

# Life Coaching Client Contract

This is an agreement between

Your Name: \_\_\_\_\_  
Name of the Coach: \_\_\_\_\_  
Number of coaching Sessions: \_\_\_\_\_ Length of time: \_\_\_\_\_  
Total Cost of Coaching Sessions: \_\_\_\_\_  
Client Address: \_\_\_\_\_  
State: \_\_\_\_\_  
Zip Code: \_\_\_\_\_  
Country: \_\_\_\_\_  
Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Home: \_\_\_\_\_ Work: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Skype Address: \_\_\_\_\_  
Emergency Contact: Name: \_\_\_\_\_ Number: \_\_\_\_\_  
Payment Method: \_\_\_\_\_  
Name on the Credit Card: \_\_\_\_\_  
Credit Card Number: \_\_\_\_\_  
Address on the Credit Card: \_\_\_\_\_  
Credit Card expiration Date: \_\_\_\_\_  
Credit Card Security Pin: \_\_\_\_\_

## **Ground Rules:**

1. The Owner is referred to as the Coach and the client is referred to as the Coachee.
2. The Coachee calls, visits, or shows up to the agreed upon location the Coach has scheduled for a coaching session.
3. The Coachee sets the agenda for the coming session at the conclusion of each previous session.
4. The Coachee completes all action steps he/she has self-determined, before next session, unless otherwise agreed upon.
5. If either the Coachee or the Coach need to reschedule a session due to an unavoidable conflict, or illness, each will give the other at least 24 hours notice to reschedule (unless it is a due to a true emergency). Failure of Coachee to give proper notice shall result for future of the scheduled session fee in full.
6. Information shared in coaching sessions is confidential and shall not be shared outside the session unless mutually agreed upon, and documented in writing by the Coach. The only

exception to this procedure would be in a situation where the Coach is required by law to make a disclosure, or where the coach has a good-faith belief that disclosure of information is necessary to comply with the law, to protect the Coach's rights or property, to avoid harm to the Coach, Coachee or anyone else, or to respond to an emergency. In such situations, disclosure would be limited to essential information.

The conversations that Coach and Coachee have within our coaching sessions are confidential and will be protected as such. Information will be shared outside of each session only on pursuant to the previous paragraph, with Coachee written consent.

Or, if Coach determine during Coachee's participation in coaching sessions that abuse or neglect of children, or elders, any other human being, or animal's or has occurred. Similarly, if Coach determines in Coachee's presence threatens to kill or harm another individual, and Coach is convinced that Coachee will act on this threat. In some cases this may include notifying the police or family members.

All conversations and communications made between Coach and Coachee are confidential and will be protected as such. Subject to terms contained in this agreement.

7. For credentialing purposes, the Coachee's name and contact information (not contents of coaching session unless agreed upon) may be provided to the International Coach Federation or other qualified organizations.

**8. It is understood that coaching, and life coaching sessions, are for entertainment purposes only.** Life coaching, life coaching sessions, and statements made by the Life Coach, shall not constitute any advice, consultation, therapy sessions, or psychological counseling sessions, nor will any coaching sessions be a substitute for counseling, psychotherapy, psychoanalysis, mental health care or substance abuse treatment. Furthermore, the Coachee will not use any coaching sessions in place of diagnosis, treatment or therapy. The Coachee will seek independent professional guidance for legal, medical, financial, business, or family matters. The Coachee understands that all decisions in these areas are exclusively his/hers, and the Coach acknowledges that decisions and actions regarding them are the Coachee's sole responsibility. The Coachee further acknowledges that coaching does not involve the diagnosis or treatment of mental disorders as defined by the American Psychiatric Association, and the Coachee understands that the Coach is neither an employment agent, financial analyst, mental health practitioner, business manager, legal advisor, licensed therapist, psychologist, psychiatrist nor medical doctor. The Coachee understands that any life changing decisions, directions, and actions are sole her/his responsibility. Doing Good Productions Life Coaching is for women/men who are interested in spiritual inner-growth.

9. Throughout the working relationship, the Coach will engage in direct and personal conversations in good-faith. The Coachee can count on the Coach to be honest and straightforward in asking questions and making requests. The Coach can count the Coachee to be honest, open, and coachable. The Coachee understands that the power of the coaching relationship can be granted only by the Coachee, and the Coachee agrees to do just that: have the

coaching relationship be powerful. If the Coachee believes the coaching is not working as desired, the Coachee will communicate that belief to the Coach.

10. If a Coachee publicly or privately makes false and slanderous claims about the Coach's work with the Coachee, with the intent to harm Doing Good Productions or SusannaK (Susanna Goltche) personally and professionally, Susanna Goltche shall be at liberty to respond publicly to those false charges or take appropriate legal action in order to protect her own personal and professional reputation.

