

Coaching Agreement

PLEASE NOTE: This is not a legal document and is provided for informational purposes only.

1. The Company's Commitment:

1.1 The Company will provide the coaching Sessions through the designated Coach.

1.2 The Company will provide coaching that is a professional client relationship designed to facilitate the creation and development of personal, professional, or business goals and to develop and carry out a strategy/plan for moving towards those goals.

1.3 E-mails are welcome between sessions if you would like to share a success, have urgent concerns or issues.

2. Client Commitment:

2.1 Client agrees to pay the Company the fees as set in the agreement and as per the invoice

2.2 Client agrees to call, virtually connect, or physically meet at the specified sessions times.

2.3 Client agrees to work collaboratively with Coach towards the established goals of the sessions

2.4 Client will attend all scheduled sessions or provide advance notice cancellations

3. Coaching:

3.1 Coaching sessions will be billed at a rate of \$150/hour. The invoice amount will be based on number of scheduled sessions. Session dates will be agreed during first session, booked in advance and payment provided.

3.2 Coach enters into the agreement with the understanding to provide structure, support, and accountability to the Client

3.3 Coaching is not counseling, psychotherapy, psychoanalysis, mentoring or any other form of mental health care, treatment, or therapy. The sessions are not intended to substitute professional advice by legal, medical, financial, business, or other qualified professionals.

3.4 If necessary, Client is responsible for seeking independent professional guidance and care for areas indicated in section 3.3. Client understands and acknowledges that Coach is not responsible for decisions or actions as this is the sole responsibility of Client.

4. Session Agenda:

4.1 Session agenda is guided by Client. If the sessions are not moving in the direction desired or requires restructuring, then this will be the duty of the Client to inform the Coach of the concerns

4.2 Client will inform Coach immediately either verbally or through written communication if sessions become uncomfortable, unproductive, or any other concerns involving the session agenda

5. Ethics and Confidentiality:

5.1 SOSForward coaches are members of the Certified Life Coach Institute, and the International Coaching Federation (ICF). The Company follows the coaching ethics and values presented during certification.

5.2 All notes, documentation, and files will be held confidential unless required by authorized legal authorities.

5.3 Sessions are confidential, and Coach will not disclose the information shared as authorized by Client or required by law.

5.4 Session details may be reported or shared if there is a concern for the safety of the Client or possible harm to others.

7. Basic Liability

7.1 Coach shall not be held liable or responsible for any unwanted actions, decisions, mental, emotional, or physical distress experienced by the Client based on sessions. Company or Coach cannot be held responsible for any loss, cost incurred, or legal actions related to Client.

7.2 Client is responsible for and agrees to:

- **Attend sessions as scheduled**
- **Provide feedback**
- **Engaged in progress**
- **Development of goals**
- **Be committed and open**
- **Willing to explore while being honest regarding challenges and change in thoughts**

Coach will focus on best interest of Client from a whole life perspective instead of simply goals

6. Processing and Termination:

6.1 Session may be refused if payment has not been completed prior to start of session

6.2 Sessions can be rescheduled by Coach or Client through email or phone at least 48 hours in advance before the scheduled session.

6.3 Company, Coach, or Client may cancel this agreement in writing (by email or letter) giving at least 7 calendar day notice to terminate.

6.4 Refunds will be discussed in the event of a termination with pre-paid sessions remaining.

6.5 Upon termination the Company and Coach shall immediately cease to be liable for any further sessions or materials