



## COACHING SERVICES AGREEMENT

*Please review this Coaching Services Agreement, sign where indicated and submit.*

This Coaching Services Agreement is between **Tanya Maree Rutherford** (the Coach) and **{{client.name}}** (the Client).

### **As the Client:**

#### International Coach Federation general terms:

1. I understand and agree that I am fully responsible for my physical, mental and emotional wellbeing during and after coaching calls, including my choices and decisions. I am aware that I can choose to discontinue coaching at any time.
2. I understand that the professional coaching relationship I have with the Coach is designed to facilitate the creation of personal goals and develop and implement a plan for achieving those goals.
3. I understand that coaching is a comprehensive process that may involve all areas of my life. I acknowledge that my decisions and behaviours throughout the coaching relationship are exclusively my responsibility.
4. I understand that coaching does not involve the diagnosis or treatment of mental disorders. I understand that coaching is not a substitute for counselling, psychotherapy, psychoanalysis, mental health care, or substance abuse treatment and I will not use it in place of any form of diagnosis, treatment or therapy.
5. If I am currently in therapy or otherwise under the care of a mental health professional, I confirm that I have consulted with a mental health care provider regarding the advisability of working with a coach and that this person is aware of my decision to proceed with the coaching relationship.
6. I understand that information will be held as confidential unless I state otherwise, in writing, except as required by law.
7. I understand that certain topics may be anonymously or confidentially shared with other coaching professionals for training, supervision, mentorship, certification or other consultation purposes.



8. I understand that coaching is not to be used as a substitute for professional advice by legal, medical, financial, business, spiritual or other qualified professionals. I will seek independent guidance for these matters. I understand that all decisions in these areas are exclusively mine and that my decisions and actions regarding them are my sole responsibility.

Technical information:

9. I understand that all coaching sessions will be conducted via ZOOM or in person unless otherwise previously negotiated with and agreed by the Coach. If the sessions are conducted via videoconferencing, the Coach will call me at the scheduled time. If the sessions are conducted via telephone, I understand that I must call the Coach at the scheduled time and pay for any costs associated with the call.

10. To help ensure privacy and sound quality, I will commit to wearing headphones during sessions conducted via videoconference, teleconference or telephone.

Rescheduling and cancellations:

11. If I wish to reschedule or cancel a scheduled session, I understand that I must give the Coach at least 48 hours notice where possible otherwise the session will be forfeited.

12. I understand that if I am running late to an appointment and have not notified the Coach of this, that the Coach will only wait 15 minutes before assuming that I am not attending the session. In these instances, the session will be forfeited.

Package details:

13. I understand that this is a 1 Session **20 minute Laser** coaching program which includes one x 20 minute session only.

Fees:

14. I understand that the cost of this package is \$60 upfront. I understand that this payment must be made in advance and that sessions will be rescheduled if the payment has not been received.



15. I understand that if I want to cancel a coaching series, I will not be refunded for sessions already conducted. I accept that I will also pay a 25% cancellation fee for the remainder of the package. In the case of payment by gift voucher, the balance of the voucher will be forfeited.

Coach Availability:

16. I understand that the business coaching hours for the Coach are 10am to 2pm Tuesday - Fridays and that email inquiries are generally responded to within 3 working days.

**By continuing to purchase this session, I, the Client, confirm that I have read and agree to the above terms and conditions.**

*Please also sign and email through to [coach@tmrutherford.com.au](mailto:coach@tmrutherford.com.au) once we confirm your booking.*

*Name:*

*Signature:*

*Date:*