

Sample Coaching Agreement Sections

01 Identification of coach and client and contact information.

1. This Coaching Agreement (the "Agreement") is entered into _____ (the "Effective Date"), by and between _____, with an address of _____ (the "Coach") and _____, with an address of _____, (the "Client"), collectively "the Parties."

02 Purpose of Agreement

- A. Ethics & Standards
- B. Client autonomy
- C. End coaching at any time
- D. Coaching is comprehensive
- E. Not medical, therapeutic
- F. Coach agrees to be honest

2. **Purpose of the Agreement:** The purpose of this Agreement is to develop a coaching relationship between the Parties to cultivate the Client's personal, professional, and/or business goals and create a plan to carry out those goals through stimulating and creative interactions with the ultimate result of maximizing the Client's personal and/or professional potential ("Coaching Services").

The Parties agree as follows:

Coaching Goals. The Client wishes to engage the Coach's services to achieve the following goals/to maximize the following area of the Client's life:

03 Coaching Fees, payment

3. **Coaching Fees.** In exchange for coaching services, the Client agrees to pay the Coach the following fees according to the following schedule:

04 Coaching Schedule: How, frequency, length

4. **Coaching Schedule.** The Parties agree to meet _____ [by telephone/in person (choose one)] _____ days per _____ [week/month (choose one)] for _____ [minutes/hours (choose one)]. Coach _____ [will/will not (choose one)] be available by telephone and/or email in between scheduled sessions.

05 Coach-Client Relationship duties and responsibilities.

- Coach follows ICF ethics
- Client engages fully
- Client is responsible for follow-through.

5. **Coach-Client Relationship – Duties & Responsibilities.** A business and/or life coaching relationship is a partnership between two or more individuals or entities. This relationship is not a legal partnership but more like a teacher-student or coach-athlete relationship. Each Party must uphold its obligations for the coaching relationship to be successful.

- A. The Coach agrees to maintain the ethics and standards of behavior established by the International Coach Federation (ICF), an internationally recognized standard for coaching.
- B. The Client agrees to communicate honestly, be open to feedback and suggestions, and fully engage and devote oneself to the coaching process.
- C. The Client acknowledges and agrees that coaching is a comprehensive process that may explore different areas of the Client's life, including work, finances, health, and relationships. Still, it is ultimately the Client's decision how the Client incorporates coaching into each aspect of life.
- D. The Client is solely responsible for implementing the techniques discovered through coaching.

06 Confidentiality according to ICF and legal authorities

6. **Confidentiality.** This coaching relationship, as well as all information (physical or verbal) that the Client shares with the Coach as part of this relationship, is bound by the principles of confidentiality outlined in the ICF Code of Ethics. The Coach agrees not to disclose any information about the Client without the Client's written consent. BE ADVISED: The coach-client relationship is not a relationship protected by legal confidentiality (like doctor-patient or attorney-client). As such, the Coach could be required to divulge otherwise confidential information to authorities.

07 Session cancellation policy.

7. **Cancellation Policy.** The Client agrees to notify Coach _____ hours before any scheduled session that the Client needs to cancel. Coach reserves the right to charge the Client for the scheduled session for a missed/canceled meeting.

08 Termination at any time.

8. **Termination of Agreement.** Either party may terminate this Agreement at any time upon _____ days' written notice to the other party at the address provided above.

09 Limited Liability with no guarantees

9. **Limited Liability.** The Coach makes no guarantees, representations, or warranties of any kind or nature, expressed or implied, concerning the coaching services negotiated, agreed upon, and rendered. The Coach shall not be liable to the Client for any indirect, consequential, or special damages. Notwithstanding any damages that the Client may incur, the Coach's entire liability under this Agreement, and the Client's exclusive remedy, shall be limited to the amount actually paid by the Client to the Coach under this Agreement for all coaching services rendered through and including the termination date. The Client agrees that the Coach is not liable or responsible for any actions or inactions or for any direct or indirect result of any services provided by the Coach.

10 This is the entire agreement, changed only if both agree.

10. **Entire Agreement.** This document reflects the entire agreement between the Coach and the Client and reflects a complete understanding of the Parties concerning the subject matter. This Agreement supersedes all prior written and oral representations. The Agreement may not be amended, altered, or supplemented except in writing, signed by both the Coach and the Client.

11 Resolution if legal fees arise

11. **Dispute Resolution and Legal Fees.** If a dispute arising out of this Agreement cannot be resolved by mutual agreement, the Parties agree to engage in mediation. Suppose the matter cannot be resolved through mediation, and legal action ensues. In that case, the successful party will be entitled to its legal fees, including, but not limited to, its attorneys' fees.

12 Agreement is legal and binding

12. **Legal and Binding Agreement.** This Agreement is legal and binding between the Parties as stated above. This Agreement may be entered into and is legal and binding in the United States and Europe. The Parties each represent that they have the authority to enter into this Agreement.

13 Severability of one reason does not cancel others.

13. **Severability.** If any provision of this Agreement shall be held invalid or unenforceable for any reason, the remaining provisions shall remain valid and enforceable. If the Court finds that any provision of this Agreement is invalid or enforceable but that by limiting such provision, it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.

14 Waiver nor limitation of agreement.

14. **Waiver.** The failure of either party to enforce any provision of this Agreement shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Agreement.

15 Residential Law if a conflict with agreement.

15. **Applicable Law.** This Agreement shall be governed and construed in accordance with the laws of the state where both Parties reside, without giving effect to any conflicts of laws provisions. If the Parties reside in different states, this Agreement shall be governed and construed in accordance with the laws of the State of _____, without giving effect to any conflicts of laws provisions.

The Parties agree to the terms and conditions set forth above as demonstrated by their signatures as follows:

SIGN Both sign and date agreement

Coach
Signed: _____
Name: _____

Client
Signed: _____
Name: _____

00 Permission to list coaching hours.

SIGN The client signs the coaching hours release.

*Permission to be listed confidentially as a client

[] I hereby grant permission for [Coach's Name] to list myself _____ as a client of their coaching practice including the number of hours of coaching received. This information will be used solely for Coach credentialing by the International Coach Federation, www.coachfederation.org, and will not be shared with other individuals or agencies.

Signed: _____ Date: _____