### **Rights**

11. The Coachee or Coach may choose to terminate the coaching relationship at any time, for any reason, at will. If any prior payment has been made to the Coach for coaching services that have been cancelled, the amount of the cancelled session(s), minus accrued costs will be fully refunded within 30 days. The Coach has a right to refuse to serve anyone.

12. If either party to this agreement feels wronged by the other, both parties have the right (and obligation) communicate such to one another as soon as possible, in order to work things out in good faith.

### **Responsibilities**

13. The Coachee understands and agrees that he/she is fully responsible for his/her physical, mental, emotional, spiritual, relationship, intellectual, business, legal, and financial well being during all coaching sessions, including choices and decisions made both during and after the sessions.

14. The Coachee understands that "coaching" is a professional-client relationship with a Coach that is designed to facilitate the creation/development of personal, professional or business goals, and to develop as well as carry out a strategy/plan for achieving those goals. The Coachee acknowledges that deciding how to handle these goals, incorporate coaching into these goals, and implement these goals is exclusively her/his sole responsibility.

15. The Coachee promises that if he/she is currently in therapy or otherwise under the care of a mental health professional, that he/she has consulted with the mental health care provider regarding the advisability of working with a Coach, and that this professional is aware of the decision to proceed with the coaching relationship, and has not advised against it.

16. The Coach and Coachee agree to a relationship of sincere honesty and openness. Only under these circumstances will the coaching relationship serve its intended purpose.

17. In order for coaching to be most effective, the Coachee must make a commitment to take an active part in the process, which may include identifying your own goals and desired outcomes, or doing "homework" assignments and follow-up activities on your own time between sessions.

18. The Coachee, may supply the agenda or topic of discussion for each session. It is important that Coachee is truthful and authentic, saying what Coachee believes and feels, sharing shortfalls

as well as success – and not just tells the Coach what you think Coach wants to hear or what Coachee might wish he/she could truthfully say.

19. The Coachee is responsible to pay all coaching fees on time, as agreed upon, and to show up to sessions at agreed-upon times, ready to work.

20. The Coach will assist Coachee realize Coachee's own potential, and respect his/her right to make his/her own informed and responsible decisions. However, any results cannot be guaranteed, and Coachee is entering into coaching with the understanding that the effort and energy Coachee put into coaching will largely determine the outcomes Coachee experience. **Life Coaching and Coaching sessions cannot guarantee any results or outcomes.**

21. The Coachee understands that before transformation can happen coaching may reveal ill feelings and emotions. Coaching process may bring out blocks and cause negative emotions and uncomfortable feeling of sadness, anger, hurt, frustration, fear, and so on. The Coachee understands that the coach may be required use direct, honest, or even harsh language and actions to help the Coachee to move towards transformation and self discovery. The Coachee understands that if ill feelings and emotions surface it is important to continue with the coaching process. Once, the Coachee's blocks have been discovered and he/she becomes aware of it, the transformation process and inner growth may be on the way if the Coachee is truly committed to it.

### **Coaching Sessions**

22. Coaching calls or in person appointments are typically 45minutes in duration. They are typically scheduled once per week or once every other week. If Coachee calls in for Coachee's coaching session and reaches a voicemail, Coachee should leave a message. Coachee's call will be returned promptly, and Coachee will be provided with a complete coaching session. If Coachee is late for call or for an in-person appointment, the Coach may still need to end the session at the originally scheduled time, although Coach will attempt to extend the call or appointment if Coach's schedule allows.

23. Coachee is welcome to e-mail, or text your Coach in between coaching sessions if/when Coachee has a challenge, can't wait to share a success, needs information, or just wants to touch base. Coach will make every reasonable effort to accommodate Coachee's communication and/or respond to Coachee within a reasonable time. Coach may at her **discretion**, require additional payment for time and services recurred during these external, non-previous scheduled events.

### **Fees and Expenses**

24. Coaching sessions are billed at the rate of \$75,00 each 45minute session. Additionally, monthly blocks of sessions, with the previously noted limitations, may be purchased for One month \$250,00 once per week for 45 minute session. Three months \$850,00 once per week 45 minute session for next three months. 6 months \$1750,00 once per week for 45 minute session for next six months.

25. Coach will provide Coachee an initial 30min discovery session as an first appointment

26. Additional and different arrangements may be made, including duration, number of sessions, and cost.

**Choice of Law**

27. In the event of a dispute. California Law applies to the enforceability of all terms and conditions contained in this agreement. To the extent that a court of competent jurisdiction finds any provision(s) of this agreement to be invalid or unenforceable, the remains provision(s) shall remain enforceable to the fullest extent permissible by the law.

**Intergration**

28. In this document contains the full and final agreement between Coach and Coachee. No oral modifications may be made or enforced any modifications or changes must be reduced in writing, and signed by both parties here to.

**Signature**

Coach: \_\_\_\_\_ Date: \_\_\_\_\_

Coachee: \_\_\_\_\_ Date: \_\_\_\_\_