

Client Coaching Agreement

This agreement is between:

_____ (Coach) and

_____ (Client) for coaching services.

Description.

Coaching is a partnership (defined as an alliance, not a legal business partnership) between the Coach and the Client in a thought-provoking and creative process that inspires the client to maximize personal and professional potential.

Responsibilities.

1. Coach agrees to maintain the Code of Ethics and standards of behavior set out by the International Coach Federation.
2. Client is responsible for creating and implementing his/her own physical, mental and emotional well-being, decisions, choices, actions and results. As such, the Client agrees that the Coach is not and will not be liable for any actions or inaction, or for any direct or indirect result of any services provided by the Coach. Client understands coaching is not therapy and does not substitute for therapy if needed, and does not prevent, cure, or treat any mental disorder or medical disease.
3. Client understands that coaching is not to be used as a substitute for professional advice by legal, mental, medical or other qualified professionals and will seek independent professional guidance for such matters. If Client is currently under the care of a mental health professional, Coach will recommend that Client inform the mental health care provider and the client may need to have a referral letter from their health care provider.
4. Client agrees to communicate honestly, be open to feedback and assistance and create the time and energy to participate fully in the program.

Services.

The parties agree to engage in a _____ (Eg. Weekly) coaching program via _____ (Eg. Face-Face, phone, etc.) meetings.

Session duration: _____ (Eg. 1 Hr.)

The Coach will be available to Client by e-mail and voicemail in between scheduled meetings as defined by the Coach. Coach may also be available for additional time, per client's request on a prorated basis rate of _____/hour (for example, reviewing documents, reading or writing reports, engaging in other client related services outside of coaching hours).

Schedule & Fees.

This coaching agreement is valid as of _____ (DD/MM/YY.)

The fee is _____ per session and is payable _____ (Eg. Before/After) each session.

Procedure.

The time of the coaching meetings and/or location will be determined by Coach and Client based on a mutually agreed upon time. The Client will initiate all scheduled calls and will call the Coach at the following number for all scheduled phone meetings _____ or, via Skype _____. If the Coach will be at any other number for a scheduled call, Client will be notified prior to the scheduled appointment time.

Confidentiality.

This coaching relationship, as well as all information (documented or verbal) that the Client shares with the Coach as part of this relationship, is bound to confidentiality by the ICF Code of Ethics, but is not considered a legally confidential relationship (like in Medicine or Law). The Coach agrees not to disclose any information pertaining to the Client without the Client's written consent. The Coach will not disclose the Client's name as a reference without the Client's consent. Confidential information does not include information that: (a) was in the Coach's possession prior to its being furnished by the Client; (b) is generally known to the public or in the Client's industry; (c) is obtained by the Coach from a third party, without breach of any obligation to the Client; (d) is independently developed by the Coach without use of or reference to the Client's confidential information; or (e) that the Coach is required by law to disclose.

Please note that as part of continual development as an ICF coach and keeping track of coaching hours, the coach may submit the clients email address details to the ICF. The coach will not divulge any information about what happened during the session. The information is strictly limited to an email address. Please initial here _____ that you give your consent for the coach to do so.

According to the ethics of our profession, topics may be anonymously and hypothetically shared with other coaching professionals for training, supervision, mentoring, evaluation, and further coach professional development and/or consultation purposes.

Cancellation and Lateness Policy.

Client agrees that it is the Client's responsibility to notify the Coach at least 24 hours in advance of the scheduled call/meeting if the client cannot make the session. Client will be billed for a missed session if the client does not turn up or reschedule. Coach will wait for 15 minutes, before the Client is noted as not turning up for the session.

Termination.

Either the Client or the Coach may terminate this agreement at any time with 2 weeks written notice.

Limited Liability.

Except as expressly provided in this agreement, the Coach makes no guarantees or warranties, express or implied. In no event will the Coach be liable to the Client for consequential or special damages. Notwithstanding any damages that the Client may incur, the Coach's entire liability under this agreement, and the Client's exclusive remedy, will be limited to the amount paid by the Client to the Coach under this agreement for all services rendered up until the termination date.

This is the entire agreement of the parties, and reflects a complete understanding of the parties with respect to the subject matter. This agreement supersedes all prior written and oral representations.

Client Name/Title: _____ Signature: _____

Date: _____

Coach Name/Title: _____ Signature: _____

Date: _____