as applicable, to her/his "pro bono" counsel.
- 9.3 The decision cannot be appealed.
- 9.4 If the assistance of counsel is requested and granted, the applicant may choose "pro bono" counsel from the list established by the QSAT.

### Article (10): Change of Circumstances

- 10.1 All beneficiaries of legal aid agree to immediately notify the General Secretariat of any change in circumstances on which the granting of legal aid was based, as well as the occurrence of any fact relevant to the granting of legal aid.
- 10.2 An applicant for legal aid may request that her/his application be reconsidered if her/his financial situation has deteriorated significantly after her/his initial request for legal aid was considered and refused.
- 10.3 The provisions governing requests for legal aid shall apply mutatis mutandis to requests for reconsideration.

### Article (11): Effect and Withdrawal

- 11.1 Legal aid takes effect from the day it is requested and ends upon conclusion of the proceedings before the QSAT, unless it is revoked earlier by the QSAF Board.
- 11.2 The QSAF Board may withdraw legal aid if it finds that the beneficiary is no longer entitled to it, or if legal aid was improperly granted. The withdrawal of legal aid will have retroactive effect.

## SECTION FOUR: COSTS

### Article (12): Costs Ordered by QSAT

- 12.1 In accordance with the Rules, at the conclusion of the arbitration proceedings, the General Secretariat shall determine the final amount of the costs of proceedings before the QSAT.
- 12.2 In accordance with the Rules, the Panel shall determine, in the final Award, how the costs of the arbitration shall be allocated. As a general rule, the Panel has discretion to grant the prevailing party a contribution towards its legal fees and other expenses incurred in connection with the proceedings.
- 12.3 At the conclusion of the arbitration proceedings, the beneficiary of legal aid may be ordered to pay costs. However, the QSAT will waive its right to claim the costs from her/him. The beneficiary may also be ordered to pay a portion of the prevailing party's legal fees. In this case, the beneficiary must discharge this amount herself/himself. The QSAT does not pay this amount on her/his behalf.
- 12.4 If the beneficiary of legal aid is successful in her/his appeal/arbitration and the other party is ordered to bear the costs of arbitration, the other-party shall pay the required amount to the QSAT.

## SECTION FIVE: "PRP BONO" COUNSEL

### Article (13): Establishing the "Pro Bono" Counsel List

- 13.1 The General Secretariat shall establish a list of volunteer lawyers ("pro bono counsel"), competent in international arbitration and/or sports law and able to work in the official languages of the QSAT. If deemed appropriate, the General Secretariat may publish this list. The list is given to the beneficiary of legal aid so that she/he can freely choose his counsel.

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### Article (14): Termination and Replacement

- 14.1 The beneficiary of legal aid may terminate the legal relationship with the "pro bono" counsel at any time.

14.2 The "pro bono" counsel may be released from such legal relationship with the authorization of the Chairman of the Panel. If necessary, the beneficiary may request from the General Secretariat the assistance of replacement "pro bono" counsel.

14.3 Neither the QSAF nor the QSAT may be held liable in any way for the activities undertaken or the advice given by "pro bono" counsel in favor of the beneficiary.

### Article (15): Duties

15.1 When the QSAF Board authorizes the appointment of "pro bono" counsel, counsel agrees to work for free, within the scope of her/his mandate, to represent the beneficiary before the QSAT.

15.2 Counsel cannot refuse to accept a case without good reason and may not ask the beneficiary to pay any fees or expenses nor to accept any payment from her/him.

15.3 Counsel limits her/his activity to what is necessary to protect the interests entrusted to her/him, taking into account the nature, importance and difficulty of the case, and the professional services expected of her/him.

15.4 Counsel receives no remuneration for her/his work. However, with approval of the QSAF Board, counsel may request that all or part of her/his travel and accommodation expenses be reimbursed, to the extent that those expenses are reasonable.

### Article (16): Reimbursement

16.1 Except in exceptional circumstances, the QSAF does not pay the expenses of the beneficiary of legal aid or her/his counsel in advance.

16.2 At the conclusion of the arbitration, and with the prior approval of the QSAF Board, the beneficiary and/or counsel may request a refund of all or part of the expenses that he/she incurred in accordance with Article (6) above. Any such claim must include receipts for expenses for which reimbursement is sought.

16.3 Unless otherwise determined by the QSAF Board, the total amount of claims paid out for reimbursement may not exceed the lump sum awarded by the QSAF in its decision to grant legal aid.

16.4 The QSAF's decision on reimbursement is not subject to appeal.



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