

TrulaCoaching™ Coach Agreement

What is Coaching?

A Trula Coach is a peer coach who is trained in the process of inquiry, reflection, advocacy, and listening to help coachees find their own answers, set and achieve goals that they may choose, and ultimately make meaningful changes. A Trula Coach (or “peer coach”) is trained to empower coachees (or “students”) to thrive academically, socially, and personally.

What is a Trula Coach?

A Trula Coach is an independent community volunteer, not an employee, contractor or agent of Trula or any related organization. As such, a Trula Coach has no claim to any compensation or specific right of any kind for their involvement in the TrulaCoaching™ program. Trula reserves the right to remove a Trula Coach from any of its programs at any time and for any reason with or without notice. If Trula removes an individual from their role as a Trula Coach volunteer, the individual must discontinue any interaction or involvement with the TrulaCoaching™ program and with any person participating in the program.

Coaching is NOT Counseling

Trula Coaches are peer coaches. Peer coaches are NOT professional counselors, social workers, teachers, or advisors. Although an effective peer coach uses traits and tools of those and other professions/occupations, peer coaches must refer coachees to the appropriate resources when their needs exceed the scope of a peer coach’s competencies. While coaching can help coachees set goals to maximize their health and well-being, coaching is not a form of professional healthcare and is not a substitute for mental or physical healthcare services.

TrulaCoaching™ Ethics

While working with coachees, peer coaches should keep in mind the ethics of peer coaching. Coachees may look to the peer coach for guidance because the peer coach is someone who can relate to student experiences. In this relationship of trust, peer coaches should always:

- Keep and maintain confidentiality of the coachees they coach and only share necessary facts with their coach supervisor as needed
- Respect individual differences
- Avoid personal conflicts
- Interact with students in good-faith ensuring interactions are honest and truthful

The Director of Coaching or Coach Coordinator will have access to all coach notes and maintains the confidentiality of their contents. However, if any coachees indicate that they may

be a danger to themselves or others, the Director of Coaching or Coach Coordinator will make an official report to Trula's VP of Operations.

TrulaCoaching™ Boundaries

Boundaries are healthy limits that assist in balancing the peer coach's life and the various roles of a peer coach. Boundaries offer protection for both the peer coach and the coachees by assisting in the building and preserving of trustworthy relationships. Peer coaches should set appropriate boundaries to allow for a safe connection between the peer coach and the coachee based on the coachee's needs and mutual comfort.

It is important for peer coaches to have an open and honest discussion about their limits and boundaries as a peer coach. Undefined boundaries frequently undermine the coaching relationship. For example, loose boundaries have a tendency to be misinterpreted. Thus, it is important for peer coaches to clearly communicate their boundaries from the beginning of the peer coaching relationship.

At a minimum, peer coaches should:

- Set healthy boundaries from the beginning
- Inform students that the peer coach is only available during business hours and won't respond to texts outside of that timeframe
- Avoid using personal cell phone numbers when possible and ensure that all communications focus on coaching objectives
- Ensure all coaching sessions take place remotely through text, phone call, or virtually.
- Document all interactions to preserve a record of coaching engagements which could decrease the potential for inaccurate allegations

It is necessary that all peer coaching and coachee relationships are strictly professional (meaning focused on legitimate coaching objectives). Peer coaches should avoid social interactions with their coachees. Furthermore, it is not acceptable for a peer coach to date coachees that they are coaching. If the peer coach feels that they cannot keep a coachee relationship strictly professional, the peer coach should promptly speak with Trula's Director of Coaching or a Coach Coordinator, refer the student to another coach, and terminate the coaching relationship.

TrulaCoaching™ Responsibilities

TrulaCoaching™ Coach responsibilities are varied and may change from time to time.

TrulaCoaching™ Coaching responsibilities include:

1. Cohort Meetings

Attendance: You are expected to attend all **7 cohort meetings** scheduled every other week throughout the semester. These meetings are vital for community building, shared learning, and staying aligned with program goals.

2. Skills Labs with Dr. Beth (Optional)

Sessions: Participate in **3 skills labs** led by Dr. Beth. These labs are scheduled

approximately monthly, excluding either the first or last month of the semester. Skills labs are an excellent opportunity to strengthen your coaching skills and learn new techniques.

3. **Session Notes**

Submission: After each coaching session, submit your notes within **24 hours**. Promptly documenting your sessions helps maintain continuity in the coaching process and ensures a high standard of support for your coachees.

4. **All Coaches Meetings**

Semester Start and End: Attend the **beginning-of-semester** and **end-of-semester** all coaches meetings. These sessions set the foundation for each semester and offer an opportunity to reflect on our achievements and growth.

