## Appendix D: Pro Bono Coach-Client Agreement



**Pro Bono Coach-Client Agreement**

 Please review, adjust, sign where indicated, and return to your coach.

NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

COACHING LOGISTICS:

DATES: From:      THROUGH:       FEE $N/A FREQUENCY: \_\_\_\_\_\_\_\_

GROUND RULES:

 1. Client calls Coach at scheduled time.

1. Coach provides up to 5 hours of pro-bono coaching.
2. Client agrees to provide feedback at end of coaching contract.
3. As a client, I understand and agree that I am fully responsible for my physical, mental, and emotional well-being during my coaching sessions, including my choices and decisions. I am aware that I can choose to discontinue coaching at any time.
4. I understand that “coaching” is a Professional-Client relationship I have with my coach that is designed to facilitate the creation/development of personal, professional, or business goals and to develop and carry out a strategy/plan for achieving those goals.
5. I understand that coaching is a comprehensive process that may involve all areas of my life, including work, finances, health, relationships, education, and recreation. I acknowledge that it is my exclusive responsibility to decide how to incorporate coaching into those areas, and to implement my choices.
6. I understand that coaching does not involve the diagnosis or treatment of mental disorders as defined by the American Psychiatric Association. I understand that coaching is not a substitute for counseling, 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.
7. I promise that if I am currently in therapy or otherwise under the care of a mental health professional, that I have consulted with the 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.
8. I understand that information will be held as confidential unless I state otherwise, in writing, except as required by law.
9. I understand that certain topics may be anonymously and hypothetically shared with other coaching professionals for training OR consultation purposes.
10. 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 professional guidance for legal, medical, financial, business, spiritual or other matters. I understand that all decisions in these areas are exclusively mine and I acknowledge that my decisions and my actions regarding them are my sole responsibility.
11. I understand that the frequency and length of my coaching sessions will be agreed upon between myself and the coach. The fee for coaching is being waived, and the term will not exceed five hours.

**Limited** **Liability**: Except as expressly provided in this agreement, the Coach makes no guarantees or warranties, express or implied. In no event will the Coach be liable to the Client for consequential or special damages. Notwithstanding any damages that the Client may incur, the Coach’s entire liability under this agreement, and the Client’s exclusive remedy, will be limited to the amount paid by the Client to the Coach under this agreement for all services rendered up until the termination date.

This is the entire agreement of the parties and reflects a complete understanding of the parties with respect to the subject matter. This agreement supersedes all prior written and oral representations.

I have read and agree to the above.

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Client Signature

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Coach Signature