

# Coaching Agreement

Thank you for choosing me as your coach! I look forward to collaborating with, supporting, and empowering you on your path to growth!

This service agreement outlines the policies and practices for coaching. Should you have any questions, please feel free to discuss them with your coach. From this point forward, in this agreement terms like "I" or "you" refer to the client and payor where applicable. Coaching strategies will be tailored to your unique needs. Your sessions will be conducted with the most compassionate methods possible regardless of age, race, cultural identity, ethnicity, gender, disability, religion, sexual orientation, marital, or socioeconomic status.

## COOPERATION

It is assumed that all parties will be in full cooperation with each other in regards to the agreed upon coaching objectives. Neither party will withhold important information, which would benefit the coaching process, nor will any party act in any manner that would interfere with facilitation of the coaching goals in a timely manner. Coaching is most effective when all parties are open, honest, and straightforward in their communication. Therefore, expect your coach to hold you accountable on your commitments in order to facilitate change.

## THE COACHING PROCESS

Coaching typically includes weekly appointments for at least a number of months. Sessions will continue until you feel you have accomplished your personal goals. A minimum three (3) month commitment to coaching is recommended for best coaching results. Sessions are typically 60 minutes in duration. However, more frequent sessions and longer timeframes can be arranged or may be included in various packages. These appointments are generally scheduled on a fixed time slot (same day, same time).

At the end of each coaching session, the client typically agrees to goals to work towards prior to the next session and an assignment to be completed before the next session in order to help increase success. In between regular coaching sessions, we will use email "post-session recaps" to enhance and anchor the benefits of coaching. This will create a "journaling" of success.

As you progress in coaching and are seeing great results, please share your coaching successes with others and tell them about your coach. Your referrals are greatly appreciated and depended on to fill your coach's practice. A referral from you lets your coach know that they are doing a great job and you would like those you care about to experience the same great results you are achieving. If you know a person who needs a coach, simply let your coach know that you are referring them. Then, have them contact your coach by email to begin the process. Written client success stories are always welcome and can be given directly to your coach via email or mail.

## CLIENT RESPONSIBILITIES

1. As a client, I understand and agree that I am fully responsible for my wellbeing during my coaching sessions, including my choices and decisions. I agree not to hold Natalee Wright, or any company she is affiliated with, liable for any outcomes resulting directly or indirectly from the coaching process.
2. I understand "coaching" is a relationship that I have with my coach that is designed to facilitate the creation/development of personal goals and to develop and carry out a strategy/plan for achieving those goals. I can choose to discontinue coaching at any time.
3. I understand coaching is a comprehensive process that may involve all areas of my life, including relationships, education, spiritual, health, work, finances, and recreation. I acknowledge deciding how to handle these issues and implement my choices is exclusively my responsibility.
4. I understand coaching does not treat mental disorders as defined by the American Psychiatric Association. I understand coaching is not a substitute for counseling, psychotherapy, psychoanalysis, psychiatry, or substance abuse treatment. I will not use it in place of any form of therapy. If I believe I may need therapy in addition to coaching, I will speak to my coach about options.
5. I promise if I am currently in any form of therapy, seeing a psychiatrist, or otherwise under the care of a mental health professional or doctor, I have consulted with such persons regarding the advisability of working with a coach and such persons are aware of my decision to proceed with the coaching relationship. I am willing to sign a full Authorization for Release and Exchange of Information to these individuals so my coach can openly communicate with them so I can achieve best results.
6. I understand coaching is not to be used in lieu of other professional advice. I will seek professional guidance for mental, legal, medical, financial and other matters. All decision in these areas are exclusively mine and I acknowledge my decision and actions regarding them are my responsibility.
7. Coaching assumes each person in the relationship is guided by his or her values and beliefs. I understand that my coach will respect the values and beliefs of others and not seek to impose their values on, condemn, or refuse coaching services to people who do not share similar values and beliefs.
8. I understand information will be held as confidential unless I state otherwise, in writing, except as required by law.
9. I grant my coach permission to keep a confidential record regarding my coaching progress.
10. If my coach has any reason to suspect any abuse of alcohol or substance abuse, my coach will discuss with me about whether coaching will continue and recommendations for treatment. If it is decided that my decisions of are the cause to discontinue coaching, all fees paid in advance will be forfeited.

