

Coaching Agreement

The Mission of APAC (Asia Pacific Alliance of Coaches www.apacoaches.org) is to “To bring the power and value of coaching to every workplace and home.” As part of this mission, APAC has initiated a pro bono coaching program to support leaders and senior personnel of mainly small/medium sized NGOs and non-profit organisations, and disadvantaged members of the community, with the intention of positively impacting the community at large.

APAC welcomes your participation in this program.

This agreement sets out the terms under which coaching services are offered and accepted. **The Coach** is the provider of the coaching service, and **the Coachee** is the beneficiary.

Coaching Offer: Each coachee is offered a maximum of 6 hours of complimentary coaching over a period of three to four months.

The coaching schedule will be agreed between the coach and coachee. It is generally expected that the coaching will be provided in 4 – 6 sessions.

Coaching will, wherever practicable, be through a combination of face to face and/or telephone/online media. Where practical, it is encouraged to conduct coaching in the language with which the coachee is most comfortable.

Commitments: The Coachee agrees to:

- meet / contact the Coach at the scheduled time and commit to all coaching sessions agreed;
- participate in the evaluation of the coaching process; and
- maintain copyright of all material provided by the Coach. This means materials provided may only be reproduced with written permission from the Coach.

The Coach agrees to:

- explain to the Coachee what coaching is, and is not;
- clarify to the Coachee the content of the coaching agreement, if it is unclear;
- maintain Coachee confidentiality; and
- not actively solicit business from the Coachee or the Coachee’s organisation.

Cancellation of Agreed Session: In the event the Coach or Coachee is unable to attend a coaching session, a minimum of 24 hours notice must be provided by the party who is unable to attend, to the second party, and confirmation of cancellation received from the second party.

Continuation of Coaching: Coachees who so desire may continue to meet with their coach once the coaching covered by this agreement is concluded. In such cases it is the responsibility of the Coach and Coachee to discuss and agree to the terms upon which further coaching services will be provided. The parties understand and agree that any such services will be provided outside of the framework of this Agreement, without the involvement of APAC. Alternatively, the Coachee could re-apply to participate in the APAC pro-bono coaching program for a further period, although repeated participation will be entirely at APAC’s discretion.

**Legal
Disclaimer:**

The Coachee acknowledges that the coaching provided under this Agreement does not deal with legal, medical, relationship, financial or other such issues, and is not a substitute for professional advice or counsel by legal, medical, psychological, financial, business, or other qualified professionals.

The Coachee agrees that the Coachee will not hold the Coach or APAC in any way responsible for their experience(s) with the coaching program and practices, and that neither the Coach nor APAC bears any legal or other liability to the Coachee or the Coachee's organisation in relation to the provision of this pro bono service or any action(s) taken by the Coachee pursuant to receiving the coaching, and any loss or costs that may be incurred by the Coachee, or the Coachee's organisation as a result of the coaching. The Coachee agrees that the Coachee alone is responsible and liable for any decisions made by the Coachee and resulting consequences, and will hold APAC and the Coach harmless from any liability.

In the event of any dispute, the laws of Singapore will apply.

By signing this agreement, the Coachee and the Coach confirm that they understand and accept the terms and conditions under which the pro bono coaching is provided.

If the Coachee is a Minor, this form needs to be signed on behalf of the Coachee, by a Parent/Guardian/Responsible Adult.

Coachee

Coach

Name:

Name:

Position:

Position:

Organisation:

Organisation:

Signature _____

Signature _____

Date: _____

Date: _____

A copy of this signed agreement must be provided to APAC [Jyoti Sapra, Deputy Chair, Community Relations Committee, at jyoti.Sapra@risan.biz] before coaching commences.