

Thank you for your interest in providing Pro Bono Coaching through our ANZI Coaching Angels offering. Angel Coaching is open to all ANZI Coaching Accredited Coaches.

Your details will be placed on a Register and you will be paired with Clients as they enter the Register. Usually we will match the Coach at the top of the Register with the Client at the top of the Register; however we reserve the right to search for specific Coaches for specific Clients if we feel this to be necessary.

By applying to be an ANZI Angel Coach, you agree to provide a coaching client with 4 pro bono coaching sessions either by telephone or face-to-face (whichever convenient for you). Your commitment is to complete the 4 sessions.

Once you have completed the 4 sessions you may forward the client your details and they may contract your services for ongoing sessions. You may not advertise your services prior to the conclusion of the 4th session, even if the client requests that they want to refer you to friends and family. Your standard response should be along the lines of 'I really appreciate that you will do that for me. When we finish our 4th session, I will provide you with all of my details so that you can pass them on to others who you think may benefit from coaching. Until then, I would like to focus on working with you'.

Without going into the reasons for this too deeply; we need to have a uniform approach and we need to ensure that the coaches applying for the program are there to 'give back' in the first instance. We are delighted if that leads to additional work/promotion, etc for you – however that is not an objective for the program.

If at the end of the 4th session, you feel that you want to continue providing pro bono sessions to the client, you may do so only with our written consent. There are several reasons for this. Firstly, to help you: we want to ensure that you are not unnecessarily burdening yourself. We want to be sure that additional sessions are provided for the right reasons, and not because you feel guilty/pressured, etc. Secondly, we would rather touch 100 people with 4 sessions than 4 people with 100 sessions. We want to be effective in reaching out.

At the end of the 4th session, you may also go back onto the Angel Register to receive another pro bono client (regardless of whether you continue working with the previous client or not). You may enter the Register as many times and as often as you like. Our aim is for every Angel Coach at any one point in time to be either providing pro bono coaching or to be waiting to be assigned a pro bono client. Given that each Angel Coach will only work with one client at a time and at a frequency which can be easily managed, we feel that this is a realistic goal for the program.

The sessions will be between 45-90 minutes in duration (depending on your coaching style) and can be provided at any frequency but not wider apart than monthly sessions. We ask that you put the needs of the client first when deciding the frequency of the sessions.

It is strictly prohibited for Angel Coaches to introduce any aids into the pro bono sessions which need to be purchased (partially or in full) by the client. This includes but is not limited to; profiling tools, questionnaires, specific journals, Coach's products, etc. In the event that you need a particular tool in order to provide your particular style of coaching, you will need to declare this in the application form and to fund the provision of the tool for each pro bono client. For example if you ask clients to pay to complete

ANZI Coaching Application to become an Angel Coach



a work life balance survey as part of your coaching sessions, you must either make the survey available for free or pay for the survey to be made available to the client.

A client should be able to fully participate in the sessions by having no more than a telephone, pen and a notepad.

ANZI Coaching will fund the costs of administering the program and will take all reasonable steps to qualify the clients before they are accepted into the program. It is a condition of becoming an ANZI Angel Coach that you understand the boundaries of coaching and in particular that you refer a client for specialist, emergency and/or medical help.

Whilst you must maintain client confidentiality within your coaching sessions, you have a duty to advise ANZI Coaching immediately in the event of any cause for referral or of any extreme concern on your part. In the event that you need supervision or mentoring to deal with issues arising within an ANZI Angel Coaching session, we will provide you with one-to-one supervision and/or mentoring to help you to work through the situation.

ANZI Angel Coaching is available to all Australian and New Zealand residents who are

- Volunteers
- Carers; or
- Low Paid Workers; and
- Do not have secondary/additional income sources

A Volunteer is defined as anyone who works in an official volunteer capacity for a registered charity. A Carer is anyone who is a registered carer or who can show evidence of caring for another person (or persons). A low paid worker is anyone who earns on or around the 'minimum wage' limits.

If the client is a volunteer, carer or a low paid worker and has additional income sources (such as lump sum inheritance, spouse income, etc) they are ineligible for pro bono coaching.

The client is required to declare any material facts that may be relevant to their current mental and emotional wellbeing in their application. ANZI Coaching will ascertain whether any declared fact should preclude the client from pro bono coaching.

