



## Coaching Service Agreement

This Coaching Agreement ("Agreement") is entered into on [Date] by and between:

Coach: Jaco Potgieter (ABN: 22 165 078 037)

and

Client: [Client Full Name]

Email/Contact: [Client Email]

### 1. Purpose

This Agreement outlines the terms under which the Coach provides coaching services to the Client. Coaching is a results-oriented, professional relationship focused on personal, professional, and/or business development.

### 2. Services Provided

Services include one-on-one coaching sessions, email support, and access to materials. Sessions are scheduled by mutual agreement.

### 3. Client Responsibilities

Clients must be punctual, prepared, and take responsibility for their growth.

### 4. Confidentiality

All shared information is confidential unless written consent is given, disclosure is legally required, or pre-agreed in sponsored coaching.

### 5. Fees and Payment

Fees: As agreed, and based on the fee schedule provided. Payments are to be finalised at least 24 hours prior to the sess. Late payments may result in the session being postponed or cancelled.



## 6. Cancellations and Rescheduling

Clients must provide 24 hours' notice to cancel or reschedule. Late cancellations may result in fees paid being forfeited.

## 7. Refund Policy

Fees are non-refundable once services begin. Refunds for unused sessions are at the agreement between the Coach and client.

## 8. Disclaimer and Limitation of Liability

No guarantees are made regarding specific outcomes. While coaching can be highly impactful, the results depend on your own commitment, actions, and context.

The coach does not provide medical, psychological, legal, or financial advice. Coaching does not diagnose or treat mental health conditions.

If at any point the coach believes that the issues raised fall outside the scope of coaching, they may recommend that you seek support from a qualified mental health or healthcare professional and reserve the right to pause or conclude the coaching relationship.

The coach disclaims liability for any direct or indirect loss or damages arising from the coaching process.

## 9. Intellectual Property

All tools and materials remain the property of Yaku Consulting Pty Ltd and may not be reused without permission.

## 10. Entire Agreement

This document is the full agreement. Amendments must be in writing.

## 11. Signatures

Client:

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

## COACHING SERVICE AGREEMENT



Coach:

Signature: \_\_\_\_\_

Name: Jaco Potgieter

Date: \_\_\_\_\_