

FIFA®



National Dispute Resolution Chamber Recognition Principles

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DEFINITIONS

For the purpose of these National Dispute Resolution Chamber Recognition Principles, the defined terms set out in the FIFA Statutes and the Regulations on the Status and Transfer of Players (RSTP) shall apply.





GENERAL RULES

1. Objective and scope

1. FIFA has a statutory obligation to regulate all matters relating to the game of football and to provide the necessary institutional means to resolve disputes that may arise between or among football stakeholders.
2. FIFA recognises that parties may wish to refer an employment-related dispute to a dispute resolution system at national level, instead of submitting it to FIFA or seeking redress before a civil court. FIFA supports and promotes the creation of national dispute resolution systems, provided that they meet procedural standards to protect all involved parties. Any national dispute resolution system must guarantee fundamental procedural principles, in particular the principle of equal representation between employers and employees.
3. These National Dispute Resolution Chamber Recognition Principles establish:
 - a. the required standards for a national dispute resolution system to be recognised by FIFA; and
 - b. the recognition procedure at FIFA level.

2. National dispute resolution chamber

1. Member associations that wish to operate a national dispute resolution system recognised by FIFA shall establish such a system as a national dispute resolution chamber (NDRC), or under an equivalent name, and meet all fundamental procedural standards to protect all involved parties.
2. The NDRC shall be mentioned and recognised as an official decision-making body in the statutes of the relevant member association, and it shall comply with the requirements set out in these National Dispute Resolution Chamber Recognition Principles and its Annexe 1 (National Dispute Resolution Chamber Standard Regulations).
3. In order to be recognised, an NDRC must meet the following key criteria in particular:
 - a. Its jurisdiction shall be to hear disputes related to, or arising out of, the contractual relationship between employees (players or coaches) and employers (clubs). Disputes between clubs and players in relation to the



maintenance of contractual stability (arts 13-18 of the RSTP) where there has been an International Transfer Certificate (ITC) request and a claim from an interested party in relation to the request, in particular regarding the issuance of the ITC, sporting sanctions or compensation for breach of contract, as well as employment-related disputes of an international dimension between a member association and a coach, remain within the jurisdiction of FIFA (art. 22 par. 1 a) and c) of the RSTP).

- b. As a general rule, the NDRC shall have jurisdiction to hear disputes of a national dimension. For disputes of an international dimension, the NDRC may accept jurisdiction only if the relevant employment contract contains an express clause, which confers exclusive jurisdiction for disputes arising out of (or in connection with) the respective employment contract on the respective NDRC or if the exclusive jurisdiction of the NDRC is provided by a collective bargaining agreement established at national level.
- c. The composition of the NDRC shall guarantee independence and impartiality and it shall respect the principle of equal representation between employees and employers. Specifically, the appointment process shall adhere to the following principles.

Employee representatives

- i. If a players' association affiliated to FIFPRO exists at national level, the employee representatives shall be appointed at the proposal of such national players' association affiliated to FIFPRO.
- ii. If a national players' association affiliated to FIFPRO does not exist, the employee representatives may be appointed at the proposal of another player representative organisation, however, only under the condition that the member association requesting recognition of its NDRC demonstrate to the comfortable satisfaction of the Dispute Resolution Chamber (DRC) that such representative body truly, genuinely and independently represents the will and interests of players at national level.
- iii. If no organisations exist as per i) or ii) above, the process shall be based on that agreed by FIFA and FIFPRO.

Employer representatives

The employer representatives shall be appointed at the proposal of an employer representative organisation or, where no such organisation exists, the employer representatives shall be appointed by the clubs through a process organised by the relevant member association.

Chairperson and deputy chairperson(s)

The chairperson and deputy chairperson(s) of an NDRC must be appointed based on a consensus between the stakeholders involved in the appointment of the employee representatives, on the one hand, and the appointment of the employer representatives, on the other, as defined above.

