

COACHING AGREEMENT

THIS DOCUMENT CONSTITUTES A CONTRACT BETWEEN STACEY HERRERA (A.K.A THE COACH) AND THE READER/SIGNER (A.K.A. THE CLIENT). PLEASE READ IT CAREFULLY AND RAISE ANY QUESTIONS OR CONCERNS BEFORE SIGNING.

THIS AGREEMENT WILL BEGIN UPON ACCEPTANCE BY THE CLIENT AND SHALL REMAIN FOR THE DURATION OF THE COACH-CLIENT RELATIONSHIP.

COMMITMENT:

COACHING IS ABOUT SELF-DISCOVERY, CHOICE, AND AWARENESS. IN OUR SESSIONS WE WILL FOCUS ON HOW YOU FEEL, WHAT YOU DESIRE, YOUR EXPERIENCES, AND YOUR PERSONAL ASPIRATIONS. THE GOAL IS FOR YOU TO DISCOVER MORE ABOUT YOURSELF AND HONE IN ON THE NAVIGATIONAL SKILLS YOU ALREADY POSSESS.

I WILL ENCOURAGE AND SUPPORT YOU, BUT I CANNOT DO THE WORK FOR YOU. I WILL PARTNER WITH YOU TO SHINE A LIGHT ON THE AREAS OF YOUR LIFE THAT NEED TO BE POLISHED, DISCARD IDEAS AND BELIEFS THAT NO LONGER SERVE YOU, AND TO BUILD ON YOUR EXISTING STRENGTHS.

COACHING SERVICES WILL VARY, DEPENDING ON YOUR NEEDS AND THE LEVEL OF SUPPORT DESIRED. YOUR COMMITMENT IS REQUIRED. THE OUTCOME OF YOUR COACHING EXPERIENCE IS COMPLETELY DEPENDENT ON YOUR PARTICIPATION. YOU WILL NEED TO BE OPEN AND COMPLETELY HONEST ABOUT YOUR NEEDS AND ISSUES. YOU HAVE TO BE FULLY ACCOUNTABLE FOR YOUR ACTIONS (OR LACK OF) AND YOU MUST HONOR AND KEEP YOUR COMMITMENTS.

COACH-CLIENT RELATIONSHIP:

THE CLIENT UNDERSTANDS THAT COACHING IS NOT PSYCHOTHERAPY, COUNSELING, OR ANY OTHER TYPE OF THERAPY, AND IS NOT A SUBSTITUTE FOR THESE SERVICES. IF YOU SHOULD FEEL THE NEED FOR PROFESSIONAL COUNSELING OR THERAPY, IT IS YOUR RESPONSIBILITY TO SEEK A LICENSED PROFESSIONAL WHO CAN PROVIDE THESE TYPES OF SERVICES. IF I BELIEVE THAT SUCH SERVICES WOULD BE VALUABLE TO YOU, I WILL RECOMMEND THEM.

THE COACH/CLIENT RELATIONSHIP IS HOLISTIC (EMOTIONAL, INTELLECTUAL, AND SPIRITUAL). WE CAN EXPLORE A RANGE OF OBJECTIVES, INCLUDING: PERSONAL DEVELOPMENT, PROFESSIONAL ADVANCEMENT, DEVELOPING LEADERSHIP SKILLS, REALIZING YOUR DREAMS, AND CLARIFYING YOUR MISSION AND PURPOSE.

CONFIDENTIALITY:

THE COACHING RELATIONSHIP IS BASED ON TRUST. ALL COACHING SESSIONS AND EVERYTHING DISCUSSED THEREIN ARE STRICTLY CONFIDENTIAL. NO CLIENT INFORMATION WILL BE DIVULGED WITHOUT WRITTEN PERMISSION FROM THE CLIENT, UNLESS REQUIRED TO DO SO BY LAW.

IF YOU CHOOSE TO SHARE YOUR COACHING EXPERIENCE WITH OTHER PEOPLE, YOU ARE FREE TO DO SO. YOU DETERMINE THE LEVEL AND SCOPE OF YOUR PERSONAL CONFIDENTIALITY.

COACHING SESSION PROCEDURES:

ALL COACHING SESSIONS ARE CONDUCTED BY TELEPHONE, UNLESS OTHERWISE ARRANGED WITH THE COACH (IN PERSON COACHING IS AVAILABLE FOR LOCAL CLIENTS).

