

# Coaching Agreement Form

Winning at Home Coaches are committed to adhering to and working within the bounds of the definition and core competencies of coaching as established by The International Coach Federation (ICF). The International Coach Federation definition of coaching is: “Partnering with clients in a thought provoking and creative process that inspires them to maximize their personal and professional potential”. Coaching is designed to address issues and situations that the client wishes to consider and actively address. These include (but are not limited to) marriage relationship, lifestyle management, work-life balance, life purpose, spiritual formation, career development, navigating life change or transitions, decision making, and achieving short-term or long-term goals.

## SERVICES

The services to be provided by the Coach to the Client are face-to-face or via video coaching, as agreed jointly with the Client. Coaching may address specific personal challenges, business or relational issues, or general conditions in the Client’s life or profession. Other services include value clarification, brainstorming, identifying plans of action, examining modes of operation in life, asking clarifying questions, and making empowering requests or suggestions for action. Additionally, the Client may be asked to reflect on difficult topics or situations which may result in an expression of emotions.

Throughout the working relationship, the Coach will engage in direct and personal conversations. The Client understands that successful coaching requires a co-active collaborative approach between Client and Coach. In the coaching relationship, the Coach plays the role of a facilitator of change, but it is the Client’s responsibility to enact and bring about the change.

If the Client believes the coaching is not working as desired, the Client is expected to communicate this with the Coach as soon as possible and the coaching strategy will be restructured to address the Client’s desired outcome of coaching. Clients are very much encouraged to talk more with the Coach as to receive the best understanding of what coaching is and how to get the most out of it.

## PRIOR HISTORY

Coaching and counselling are not the same. Likewise, therapy and other modes of professional or medical psychological examination shall not be considered equivalent to coaching. WAH Coaches are not registered psychologists, psychiatrists or licensed therapists. The Coach does not engage in therapy with clients. While not mandated, Client is encouraged to share with Coach of any past or current counseling or psychological therapy as a means for most effective partnership. In entering into the coaching relationship, and signing the agreement, Client agrees that if any mental health difficulties arise during the course of the coaching relationship, Client will notify Coach immediately so that appropriate referral plans can be made. In addition, if the Coach discerns that there are some Client issues that would be more suitably addressed through counseling, the Coach will make a recommendation to the Client directly regarding counseling options for specific issues. Coaching and counseling services may be engaged at the same time if the Client and Coach decide that is the most effective plan forward.

## CONFIDENTIALITY

**PLEASE READ OUR HIPPA POLICY** All information about the Coach/Client relationship will remain strictly confidential except in very rare circumstances where decreed by law; ie. where the court might issue a subpoena for the file or information.

If the Client wishes for the Coach to speak to someone outside Coach/Client interactions, Client must give written permission (original letter, fax or email) to do so. Exceptions to confidentiality relate to circumstances such as intent to seriously harm someone or self, child abuse, thoughts of suicide etc. Otherwise, all remaining information is kept confidential.

It is also important to note that in some situations, it is important to be aware of the use of technology in that for some clients, there is a risk in using certain media such as the internet or mobile phones. If the Client uses these to communicate with the Coach, it is assumed that it is appropriate to continue to do so in future interactions.

## TERMINATION

Full payment for hourly or package coaching is due at the time of the first coaching session. Package sessions must be redeemed within one year of the signed coaching agreement. Client as the authority to terminate coaching partnership at any time. If for some reason the Client wishes to discontinue the coaching relationship, Client will be refunded up to half the original payment determinate upon number of sessions remaining.

## CREDENTIALING

The Coach requests the Client's permission to keep a confidential record of Client's name, phone number or e- mail address, start and end date, and number of hours coached to meet the ongoing requirements for credentialing by the International Coach Federation (ICF) at [www.coachfederation.org](http://www.coachfederation.org). By signing this agreement, you agree to allow the Coach to provide this information to the ICF for this sole purpose. No other information, confidential or otherwise, will be shared.

Our signatures on this agreement indicate full understanding of the agreement with the information outlined above.

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Client/Parent/Guardian's Signature