- d. Deviations from the appointment process as per c) above are permissible only as long as the principles of parity and equal representation between employers and employees are strictly complied with, and only under the condition that any representative organisation of employers or employees truly, genuinely and independently represents the will and interests of its respective stakeholders.
 - e. Individuals appointed to the NDRC must not hold any other position within the relevant member association (whether on its executive body or part of its administration) and they may not represent players, coaches or clubs in any other dispute before the NDRC.
 - f. The member association shall adopt procedural rules to govern the organisation, composition and functions of the NDRC. These procedural rules must comply with the requirements set out herein, and they must, in particular, contain provisions guaranteeing the following principles:
 - Principle of parity when constituting the tribunal;
 - Right to an independent and impartial tribunal;
 - Right to a fair hearing and the right to be heard;
 - Right to contentious proceedings;
 - Principle of equal treatment;
 - Right to receive a written decision;
 - Confidentiality;
 - Principle of access to justice;
4. In order to assist member associations with the establishment of procedural rules to govern the organisation, composition and functions of the NDRC, Annexe 1 constitutes a generic sample of the procedural framework required to operate an NDRC.
 5. Each member association shall publish all regulations and procedural rules applicable to the NDRC, and all decisions of the NDRC, subject to legitimate requests of redactions or confidentiality.





**NDRC
RECOGNITION
PROCESS**

3. Requirements and recognition process

1. If a member association wishes for its NDRC to be formally recognised by FIFA, it shall submit an application for recognition of its respective NDRC in writing to FIFA.
 - a. The application shall be made via the Legal Portal.
 - b. The application shall be in English, Spanish or French. Documentation in any other language must be accompanied by a translation into one of these three languages.
2. Member associations shall bear the burden of proving that their NDRC, including its procedural regulations, comply with the requirements established by FIFA.
3. FIFA may, without limitation:
 - a. request any additional information and documentation;
 - b. request amendments to any part of the submitted regulatory framework; and
 - c. seek the view of the relevant member association or other relevant stakeholders.
4. Whenever a request for recognition is made, FIFA will, upon initiation of the recognition process, consult with the national employee representatives, employer representatives and FIFPRO. FIFA shall also inform the relevant confederation of the request for recognition.
5. Member associations shall fully cooperate with FIFA and provide all requested information and documentation. Failure to cooperate may lead to an application being rejected or considered to be withdrawn and, as appropriate, to disciplinary sanctions.
6. FIFA will review the documentation provided. After completing its review, it may propose amendments to the regulatory framework or submit the application to the DRC of the Football Tribunal for its decision.
7. The DRC is competent to decide on applications for NDRC recognition. The DRC shall adjudicate in the presence of at least three members, including the chairperson or deputy chairperson(s), and the chamber shall always consist of equal numbers of club and player representatives.



8. If an NDRC complies with all applicable requirements, the DRC shall, in principle, grant recognition for a four-year period subject to article 5 herein. The DRC may also require the relevant member association to make amendments to its regulatory framework prior to adopting its decision, or make its decision subject to conditions established by the DRC.
9. Any NDRC that has been granted recognition shall be considered formally recognised for the purposes of article 22 paragraph 1 b) and c) of the RSTP.
10. If an NDRC has not been granted recognition, the member association may resubmit an application for recognition of its respective NDRC following the same process as set out in article 3 herein. Where changes were made to a regulatory framework after rejection by the DRC, the member association shall so indicate in its application, so that the resubmitted application can be reviewed swiftly.
11. Whenever changes to a recognised regulatory framework are planned, these changes shall be presented to FIFA prior to their entry into force. FIFA will then assess whether a new recognition process must be executed.
12. A dispute resolution system in a member association may only deviate from the requirements established by FIFA based on a collective bargaining agreement validly negotiated between employee and employer representatives at national level.
13. Where deviations from the requirements established by FIFA are required by mandatory national law, the DRC will assess if the composition of the NDRC can nevertheless respect the principles mentioned in article 2 in order to grant recognition of the NDRC.
14. FIFA will publish a list of the NDRCs that have obtained valid recognition, together with the period of recognition.

4. Renewal of recognition

1. Following the lapse of the four-year period, or if the relevant member association wishes to amend the regulatory framework approved by FIFA, it must apply for the renewal of its recognition.
2. Member associations shall follow the same process as set out in article 3 herein. Where no changes were made to a regulatory framework already approved by FIFA, the member associations shall so indicate in their application, so that the renewal of recognition can be granted on an accelerated basis.

3. Applications for the renewal of recognition shall be adjudicated by the DRC.
4. If an NDRC still complies with all applicable requirements, the DRC shall, in principle, grant the renewal of recognition for a four-year period. The DRC may also require the member association to make amendments to its regulatory framework prior to adopting its decision, or make its decision subject to conditions established by the DRC.

