

Sports Officiating Agreement Instructions for Completion and Processing

Step One

- a. Confirm that the sports official (“Contractor”) is not a current STC employee or a former STC employee who left STC within 12 months of the Commencement Date.
- b. In the first section of the Agreement, please include the Contractor’s full legal name as it appears on his/her W-9 federal tax form. *The name on the Agreement must match the name on the W-9 to whom STC will be making the payments.*
- c. Provide the Contractor’s contact information, including a cell phone and email address, in box Section 7.2.
- d. Complete Attachment “A” including:
 - The Commencement Date and the Termination Date in order to indicate the beginning and the end of the period of the Services.
 - A description of the Services.
 - The compensation that will be paid.
 - If any expenses will be reimbursed, these must be explained and with a fixed amount included. If expenses will not be reimbursed, you can mark this as “Not Applicable.”
- e. If you think the Contractor will have any questions about the terms, share the draft of the Agreement with the Contractor for his or her review; make any necessary revisions

If you have any questions about or would like help with the completion of the forms, please do not hesitate to contact Todd C. Nelson (tnelson2@southtexascollege.edu).

Step Two

- a. Make arrangements for the Contractor to:

- Sign, initial and date the Agreement and initial the bottom of Attachment A
- read and initial boxes 12.1 and 12.2
- fill out and sign a W-9 form
- provide any additional information that may be required such as references or a CV

(If the Contractor has provided a W-9, references or CV within the fiscal year to which this Agreement applies, he or she does not need to provide them again.)

At your option, you may:

- i) mail a paper copy of the Agreement and other forms to the Contractor; or
- ii) send the documents as an email attachment for the Contractor to print and sign/initial/date;
or
- iii) have the Contractor sign/initial/date the documents in your office.

The Contractor should return the original documents (signed, initialed, dated) by mail or personal delivery; however, if time is of the essence, the Contractor can scan and send them as an email attachment and then send or deliver the originals at a later date.

b. When you have the Agreement and all of the other documents completed and signed by the Contractor, route them to the Purchasing Department, *attn. Todd C. Nelson*, for execution by STC after which a fully executed copy will be provided or made available to the Contractor.