# Coaching Agreement Contract

We are committed to work together for \_\_\_\_ coaching sessions over \_\_\_\_\_ months. We will meet \_\_\_\_\_ times per month, and sessions will be 60 minutes long. If there are 5 weeks within the month, the additional week will be skipped, used to make up a previous appointment, or an additional payment can be made to include the 5th appointment that month. All packages include emails, texts, and calls under 10 minutes for quick celebrations or questions. I encourage you to celebrate your accomplishments with me! If this service is abused or the call lasts longer than 10 minutes, an extra fee will be added for this service, billed in 15 minutes increments at \$55 per hour rate. I understand that my coach is not always available to immediately respond to my texts, emails, or calls and will respond as soon as possible.

**Package Fee:** \_\_\_\_\_ per month, due on the first of the month or \_\_\_\_\_ one time payment for multiple month packages (a discount will be provided for payment in full of these packages – as listed on the coaching package page). You may choose to complete a credit card authorization form and have your credit card on file for billing, or you may choose to have an invoice provided to you via PayPal on a month (or other) basis. All coaching sessions must be paid for at least 48 hours in advance.

**Scheduling:** We agree to be punctual for our sessions. If we do have to reschedule we will give each other as much notice as possible (24 hours minimum). If you are late for a phone appointment, I will try calling you after five minutes. If I do not provide adequate notice and/or I do not show up within 15 minutes of my session time, If I miss my scheduled session, I will be charged for that appointment. If I miss an appointment, it is my responsibility to contact my coach to reschedule. I will provide notice of schedule changes and/or vacations a week in advance to my coach.

**Phone Etiquette:** Our appointments will be by phone unless we agree otherwise. I can be reached at this number unless I tell you otherwise: (260) 229.5902. Calls are always made by the client to the coach at the scheduled time agreed upon from a place where you will not be distracted.

**Social Media:** Your coach does not accept personal friend requests from clients or their family members on any social networking site. Adding clients as friends on these sites can compromise your confidentiality. Your coach is on various social networking sites for professional reasons. You are welcome to view your coach's website and social networking business pages. Valuable resources are shared on those pages. If you should chose to comment on a social media post, in order to protect your privacy, your coach will respond to your comment in a manner that doesn't reveal your relationship. However, if this is impossible, your coach will not respond to your comment at all and may choose to delete your comment if your coach feels it compromises your privacy. If you would like to discuss a post, feel free to bring it up during a session. Emails are not encrypted. If you should desire to use an encrypted service, this is something that can be discussed.



# Coaching Agreement Contract

**Confidentiality:** Confidentiality and protection of intellectual property is mutually agreed to be protected by this contract of agreement. Therefore, both parties agree all data, information, and work completed during the course of coaching will remain confidential. No information or materials will be shared with outside sources, on the internet, or other people regarding the work of either party, except with express written permission of both parties. Your identity and the nature of the sessions will be kept private from any third parties unless a written consent is provided. However, your coach may confer with another coach or professional to discuss strategies to help you achieve your goals. If you choose not to provide written consent, your coach may still seek out the advise of another professional without revealing your name or any identifying information. In case your coach has an emergency, your coach has established an emergency plan with other professionals to make sure you are notified and your needs are cared for. In which case, your information may be disclosed to them.

There are three (3) exceptions to confidentiality:

- When disclosure is imminent to prevent self-harm or harm to others.
- When a child, elder, or disabled person is in need of protection.
- When legal demands require confidential material be released.

**Modifications and Evaluations:**

Either party may modify this contract at any time it becomes apparent modification is needed. The client may terminate coaching at any time. If coaching is discontinued for any reason by the client or the coach, payment made for the current package will be considered payment-in-full for the Life Coaching Agreement. All fees paid in advance and the remainder of the sessions in the current package will be forfeited upon cancellation. If the client misses two scheduled appointments in a row without contacting the coach, the coach will assume the client has chosen to terminate the coaching relationship and no refund will be provided.

The coach agrees to advise and influence ideas and action. However, the client is always the final decision maker in the coaching process. By signing below, I certify that I have read this Life Coaching Agreement & Contact and agree to abide by all above policies and procedures. I also agree to hold Natalee Wright harmless for any adverse situations created as a direct or indirect result of specific coaching, advise, or referrals given. I acknowledge the receipt of a copy of this agreement.

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Client's Signature

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Printed Name

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Date

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Coach's Signature

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Printed Name

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Date