

Coaching Agreement

This is a template, not legal advice

This document is a general-purpose template provided for information only. It is not legal advice, it does not create a lawyer-client relationship, and nobody has reviewed it against your situation.

Laws differ by country, state and province, and they change. A clause that is standard in one place can be unenforceable — or illegal — in another. Terms that are ordinary between two businesses can be void in a consumer or employment context.

Read every clause before you use it, fill in every blank, and delete anything that does not apply. For anything high-value, unusual, or that you could not afford to lose a dispute over, have a qualified lawyer in your jurisdiction review it before it is signed.

How to use this template

1. Read it end to end and delete any clause that does not apply to you. Blanks are shown as a grey label on a line.
2. Need the other party to sign too, with an audit trail and a tamper-evident seal? That is what the paid product does.

Coaching Agreement

This Coaching Agreement (this "Agreement") is made on [Date] between [Client's full legal name] of [Client's address], contactable at [Client's email and phone] (the "Client"), and [Coach's full legal name or business name] of [Coach's address], contactable at [Coach's email and phone] (the "Coach").

The Client engages the Coach to provide personal coaching services on the terms set out below (the "Services"). This Agreement takes effect on [Start date] and continues for the term set out in clause 2.

1. The Services

The Coach will provide one-to-one coaching to the Client on [Coaching focus, e.g. life, career, wellness, relationships — describe in general terms], in the format and on the schedule set out in clause 3. Coaching consists of structured conversation, goal-setting, accountability and reflective questioning intended to help the Client clarify and work toward the Client's own goals. The Coach provides the Services as an independent contractor, not as an employee, agent or fiduciary of the Client, and holds the following relevant credentials, if any: [Coach's relevant certifications or training, or write "none"].

Each Party shall keep the other informed of any change to the contact details recorded above. Notices under this Agreement may be given by email to the addresses recorded above and are treated as received on the next business day after sending.

2. Engagement Term

This engagement runs for [Engagement term, e.g. six (6) months, or write "an ongoing basis until ended under clause 8"] from the start date above. [If the term is fixed, state whether it ends or renews automatically, and on what notice].

Either Party may end this Agreement before the end of its term as set out in clause 8. Ending the engagement does not entitle the Client to a refund of fees for Services already provided, except as clause 8 sets out.

3. Session Cadence and Format

Sessions take place [Session frequency, e.g. weekly, every two weeks], each lasting approximately [Session length, e.g. fifty (50) minutes], by [Session format, e.g. video call, phone, in person at a stated location]. The first session takes place on or around [Date of first session].

Either Party may propose a different time for a scheduled session with reasonable notice; a session is rescheduled only once both Parties agree on a new time. Between scheduled sessions, the Coach

[Describe any between-session contact the Coach provides, or write "none"] .

Sessions include:

- (a) the session itself, conducted in the format stated above;
- (b) any exercises, reflections or actions the Coach asks the Client to complete before the next session; and
- (c) brief notes the Coach may keep of topics discussed, kept confidential under clause 6.

4. Fees, Payment and Cancellation

The fee for the Services is [Fee, e.g. amount per session or a package price] , payable [Payment timing, e.g. before each session, or monthly in advance] by

[Accepted payment methods] . An invoice unpaid

[Number of days before a late fee or pause applies, e.g. seven (7)] days after it falls due

[Consequence of late payment, e.g. "carries a late fee of [amount]" or "results in sessions being paused until payment is received"] .

To cancel or reschedule a session without charge, the Client must give the Coach at least [Cancellation notice window, e.g. twenty-four (24) hours] notice by

[How notice must be given, e.g. email or text message] . A session cancelled with less notice than that, or missed without notice, is charged in full and is not rescheduled, except where the Coach agrees to waive that charge for a genuine emergency.

If the Coach is unable to hold a scheduled session, the Coach shall give the Client as much notice as reasonably possible and shall reschedule the session at no charge or, at the Client's choice, credit the fee against the next invoice.

5. Not Therapy: Scope of Coaching Services

THIS IS A COACHING RELATIONSHIP, NOT PSYCHOTHERAPY, COUNSELING, OR ANY FORM OF MENTAL HEALTH TREATMENT. Coaching is a collaborative, forward-looking process focused on the Client's goals, choices and personal development. It is not a substitute for psychotherapy, counseling, psychiatric care, medical treatment, or any other licensed mental health service.

