

Coaching Agreement

This coaching agreement (“**Agreement**” hereinafter) has been signed between the parties below on this ____ day of ____, 20__, under the indicated terms and conditions.

a) Party A”. Hereinafter shall be referred to as the “**Coach**”.

The Coach represents solely himself/herself and is not being represented by any legal establishment.

- i. Name:
- ii. Coaching Qualifications:
- iii. Certificate/credential number:
- iv. Address:

b) Party B”. Hereinafter shall be referred to as the “**Client**”, also referred to as the “**Coachee**”,

- i. Name:
- ii. Address:
- iii. Country:
- iv. Telephone Number:
- v. eMail Address:

whereby the Coach agrees to provide Coaching Services for the Client focusing on the following topic:
.....

Description of Coaching: Coaching is a partnership, a collaborative process (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. It is designed to facilitate the creation/development of personal, professional, or business goals and to develop and carry out a strategy/plan for achieving those goals.

The coaching relationship is strengths-based, forward-looking, and collaborative. The coaching agenda is developed and implemented in partnership with the client and coach. The role of the Coach is to help the Client progress toward achieving a goal. The Client and Coach agree to engage fully in the coaching experience.

1) Coach-Client Relationship

A. Coach agrees to maintain the ethics and standards of behavior established by the International Coach Federation “(ICF)” and described in the [Code of Ethics](#). It is recommended that the Client review the ICF Code of Ethics and the applicable standards of behavior.

B. The client is solely responsible and agrees to:

- Create and implement their own physical, mental, and emotional well-being.
- Make decisions, and choices, and take actions that result from the coaching relationship and sessions with the Coach.
- Be fully present, and bring their whole self for all coaching conversations.

- Take complete responsibility for their growth and learning.
- Recognize that the coaching process may sometimes involve uncomfortable realizations.
- Refrain from discussing topics they are not comfortable with.
- Be accountable for their actions and inactions.
- Understand that coaching is a resource they must fully utilize.
- Communicate any concerns about the nature of the coaching relationship.

As such, the client agrees that the Coach will not be liable or responsible for any actions or inactions, or for any direct or indirect results of any services provided. The client understands that coaching is not therapy, counseling, or consulting.

C. The client further acknowledges that he/she may terminate or discontinue the coaching relationship at any time.

D. The client acknowledges that coaching is a comprehensive process that may involve different areas of his or her life, including work, finances, health, relationships, education, and recreation. The Client agrees that deciding how to handle these issues, incorporating coaching principles into those areas, and implementing choices is exclusively the Client's responsibility.

E. The Client understands that in order to enhance the coaching relationship, the Client agrees to communicate honestly, be open to feedback and assistance, and create the time and energy to participate fully in the program.

2) Services

The parties agree to engage in a Coaching Program of ____ number of hours through in-person, or synchronous online meetings. The coach will be available to the Client by e-mail in between scheduled meetings as defined by the Coach.

3) Schedule and Fees

This coaching agreement is valid from the same day as both parties signing this coaching agreement. The fee is € _____ (amount) and is payable fully in advance, and/or € _____ (amount) per month based on the frequency of meetings such as the number of monthly meetings.

Fees are payable at the first of the month, and prior to the coaching services being provided each month. Payments may be made by electronic funds transfer (EFT) and/or the website payment gateway.

The sessions shall be _____ (length in minutes). If rates change before this agreement has been signed and dated, the prevailing rates will apply. The [Cancellation Policy](#) in effect for the term of this Agreement applies.

4) Procedure

The time of the coaching session and/or location will be determined by the Coach and the Client based on a mutually agreed upon time.

Coaching sessions may occur in person, and/or through synchronous online meetings. The Coach and Client agree to adhere to established appointment times. The Coach and Client agree to begin and finish all appointments on time.

If the Client is more than 15 minutes late to an appointment, the Coach will assume that the appointment is canceled and the Client will be responsible for the full coaching fee. If the Coach is more than 15 minutes late to an appointment, the Client may assume that the session is canceled, and the Client shall not be responsible for any payment for that session.

5) 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 by the principles of confidentiality set forth in the ICF [Code of Ethics](#).

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 the use of or reference to the Client's confidential information, or
- (e) The coach is required by statute, lawfully issued subpoena, or by court order to disclose.
- (f) is disclosed to the Coach and as a result of such disclosure the Coach reasonably believes there to be an imminent or likely risk of danger or harm to the Client or others, and,
- (g) involves illegal activity. The Client also acknowledges his or her continuing obligation to raise any confidentiality questions or concerns with the Coach in a timely manner.

6) Release of Information (Optional, based upon specific situation)

The Coach engages in training and continuing education pursuing and/or maintaining ICF (International Coach Federation) Credentials. That process requires the names and contact information of all Clients for possible verification by ICF.

By signing this agreement, you agree to have only your name, contact information, and start and end dates of coaching shared with ICF staff members and/or other parties involved in this process for the sole and necessary purpose of verifying the coaching relationship, no personal notes will be shared.

Client Agrees _____ Client Refuses _____

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

7) Cancellation Policy

The client agrees that it is the Client's responsibility to notify the Coach in advance of the scheduled sessions. The Coach will attempt in good faith to reschedule the missed meeting. By signing this agreement, the Client agrees to the [Cancellation Policy](#).

8) Binding Effect

This Agreement shall be binding upon the parties hereto and their respective successors and permissible assigns.

Please sign both copies and return one copy of this Client Agreement prior to the first scheduled coaching meeting.

CLIENT:

Client Name: _____

Address: _____

Signature: _____ Date: _____

COACH:

Coach Name: _____

Address: _____

Signature: _____ Date: _____