



## Coaching Agreement

This agreement is between Rebecca Olson, Certified Professional Life Coach; P.O. Box 6471; Albany, CA 94706 and any group, one on one or mastermind client. By moving forward with services you thereby agree to the following terms:

**Description of Coaching:** Coaching is partnership (defined as an alliance, not a legal business partnership) between the Coach and the Client in a thought-provoking and creative process that inspires the client to maximize personal and professional potential. It is designed to facilitate the creation/development of personal, professional or business goals and to develop and carry out a strategy/plan for achieving those goals.

### I) Coach-Client Relationship

- A.** Coach agrees to maintain the ethics and standards of behavior established by the International Coach Federation “(ICF)” ([Coachfederation.org/ethics](http://Coachfederation.org/ethics)). It is recommended that the Client review the [ICF Code of Ethics](#) and the applicable standards of behavior.
- B.** Client is solely responsible for creating and implementing his/her own physical, mental and emotional well-being, decisions, choices, actions and results arising out of or resulting from the coaching relationship and his/her coaching calls and interactions with the Coach. As such, the Client agrees that the Coach is not and will not be liable or responsible for any actions or inaction, or for any direct or indirect result of any services provided by the Coach. Client understands coaching is not therapy and does not substitute for therapy if needed, and does not prevent, cure, or treat any mental disorder or medical disease.
- C.** Client acknowledges that coaching is a comprehensive process that may involve different areas of his or her life, including work, finances, health, relationships, education and recreation. The Client agrees that deciding how to handle these issues, incorporate coaching principles into those areas and implementing choices is exclusively the Client’s responsibility.
- D.** Client acknowledges that coaching does not involve the diagnosis or treatment of mental disorders as defined by the American Psychiatric Association and that coaching is not to be used as a substitute for counseling, psychotherapy, psychoanalysis, mental health care, substance abuse treatment, or other professional advice by legal, medical or other qualified professionals and that it is the Client’s exclusive responsibility to seek such independent professional guidance as needed. If Client is currently under the care

of a mental health professional, it is recommended that the Client promptly inform the mental health care provider of the nature and extent of the coaching relationship agreed upon by the Client and the Coach.

**E.** The Client understands that in order to enhance the coaching relationship, the Client agrees to communicate honestly, be open to feedback and assistance and to create the time and energy to participate fully in the program.

## **2) Services**

Rebecca Olson  
Rebecca Olson Coaching  
P.O. Box 6471  
Albany, CA 94706

The parties agree to engage in one-on-one, group or mastermind coaching.

## **3) Credit Card Authorization and Receipt**

If paying by debit card or credit card, Client gives Coach permission to automatically charge Client's credit card based on the selected payment plan. To the extent that Client provides Coach with credit card information for payment on Client's account, Coach shall be authorized to charge Client's credit card(s) for any unpaid charges. If Client uses a multiple-payment plan to make payments to Coach, Coach shall be authorized to make all charges at the time they are due and is not required to seek separate authorization to do so.

## **4) Procedure**

The time of the coaching meetings will be determined by Coach and Client based on a mutually agreed upon time. Group Coaching times are set by Coach.

## **5) Confidentiality**

This coaching relationship, as well as all information (documented or verbal) that the Client shares with the Coach as part of this relationship, is bound by the principles of confidentiality set forth in the ICF Code of Ethics. However, please be aware that the Coach-Client relationship is not considered a legally confidential relationship (like the medical and legal professions) and thus communications are not subject to the protection of any legally recognized privilege. The Coach agrees not to disclose any information pertaining to the Client without the Client's written consent. The Coach will not disclose the Client's name as a reference without the Client's consent.

