



## Use of Intermediaries & Associates Policy 2018 (Amended March 2021)

### 1. PURPOSE

This policy & accompanying procedures aim to clarify the position held by Exeter City Football Club (ECFC) regarding dealing with Intermediaries at Senior & Academy level.

### 2. SCOPE

This policy extends to all staff & affiliates of ECFC, across five identified age categories and stages of progression within the Club.

Namely:

- a) Senior age (24 years plus)
- b) Young professional (17-23 years)
- c) Scholarship Academy Player (17-18 years)
- d) Schoolboy Academy Player (14-16years)
- e) Junior Schoolboy Academy Player (8-13years)

### 3. POLICY

This policy aims to address the use of and approaches from Intermediaries, directly or indirectly to players attached to ECFC by registration and/or playing contract.

### 4. DEFINITIONS

For the purposes of this policy:

<b>The Company</b>	Exeter City AFC Limited
<b>The Club</b>	Exeter City Football Club
<b>The Academy</b>	Exeter City Football Club Academy licensed to operate an accredited young player development programme 8-21yrs
<b>EFL</b>	The English Football League
<b>Intermediary</b>	An external agent, associate, member or Director of a Group that deals in the representation of individuals (albeit in football, sport, or other areas of business & entertainment)
<b>Player</b>	Any person registered with and/or contracted to ECFC, or triallist for the purposes of representing the Club in authorised competitive football matches.
<b>Academy Player</b>	Any young player 8-21yrs (other than an amateur player or Triallist) attached to The Club by a valid Player Registration or Scholarship Agreement to The Academy held by EFGL
<b>Scholarship Player/ Scholar</b>	A Player attached to The Club by way of a Scholarship Agreement
<b>Scholarship</b>	The validated agreement that binds an U17 Player to The Club

## Exeter City Football Club & Academy



<b>Agreement</b>	for two seasons (unless otherwise mutually terminated)
<b>Player Registration</b>	A signed, valid form of registration, held by EFL
<b>Contract Player</b>	Any Player (except a Scholar or Academy Player), playing under a written contract of employment with The Club
<b>Triallist</b>	Any player (other than an Academy Player) who is registered to play or intends to be registered to play for a Club on a temporary registration and is registered with the EFL
<b>Club</b>	Any member football Club of The English Football League or Premier League
<b>club</b>	Any member football Club, registered with The English FA
<b>EPPP</b>	Elite Player Performance Plan
<b>The Board</b>	A group of individuals, elected to represent stockholders; receive recommendations & ratify policies for corporate management
<b>Director</b>	Member of The Board
<b>Executive Chairman</b>	An employed position responsible for policy and direction of the Club and its Board system
<b>Football Manager</b>	The FT permanent or temporary 1 <sup>st</sup> Team Manager/coach
<b>Academy Technical Board (ATB)</b>	A group of individuals elected, invited, or co-opted and approved by The Board to oversee, advise & recommend Academy policy, strategy and implementation aligned to & in accordance with EPPP & EFL youth development Rules
<b>Academy Leadership Group (ALG)</b>	The informing group attending to strategic delivery of the Academy, whose mandate is to relay and recommend policy & procedure to the ATB. . Composition: Head of Coaching, Operations Manager, Academy Technical Director, Exec' Chair
<b>Academy Leadership Team (ALT)</b>	The information-gathering group drawing reconnaissance from the field via the work force of practitioners. It's purpose is to prioritise and determine which items need to be brought to the attention of the ALG. Composition: as above, minus Exec' Chair
<b>Academy Management Team (AMT)</b>	FT employed Academy Heads of Department that make up the multi-disciplinary flat line management system, responsible for the approach & delivery of Player Performance Programme
<b>Academy Staff</b>	The multi-disciplinary work force of FT & PT practitioners.

