



ANALYTIC-NETWORK COACHING

Analytic-Network Coach Training

Participant Agreement

This document is an agreement between (name and address) hereinafter referred to as the “Participant” and Analytic-Network Coaching Ltd. a private company with its registered office at 341 Lytham Road, Blackpool, Lancashire, FY4 1DS, England, registered in England under no. 07880772, represented by Simon Western, Chief Executive hereinafter referred to as the “Organizer”.

A. Subject of the agreement

1. This agreement, concerns the training course of A-N Advanced Coach Training hereinafter referred to as “the Programme” which uses the Analytic-Network Coaching System.
2. The subject of this agreement is to establish the terms and conditions of attending and completing the Programme, fees and cancellation policy, intellectual property rights, the responsibilities of the Organizer, and the conditions of successfully passing the Programme, obtaining certification and thereafter maintaining the status of the Participant as a *Registered Analytic-Network Coach*.

B. General provisions

1. The Participant confirms that she/he is acquainted with the subject of the Programme and its essential purpose and content.
2. Following payment of the full course fee, the Organizer agrees to use his best endeavours to provide the Participant with the materials and support necessary for participation in, and completion of, the Programme.
3. The Organizer will select the trainers who will lead the programme at his own discretion.
4. Following payment of the full course fee and prior to the commencement of the Programme the organiser will send to the participant a schedule detailing the proposed dates, times and any materials required for the Programme.
5. Any necessary changes to this schedule will be notified to the participant as soon as possible by the organizer.
6. The organizer reserves the right to reject an application to participate in the Programme.

C. Completing the Programme, attaining Certification and Registration

1. To successfully complete the Programme and attain a Certificate of Accreditation in the *Analytic-Network Coaching System™* the Participant must:
 - 1) Fully attend and participate in all the course sessions
 - 2) Pass the assessment criteria set out below:
2. Assessment will take place by course trainers, who will assess Participants on 3 criteria:
 - 1) Ability to engage with the conceptual ideas presented,
 - 2) Ability to self-reflect on their coaching approach and be open to new learning,
 - 3) Ability to practice coaching using the A-N Coaching System.
3. The assessment takes place through a) observation of the Participants engagement in the course, and through b) a short reflection paper that will be written by the Participant after completing the training Programme. They will reflect on their strengths, challenges and personal development needs in relation to the training and coaching using the A-N Coaching System.
4. Following successful completion of the Programme, the Participant will receive certification as a *Registered Analytic-Network Coach* and will be enrolled as a member of the A-N coaching network for 12 months. After 12 months the Participant will be invited to re-apply for this title and membership on an annual basis.



ANALYTIC-NETWORK COACHING

5. To maintain registration the Participant will have to:
 - 1) Maintain a coaching practice using the A-N Coaching System.
 - 2) Commit to undertake ongoing development to improve her/his coaching practice
 - 3) At a future date a nominal charge for annual registration may be made.
6. Maintaining Registration enables the Participant to continue to use the title *Registered Analytic-Network Coach* and maintain membership of the International A-N Coaching Network.
7. If the Participant does not re-apply to become a *Registered Analytic-Network Coach* at any period, she/he may continue to utilise the knowledge and materials gained on the Programme during individual coaching work, but will not be entitled to use the title *Registered Analytic-Network Coach* and will forfeit the benefits of membership of the A-N Coaching Network

D. Intellectual Property: Personal use of Analytic-Network Coach materials and methods

1. The Organizer states that the Programme is his own work and that he owns full property and non-property rights to it.
2. The Organizer entitles the Participant to benefit from the certificate of accreditation and from the materials acquired during the Programme exclusively for the purposes of her/his practice as a coach, solely in one-to-one sessions with individual clients, excluding the right to use the materials in further training of other coaches and trainers or anybody else as well as excluding any consulting services for managers.
3. Using information and course materials by the Participant (especially the Analytic-Network Coaching System as a training method) for purposes other than those indicated in section 2, is strictly prohibited.
4. This applies especially to any activity including training sessions of aims or structure similar to the Programme or those based on course materials (or its compilations, adaptations and inspirations) acquired by the Participant.
5. If the Participant wishes to engage in any team, organizational consultation or training work beyond individual coaching work which draws on the Analytic-Network Coaching System, they are obliged to contact Analytic-Network Coaching Ltd who retain intellectual property rights for these purposes. Partnership agreements on how to deliver this work can then be negotiated on this basis.
6. The Participant agrees to maintain confidentiality of all information acquired during the Programme and not use it for other purposes than those indicated in section D2. Confidentiality obligations especially apply to:
 - 1) Non-disclosure of the information to third parties
 - 2) Prohibition to use the information by the Participant for purposes not connected with aims indicated in section D2

The training, teaching methods and materials of the Programme are subject to absolute confidentiality and cannot be passed to any third party, including during individual training sessions referred to in section D2.

7. All material and information gathered by the organiser during the Programme will remain the property of Analytic-Network Coaching and may be used by the Organizer to form part of subsequent marketing /promotional /educational/training material. This may include, but is not limited to, photographic, digital images and sound recordings created during the Programme.

E. Termination of Certification and Membership

The Organizer can terminate certification and membership with immediate effect and without compensation should the Participant be adjudged by the Organiser:

- 1) To have breached the provisions of this agreement
- 2) To have ceased practicing as a coach



ANALYTIC-NETWORK COACHING

- 3) Act in anyway that is a breach of ethics as judged by the representative of Analytic-Network Coaching Ltd. The ethical code follows internationally accepted standards as jointly set out by the Association of Coaching and EMCC. at: [http://www.emccouncil.org/webimages/EMCC/Global Code of Ethics.pdf](http://www.emccouncil.org/webimages/EMCC/Global_Code_of_Ethics.pdf)

F. Fees , Refund and Cancellation Policy

1. Course places will be allocated on a first come first served basis. However the Organizer reserves the right to reject an application to participate in the course
2. Enrolment on the Programme is subject to the receipt of funds for the course. The Full balance is due 21 days prior to the start of the Programme.

3. Cancellation by Participant: Return of Fee Policy

Cancellation up to 8 weeks before course starts: Full refund

Cancellation up to 4 weeks before course starts: 50% refund

Cancellation after 21 days before the course starts: No refund

4. Cancellation by Organizer.

If for any reason the Organiser has to cancel the course the Organiser will use his best endeavours to offer another course date. Alternatively the Participant will be entitled to a full refund of any course fees paid. The liability of the Organiser is strictly limited to the repayment of course fees and the Organiser is unable to compensate the Participant for any other expenses incurred .

In addition, the Organizer reserves the right to remove from the Programme, without compensation, a participant , who is negatively impacting other participants and/or the learning environment.

G. Adjudication of disputes

1. Disputes arising from this agreement will be resolved amicably by the Parties, however, in case of failure, the court of jurisdiction will be that of England and Wales.

Organizer

Participant

Date

Date