

## COACHING CONTRACT

This Agreement is entered into by and between: Sarah Levoy, Psy.D., C.P.C. and \_\_\_\_\_, whereby Coach agrees to provide Coaching Services for Client focusing on the topics/results/outcomes/goals agreed upon by Coach and Client. Description of Coaching: Coaching is a partnership (defined as an alliance, not a legal business partnership) between the Coach and the Client. It 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.

### 1) CLIENT COACH RELATIONSHIP

A. Coach agrees to maintain the ethics and standards of behavior established by the International Coach Federation “(ICF)” ([CoachFederation.org/ethics](http://CoachFederation.org/ethics)). It is recommended that the Client review the ICF Code of Ethics and the applicable standards of behavior.

B. Client is solely responsible for creating and implementing his/her own physical, mental and emotional well-being, decisions, choices, actions and results arising out of or resulting from the coaching relationship, and his/her coaching calls and interactions with the Coach. As such, the Client agrees that the Coach is not and will not be liable or responsible for any actions or inaction, or for any direct or indirect result of any services provided by the Coach. Client understands coaching is not therapy and does not substitute for therapy if needed, and does not prevent, cure, or treat any mental disorder or medical disease. \_\_\_\_\_ (Initial here)

C. Client further acknowledges that he/she may terminate or discontinue the coaching relationship at any time. \_\_\_\_\_ (Initial here)

D. Client acknowledges that coaching is a comprehensive process that may involve different areas of his or her life, including work, finances, health, relationships, education, and recreation. The Client agrees that deciding how to handle these issues, incorporate coaching principles into those areas and implementing choices is exclusively the Client’s responsibility.

E. Client acknowledges that coaching does not involve the diagnosis or treatment of mental disorders as defined by the American Psychiatric Association and that coaching is not to be used as a substitute for counseling, psychotherapy, psychoanalysis, mental health care, substance abuse treatment, or other professional advice by legal, medical, or other qualified professionals and that it is the Client’s exclusive responsibility to seek such independent professional guidance as needed. \_\_\_\_\_ (Initial here) If a Client is currently under the care of a mental health professional, it is recommended that the Client promptly inform the mental health care provider of the nature and extent of the coaching relationship agreed upon by the Client and the Coach.

F. The Client understands that to enhance the coaching relationship, the Client agrees to communicate honestly, be open to feedback and assistance, and to create the time and energy to participate fully in the program.

Sarah Levoy, Psy.D., C.P.C.

[www.drSarahLevoy.com](http://www.drSarahLevoy.com) [drsarah@drsarahlevoy.com](mailto:drsarah@drsarahlevoy.com) 425.577.3939

2) **SERVICES** The parties agree to engage in a \_\_\_\_\_ week to week, \_\_\_\_\_ weeks, through any of the following: in person, video, or telephone meetings. Coach will be available to Client by email in between scheduled meetings as defined by the Coach (as defined by coach and client once working together). Coach may also be available for additional time, per Client's request on a prorated basis rate of half our agreed upon rate (for example, reviewing documents, reading, or writing reports, engaging in other Client-related services outside of coaching hours).

3) **SCHEDULE AND FEES** This coaching agreement is valid as of \_\_\_\_\_. The fee is \$200 for 30 minutes, \$350 per 60 minutes (amount in advance if applicable) \$3000 per 10 sessions (60 min with \$500 savings). The calls/meetings shall be any of the following lengths, for example 30, 60, 90, minutes and fee prorated up or down depending on time spent). If rates change before this agreement has been signed and dated, the prevailing rates will apply. The refund policy in effect for the term of this Agreement is as follows: if given 2 weeks' notice per contract a prorated refund will be given for time/sessions not used per client's individual coaching agreement.

4) **PROCEDURE** The time of the coaching meetings and/or location will be determined by Coach and Client based on a mutually agreed upon time. The Client will initiate all scheduled calls or video and will call the Coach at the following number for all scheduled meetings (425) 577-3939. If the Coach will be at any other number for a scheduled call, Client will be notified prior to the scheduled appointment time.

