

## MODEL TERMS OF REFERENCE

### DISCLAIMER

*This model document is intended for guidance only and any request submitted for arbitration should be adapted to the facts and circumstances of each case in compliance with the Arbitration Rules of Qatar Sports Arbitration Tribunal (hereinafter referred to as the "Rules").*

Square brackets demarcate the beginning and end of the optional sentences suggested in the model, and slashes refer to the various options.

For any questions, the arbitrators may contact their respective case management teams.

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## TERMS OF REFERENCE

### QSAT Arbitration \*\*\*\*\*/\*\*\*

#### Claimant/s v/ Respondent/s v/ Additional Party/Parties

#### I. The Parties and their Representatives

1. Claimant(s) in this arbitration is [ADD NAME AND ADDRESS].
2. Claimant is represented in this arbitration by [ADD NAME AND ADDRESS].
3. Respondent(s) in this arbitration is [ADD NAME AND ADDRESS].
4. Respondent is represented in this arbitration by [ADD NAME AND ADDRESS].

#### II. The Arbitration Institution

5. Pursuant to [ADD REFERENCE] of the [AGREEMENT OR REGULATION], this arbitration is conducted under the published Rules. QSAT's contact details are as follows:

General Secretariat  
Qatar Sports Arbitration Tribunal  
Qatar Sports Arbitration Foundation  
Al Bidda Tower, Floor 25  
West Bay, P.O. Box 10107  
Doha, Qatar  
Tel: +974 4475 4369  
Fax: +974 4475 4001  
E-mail: arbitration@qsaf.qa

#### III. The Arbitral Tribunal

##### Sole Arbitrator

6. [ADD NAME] was nominated as a sole arbitrator by the Claimant in the [AGREEMENT/LETTER DATED] and the Respondent [AGREEMENT/LETTER DATED], pursuant to article 10.2.

OR

[ADD NAME] was appointed by the Chairman of [Ordinary/Appeals] at QSAT pursuant to article 10.2 of the Rules as a sole arbitrator.

7. The contact details of the sole arbitrator are as follows:

[ADD NAME]  
[ADDRESS]  
[P.O. BOX]  
[STATE, COUNTRY]  
[PHONE]  
[EMAIL]

### **Panel of Arbitrators**

8. [ADD NAME] was nominated as co-arbitrator by the Claimant in the [REQUEST FOR ARBITRATION/LETTER DATED]. On [ADD DATE], the Secretary General of the QSAT confirmed the nomination pursuant to article 10.3 of the Rules as co-arbitrator upon Claimant's nomination.
9. [ADD NAME] was nominated as co-arbitrator by the Respondent in the [REQUEST FOR ARBITRATION/LETTER DATED]. On [ADD DATE], the Secretary General of the QSAT confirmed the nomination pursuant to article 10.3 of the Rules as co-arbitrator upon Respondent's nomination.
10. [ADD NAME] was appointed by the Chairman of [Ordinary/Appeals] at QSAT pursuant to article 10.4 of the Rules as President of the Panel.

11. The contact details of the members of the arbitration panel are as follows:

[ADD NAME]  
[ADDRESS]  
[P.O. BOX]  
[STATE, COUNTRY]  
[PHONE]  
[EMAIL]

[ADD NAME]  
[ADDRESS]  
[P.O. BOX]  
[STATE, COUNTRY]  
[PHONE]  
[EMAIL]

[ADD NAME]  
[ADDRESS]  
[P.O. BOX]  
[STATE, COUNTRY]  
[PHONE]  
[EMAIL]

#### **IV. Notices and Communications**

12. Notifications and communications shall be valid in this arbitration when made pursuant to article 7 of the Rules.
13. Any changes in the address of the parties or their legal representatives change his address to where the notifications shall be sent, he should notify the QSAT's General Secretariat in writing immediately of such new address.

#### **V. Background of the Dispute and Procedure to Date**

14. The following summary of the background of the dispute is for information only and does not bind the Parties or the Arbitral Panel.
15. The present dispute arises out of [...]

#### **VI. Summary of the Parties' Positions and Claim**

16. Without in any way restricting the argument of the Parties in this arbitration and reserving further argument in the course of the proceedings, the positions expressed in the initial submission can be summarised as follows.

##### **A. The Claimant's Position**

17. [to be completed]

##### **B. Relief Sought by the Claimant**

18. [to be completed]

##### **C. The Respondent's Position**

19. [to be completed]

##### **D. Relief Sought by the Respondent**

20. [to be completed]

#### **VII. Arbitration Agreement/Clause**

21. [Claimant/s /Respondent/s /the Additional Party/Parties] made claims under arbitration agreement/s contained in [mention agreement(s), date(s), signatories], which provides:

22. [Quote the dispute resolution clause(s).]

#### **VIII. Seat of Arbitration**

23. The arbitration [agreement/clause] provides that the seat of arbitration shall be [ADD CITY, COUNTRY]. However, pursuant to article 2.2, the Panel may decide, after consulting with the parties and at its discretion, to hold hearings, meetings, deliberations or any other action it feels is necessary under the circumstances of a particular case, at any convenient geographical location. Regardless of the location of hearings, the seat of arbitration for all arbitrations conducted under the Rules shall be Doha, Qatar.

#### **IX. Language of the Arbitration**

24. The arbitration [agreement/clause] provides that the language of arbitration shall be [ADD].

#### **X. Applicable Substantive Law**

25. [Quote in full the choice of law clause(s) and/or any subsequent agreement by the parties otherwise indicate whether this must be determined by the Tribunal.]

#### **XI. Applicable Procedural Law and Procedural Rules**

26. Pursuant to Article 4 of the Rules, the proceedings before the Panel shall be governed by the Rules, and, where the Rules are silent, by Qatari law.

#### **XII. Other Procedural Matters**

27. The Panel may decide the plea to its jurisdiction or authority in a partial award regarding jurisdiction, or later in award on the merits, as it deems appropriate depending on the circumstances of the case.

28. Panel shall be free to decide any issue by way of partial or interim awards, or by a final award as it may deem appropriate and after having provided the Parties a reasonable opportunity to present their case.

29. In all matters not expressly provided for in the Rules, the Panel and the parties shall act in the spirit of the Rules and shall make every reasonable effort to ensure that an award is legally enforceable and complied with.

**XIII. Financial Status of the File**

30. [to be completed]

**XIV. Waiver**

31. [to be completed]

**XV. Signature of the Terms of Reference**

32. Place of arbitration: (city, country)

**Signatures:**

\_\_\_\_\_  
Name For and on behalf of  
Claimant(s)

Date:

\_\_\_\_\_  
Name For and on behalf of  
Respondent(s)

Date:

\_\_\_\_\_  
Name  
Co-arbitrator

Date:

\_\_\_\_\_  
Name  
President / Sole Arbitrator

Date:

\_\_\_\_\_  
Name  
Co-arbitrator

Date: