



# **ACCREDITED AGENT SCHEME**

## **APPLICATION FOR ACCREDITATION**

**APPLICANT'S NAME.....**

Please direct any questions regarding this application to the  
Accredited Agent Scheme

**Paul Massey**

**Operations Manager**

Phone: 0437 600 200

Email: [pmassey@nrl.com.au](mailto:pmassey@nrl.com.au)

**Accredited Agent Scheme Application Form**

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**APPLICATION**

I \_\_\_\_\_  
(Full name)

\_\_\_\_\_  
(Business or company name, if any, and address)

\_\_\_\_\_  
(Telephone) (Mobile) (Fax)

\_\_\_\_\_  
(Email)

hereby apply to the Rugby League Accredited Agent Scheme ("Scheme") for Accreditation as a Rugby League Player Agent pursuant to the Scheme Rules ("Rules") governing Accredited Agents.

I acknowledge that I have read and understand the Rules (including the Code of Conduct) and agree that, should my application be successful, I will abide by the Rules and Code of Conduct.

I acknowledge that the answers to the following questions are to be considered as part of this Application. I recognise that making false or misleading statements of a material nature in this Application may lead to denial or revocation of my Accreditation. If I do not provide the requested information, the RLPA and Accreditation Board may not be able to assess my Application.

I understand that all the information contained in this Application is for the use of the RLPA and Accreditation Board, in efforts to achieve the highest possible quality of representation of Rugby League players.

I acknowledge that the information collected in this Application will be held by the RLPA and will be used for the purposes of administering the Scheme. I agree that information may be maintained and used by the RLPA to the National Rugby League (NRL), NRL players and prospective NRL players. At all other times, and subject to relevant privacy legislation, the information will be kept securely and confidentially, however Accredited Agents may gain access to their information by contacting the RLPA.

**Sign here** \_\_\_\_\_

Date \_\_\_\_\_

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## Accredited Agent Scheme Application Form

### Eligibility

Unless otherwise determined by the Board, in order to be granted and to maintain Accreditation, an Agent must, as a minimum:

- a. Be eighteen (18) years or older;
- b. Not knowingly make any false or misleading statements of a material nature in the application for accreditation.
- c. Not have been:
  - i. Convicted of any offence; or
  - ii. Been a defendant in any civil proceedings in which a financial judgement was made against the Agent, in respect of any matter involving fraud, forgery, corruption, theft, embezzlement, misappropriation of funds, breach of fiduciary duty, professional negligence or legal malpractice (any spent or lapsed convictions as defined in relevant Commonwealth, State or Territory legislation will not be considered).
- d. At all times, be the holder of any necessary and current working with children clearance, approval, authorisation or license that is required by and issued under relevant legislation that deals with child-related work and the protection of children
- e. Not engage in any other conduct that might, in the reasonable opinion of the Board impact adversely on the Agents competence to act on behalf of a Players best interest and;
- f. Not engage in conduct that might, in the reasonable opinion of the Board, adversely affect, discredit or damage public confidence in the integrity of the Scheme;
- g. Agree to comply with the Rules and the Code of Conduct as in force from time to time.
- h. At all times, be the holder of current professional indemnity insurance to a limit of indemnity that is at least the minimum amount that is acceptable to the Accreditation Board from time to time.

### Accreditation Fee Structure

The following fees apply (non-inclusive of GST);

#### **First Year**

Application Fee	\$500.00
Annual Accreditation Fee	\$1500.00

The **Application Fee is non-refundable** in the event that the application is unsuccessful. The **Annual Accreditation Fee is refundable** in the event that the application is unsuccessful. Please make cheque payable to: **Rugby League Agent Accreditation Scheme**. Alternatively, request an invoice which will provide EFT details.

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**GST**

All fees listed in this clause are exclusive of GST.

**Level of Fees**

The Board may raise or lower the level of the Accreditation Fees at any time.

**Financial Year**

The financial year of the Scheme commences on 1 November each year.

