

# Coaching Agreement

This agreement is made between Kathy McKnight FCC (“Coach”) and \_\_\_\_\_ (“Client”) on this \_\_\_\_ day of \_\_\_\_, 20\_\_\_. Both parties agree to the following:

Coaching is a collaborative process with an ongoing relationship between the Client and Coach. The coaching experience supports the Client in establishing new behaviors. The coaching relationship is strengths-based, forward-looking, and collaborative. The coaching agenda is developed and implemented in partnership between the Client and Coach. The role of the Coach is to help the Client progress toward achieving a goal.

- The Client and Coach agree to engage fully in the coaching experience.
- The Client recognizes that coaching is not therapy, counseling, or consulting.
- Client is solely responsible for creating and implementing his/her own physical, mental and emotional well-being, decisions, choices, actions and results arising out of or resulting from the coaching relationship and his/her coaching calls and interactions with the Coach. As such, the Client agrees that the Coach is not and will not be liable or responsible for any actions or inaction, or for any direct or indirect result of any services provided by the Coach.
- The client accepts that the coach may keep written records of their interactions to aid in follow up for future sessions. These records are strictly confidential and the property of the coach.

## Confidentiality

The Coach agrees to keep all conversations and information with the Client private and confidential, as allowable by law. No personal information will be shared with anyone without the Client’s express permission. Exceptions may be made if there is an imminent threat of serious injury to oneself or someone else.

## Coaching Commitment

By entering into this relationship, the Client and Coach acknowledge that the Client desires to make a behavioral change or some type of improvement in his or her life. Behavioral change often takes time to implement and sustain. The pace of change is uncertain and varies amongst individuals. As such, the Client and Coach agree to a commitment as listed in the Schedule 1.

## Coaching Session Procedures

Coaching sessions may occur by phone, through video conference, or by exception in person or over email, depending on the venue that works best for the Client and what coaching package is selected.

- The Coach and Client agree to adhere to established appointment times.
- Appointments may be booked at either 30 or 60 minute intervals, although for most clients 60 minutes is highly recommended.
- The Coach and Client agree to begin and finish all appointments on time. If the Client is more than 15 minutes late to an appointment, the Coach will assume that the appointment is canceled and the Client will be responsible for the full coaching fee. If the Coach is more than 15 minutes late to an appointment, the Client may assume that the session is canceled and the Client shall not be responsible for any payment for that session.
- The Client agrees to cancel or reschedule an appointment at least 24 hours in advance, without a change fee. Any changes or cancellations within 24 hours are subject to a 100% cancellation fee.
- Should an appointment finish early as the session goals have been met, no financial compensation will be provided.

## Coaching Fees

- Specific coaching fees and packages are outlined in Schedule 1. For each of the packages, the Coach requests commitment from the Client that sessions be scheduled and completed by the time frame indicated for each

package. If the Client desires to terminate the relationship prior to the package completion, at least 30 days advance notice is required for a full refund of remaining sessions.

- Fees are payable prior to the coaching services being provided. Payments may be made by electronic funds transfer (EFT) to [embracinggrowthcoaching@gmail.com](mailto:embracinggrowthcoaching@gmail.com) or by cash, or prepaid check.

### Schedule 1: Coaching Fees

- 30 Minute Individual Session/ \$40 to be completed within 30 days of agreement.
- 60 Minute Individual Session/ \$80 to be completed within 30 days of agreement.
- 30 Minute Package Plan/ 6 Sessions/ \$220 to be completed within 6 months of agreement.
- 60 Minute Package Plan/ 6 Sessions/ \$440 to be completed within 6 months of agreement.
- 30 Minute Annual Plan/ 24 Sessions/ \$880 to be completed within 1 year and of agreement.
- 60 Minute Annual Plan/ 24 Sessions/ \$1760 to be completed within 1 year of agreement.

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Coach

Date

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Client

Date

I look forward to working with you 😊

**Kathy McKnight FCC/ Level 1 Trauma-Informed Certified Coach**  
**Embracing Growth Coaching ©**