5. Revocation of recognition

1. FIFA is competent to investigate at all times whether an approved NDRC and the respective regulatory framework comply with these National Dispute Resolution Chamber Recognition Principles.
2. Where FIFA deems that an approved NDRC no longer complies with these National Dispute Resolution Chamber Recognition Principles, FIFA may request the relevant member association to amend its regulatory framework accordingly within a given time limit.
3. FIFA may provisionally suspend a recognition if a prima facie analysis indicates that the applicable regulatory framework existing at national level does not comply, or no longer complies, with these National Dispute Resolution Chamber Recognition Principles.
4. Where FIFA deems that a recognised NDRC, despite requests to amend the regulatory framework, no longer complies with these National Dispute Resolution Chamber Recognition Principles, it shall:
 - a. submit the matter to the DRC of the Football Tribunal;
 - b. publish the information about the referral to the DRC; and
 - c. as appropriate, forward the file to the FIFA Disciplinary Committee.
5. If the matter has been referred to the DRC, the DRC may revoke the recognition of an NDRC if the applicable regulatory framework existing at national level does not comply, or no longer complies, with these National Dispute Resolution Chamber Recognition Principles. The DRC may also require the member association to make amendments to its regulatory framework prior to adopting its decision, or make its decision subject to conditions established by the DRC.





FINAL PROVISIONS

6. Decisions

Any decision of the DRC in connection with these National Dispute Resolution Chamber Recognition Principles is final and binding and not subject to any appeal before the Court of Arbitration for Sport.

7. Disciplinary matters

1. The FIFA Disciplinary Committee is competent to impose sanctions on member associations that violate these National Dispute Resolution Chamber Recognition Principles in accordance with the FIFA Disciplinary Code.
2. FIFA will monitor compliance with these National Dispute Resolution Chamber Recognition Principles and refer any matter of a potential breach to the FIFA Disciplinary Committee or, as applicable, to the independent Ethics Committee.

8. Matters not provided for

1. Any matters not provided for herein shall be determined by FIFA.
2. Cases of force majeure affecting these National Dispute Resolution Chamber Recognition Principles shall be decided by the FIFA Council, the decisions of which are final.

9. Official languages

If there are any discrepancies in the interpretation of the texts in the various languages in which these National Dispute Resolution Chamber Recognition Principles are published, the English text shall be authoritative.

10. Enforcement

1. These National Dispute Resolution Chamber Recognition Principles were approved by the FIFA Council on 17 December 2023 and enter into force as follows:
 - a. On 1 February 2024: articles 1 to 3 and articles 6 to 10, which relate to the NDRC recognition process;



- b. On 1 January 2025, article 3 paragraph 8 and articles 4 and 5, which relate to the effects of recognition, as well as the renewal and revocation of recognition.
- 2. FIFA member associations that already operate a national dispute resolution system at the time these National Dispute Resolution Chamber Recognition Principles are approved shall submit a formal request for recognition by 1 June 2024. If no such request is submitted, the respective national dispute resolution system shall be considered to not be recognised by FIFA as of 1 January 2025.
- 3. The National Dispute Resolution Chamber Standard Regulations approved by the FIFA Executive Committee on 29 October 2007 and FIFA circular no. 1010 of 20 December 2005 shall be annulled as of 1 January 2025.
- 4. Any NDRC that has been granted recognition shall be considered formally recognised for the purposes of article 22 paragraph 1 b) and c) of the RSTP as of 1 January 2025.

Annexe.

**NATIONAL DISPUTE
RESOLUTION
CHAMBER STANDARD
REGULATIONS**

INTRODUCTORY REMARKS

These National Dispute Resolution Chamber Standard Regulations (hereinafter the “Regulations”) constitute a generic sample of applicable provisions, which meet the procedural requirements as per the National Dispute Resolution Chamber Recognition Principles.

These Regulations are primarily designed to assist member associations with the establishment of procedural rules to govern the organisation, composition and functions of the national dispute resolution chamber (NDRC). Where an NDRC is established based on a regulatory framework that directly adopts these Regulations, the NDRC is likely to comply with the requirements of FIFA for recognition.

For the avoidance of doubt, it is not mandatory for an NDRC to adopt these Regulations verbatim. However, any procedural regulations of an NDRC must comply with the standards set out herein, unless a deviation has been validly agreed within a collective bargaining agreement. Where deviations are required by mandatory national law, the Dispute Resolution Chamber (DRC) of the Football Tribunal will assess if the requirements for recognition as set out in the National Dispute Resolution Chamber Recognition Principles can nevertheless be complied with.

