



INTERNATIONAL  
**CHRISTIAN COACHING**  
ASSOCIATION

## Sample Agreement Form

### Sample Agreement Form Instructions

An agreement or contract should be presented to your coaching client before your paid coaching relationship. You may have a free introductory session (sometimes called a discovery call) to determine if the coach-client relationship is a good fit before having a contract on file. However, without this critical document, you should not begin a coaching package or start paid coaching.

A coaching agreement protects both the client and the coach. A formal agreement communicates services rendered, how much services cost, how clients should make payments and other core details of the arrangement. Clear, written contracts set healthy professional boundaries around your practice. Make sure both parties sign your agreement form and also be sure that both parties receive the signed form. Best practices are to keep past contracts on file for three years following the end of the agreement.

#### **ICCA Notice and Disclaimer:**

*The below form is being made available by ICCA only as a sample coach agreement for consideration by you in creating or developing a contract that represents your legal relationship with your client(s). It is intended to serve as a reference or guide only. You will find possible standard clauses covering a number of important areas of the relationship intended to protect you and your clients. Once you have drafted your version, it is recommended that you review the form with your legal counsel for additional input.*

*ICCA is making this sample coach agreement available "as is" without any warranties or representatives as to its suitability for any particular purpose. ICCA specifically disclaims any and all liability or responsibility for any alleged losses, injuries or damages arising out of or resulting from a coach's voluntary decision to make use of this sample document or any variation hereof.*

## Sample Agreement Form

\_\_\_\_\_, referred to as "client," and \_\_\_\_\_, referred to as "coach," agree to \_\_\_\_\_ sessions at a rate of \_\_\_\_\_ per session, conducted through \_\_\_\_\_ (zoom, in person, telephone, group, etc.). Sessions will occur \_\_\_\_\_ (weekly, biweekly, monthly) and will last \_\_\_\_\_ (duration of time). Sessions will be scheduled \_\_\_\_\_ (describe scheduling process). Payments will be made \_\_\_\_\_ (describe payment process).

### Scope of Coaching

Both parties acknowledge that a coach does not have responsibility or control over client outcomes. *Coaching is:*

- A partnership centered around the exchange of ideas, encouragement, and accountability
- A way to make progress toward the client's greater fulfillment in life by both identifying and strategizing the attainment of goals
- Focused on goals identified by the client, not the coach

*Christian Coaching is:*

- A coaching relationship in which a client's faith is included in the coaching sessions
- An opportunity to explore goals and goal attainment within the context of the client's Christian belief system
- A holistic approach in which a client's faith is included and utilized in their plans

*Coaching is not:*

- Treatment for any mental health, substance abuse, or psychological disorder
- A substitution for legal or medical advice
- A relationship in which the coach tells the client what to do or "fixes" the client's problems
- A guarantee of desired outcomes within the client's life

## **Confidentiality**

A key component of successful coaching is coach-client trust. The content of a coaching session is confidential and will not be shared by the coach with outside parties except for instances of imminent danger. Strictly held confidence is the standard for shared information.

### *Coach Training and Professional Development*

When your coach engages in professional development, is mentored by another coach, conducts training, or seeks counsel, they may share examples or ask questions about your sessions. Your coach will share no identifying information, and your coach will only engage in professional opportunities where confidentiality of cases shared in training sessions is the standard.

### *Limits to Confidentiality*

If withholding the information shared in a coaching session violates the law, the coach will share the information with appropriate authorities to protect the client and others. Examples of such information include, but may not be limited to, abuse of an elder or minor, a client's intention to hurt someone else, and a client's intention to hurt themselves.

### *Release of Information*

Clients must request a release form if they want their coach to share information from their coaching sessions with an outside party.

## **Cancellations and Late Payments**

### *Late Payments*

Payments later than two business days behind schedule will result in \_\_\_\_\_ (fee, pausing coaching sessions, etc.). Bounced checks will result in a fee of \_\_\_\_\_.

### *Rescheduling*

Sessions may be rescheduled with \_\_\_\_\_ (amount of advance notice) by \_\_\_\_\_ (rescheduling process).

No-shows are counted as sessions within the coaching package and are not reimbursed, with rare exceptions for documented emergencies.

#### *Pausing Coaching for Psychological Services*

A need for psychological services may be uncovered during the coaching relationship (either within or outside of coaching sessions). If it is determined by the client or the coach that it is in the client's best interest to pause coaching until other psychological needs are met, the client may put coaching on hold for this purpose. An individual can be in a coaching relationship and receive mental health services such as therapy. If you have questions, you can discuss individual situations with your coach. Being open with your coach about how you feel during and about your coaching sessions is essential.

**Client:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Coach:** \_\_\_\_\_ **Date:** \_\_\_\_\_