

# ICF Sample Coaching Agreement

(Sample Coaching Agreement honoring ICF standards, not issued by the ICF!!!)

This Agreement is made between  
[Coach's Name], [Company], [Address], [qualifications & credential] (Coach)

and

[Client's Name], [Address] (Client).

The Coach agrees to provide coaching services to the Client, focusing on the topics, results, outcomes, and goals listed in Schedule A attached to this Agreement.

## **Coaching Description:**

Coaching is a collaborative effort (an alliance, not a legal business partnership) between the Coach and the Client. This process encourages the Client to think creatively and aims to help them reach their full potential in their personal and professional life. The purpose of coaching is to help the Client set, develop, and work towards personal, professional, or business goals, and to create and execute a plan to achieve those goals.

## **1) Coach-Client Relationship**

**A.** The Coach commits to upholding the ethics and standards set by the International Coach Federation (ICF) ([Coachfederation.org/ethics](http://Coachfederation.org/ethics)). The Client is encouraged to review the ICF Code of Ethics and relevant standards.

**B.** The Client is solely responsible for their well-being, decisions, actions, and outcomes during the coaching process. The Coach isn't liable for any direct or indirect results from the coaching services provided. The Client understands that coaching isn't therapy and doesn't replace it if needed or treat any mental or medical issues.

**C.** The Client can choose to end the coaching relationship at any time.

**D.** The Client understands that coaching may cover various aspects of their life, including work, finances, health, relationships, education, and recreation. The Client agrees to take full responsibility for addressing these areas and implementing coaching principles and choices.

**E.** The Client acknowledges that coaching doesn't diagnose or treat mental disorders as defined by the American Psychiatric Association and shouldn't replace counseling, therapy, or professional advice from legal, medical, or other qualified experts. The Client is responsible for

seeking independent professional guidance if needed. If the Client is under the care of a mental health professional, they should inform them about the coaching relationship with the Coach.

F. To improve the coaching relationship, the Client agrees to communicate honestly, be open to feedback and support, and actively participate in the program.

## **2) Services**

The parties agree to a \_\_\_ month Coaching Program using (describe method(s), e.g., in-person, internet, telephone) meetings. The Coach will be accessible to the Client through email and voicemail between scheduled meetings as outlined by the Coach (describe terms here). Additional time may be available upon the Client's request at a prorated rate of \_\_\_\_\_ for extra services (e.g., document review, report reading or writing).

## **3) Schedule and Fees**

This coaching agreement starts on 06/01/2023. The fee is \_\_\_\_\_ (amount, if paid in advance) and/or \_\_\_\_\_ (amount) per month based on (meeting frequency, e.g., # of meetings per week or month). The calls/meetings will be \_\_\_\_\_ (length of call or meeting, e.g., 30, 45, 60, 90, 120 minutes). If rates change before signing and dating this agreement, prevailing rates will apply.

Refund Policy: (Insert Coach's refund policy here)

## **4) Procedure**

Coach and Client will mutually agree on the time and location of coaching meetings. The Client will initiate all scheduled calls at the following number: xxx-xxx-xxxx. If the Coach's contact number changes for a scheduled call, the Client will be notified in advance.

## **5) Confidentiality**

The coaching relationship and all information shared by the Client with the Coach are subject to confidentiality principles in the ICF Code of Ethics. However, the Coach-Client relationship isn't legally confidential. The Coach won't disclose the Client's information without written consent or use the Client's name as a reference without permission.

Confidential information does not include information that meets specific criteria (1-7). The Client must address any confidentiality concerns with the Coach promptly.

1. Was in the coach's possession before client
2. Publicly known information
3. Third-party obtained, no breach
4. Independently developed by Coach.
5. Statute, subpoena, or court order requires disclosure

6. Disclosure reveals danger/harm.
7. Involves illegal activity.

### **6) Release of Information (Optional)**

For ICF Credential purposes, the Coach may need to share the Client's name, contact information, and coaching dates for verification. By signing this agreement, the Client agrees to share only this information, not personal notes, with ICF staff and related parties for verification purposes.

Client Agrees \_\_\_\_\_ Client Refuses \_\_\_\_\_

Anonymously and hypothetically, coaching topics may be shared with other professionals for training, supervision, mentoring, evaluation, and development purposes.

### **7) Cancellation Policy**

Notify Coach \_\_\_ hours before scheduled meetings. Missed meetings may be billed. Coach will try rescheduling.

### **8) Record Retention Policy (Optional)**

Client acknowledges Coach's record retention policy. Records kept for at least \_\_\_ years in chosen format.

### **9) Termination**

Either party may terminate with \_\_\_ weeks' written notice. Client pays for services through termination date.

### **10) Limited Liability**

No guarantees beyond Agreement. Coach not liable for indirect, consequential, or special damages. Liability limited to paid amount.

### **11) Entire Agreement**

This document is the entire agreement between Coach and Client, superseding prior representations. Amendments require both parties' signatures.

### **12) Dispute Resolution**

If disputes arise, parties attempt mediation for up to (e.g., 30 days). In legal action, the prevailing party recovers attorney's fees and court costs.

### **13) Severability**

If a provision is invalid or unenforceable, remaining provisions stay valid. Limited provisions become valid and enforceable.

### **14) Waiver**

Not enforcing a provision doesn't waive the right to enforce it later.

### **15) Applicable Law**

Governing law is the State of \_\_\_\_\_, excluding conflicts of laws provisions.

### **16) Binding Effect**

Agreement binds parties, successors, and permissible assigns.

Sign and return one copy before the first coaching meeting. Keep one copy and mail the other to:

Coach and Address [for (company name)]  
Name/Title: Coach and title

Signature:

Date:

Client Name and Address

Signature:

Date:

**Disclaimer: This sample agreement from [www.coaching-online.org](http://www.coaching-online.org) is for reference only in creating your contract. It contains standard clauses to protect you and your clients. Review your drafted version with legal counsel for additional input.**

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