

Appendix D

Sample Coaching Agreement

Coaching is an ongoing relationship between a coach and a person who desires coaching. We agree that:

1. Coaching is not therapy, counseling, advice-giving, mental health care, or treatment for substance abuse. The coach is not functioning as a licensed mental health professional and coaching is not intended as a replacement for counseling, psychiatric interventions, treatment for mental illness, recovery from past abuse, professional medical advice, financial assistance, legal counsel, or other professional services.
2. Coaching is for people who are basically well-adjusted, emotionally healthy, functioning effectively, and wanting to make changes in their lives.
3. Coaching is designed to address issues the person being coached would like to consider. These could include (but are not limited to) to career development, relationship enhancement, spiritual growth, lifestyle management, life balance, decision making, movement through transitions and/or the achievement of short-term or long term goals.
4. Coaching will be an on-going relationship that may take a number of months, although either party can terminate at any time. Some or all of the coaching may be through telephone contact.
5. Coaching can involve brainstorming, values clarification, the completion of written assignments, education, goal setting, identifying plans of action, accountability, making requests, agreements to change behavior, examining lifestyles, and questioning.
6. Coaching is most effective when both parties are honest and straightforward in their communication.
7. Coaching is a confidential relationship and the coach agrees to keep all information strictly confidential, except in those situations where such confidentiality would violate the law or could jeopardize the safety of the client or others.

8. Coaching assumes that each person in the relationship is guided by his or her values and beliefs. The Christian coach is a committed follower of Jesus Christ and seeks to live in accordance with this commitment. The Christian coach is honest in making this revelation but he or she respects the different values and beliefs of others. The Christian coach does not seek to impose his or her values on another, proselytize, condemn, or refuse coaching services to people who do not share similar values and beliefs.
9. For purposes of this agreement, [insert name of client] and [insert name of coach] agree to meet on a regular basis for a minimum of four coaching sessions, beginning [insert starting date]. The fee will be \$ ____ per session payable following each session or at the end of each month. Each meeting will last at least 45 minutes, but sessions could go longer at no extra cost. There will be no pre-determined length of commitment or set frequency of meeting times. These will be determined as the relationship progresses. Efforts will be made to accommodate each other's schedules. This agreement may be extended by mutual agreement or terminated by either party at any time.
10. Each of the parties whose signatures appear below agrees to inform the other of the need to cancel an appointment. Except in unusual circumstances, this cancellation will be given no less than twenty-four hours prior to the scheduled appointment time.
11. Each of the people whose signatures appear below agrees that this agreement represents our mutual understanding of the coaching relationship.

Signature

Signature

Date

Date