## Exeter City Football Club & Academy



### **5. Underlying Principles**

- The Football Club & Academy always endeavor to work in the mutual best interests of its players & The Club.
- The Club & Academy will support young players through the creation of a happy & productive environment; providing them with a safe place to play.
- All Players will be encouraged to maximise their potential in all aspects of personal & sporting performance.
- The Club & Academy will communicate & engage respectfully with all stakeholders, in confidence, with a listening brief.
- Players should have a right to have freedom of choice when selecting an Intermediary or Associate to represent their interests.
- Contracted players & their transfers and/or loan agreements falls within the domain of the Football Manager.
- The Football Manager is responsible for the determination, method & approach of Transfer dealings (IN and Out) of senior players.

### **5b) Attendance at Training & Games**

- For an Intermediary to attend games at the Academy, they must request permission in writing, at least 24 hours before the fixture is due to take place.
- They must introduce themselves to the Academy Operations & Performance Manager and/or Head of Academy Recruitment upon arrival on each occasion and sign in with necessary details on the visiting Intermediaries log in the Academy building (or other designated area) upon arrival and then sign out before departure.
- Intermediaries must avoid any and all contact with players and parents at all times on every visit.
- Intermediaries must be registered with the FA or they will not be permitted access to any activity at Exeter City FC.
- Intermediaries will not be permitted to attend Academy training sessions.
- A full list of protocols can be found on the Academy website (<https://www.exetercityfc.co.uk/teams/academy/>) and will also be sent to Intermediaries on each request to attend Academy fixtures.

### **6. Mutual Understanding & Undertakings**

#### **6a) Senior age (24 years plus)**

- Serve the balanced & mutual interests of all professional players & those of the Football Club.
- Maintain professional relationships between the Football Manager, his professional staff & the professional playing squad.
- Behave in a professional & socially acceptable manner at all times that represents the Club positively both on & off the field of play.

## Exeter City Football Club & Academy



### **6b) Young professional (17-23 years)**

- Serve the balanced & mutual interests of all professional players & those of the Football Club.
- Maintain professional relationships between the Football Manager, his professional staff and the professional playing squad.
- Behave in a professional and socially acceptable manner at all times that represents the Club positively, both on & off the field of play.
- In the case of early-contracted players below the age of 18 years: ensure Safeguarding regulations are met & that parent/carers are informed of progression on a frequent basis & in accordance with EPPP Rules.
- Be mindful of the fact that these players are still members of a 'Development Group' & treat their progression accordingly.

### **6c) Scholars (17-18 years)**

- Ensure the balanced & mutual interests of all Scholars & those of the Football Club are met at all times.
- Maintain professional relationships between the Football Manager, his professional staff, the Youth Team staff and the Youth Team playing squad.
- Behave in a professional and socially acceptable manner at all times that represents the Club positively, both on & off the field of play.
- Ensure Safeguarding regulations are met & that parent/carers are informed of progression on a frequent basis & in accordance with EPPP Rules.
- Be mindful of the fact that these players are members of a 'Development Group' & treat their progression accordingly.

### **6d) Schoolboy (14-16years)**

- Maintain a balanced outlook on the need to complete academic commitments whilst maximising the benefit of football practice & games within the Academy system.
- Prepare for future career pathways, which may or may not include playing professional football.
- Show respect for The Club, Academy, peers, family, education authorities and the community at all times.
- Work to the best of ability & demonstrate the daily habits required to fulfil the Academy 'Must Haves'.

### **6e). Junior Schoolboy (8-13years)**

- Enjoy the experiences gained from time spent in The Academy.
- Maintain a balanced outlook on the need to complete academic commitments whilst maximising the benefit of football practice & games within the Academy system.
- Show respect for The Club, Academy, peers, family, education authorities and the community at all times.
- Work to the best of ability with enthusiasm & demonstrate the daily habits required to fulfil the Academy 'Must Haves'.

