

Coaching Agreement

Client Name:

Phone:

E-mail Address:

Client Address:

1. PAYMENT PROCEDURE: The coach is paid by cash or cheque at the end of the first session, or bacs for subsequent sessions by the date of the session.

2. CANCELLATION POLICY: Session cancellations or postponements must be made 48 hours in advance (working days). There will be no refund or credit for cancellations made less than 48 hours prior to a scheduled session. Any re-arrangement prior to 48 hours will incur no fee.

3. NATURE OF RELATIONSHIP: The client understands that the coaching relationship is not psychotherapy, psychological counseling, or therapy for any severe mental illness. In the event the client feels the need for professional counseling or therapy, it is the responsibility of the client to seek a licensed professional who can provide these services. If the coach believes that such services will be valuable to the client, the coach will recommend them.

4. THE SESSION: The client will meet the coach at the pre-arranged time and venue, in a suitable state of mind & not under the influence of substances. If the client is late the coach cannot make up for lost time by running over, and if the client is more than 20mins late the coach can cancel the session and charge 100% of fees

5. NONDISCLOSURE: The coach recognizes that the client may have future plans, business affairs, customer lists, financial information, job information, goals, personal information, and other private information. The coach will not at anytime, either directly or indirectly, voluntarily use any information for the coach's own benefit, or disclosure, or communicate this information to a third party.

6. CONFIDENTIALITY: The coach will not voluntarily divulge that the coach and the client are in a coaching relationship without the expressed permission of the client. The coach will do all in his power to keep confidential all communications between the client and the coach. The client understands that communication by E-mail may not be secure and that archives of e-mail communications may be subject to electronic interception. The client understands that there may be exceptions to coach-client confidentiality that may include responding to court orders. And in the event of discovery of child abuse or the client's intent to cause harm to himself/herself or others, the coach will take all reasonable and appropriate action, which may include breaching confidentiality.

The Client _____ **Date**

The Coach _____ **Date**