

## Coaching Contract

**Client Name:** \_\_\_\_\_

This agreement, between coach \_\_\_\_\_ and the above-named client will begin on \_\_\_\_\_ and will continue for a period of \_\_\_\_\_ months ending on \_\_\_\_\_.

### Fees

The fee for the initial meeting is \$\_\_\_\_\_ and the fee for the following meetings is \$\_\_\_\_\_. These fees will be paid in advance.

Alternatively, this is a \_\_\_\_\_ package for a period of \_\_\_\_\_ months including \_\_\_\_\_ appointments per month for \_\_\_\_\_ minutes at a time.

Additional appointments can be scheduled as needed.

If you need to cancel an appointment, please provide at least 24 hour's notice or unfortunately, it will be necessary to charge you for the appointment.

### Services

The services to be provided by the coach to the client are face-to-face or telephone-coaching, as agreed jointly with the client. Coaching may address specific personal projects, business successes, or general conditions in the client's life or profession. Other coaching services include value clarification, brainstorming, identifying plans of action, examining modes of operating in life, asking clarifying questions, and making empowering requests or suggestions for action.

Throughout the working relationship, the coach will engage in direct and personal conversations. The client understands that successful coaching requires a co-active collaborative approach between client and coach. In the coaching relationship, the coach plays the role of a facilitator of change, but it is the client's responsibility to enact or bring about the change.

If the client believes the coaching is not working as desired, the client will communicate and take action to return the power to the coaching relationship.

*You are encouraged to read the Member's download document titled, "What You Need to Know" – or book, blog, your niche education positioning offering...as a way of more fully understanding what coaching is about and how to get the most out of it.*

### Prior History

The client also agrees to disclose details of the past or present psychological or psychiatric treatment. Coaching and counselling are not the same as described on the website [www.YOURWEBSITE.com](http://www.YOURWEBSITE.com) in the Member's download document "What You Need to Know" and as such, there needs to be a clear distinction between the two.

**If you have complimentary qualifications eg:** Even though I am a registered psychologist trained in counselling or therapy, I do not engage in therapy with my coaching clients. In entering into the coaching relationship, and signing the agreement, you are agreeing that if any mental health difficulties arise during the

course of the coaching relationship, you will notify me immediately so that I can discuss with you an appropriate referral.

Alternatively, you may disclose at this point you have referee partners in these professions.

## Privacy

The client can, at any point in the coaching session, declare his/her preference not to discuss a specific issue, by simply stating that they would rather not discuss this issue. The coach agrees to respect this boundary and will not attempt to forward the conversation further along those lines.

## Confidentiality

The coach will work within the professional ethics and guidelines as designated by the International Coaching Federation (see [www.coachfederation.org](http://www.coachfederation.org)). Copies of the ethical guidelines are available on the website. All information about the coach / client relationship will remain strictly confidential except in very rare circumstances where decreed by law; ie. where the court might issue a subpoena for the file or information.

If you wish for me as your coach to speak to someone outside our interactions, then you need to give me written permission (original letter, fax or email) to do so. Exceptions to confidentiality of course relate to circumstances such as intent to seriously harm someone, child abuse etc. Otherwise, all your information is confidential.

It is also important to note that in some situations, it is important to be aware of the use of technology in that for some clients, there is a risk in using certain media such as the internet, mobile phones and cordless phones. If you use these to communicate with me, then I will assume that it is appropriate to continue to do so in my interactions with you.

## Termination and Refund

The coach and client agree to provide each other with two week's notice in the event that it is desired to terminate coaching. Otherwise, the coaching will continue for the duration of the contracted period.

As coaching services are paid for in advance, refund for remaining sessions as identified at the time of agreed termination will be made accordingly without further enquiry.

*I believe that each of my clients is a unique, creative and responsible person who is in charge of moving their own life forward. I very much look forward to working with you.*

Our signatures on this agreement indicate full understanding of and agreement with the information outlined above.

\_\_\_\_\_  
Coaching Client

\_\_\_\_\_  
Date

\_\_\_\_\_  
YOUR NAME Executive & Personal Coach

\_\_\_\_\_  
Date

## Continuing Coaching Accreditation

As a separate issue, it is also important to inform that in terms of continuing accreditation as a coach, the International Coach Federation (ICF) (which is the international accrediting body for coaching) has a policy of verifying that coaching has been conducted. As such, at times, they may ask for the phone number and email of clients to authenticate the claim that I have been conducting coaching. Of course, they may not contact you at all, but you would need to be willing to be contacted if necessary. To that end, you would need to be willing to have your phone number and email listed, if indeed, the ICF chose to verify my claims of coaching.

If you are happy to have your phone number and email provided to ICF if they asked for it, please sign below that you are in agreement that this could occur.

\_\_\_\_\_  
Coaching Client

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive & Personal Coach

\_\_\_\_\_  
Date