



ICF

INTERNATIONAL COACH FEDERATION

Minutes ICF Gauteng Chapter Event

Thursday 25 June 09 at 19h00 at Bryanston Sports Club

- 1. Introduction, Welcome and Confirmation of the agenda by Tracey Proudfoot**
- 2. Membership**
Welcome to coaches attending for the first time
Forms available for renewal and joining
- 3. Feedback forms**
request to complete and give ideas as to what topics would like covered
- 4. 4 Presentations (see notes attached)**
Finance and Admin
Marketing
Part time coaching
Legal
- 5. Small Group discussions on the coaching presentations**
- 6. Large Group discussion facilitated by Tracey Proudfoot**
- 7. Next meeting and close**
 - Tammy Perrie thanked all participants for their attendance
 - Next event: Thursday July 27th

Meeting closed at 21h00

THE IMPORTANCE OF THE INCLUSION OF THE FOLLOWING SAMPLE DISCLAIMER AND INDEMNITY CLAUSES IN CONTRACTS WITH YOUR CLIENTS/CORPORATE FUNDERS WERE DISCUSSED AT THE JUNE '09 GAUTENG ICF CHAPER MEETING:

NO WARRANTY OR REPRESENTATION

The Client, unless expressly stated otherwise in this agreement, agrees that the Coach does not and did not expressly, impliedly or by conduct –

- o warrant the outcome or result of the coaching sessions undertaken in terms of this agreement; or
- o make any representation to the Client regarding any aspect of the coaching sessions undertaken in terms of this agreement whatsoever; or
- o make any make any representation, promise or recommendation that induced the Client to enter into this agreement.

[The Company] [insert name of the Company] acknowledges that, unless expressly stated otherwise in this agreement, the Coach does not and did not warrant or make and representation, promise or recommendation to the Company or any other person in connection with or arising out of the coaching whatsoever. **

WAIVER AND INDEMNITY

The Client, with full knowledge of the Client's rights and the consequences thereof, expressly waives his/her right to claim any damages or other relief from the Coach in connection with or arising out of the coaching from whatsoever cause arising including the Coach's negligence.

The Client indemnifies the Coach against any claim for damages or any other relief by his/her dependents or any third party in connection with or arising out of the coaching from whatsoever cause arising including the Coach's negligence.

[The Company] [insert name of the Company] waives any rights and indemnifies the Coach mutatis mutandis against any claim for damages or other relief by the Company, the Client and any third party in connection with or arising out of the coaching from whatsoever cause arising including the Coach's negligence. **

This waivers or indemnities set out herein shall not apply in the event of gross negligence or willful misconduct on the part of the Coach.

** The part in bold italics should only be included if the agreement is entered into between the Coach, a Client and a Corporate Funder. If the agreement with the Corporate Funder is contained in a separate agreement then these clauses should obviously be inserted in such separate agreements.

IT IS STRONGLY RECOMMENDED THAT YOU TAKE ADVICE FROM A SPECIALIST LEGAL ADVISOR IN CONNECTION WITH THE CORRECT WORDING OF THESE CLAUSES AND THE INCORPORATION THEREOF IN YOUR CURRENT/NEW CLIENT AND FUNDER CONTRACTS. YOU UNDERSTAND THAT THESE SAMPLE CLAUSES CANNOT BE INCORPORATED IN YOUR CURRENT CONTRACTS WITHOUT THE ASSISTANCE OF EXPERT LEGAL ADVICE AS TO THE CORRECT WORDING APPLICABLE TO YOUR BUSINESS AND ALLIGNMENT THEREOF WITH THE WORDING OF YOUR CURRENT/NEW CONTRACTS.

NEITHER THE GAUTENG ICF CHAPTER AND MEMBERS OF ITS EXECUTIVE NOR THE AUTHOR OF THE DISCLAIMER AND INDEMNITY CLAUSES ACCEPT ANY LIABILITY FOR ANY CLAIM, DAMAGES OR OTHER RELIEF ARISING FROM OR CONNECTED WITH THE USE THEREOF BY YOU OR FROM ANY OTHER CAUSE OF ACTION (INCLUDING THEIR NEGLIGENCE) IN ANY WAY WHATSOEVER. YOU IRREVOCABLY AND INDEFINITELY INDEMNIFY THE GAUTENG ICF CHAPTER, ITS EXECUTIVE MEMBERS AND THE AUTHOR AGAINST AN SUCH CLAIMS, DAMAGES OR OTHER RELIEF.

The Business of Coaching

Top tips from group discussions:

Marketing is key - collaboration, working with partners

Don't underestimate the basics

Manager your energy

Ensure you have supervision as a coach

Get contracting right especially tripartheid contracts in corporates

Identify individual coaching opportunities while working in groups

Leave behind something tangible, particularly when working with corporates - give specialized feedback

Focus on what you are selling to whom. Good to differentiate yourself but also important to match appropriate coaches to individuals.

Collaboration - focus on building relationships rather than building a business per se. Keep communication going with your clients e.g. newsletters

Build your own confidence though self development .

Build confidence by telling your own story.

Niche your field of confidence

Get onto social websites e.g. Facebook, twitter



Treat a part time business as full time esp re systems and finances
Keep proper records esp re client sessions.

Outsource what is not your core business

Partner with others

Decide how you want to grow your business - be clear about your boundaries.