Having applied for pro bono coaching, the client may be accepted, declined or accepted on special terms. If the client is accepted on special terms, (such as prior written consent to coaching from their GP), you will be advised of the terms.

If you have any doubts or concerns about a pro bono client, you are invited to discuss them with ANZI Coaching and together we will agree the way forward. Please do not take any action (unless in a medical emergency or perceived medical emergency) without taking prior guidance from ANZI Coaching.

We cannot stress enough that pro bono coaching to people in need can be very different to pro bono coaching friends and family, or coaching for a fee. You may be exposed to difficult stories and circumstances. You may be challenged beyond your normal boundaries. This is not for the feint hearted, and as such is the reason that we only allow ANZI Coaching Accredited Coaches into the program.

Still interested? Great! Complete the details on the following page and we look forward to welcoming you!



SECTION 1: ANZI ANGEL COACH APPLICANT DETAILS

Your Name: _____

Your ANZI Coaching Membership Number: _____

Mobile: _____

Email Address: _____

Address: _____

SIGNATORIES:

In signing this application form, you declare that you have read, understood and agree to abide by the terms and conditions on the following page. You will receive a copy of this page by return.

SIGNED for and on behalf of ANZI Coaching by an authorised officer:	SIGNED by the APPLICANT
Signature	Signature
Name	Name
Position	Position
Date	Date

Thank You! Please post/scan & email a copy of this page of the application to:
ANZI Angels, ANZI Coaching Pty Ltd, PO Box 298, Bentleigh, VIC 3204
Melbourne@anzicoaching.com

TERMS AND CONDITIONS:

It is a condition of providing pro bono coaching to clients under the ANZI Angel Coaching program that you hold and maintain appropriate insurances including professional indemnity insurance.

You agree not to engage in any conduct detrimental to the interests of ANZI Coaching including any conduct tending to bring ANZI Coaching or the Client into disrepute, negatively affects the ANZI Coaching brand or which results in the loss of custom or business for ANZI Coaching or for the Client.

You agree to provide a professional level of service at all times, including arriving on time for the sessions. There are no fees or expenses payable for this coaching service.

It is a condition of this program that you retain accredited coach status with ANZI Coaching which specifically includes abiding by the ANZI Coaching Code of Conduct, conducting professional development and receiving supervision (either through ANZI Coaching Supervision Events or through working with your own accredited coach on a one-to-one basis).

You agree not to disclose or use or cause to be disclosed or used, at any time during or subsequent to participating in the ANZI Angel Coaching program, any secret or confidential information of (i) ANZI Coaching and (ii) The Client, or any associated company of the Client. Secret or confidential information includes (without limitation) identification of referral sources for clients to the program, special acceptance terms for clients, intellectual property relating to the program, research and development projects which ANZI Coaching or the Client treat or treats as confidential.

You acknowledge that all copyright, trademarks, patents and other intellectual property rights deriving from the provision of services for ANZI Coaching during the program shall belong to ANZI Coaching Pty Ltd.

ANZI Coaching accepts no responsibility or liability for the information and/or advice you provide during a coaching session. As a Coach for ANZI Angel Coaches you indemnify ANZI Coaching Pty Ltd against any loss, damage or injury incurred to persons or property in the course of providing pro bono coaching sessions. ANZI Coaching shall not be liable to you in respect of any losses suffered or incurred by you arising out of or in connection with provision of the services.

You shall be liable for any loss, damage or injury to any party or parties (including ANZI Coaching, the Client and their families) resulting from your negligent acts or omissions and you shall indemnify and keep indemnified ANZI Coaching against any claim or claims made by the Client and/or by any other party or parties in relation to such negligent acts or omissions.

You agree to declare any conflicts of interest as soon as they become apparent. You agree to make ANZI Coaching aware of any irregularity or issue which gives you cause for concern or suspicion during your sessions. You agree to notify ANZI Coaching immediately upon the event of any possible interruptions or matters which could cause the coaching to become unsuccessful.

It is agreed and acknowledged that this Agreement shall be construed and interpreted in accordance with Australian Law and both you and ANZI Coaching agree to submit to the exclusive jurisdiction of the Australian Courts in the event of any dispute.