5. **Onboarding Training (For New Coaches)**

If you're a new coach, attendance at the **live onboarding training** is required. It will be held at the beginning of the semester. This session will equip you with the foundational knowledge and tools needed to start strong.

If you're a new coach, you are required to attend the **live onboarding training** session. Additionally, please complete all Learning Management System (LMS) modules by **December 5** to ensure you're fully prepared for coaching.

6. **Coach Behavior**

Behave in a **professional manner**. Dress in a clean, tidy, and appropriate attire for coaching sessions. Inappropriate behaviors include but are not limited to sexual harassment, physical or verbal abuse, inappropriate language, or drug or alcohol use before/during appointments.

7. **Policies & Procedures**

Follow all coaching policies and procedures as outlined in the **Coach Portal**.

Crisis Management, Escalation and Emergency Procedures.

It is Trula's policy that if a peer coach believes that a coachee / student participant is a danger to themselves or others, the peer coach will promptly report the situation to Trula's Director of Coaching or Coach Coordinator.

If a peer coach believes that a coachee exhibits signs or discloses information indicating suicide, self-harm, abuse, violence, depression or hopelessness, a peer coach will escalate the coachee to a professional healthcare provider or appropriate resource by following the steps below. If the peer coach is a graduate assistant at their university and are coaching a student from their same institution, and the student discloses suicidal ideation, a sexual assault, or abuse of a minor, the peer coach must file a report with their Dean of Students. The peer coach will discuss this with their coachee during their first session:

1. The Peer Coach will recommend the coachee reach out to the coachee's school health services to seek medical or mental healthcare and provide the appropriate contact information to the coachee.
2. The Peer Coach will inform the Coachee that the Peer Coach will contact Trula's Director of Coaching or Coach Coordinator to notify Trula of the Peer Coach's concerns.
3. Contact the Director of Coaching and/or Coach Coordinator and inform them of the Peer Coach's concern for the Coachee.
4. The Director of Coaching or Coach Coordinator will contact the Coachee to check on their status and refer them to appropriate professionals as needed.
5. If the Peer Coach believes that there is an emergency situation, the Peer Coach should call 911.
6. If the coachee experiences an emergency situation, the Director of Coaching or Coach Coordinator will submit a tip in the SafeUT app.

Crisis Management, Escalation and Emergency Procedures

If any emergency arises the peer coach should call 911 and then notify Trula as quickly as reasonably possible.

If at any time a peer coach believes that a student expresses any feelings of serious depression, hopelessness, self-harm, violence, or suicide, the peer coach must follow the TrulaCampus™ process of escalation (See Exhibit B on page 6).

Signature: _____ Name: _____

Date: _____

Media Release Agreement

I, _____ do hereby give permission to interviewed, photographed, and/or videotaped by Trula or its representatives in connection with a Trula production.

I understand and agree that the text, photographs, and/or videotapes thereof containing my name likeness, and voice, including transcripts thereof, may be used in the production of instructional, promotional materials, and for other purposes that Trula deems appropriate and that such materials may be distributed to the public and be displayed publicly one or more times and in different formats, including but not limited to, websites, cablecasting, broadcasting, and other forms of transmission to the public. I also understand that this permission to use the text, photographs, videotapes, and name in such material is not limited in time and that I will not receive any compensation for granting this permission.

I understand that Trula has no obligation to use my name, likeness, or voice in the materials it or I produces, but if Trula so decides to use them, I acknowledge that it may edit such materials. I hereby waive the right to inspect or approve any such use, either in advance or following distribution or display.

I hereby unconditionally release Trula and its representatives from all claims and demands arising out the activities authorized under the terms of this agreement.

By signing below, I represent that I am of legal age, have full legal capacity, and agree that I will not revoke or deny this agreement without providing written notice allowing for 30 days.

I have read the document and fully understand its contents.

To evidence my agreement to this Peer Coaching and Media Release Agreements, I have signed and delivered it on the date below.

Signature: _____

Name: _____

Email: _____

Date: _____

EXHIBIT B

Student Escalation Process

It is Trula's policy that if a peer coach believes that a coachee / student participant is a danger to themselves or others, the peer coach will promptly report the situation to Trula's Director of Coaching or Coach Coordinator.

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3. Contact the Director of Coaching or Coach Coordinator and inform them of the Peer Coach's concern for the Coachee.
4. The Director of Coaching or Coach Coordinator will contact the Coachee to check on their status and refer them to appropriate professionals as needed.
5. If the Peer Coach believes that there is an emergency situation, the Peer Coach should call 911.
6. If the coachee experiences an emergency situation, the Director of Coaching or Coach Coordinator will submit a tip in the SafeUT app.