**Transfer of Accreditation**

Accreditation is personal and is non-transferable between individuals.

**Provisional Accreditation**

In the event that the Agent has provided the application form, met the standards required under any assessments and interviews, paid the relevant fee and been accepted for Accreditation by the Board, the applicant shall be provided with Provisional Accreditation until he/she obtains the necessary indemnity insurance cover (which must be obtained within one month of accreditation being granted).

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Accredited Agent Scheme Application Form

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**1. Personal Details**

Date of Birth: .....

Have you ever been known by any other name/s: **Yes / No**

If yes, state all names, when used, including a maiden name and / or any other married names:

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Are you a Player Agent on a full-time basis: **Yes / No**

If no, what is your other current occupation or occupations:

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This is the \_\_\_\_\_ time I have applied for Accreditation as a Rugby League Player Agent.

**2. Employment / Occupation**

*Please provide your employment CV as well as answering the following questions:*

I am currently (please complete one):

**Employed by**

(Name of employer) .....

(Address / Phone) .....

(Years of employment) .....

(Nature of employment) .....

**Carrying on a business as**

(Business Name) .....

(Address) .....

(Date of commencement) .....

(Nature of business) .....

Are you employed, or do you hold a position with any Football Club (of any Code) or do you hold a position of authority in any School? If yes, please list: **Yes / No**

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**4. Memberships and Licenses**

Are you a member of any business or professional organisation which directly relates to your occupation or profession?

**Yes / No**

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Please list any occupational or professional licenses or other similar credentials (i.e. Certified Public Accountant, Registered Tax Agent, Licensed Securities Dealer) you have obtained other than tertiary institution qualifications, including dates obtained:

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**5. All Applicants**

Have you been cautioned, or had your accreditation suspended or cancelled?

**Yes / No**

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In the last five (5) years has your right to engage in any profession, occupation or Public Office been suspended, withdrawn or terminated? If yes, please explain fully.

**Yes / No**

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Have you ever been convicted of any indictable offence or any offence involving fraud, dishonesty, theft or other misappropriation of funds? If yes, please indicate nature of offence, criminal authority involved and the punishment assessed.

**Yes / No**

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Accredited Agent Scheme Application Form

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Have you been declared bankrupt or been an owner or part owner of, or holder of any interest in, a business which has gone into liquidation or had a receiver or an administrator appointed over it or over all or some of its assets? If yes, please provide full details.

Yes / No

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Have you ever been prohibited from working with children (under relevant State Legislation for Child Protection)?

Yes / No

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Are you an Accredited Agent with any other Organisation? If yes, please specify.

Yes / No

**6. Testimonials**

Please list below the names, addresses and telephone numbers of **three people**, each involved in different competency areas of your business, which you have known for at least five years. We require you to source a written testimonial letter from each of these referees attributing to your ability to perform in your role as a Player Agent in the competency area with which they relate to you and your business.

Examples of referees could be as follows: players whom you have *represented*, Club Administrators whom you have *negotiated with*, parents of players or other Player Agents with whom you have *built and maintained a relationship*, persons not related to you who can *attest to your good character*.

We have drafted an example of a request for a testimonial which you may like to use to send to your referees. It is included in the Appendicis section at the end of this Application.

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**7. Current Representations (for those currently working in an accredited agency or in other sports)**

How many athletes do you or your employer currently represent: \_\_\_\_\_

Please complete following detail for up to three of these players:

**Player 1**

(Name) \_\_\_\_\_

(Years represented) \_\_\_\_\_

**Player 2**

(Name) \_\_\_\_\_

(Years represented) \_\_\_\_\_

**Player 3**

(Name) \_\_\_\_\_

(Years represented) \_\_\_\_\_

**8. Business Services**

Which of the following services do you or your firm offer to Rugby League players? Please tick each service provided.

