

Client: Please review, adjust, sign where indicated, and return to me at the above address.

NAME _____

INITIAL TERM _____ SESSIONS

FEE \$ _____

SESSION DAY _____ SESSION TIME _____

NUMBER OF SESSIONS PER MONTH _____

DURATION _____ (length of scheduled session)

REFERRED BY: _____

GROUND RULES:

1. COACH SENDS PROFILES AT LEAST 48 HOURS PRIOR TO SESSION.
2. CLIENT SUBMITS SESSION PLANNING SHEET AT LEAST 12 HOURS PRIOR TO SESSION, STARTING AT 2ND SESSION.
3. CLIENT OR COACH NOTIFY THE OTHER FOR CANCELATION 24 HOURS PRIOR TO SESSION.
4. COACH SENDS SUMMARY NOTES TO SPONSOR WITHIN 24 HOURS OF EACH SESSION.

1. As a client, I understand and agree that I am fully responsible for my physical, mental and emotional well-being during my coaching calls, including my choices and decisions. I am aware that I can choose to discontinue coaching at any time.
2. I understand that "coaching" is a Professional-Client relationship I have with my coach that is designed to facilitate the creation/development of personal, professional or business goals and to develop and carry out a strategy/plan for achieving those goals.
3. I understand that coaching is a comprehensive process that may involve all areas of my life, including work, finances, health, relationships, education and recreation. I acknowledge that deciding how to handle these issues, incorporate coaching into those areas, and implement my choices is exclusively my responsibility.
4. I understand that coaching does not involve the diagnosis or treatment of mental disorders as defined by the American Psychiatric Association. I understand that coaching is not a substitute for counseling, psychotherapy, psychoanalysis, mental health care or substance abuse treatment and I will not use it in place of any form of diagnosis, treatment, or therapy.
5. I promise that if I am currently in therapy or otherwise under the care of a mental health professional, that I have consulted with the mental health care provider regarding the advisability of working with a coach and that this person is aware of my decision to proceed with the coaching relationship.
6. I understand that information will be held as confidential unless I state otherwise, in writing, except as required by law.

7. I understand that certain topics may be anonymously and hypothetically shared with other coaching professionals for training OR consultation purposes.
8. I understand that coaching is not to be used as a substitute for professional advice by legal, medical, financial, business, spiritual or other qualified professionals. I will seek independent professional guidance for legal, medical, financial, business, spiritual or other matters. I understand that all decisions in these areas are exclusively mine and I acknowledge that my decisions and my actions regarding them are my sole responsibility.

I have read and agree to the above.

_____ Client Signature
Date:

_____ Sponsor Signature
Date: