

### Coaching Agreement

This agreement is between Jennifer Muszik (coach) and \_\_\_\_\_ (client). Details of our agreement are included below:

Initial Term (to be extended by mutual agreement, need not be in writing): \_\_\_\_\_

Start date: \_\_\_\_\_

End date: \_\_\_\_\_

Session frequency: \_\_\_\_ - Weekly \_\_\_\_ - Every other week \_\_\_\_ - Other (define \_\_\_\_\_)

Session duration: \_\_\_\_ - 1 hour \_\_\_\_ - Other (define \_\_\_\_\_)

Fee per session: \$ \_\_\_\_\_

- All fees to be paid in advance of the session
- Introductory session is included at no charge
- Cancellation Policy outlined below

1. As a client, I understand and agree that I am fully responsible for my physical, mental and emotional well-being during my coaching calls, including my choices and decisions. I am aware that I can choose to discontinue coaching at any time.
2. 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.
3. 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 deciding how to handle these issues, incorporate coaching into those areas, and implement my choices is exclusively my responsibility.
4. 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.
5. If I am currently in therapy or otherwise under the care of a mental health professional, I attest 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.
6. I understand that information will be held as confidential unless I state otherwise, in writing, except as required by law.
7. I understand that certain topics may be anonymously and hypothetically shared with other coaching professionals for training or consultation purposes.
8. 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.
9. Coaching sessions may be held in person, via videoconference, and/or telephonically, as mutually agreed.
10. Cancellation of sessions requires 24-hour notice, except in cases of emergency. Failure to provide notice results in forfeiture of fees for that session. Repeated cancellations may result in contract termination.
11. This contract may be cancelled at any time, at the discretion of either party. Fees for early cancellation will be due based on pro-rated session completion.

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

\_\_\_\_\_  
Client Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Jennifer Muszik

\_\_\_\_\_  
Date