

Coaching contract

Between Pat Kirby (Coach) and xxx xxx (Client)

Sponsored by Name (position and organisation)

For the period xx xxx xxxx - xx xxx xxxx

Fees

1. Each session is charged at £120.
2. Each session is payable by BACS within 28 days of the invoice date
3. Pre-paid package payments can be arranged. These will be non-refundable, but there will be increased flexibility regarding scheduling of sessions (to be agreed).
4. The client must provide 24 hours' notice if s/he needs to cancel, otherwise I will need to charge for the session, regardless of whether the payment agreement is in advance or arrears.

Programme of sessions

5. A no obligation introductory meeting will precede the coaching agreement. Up to an hour in total, this meeting is likely to include time spent with the client and the sponsor to discuss broad outcomes, plus some time alone with the client to talk informally and build a rapport before starting work. It is highly recommended, although not essential, that this meeting takes place face to face, probably at the client's work location.
6. The coaching programme will consist of x sessions over the course of 6-9 months
7. A mid-point review session can be arranged with me, the client and sponsor if desired. This will be charged at the usual hourly rate.
8. Each session will last up to 50 minutes, including time for a summary of actions to be taken before the next session.
9. Further sessions can be negotiated if seen as beneficial by all parties. The arrangement would be re-contracted.
10. Early termination of the coaching relationship can be arranged, given two weeks' notice by me or the sponsor. If I am the one to instigate termination, any advance fees for unused sessions will be refunded.

Coaching environment

11. Sessions can be in person face-to-face; via Skype or via telephone, and in any combination throughout the contracted period.

12. It is highly recommended that the first full session takes place face-to-face either in person or via Skype.
13. To benefit fully from coaching, the client must ensure they chose an environment that is free of distraction and interruption. Public spaces are fine for face-to-face sessions, providing no friends, family or colleagues are in the vicinity.

Privacy and boundaries

14. The client can, at any point in the coaching session, declare his/her preference not to discuss a specific issue, by simply saying so. I will respect this boundary and will not ask further questions along those lines.
15. The client/coach relationship is a professional one. Both parties are entitled to peace and privacy. The client is free to message me (email, text or voicemail) at any time if they need to change an appointment; I will do likewise. Neither party, however, is obliged to respond until it is convenient for them, and should not be repeatedly messaged by the other party unless there is an emergency.
16. Email is the recommended form of communication for planned, relevant correspondence between sessions.

Confidentiality

17. All 'public' goals will be clarified between you, me and the sponsor. The system of reporting progress to the sponsor, including measures of success, will be agreed between all parties in advance.
18. All coach/client discussions, however, are strictly confidential.
19. Any notes that I make, and any information I hold on the client (and is identifiable as such), will be stored securely only for as long as necessary, after which point it will be destroyed. All identifiable client data will be handled in accordance to the Principles of the Data Protection Act 1998.
20. If I have any concerns about the client's wellbeing with which I am unable to assist, I will recommend s/he speaks with someone else (depending on the issue) to help them further. I will signpost this if I am able, and feel adequately qualified, to do so.
21. I will only divulge required information to a third party where I am made aware of illegal activity or have reason to believe the client could be a danger to themselves or others.
22. I will always act and behave within the boundaries of the EMCC Global Code of Ethics for Coaches & Mentors 2016.
23. If the client wishes for me, in my capacity as coach only, to speak to someone outside our interactions, then I will need written permission from them before doing so.

Any changes to this contract will be memorialised in writing. Signatures signify full understanding of all points above.

Pat Kirby.....

[Client].....

[Sponsor].....

Date.....