

## Coaching Contracts

A coaching contract is a legal agreement between the client and the coach. The contract includes the following:

- Schedule for coaching sessions (program with specific number of hours/sessions, an hourly based contract, or number of sessions per month)
- Costs including any 'extras' or expenses
- Cancellation, rescheduling on no-show policy
- Payment terms
- Disclaimer (may be a separate document)

Whether working with personal or business clients, you need to establish a clear understanding that the services you offer are chargeable. Having a signed contract before starting a coaching program reduces the chance for misunderstanding later.

### Sample Coaching Contract #1

#### The Coaching Program Contract Terms and Conditions:

This contract is for services to be rendered by \_\_\_\_\_ :

The program is a three-month process with three sessions per month. The first session will be 90 minutes with the remaining sessions 45 minutes in length. The coaching meetings will be held the first three weeks of each month, leaving the fourth week as a break for the client to complete work outlined in the preceding three sessions

All coaching sessions are held by telephone at an appointed time, on a regular basis, agreed upon by both the client and the coach. Sessions cancelled less than 24 hours in advance may be forfeited. If you must cancel a session, we will make every attempt to reschedule a session for the same week but cannot guarantee a make up time.

The client will telephone the coach. (Or the coach will phone the client)

The cost for this program is \$300.00 per month for three months, prepaid each month. If you wish to have the coaching fee charged to a credit card, please complete the credit card authorization and return it with this signed form.

I agree to the terms and conditions noted above;

\_\_\_\_\_

Name of Client

\_\_\_\_\_

Date

\_\_\_\_\_

Name of Coach

\_\_\_\_\_

Date