Coaching Client Agreement & Informed Consent

Disclosure Statement & Agreement for services

**Introduction**

This agreement is intended to provide important information to you regarding any and all coaching services you will take part in. Please read the entire document and write down any questions you might have so we can go over them and there is no confusion regarding the services provided.

**Meet your Coach**

My name is Diana Group, CARC I & II, Certified Addiction Recovery Coach & Certified Abuse Recovery Coach. I received my training and schooling through ARCS to Freedom. Credentials can be verified by contacting [certification@NBARP.org](mailto:certification@NBARP.org) . I currently teach the course I previously completed with ARCS. I have been teaching the course since I completed it in October of 2021. I am a Trauma survivor and Addict with 18 years of sobriety. I have endured several types of abuse and abandonment which lead me to complete the CARC I&II course.

**Costs of Services**

Services are **NOT** covered by insurance. Payments are due at the time of service unless another agreement is reached and put in writing and signed by Coach, Client and a Witness.

For each 55 minute session the fee is $75. However I do offer a sliding scale for clients who are experiencing a financial hardship. Upon request for a sliding scale fee, proof of hardship must be produced for me to assess. There will be no less than one 55 minute session per week for a maximum of 12 months, unless discussed and put into writing to be signed at the time of your first session and we assess your goals.

**Confidentiality**

I am upheld by the same confidentiality laws as a licensed Therapist. It is my duty to protect the confidentiality of my clients, but there are limitations to this law. It is my duty to report to the proper authorities if I suspect that harm may come to my client or any other person. Confidentiality **CANNOT**  be guaranteed if sessions are held over the phone or online. Clients should use their own discretion when utilizing these options. This is only because there are outside means in which another person can access the sessions by means unknown to the coach or client.

Situations that privacy is at risk would only be if it is court ordered. However, in this case the coach will by any means legal only share the minimum amount of information as to protect the clients privacy. In some cases the coach may ask that the Courts reconsider asking the coach to breach confidentiality. As your coach my job is to protect your privacy above all whenever the law allows.

**Appointment Scheduling and Cancellation Policies**

24 hour notice for cancellation is required or you will be required to pay a $50 rescheduling/no show fee. If this is a recurring problem you will be asked to pay for services 1 month in advance before services will continue. If this happens frequently you will be in danger of discontinuance of future services. This is to assure that you are consistently showing up for your sessions and so that all my clients can be scheduled effectively.

**Online and Phone session availability**

Sessions will be held either via Zoom or Phone call. In person sessions are available upon client request and will be held in a private setting ie, clients home or another agreed upon location where privacy can be assured and both client and coach feel safe.

**About Coaching Services Offered**

The International Coach Federation’s definition of coaching quoted in part as follows:

“Professional Coaching is an ongoing professional relationship that helps people produce extraordinary results in their lives, businesses, or organizations. Through the process of coaching, the clients deepen their learning, improve their performance, and enhance their quality of life.”

During the first session we will discuss your concerns and the areas in which you feel you need the most help. We will then discuss a plan of action and the route best suited to help you obtain your goals. This means that in order for the coaching to be effective, brutal honesty is required. I understand fully how hard this can be so we will take it one baby step at a time if that is what is necessary for you to be comfortable. At any given time if the subject matter becomes to much for you to handle we will move on to another area and revisit the current one at a later time if and when it becomes easier for you mentally and emotionally. My job as a coach is to help you not harm you. We will handle any emotions that come up in a way that best suits your needs. The topics can be very sensitive in nature so I am aware that sometimes we need to take a step back and go a different route to assure your comfort levels. I am here to help you on your journey to healing and do not want to hinder your process.

**Possible Topics During Sessions**

* **Childhood Trauma**
* **Adult Trauma**
* **Different Forms of Abuse**
* **Addiction & Recovery**
* **Inner Child work**
* **Mental Health concerns & referrals**
* **Self-Care**
* **Healthy Relationships vs Unhealthy Relationships**
* **Building Better Habits**
* **Confidence Building**
* **Healthy and Unhealthy Patterns**
* **Boundaries what they are and how to set healthy ones**
* **12 Step Meetings**
* **Physical Health & the roll it plays in mental health**

This is just some examples of the topics that we will cover in sessions. Again that will depend on your needs. As a coach I am here to cheer you on as well as help you see where you can improve upon areas of your life. The goal is to get you to where you feel like life is manageable or even great! This is a slow process so I ask that you have patience and compassion with yourself as we work through the stuff that has been holding you back. I do ask that you do **NOT** attend our sessions under the influence of any substance and refrain from any substance abuse during the duration of our sessions. The reason for this is that it can set you back and discourage you from achieving your goals. It also keeps us from being able to see the light at the end of your healing journey which in turn is very counterproductive and robs you of the joy you would otherwise feel during your progress. I look forward to cheering you on during this journey as people cheered me on during mine.

**Termination of Coaching and Refund Policy**

There will not be a possibility of refunds as you pay per contracted session. The duration of sessions is a recommendation which will be adhered to strictly for your benefit, unless otherwise discussed before sessions begin or you choose to terminate the contract before the recommended time is up. I am aware that everyone moves through their healing process at different speeds and has different needs. Spaces will only be held for those dedicated to making the time and effort to reach their goals since spots are limited. Either coach or Client can terminate the contract at any time, but it must be in writing and notarized at the canceling party's cost. If sessions are terminated at any time the coach will help you transition to another means that is better suited for your needs.

**Liability**

This agreement is for Coaching services, not Psychotherapy. I am working only within my capacities as a Wellness Coach and not held liable for any discrepancies. While as a Coach I can help you address the areas of life that are causing you to not make the progress that you would like, I am not in any way able to address any psychological issues such as depression and anxiety. For issues such as these you must seek the care of the proper Physician and/or Mental Health Professional. I am happy to help with resources to find the proper medical professional for your needs but I cannot be held liable for the outcome of such referrals. By signing this agreement you acknowledge that you fully understand the difference between a Coach and a Medical professional which hold the proper licensing and schooling for your needs. You also agree to seek the appropriate professional help for mental health issues.

Your signature below indicates that you have read, understand and agree to the terms of this agreement. Please do not sign this agreement if you have questions or concerns until we have discussed them and we are both satisfied the agreement is understood by you, the client.

**Client Name:**

**Signature:**

**Today’s Date:**