

SANCTUM

Center for Personal and Corporate Excellence

A.B.N 23 365 850 409

Tame Your Dragon: Anger Management Mandatory Participation Agreement & Zoom Conditions

1. Purpose and Program Options

- a. This Agreement sets out the mandatory conditions for participation in the Tame Your Dragon Anger Management Program provided by SANCTUM: Centre for Personal and Corporate Excellence (SANCTUM).
- b. The program is delivered online via Zoom and may be completed in one of three formats:
Saturday Intensive — one Saturday from 10:00 am to 3:00 pm;
Tuesday Evening Program — two Tuesday evenings from 6:00 pm to 8:30 pm; or
Individual Program — four individual sessions of one hour each.
- c. The Individual Program allows greater opportunity to adapt the presentation and discussion of program material to my individual circumstances. The same minimum requirements for successful completion apply to all three formats.
- d. Following this Agreement is my responsibility.

2. Attendance and Completion

I must attend and participate for the entire duration of every scheduled session.

- Saturday Intensive must be completed in full.
 - Tuesday Evening Program consists of two sessions which must be completed in sequence, within the same month. Sessions cannot be split between different groups or months.
 - Individual Program requires attendance at all four sessions.
- b. For individual sessions only, at least **24 hours' notice** is required if I need to reschedule a session. A **\$95 late-notice fee applies to any missed session where at least 24 hours' notice has not been provided.**
- c. I must be available and ready to participate at the scheduled commencement time. Leaving a session early or being unable to participate for a substantial part of a session may result in the session being treated as incomplete and may require rebooking.
- d. I am responsible for considering my work and other commitments before selecting a program date. I must not participate while working, taking work-related calls or dealing with other work interruptions.
- e. I understand that the program is not simply an attendance program. A Certificate of Completion confirms that I have met the minimum requirements, including sufficient understanding of the program material, participation in relevant discussions and exercises, and appropriate self-reflection and engagement.

f. Attendance alone does not guarantee a Certificate of Completion. If I cannot demonstrate the required level of understanding, participation, self-reflection or engagement, including where cognitive or other limitations prevent meaningful engagement with the program content, SANCTUM may issue a **Letter of Attendance or Participation** instead.

g. The Individual Program may be adapted to my individual circumstances, but this does not remove or reduce the minimum requirements for successful completion.

3. Participation and Conduct

a. I must actively participate in discussions, activities and exercises, engage with the program material and Participants Manual, and contribute to discussions where appropriate.

b. I must listen respectfully when others are speaking, not talk over them, respect different opinions, and treat facilitators and other participants respectfully.

c. I must not have private conversations with family, friends or other people during the program or engage in activities that interfere with my participation, including watching television.

d. Violence, threatening behaviour and verbal abuse towards facilitators or participants are prohibited. Women and men must not be labelled or described using abusive or degrading language.

e. Failure to participate appropriately may result in me being asked to leave or being disconnected from the session and may prevent me from receiving a Certificate of Completion.

4. Alcohol, Drugs and Other Prohibited Activities

a. I must not consume alcohol or illicit drugs during the program or participate while under their influence.

b. I must not smoke, vape, eat, watch television or sleep during the program. Water, coffee and tea are permitted.

c. I should consider whether any medication I am taking may cause significant drowsiness or affect my ability to participate safely and appropriately.

d. I must not drive or operate machinery while participating in the program.

5. Zoom, Technology and Privacy

a. I must have a suitable device with a working camera and microphone. A computer, laptop or tablet is preferred. A mobile phone should only be used where no suitable alternative is available. If used, it must remain stationary and must not be used for calls, texting or other activities during the program.

b. I am responsible for ensuring that my equipment is charged and that I have a stable internet connection. I should test my equipment and internet connection beforehand. I do not need to purchase a Zoom account.

c. Failure to participate because of equipment failure, inability to log in, loss of internet connection or other technical problems may result in non-completion. Repeated freezing, disconnection or other technical problems that prevent meaningful participation may result in me being disconnected from the program.

d. I must keep my camera on and remain positioned so that my face is visible to the facilitator.

e. I must participate from a private, suitable and disturbance-free location. Other people must not be able to hear the program discussions. I must use earbuds, earphones or a headset where necessary to maintain confidentiality. Toilet breaks should occur during scheduled breaks.

6. Recording and Confidentiality

a. Under no circumstances may I record the program by audio, video, screen recording, photograph, screenshot or any other means.

b. Information and personal matters discussed by other participants are confidential and must not be disclosed to other people.

c. I must ensure that family members, friends or other people cannot hear the program discussions.

7. Participants Manual and Rebooking

a. I must have my Participants Manual available throughout the program and use it as required by the facilitator.

b. Failure to have the required manual may prevent me from completing the program and may require me to rebook.

c. If I am unable to participate on my selected program date, or if I am disconnected or otherwise fail to complete the program because I have not complied with these mandatory conditions, I may be required to rebook into another program.

d. The applicable rebooking fee is currently **\$220**, and rebooking is subject to availability.

8. Letters and Financial Terms

a. If requested, SANCTUM may provide a **Letter of Attendance or Participation** confirming my attendance, the dates or format attended, whether I completed the required sessions, and relevant factual comments about my participation, engagement and involvement in the program.

b. Such comments may include whether I participated in discussions, activities and exercises, engaged with the program material, contributed to discussions, and demonstrated appropriate engagement and self-reflection.

c. A Letter of Attendance or Participation records matters observed during my participation. It does not necessarily constitute a formal assessment, clinical opinion or assessment of my progress.

d. Where a Certificate of Completion has not been issued because the minimum requirements for successful completion have not been met, SANCTUM may provide a Letter of Attendance or Participation instead. Such a letter does not represent successful completion of the Anger Management Program.

e. A Letter of Enrolment may be provided upon request to notify a Court or other relevant party that I am enrolled in or about to commence the program.

f. The applicable Letter of Enrolment fee, program fees, refund deadline and other financial conditions are set out separately in SANCTUM's **Letter of Acknowledgement and Agreement: Fees & Refunds**.

g. I understand that I must comply with the separate Fees & Refunds document in addition to this Participation Agreement.

9. Consequences and Participant Acknowledgement

a. I understand that the conditions in this Agreement are mandatory and that I am responsible for complying with them.

b. I understand that failure to comply may result in me being asked to leave or being disconnected from the program, a session being treated as incomplete, a Certificate of Completion not being issued, and/or a requirement to rebook and pay the applicable rebooking fee.

c. I understand that attendance alone does not guarantee a Certificate of Completion and that I must demonstrate the required level of understanding, participation, self-reflection and engagement.

d. I understand that the program may be adapted to my individual circumstances where appropriate, but that the minimum requirements for successful completion remain the same.

e. I understand that a Letter of Attendance or Participation may include factual comments about my participation and engagement in the program.

f. I confirm that I have read and understood this Agreement, agree to comply with its mandatory conditions, and have had the opportunity to ask questions before signing.

PARTICIPANT DECLARATION

I confirm that I have read and understood the **Tame Your Dragon: Anger Management Mandatory Participation Agreement & Zoom Conditions** and agree to comply with all mandatory conditions.

Participant Name (print): _____

Participant Signature: _____

Date: _____