

# ECA Coaching & Mentoring Program

## Mentor & Coach Guidelines

*(Including Revenue-Sharing Agreement for Coaching Sessions)*

### 1. Introduction

Welcome to the ECA Coaching & Mentoring Program. This initiative is designed to foster professional growth, knowledge-sharing, and impactful connections between experienced mentors/coaches and mentees/coachees.

- Mentoring is a voluntary and unpaid relationship where an experienced professional guides a mentee.
- Coaching is a paid service in which a coach provides structured guidance based on mutually agreed deliverables.

ECA's role is to facilitate the matchmaking process between mentors/coaches and mentees/coachees, but it does not dictate specific terms for coaching engagements beyond the revenue-sharing agreement outlined below.

### 2. Expectations & Best Practices for Mentors & Coaches

#### Professional Conduct & Responsibilities

As an ECA mentor or coach, you are expected to:

- Provide high-quality, insightful, and actionable guidance.
- Establish clear expectations with your mentee/coachee regarding objectives, scope, and structure.
- Respect confidentiality and ensure an open, trust-based relationship.
- Avoid conflicts of interest, direct solicitation, or self-promotion outside the agreed mentoring/coaching framework.
- Commit to reliable communication and honor scheduled meetings.

#### Structuring Your Engagement

- First Session: Use the initial meeting to establish rapport, define goals, and outline expectations.
- Mentoring: Typically informal and flexible, focusing on knowledge-sharing without structured deliverables.

- Coaching: Engage in a professional, structured approach with clearly defined objectives, session frequency, and expected outcomes.

Recommended session duration:

- Mentoring: Flexible, based on mutual availability.
- Coaching: Structured per agreement (for example, 60-minute sessions at a set cadence).

### **Communication & Collaboration Tools**

- You are free to choose the communication method that best suits your needs. In addition to platforms such as Zoom, Google Meet, Teams, or phone calls, you can also use our internal community and communication portal at [European Champions Community](#) to collaborate and share insights.
- If a digital whiteboard is required during your sessions, please contact us to inquire about access to Conceptboard licenses or other digital collaboration tools.

### **Effective Mentorship & Coaching Tips**

- Understand your mentee/coachee's goals before offering advice.
- Encourage action—aim for practical outcomes rather than only discussions.
- Foster accountability by setting clear follow-ups or defining actionable next steps.
- Be adaptable—each engagement is unique, so tailor your approach to individual needs.

## **3. Revenue-Sharing Agreement for Coaching Sessions**

If you provide paid coaching services through the ECA Coaching & Mentoring Program, the following revenue-sharing terms apply:

### **10% Commission Fee**

- ECA will receive a 10% commission on all coaching fees paid by the coachee to the coach.
- This fee supports the program's matchmaking efforts, community engagement, and operational facilitation.

### **Payment & Invoicing Process**

- Fee Negotiation: The coach and coachee must independently agree on the coaching fee, deliverables, and session structure.
- Commission Invoicing:

- ECA will issue invoices to the coach based on coaching payments received.
- Coaches are required to report income received for coaching engagements upon request.
- Coaches must ensure timely payment of the ECA commission.

### **Financial Responsibility**

- ECA does not process payments between coaches and coachees. All transactions must be arranged directly between the parties.
- Coaches must comply with all relevant tax, invoicing, and financial regulations in their respective jurisdictions.
- Coaches should issue invoices to coachees directly and maintain accurate financial records.

### **Non-Payment & Program Compliance**

- Failure to comply with the commission structure may result in removal from the program.
- Consistent non-compliance with income reporting or invoice settlement may render a coach ineligible for future participation.
- ECA reserves the right to update the revenue-sharing model, with prior notice to all participants.

## **4. Program Support & Feedback**

### **Continuous Improvement & Feedback**

- After your first sessions, ECA will request feedback to improve the program.
- Both mentors/coaches and mentees/coachees are encouraged to share insights about their experience.
- If any challenges arise, please communicate directly to seek a resolution; ECA will step in only when necessary.

### **Contact for Support**

For assistance, clarification, or further support—including inquiries about digital whiteboards and Conceptboard licenses - please contact us at [welcome@european-champions.org](mailto:welcome@european-champions.org).

## **5. Legal Disclaimer**

- ECA acts solely as a matchmaking platform and is not a party to any individual mentoring or coaching agreements beyond the established commission structure.
- ECA is not liable for the quality, outcomes, disputes, or financial transactions between coaches and coachees.
- All participants are responsible for ensuring compliance with their respective contractual, legal, and financial obligations.

### **Acknowledgment & Agreement**

By participating in the ECA Coaching & Mentoring Program, you acknowledge and agree to:

- Uphold professional and ethical standards in all mentoring/coaching engagements.
- Adhere to the 10% revenue-sharing agreement for all paid coaching sessions and ensure timely commission payments.
- Take full responsibility for the financial, legal, and contractual aspects of your engagements.
- Utilize available resources and tools, including our internal community portal and digital collaboration options, to enhance your sessions.

For any questions or support, please contact us at [welcome@european-champions.org](mailto:welcome@european-champions.org).