



Be True To You
COACHING FOR THE MIND, BODY AND SOUL

This agreement is between: Keilly Parker of Be True to You and _____
(Client) whereby the Coach agrees to provide coaching services for _____ (Client)
focusing on _____ (topics/results/outcomes/goals attached to this agreement.)

Coaching Agreement

Description.

Coaching is a partnership (defined as an alliance, not a legal business partnership) between the Coach and the Client in a thought-provoking and creative process that inspires the client to maximize personal and professional potential.

Responsibilities.

1. Coach agrees to maintain the Code of Ethics and standards of conduct set out by the - Association for Coaching.
2. Client is responsible for creating and implementing his/her own physical, mental and emotional well-being strategies, decisions, choices, actions and results. As such, the Client agrees that the Coach is not and will not be liable for any actions or inaction, or for any direct or indirect result of any services provided by the Coach. Client understands coaching is not therapy and does not substitute for therapy if needed, and does not prevent, cure, or treat any mental disorder or medical condition.
3. Client understands that coaching is not to be used as a substitute for professional advice by legal, mental, medical or other qualified professionals and will seek independent professional guidance for such matters.
4. Client agrees to communicate honestly, be open to feedback and assistance and create the time and energy to participate fully in the program.

Services.

Client agrees to engage in planned coaching sessions by ____ (Eg. face to face/telephone) meetings. Sessions will lastmin/hour. The Coach may be available to Client by e-mail/text in between scheduled meetings as defined by the Coach. Coach may also be

available for additional time, per client's request on a prorated basis rate of ____/hour (for example, reviewing documents, reading or writing reports, engaging in other client related services outside of coaching hours)

Schedule & Fees.

This coaching agreement is valid as of (DD/MM/YY.) The fee is ___ per
session/programme and is payable as per invoice details prior to the session commencing. The sessions shall bemins/ hour in length. Please initial here _____ that you agree to the mileage charge as per price guide. If rates change before this agreement has been signed and dated, the prevailing rates will apply.

Procedure.

The time/length/frequency/location of the coaching sessions will be determined by Coach and Client based on a mutual agreement. The Client will initiate all scheduled calls and will call the Coach for all scheduled phone meetings or arrive at the agreed meeting point. Client will be provided with all relevant contact details for the sessions to commence.

Confidentiality.

This coaching relationship, as well as all information (documented or verbal) that the Client shares with the Coach as part of this relationship, is bound to confidentiality by the governing bodies Code of Ethics but is not considered a legally confidential relationship (like in Medicine or Law). The Coach agrees not to disclose any information pertaining to the Client without the Client's written consent. The Coach will not disclose the Client's name as a reference without the Client's consent. Confidential information does not include information that: (a) was in the Coach's possession prior to its being furnished by the Client; (b) is generally known to the public or in the Client's industry; (c) is obtained by the Coach from a third party, without breach of any obligation to the Client; (d) is independently developed by the Coach without use of or reference to the Client's confidential information; or (e) that the Coach is required by Law to disclose, for example illegal activity/risk to self or others.

Please note that as part of continual development as an Association for Coaching Coach and keeping track of coaching hours, the coach may submit the clients email address details to the governing body. The coach will not divulge any information about what happened during the session. The information is strictly limited to an email address.

Please initial here _____ that you give your consent for the coach to do so.

According to the ethics of our profession, topics may be anonymously and hypothetically shared with other coaching professionals for training, supervision, mentoring, evaluation, and further coach professional development and/or consultation purposes.

Cancellation and Lateness Policy.

Client agrees that it is the Client’s responsibility to notify the Coach at least 24 hours in advance of the scheduled call/meeting if the client cannot make the session. This must be done via telephone to ensure your request has been received. Client will be billed for a missed session if the client does not turn up or reschedule. Coach will wait for 15 minutes, before the Client is noted as not turning up for the session.

Termination.

Either the Client or the Coach may terminate this agreement at any time with 2 weeks written notice. The coach may terminate with immediate effect should it become apparent the client requires a more specialist type of service for example counselling/therapy.

Limited Liability.

Except as expressly provided in this agreement, the Coach makes no guarantees or warranties, expressed or implied. In no event will the Coach be liable to the Client for consequential or special damages. Notwithstanding any damages that the Client may incur, the Coach’s entire liability under this agreement, and the Client’s exclusive remedy, will be limited to the amount paid by the Client to the Coach under this agreement for all services rendered up until the termination date.

This is the entire agreement of the parties and reflects a complete understanding of the parties with respect to the subject matter. This agreement supersedes all prior written and oral representations.

Client Name: _____ Signature: _____

Date: _____

Coach Name: Keilly Parker

Signature:



Date: _____

Global Code of Ethics and Standards for Conduct can be found at:
<https://www.associationforcoaching.com/page/AboutCodeEthics>

This can be emailed to you upon request.

Complaints:

If you feel that the Global Code of Ethics have been breached in any way you can make a complaint at the Association for Coaching.

Written complaints to: Association for Coaching, Golden Cross House, 8 Duncannon Street, London, WC2N 4JF.

Telephone and email complaints to: 0845 653 1050,
complaints@associationforcoaching.com

Compliments:

It would be much appreciated if you could leave a review on my Facebook page @ Be True to You Life Coaching if you are happy with the service you have received.

Alternatively you can email with any compliments and confirmation of whether or not this can be shared.