

OUR COACHING AGREEMENT

Why we have an agreement

Coaching is a continuous process and includes the development of personal, professional or business goals, creation of a strategy and commitment to an action plan. The coaching agreement formalizes our commitments to that process – meaning, as your coach I will provide support to encourage you to follow through on your agreed actions, keep you on track, provide guidance and help you to build momentum toward the vision and goals you've set out.

Responsibilities of Coach:

- Maintains the ethics and standards of the International Coach Federation (ICF). Will provide a formalized copy of the code of ethics and standards upon request.
- Guides the coaching sessions as the needs are communicated from the client.
- To be available for one (1) 10-minute call between sessions.

Responsibilities of Client:

- Schedules and provides the session agenda(s) for coaching sessions.
- Commits to a minimum of 12-coaching sessions to ensure continuity and success.
- Devotes energy to participate fully in the program.
- Understands willingness is the only requirement.
- Accepts that coaching is not a substitute for professional advice by legal, mental, medical or qualified professionals and will seek independent professional guidance for such matters.
- Acknowledges that sessions are confidential.

Description of Services

- Session appointments are 60-minutes in length. Sessions are held by telephone. If a one-on-one session is requested by the client an additional fee of \$x. xx will be incurred for travel expenses.
- If additional time is needed, this can be accommodated and scheduled by mutual agreement.
- No charge for one (1) 10-minute call between sessions, excess of that time is pro-rated at the hourly fee.

Schedule & Fees:

- This coaching agreement is valid as of **00/00/0000**. The parties agree to engage in a 12-session coaching program. The Fees for services are: **\$x. xx** per 60-minute hour with first two sessions paid in advance. On-going, payment is due upon receipt of invoice.



Referrals:

- Referrals are essential to any business and/or financial practice. To demonstrate coach's appreciation, the client will receive a complimentary session valued at \$x. xx for each new paying client you refer.

Cancellation Policy:

- It is the Client's responsibility to notify Coach 24 hours in advance of the scheduled call to reschedule or cancel.
- Coach will be flexible rescheduling coaching sessions cancelled 24 hours in advance of the scheduled call
- Besides unforeseeable emergencies, Coach reserves the right to bill the client for a missed session. The client will attempt in good faith to reschedule the missed meeting.

Termination:

- Either the Client or Coach may terminate this agreement at any time with a 24-hour written notice.

Refund Policy:

- After the coaching program has begun, any unused sessions will not be refunded, but may be rescheduled for up to 12 months after the initial payment.
- Refunds requested in writing prior to the beginning of the coaching program will be given in full, less a \$50 administrative fee.
- All unused sessions expire 12 months after initial payment.

Agreement:

- 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.
- Please sign and return prior to the first scheduled coaching session.

Client Name: _____

Client Signature: _____ **Date** _____