RDW EXECUTIVE EDGE

Three-Way Sponsor Agreement

Document 3 of 5 | Required only when an employer or organization pays | Sign before coaching begins

This Agreement is between the coaching client (the Client), the organization paying for coaching (the Sponsor), and RaShaun Warren, doing business as RDW Executive Edge (the Coach). It sets out each party's role and exactly what information may be shared, as required by Standards 1.1 and 3.2 of the ICF Code of Ethics (approved October 2024, revised May 2026). It supplements the Executive Coaching Agreement signed by the Client and the Coach.

1. Parties

Client name and job title	
Sponsor organization legal name	
Sponsor representative name, title, and email	
Billing contact and email	
Coach	RaShaun Warren, RDW Executive Edge
Coach email	

2. Engagement

Package	Organization Sponsored Package: 12 sessions of 60 minutes over 6 months, by Zoom video or phone.
Fee	$2,880 in U.S. dollars ($240 per session).
Payment terms	Invoiced at signing and due within 15 days, or 3 monthly invoices of $960.
Purchase order or vendor number (if any)	

3. Roles

- **Client:** sets personal coaching goals, participates voluntarily, and decides what to share with the Sponsor beyond what this Agreement allows.

- **Sponsor:** pays for coaching, shares organizational context and development objectives, and supports the Client's time for sessions.
- **Coach:** coaches the Client, protects confidentiality as set out below, and follows the ICF Code of Ethics.

4. Development Objectives

Sponsor's development objectives for the Client (agreed in the opening three-way meeting)	
How the Client and Sponsor will review progress	

The Client's personal goals and the content of coaching sessions remain confidential and are not part of these objectives unless the Client chooses to share them.

5. What Information May Be Shared

The Coach will share only the items checked below. Anything not checked is confidential. All parties must initial any change in writing.

- ☐ Attendance: session dates and whether each session took place.
- ☐ Three-way meetings with Client, Sponsor, and Coach at the start, midpoint, and end of the engagement.
- ☐ A progress summary written by the Client and reviewed by the Client before it is sent.
- ☐ Other (describe below and have all parties agree).

Other information to be shared, if checked	

The Sponsor will not receive session notes, recordings, the coaching log, assessment results, or the content of coaching conversations. The legal limits of confidentiality in the Client's Coaching Disclosure and Informed Consent still apply.

6. Conflicts of Interest

If the Sponsor's expectations and the Client's interests conflict, the Coach will raise it openly with both parties and seek a fair resolution. The Coach will not act as an evaluator of the Client for performance, promotion, or disciplinary decisions.

7. Ending the Engagement

- Any party may end the engagement by written notice to the other two parties.
- The Sponsor pays for sessions already delivered at $240 per session. Prepaid, unused sessions are refunded to the Sponsor within 14 days.
- If the Client leaves the Sponsor organization, coaching ends unless all parties agree otherwise in writing.

8. General

This Agreement is governed by the laws of the State of Texas, subject to any mandatory protections that apply. Electronic signatures are valid, and each party receives a complete signed copy. The Sponsor signs only to accept its payment, reporting, and confidentiality obligations; it does not consent on the Client's behalf.

9. Signatures

Client

Signature	
Printed name	
Date	

Sponsor representative

Signature	
Printed name	
Date	

Coach

Signature	
Printed name	RaShaun Warren
Date	