

## APPLICATION INSTRUCTIONS

### National Sports Tribunal

The National Sports Tribunal (NST) provides a cost-effective, efficient, transparent, and independent forum to resolve sporting disputes within Australia.

Use the NST Application Form to apply for the NST to resolve your dispute.

### Lodging your application

1. **Complete** the Application Form (marking all relevant boxes or writing text).
2. If necessary, **get agreement** from all Parties (i.e. the other people or organisations involved in this dispute)
3. **Submit** your Application Form by emailing it to [submissions@nationalsporttribunal.gov.au](mailto:submissions@nationalsporttribunal.gov.au) along with any relevant attachments (if unable to email, call the NST on (02) 6289 3877)

### Urgent Application

If your application is **URGENT** (i.e. there is an upcoming deadline, e.g. for selection):

- please call the NST on (02) 6289 3877 to notify the Registry of the urgency
- you will need to pay the application fee when submitting your application form.

### Sharing this information

The information you include in this form may be provided to other Parties to manage this dispute in accordance with our legislation (see also Schedule 2 of the Application Form).

### Support

If you or any other Party require support during the NST process (due to a medical condition, illness, injury, or disability), please complete Schedule 1 of the Application Form.

The information you provide in Schedule 1 will not be shared with the other Parties. There will also be further opportunities to advise the NST of your requirements for support throughout the process.

### Assistance with completing the Application Form

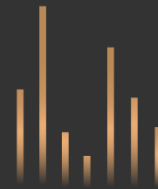
NST Registry staff cannot provide legal advice but can assist and give you information about:

- NST processes
- how to make an application to the NST
- how to fill out forms
- where to find useful documents, including legislation
- other organisations that may be able to assist you

You can contact the NST Registry:

- by phone on (02) 6289 3877
- by email at [enquiries@nationalsporttribunal.gov.au](mailto:enquiries@nationalsporttribunal.gov.au)

The NST website also contains information that may assist you: [www.nationalsporttribunal.gov.au](http://www.nationalsporttribunal.gov.au).



## Paying the Application Fee

An application fee must be paid or waived by the NST for the application to progress. The application fee can be paid by one Party or shared between multiple Parties; the rules of your sport may specify who pays the application fee. Detail on waiver and how to pay can be found below.

DIVISION	APPLICATION FEE
General Division	\$500
Appeals Division	\$1500
Anti-Doping Division	No fee

NOTE: Additional fees to resolve your dispute may apply. These will be discussed with you and the other Parties after your application has been received and assessed by the NST.

*Arbitrations, mediations, conciliations and case appraisals are run in the General Division. Only arbitrations are run in the Appeals Division and the Anti-Doping Division.*

## Financial hardship & information about fees

If you or your organisation are experiencing financial hardship, you can apply for your application fee to be waived.

To find out more about the costs involved in dispute resolution and how to apply to waive the fee, visit: <https://www.nationalsportstribunal.gov.au/dispute-resolution-services/cost-using-nst-services>.

## How to pay the Application Fee

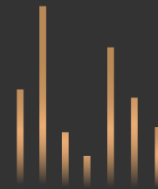
- Via direct deposit:
  - Bank State Branch: BSB 092 009 Bank Account: 114 071
  - include your reference number
  - Take a screenshot from your account confirming payment and provide to the NST Registry
- Via credit card:
  - Credit card payments must be made over the phone on: (02) 6289 1095 from 9am-5pm AEST/AEDT Monday-Friday
  - When making payment you will need to quote your reference number.
  - Provide your receipt number to the NST Registry

Your reference number will be < NST23 + your surname or the Sporting Body initials (depending who pays) > (e.g. NST23Smith or NST23ABC).

## What happens after you submit your application form

**ACTION:** the steps outlined below are a guide only. Always check the rules of your sport, follow any specific requirements, and be aware of any time limits that might apply.

- We will **review your application** and assess if the NST can deal with your case.
- The Case Manager assigned to the case will **contact you** to discuss your application and (if required) contact the other Parties.
- We will **ask you to pay the application fee** and provide proof of payment to progress your application (if not paid when lodging the Application Form).



## Glossary of common terms

**Active Party** – a Party to the dispute, either as the Applicant or Respondent:

- When a dispute is between a person and a Sporting Body, both Parties are Active Parties to the dispute. A dispute of this kind is brought before the NST in accordance with section 23 of the NST Act (arbitration of a dispute between a person and a Sporting Body), or section 25 of the NST Act (alternative dispute resolution of a dispute between a person and a Sporting Body).
- Sporting Bodies can be an Active Party or a Referring Party (see below). All other Parties are Active Parties.

**Applicant** – the party making the Application. Will generally be either the Sporting Body (if referring the matter to the NST) or the 'complainant', being the party in dispute with the Sporting Body.

**Authorised Representative** – may generally be any person, so long as they are not conflicted.

**Binding / Non-Binding** – binding decisions are legally enforceable, meaning you must accept the decision or go through a legal appeals process. A non-binding decision is not legally enforceable.

**Dispute** – a disagreement or argument between two or more Parties.

**Lawyer** – a person who is admitted to the legal profession by a Supreme Court of a State or Territory.

**National Sporting Organisation (NSO)** – a sporting organisation recognised by the International Sporting Federation, or an organisation recognised by the Australian Sports Commission (more details available at <https://www.sportaus.gov.au/australian-sports-directory>).

**NST Act** – the *National Sports Tribunal Act 2019*, under which the NST was established.

**Party** – in an application for the arbitration of a dispute, a person or body permitted by the NST Act to be a Party. In an application for mediation, conciliation or case appraisal, a person or Sporting Body permitted by the NST Act to be a participant (*NST (Practice and Procedure) Determination 2021*).

**Person under a legal incapacity** – means (*NST (Practice and Procedure) Determination 2021*)

- (a) a minor; or
- (b) a person with a mental (intellectual) disability.

**Referring Party** – the role the Sporting Party plays for a dispute between two or more other parties:

- When a dispute is between 2 or more persons, the Sporting Body will be the Referring Party to the dispute (e.g. *Applicant v Respondent (with Sporting Body)*) and will generally be less active in the dispute resolution process (but will not be in-active). A dispute of this kind is brought before the NST in accordance with section 24 of the NST Act (arbitration of a dispute between 2 or more persons), or section 26 of the NST Act (alternative dispute resolution of a dispute between 2 or more persons).
- The Sporting Body can also be an Active Party (see above).

**Respondent** – the Party against whom or which the Application is lodged.

**Sporting Body** – an NSO (see above) for a particular sport, or another sporting organisation that has been specified in the NST Sporting Body Policy (<https://www.nationalsporttribunal.gov.au/resources/sporting-body-policy>).

**Tribunal Member** – a Tribunal Member is an impartial third party who conducts arbitrations, case appraisals and resolutions by agreement. The NST Tribunal Members include top sport administrators, legal and medical professionals working in sport, and former athletes.