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Date

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Printed Name

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Coach

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Date

# Coaching Client Consent Form

1. Coaching Services at the **WINNING AT HOME WELLNESS CENTER** exist to act in partnership with individuals, couples and groups to discover and actively pursue their God-created purpose in life, at home and in leadership.
2. **SERVICE PROVIDER: Certified Coach(es) providing professional services:**
3. **CONFIDENTIALITY: Please read our HIPAA Privacy Policy**
4. **INFORMED CONSENT:** Most people who seek coaching are experiencing some form of personal or vocational challenge, relational conflict or desire to see change and growth in their personal life. The goal of coaching is to empower the Client to effectively address those focus areas; however, at times, and in spite of best efforts, issues may persist or, at times, become worse. It is important to communicate any concerns to your coach.
5. **CODE OF ETHICS:** Winning at Home Coaches strictly observe and adhere to the ICF Code of Ethics. For more information, please visit: <https://www.coachfederation.org/code-ofethics>.
6. **STATEMENT OF LIABILITY:** Client confirms he/she has read, signed and agrees to adhere to Winning at Home, Inc.'s Release of Liability statement for coaching partnerships.
7. **PAYMENT FOR SERVICES: Fees are payable at the beginning of your scheduled session.** Charges will be discussed between Client and Coach for additional services such as counseling needs, assessments, etc.
8. **CANCELLATIONS:** We require a 24-hour notice of cancellation by calling/texting your coach directly. **In the event that you do not call/text within the specified time, you may be charged the full fee of the missed session.**

**I HAVE READ THE ABOVE AND RECEIVED A COPY OF THE HIPAA PRIVACY POLICY. I UNDERSTAND AND ACCEPT THESE CONDITIONS TO RECEIVING SERVICES. I MAY ASK QUESTIONS AT ANY TIME IN THE FUTURE.**

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Client/Parent/Guardian's Signature

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Date

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Client/Parent/Guardian's Signature

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Date

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Printed Name

## WAH USE ONLY

These policies were revoked: \_\_\_\_\_

Date: \_\_\_\_\_

# Coaching Release Of Liability Statement

Coaching at Winning at Home is a service that provides personal coaching to specific individuals and/or groups. The Client is aware that coaching is in no way to be construed or substituted as psychological counseling or any other type of therapy or medical advice. The Coach will at all times exercise his or her best professional efforts, skills and care of ensuring the Client is coached to meet their specific and clearly established goals. The Client understands and acknowledges (PROVIDER) and Winning At Home, Inc. will not be liable legally, professionally or otherwise, for the actions the Client may or may not choose to undertake resulting from coaching sessions. No assumption of responsibility is made, or given, and the Client requesting such services agrees not to hold (Provider) or Winning At Home, Inc. responsible or liable in any form or fashion, for such actions taken of their own accord. The method and process by which coaching services and direction are given in no manner whatsoever, written or verbal, constitutes an agreement or liability on the part of the provider and is acknowledged to be different in many ways than clinical and medical counseling.

The Client agrees that pursuing and participating in coaching services is entirely the responsibility of the client. Coaching services are provided "as is", without warranty of any kind, either expressed or implied, including without limitation any warranty for information services, coaching, uninterrupted access, or products and services provided through or in connection with the service. This service is requested at the Client's own volition and with inherent singular responsibility. Any actions or lack of actions, taken by the Client of such advice is done so solely by choice and responsibility of the Client and is neither the responsibility nor liability of (Provider) or Winning At Home, Inc. The Client takes full responsibility in the decisions they make after being coached as well as the consequences. The Client enters into coaching with full understanding that they are responsible for creating their own results. Periodically the Coach may provide links to other web sites, written print material or certain mutually agreed upon assessments which may be of value, interest and convenience to the Client. This does not constitute endorsement of material at those sites or any associated organization product of service. It is the responsibility of the Client to make their own informed decision about the accuracy of the information at those sites and print material including their privacy policies. In no event shall (Provider) or Winning At Home, Inc. be liable for any incident or consequential damages resulting from use of the material.

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Client/Parent/Guardian's Signature

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Date

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Client/Parent/Guardian's Signature

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Date

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Printed Name



# Coaching Intake Form

**CONFIDENTIAL**

## CLIENT INFORMATION

<b>Name:</b>	<b>Date of Birth:</b>	<b>Sex:</b> M F
<b>Spouse/Partner/Fiancé:</b>	<b>Date of Birth:</b>	<b>Sex:</b> M F
<b>Parent's Name(s) (if a minor):</b>		
<b>Address:</b>	<b>City:</b>	<b>ZIP:</b>
<b>Home Phone:</b>	<b>Cell Phone:</b>	
<b>Email:</b>	<b>Spouse Cell Phone:</b>	
<b>Religious Affiliation:</b>	<b>Text Message:</b> YES NO	
<b>Employer:</b>	<b>Work Phone:</b>	
<b>Work Address:</b>	<b>City:</b>	<b>ZIP:</b>
<b>Referred by:</b>	<b>Requested Coach:</b>	
<b>Reason(s) for seeking coaching:</b>		

<b>First Appointment:</b>	<b>24-hour Cancellation Policy Waived:</b> YES NO
<b>Location:</b> Zeeland / Holland / Video	

## WAH USE ONLY

<b>Info about:</b>	<b>Info given by:</b>
<b>Intake coordinator:</b>	<b>Notes:</b>