Coaching Agreement

This is the contract that is drawn up between you, the coach and your client. A client needs to sign to verify agreement with what you agree to provide to them according to your service as well as what they agree to do as a client. Also, the basic payment for services information is also included. The client keeps a copy of the form for their files and mails a signed copy back to you.

The elements of a complete Coaching Agreement will include but are not limited to:

* **Your pledge as a coach**
* **Payment agreement (including cancellation policy details)**
* **Schedule of sessions/Missed appointment policy**
* **How coaching sessions will be conducted**
* **Termination policy**
* **Confidentiality agreement**

**Sample Coaching Agreement**

The form can be changed as needed to suit your unique needs.

Your Company Address

Website Address

**\*Client Coaching Agreement\***

***Client Name*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This coaching agreement is entered into between \_\_\_\_\_\_\_\_ [YOUR COMPANY NAME] \_\_\_\_\_\_ and the above named client. It will begin on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and will continue on a monthly basis for \_\_\_\_\_\_\_\_\_ months or until such time as the client terminates my services. A reminder email will be sent 48 hours before any scheduled session. The next month’s session will be scheduled during the current coaching session.

**Fees**

The fee for the coaching sessions will be charged on a monthly basis in advance of that month’s session in the amount of $\_\_\_\_\_\_\_\_\_ on a recurring billing cycle. The fee is payable through PayPal via the company website at websiteURL/payments.

***Cancellation Policy:*** Clients maintain the right to cancel payment at any time in advance of the billing date for the next month’s session. Cancellation must be done in writing (either by posted letter to the company address or by email to the following website address: you@yourwebsite.com) and the letter or email must be received before the new billing cycle or you will be charged for that month’s coaching session.

If you need to cancel an appointment, please notify our office at least 24 hours in advance of the appointment date to reschedule that month’s session.

 **Services**

The client will be provided with monthly fitness coaching services via telephone unless otherwise specified by the coach. I will call you at the agreed upon time to begin the call. If you do not answer, you are allowed one call back five minutes after the scheduled time or the appointment will be canceled.

The purpose of the fitness coaching sessions is to provide the client with information based on their defined goals and the years of experience of the coach in various areas of the fitness arena. This service includes but is not limited to: brainstorming techniques, identifying action plans, follow-up procedures to maintain client motivation, educating the client as well as asking and answering questions.

**Termination**

Termination of this agreement may occur at the discretion of the coach when an impasse is reached with the client. As long as the client adheres to the Coaching Success Guidelines and the coach adheres to professional practices and standards, the relationship will continue. The goal is to better your fitness so all efforts will be made towards that end.

Examples of terminable offenses:

* Lack of payment
* Lack of adherence to Coaching Success Guidelines
* Indifference on the part of the client to prescribed session action items

**Confidentiality**

Anything that is said or revealed in the sessions between coach and client is privileged information and will not be disclosed to any outside party. The exception is if the information revealed includes disclosure of illegal, unethical or criminal activities.

The methods employed by \_\_\_\_\_\_\_\_ [YOUR COMPANY NAME] \_\_ do not guarantee results. They are guidelines that the client must follow through on in order to see any type of change. The client agrees, therefore, to hold the coach free of any liability and responsibility for adverse reactions as a result of advice given in the coaching sessions.

**By signing below, you signify that you agree with the information laid out in this document in full.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Client Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Coach Date