Unless expressly stated otherwise in clause 1, the Coach is not a licensed therapist, psychologist, psychiatrist, social worker or other licensed mental health professional, and does not diagnose, treat, or claim to cure any mental health condition, mental illness, or psychological or emotional disorder. Nothing the Coach says or provides during a session is a diagnosis, a treatment plan, or medical or psychological advice.

If the Client is experiencing symptoms of a mental health condition, is in crisis, or is having thoughts of harming themselves or others, the Client should immediately contact a licensed mental health professional, a physician, or emergency services, rather than relying on the Coach or on coaching sessions for that need. The Coach may, at the Coach's discretion, recommend that the Client seek support from a licensed mental health professional at any point during the engagement, and may decline to continue a session or this Agreement where the Coach reasonably believes the Client's needs fall outside the scope of coaching described in this clause.

6. Confidentiality

The Coach shall keep confidential everything the Client shares during a session or otherwise in connection with the Services, and shall not disclose it to any third party without the Client's written consent, except as set out below. This obligation continues after this Agreement ends.

The Coach may disclose information the Client has shared where the Coach reasonably believes disclosure is necessary to prevent imminent harm to the Client or to another identifiable person, where disclosure is required by law, subpoena or court order, where the Coach seeks confidential supervision or consultation with another coaching professional bound by an equivalent duty of confidentiality, or where the Client has given written consent to a specific disclosure.

The Coach may use anonymized, non-identifying information about the coaching relationship for the Coach's own training, supervision or professional development, provided the Client cannot reasonably be identified from it.

7. Client Responsibility and No Guarantee of Outcomes

Coaching is facilitative, not directive: the Coach helps the Client clarify goals, consider options and stay accountable, but does not instruct the Client what decision to make. The Client is solely responsible for the Client's own decisions, actions and their consequences, including any decision about career, relationships, health, finances or other personal matters that the Client makes during or after this engagement.

The Coach makes no guarantee, express or implied, that coaching will achieve any particular result, goal or outcome for the Client. The value the Client gets from coaching depends substantially on the Client's own engagement, honesty and follow-through between sessions, which are outside the Coach's control.

8. Ending the Engagement

Either Party may end this Agreement by giving the other [Termination notice, e.g. two (2) weeks] written notice. Either Party may end it immediately by written notice where the other Party materially breaches this Agreement and does not remedy the breach within [Cure period, e.g. seven (7) days] of being asked to, and the Coach may end it immediately where the Client's conduct falls outside the scope described in clause 5 or where continuing would be unsafe or inappropriate for either Party.

On ending this Agreement, the Coach shall provide the Client with a refund of any fees already paid for sessions not yet delivered, calculated at [Refund basis, e.g. the per-session rate, or write "in full"] , within [Refund period, e.g. fourteen (14) days] of the effective date of ending. Ending this Agreement does not affect either Party's accrued rights or obligations, and clauses 5, 6, 7, 9, 10 and 11 survive it.

9. Limitation of Liability

Neither Party is liable to the other for indirect or consequential loss, or for loss of income, profit or opportunity, arising out of this Agreement. Except as stated in the next paragraph, the Coach's total liability arising out of or in connection with this Agreement is limited to the total fees paid by the Client under it in the [Liability look-back period, e.g. twelve (12) months] before the event giving rise to the claim.

Nothing in this Agreement limits or excludes liability for death or personal injury caused by negligence, for fraud or fraudulent misrepresentation, or for any other liability that cannot lawfully be limited or excluded. The Coach is not responsible for decisions the Client makes, or for the acts or omissions of any third-party professional the Client is referred to or consults, including any mental health professional.

10. Governing Law and General

This Agreement and any dispute arising out of it are governed by the laws of [Governing law, e.g. the State of Colorado] . The Parties submit to the exclusive jurisdiction of the courts of [Jurisdiction] .

This Agreement is the entire agreement between the Parties about the Services, and replaces any earlier understanding on that subject. It may only be amended in writing signed by both Parties. Neither Party may assign this Agreement without the other's written consent. If any provision is held unenforceable, the rest continues in force. A failure to enforce a provision is not a waiver of it.

11. Signatures and Effective Date

This Agreement takes effect on the date of the last signature below. The Parties may sign in counterparts and by electronic signature, each of which is an original and all of which together form one agreement. Each Party confirms that they have read this Agreement, that the details entered in it are accurate, and that they have received a copy.

In agreement with the terms above, the parties have signed below on the dates written beside their signatures.

Client

Signature: _____

Printed name: _____

Date: _____

Coach

Signature: _____

Printed name: _____

Date: _____