

Coaching Agreement Sample

This Coaching Agreement ("Agreement") is made between:

Coach: Becky West

Client: [Client's Name]

Date: [Start Date]

1. Coaching Relationship

- Coaching is a partnership between the Coach and Client in a thought-provoking and creative process that inspires the Client to maximise personal and professional potential.
- Coaching is not therapy, counselling, or consulting and does not replace professional mental health or legal services.

2. Responsibilities

- **Coach:** Provides a safe, confidential space for exploration, asks powerful questions, and supports the Client in achieving their goals.
- **Client:** Takes full responsibility for decisions, actions, and results, and understands that coaching outcomes depend on personal commitment.

3. Code of Conduct

To ensure a professional, respectful, and productive coaching relationship, both parties agree to the following:

Coach's Code of Conduct:

- Act in accordance with ICF ethical guidelines, maintaining professionalism, integrity, and respect.
- Provide a judgment-free space, ensuring inclusivity and openness.
- Maintain confidentiality, except where legally required to disclose information.
- Commit to being fully present and engaged in each session.
- Honour agreed-upon session times and communicate promptly about any changes.

Client's Code of Conduct:

- Engage in coaching with openness, honesty, and a willingness to explore challenges and opportunities.
- Take responsibility for personal actions and progress towards goals.
- Arrive on time and fully present for each session.
- Communicate openly about concerns, expectations, or any issues affecting the coaching process.
- Treat the coaching relationship with mutual respect, including adhering to agreed-upon boundaries and policies.

4. Confidentiality

- All coaching conversations are confidential, except in cases where disclosure is required by law (e.g., harm to self/others, legal obligations).
- The Coach will not disclose Client information without explicit permission, except as required by ICF ethical guidelines.

5. Coaching Process & Sessions

- Sessions will take place via [Zoom/phone/in-person] at agreed times.
- Each session lasts [Duration, e.g., 60 minutes].
- The Client and coach agrees to arrive on time and be prepared.

6. Fees & Payment

- Coaching fees are [£X per session/package] and must be paid [before each session / upfront].
- Payments are non-refundable, except as stated in the Cancellation Policy.

7. Cancellation & Rescheduling

- A minimum of 48 hours' notice is required to reschedule a session.
- Missed sessions without notice may be charged in full.
- If the Coach needs to cancel, the session will be rescheduled at no extra cost.

8. Termination

- Either party may terminate this Agreement with 14 days written notice.
- No refunds will be provided for completed sessions.

9. Limitation of Liability

- The Client understands that coaching is not a guarantee of results.
- The Coach is not liable for any actions or decisions made by the Client.

10. Governing Law

- This Agreement is governed by the laws of [England & Wales / Scotland / Northern Ireland].

By signing below, both parties agree to the terms outlined in this Agreement.

Coach Signature: _____ **Date:** _____

Client Signature: _____ **Date:** _____