These Regulations give a member association scope to define the exact regulatory or procedural framework of an NDRC with flexibility, in particular with respect to the following provisions.

- Article 1 – In accordance with article 2 paragraph 1 of the National Dispute Resolution Chamber Recognition Principles: *“Member associations that wish to operate a national dispute resolution system recognised by FIFA shall establish such a system as a national dispute resolution chamber (NDRC), or under an equivalent name.”* As such, member associations are free to adopt a different name for their respective decision-making body.
- Article 2 paragraph 1 – Flexibility is provided with respect to the exact composition of the NDRC, only as long as the principles of parity and equal representation between employees and employers are strictly complied with. For the avoidance of doubt, the quantities of members indicated in article 2 only serve as an example, and therefore, member associations can deviate from such examples.
- Article 2 paragraph 3 – Flexibility is provided with respect to the term limits of the members of the NDRC, since the terms indicated in this provision serve as an example for member associations. A member association may also decide not to impose term limits.

- Article 3 paragraphs 4 and 5 – The NDRC may establish a different process to object their members, provided that an effective legal remedy is granted in case of doubts concerning the impartiality of a member.
- Article 4 – The NDRC may also adjudicate on other matters not related to the contractual relationship between employees and employers.
- Article 5 – Flexibility is provided with respect to adjudication by the NDRC as long as the principles of parity when constituting the tribunal and equal representation between employees and employers are complied with. Specifically, it is also generally possible that disputes are always heard by a panel of three (or more) members.
- Article 6 – A degree of flexibility is provided with respect to applicable law(s) in view of specific national circumstances, requirements, as well as other laws/rules/regulations that may need to be taken into account, as long as the relevant article provides clarity as to which sets of rules are applicable, which must include the relevant member association's statutes and regulations. For the avoidance of doubt, the applicable laws listed in article 6 constitute FIFA's recommendations intended as guidance for member associations.
- Article 7 – A degree of flexibility is provided with respect to the language of the proceedings, and a member association may choose English as an additional language of the proceedings.
- Article 8 – A degree of flexibility is provided with respect to the medium of communication. Therefore, the NDRC may establish a different medium other than email to carry out communication, provided that it is sufficient to establish time limits and its observance.
- Article 12 – A degree of flexibility is provided with respect to the exact time limits. The time limits indicated in this provision serve as an example for member associations. However, the time limit may not be longer than 40 days or shorter than 24 hours, barring in exceptional circumstances.
- Article 14 – As per the National Dispute Resolution Chamber Recognition Principles, the principle of access to justice shall be met. As a consequence, no advance of costs shall be payable for the lodging of claims related to, or arising out of, the contractual relationship between employees (players or coaches) and employers (affiliated clubs) and these disputes before the NDRC shall be free of charge. For the avoidance of doubt, should an NDRC also adjudicate on other matters (not related to the contractual relationship between employees and employers), other rules regarding costs may be adopted for such matters.
- Article 18 – A degree of flexibility is provided with respect to claims before an NDRC. Additional requirements may be implemented, provided that they do not unduly restrict access to justice.



- Article 20 – A degree of flexibility is provided with respect to whether or not second rounds of submissions are generally granted, provided that the parties' right to be heard is, in principle, always respected.
- Article 21 – The content and principle of article 21 is mandatory. However, a degree of flexibility is provided with respect to the exact procedural technicalities when implementing it.
- Article 22 – The content and principle of article 22 is mandatory. However, a degree of flexibility is provided with respect to whether or not an NDRC wishes to hold a hearing, provided that the general principle of the parties' right to be heard is always respected.
- Article 24 – The content and principle of article 24 is mandatory. However, an NDRC may also choose to always directly notify the grounds of a decision.
- Article 26 – A degree of flexibility is provided with respect to appeals. In case the parties are provided the right to appeal a decision of the NDRC, the NDRC regulations must establish which body will act as the appeal body from one of the three options mentioned in article 26 paragraph 1. The NDRC may establish a different time limit for appeals to that mentioned in article 26 paragraph 2. However, it may not be shorter than five days or longer than 30 days. The NDRC may choose to establish its decisions to be final and binding and not subject to appeal.
- Article 27 – Article 27 is not mandatory. However, its content is generally recommended as a matter of proper administration of justice.

