

## Coaching Agreement

This Agreement is made and confirmed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ between

\_\_\_\_\_ Herein referred to as "Client(s)", \_\_\_\_\_

Welcome to Schaller International. Coaching is an ongoing alliance between a Coach and the person(s) being coached (Client). For coaching to work, there needs to be a clear goal that is established by the Client. Coaching helps the Client move from where they start to where they want to go. Coaching embraces moving forward to both results and growth by the Client. The Coach will not define solutions nor give the Client directions to follow. The Coach will facilitate the Client's self-discovery and actions.

As your Coach, I will utilize the methods that master coaches use as defined by the International Coaching Federation (ICF). Our coaching relationship will follow all the ethical guidelines spelled out by the ICF. All information will be held in strict confidence unless I am ordered by the Court to provide required information; or if information provided in a session reveals that a Client is preparing to do harm to him or herself or to others.

### Conditions

- Coaching will occur over the phone, online, or in person as agreed.
- Coaching sessions will be scheduled for an agreeable time by Coach and Client per the package selected.
- Coaching sessions are generally one hour long and scheduled every other week (unless otherwise agreed)
- The Client and/or Coach must inform the other at least 24 hours before a scheduled session if there is a need to cancel or reschedule.

- If a Client does not notify the Coach of a cancellation and is 15 minutes or more late to a scheduled session, the session will be cancelled, and the Client will be expected to pay for the session that is missed.
- The Coaching Agreement between the Coach and Client can be terminated by mutual agreement by either party with 30 day notification.
- The Coach will refer the Client to another Coach if in the Client's best interest.
- The Client gives permission to Schaller International to record sessions for the Coach's review and ongoing certification. Confidentiality will be maintained between the Client, the Coach and the Coach's ICF mentor.

## Payment

- Fees for the coaching relationship are established by this Coaching Agreement.
- All payments are made in advance, and can include full payment or partial advance payments prior to the coaching sessions.

## Fee Agreement

The cost of your coaching will be \$ \_\_\_\_\_ per hour or \_\_\_\_\_ per coaching package of \_\_\_\_\_ sessions.

## Agreement to list your name on Coaching Log as required by the ICF

(Note: You may be contacted by the ICF to verify that I have coached you. This log is required by the ICF for me to maintain and upgrade my coaching credentials.)

\_\_\_\_\_ Client gives permission to Coach to list Client's name on Coach's Log.

## Commitment

Coaching assumes that each person in the coaching relationship (Coach/Client) is guided by personal values and beliefs. Schaller International is committed to respecting and honoring the perspectives of our Clients while remaining authentic to our values as a coaching organization.

Each person(s) whose signature(s) appears below agrees that this agreement represents a mutual understanding of the above, unless the conditions are mutually terminated.

\_\_\_\_\_  
Client Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Coach Name

\_\_\_\_\_  
Date