5) **CONFIDENTIALITY** This coaching relationship, as well as all information (documented or verbal) that the Client shares with the Coach as part of this relationship, is bound by the principles of confidentiality set forth in the ICF Code of Ethics. However, please be aware that the Coach-Client relationship is not considered a legally confidential relationship (like the medical and legal professions) and thus communications are not subject to the protection of any legally recognized privilege. The Coach agrees not to disclose any information pertaining to the Client without the Client's written consent. The Coach will not disclose the Client's name as a reference without the Client's consent.

6) **RELEASE OF INFORMATION** (Optional, based upon specific situation) The Coach engages in training and continuing education pursuing and/or maintaining ICF (International Coach Federation) Credentials. That process requires the names and contact information of all Clients for possible verification by ICF. By signing this agreement, you agree to have only your name, contact information, and start and end dates of coaching shared with ICF staff members and/or other parties involved in this process for the sole and necessary purpose of verifying the coaching relationship, no personal notes will be shared.

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

According to the ethics of our profession, topics may be anonymously and hypothetically shared with other coaching professionals for training, supervision, mentoring, evaluation, and professional development and/or consultation purposes.

Sarah Levoy, Psy.D., C.P.C.

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7) **CANCELLATION POLICY** Client agrees that it is the Client's responsibility to notify the Coach 24 hours in advance of the scheduled calls/meetings. Coach reserves the right to bill Client for a missed meeting. Coach will attempt in good faith to reschedule the missed meeting.

8) **RECORD RETENTION POLICY** The Client acknowledges that the Coach has disclosed her record retention policy with respect to documents, information, and data acquired or shared during the Coach-Client relationship. Such records will be maintained by the Coach in the format of the Coach's choice (print or digital/electronic) for a period of not less than 2 years.

9) **TERMINATION** Either the Client or the Coach may terminate this Agreement at any time with 2 weeks' written notice. The client agrees to compensate the Coach for all coaching services rendered through and including the effective date of termination of the coaching relationship.

10) **LIMITED LIABILITY** Except as expressly provided in this Agreement, the Coach makes no guarantees, representations, or warranties of any kind or nature, express or implied with respect to the coaching services negotiated, agreed upon, or rendered. In no event shall the Coach be liable to the Client for any indirect, 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 shall be limited to the amount actually paid by the Client to the Coach under this Agreement for all coaching services rendered through and including the termination date.

11) **ENTIRE AGREEMENT** This document reflects the entire agreement between the Coach and the Client and reflects a complete understanding of the parties with respect to the subject matter. This Agreement supersedes all prior written and oral representations. The Agreement may not be amended, altered, or supplemented except in writing signed by both the Coach and the Client.

12) **DISPUTE RESOLUTION** If a dispute arises out of this Agreement that cannot be resolved by mutual consent, the Client and Coach agree to attempt to mediate after notice given. If the dispute is not so resolved, and in the event of legal action, the prevailing party shall be entitled to recover attorney's fees and court costs from the other party.

13) **SEVERABILITY** If any provision of this Agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If the Court finds that any provision of this Agreement is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.

14) **WAIVER** The failure of either party to enforce any provision of this Agreement shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Agreement.

15) **APPLICABLE LAW** This Agreement shall be governed and construed in accordance with the laws of the State of California, without giving effect to any conflicts of law's provisions.

16) **BINDING EFFECT** This Agreement shall be binding upon the parties hereto and their respective successors and permissible assigns.

Sarah Levoy, Psy.D., C.P.C.

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**SIGNATURE PAGE**

Please sign below acknowledging that you have read and agreed to this contract in full.

CLIENT NAME: \_\_\_\_\_ CLIENT SIGNATURE \_\_\_\_\_

CLIENT DATE: \_\_\_\_\_

COACH NAME: Sarah Levoy, Psy.D., C.P.C. COACH SIGNATURE \_\_\_\_\_

COACH DATE: \_\_\_\_\_