For the avoidance of doubt, the content and principles of the remaining articles are mandatory.

INTRODUCTORY PROVISION

Article 1: Scope

These Regulations govern the organisation, composition and functioning of the NDRC established within the framework of the [Member Association].

COMPOSITION AND STRUCTURE

Article 2: Composition

1. The NDRC shall be composed of the following members:
 - a. Between two and ten employee representatives, with the appointment process adhering to the following principles.
 - i. If a players' association affiliated to FIFPRO exists at national level, the employee representatives shall be appointed at the proposal of such national players' association affiliated to FIFPRO.
 - ii. If a national players' association affiliated to FIFPRO does not exist, the employee representatives may be appointed at the proposal of another player representative organisation, however, only under the condition that the member association requesting recognition of its NDRC demonstrate to the comfortable satisfaction of the Dispute Resolution Chamber (DRC) that such representative body truly, genuinely and independently represents the will and interests of players at national level.
 - iii. If no organisations exist as per i) or ii) above, the process shall be based on that agreed by FIFA and FIFPRO.
 - b. Between two and ten employer representatives.

The employer representatives shall be appointed at the proposal of an employer representative organisation or, where no such organisation exists, the employer representatives shall be appointed by the clubs through a process organised by the relevant member association.

- c. The chairperson and deputy chairperson(s) must be appointed based on a consensus between the stakeholders involved in the appointment of the employee representatives, on the one hand, and the appointment of the employer representatives, on the other.
- d. The number of employee and employer representatives must be equal.



2. The chairperson and deputy chairperson(s) of the NDRC shall have legal qualifications. All employees and employer representatives shall have knowledge of the relevant law, football regulations, and or relevant experience in sports dispute resolution.
3. As a general rule, formal appointment to the NDRC shall be undertaken by the executive body of the member association for a term of four years, which may be renewed.

Article 3: Independence and conflict of interest

1. Individuals appointed to the NDRC must not hold any other position within the member association (whether on its executive body or as part of its general secretariat).
2. Individuals appointed to the NDRC must not represent players, coaches or clubs in any dispute before the NDRC.
3. A member of the NDRC may not take part in deciding a matter if there is any legitimate doubt as to their impartiality, and shall disclose any circumstance that could give rise to a conflict of interest.
4. A party may challenge a member of the NDRC appointed to decide a matter if it believes that there is a legitimate doubt as to their impartiality. Any party who wishes to object to a member shall submit a written statement to the chairperson of the NDRC within five days of becoming aware of the grounds for the objection, failing which it will forfeit the right to do so. The petition shall contain a precise account of its grounds and the relevant evidence.
5. The decision on such challenge shall be made by the chairperson or deputy chairperson(s) of the NDRC. If the chairperson or deputy chairperson(s) is/are challenged by a party, the decision on such challenge shall be made by the non-challenged members of the NDRC appointed to decide a matter.

GENERAL PROCEDURAL RULES

Article 4: Jurisdiction

1. The NDRC has jurisdiction to hear disputes related to, or arising out of, the contractual relationship between employees (players or coaches) and employers (affiliated clubs).
2. As a general rule, the NDRC shall have jurisdiction to hear disputes of a national dimension. For disputes of an international dimension, the NDRC shall accept jurisdiction only if the relevant contract contains an express clause, which confers exclusive jurisdiction for disputes arising out of (or in connection with) the respective contract to the respective NDRC or if the exclusive jurisdiction of the NDRC is provided by a collective bargaining agreement established at national level.
3. The NDRC shall examine ex officio whether it has jurisdiction.

Article 5: Adjudication

Disputes before the NDRC shall either be adjudicated by the chairperson or deputy chairperson of the NDRC sitting as a single judge, or by a panel with a minimum of three members, including the chairperson or deputy chairperson(s). In all cases, the panel shall be composed of an equal number of employee and employer representatives.

Article 6: Applicable law

When making a decision, in principle, the NDRC shall apply:

- a. the [member association's] statutes and regulations;
- b. any applicable national law;
- c. any applicable collective bargaining agreement; and
- d. the specificity of sport.



Article 7: Language of the proceedings

The proceedings shall be held in [official language(s) of the member association] [or in English].

