

## **ANNUAL RETURN – 2021/2022** **GUIDANCE FOR INTERMEDIARIES**

In accordance with Regulation C.12 of The FA’s Working with Intermediaries Regulations (“the Regulations”) an Intermediary shall within 30 days of 30<sup>th</sup> June 2022 provide any Player with whom they have or have had a Representation Contract during the Reporting Period. The Association shall be entitled to request a copy of any Annual Return provided to a Player and the Intermediary must comply with any such request within 14 days of the date of such request.

A copy of the Regulations can be found [here](#)

If there is an inconsistency between any of the provisions of this Guidance and The Association’s Rules and Regulations, The Association’s Rules and Regulations shall prevail.

Definitions used herein are as set out in the Rules and Regulations.

### Completing the Annual Return

An Annual Return must be completed by the Intermediary for each Player with whom they have, or have had, a Representation Contract during the Reporting Period. This includes any Representation Contracts that have expired or been executed during the Reporting Period.

As defined in the Regulations, the Reporting Period means the period between 1st July of the previous calendar year and 30th June of the current calendar year.

### Remuneration

Section 1 of the Annual Return must include all direct payments received by the Intermediary from the Player in respect of Intermediary Activity, including but not limited to payments made by way of a net salary deduction and any lump sum payments.

Section 2 of the Annual Return must include all payments received by the Intermediary from the Club on behalf of the Player in respect of Intermediary Activity. This includes payments made as a benefit in kind by the Club in respect of the Player.

Section 3 of the Annual Return must include all payments, fees and expenses received by the Intermediary from the Player or a Club (on the Player’s behalf) that do not relate to Intermediary Activity. This includes but is not limited to, image rights, commercial deals and sponsorship. This also includes any payments made directly by the Player to the Intermediary or any payments made on behalf of the Player to the Intermediary.

If no remuneration has been received by the Intermediary from the Player during the Reporting Period, an Annual Return must still be completed and submitted to the Player concerned.

### Submission

The Annual Return must be provided to the Player within 30 days of 30<sup>th</sup> June 2022. An Annual Return may be provided to a Player in electronic form, provided it has been signed and dated by the relevant Intermediary and the Intermediary can evidence it has been received by the Player if required by The Association. We suggest that Intermediaries keep an appropriate record of how the Annual Return was provided to the Player (such as any relevant emails).

We suggest that any Annual Returns submitted by post or courier are sent by a method requiring the signature of the Player.

Similarly, if an Annual Return is submitted by hand, we suggest that the Player provides written acknowledgement of receipt.

The Association can request a copy of any Annual Return. Intermediaries must comply with any such request within 14 days in accordance with the Regulations.

Any Intermediaries who do not comply with Regulation C.12 may be subject to disciplinary action by The Association.

Please direct any further queries to the Intermediaries team at [intermediaries.queries@thefa.com](mailto:intermediaries.queries@thefa.com)