- Contract Negotiations
- Estate Planning
- Tax Planning
- Financial Planning
- Investment Counselling
- Appearances / Endorsements / Marketing / Promotion
- Player Professional Development / Non-Playing Career Planning

Other services (list):

\_\_\_\_\_

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**9. Potential Partners**

From time to time your representatives will ask you for guidance in areas which you or your business is not engaged in. Please indicate the people to whom you would refer your representatives in these areas and please list *their* qualifications in their specified field (i.e. Accountants, Lawyers, Taxation Planners) and also attach letters of association/intent to assist from these partners

**Partner 1**

*(Name)* .....

*(Area of Expertise)* .....

*(Associated Qualifications)* .....

**Partner 2**

*(Name)* .....

*(Area of Expertise)* .....

*(Associated Qualifications)* .....

**Partner 3**

*(Name)* .....

*(Area of Expertise)* .....

*(Associated Qualifications)* .....

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**10. Your Professional Agreements**

Do you or your employer have an agreement of any kind with any individual, Firm, or organisation pursuant to which such individual, Firm or organisation solicits or recommends Players to use your services? If yes, please explain fully, including the name and address of each such person, Firm or organisation and details of any compensation or other consideration to such individual, Firm or organisation.

Yes / No

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**11. Statutory Compliance**

You are required to be the holder of current professional indemnity insurance to a limit of indemnity that is at least the minimum amount that is acceptable to the Accreditation Committee from time to time. Please specify the insurer, the term of the insurance and the value and attach a copy of the Policy of Insurance.

(Insurer) .....

(Term) ..... years expiring at the end of .....

(Value of Cover) \$ .....



**13. Business Plan**

Please attach a current Business Plan which you intend to implement to grow your business.

It would be ideal if in your Business Plan you can outline the current position of your business, the players you currently represent, and the financial position of your business, and how you intend to increase volume and your success within these and other core functions of your business.

It should show not only how you intend to promote your business, but also how you plan to represent your clients and how you intend to plan for their welfare and their non-playing career development.

The Plan should include information on your Professional Development aspirations and areas in which you would like to improve your knowledge and expertise.

We have included an Example of a Business Plan Structure in the Appendices section at the end of this application.

**Your Business Plan should be a separate document which is attached to your completed Application at the time of submission.**

**14. Interview / Orientation day attendance**

For the purposes of considering your application, are you prepared to be interviewed and / or formally examined by the Accreditation Committee or their nominee and to attend an appropriate orientation day as requested by the committee?

**Yes / No**

**15. Publication of your information**

If your Application is successful and you are accredited, do you consent to information relating to you being published, whether on the NRL website, in document form or otherwise, in accordance with the Rugby League Accredited Player Agents rules?

**Yes / No**

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**16. Submission Checklist**

Please ensure that you have completed / attached the following before submitting your Application:

- Have read through the Rules and Code of Conduct
- All sections of Application completed
- Any information which was completed on separate sheets as you required more room has been properly attached to the back of this Application
- Three testimonials have been attached at the back of this Application
- Your Business Plan has been included with your Application for submission
- You have signed on Page 2 of this document
- You have provided a digital colour photograph
- You have attached payment of the Application Fee and Annual Fee
- The necessary and current working with children clearance, approval, authorisation or license that is required by and issued under relevant legislation that deals with child-related work and the protection of children
  
- ALL INFORMATION IS CURRENT AND CORRECT AT THE TIME OF SUBMISSION

*Thank you for your time in the completion of your Application and we will endeavour to contact you as soon as your Application has been assessed.*

*Kind regards*

***Paul Massey***  
*Operations Manager*

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**Appendix – Testimonial Request Draft Letter**

*Dear John*

*I am making an application to the Accredited Agent Scheme to secure Accreditation as a Rugby League Player Agent. In order to do that I am required to provide testimony of good fame, good character and experience in the industry from three individuals. One in the game, one with whom I have had business relationships with and one person who has been a client or customer or beneficiary of my services in any form.*

