



RUGBY LEAGUE ACCREDITED PLAYER AGENT SCHEME

APPLICATION FOR ACCREDITATION

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

Neil Cadigan

Operations Manager

Phone: 0419 236 371

Email: rlagents@nrl.com.au



APPLICATION

(full name)

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

(Telephone)

(Mobile)

(Fax)

(Email)

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

I acknowledge that I have read and understand the RLAPAS Rules and Code of Ethics and agree that, should my application be successful, I will abide by and adhere to the aforementioned Code of Ethics.

I note 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 with the RLAPAS. If I do not provide the requested information, the RLAPAS may not be able to assess my Application.

I understand that all the information contained in this Application is for the use of the RLAPAS and its members, 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 RLAPAS and will be used for the purposes of administering the Accredited Player Agent Scheme. Information may be provided by the RLAPAS 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 RLAPAS.

I agree that all of the information contained in this Application can be maintained and used by the RLAPAS in performing its functions and can be provided by the RLAPAS in performing its functions to individual NRL players or prospective NRL players.

Sign here _____

Date _____





Accreditation Application

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. If representing minors or intending to represent minors, register and receive necessary approval or license pursuant to relevant legislation in relation to working with minors;
- 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 these Regulations and the Code of Conduct as in force from time to time.

Accreditation Fee Structure

The following fees apply;

First Year

Application Fee	\$500.00
Annual Accreditation Fee	\$1500.00

Upon receiving this application form, Application Fee and first years Annual Accreditation Fee, the Board will assess the merits of the Agent's application and whether they are entitled to receive the relevant documents and attend the Schemes 'Player Agent Skills' Workshop. 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.



Accreditation Application

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 is the year commencing November 1.

Transfer of Accreditation

Accreditation is non-transferable between individuals.

Provisional Accreditation

In the event that the Agent has provided the application form, paid the relevant fee and been determined eligible for Accreditation by the Scheme, the applicant shall be provided with Provisional Accreditation until completion of the Player Agent Skills Workshop and associated assessment, whereupon such Agent shall be granted full Accreditation.

During any period of Provisional Accreditation, the Agent may continue to perform all duties of an Agent, including the negotiation of NRL contracts with Clubs on behalf of players, however, any failure to attend workshops as specified as part of the Accreditation Competency Framework each year shall result in suspension, revocation or cancellation of provisional accreditation and eligibility for pending Accreditation.

The maximum period for an Agents Provisional Accreditation is twelve (12) months from the date of issue.



Accreditation Application

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:

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

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

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

2. Employment / Occupation

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





Accreditation Application

3. Education / Training

Secondary School Attended

(School) _____

(City / State) _____

(Year Graduated) _____

Tertiary Institution Attended (if any)

(Institution) _____

(City / State) _____

(Year Graduated) _____

Degree / Diploma Achieved (if any)

(Degree 1) _____

(Year Awarded) _____

(Degree 2) _____

(Year Awarded) _____

Please outline any further training / study you have completed which increases your competency to represent Rugby League Players as their Agent (please provide details of course name, institution and year studied – examples include Negotiation Skills, Communication Skills, Public Relations Skills, Business Planning or any other Professional Development that you have undertaken):

(use additional pages if necessary)





Accreditation Application

4. Memberships and Licenses

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

Yes / No

Three horizontal lines for providing details of memberships and licenses.

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:

Three horizontal lines for providing details of occupational or professional licenses.

5. All Applicants

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

Yes / No

Two horizontal lines for providing details of cautions or suspensions.

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

Two horizontal lines for providing details of suspensions or terminations.

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

Two horizontal lines for providing details of convictions.





Accreditation Application

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

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

Yes / No

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.

1. Name _____ Contact Number: _____ Position: _____

2. Name _____ Contact Number: _____ Position: _____

3. Name _____ Contact Number: _____ Position: _____





Accreditation Application

7. Current Representations

How many Rugby League players does your employer (*if you are employed by an agency that currently holds accreditation status*) 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 could 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):





Accreditation Application





Accreditation Application

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)

Partner 1

(Name) _____

(Area of Expertise) _____

(Associated Qualifications) _____

Partner 2

(Name) _____

(Area of Expertise) _____

(Associated Qualifications) _____

Partner 3

(Name) _____

(Area of Expertise) _____

(Associated Qualifications) _____



Accreditation Application

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.

Should you require assistance in the compilation of your Business Plan, please feel free to contact one of the following representatives who are approved partners of the RLAPAS.



Business Coaching Systems

Suite T301, Miller Street
Cammeray NSW 2056
Phone: (02) 9934 1900



Shire Coaching & Training

Barbara Anderson
Phone: (02) 9527 9396

Email: info@shirecoachingtraining.com.au

Ross Teakle & Associates

Phone: 0418 231 497
Email: rteakle@bcsccoach.com.au

Bob Kerr

Phone: (02) 4930 7718
Email: bobkerr52@bigpond.com

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

14. Interview

For the purposes of considering your application, are you prepared to be interviewed and / or formally examined by the Accreditation Committee or their nominee?

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

16. Submission Checklist

Please ensure that you have completed / attached the following before submitting your Application to the RLAPAS.

- Have read through the RLAPAS Rules and Code of Ethics (both issued to you digitally on CD with this Application)
- 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 (on appropriately marked CD) colour photograph
- You have attached payment of the Application Fee and Annual Fee
- You have completed and signed the appropriate form to allow you to work with Children in your State (one can be made available to you upon request)
 - NSW – Prohibited Employment Declaration Form
 - QLD –
 - SA –
 - VIC –
 - New Zealand –
- 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

NEIL CADIGAN

Operations Manager



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Appendix – Testimonial Request Draft Letter

Dear John

I am making an application to the NRL 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)*



Appendix – Business Plan Structure (Example)

Your Business Plan must 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,





Accreditation Application

(d) an overview of financial forecasts and expected returns for the business, and

(e) the purpose of the plan (eg 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





Accreditation Application

(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.

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) identify the main competitors, their competing products or services, relative prices, and explain what differentiates your product from that of your competitors,

(d) detail how the product/service will be commercially exploited (including information on the proposed selling and distribution arrangements, pricing and promotion strategies), and

(e) 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



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.
