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Certified Life Coach  
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## Coaching Agreement

### About Coaching

Coaching services are designed to facilitate personal or professional development through specific strategies. The life coach thereby acts as a wellness professional to support the client in making progress in a specific area of life. A coach does not act in the capacity of a therapist or counselor, and does not treat or diagnose clinical disorders. If a coach deems that a client would be better served by a service that is beyond the professional scope of coaching, or assesses immediate risk to the client or others, the coach will make this known to the client and reserves the right to discontinue service.

### Responsibility of Coach

A coach guides, supports, and can be an accountability partner to the client, asking questions and using tools and resources deemed useful to the coaching process. The coach is responsible for attending all scheduled appointments, letting the client know about any cancellations in a timely and courteous manner, and alerting the client if any ethical or practical circumstances make it inadvisable to continue with services.

### Responsibility of Client

Successful coaching is a result of commitment, effort, and honesty on the part of both the coach and the client. As part of the coaching agreement, the client agrees to complete assignments to maximize progress, and to attend all scheduled sessions.

- **Cancellations:** Any cancellations must be made with 24 hrs notice; otherwise clients are responsible for full payment for the session.
- **Feedback:** If coaching sessions are not going as desired, the client is asked to share this feedback with the coach so that coaching can be realigned with the client's goals.
- **Payment:** Coaching sessions must be paid for in advance, by check, Venmo, or Paypal. If payment is not received, the session may be rescheduled.

### Phone Calls, Emails, and Texts

Things can come up unexpectedly, and checking in with a coach can be helpful between sessions. However, the coach will not always be able to take a call/message immediately,

returning calls/messages within 24 hours. Additionally, for conversations more than 5 minutes, a half-session may be billed.

**Confidentiality and Ethics**

The coach agrees never to disclose or share information pertaining to the client without the client's explicit consent. All information will remain private except in the case of a court subpoena, or if the coach assesses immediate risk to the client or others. For clients under the age of 18, additional agreements about communication with parents may be discussed in the introductory session.

I understand and agree to the terms outlined in this Coaching Agreement.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

# Coaching Client Intake Form

## Client Information

Name: \_\_\_\_\_ Age: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

## Emergency Contact:

Name: \_\_\_\_\_  
Relationship: \_\_\_\_\_  
Phone: \_\_\_\_\_

## Parent/Guardian Information

For clients under 18, or whose fees will be paid by someone else.

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

## Payment:

Cost per remote session (hour): \$85. Cost for 4-session package: \$240  
Cost for additional check-in (half hour): \$45

Credit Card ([www.erikadvcoaching.com](http://www.erikadvcoaching.com))

Venmo

Personal Check (4-session package only)

- Payable to Erika van der Velden, address: 80 Kelly Rd. Red Hook, NY 12571
- Payment by check for 4-session package must be received in full prior to appointment.

## Preferred Remote Session Platform

Zoom

Google meet

FaceTime

Other (please specify; requests will be honored when possible with respect for accessibility needs)

Client Signature: \_\_\_\_\_

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

Coach Signature: \_\_\_\_\_

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