



## Coaching Agreement

Client Name: \_\_\_\_\_

This is an agreement between New Horizon Partners, Inc. and the above-named Client (the "Client") for a coaching relationship between the Client and Kenneth D. Vaughan (the "Coach"). Coaching is an ongoing relationship between a Coach and a person who desires coaching as means for personal change or growth. As the Client in this relationship I affirm the following:

1. I understand that coaching works best as an ongoing relationship that might take a number of months, although either party can terminate at any time. Some or all of the coaching might be through telephone or video contact.
2. I understand that coaching can involve brainstorming, values clarification, the completion of written assignments and exercises, education, goal setting, identifying of plans of action, accountability, making requests, agreements to change behavior, examining lifestyles or personal styles, and questioning. The Coach is not expected to provide answers to life issues but is expected to assist the Client in discovering such answers.
3. I understand that coaching is most effective when both parties are honest, open, and straightforward in their communication.
4. I understand that coaching is a confidential relationship and the Coach agrees to keep all information strictly confidential, except in those situations where such confidentiality would violate the law or could jeopardize the health and safety of the Client or others. Similarly, in the relationship the Coach may reveal certain personal information that the Client will hold confidential.
5. I understand that coaching is designed to address issues that the Client would like to consider. The coach's role is not to provide answers but rather to assist the Client in exploring, evaluating, investigating, or discovering thoughts, opinions, and emotions within themselves and identifying paths to desired growth and change.
6. I understand that the Coach and the Client will jointly select and agree to times for scheduling coaching sessions and for the frequency of sessions. For purposes of this agreement a "one-hour session" will generally consist of 50 minutes of coaching discussion with 10 minutes available for the coach's notes preparation and a "half-hour session" will generally consist of 25 minutes of coaching discussion. Sessions that exceed these designated times will not incur extra charges.

**PO Box 391282  
Solon, OH 44139-8282  
440.248.9814**

7. I understand that as the Client I have the following responsibilities:
  - a. Client will initiate calls at designated times.
  - b. Appointments that are more than 20 minutes late will be considered a missed appointment and will be billed at agreed rates.
  - c. Appointments can be cancelled up to 24 hours prior. Appointments not cancelled can be billed at agreed upon rates.
  - d. Homework or exercises assigned by the Coach are a part of the growth process and the Client is expected to make best efforts to complete or discuss with the Coach.
  - e. To be open and honest with the Coach.
8. I understand that the coach's commitment and efforts on behalf of the Client extend beyond the time devoted to each appointment within appropriate boundaries. I commit to valuing these efforts and respecting these boundaries.
9. I understand that the investment required for this coaching assistance is \$\_\_\_\_\_ per one-hour session (\$\_\_\_\_\_ per half-hour session). Payment may be made prior to session by check made out to and mailed to the following address: New Horizon Partners, Inc., PO Box 391282, Solon, OH 44139-8282. Other payment terms may be made at the coach's sole discretion.
10. I understand that coaching is not therapy, counseling, advice-giving, mental health care, or treatment for substance abuse. The Coach is not a licensed mental health professional and coaching is not intended as a substitute or replacement for counseling, psychiatric intervention, treatment for mental illness, recovery from past abuse, professional medical advice, financial assistance, legal counsel, or any other professional services.
11. I understand that coaching is for people who are basically well adjusted, emotionally healthy, functioning effectively, and wanting to make changes in their lives.
12. I understand that any actions or lack of actions, taken by the Client is done so solely by choice and responsibility of the client and is neither the responsibility nor liability of the Coach or New Horizon Partners, Inc. I accept full responsibility and waive all rights to liability or any claims against New Horizon Partners, Inc., any of its agents, administrators, or employees.
13. I understand that this agreement is the full contractual coaching agreement and supersedes any and all previous written or oral communications regarding our coaching relationship.

Client Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Coach Signature: \_\_\_\_\_ Date: \_\_\_\_\_