*Confidential Information* does not include information that: (a) was in the Coach's possession prior to its being furnished by the Client; (b) is generally known to the public or in the Client's industry; (c) is obtained by the Coach from a third party, without

breach of any obligation to the Client; (d) is independently developed by the Coach without use of or reference to the Client's confidential information; or (e) the Coach is required by statute, lawfully issued subpoena, or by court order to disclose; (f) is disclosed to the Coach and as a result of such disclosure the Coach reasonably believes there to be an imminent or likely risk of danger or harm to the Client or others; and (g) involves illegal activity. The Client also acknowledges his or her continuing obligation to raise any confidentiality questions or concerns with the Coach in a timely manner.

## **6) Release of Information**

The Coach engages in training and continuing education pursuing and/or maintaining ICF (International Coach Federation) Credentials. That process requires the names and contact information of all Clients for possible verification by ICF. By signing this agreement, you agree to have only your name, contact information and start and end dates of coaching shared with ICF staff members for the sole and necessary purpose of verifying the coaching relationship, no personal notes will be shared.

According to the ethics of our profession, topics may be anonymously and hypothetically shared with other coaching professionals for training, supervision, mentoring, evaluation, and for coach professional development and/or consultation purposes.

## **7) Meeting Cancellation Policy**

Client agrees that it is the Client's responsibility to notify the Coach 24 hours in advance of the scheduled meetings. Coach will attempt in good faith to reschedule the missed meeting but cannot guarantee a make-up session.

## **8) Termination**

Should Client wish to terminate this Agreement, Client is to notify Coach by sending an e-mail to Rebecca Olson at [Rebecca@rebeccaolsoncoaching.com](mailto:Rebecca@rebeccaolsoncoaching.com). In the event that Client is in arrears of payment or otherwise in default of any of the terms of this Agreement, or chooses to voluntarily terminate this Agreement, all payments due hereunder for Services provided or to be provided by Coach to Client shall immediately become due and payable. Coach shall be allowed to immediately collect all such sums from Client and, at Coach's option, terminate providing further Services to Client and/or this Agreement. In the event that Client is in arrears of payments to Coach, Client shall be barred from using any of Coach's Services. In addition, Coach may, at any time and without cause, terminate this Agreement, at which time any and all amounts representing Services and other goods and services actually provided by Coach to Client shall immediately become due and payable.

## **9) No Refunds**

Upon execution of this Agreement, Client shall be responsible for the payment amounts, on the payment dates. If Client cancels any Service for any reason whatsoever, Client shall not be entitled to a refund.

Unless otherwise provided by law, you acknowledge that I do not offer refunds for any portion of your payment for any of my 1:1 Services or Groups or Masterminds, and no refunds will be provided to you, except under one condition: Please submit evidence that you've completed the course modules, done the work, and show that even after taking action, the instructions and methods haven't worked for you. This applies to any of my Coaching and/or Courses. The timeframe to submit completed work is 30 days from purchase date.

## **10) Limited Liability**

Except as expressly provided in this Agreement, the Coach makes no guarantees, representations or warranties of any kind or nature, express or implied with respect to the coaching services negotiated, agreed upon and rendered. In no event shall the Coach be liable to the Client for any indirect, consequential or special damages. Notwithstanding any damages that the Client may incur, the Coach's entire liability under this Agreement, and the Client's exclusive remedy, shall be limited to the amount actually paid by the Client to the Coach under this Agreement for all coaching services rendered through and including the termination date.

## **11) Entire Agreement**

This document reflects the entire agreement between the Coach and the Client, and reflects a complete understanding of the parties with respect to the subject matter. This Agreement supersedes all prior written and oral representations. The Agreement may not be amended, altered or supplemented except in writing signed by both the Coach and the Client.

## **12) Severability**

If any provision of this Agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If the Court finds that any provision of this Agreement is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.

## **13) Waiver**

The failure of either party to enforce any provision of this Agreement shall not be construed as a waiver or limitation of that party's right to subsequently enforce and

compel strict compliance with every provision of this Agreement.

**14) Applicable Law**

This Agreement shall be governed and construed in accordance with the laws of the State of California, without giving effect to any conflicts of laws provisions.

**15) Binding Effect**

This Agreement shall be binding upon the parties hereto and their respective successors and permissible assigns.