## Exeter City Football Club & Academy



### 7. PROCEDURES

- In all instances (with the exception of Senior age players): Intermediaries are expected to contact the Club in the first instance, to outline their interest in representing an Exeter City FC registered player.
- Club staff to share such communication with the relevant player & parents without any endorsement of such representation.
- In all instances (with the exception of Senior age players): undertake searches via Company House & other informed sources (e.g. The FA) on the validity of the Agency/Group, its Directors, associates & consulting employees (i.e. self-employed/employed scouts, Intermediaries).
- Communicate findings to relevant Club & Academy officials.
- Build a database of references made to Company House (& any other valid reference source) on Agencies contacting the Club as well as those representing Players, with contact full details.

#### 7a) Senior age (24 years plus)

- Direct reference to Football Manager.
- Executive Chairman informed by Football Manager.
- Follow-up with Player & Intermediary and/or interested Club(s).

#### 7b) Young professional (17-23 years)

- Approach flagged to ALT.
- ALT referral onto ALG.
- Football Manager informed via ATB Executive Chairman.
- (In the case of U18 Players): parents/carer informed.
- Meeting established with Player and/or parents/carer.
- (In the case of 18+ years Players): Football Manager to meet Player & discuss nature of approach.
- Signpost to PFA for 3<sup>rd</sup> Party advice where applicable in either instance\*.
- Concluding outcomes reported to ATB (ref: Players up to 21years only) through usual reporting lines.
- \*Any further advice required by Club/Academy also sought from PFA.

#### 7c) Scholarship Academy Player (17-18 years)

- Approach flagged to ALT.
- ALT referral onto ALG.
- Football Manager informed via Executive Chairman.
- Parents/carer informed.
- Meeting established with Player and/or parents/carer.
- Football Manager informed of approach.
- Signpost to PFA for 3<sup>rd</sup> Party advice where applicable in either instance\*.
- Concluding outcomes reported to ATB through usual reporting lines.
- \*Any further advice required by Club/Academy also sought from PFA.
- ***Club/Academy to arrange PFA to speak to new incoming Scholars on approaches from potential Intermediaries; & advice available***

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### 7d) Schoolboy Academy Player (14-16years)

- Approach flagged to ALT.
- ALT referral onto ALG.
- Parents/carer informed.
- Meeting established with Player and/or parents/carer.
- Clarification on Rules regarding (in this instance) the boundaries of 'Associates & Intermediaries' who may represent Players & their parents/carers as 'friends of the family' (no 'contracting' as such is permissible until the year of a players 16<sup>th</sup> birthday).
- Any Associate/friend of the family be able to clearly demonstrate current DBS check certificate.
- Declaration form to be signed by parent/carer/Player on representation & held on Academy files.
- AMT & Academy staff to be made aware of such Associate.
- Concluding outcomes reported to ATB through usual reporting lines.
- *Signpost to PFA for 3<sup>rd</sup> Party advice where applicable in either instance\*.*
- *\*Any further advice required by Club/Academy also sought from PFA.*

### 7e) Junior Schoolboy Academy Player (8-13years)

- Approach flagged to ALT.
- ALT referral onto ALG.
- Parents/carer informed.
- Meeting established with Player and/or parents/carer.
- Clarification on Rules regarding (in this instance) the boundaries of 'Associates' who may represent Players & their parents/carers as 'friends of the family' (no 'contracting' as such is permissible).
- Any Associate/friend of the family be able to clearly demonstrate current DBS check certificate.
- Declaration form to be signed by parent/carer/Player on representation & held on Academy files.
- AMT & academy staff to be made aware of such associate.
- Concluding outcomes reported to ATB through usual reporting lines.

## 8. LIMITATIONS / APPROVALS / RESPONSIBILITIES

- *In the instance of direct approach made to a Player(s):*  
Player/parent/carer to inform Football Manager and/or Academy Leadership Team of such approach.
- Depending on age & nature of approach; inform AMT & Academy staff to be made aware of possible 3<sup>rd</sup> Party presence at practice & games.
- Any such person needs to contact The Academy for permission to attend practice and/or games, as in the case of Club scouts.
- ***Contacted Club officials to respond in a positive & helpful manner, with potential to sign-post to The PFA for external (unbiased) advice.***