

EXHIBIT A: SCOPE OF SERVICE

CONTRACTOR INFORMATION	
NAME	
ADDRESS	
CITY, STATE, ZIP	
EMAIL	
PHONE	
IS CONTRACTOR A STATE EMPLOYEE? <input type="checkbox"/> YES <input type="checkbox"/> NO	
TEAM CONTACT INFORMATION	
CLUB SPORTS TEAM	
PRESIDENT	
EMAIL	
TREASURER	
EMAIL	

The Scope of Service is between UConn Recreation on behalf of the above-named Club Sports Team (hereinafter referred to as "Team") 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 University with coaching services for the above-stated UConn Club Sports Team from August 28, 2023 to May 3, 2024. Contractor will attend select competitions, practices, try-outs, and meetings in accordance with the following anticipated schedule:

FALL 2023				
Category	# of Events	# of Hours	Rate (\$/hr)	Amount
Competition				\$0.00
Practice				\$0.00
Team Meeting				\$0.00
Tryouts				\$0.00
FALL TOTAL				\$0.00
SPRING 2024				
Category	# of Events	# of Hours	Rate (\$/hr)	Amount
Competition				\$0.00
Practice				\$0.00
Team Meeting				\$0.00
Tryouts				\$0.00
SPRING TOTAL				\$0.00
ANNUAL TOTAL				\$0.00

2. COMPENSABLE SERVICES AND PAYMENT STRUCTURE:

- a. University may pay the Contractor up to \$40.00 per hour up to a maximum amount of \$ 9,999.00 per academic year 2023-2024 per Club Sport in accordance with the terms provided herein. The financial obligation of the University will not exceed the amount the purchase order is issued for.
- b. Contractor will be paid for active coaching time spent at practices, competitions, tryouts, and team meetings.
- c. Exclusions of compensable services: Contractor will not be paid for:
 - i. Travel time to/from campus, practices, competitions, etc.;
 - ii. Certifications needed to coach;
 - iii. Any other expense not specifically referenced in 2.b (above).
- d. Contractor must become a vendor of the University to receive payment. The UConn Recreation Business Office will email the Contractor with a Husky Buy Supplier Invitation providing details of how to become a vendor with the University.
- e. Contractor must submit detail invoice(s) to the University by the established deadlines for services provided to the Team. Additional supporting documents may be required. Invoice(s) to be reviewed and verified by the Team that services were provided as outlined herein. Invoice deadline submittals are as follows:
 - i. 12/15/23
 - ii. 5/3/24
- f. 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.
- g. 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.
- h. Payment is subject to the withholding tax as set forth in Section 7 of this Scope of Services.
- i. 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:

- a. Abide by all rules and regulations set forth by UConn Recreation including, but not limited to, the scheduling, cancellation and changes of practices and games.
- b. Supervising practices, attending games, and assisting in creating a healthy competitive environment according to policies & procedures stipulated by the Team and UConn Recreation.
- c. Be present for all official practices, tryouts, meetings and competitions agreed upon in advance by the Contractor and the Team.
- d. Report any disciplinary issues to UConn Recreation within 24 hours.
- e. Be aware and knowledgeable of all league & governing body policies, procedures and guidelines to be able to provide advisement regarding safety and sportsmanship.
- f. Assist safety officers with completing an Incident or Accident Report for any incident or accident that occurs during an on-campus or off-campus practice, competition or instructional hours. These reports must be submitted within 24 hours of each occurrence.
- g. Maintain and provide proof on request of current First Aid/CPR/AED certification throughout the term of this agreement.
- h. If an Athletic Trainer is present on-site, the Contractor agrees to abide by their decisions made as it relates to athlete's health & safety including the use of sites.

- i. Understand that the Team is responsible for managing the Team's 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 Team to internal partners (UConn Recreation, other University representatives & departments) and external constituents (opponents, league officials, governing bodies, vendors).
 - j. Contractor acknowledges that they are contracted through this Scope of Services to serve as the Team Coach and are not an employee of the University and therefore cannot officially represent the UNIVERSITY on behalf of the Team in any manner (verbally or in writing). This includes exclusion from signing any verification forms or contracts on behalf of the University/Team.
 - k. 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.
8. In the event of a force majeure circumstance or a recommendation by i) the Governor or ii) the State of Connecticut or iii) the University, including UConn Recreation, that affects the University's ability to continue in-person activities, both parties agree to transition to a virtual platform, in which circumstance the below Subsections a and b shall apply. University will communicate to Contractor, in writing, the date of transition from in-person to virtual sessions.
 - a. **TECHNICAL DIFFICULTIES:** If Contractor is unable to conduct any or all of a coaching session due to unresolvable and/or technical difficulties, Contractor will not be paid for said session. The University will not be liable to Contractor for partial payment, incurred expenses or liability of any kind for sessions not held due to technical difficulties. Upon mutual agreement, the parties may agree to reschedule the session.
 - b. **RECORDING:** Neither party shall be permitted to record the virtual coaching sessions.