



## A Matter of Balance / Volunteer Lay Leader Model Memorandum of Understanding for Coaches

*A Matter of Balance* is specifically designed to reduce the fear of falling and improve activity levels among community-dwelling older adults. The program includes 8 two-hour sessions presented by **two** trained coaches using the Coach Handbook and two instructional videos. The program focuses on practical coping strategies to reduce fear of falling and to diminish the risk of falling. This is a copyrighted program and the Master Trainer organization has signed a license to utilize the materials.

This is an agreement between \_\_\_\_\_ and  
(Name of Master Trainer)  
\_\_\_\_\_ for using the curriculum and leading classes for A Matter  
(Name of Coach)  
of Balance Volunteer Lay Leader Model.

### The Coach will:

- Attend 8 hours of coach training and earn A Matter of Balance certification.
- Agree to facilitate two Matter of Balance classes within one year of certification.
- Lead classes under the direct supervision of the Master Trainer.
- Communicate with the Master Trainer regarding every class offered.
- Participate in the collection of pre and post outcome surveys and return to Master Trainer.
- Attend 2.5 hours of updates for coaches annually.

By signing this agreement, \_\_\_\_\_ agrees to:  
(Name of Coach)

- **Maintain fidelity to the program. Present the class according to the directions, training and materials provided.** *Master Trainer has a license to utilize the copyrighted MOB materials; you operate under this license and its restrictions.*
- **Teach the Matter of Balance class with another trained coach. Conduct 8 two-hour sessions either once a week for 8 weeks or twice a week for 4 weeks.**
  - Prepare for each class by reviewing the Matter of Balance manual and materials.
  - Organize the classroom with supplies and refreshments.
  - Encourage interactive discussion about the concepts and skills presented.
  - Demonstrate and lead the exercises outlined in the Matter of Balance Program.
  - Monitor and connect with each participant.
  - Promote socialization and a solution-oriented environment among the participants.
- Coaches always teach in pairs. *Communicate with co-coach prior to the class and assign activities.*
- **Lead class sizes limited to 8-12 participants.**
- **Include a Guest Healthcare Professional visit arranged for one hour during one session.**

\_\_\_\_\_ has signed a license agreement with MaineHealth's  
(Name of Master Trainer Organization)

By signing this agreement you are agreeing to utilize all materials for A Matter of Balance according to the program manuals which are governed by the "License to Use" signed by your Master Trainer's agency. This requirement applies to all translations.

**Name of Master Trainer (Print):**

\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Name of Coach (Print):**

\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_