**Administrator contract**

This agreement (hereinafter referred to as the **‘Employment Contract’** is being entered into today **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:**

BY AND BETWEEN

*<<insert name & surname>>,* holder of identity card number *<<insert ID Card>>****,*** residing at at *<<insert address>>* (hereinafter referred to as the **‘administrator’**),

AND

*<<insert club>>,* registered address*<<insert address>>* hereinafter represented by *<<insert name & surname>>* Club President, *<<insert name & surname>>* Club Secretary, *<<insert name & surname>>* Club Treasurer (hereinafter referred to as the **‘Club**);

Hereinafter, collectively referred to as the **‘Parties’.**

1. **DURATION**
   1. This Administrator Contract is being entered into for a definite period, of **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** operative from the **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** (hereinafter referred to as the **‘Commencement Date’**) to the **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** (hereinafter referred to as the **‘Termination Date’**).

The first **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** months shall comprise of a probationary period.

1. **DESIGNATION AND PLACE OF WORK**
   1. The Club hereby appoints the Administrator to the post of a (full time/part time) **administrator** under the terms and conditions set forth in this Agreement.
   2. The Parties agree that the administrator shall perform those functions as directed by the Club Secretary, depending on the exigencies and needs of the club.
2. SALARY
   1. The administrator’s gross basic sum of pay will be of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Euro (€\_\_\_\_\_\_\_\_\_\_) per month, payable monthly (in arrears/in advance).
3. EMPLOYMENT
   1. The Parties agree that the duties which relate to the ADMINISTRATOR’s position, shall be inclusive but not limited to:

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  1. The administrator shall work on his/her own initiative but shall abide by any rules, regulations and guidelines of the Malta Football Association, UEFA and FIFA, as well as instructions of the Club.
  2. The administrator represents and warrants that he/she has not been previously convicted of any criminal offence, is not not currently facing any criminal charges and that his/her employment with the CLUB will not violate any contractual or other obligations the ADMINISTRATOR might have.
  3. The administrator hereby undertakes and agrees to carry out his/her duties in utmost good faith, with due diligence and to the best of his/her abilities.
  4. The administrator hereby declares that he has no pending disputes of any nature with other clubs or the Malta Football Association.

1. CONDITIONS OF WORK
   1. Hours of Work

* + 1. The administrator shall work <<insert amount of hours>> on a weekly basis.
  1. Additional Hours
     1. The administrator agrees that he/she may have to work additional hours to those pre-scheduled by the CLUB without advance notice from time to time, according to the exigencies of the CLUB, which additional hours shall be compensated.

1. LEAVE AND PUBLIC HOLIDAYS
   1. The administrator shall be entitled to all Public and National Holidays and vacation leave as per statutory legislation.
   2. Leave must be agreed with the CLUB at least 1 week in advance.
2. ABSENCE FROM WORK
   1. If the administrator is unable to attend work due to illness or for any reason whatsoever, the administrator or someone on his behalf, must inform the CLUB as soon as possible in accordance to that stipulated in the CLUB’s Policies.
3. OTHER EMPLOYMENT
   1. The administrator shall not undertake, in any way, any other employment similar to and/or in conflict with the business of the club.
   2. The Parties agree that any breach of this Article may result in immediate termination of the administrator’s Employment.
4. VARIATION & INTERPRETATION
   1. No variation of or amendment to this Agreement shall be valid unless committed in writing and signed by both Parties.
5. CONTINUING OBLIGATIONS
   1. The Parties hereby agree that upon termination of the employment contract the rights or remedies of either party against the other in respect of any prior breach of any of its provisions or the continuing obligations of either party under any provision of this Agreement expressed to have effect after such employment has terminated, will remain in force.
6. BREACH
   1. The administrator acknowledges that any violation of this Agreement or any Policy, will subject the said administrator to disciplinary action, up to and including immediate termination of his/her employment, notwithstanding any other rights and remedies the Club shall have.
7. APPLICABLE REGULATIONS
   1. The validity, construction and performance of this Agreement shall be governed by and construed in accordance with the Malta Football Association rules and regulations.

The parties agree that the Complaints Board of the Malta Football Association shall have exclusive jurisdiction and competence to hear any dispute that emanates from this contract.

* 1. The Parties hereby agree that where this Agreement is silent, then the Malta Football Association rules and regulations and the Maltese Law shall apply.

1. PERSONAL DATA
   1. The Administrator agrees that personal data about himself/herself, including sensitive personal data as defined in the Data Protection Act (hereinafter referred to as ‘Personal Data’) may be held and processed by the Club, both electronically and manually, for the operations, management, security and administration of its business, to assert a legal claim and/or to comply with applicable laws, regulations and procedures.
   2. The Administrator further agrees that from time to time, the Club, may need to transfer Personal Data, or allow access to its systems where Personal Data may be held, to service providers, affiliated companies.
   3. As a data subject, the Administrator’s rights under the General Data Protection Regulation shall apply.
   4. The Administrator shall inform the Club of any variations to his/her Personal Data.

IN WITNESS WHEREOF, the parties have executed this Agreement on the date set forth above, with full knowledge of its content and significance, intending to be legally bound by the terms hereof.

rEPRESENTING THE CLUB

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

President Secretary Treasurer

ADMINISTRATOR

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