

RESPONSE FORM INSTRUCTIONS

National Sports Tribunal

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

When to use this form

This form is to be used to respond to an application that another person or representative of a Sporting Body or organisation has lodged for a dispute to be resolved by the NST and should set out a brief statement of response and any jurisdictional objections. The response is to be provided to the NST within 7 days of receiving written notice of the application or, if a request for expedition has been made, by the date indicated by the NST. See section 23 of the [National Sports Tribunal \(Practice & Procedure\) Determination 2024](#).

Lodging your response

1. **Complete** all parts of the Response Form (marking all relevant boxes with a cross or tick, or writing text).
2. **Submit** your Response Form by emailing it to submissions@nationalsportstribunal.gov.au. Unless it includes confidential information (see Support below), please cc all other Parties into the email.

Sharing this information

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

Support

If you or any other Party require support during the NST process (due to a medical condition, illness, injury, or disability), please tick yes in question 6 of the Response Form.

If you tick yes, the NST Registry will connect with you to discuss. The information you provide in the discussion with the NST Registry will not be shared with other Parties. There will also be further opportunities to advise the NST of your requirements for support throughout the process.

Assistance with completing the Response Form

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

- NST processes and how to fill out this form
- 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 1300 768 578
- by email at enquiries@nationalsportstribunal.gov.au

The NST website also contains information that may assist you: www.nationalsportstribunal.gov.au

What happens after you submit your Response Form?

1. We will **review your response** and the Case Manager assigned to the case will **contact you** to discuss your response (if required).
2. We will **arrange a Preliminary Conference** to discuss administrative and procedural issues.

Glossary of common terms

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

Dispute – A disagreement or argument between two or more Parties.

Lawyer – This is 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 Australia Sports Commission (more details available at https://www.sportaus.gov.au/australian_sports_directory).

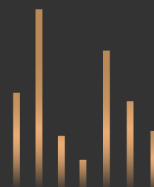
NST Act – the *National Sports Tribunal Act 2019*, under which the NST was established.

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 (*National Sports Tribunal (Practice and Procedure) Determination 2024*).

Person under a legal incapacity – means (as set out in the *National Sports Tribunal (Practice and Procedure) Determination 2024*):

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

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



RESPONSE FORM

1. Your details

Name:			
Party Type:			
Organisation (if relevant):			
Position (if relevant):			
Phone:		Email:	
<i>If a Party is an individual person and under the age of 18 years, they must be represented.</i> <i>Are you under the age of 18 years or of legal incapacity?</i> ☐ Yes (If Yes, you <u>must</u> be represented to access NST services – If No, leave blank)			
Lawyer or other authorised person contact details (if applicable)			
Name:			
Phone:		Email:	

2. Do you agree to the NST resolving this dispute?

- ☐ Yes – the Sporting Body's rules or policies provide agreement
- ☐ Yes – the NST may accept this as my written agreement
- ☐ No (please provide details, e.g. jurisdictional objections)

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3. Other parties

Is there another individual or sporting organisation that might be affected by the outcome of this dispute, but has not been named in the Application?

- ☐ Yes (please provide details below)
- ☐ No (leave the remainder of this section blank)

Name:	
Party Type:	
Organisation (if relevant):	

Position (if relevant):			
Phone:		Email:	
<i>If a Party is an individual person and under the age of 18 years, they must be represented.</i> <i>Is this Party under the age of 18 years or of legal incapacity?</i> ☐ Yes (If Yes, Party <u>must be</u> represented to access NST services – If No, leave blank)			
Lawyer or other authorised person contact details (if applicable)			
Name:			
Phone:		Email:	

4. Briefly describe your response to the application

Please provide a brief summary of your response to the application. You can also provide documents if this assists in explaining the situation.

NOTE: Only brief responses are required at this stage, so that we have a basic understanding of the dispute. You will have other opportunities to provide more detailed submissions, documents, and evidence.

5. What outcome are you seeking?

Please provide a brief description of the outcome you are hoping for at the end of the NST process.

NOTE: This information helps us to better understand the dispute but will not limit or guarantee any outcomes from the Tribunal. Please refer, where relevant, to the Sporting Body policy or sanctioning guidelines.

6. Support

If you or any Party have a medical condition, illness, injury, or disability which may mean you require additional support to participate in dispute resolution processes, please provide further detail below.

Would you like to discuss your support needs with someone from the NST?

☐

Yes

☐

No

NOTE: if you tick YES, the NST Registry will connect with you to discuss the Party's needs.

7. Declaration

I hereby declare that the information I have provided on this form is correct to the best of my knowledge.

I understand that if I provide information that I know to be incorrect which I later seek to rely on, the outcome of my response may be affected.

I accept that the information provided may be used by the National Sports Tribunal for the purposes outlined in the National Sports Tribunal Privacy Policy (see Schedule 1 below).

Name:

Signed:

Date:

Schedule 1: Collection Notice

Privacy

The NST collects information, including personal information, for the purposes of resolving sporting disputes.

In general, personal information we collect and hold relating to a particular dispute will be disclosed to all Parties and their representatives.

For more information, see the full privacy policy here: <https://www.nationalsportstribunal.gov.au/using-our-website/privacy-policy>

What do we do with the information you give to us?

We collect personal information to process applications and resolve disputes under the *National Sports Tribunal Act 2019 (NST Act)*. If you do not provide all requested information, we may be unable to progress the application.

We may collect information about you from another Party to the dispute, or as required by or under the NST Act or another Australian law. We may give a copy of this form or any other information you provide as part of the dispute to another Party, person, or body permitted to participate in the dispute.

Proceedings before the NST will generally be held in private. Confidentiality and non-publication orders can also be sought.

Details about your dispute may be published in a list of matters on our website. After an arbitration, the NST will publish the decision or a case summary. Where appropriate, this will not contain information that would identify the Parties, or that could reasonably identify the Parties.

Only some decisions will be published:

- o Anti-doping matters: if it finds that an anti-doping rule violation has been committed.
- o Non-Anti-doping matters: with the Parties' consent or where the determination has significant precedential value.

We will only send your personal information overseas if a Party (including an international sporting federation), representative or witness is located outside Australia.

Your data may be used to improve NST services. This includes use for continuous improvement purposes and conduct of formal service evaluation. To fulfil this purpose, we may disclose data about you, the services you receive from the NST, and the matter, dispute or case you are involved in to third party organisations which are contracted to support our improvement and evaluation activities. Data disclosed in this way will be used only for the purpose of continuous improvement or evaluation and for no other purpose.

You can opt out of contribution to the evaluation by emailing enquiries@nationalsportstribunal.gov.au. Choosing not to contribute your data will not have any impact on the services you receive from the NST.

Further details about the way we handle your information, including how you can access the information we hold about you or make a complaint, is available in our Privacy Policy, available on our website www.nationalsportstribunal.gov.au.