

**CONTRACT
OTWS-NSqF
for the period
January 09, 2017 to December 31, 2019**

Contracting parties

OTWS (Service Provider)

Middiford Barn
Colchester Road
Great Wigborough
Essex CO5 7RS
England

The Federation (Service Customer)

Name: Norges Squashforbund (Squash Federation of Norway)

Office Address:

Jåttåvågen
Idrettens Hus Viking Stadion
Postboks 3033
4095 Stavanger
Norway

Organisation Number: 971 484 071

OTWS and the Federation have entered into a contract for services in accordance to the contract points 1 to 6 below and Appendices 1 to 6 of this contract.



Handwritten signature in blue ink, possibly reading 'MS' or similar initials.

1. Content and Nature of Work

Aims and objectives of a Partnership between OTWS and NSqF

- Increase participation in the sport across the club base in Norway.
- Increase and support the number of coaches with a view of having effective coaching teams in all regions and ultimately all clubs.
- Increase membership to the NSqF.
- Increase the profile of squash in Norway.
- Assist the federation to achieve sponsorships with a split the federation 70/OTWS 30. This matter can be discussed every new year.

OTWS will establish a budget planning session that incorporates the local knowledge of NSqF staff with OTWS staff to identify a programme of activity that achieves the outcome. Appendix 1.

2. Work Place

OTWSs places of work will be in agreement with the Federation, where OTWS will perform the duties according to section 1 of this contract, ref. supplementary remarks in Appendix 2 of this contract.

3. Remuneration

The amount is invoiced according to the conditions described in Appendix 3

a) Travel Allowance

The federation will refund the OTWS travel allowance according to the guidelines outlined in Appendix 3 of this contract.

b) Other Benefits



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The Federation pays the OTWS other compensation according to specifications and guidelines outlined in Appendix 3 of this contract.

4. Contract Termination

a) Termination at the end of the contract period

The contract is terminated by the end of the contract period without further notice from the Federation or OTWS

b) Termination during the contract period

The contract may, by OTWS and the federation, during the contract period, only be terminated for the reasons listed in Appendix 4.

The Federation's right to terminate the OTWS during the contract period is regulated in Appendix 4 of this contract.

OTWS's right to terminate the contract in the contract period is regulated in Appendix 4 of this contract.

The Federation's right to dismiss OTWS is regulated in Appendix 4 of this contract.



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Special provisions

5. Marketing Agreements

The Federation's and the OTWS's rights and duties relating to marketing and marketing agreements are further described in Appendix 5 of this contract.

6. Other Provisions

Provisions that regulate matters not covered by paragraphs 1 to 5 above are further described in Appendix 6 of this contract.

The contract is printed in two copies and each party has received a copy.

Place Oslo

Date 06.01.2017



Bente Stavenes
General Secretary, Norwegian Squash Federation



Matthew McFahn
Director of Operations
and Coaching OTWS



Appendix 1 – Content and Nature of Work

Cooperation with the General Secretary

OTWS will cooperate with the General Secretary for all matters or another person organized with the General Secretary.

Market Work

OTWS's duties to participate in market work are further described in Appendix 6. As a part of the Federation's market activities in which OTWS has a duty to participate, the following are specified:

- Photo sessions

Enclosed in Appendix 1 is OTWS proposal:

**Norges Squashforbund
3 Year Participation Proposal
Revision / Amendments**

Appendix 2 – Workplace

Tournaments and training

The workplace is the location where the clubs or instruction sessions are held. This may be the Federation's and other organizers' courts, arena or other places where the instruction sessions are held.


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Appendix 3 –Remuneration

The following remuneration will be made for performing the services described in Appendix 1:

1. Delivery activity in Norway is compensated with GBP 250.00 per day.

The daily rate includes travel days to and from activities and general preparations for the federation should be included in the travel days.

2. Hourly based, additional work is compensated with GBP 30 per hour.

Points 1 and 2 above are rates for activities and additional work. This is VAT exempt.

Reasonable out of pocket expenses will be paid based on receipts.

Travel Allowance

The Federation will normally pay directly for the OTWS's travel expenses, accommodation and subsistence incurred in connection with the OTWS's duties for the Federation. For travel expenses, accommodation and subsistence that are not paid directly by the Federation, the Federation and the OTWS will prior to each case agree for the expenses to be paid by the OTWS and refunded by the Federation according to national rates in Norway.

Bonus

The federation encourage OTWS to set up goals to discuss and achieve bonus from the federation.

Invoicing

Unless otherwise agreed, invoicing is performed on a post monthly basis. For the hourly based additional work, timesheets shall accompany the invoice.

Payment will be 14 days after an invoice is received.

Invoices shall be sent by email to the General Secretary.

All information required to verify the invoice shall be attached to, or included on the invoice, ie:



Information/Details

Invoice to be marked:

Head coach

Name

Period

Cost

Expenses:

Copy of receipts

Appendix 4 - Contract termination

Termination of the contract upon expiration of contract period

The contract is time-limited and expires at the end of the contract period without further notice from the Federation or OTWS.

Termination of the contract during the contract period

The contract may be terminated by either party with a three months notice on any of the parties discretionary view. The party wanting to terminate the contract should provide an explanation as to whether such termination has been initiated.

Summary Dismissal

The Federation's right to dismiss OTWS,

The Federation may dismiss the OTWS with immediate effect if for instance:

1. OTWS significantly neglects to fulfill his obligations.
2. OTWS through their conduct misrepresents the Federation or the sport

Disputes concerning termination of the contract

Termination of the contract falls under the Norwegian court of law, Stavanger.


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Appendix 5 – Marketing Agreements

The Federation decides if and when the OTWS will engage in market work. The Federation will however notify the OTWS in order to find a suitable date for such activities that suits the schedule of OTWS.

Entering into agreements

The Federation possesses all rights for entering into marketing and advertising agreements with sponsors, suppliers and other income-generating agreements or agreements for exposure, ref. The Norwegian Olympic and Paralympic Committee and Confederation of Sports (NIF) Law § 13

The Federation's agreements shall be entered into in accordance with the NIF laws and regulations.

OTWS is obligated to use the equipment and the clothing that the Federation makes available for representation purposes.

The Federation has the right to use photographs, motion pictures and the signature of OTWS in marketing.

The Federation shall, when it requires OTWS to participate in marketing activities, take into reasonable consideration OTWS's main employment and privacy.

OTWS may opt-out of participation in marketing activities that are contrary to their religious or personal convictions.


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Appendix 6 – Other Provisions

The Federation's duty to assist with supporting functions in the form of practical organization: This includes the responsibility for ordering centers/courts and information to clubs.

OTWS's Chain of Command

The OTWS will report to the General Secretary of the Federation on any questions regarding their working conditions.

Disputes

Disputes concerning the contract shall be resolved by the Norwegian court of law, Stavanger.


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