ACA Player Agent Accreditation Scheme
Introduction and How to Apply

Updated April 2014

1. Introduction

The ACA Player Agent Accreditation Scheme (Scheme) has been established by the Australian Cricketers’ Association Inc. (ACA), with the support of Cricket Australia (CA), in recognition of the fact that its members may choose to engage professional contract and/or management representation services during their careers as professional cricketers.

The ACA recognises the important role played by these professional service providers (referred to in this document as “Agents”). Accordingly, the ACA considers that the interests of its members are enhanced by monitoring, maintaining and endeavouring to enhance the standards of knowledge, integrity, competence, conduct, performance and professionalism of the Agents associated with Australia’s professional cricketers.

The purpose of the Scheme is to facilitate access for players to the required advice and support in a manner which the ACA believes protects the interests of its members and that is also fair and reasonable to those Agents wishing to provide professional services to players.

The Scheme is an important and valuable tool for players to identify quality professional service providers and for agents to promote, enhance and maintain quality professional services.

Individuals who meet the applicable requirements may be recognised by the ACA as Accredited Agents.

The ACA supports Accredited Agents in representing its members through the provision of ongoing education, information and other assistance.

CA and the ACA strongly believe that it is in the interests of players and the game of cricket for all agents representing our professional cricketers to be Accredited under the Scheme. To this end, CA and the ACA have agreed that (with only limited exceptions) CA, State Associations, BBL Teams and the ACA will only deal with Accredited Agents in player contract discussions.
2. Administration of the Scheme

The Scheme is established under the ACA Player Agent Accreditation Scheme Regulations (Regulations) and is recognised under the Memorandum of Understanding between CA and the ACA.

The Scheme is administered by the ACA.

The Regulations establish an Accreditation Board (Board), which is responsible, among other things, for:

- assessing and determining applications for Accreditation;
- monitoring the performance of Accredited Agents;
- investigating written complaints;
- making determinations regarding continuing Accreditation or suspension or cancellation of Accreditation;
- determining any assessment or continuing education that should be undertaken by applicants or Accredited Agents.

The Board consists of two ACA nominees, one CA nominee and two nominees agreed by CA and the ACA.

The current members of the Board are:

- Graham Manou (ACA Manager Cricket Operations & Membership);
- Michael Abrahams (ACA Legal Counsel);
- Iain Roy (CA Senior Manager – Integrity and Senior Legal Counsel);
- Shaun Graf (Cricket Victoria General Manager Cricket);
- John McMullan (independent lawyer).

In addition, an Accredited Agents’ Representative Committee is elected each year by a vote open to all Accredited Agents. This Committee is responsible for representing the views of Accredited Agents to the Accreditation Board and the ACA.

The current members of this Committee are:

- Andrew McRitchie;
- Dominic Thornely;
- Ravi Malhotra.
3. Requirements on Accredited Agents

To be eligible to become an Accredited Agent (and to maintain Accreditation), an applicant must agree to comply with, and be bound by, the Regulations and Code of Conduct, as well as the terms and conditions in the application form.

The Regulations cover the following main topics:

- composition and duties of the Accreditation Board;
- administration of the Scheme;
- reasons the Accreditation Board may decline an application, suspend or cancel an agent’s accreditation, or issue warnings or reprimands to agents;
- required information to include in applications;
- requirements of being an accredited agent; and
- complaints, investigations, discipline and appeals.

The Code of Conduct covers the following main topics:

- conflicts of interest;
- confidentiality;
- records and accounts
- professional development and knowledge;
- disclosure responsibilities on agents;
- approaches to players; and
- cooperation with Accreditation Board.

All Accredited Agents are required to have in place current professional indemnity insurance (in accordance with the Regulations) to a value of at least $2 million. A current National Police Check is also required at the time of application.

Payment of an Annual Fee and completion of a Renewal Form are required to maintain Accreditation. The Accreditation Board may also prescribe compulsory education or testing requirements from time to time.

There is no compulsory Standard Player Agent Contract at this time. This may be introduced in the medium term, but only after further consultation with Accredited Agents.
4. Summary of Application Process

In order for an application to be considered, the applicant must:

- be at least eighteen (18) years of age;
- sign and complete the Application Form, fully and honestly;
- agree to abide by the Scheme Regulations and Code of Conduct;
- provide a suitable certificate of currency demonstrating current and compliant professional indemnity insurance of at least $2 million (covering the applicant in his or her intended capacity as a player agent);
- provide an up-to-date National Police Check; and
- pay the Application Fee of $750 inc. GST.

Following provisional approval by the Accreditation Board, an applicant will need complete the following steps in order to become an Accredited Agent:

- achieve the required pass mark in the online Pre-Accreditation Examination (examination);
- attend an induction session; and
- pay the Annual Fee (currently $990 inc. GST per year, which will be adjusted on a pro rata basis for newly Accredited Agents).

5. Examination

The purpose of the examination is to assess whether applicants have the base level of knowledge which is required by the ACA Player Agent Accreditation Board in order to grant Accreditation.

Once provisional approval of an application has been granted, the ACA will send the applicant a set of study materials for the examination and contact the applicant to arrange a time to undertake the examination.

The examination is open book, completed online, is comprised of multiple choice and short answer questions and can be scheduled for a time which is convenient to the applicant. A mark of 70% is required in order to pass the examination.