*I would appreciate it if you would assist me by writing a testimonial that I can submit with my application. In this testimonial you will be required to confirm that you know me, how long you have known me and in what capacity, and you will be asked to attest to my good fame and character.*

*In order for this testimonial to qualify so that I can submit it as part of my Application for Accreditation, you will need to specifically relate your testimony to the following areas;*

- confirmation that you know me*
- how you know me*
- how long you have known me and in what capacity*
- attest to my good fame and character*

*Should you have any queries in regards to this testimony, please do not hesitate to contact me.*

*Thank you in advance for your time.*

*Kind regards  
(Your Name)*

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## **Appendix – Business Plan Structure (Example Only – Provide separate document)**

Your Business Plan should address each of the 9 key headings listed below. The issues that are listed below each heading are suggestions of the type of information that could be provided for each topic but should be adapted as appropriate for your business plan.

### **1. BUSINESS NAME**

### **2. EXECUTIVE SUMMARY**

Please provide a clear, concise executive overview of the business that would be effective as a standalone overview of your organisation's business plan.

*Your executive summary should include the following information:*

- (a) a brief description of the business and proposed business model,*
- (b) an overview of the market potential,*
- (c) a summary of managerial skills & experience,*
- (d) an overview of financial forecasts and expected returns for the business, and*
- (e) the purpose of the plan (e.g. motivation to become a Player Agent).*

### **3. COMPANY OVERVIEW**

Please provide a brief overview of your current or anticipated organisation. The overview could include information relating to:

- (a) the purpose of the business, (ie. Explain the various components of your Player Agent Offer)*
- (b) the history of your organisation, (if applicable)*
- (c) the genesis of the business concept, and*
- (d) the current status of the business concept.*

*The overview should also provide an outline of your organisation's overall strategy and objectives over the next few years.*

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#### **4. PRODUCTS AND SERVICES**

*Please provide a description of the new or improved product(s) and/or service(s) that are the subject of this business plan. In your description you could include information relating to:*

*(a) Agency features and benefits,*

*(b) pricing, (if applicable)*

*(c) current status of products & services offered and under development*

*Your description should clearly indicate why your product/service will be innovative or superior from both a technical and market perspective.*

#### **5. MARKET AND MARKETING STRATEGY**

*Please provide an overview of the market the business will operate in, and the proposed marketing strategy which will enable the business to enter and prosper in this market. Your overview could:*

*(a) identify the market and describe its characteristics (including market segments, estimated size, potential growth and barriers to market),*

*(b) give the estimated market share the business expects to achieve and the basis for this estimate,*

*(c) explain how barriers to entry will be overcome.*

#### **6. OPERATIONS**

*Please provide an overview of the proposed operations of the organisation. Your overview could:*

*(a) detail the proposed implementation of your services,*

*(b) describe any necessary research and development activities necessary to achieve project outcomes, and*

*(c) identify the resources required to achieve the objectives of the business, and describe ownership or access to the equipment, facilities and specific service providers*

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## **7. MANAGEMENT (TEAM)**

*Please provide an overview of the proposed management structure and style of the organisation. Your overview could:*

- (a) detail the proposed organisational structure (using a schematic diagram),*
- (b) detail the key management personnel involved in the organisation and their relevant skills – particularly in the areas of marketing, promotion, innovation, human resources and finances,*
- (c) briefly describe any relevant commercialization experience within the management team,*
- (d) identify any external contractors essential to the business.*

## **8. FINANCIAL PLAN**

*Please provide an overview of the organisation's financial plan. Your overview could also*

- (a) identify any establishment and other recurring costs (eg. marketing cost) associated with the business and describe how these costs will be met,*
- (b) describe any other sources of income (eg licensing royalties, upfront contributions), and*
- (c) provide a summary of financial forecasts for the business and details of financial assumptions used to prepare the financial model.*

## **9. THE INVESTMENT PROPOSITION**

*Summarise the benefits for the Scheme by having you as a member.*

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