

Recreational Sports Consultant FAQs

Does a club hire its coach or instructor?

No. Club members should work with their elected undergraduate student officers to establish the club's instruction and performance goals for the season. Once the club identifies a suitable candidate who will help meet those goals, the officers recommend the candidate to Brian Jines, the Director of Intramural and Club Sports.

Does this mean that the coach or instructor is hired by Columbia University?

No. Individuals approved to provide coaching and/or instruction services for recognized clubs are contracted by Columbia University and the club as a Recreational Sports Consultant (RSC). As an RSC, the individual is providing these services as an independent contractor.

Does the club set the RSC's salary?

Consultants are paid an established fee for their services. They do not receive a salary. Taxes will not be withheld from the check(s) they receive for services rendered. At the end of the calendar year, Columbia University will send an approved RSC an IRS Form 1099 listing the total amount of money they received as compensation for their contracted services.

The club determines the total amount to be paid an approved RSC for one contract year. The club's President consults with Brian Jines, the Director of Intramural and Club Sports, to establish a payment schedule for the RSC. Available payment options are:

- One payment of the total amount to be dispersed at the end of the term of the contract;
- Two equal payments, one to be paid at the end of the Fall Semester, the other at the end of the Spring Semester of the contract year;
- Three equal payments, one to be paid in the middle of the Fall Semester, one to be paid in the middle of the Spring semester and the last to be paid at the end of the term of the contract (usually by June 30th).
- Monthly payments

So what does a club need to do to establish a Recreational Sports Consultant contract?

The club's President must send an e-mail to Brian Jines at bj2149@columbia.edu which includes:

1. Contact information for the recommended candidate including
 - a. Name
 - b. Mailing Address
 - c. Cell Phone Number
 - d. E-mail Address
2. Total amount to be paid to RSC for one contract year

The club's President must work with the candidate to develop a proposed Plan of Work. The Plan of Work should:

1. detail how the candidate will help the club achieve its stated instruction and/or performance goals during the term of the contract year;
2. include a financial breakdown of these services.

REMEMBER: clubs are student administered and student managed. A Plan of Work which indicates an RSC will have any role in the administration or management of the club will be rejected.

What happens next?

Brian Jines contacts the candidate and sets up an interview. The candidate should bring the following items to the interview:

1. Resume
2. Client List
3. Plan of Work
4. Current Coaching & First Responder Certifications
5. Certificate of Insurance
 - a. Columbia University listed as an Additional Insured for the period of the contract;
 - b. Minimum General Liability limit per occurrence of \$1 million
 - c. Minimum Automobile Liability limit per occurrence of \$1 million (if the candidate will use his or her vehicle while providing services)

At the interview, the candidate should be prepared to complete:

6. Consultant Worksheet (Part A)
7. Vendor Questionnaire
8. W-9 Form

To complete these forms, the consultant will need:

- their Federal Tax ID Number or Social Security number;
- details on the size and nature of their business as an independent contractor.

The candidate must pass through two levels of approval before the contract is accepted:

1. Director of Intramural and Club Sports
2. Columbia University Office of Procurement Services

How long does this process take?

Approximately 4-6 weeks after Brian Jines has submitted the candidate's information to the Office of Procurement Services.

Can an RSC be contracted for more than one year?

RSCs are contracted for one year at a time. There is no limit to the number of times an RSC can be contracted to provide coaching and/or instruction services to a club, however, the candidate will need to submit an updated version of items 1-6 from the above list and go through the approval process for the new contract year.

Please contact the Club Sports Office for more information regarding Recreational Sports Consultants.