All materials which may be the subject of the examination are provided as part of the study pack.

The topics which may be covered in the examination are currently:
• the collective bargaining agreement for Australian men’s cricket, the Memorandum of Understanding (MOU) between CA and the ACA (including player entitlements, obligations and restrictions);
• standard playing and marketing contracts under the MOU;
• ACA Player Agent Accreditation Scheme Regulations and Code of Conduct;
• MOU provisions concerning the accreditation of player agents;
• the CA Marketing Points system;
• CA, State and BBL Team Major Sponsors;
• the Australian Cricketers’ Retirement Account (ACRA);
• ACA member benefits and the CA-ACA Professional Development Program;
• procedures relating to reimbursement of medical expenses by CA, State Associations and BBL Teams;
• upgrades to CA and State Player Contracts;
• procedure for approval of contracted players to play overseas cricket (and related obligations of players); and
• rules regarding contracting and remuneration of State, Rookie and BBL players.

The examination must be completed by the applicant to the required standard within 6 weeks after the study materials are sent by the ACA, or the application will be deemed unsuccessful.

6. Induction Session

In addition to the self-study and examination process, applicants for Accreditation must participate in a half-day induction session (which is generally delivered by the ACA with support from CA and outside presenters).

The induction session provides applicants with further education to support their intended roles as Accredited Agents. These sessions will usually be held in Melbourne, but the ACA will endeavour to accommodate requests by applicants to participate by video conference.

The ACA will usually conduct only two of these sessions per year.

The next induction session is scheduled to take place on Wednesday 30 July 2014. The following session is intended to be scheduled for the first quarter of 2015.
7. **Annual Conference and Further Education**

The Annual Conference is a compulsory event for all Accredited Agents where current issues will be discussed, education will be provided and new agents welcomed.

The Annual Conference is intended to be held in around March each year.

The most recent Annual Conference was held at the MCG in March 2014.

The Accreditation Board may also schedule further compulsory education or testing from time to time.

8. **Fees**

All applicants for Accreditation must pay an Application Fee (currently $750 inc. GST) in order for their applications to be considered. The ACA will refund 50% of this fee (following a written request) in the event that the application is unsuccessful.

As a pre-requisite to Accreditation, successful applicants are required to pay a pro rata portion of the Annual Fee (currently $990 inc. GST) covering the remainder of the current Accreditation period (commencing from the date of invoice by the ACA and ending on the last day of February).

Each Accredited Agent is required to renew his or her Accreditation by the last day of February each year by paying the Annual Fee and returning a completed renewal form.

An Appeal Fee (currently $550 inc. GST) is payable for lodging an appeal to the Appeals Committee.

9. **Application Process**

(1) Complete the Application Form in full. This form is available at [www.austricricket.com.au/agents](http://www.austricricket.com.au/agents). In support of this application, the applicant must supply the following [which must all be provided in order for your application to be considered]:

   a. Certificate of currency evidencing appropriate professional indemnity insurance cover.
Please note:

- The minimum level of cover is $2 million (each and every claim and in the aggregate).
- You may place cover through your own broker, but it must with a reputable insurer. The ACA’s brokers, Gallagher Australia, are familiar with the Scheme and can arrange individual cover (contacts - Robyn Adcock (02 9242 2008/0414 971 918/robyn_adcock@ajg.com) and Phil Emery (02 9242 2061/0412 942 538/Phil_Emery@ajg.com)).

b. An original, up-to-date (within the last 3 months) National Police Certificate (i.e. Police Check).

- This can be obtained from your State police force for a small fee (information is available online).
- Please note: We understand that these often take about 10 Business Days to be processed.

c. Payment of the Application Fee of $750 (inc. GST).

- The ACA will provide you with a tax invoice and receipt upon receipt of the fee.
- Please pay via one of the following methods:
  - Cheque (cheque made payable to “Australian Cricketers’ Association”);
  - Credit card (please call the ACA on 03 9698 7200 to make payment);
  - Direct Debit – please send through a copy of your receipt of payment

Account Name: Australian Cricketers’ Association
Bank: Commonwealth Bank
BSB: 063 128
Acc: 1017 1082

(2) Return the completed form, and additional requirements in 2 (a), (b) and (c) above, to the ACA:

PO Box 395
South Melbourne VIC 3205
(3) Provided ALL of these items have been provided, the ACA will contact you with initial feedback on your application within 10 business days after receiving these items and you may be cleared to sit the online examination and invited to attend the next induction session. In that case, the ACA will send you the hard copy examination study materials and then contact you to arrange an examination time.

The examination must be successfully completed within 6 weeks after the ACA sends the study materials. If the next induction session is scheduled to take place after you complete the examination, the invitation to attend will be contingent on successful completion of the examination.

(4) If you successfully complete the examination, have attended an induction session and your application is otherwise successful, the ACA will provide you with an invoice for the Annual Fee. The ACA’s receipt of the Annual Fee will usually be the final requirement for Accreditation, following which the ACA will be in contact with you and will take steps to formally recognise you as an Accredited Agent.

Note: Your application will be deemed unsuccessful if you fail to successfully complete all requirements for Accreditation within 12 months after the ACA receives your application form (and if you still wish to be considered for Accreditation, you will be required to submit a fresh application, including full payment of a further Application Fee).

10. Further Information

For further information, please go to www.auscricket.com.au/agents or contact Lauren Duver at the ACA:

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