Article 8: Communication

1. Communication shall be carried out via email.
2. Communication to the NDRC shall be addressed to the official email of the NDRC.
3. Communication from the NDRC to the parties shall be sent by using the email address provided by the relevant party.

Article 9: Procedural rights and obligations

1. A party may file submissions, produce evidence and examine the case file before any decision is made.
2. The parties to a dispute must be treated equally.
3. A party shall always act in good faith, tell the truth and cooperate with any request for information made by the NDRC. The same obligations apply to any natural person or legal person under the jurisdiction of the member association that is not a party in a procedure but has been requested to contribute to a procedure of the NDRC.

Article 10: Submissions

1. Any submission to the NDRC not made in the official language pursuant to article 7 above will be disregarded.
2. Each party to a dispute is entitled to examine and comment on the allegations filed by the other party and attempt to rebut and disprove them with its own allegations and evidence.
3. A party that receives a submission made by another party within the scope of a procedure shall maintain strict confidentiality on that submission, unless such disclosure is made to professional advisers or is required by law.

Article 11: Evidence

1. Any type of evidence may be produced. The NDRC has ultimate discretion as to the weight it gives to evidence and as to the admissibility of evidence produced. All the evidence upon which a party intends to rely must be filed in the original language or translated into the official language of [the relevant member association] pursuant to article 7 above.
2. The NDRC may consider and rely on any evidence not presented by the parties, including without limitation the evidence generated by or within the Transfer Matching System and/or a domestic registration or transfer system, provided that each party has the right to comment on such evidence.
3. A party that asserts a fact has the burden of proving it.
4. Where the taking of evidence leads to costs incurred by testimonies or expert reports, the expense shall be borne by the party requesting the evidence.
5. The NDRC may, *ex officio*, or at the request of one of the parties, refuse to take evidence that it does not consider relevant or that would otherwise unnecessarily delay the proceedings.

Article 12: Time limits

1. The parties shall make their submissions within the time limits established herein. Time limits will commence the day after receipt of the relevant communication.
2. As a general rule, the time limits set by the NDRC may not be shorter than seven days or longer than 20 days. The time limit will commence the day after receipt of the relevant communication.
3. If the last day of a time limit coincides with an official public holiday or a non-working day in the place of domicile of the party required to comply with the time limit, or, if the party is being represented, in the place of domicile of its main legal representative, the time limit will expire at the end of the next working day.



4. A time limit is deemed to have been complied with if the action required or requested has been completed by the last day of the time limit in the place of domicile of the party, or, if the party is being represented, in the place of domicile of its main legal representative. Submissions and evidence filed outside the relevant time limit shall be disregarded.
5. Time limits set by the administration of the NDRC may be extended upon substantiated request submitted before the expiry of the relevant time limit.

Article 13: Confidentiality

All members of the NDRC shall maintain strict confidentiality on any case they decide and all matters that arise during the exercise of their duties.

Article 14: Procedural costs

Proceedings for disputes related to, or arising out of, the contractual relationship between employees and employers before the NDRC are free of charge, subject to article 11 paragraph 4.

Article 15: Efficient proceedings

The NDRC shall do its utmost to resolve all proceedings before it expeditiously. As a principle, a decision shall be rendered within no more than two months after the closure of the investigation of a matter.

PROCEDURES BEFORE THE NDRC

Article 16: Parties

Parties to procedures before the NDRC can be the clubs affiliated to the [member association] as well as players and coaches.

Article 17: Representation

A party may appoint an authorised representative to act on its behalf in any procedure. It shall provide a valid authorisation to be represented in the specific procedure.

Article 18: Claims

1. A claim shall contain at least the following:
 - a. The name, email address(es) and postal address(es) of the party
 - b. If applicable, the name, email address(es) and postal address(es) for notification of any authorised representative, and a copy of a written, specific and recent power of attorney
 - c. The identity and address(es) of the respondent(s)
 - d. A statement of claim, setting out full written arguments in fact and law, the full body of evidence and requests for relief
 - e. The date and a valid signature
2. If the claim is incomplete, the NDRC will inform the claimant and request rectification. If the claim is not rectified within the time limit given, it will be deemed to be withdrawn. The claim may, however, be resubmitted.

Article 19: Response to the claim and counterclaim

1. After determining that the claim is complete, the NDRC will request that the respondent(s) submit their response to the claim within the time limit granted. If the respondent(s) fail(s) to submit a response to the claim within the time limit, a decision will be made based on the file.
2. The respondent(s) may submit a counterclaim with their response to the claim. A counterclaim shall have the same form as a claim and shall be submitted within the same time limit as that for the response to the claim.
3. Should the response to the counterclaim refer to matters which did not form part of the counterclaim, those matters will not be considered.

