



Club Coach Agreement

Club Name: _____ Club Number: _____ District: _____

Directions

- ▶ The District Director (or delegated Program Quality Director or Club Growth Director)—or World Headquarters (WHQ) if an undistricted club:
 - Confirms club to be coached has at least three but not more than 12 members at time of coach appointment.
 - Confirms that the coach has not been a member of the club in the past six months.
 - Confirms that the coach has had active membership with Toastmasters International for a minimum of one year and has served as a club officer for one annual term or two semiannual terms.
 - Confirms the coach has completed a minimum of Level 2 in a path, or an Advanced Communicator Bronze (ACB), or an Advanced Leader Bronze (ALB).
 - Confirms both the club officers of the club to be coached and the club coach have completed the Club Coach Program Training module in Base Camp.
- ▶ The District Director (or delegated PQD or CGD) [or Region Advisor of coach if an undistricted club]:
 - Reviews this agreement with coach(es) and Club President (or their delegate) and obtains their signatures.
 - Submits this form to World Headquarters at the time of appointment.
- ▶ This form can be submitted by email to clubcoach@toastmasters.org or faxed to +1 303-799-7753.

Any questions on eligibility can be sent to clubcoach@toastmasters.org.

Agreement

- ▶ The club coach(es) understands:
 - The period of service is a minimum of six months by June 30 with the below requirements met prior to seeking club coach credit.
 - They can only coach one club at a time.
 - They may not become a member of the coached club during the club coach assignment.
 - They must complete and submit the **Club Coach Preliminary Report** within 30 days of appointment, the **Club Coach Progress Report** every 60 days, and the **Club Coach Final Report** once their term of service has ended.
 - Club coach education program credit requires the club to achieve Distinguished or better status by the June 30 following the completion of the minimum six month requirement.
 - Club coach District leadership credit is also granted if the club achieves 20 or more members in addition to the club being Distinguished or better by the June 30 following the completion of the minimum six month requirement.

- To receive credit, the Club President (or officer delegate) must notify World Headquarters in writing that the club coach was successful.
- If the club coach is unsuccessful, the appointment can be extended for two additional program years.
- ▶ The Club President (or delegated club officer) agrees to:
 - Encourage officers and members in actively pursuing Distinguished (or better) club status.
 - Encourage officers and members in actively achieving 20 members or better.
 - Invite club coach(es) to club officer meetings.
- ▶ The District Director (or delegated PQD or CGD) agrees to:
 - Submit this form to World Headquarters at the time of appointment.
 - Read and respond, as appropriate, to club coach reports.
 - Ensure club coach(es) undergo the **Club Coach 360-evaluation**.

Confirmation

I have read and agree to the terms and conditions of this Club Coach Agreement.

Club Coach Full Name (please print) _____ Member Number _____

Signature _____ Completed Club Coach Program Training module

Club Coach Full Name (please print) _____ Member Number _____

Signature _____ Completed Club Coach Program Training module

Club President or delegate Full Name (please print) _____ Member Number _____

Signature _____ Completed Club Coach Program Training module

District Director or delegate Full Name (please print) _____ Member Number _____

Signature _____