

Coaching Agreement and Guidelines

Welcome! This is your journey; your path and I am happy to partner with you to discover new possibilities for the life you want to live. To partner together professionally, I want you to be familiar with the coaching relationship.

Coaching is a partnership that I, as the Coach, and you, as the Client, enter together. I am a coach, not a psychotherapist or physician, and I am not trained in diagnosing psychological or medical conditions. If any issues come up for you that should be handled by a licensed therapist or physician, I insist that you must attend to your health by contacting the appropriate professional.

As your Coach, I will bring attentive listening, understanding, belief in you and commitment to your success. You can expect me to challenge you, offer fresh perspectives, make requests (including assigning homework), acknowledge your wins, and guarantee utmost confidentiality (to the fullest extent of the law, and so long as I don't fear for your or another's safety). I am bound to abide by the [BCC Code of Ethics](#), please familiarize yourself with them.

I agree to serve as your Coach - to partner with you to identify and achieve your professional and personal goals. I cannot guarantee results. You will create powerful results by having the courage to take purposeful action in your life.

As the Client, you agree you are motivated and committed to taking action on your determined professional and personal goals. Anything less than your intentional full participation will not lead to your success. You accept full responsibility for yourself and any actions you take that might result from coaching. You acknowledge you are under the care of a physician and healthy enough to engage in coaching.

If I ever say or do anything that upsets you or doesn't feel right, please bring it to my attention so that we can resolve it as soon as possible. My objective is to have a coaching relationship that is fully open, honest, authentic, and trusting in our communication styles. We should give each other plenty of latitude, and promptly ask for clarification if there is a mis-connection.

We are committed to work together for ____ coaching sessions over _____ months. We will meet _____ times per month, and sessions will be 45 minutes long. All packages include emails, texts, and calls under 10 minutes between sessions for quick celebrations or questions. If this service is abused or routinely lasts longer than 10 minutes, an extra fee will be added for this service, billed in 15 minutes increments at \$150 per session rate.

By signing below, you have read and agree with the Coaching Agreement and Guidelines and agree to pay the Coach for the services you use.

SIGNATURE

DATE

Guidelines

Procedure: Coaching sessions will be conducted in-person, on video, or by phone depending on our preferences at the time of agreement. The Coach will start the video or make the call at the scheduled time unless we make other arrangements.

Scheduling: We agree to be punctual for our sessions. If we do have to reschedule, we will give each other as much notice as possible (24 hours minimum). If you or I have an emergency or illness, we can reschedule with less than 24-hour notice. You will provide notice of schedule changes and/or vacations a week in advance.

Late Notice: If you are late for an appointment (do not show up within 15 minutes) and provide no notice (latest notice can be five minutes past scheduled start time), we will not make up the missed time and you will be charged for the session. If you miss your scheduled session entirely, you will be charged for that appointment.

Payments: The coaching sessions must be paid for at least 48 hours in advance. For one-time payment for multiple months packages a discount of 10% will be provided for payment in full. Payments are accepted through PayPal, CashApp, or Venmo.

Coaching Availability: Your Coach is not always available to immediately respond to your texts, emails, or calls and will respond as soon as possible.

Communication and Social Media: You are welcome to view your coach's website and social networking business pages. If you choose to comment on a social media post, your Coach will respond to your comment in a manner that doesn't reveal your relationship. However, if this is impossible, your Coach will not respond to your comment at all and may choose to delete your comment if your coach feels it compromises your privacy. If you would like to discuss a post, feel free to bring it up during a session. Emails are not encrypted. If you should desire to use an encrypted service, this is something that can be discussed.

Privacy: Your identity and the nature of the sessions will be kept private from any third parties unless a written consent is provided. However, your coach may confer with another coach or professional to discuss strategies to help you achieve your goals. If you choose not to provide written consent, your coach may still seek out the advice of another professional without revealing your name or any identifying information.

Adjustments and Modifications: Either of us may modify the coaching agreement at any time it becomes apparent modification is needed. You may terminate coaching at any time. If coaching is discontinued for any reason by either of us, payment made for the current package will be considered payment-in-full. All fees paid in advance and the remainder of the sessions in the current package will be forfeited upon cancellation. If you miss two scheduled appointments in a row without contacting the Coach, the Coach will assume you have chosen to terminate the coaching relationship and no refund will be provided.

Agreement: By signing the agreement above, you agree to abide by all above policies and procedures. You further agree to hold Theresa Armstead, dba SteadeSolutions, harmless for any adverse situations created as a direct or indirect result of specific coaching, advice, or referrals given.
