

## Frequently Asked Questions (FAQs)

**Related to disputes between clubs and players in relation to the maintenance of contractual stability where there has been a request for an International Transfer Certificate (ITC) and a claim from an interested party in relation to the said ITC request, in particular regarding the issue of the ITC, sporting sanctions or compensation for breach of contract.**

### **1. What are, inter alia, the formalities of a claim in front of the Dispute Resolution Chamber (DRC)?**

- i. Contact details of the parties, e.g. complete address and fax number;
- ii. The name and address of the legal representative, if applicable, and the relevant specific and recent power of attorney;
- iii. The motion or claim;
- iv. A representation of the case, the grounds for the motion or claim and details of the evidence;
- v. All documents of relevance to the dispute, such as contracts and previous correspondence with respect to the case in the original version and, if applicable, translated into one of the official FIFA languages (E, F, S, G);
- vi. The name and address of other natural and legal persons involved in the case concerned (evidence);
- vii. The exact amount in dispute, insofar as it is a financial dispute, including a detailed breakdown of the claimed amount, as well as
- viii. The date and a valid signature.

### **2. In which languages can a claim be submitted?**

All documents submitted to the DRC need to be written or translated in one of the four official FIFA languages (English, French, Spanish or German).

### **3. Can a party be represented during the proceedings and what are the requirements of a power of attorney?**

Parties may appoint a representative. A written power of attorney will be requested from such representatives.

The power of attorney, *inter alia*, must authorise the representative to act on behalf of the party in the relevant matter before the competent decision-making bodies of FIFA.

Likewise, the said power of attorney should make a clear reference to the parties involved in the dispute, has to be dated and signed by the relevant party and should have been issued recently.

#### **4. What is the deadline to submit a claim?**

Any case must be submitted to the DRC within two years since the event giving rise to the dispute.

The relevant date for the aforementioned deadline is the date on which the claim is received by FIFA, either by fax or by ordinary mail.

#### **5. Which Law does the DRC apply?**

The DRC applies the FIFA Statutes and regulations whilst taking into account all relevant arrangements, laws and/or collective bargaining agreements that exist at national level, as well as the specificity of sport.

#### **6. How much do proceedings cost in front of the DRC?**

DRC proceedings relating to disputes between clubs and players in relation to the maintenance of contractual stability as well as international employment-related disputes between a club and a player are free of charge.

#### **7. Can several parties involved in the same matter submit jointly a claim?**

No, each party needs to submit an individual claim, indicating its grounds for the motion and complying with all formalities.

#### **8. Which is the form of the proceedings in front of the DRC?**

As a general rule, proceedings shall be conducted in writing.

**9. Who bears the burden of proof?**

Any party claiming a right on the basis of an alleged fact shall carry the burden of proof with any written evidence it deems useful in its support, translated, if needed to be, into one of the four official FIFA languages (E, F, S, G).

**10. In which form shall the decision be communicated to the parties?**

Decisions shall be communicated in writing by fax or, alternatively, by registered mail.

The parties shall be informed that they have 10 days from receipt of the findings of the decision to request, in writing, the grounds of the decision, and that failure to do so will result in the decision becoming final and binding.

**11. Will the DRC award the fees of the party's attorney in case of success?**

No, procedural compensation shall not be awarded in proceedings of the DRC.

**12. Is it possible to appeal against a DRC decision?**

Against a motivated decision of the DRC, including the DRC judge, an appeal may be lodged before the Court of Arbitration for Sport (CAS) in Lausanne, Switzerland. (For further details, see our link to the CAS guidelines).

**13. What if a party is not complying with a decision of the DRC?**

The creditor has to contact the Players' Status Department in writing to request the Disciplinary Committee to assist with the execution of the final and binding FIFA decision.

The creditor has to present evidence that it provided the debtor with the relevant account details for payment.