

## **Success Coaching Agreement**

This agreement is made between \_\_\_\_\_ (“Coach”) and \_\_\_\_\_ (“Client”) on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

Both parties agree to the following:

Coaching is a collaborative process with an ongoing relationship between the Client and Coach. The coaching experience supports the Client in establishing new behaviors. The coaching relationship is strengths-based, forward-looking, and collaborative. The coaching agenda is developed and implemented in partnership between the client and Coach. The role of the Coach is to help the Client progress toward achieving a goal.

- The Client and Coach agree to engage fully in the coaching experience
- The Client recognizes that coaching is not therapy, counseling or consulting

The client understands that the coaching service provided under this contract is not a substitute for professional mental health care or medical care. The Coach is not qualified to diagnose, treat or cure any mental or physical conditions. The Client is responsible for their well-being during the coaching period, including their decisions and choices.

### **Confidentiality**

The Coach agrees to keep all conversations and information with the Client private and confidential, as allowable by law.

No personal information will be shared with anyone without the Client’s express permission. Exceptions may be made if there is an imminent threat of serious injury to oneself or someone else.

### **Coaching Commitment**

The Success Coaching program is based on “The F Book” aka “7 F’s to Creating Your Fantastic Future.” It is required that the Client read each chapter before their Coaching Session and the accompanying workbook is required to be worked through between each Coaching Session.

By entering into this relationship, the Client and Coach acknowledge that the Client desires to make a behavioral change or some type of improvement in his or her life. Behavioral change often takes time to implement and sustain. The pace of change is uncertain and varies amongst individuals. As such, the Client and Coach agree to a minimum of a 3-month relationship.

### **Coaching Session Procedures**

Coaching sessions may occur in person, by phone, through video conference or over e-mail, depending on the venue that works best for the Coach and Client.

- The Coach and Client agree to adhere to established appointment times.
- The Coach and Client agree to begin and finish all appointments on time. If the Client is more than 15 minutes late to an appointment, the Coach will assume that the appointment is canceled and the Client will be responsible for the full coaching fee. If the Coach is more than 15 minutes late to an appointment, the Client may assume that the session is canceled and the Client shall not be responsible for any payment for that session.
- The Client agrees to cancel or reschedule an appointment at least 24 hours in advance, without a change fee. Any changes or cancellations within 24 hours are subject to a 50% cancellation fee.

- Client has access to the Coach by E-Mail 24/7. The Coach will commit to responding to E-Mails Monday to Friday between 9 am and 6 pm.

**Coaching Program and Fees**

Success Coaching program is 9 sessions in total, 50 minutes each. The first session will be an overview of each F and discussing what the Clients' goals are. Subsequent sessions will be talking about each chapter (Family, Friends, Fun, Fitness, Fulfillment, Finances and Faith) and how the Client can implement these F's in their life. The final session will be a wrap-up. Success Coaching Program is designed to be finished within 6 months.

Fee is \$1000.00 for 9 Success Coaching Sessions. Payments can be made in 3 installments. First installment prior to 1<sup>st</sup> coaching session; second installment prior to 4<sup>th</sup> coaching session and third installment prior to 7<sup>th</sup> coaching session. If 100% of payment is made in advance the client receives a 10% discount on the program.

Payments can be made by Cash or electronic funds transfer (EFT) in Canadian dollars. All fees paid are non-refundable.

**Liability and Limitation on Damages**

If a dispute arises out of this Agreement that cannot be resolved by mutual consent, the Client and Coach agree to attempt to mediate in good faith for up to 30 days after written notice is given. If the dispute is not resolved, and in the event of legal action, in no case shall the Coach be liable for any amount greater than the cost of the coaching services.

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Lynn Rae \_\_\_\_\_ Date

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Client Name \_\_\_\_\_ Date