



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 YOUR FEELINGS, DESIRES, BELIEFS, AND BEHAVIOR PATTERNS. THE GOAL IS FOR YOU TO DISCOVER MORE ABOUT YOURSELF, DEEPEN YOUR RELATIONSHIP WITH YOURSELF AND OTHERS, AND DEVELOP TOOLS AND SKILLS TO ENHANCE THE QUALITY OF YOUR LIFE.

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 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 MUST BE FULLY ACCOUNTABLE FOR YOUR ACTIONS (OR LACK OF), AND YOU MUST AGREE TO 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 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 BUT NOT LIMITED TO: RELATIONSHIPS, INTIMACY, 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 IS 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 VIA ZOOM (VIDEO OR AUDIO) UNLESS OTHERWISE ARRANGED WITH THE COACH (IN-PERSON COACHING MAY BE AVAILABLE FOR LOCAL CLIENTS).

AT THE SCHEDULED APPOINTMENT TIME, THE CLIENT AGREES TO PHONE IN (VIA TELEPHONE OR COMPUTER). THE COACH AND CLIENT COMMIT TO START AND FINISH EACH SESSION ON TIME.

IN BETWEEN SESSIONS, THE CLIENT MAY CONTACT THE COACH VIA EMAIL OR WHATSAPP. CALLS IN BETWEEN SCHEDULED APPOINTMENTS ARE PERMISSIBLE, BASED ON AVAILABILITY; THE PARTIES AGREE TO KEEP CALLS FROM 20 MINUTES OR LESS.

CANCELLATION POLICY:

IF THE CLIENT IS MORE THAN 10 MINUTES LATE (WITHOUT NOTICE) TO THE START OF THE SESSION, THE SESSION WILL BE CONSIDERED CANCELED, THE COST OF THE CANCELED SESSION WILL NOT BE REFUNDED. WHEN GIVEN SUFFICIENT NOTICE BY THE CLIENT, ALL ATTEMPTS WILL BE MADE TO RESCHEDULE WITHOUT ADDITIONAL CHARGES. REPEATED CANCELLATIONS WILL RESULT IN THE 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 MAY BE MADE THROUGH PAYPAL OR STRIPE WITH VISA, MASTERCARD, OR AMERICAN EXPRESS. VENMO AND CASH PAYMENTS ARE ALSO ACCEPTED.

PAYMENTS PLANS ARE AVAILABLE ON AN AS-NEEDED BASIS. THE FIRST INSTALLMENT PAYMENTS MUST BE RECEIVED WITHIN 24 HOURS OF THE FIRST SCHEDULED SESSION. PLEASE EMAIL ME FOR MORE INFORMATION.

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 MADE 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. THE CLIENT INCURS NO ADDITIONAL FEES FOR COPIES OF THE RECORDINGS, WHICH WILL REMAIN AVAILABLE TO THE CLIENT THROUGHOUT THE DURATION OF THIS AGREEMENT.

ACKNOWLEDGMENT AND RESPONSIBILITY STATEMENT:

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

I HAVE READ, UNDERSTAND, AND AGREE WITH 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:** _____