



PLAYER CONTRACT PART 1 - GUIDANCE NOTES

Relevant Section / Clause	Guidance Note
<p>General</p>	<p>All fields are mandatory. No fields should be left blank. If something is not applicable, please indicate with N/A. Please ensure all information is current and accurate.</p>
<p>Section 1 Player Information</p>	<p>Insert the Player's:</p> <ul style="list-style-type: none"> • Full Name • Home Address • Place of Birth (Town/City and Country) • Date of Birth • Email Address or of Parent /Guardian if the player is U18 (not the club or club representative's email address) • Club the player was last registered with and Country • Club the player last played for and Country • National Insurance number
<p>Section 2 Club Information</p>	<p>Insert the Club's:</p> <ul style="list-style-type: none"> • Name • Club's registered name (as registered at Companies House) • Club's registration number (as registered at Companies House) • Club's registered address (as registered at Companies House) <i>If the club is not registered at Companies House these sections should be completed with N/A and not left blank.</i> • Name of Club's Home Ground and Full Address • Name of Club's regular Training Ground and Full Address (if different from Home Ground) <i>If the club has no regular training ground, or the training ground is the same venue as the Home Ground these sections should be completed with N/A and not left blank.</i> • Name and Job Title (within club) of Club Representative • Email address of Club Representative <i>The Club Representative should be a person authorised to sign on behalf of the club (e.g. Club Secretary or Director), who is responsible for administering the contract and receiving notices regarding the contract.</i>
<p>Section 3 Player Status & Duration of Contract</p>	<p>Indicate by ticking the relevant box if the player is a Full Time Professional or a Part Time Professional (See last page for definition of a Full Time /Part Time Professional)</p> <p>Using the format of DD/MM/YYYY insert the:</p> <ul style="list-style-type: none"> • Contract Start Date • Contract End Date • Date the Player was first signed as a professional with your club (period of continuous employment) <p>Confirm by ticking the Yes/No boxes whether this contract includes an option to extend? This should not be left blank.</p> <p>Who holds the right to exercise the option to extend? Club option – The Club alone holds the right to extend the contract for the period stated in the option to extend agreement. Player option – The Player alone holds the right to extend the contract for the period stated in the option to extend agreement. Mutual option – The Club and the Player must both agree to extend the contract for the period stated in the option to extend agreement.</p> <p><i>If an option to extend the contract, or relegation clause has been agreed, this must be issued in writing to the player and signed and dated by both parties. This written agreement must then be uploaded as a Contract Annex on Comet.</i></p>

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<p style="text-align: center;">Section 4</p> <p style="text-align: center;">Guaranteed Basic Salary</p>	<p>Insert:</p> <ul style="list-style-type: none"> • The Player's Gross Salary (either weekly or monthly, please tick the relevant box to indicate) • The Payment Date Select one of the payment dates that is most relevant to how often and when you will pay the player. e.g. <ol style="list-style-type: none"> 1. 1st day of each month with the first payment on 01.MM.YYYY 2. Last Friday of each month with the first payment on DD.MM.YYYY 3. Saturday of each week with the first payment on DD.MM.YYYY 4. Friday of every second week, with the first payment on DD.MM.YYYY • The Payment Frequency – Enter how many weeks or months per season the player will receive payment. <p>For each season that the player's contract relates to, please enter the Player's Gross Salary (either weekly or monthly) and the date range for when they will be receiving payment throughout that season. This should correspond with the Gross Salary and Payment Frequency previously entered in this section.</p> <p>Please ensure that the weekly/monthly Gross Salary meets the latest national minimum basic rates of remuneration.</p> <p>No fields should be left blank. If something is not applicable, please indicate with N/A.</p>
<p style="text-align: center;">Section 5</p> <p style="text-align: center;">Contractual Performance Bonuses & Incentives</p>	<p>Insert:</p> <ul style="list-style-type: none"> • Any Contractual Performance Bonus Terms and/or Incentives (e.g. Goal Bonus, Appearance Bonus, Clean Sheet Bonus) <p>Clubs should ensure that the wording is clear to both Player and Club. For example, an individual appearance bonus should be clear to confirm if it includes 'starts' as well as 'substitute' appearances, or whether a certain number of minutes need to be played for an appearance to trigger the bonus.</p> <p>It should also be clear to state whether the appearance bonus applies to 1st Team appearances only.</p> <p>The type, details, and amount of any bonus or incentive, together with the date on or before which payment is due, must be clearly specified.</p>
<p style="text-align: center;">Section 6</p> <p style="text-align: center;">Contractual Benefits</p>	<p>Insert:</p> <ul style="list-style-type: none"> • Any other benefits, rights or provisions to be provided to the player whether or not they have a financial value (including, for example, accommodation, a car or car allowance, access to Club facilities or services). <p>Clubs should ensure that the wording in each relevant box is clear to both Player and Club and that the financial cost to the club per month/year is stated. For example, if accommodation will be provided, it is not sufficient to state only "Yes."</p> <p>Details of the accommodation, its monetary value (normal market rental value), and whether any part of the cost (such as a contribution towards rent or payment of utilities) is to be met by the Player must also be clearly stated.</p> <p>The benefit, rights or provisions included in this section will be contractual, which means that the Player will be entitled to them for the duration of the contract.</p>

