COOKE, YOUNG & KEIDAN

COMMERCIAL DISPUTES LAWYERS

FA Rule K Arbitrations ocedure under the standard directions

An admission or denial of all or part of the claims set out in the Notice

A summary of the nature and circumstances of the denial (if any) and the details of any counterclaim

A response to any proposal for the appointment of a single arbitrator

Where the Respondent does not agree to a proposal made by the Claimant that a single arbitrator be appointed, the name and address of the Respondent's appointed arbitrator

The points of claim should set out concisely among other things specific factual allegations that provide the basis for the claim, the legal cause(s) of action and the remedies sought

Ordinarily, witness statements must include the full name and address of the witness, his or her training and experience, a full and detailed description of that witness's version of events, an affirmation of the truth of the statement, the witness's signature, and the date on which the statement was signed

STEP 1

Exhaust all rights of appeal under the FA Rule

STEP 2

Commence arbitration by serving on the Respondent a written notice of arbitrations (the "Notice"). The Notice should set out:

STEP 3

Within 14 days of service of the Notice the Respondent must serve their response (the "Response"). The Response should set out:

STEP 4

Appointment of the arbitrator(s)

STEP 5

Within 21 days of the Tribunal being constituted, the Claimant shall serve its points of claim on the Respondent.

STEP 6

Within 42 days of the Tribunal being constituted, the Respondent shall serve its points of defence.

STEP 7

Within 70 days of the Tribunal being constituted, the parties exchange written statements of the witnesses they are relying upon.

STEP 8

Within 98 days of the Tribunal being constituted, the parties exchange and serve on the Tribunal their written submissions

STEP 9

The hearing takes place within 119 days of the Tribunal beings constituted.

Names and addresses of all parties

A summary of the nature and circumstances of the dispute and relief claimed.

The name and address of the Claimant's appointed arbitrator

Procedural proposals for the arbitration

A proposal for a single arbitrator to be appointed

Where the parties agree to the appointment of a sole arbitrator, the identity of that arbitrator must be agreed within 14 days

Where the parties do not agree to the appointment of a sole arbitrator, the parties shall agree on the identity of the third arbitrator within 14 days

Where the parties cannot agree to the identity of either the sole or third arbitrator within 14 days, that arbitrator will be appointed by either the Chairman of the Football Regulation authority (where the FA is not a party) or the President of the Chartered Institute of Arbitrators (where the FA is a party)

The points of defence should respond by admitting, denying or requiring proof of every allegation set out in the points of claim. It should also state the Defendants factual case, for example by stating any alternative version of events.

The written submissions will ordinarily set out the facts upon which each party relies, detailed statements as to the law, and argument as to how the law relates to the factual circumstances of the case.