Article 20: Second round of submissions

The NDRC will decide, where necessary, whether there will be a second round of submissions.



Article 21: Closure of submission phase

1. The NDRC will notify the parties of the closure of the submission phase of the procedure. After such notification, the parties may not supplement or amend their submissions or requests.
2. The NDRC may request additional information and/or documentation at any time within the scope of a procedure.

Article 22: Deliberations

1. The NDRC shall, as a principle, make a decision based on the written file. Hearings will be held only in exceptional circumstances.
2. Deliberations may be held electronically or in person and shall be kept confidential.
3. The NDRC shall reach a decision by a simple majority of the appointed panel. The chairperson of the meeting and the other members present have one vote each. If the votes are equal, the chairperson for that matter will have the casting vote.

Article 23: Form and content of decisions

The NDRC shall deliver a decision in writing that states at least the following:

- a. The date on which the decision was passed
- b. The names of the participating members of the deciding body
- c. The names of the parties and any representatives they may have
- d. The parties' requests for relief
- e. The findings of fact and of law
- f. The ruling (including, where applicable, an allocation of costs)
- g. The signature of the presiding member
- h. If applicable, an indication of the legal remedies available (stating the form of the appeal, the authority and the time limit)
- i. The consequences of non-compliance with the decision

Article 24: Notifications of decisions

1. A decision shall be notified to the parties to the relevant dispute within a reasonable time frame and without undue delay.
2. Notification is deemed complete when the decision is communicated to a party. Notification of an authorised representative will be regarded as notification of the party that they represent.
3. Decisions enter into force as soon as notification occurs.
4. Generally, a party will be notified of the operative part of the decision as soon as possible after the relevant decision is passed. Decisions that immediately impose sporting sanctions against a party shall only be communicated with grounds.
5. A party has ten calendar days from notification of the operative part of the decision to request the grounds of the decision. Failure to comply with the time limit will result in the decision becoming final and binding and the party will be deemed to have waived its right to file an appeal. The time limit to lodge an appeal begins upon notification of the grounds of the decision.
6. Obvious mistakes in decisions and obvious procedural errors discovered after a decision is rendered may be corrected, *ex officio* or on application, by the NDRC that passed the decision. Where a decision has been corrected, regulatory time limits will commence from the time of notification of the rectified decision.

Article 25: Publication of decisions

1. The NDRC shall publish its decisions on the website of the relevant member association.
2. Where a decision contains confidential information, a party may request within five days of the notification of the decision that the NDRC publish an anonymised or a redacted version.
3. In decisions involving minors, only an anonymised or redacted version that protects the identity of the minor(s) concerned may be published by the NDRC.



APPEALS

Article 26: Appeals

1. Decisions rendered by the NDRC can be appealed as follows:
 - [Before a decision-making body within the framework of the member association, provided that the decision-making body guarantees fundamental procedural principles and complies with the principle of equal representation between employees and employers]
 - [Before a decision-making body agreed on the basis of a valid collective bargaining agreement]
 - [Before the Court of Arbitration for Sport]
2. Parties have a time limit of 21 days to appeal a decision rendered by the NDRC. The 21-day time limit for appeals will begin as from the day on which the grounds of the decision have been notified.

FINAL PROVISIONS

Article 27: Exemption from liability

The members appointed to the NDRC may not be held liable for any action or omission relating to any decision or procedure undertaken in accordance with applicable regulations.

Article 28: Disciplinary matters

1. The [Member Association Disciplinary Committee] and, as applicable, the [Member Association Ethics Committee] shall be competent to impose sanctions on members of the NDRC that violate the procedural rules of the NDRC in accordance with the [Member Association Disciplinary Code and the Member Association Code of Ethics].
2. Any decision passed by the NDRC shall be enforced by the relevant member association in accordance with the principles established under article 21 paragraphs 5 and 6 of the FIFA Disciplinary Code and in compliance with the applicable disciplinary regulations.

Article 29: Adoption and enforcement

1. These Regulations have been adopted by [the statutorily competent body of the member association].
2. These Regulations come into force on (...) and shall apply to any proceedings lodged from said date.



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