



Use of Football Agents & Associates Policy 2018 (Amended August 2024)

1. PURPOSE

This policy & accompanying procedures aim to clarify the position held by Exeter City Football Club (ECFC) regarding dealing with Football Agents 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 (14-16 years)
- e) Junior Schoolboy Academy Player (8-13 years)

3. POLICY

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

4. DEFINITIONS

For the purposes of this policy:

The Company	Exeter City AFC Limited
The Club	Exeter City Football Club
The Academy	Exeter City Football Club Academy licensed to operate an accredited young player development programme 8-21yrs
EFL	The English Football League
Football Agent	An external agent, associate, member or Director of a Group that deals in the representation of football players & staff
Player	Any person registered with and/or contracted to ECFC, or triallist for the purposes of representing the Club in authorised competitive football matches.
Academy Player	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
Scholarship Player/ Scholar	A Player attached to The Club by way of a Scholarship Agreement
Scholarship Agreement	The validated agreement that binds an U17 Player to The Club for two seasons (unless otherwise mutually terminated)

Exeter City Football Club & Academy



Player Registration	A signed, valid form of registration, held by EFL
Contract Player	Any Player (except a Scholar or Academy Player), playing under a written contract of employment with The Club
Triallist	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
Club	Any member football Club of The English Football League or Premier League
club	Any member football Club, registered with The English FA
EPPP	Elite Player Performance Plan
The Board	A group of individuals, elected to represent stockholders; receive recommendations & ratify policies for corporate management
Director	Member of The Board
Executive Chairman	An employed position responsible for policy and direction of the Club and its Board system
Football Manager	The FT permanent or temporary 1 st Team Manager/coach
Technical Director	An employed position with the First Team responsible for the staffing and recruitment of players/staff
Academy Technical Board (ATB)	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
Academy Leadership Team (ALT)	The informing group attending to strategic delivery of the Academy, whose mandate is to relay and recommend policy & procedure to the ATB. Composition: Academy Director, Head of Coaching, Technical Director, CEO, ATB Chair
Academy Management Team (AMT)	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
Academy Staff	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 a Football Agent 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 & Technical Director are responsible for the determination, method & approach of Transfer dealings (IN and Out) of senior players.

5b) Attendance at Training & Games

- For a Football Scout 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 Match Day Coordinator upon arrival on each occasion and sign in with necessary details on the visiting Scout & Football Agent log in the Academy building (or other designated area) upon arrival and then sign out before departure.
- Football Agents must avoid any and all contact with players and parents at all times on every visit.
- Football Agents must be registered with the FA or they will not be permitted access to any activity at Exeter City FC.
- Football Agents will not be permitted to attend Academy training sessions.
- A full list of protocols can be found on the Academy website ([The Exeter City Academy | Exeter City F.C. \(exetercityfc.co.uk\)](http://www.exetercityfc.co.uk)) and will also be sent to Football Agents 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): Football Agents 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, Football Agents).
- 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 & Football Agent and/or interested Club(s).

7b) Young professional (17-23 years)

- Approach flagged to ALT.
- Football Manager informed via ALT.
- (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 3rd Party advice where applicable in either instance*.
- Concluding outcomes reported to ATB (ref: Players up to 21 years 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.
- Football Manager informed via ALT.
- Parents/carer informed.
- Meeting established with Player and/or parents/carer.
- Signpost to PFA for 3rd 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 Football Agents; & advice available***

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

- Approach flagged to ALT.
- Parents/carer informed.

Exeter City Football Club & Academy



- Meeting established with Player and/or parents/carer.
- Clarification on Rules regarding (in this instance) the boundaries of 'Football Agents' who may represent Players & their parents/carers as 'friends of the family' (no 'contracting' as such is permissible until the year of a player's 16th birthday).
- Any Associate/Football Agent 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 3rd 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.
- 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 Director of such approach.
- Depending on age & nature of approach; inform AMT & Academy staff to be made aware of possible 3rd 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.***