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<p style="text-align: center;">Section 7</p> <p style="text-align: center;">Licensed FIFA Agent Engagement</p>	<p>Indicate by ticking the relevant box to confirm if a licensed FIFA Agent was engaged in the negotiating or concluding of this contract.</p> <p>Insert:</p> <ul style="list-style-type: none"> • Name of Agent representing Club and/or Player • FIFA Agents Licence Number(s) for same • Agents Signature(s) for same <p><i>If there is no Agent(s) representing either the Club and/or Player, please indicate with N/A. Do not leave fields blank.</i></p> <p><i>Section 8 of the Irish Football Association National Football Agents Regulations for Northern Ireland states ‘Any relevant transfer or employment agreement in a Transaction that is concluded following the provision of Football Agent Services shall specify the Football Agent’s name, their Client, their FIFA licence number and their signature.</i></p> <p><i>Under FIFA Football Agent Regulations (FFAR) only licensed natural persons can perform football agent services.</i></p> <p><i>Clubs and players must not engage or remunerate any person for the provision of football agent services unless that person holds a valid licence. Clubs should verify that any individual acting as, claiming to act as, or carrying out the role of a football agent holds a valid FIFA licence prior to the commencement of any negotiations. Any breach of these requirements may result in sanctions, including fines and, sporting sanctions.</i></p>
<p style="text-align: center;">Sections 8 & 9</p> <p style="text-align: center;">Declarations and Signatures</p> <p><i>The Contract can be signed electronically using a recognised 3rd Party provider (e.g. DocuSign)</i></p>	<p>Club Representative Signature <i>Person authorised to sign on behalf of the club.</i></p> <p><i>Club is to ensure that the Witness is a third party i.ie not the same person as either the Club Representative or Player.</i></p> <p><i>By signing this section, the Club Representative is agreeing to provide an electronic copy of the completed contract of employment (Parts 1 & 2) and any option to extend agreement to the player by email. The Club must provide the Player with the final agreed version of the contract that has been approved by the Irish FA and confirmed on Comet.</i></p> <p>Player Signature <i>Player to sign.</i></p> <p><i>Player is to ensure that the Witness is a third party i.e. not the same person as either the Club Representative or Player.</i></p> <p><i>By signing this section, the Player acknowledges that they will receive an electronic copy of the completed contract of employment (Parts 1 & 2) and any option to extend agreement from the Club by email.</i> <i>Please ensure that the electronic copy provided by the Club is the final agreed version of the contract approved by the Irish FA and confirmed on Comet</i></p> <p>Parent / Guardian Signature <i>If the Player is Under 18, the Players parent or guardian must also sign the Contract and complete this section.</i></p>

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<p>Holiday Pay Entitlement</p>	<p>Guidance:</p> <p><i>The Player is entitled to statutory minimum holiday pay as required under Applicable Employment Law, such entitlement to be pro-rated, where appropriate.</i></p> <p><i>The club is the players employer and is solely responsible for compliance with statutory holiday entitlement, holiday pay, and all other employment law (including minimum wage requirements).</i></p> <p><i>IFA registration of the Standard Professional Contract (Part 1) does not confirm legal compliance, and the Club will be solely liable for any breach of employment law.</i></p>
<p>Definition of Full Time & Part Time Professional</p>	<p><i>A Full-Time Professional Player is engaged exclusively by the Club and shall be available for all training, matches and football-related duties as determined by the Club from time to time. The club must ensure that a Full-Time Professional Player is not required to attend work on at least one day during each week of the term.</i></p> <p><i>A Part-Time Professional Player shall not be required to attend more than four sessions in any one week inclusive of both training sessions and match commitments, each of which shall count as one session against the weekly maximum. The composition of those four sessions will vary from week to week depending on the Club's training and fixture schedule for that week. For the avoidance of doubt, all training and/or match commitments on the same day shall together constitute a single session for the purposes of calculating the weekly maximum.</i></p>