AT THE SCHEDULED APPOINTMENT TIME, THE CLIENT AGREES TO BE REACHABLE AT A PREDETERMINED TELEPHONE NUMBER. THE COACH AND CLIENT COMMIT TO START AND FINISH EACH SESSION ON TIME.

IN BETWEEN SESSIONS, THE CLIENT MAY CONTACT THE COACH VIA EMAIL. CALLS IN BETWEEN SCHEDULED APPOINTMENTS ARE PERMISSIBLE, BASED ON AVAILABILITY; THE PARTIES AGREE TO KEEP CALLS FROM 5-10 MINUTES OR LESS.

CANCELLATION POLICY:

IF THE CLIENT IS MORE THAN 15 MINUTES LATE (WITHOUT NOTICE) TO THE START OF THE SESSION, THE SESSION WILL BE CONSIDERED CANCELLED, THE COST OF THE CANCELLED SESSION WILL NOT BE REFUNDED. WHEN GIVEN SUFFICIENT NOTICE BY THE CLIENT, ALL ATTEMPTS WILL BE MADE TO RESCHEDULE, WITHOUT ADDITIONAL CHARGES TO THE CLIENT. REPEATED CANCELLATIONS WILL RESULT IN TERMINATION OF THIS COACHING AGREEMENT AND THE COACH/CLIENT RELATIONSHIP.

COACHING FEES:

ALL COACHING FEES ARE PAID IN ADVANCE OF SESSIONS. COACHING FEES ARE NON-REFUNDABLE, INCLUDING UNUSED SESSIONS. HOWEVER, UNUSED SESSIONS MAY BE RESCHEDULED OR GIFTED TO SOMEONE ELSE (TERMS AND CONDITIONS APPLY)

PAYMENT PROCEDURES:

PAYMENTS CAN BE MADE THROUGH PAYPAL WITH VISA, MASTERCARD, OR AMERICAN EXPRESS. SESSIONS CAN BE PAID IN FULL OR WITH MONTHLY PAYMENTS. IF PAYING MONTHLY, PAYMENT MUST BE RECEIVED WITHIN 24 HOURS OF THE FIRST MONTHLY SCHEDULED SESSION. IF PURCHASING A PACKAGE, PAYMENT MUST BE MADE WITHIN 3 BUSINESS DAYS OF THE START DATE.

ANY CHANGES IN YOUR FINANCIAL SITUATION SHOULD BE DISCUSSED WITH THE COACH IN ADVANCE.

TERMINATION:

SHOULD THE CLIENT AND/OR COACH DETERMINE THAT INSUFFICIENT PROGRESS OR COOPERATION EXISTS AFTER TWO INITIAL SESSIONS, EITHER PARTY MAY CANCEL THIS AGREEMENT WITHIN ONE WEEK OF THE PREVIOUS SESSION. CANCELLATION MUST BE DONE IN WRITING (VIA USPS OR EMAIL).

CLIENT WAIVER FOR RECORDING OF COACHING SESSION:

THE CLIENT GRANTS STACEY HERRERA PERMISSION TO RECORD COACHING SESSIONS FOR COACHING PURPOSES. THESE RECORDINGS ARE RESERVED FOR USE BY THE COACH AND THE CLIENT ONLY. NO ADDITIONAL FEES ARE INCURRED BY THE CLIENT FOR COPIES OF THE RECORDINGS, WHICH WILL REMAIN AVAILABLE TO THE CLIENT THROUGHOUT THE DURATION OF THIS AGREEMENT.

ACKNOWLEDGEMENT AND RESPONSIBILITY STATEMENT:

BY SIGNING THIS FORM YOU ACKNOWLEDGE RECEIPT OF THIS COACHING AGREEMENT.

I HAVE READ, UNDERSTAND, AND AGREE TO THE ABOVE POLICIES. I HAVE DISCUSSED ANY CONCERNS WITH MY COACH (STACEY HERRERA) AND ALL QUESTIONS HAVE BEEN ANSWERED TO MY SATISFACTION. A COPY OF THIS AGREEMENT HAS BEEN PROVIDED TO ME.

COACHING CLIENT SIGNATURE: _____

PRINTED NAME: _____ **DATE:** _____