

FIFA®

Ethical Recruitment Guide

CHECKLIST 2

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» Transparency and Honesty

Full Disclosure of Financial Arrangements



- ☒ I have clearly communicated all fees, commission structures, and contract terms with the player and their family.
- ☒ I have provided a simplified, written breakdown of financial terms, including performance incentives, potential penalties, and payment schedules.
- ☒ I have ensured that the player and their family understands the long-term financial commitments and implications of any contract.

Accurate Representation of Career Opportunities



- ☒ I have avoided exaggerating career prospects or overpromising outcomes to attract clients.
- ☒ I have clearly explained the realistic challenges and uncertainties involved in a football career, including injury risks, competition levels, and retention challenges.
- ☒ I have encouraged the player and their family to consider alternative career or educational plans alongside football.

Accessible Contract Information



- ☒ I have offered contracts/representation agreement in clear, plain language, avoiding legal jargon.
- ☒ I have informed the player and the family in writing that they should consider taking independent legal advice in relation to the representation agreement.
- ☒ I have allowed adequate time for the player and their family to review the contract with independent legal advice, should they wish to.
- ☒ I have regularly reviewed contract terms with the player and family to ensure understanding and satisfaction with the terms.

» Safeguarding and Protection of Minors

Representation of Minors



- ☒ I have complied with article 13 of the FFAR regarding any approach to a minor player or the representation of a minor.
- ☒ I have ensured the guardians are fully informed of the rights, responsibilities, and risks involved.

Verification of Safe and Supportive Environment

- ☒ I have confirmed that clubs, academies, and other organisations involved have safeguarding policies in place, such as background checks, reporting mechanisms, and zero-tolerance policies on abuse, as well as a designated safeguarding officer or local equivalent.
- ☒ I have documented all safeguarding measures that are in place at clubs or academies, and provided guardians with this information.

Education, Player Care and Development Balance

- ☒ I prioritise clubs or academies that offer adequate educational and welfare programmes for minors.
- ☒ I advocate for the minor's right to balanced development, ensuring that football training does not interfere with education or well-being.
- ☒ I have provided my client and their family access to educational materials on managing a balanced lifestyle between sport and education.

Regular Welfare Check-Ins

- ☒ I schedule check-ins with the minor and their family to discuss well-being, career progress, and any concerns.
- ☒ I have documented any welfare concerns raised by the player or family and followed up with the appropriate clubs or authorities when necessary.

Safeguarding Training Compliance

- ☒ I have completed FIFA's safeguarding training and any other mandatory professional development courses focusing on protecting minors.
- ☒ I keep up-to-date with the latest safeguarding standards and best practices.

Accountability and Compliance**Adherence to FIFA's Regulations**

- ☒ I have familiarised myself with FIFA's relevant regulations, especially those regarding minors, representation agreements, and fee structures.
- ☒ I use standardised contract templates that comply with FIFA and national regulations to ensure consistency and transparency.
- ☒ I have successfully completed the designated CPD course on minors provided by FIFA.

Avoiding Conflicts of Interest



- ☒ I have disclosed any potential conflicts of interest to all parties (e.g. representing both a player and a club) and seek written consent.
- ☒ I have ensured that decisions are made in the player's best interest, even if this means stepping back from a conflicted role.

Reporting Unethical Practices



- ☒ I will report any observed unethical practices, such as unauthorised recruitment activities, exploitation, or breaches of safeguarding standards, to FIFA or its member association.
- ☒ I will maintain a record of any unethical situations encountered and actions taken to ensure accountability and transparency.

Ethical Communication and Documentation



- ☒ I keep detailed records of all communications with the player, their family, and any associated clubs or academies.
- ☒ I have ensured that all documents, agreements, and relevant communication are accessible to the player and their family for review.

» Fairness and Non-Discrimination

Non-Biased Recruitment Practices



- ☒ I assess players solely based on their talent, commitment, and growth potential, disregarding race, nationality, socioeconomic status, or gender.
- ☒ I have created a standardised evaluation method to ensure fair and objective assessments.

Equal Access to Opportunities



- ☒ I provide equal opportunities for players regardless of their background.
- ☒ I avoid 'pay-to-play' scenarios

Promotion of Gender Equality



- ☒ I strive to ensure that female players receive the same level of support, resources, and opportunities as their male counterparts.
- ☒ I advocate for gender equality in all recruitment and representation efforts.

Cultural and Socioeconomic Awareness

- ☒ I am mindful of cultural or socioeconomic barriers and make accommodations to help underprivileged players navigate recruitment processes.
- ☒ Where possible, I connect disadvantaged players with support programmes, scholarships, or sponsors that can assist with costs associated with training and travel.

Avoidance of Stereotyping and Unconscious Bias

- ☒ I regularly review my recruitment practices to identify and correct any unconscious biases.
- ☒ I have educated myself on how to avoid stereotyping players based on physical attributes, nationality, or background.

» Ensuring the Minor's Autonomy and Family Involvement**Informed Consent and Autonomy for Minors**

- ☒ I respect the player's autonomy by involving them in decision-making processes, even though final consent is given by their legal guardians.
- ☒ I have explained all agreements and commitments in age-appropriate terms, allowing the player to ask questions and express concerns.

Ongoing Consent and Periodic Reviews

- ☒ I revisit consent with the player and their guardians periodically, especially when significant decisions or changes arise.
- ☒ I allow the player and family to review and update representation agreements to reflect their evolving goals and preferences.

Transparency in Communication with Families

- ☒ I keep open lines of communication with the player's family, updating them on their child's progress, potential risks, and any changes in representation terms.
- ☒ I actively encourage the player's family to voice concerns and offer feedback on representation practices.

» Additional Checks and Best Practices

Due Diligence with Third-Party Collaborations



- ☒ Conduct background checks and verify the legitimacy of third parties involved with the player, such as training academies or sponsors.
- ☒ Ensure any collaborators uphold ethical standards and are free from past incidents of exploitation or abuse.

Mitigating Risks of Relocation and Cultural Adjustment



- ☒ For international placements, assess the player's readiness and provide support for cultural and environmental adjustment.
- ☒ Partner with trusted local organisations to assist with relocation logistics, housing, and legal support to ensure a smooth transition.

Educational Support and Life Skills Training



- ☒ Advocate for life skills training at academies or clubs to help minors develop resilience, financial literacy, and communication skills.
- ☒ Where possible, facilitate mentorship programmes with older players to guide young recruits through the pressures of professional sports.

Encouraging Balanced Development



- ☒ Encourage players to prioritise their education and personal well-being.
- ☒ Provide resources and counselling to help minors manage their time and maintain a balance between sports and other developmental pursuits.



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