

The decision is your final communication tool about the appeal process, to the parties and in some cases also to the public, and it may reflect on the way in which the appeal was conducted. A professional presentation will give it more credibility.

✓ Substance

- Jurisdiction of the panel is properly established and stated in the decision;
- All references to places, dates, policy section numbers, quotes, case law, and names of people or organizations have been double-checked for accuracy and spelling;
- Statement of the final ruling is clear and free from ambiguous language;
- Decision is dated and signed.

✓ Structure and Format

- Sentences are well structured, short and to the point to increase readability;
- Formatting of all headings and subheadings is consistent (font size, capitalization, bold, or underlined); with subheadings having a different format than the main headings;
- Extensive enumerations are presented in bulleted or numbered lists;
- Citations are formatted consistently (quotation marks, font style, etc) and their origin correctly referenced;
- Punctuation is appropriate and consistent;
- Same font and size is used throughout the decision.

✓ Language and Spelling

- Text is free from vague, complicated or ambiguous language or language which may be considered offensive;
- Vocabulary, verbs and transitional words are varied and precise;
- Tone is professional and text is written in active voice (using action verbs whenever possible);
- All abbreviations and acronyms have been previously defined in the text;
- Sport-specific jargon and technical terms are used only when necessary;
- Correct verb tense is used, where possible;
- A full check was conducted for grammar, spelling and typographical errors.

NOTE: This document is provided for information purposes only and is not intended as legal advice.