

USG Intent to Coach

CONTRACTOR INFORMATION				
NAME				
ADDRESS				
CITY, STATE, ZIP				
EMAIL				
PHONE				
IS CONTRACTOR A STATE EMPLOYEE?	☐	YES	☐	NO
TEAM CONTACT INFORMATION				
REGISTERED STUDENT ORGANIZATION NAME				
PRESIDENT'S NAME				
PRESIDENT'S EMAIL				
TREASURER'S NAME				
TREASURER'S EMAIL				

The Scope of Service is between UConn Undergraduate Student Government on behalf of the above-named Registered Student Organization (hereinafter referred to as "RSO") as an account administered by and through the University of Connecticut (hereinafter referred to as "University") and the aforementioned Coach/Instructor (hereinafter referred to as "Contractor") with a principal place of business located at the address previously stated.

Description of Services

- Contractor will provide coaching services for the above-stated UConn Registered Student Organization from August 31, 2026 to April 30, 2027. Contractor will attend select competitions, practices, try-outs, and meetings in accordance with the following anticipated schedule:

FALL 2026				
Category	# of Events	# of Hours	Rate (\$/hr)	Amount
Competition				\$
Practice				\$
Team Meeting				\$
Tryouts				\$
FALL TOTAL				\$
SPRING 2027				
Category	# of Events	# of Hours	Rate (\$/hr)	Amount
Competition				\$
Practice				\$
Team Meeting				\$
Tryouts				\$
SPRING TOTAL				\$
ANNUAL TOTAL \$				

2. COMPENSABLE SERVICES AND PAYMENT STRUCTURE:

- University may pay the Contractor up to \$40.00 per hour up to a maximum amount of \$9,999.00 per academic year 2026-2027 per RSO in accordance with the terms provided herein. The financial obligation of the University will not exceed the amount the purchase order is issued for.
- Contractor will be paid for active coaching time spent at practices, competitions, tryouts, and team meetings.
- Exclusions of compensable services: Contractor will not be paid for:
 - Travel time to/from campus, practices, competitions, etc.;
 - Certifications needed to coach;
 - Any other expense not specifically referenced in 2.b (above).
- Contractor must become a vendor in the University vendor management system to receive payment. The Undergraduate Student Government will email the Contractor with a Husky Buy Supplier Invitation providing details of how to become a vendor.
- Contractor must submit detailed invoice(s) to the University by the established deadlines for services provided to the RSO. Additional supporting documents may be required. Invoice(s) to be reviewed and verified by the RSO that services were provided as outlined herein. Invoice submission deadline are as follows:
 - 12/14/26
 - 5/3/27
- Payment will be made in two installments for satisfactory completion of coaching criteria noted in this Scope of Services at the end of both the Fall and Spring semester once the invoice has been submitted.
- Payment Terms will be Net 1. A check will be issued 1 day after the date of the invoice, if all required approvals are completed, after the services are rendered. The check will be mailed to the individual.
- Payment is subject to the withholding tax as set forth in Section 7 of this Scope of Services.
- If Contractor is unable to conduct any or all of the coaching sessions due to unresolvable difficulties, the Contractor will not be paid for those sessions.

3. CONTRACTOR RESPONSIBILITIES:

- Supervising practices, attending games, and assisting in creating a healthy competitive environment according to policies & procedures stipulated by the RSO/Team and UConn.
- Be present for all official practices, tryouts, meetings and competitions agreed upon in advance by the Contractor and the RSO/Team and as outlined in the funding request.
- Report any disciplinary issues to UConn within 24 hours at inform.uconn.edu
- Be aware and knowledgeable of all league & governing body policies, procedures and guidelines to be able to provide advisement to the RSO/Team regarding safety and sportsmanship.
- Understand that the RSO/Team is responsible for managing the day-to-day operations, which includes but is not limited to; management of rosters, budget development & spending, applying for funding, scheduling practices, competitions, tryouts & meetings, and serving as the only contact/representative for the RSO/Team to internal partners (University representatives & departments) and external constituents (opponents, league officials, governing bodies, vendors).
- Contractor acknowledges that they are contracted through this Scope of Services to serve as the RSO/Team Coach and are not an employee of the University and therefore cannot officially represent the University on behalf of the RSO/Team in any manner (verbally or in writing). This includes signing any verification forms or contracts on behalf of the University/Team.
- The relationship between the Contractor and the University is an "at will" relationship in which the University and the Contractor retain the right to terminate this agreement.

4. SPECIFIC TERMS AND CONDITIONS APPLICABLE TO ANY PROGRAM INVOLVING MINORS:

Connecticut General Statutes Sections 17a-101 through 17a-103a, inclusive, currently set forth Connecticut's mandatory reporting laws concerning known or suspected abuse or neglect of a minor.

- a. Contractor is aware of its reporting obligations pursuant to Sections 17a-101 through 17a-103a, as may be amended from time to time, and will ensure that all of its employees or volunteers who will supervise or otherwise come into contact with minor attendees of any of Contractor's programs using University of Connecticut facilities are fully aware of and have been sufficiently trained to comply with said reporting obligations.
- b. Contractor's failure (including the failure of any of Contractor's employees or volunteers) to comply with Section 2 A. herein may, without limitation, result in immediate termination of this Agreement. In addition, Contractor may be disqualified from entering into further contracts with the University of Connecticut.

5. FERPA: Contractor will not use the student's names, addresses, or any other personal student information for any other purpose except as required by the Contractor during the course of their coaching duties. In no case will the coach, Contractor or any employees of the Contractor release or disclose any personally identifiable student information relating to students including photographs, to any third party except as expressly permitted authorized in writing by the University.

6. INDEPENDENT CONTRACTOR: Contractor enters into this Agreement as, and shall continue to be, an independent contractor. All Services shall be performed only by Contractor and Contractor's employees. Under no circumstances shall Contractor, or any of Contractor's employees, look to the University as his/her employer, or as a partner, agent or principal. Neither Contractor, nor any of Contractor's employees, shall be entitled to any benefits accorded to University's employees, including without limitation worker's compensation, disability insurance, vacation or sick pay. Contractor shall be responsible for providing, at

Contractor's expense, and in Contractor's name, unemployment, disability, worker's compensation and other insurance, as well as licenses and permits usual or necessary for conducting the Services.

7. WITHHOLDING TAXES: The Connecticut State Department of Revenue Services has issued Policy Statement PS 2018(1) regarding Income Tax Withholding for Athletes and Entertainers under the Connecticut General Statute 12-705. The University of Connecticut therefore is required to withhold CT Income Tax at the maximum applicable rate where the aggregate annual gross payment exceeds \$1,000.00. The Department of Revenue Services (860) 541-4550 can grant a reduction or elimination of the withholding, but the paperwork must be initiated by the Contractor. NOTE: Contract and W-9 should be forwarded to the University; withholding forms sent to the Department of Revenue Services.

By signing this Scope of Services, you acknowledge that you have read and fully understand, and agree to comply with the terms set forth herein.

Contractor: Printed Name

Signature

Date

RSO President: Printed Name

Signature

Date

RSO Treasurer: Printed Name

Signature

Date