



**Crystal Campbell, CPCC, ACC**  
Certified Professional Co-Active Coach

303-895-5452 | 6206 W. Jefferson Ave. | Denver, CO 80235

## Coaching Agreement

### **What Coaching Is (And Is Not):**

Coaching is a Professional-Client relationship 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.

Coaching is a comprehensive process that may involve all areas of your life, including work, finances, health, relationships, education and recreation. You acknowledge that deciding how to handle these issues, incorporate coaching into those areas, and implement your choices is exclusively your responsibility.

Coaching does not involve the diagnosis or treatment of mental disorders as defined by the American Psychiatric Association. Coaching is not a substitute for counseling, psychotherapy, psychoanalysis, mental health care or substance abuse treatment and you agree not to use it in place of any form of diagnosis, treatment or therapy. You promise that if you are currently in therapy or otherwise under the care of a mental health professional, that you have consulted with the mental health care provider regarding the advisability of working with a coach and that this person is aware of your decision to proceed with the coaching relationship.

Coaching is not to be used as a substitute for professional advice by legal, medical, financial, business, spiritual or other qualified professionals. You will seek independent professional guidance for legal, medical, financial, business, spiritual or other matters. You understand that all decisions in these areas are exclusively yours and you acknowledge that your decisions and your actions regarding them are your sole responsibility.

### **Client Responsibilities:**

As a client, you understand and agree that you are fully responsible for your physical, mental and emotional well-being during coaching calls, including your choices and decisions. You can choose to discontinue coaching at any time.

### **Confidentiality:**

Your willingness to share your life openly and truthfully within the coaching relationship will be treated with the utmost respect.

I will keep our coaching relationship confidential. I will not disclose that I am coaching you or any content of our conversations except as described below. The confidentiality of the coaching relationship is not protected by law. In the unlikely event that I am subpoenaed or believe that you or someone else is in danger, I will share information from our sessions in order to protect you and/or others. You agree that I may share your name, contact information, and total coaching hours with the International Coaches Federation for the sole purpose of credentialing.

You are free to share anything you want about our sessions with anyone you choose.

### **Procedure:**

You will call me at (303) 895 5452 at our scheduled time.

### **Appointments:**

We have agreed to meet by phone for three (3) forty-five minute sessions each month. We will have the opportunity to schedule our next session at the end of each call or you may schedule our appointments online. You agree to be responsible to schedule these sessions and understand that the monthly fee will not be reduced in the event you do not schedule the meetings. However, if we meet less than 3 times in a given month, the unused sessions will be "rolled over". (This will not

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reduce the fee due for the new month.) All unused sessions will be forfeited when you choose to end the coaching agreement.

In our busy lives, both of us will have occasions when we need to reschedule our meetings. Rescheduling an appointment is easy with advance notice. Let me know at least 24 hours in advance when you need to reschedule an appointment, and we will work together to find another mutually acceptable time to meet.

If you contact me within 24 hours of our scheduled call, I will do my best to work with you to find another time agreeable to both of us to meet. However, if this is not possible, the payment for the session will be forfeited, and we will meet again at our next scheduled session.

If you have not called me within 15 minutes of our scheduled start time, the session will be considered missed, and you will forfeit payment for the session.

**Payment:**

Please indicate your selected coaching plan:

\_\_\_ **Month-to-Month:** The monthly fee is \$300 for three sessions of 45 minutes each.

\_\_\_ **Six Months:** The monthly fee is \$275 for three sessions of 45 minutes each. If you choose to end the coaching prior to the end of the six month period, you will owe an additional payment of \$150, due on the first of the month following the final coaching appointment.

\_\_\_ **Twelve Months:** The monthly fee is \$250 for three sessions of 45 minutes each. If you choose to end the coaching prior to the end of the twelve month period, you will owe an additional payment of \$50 for each month of coaching completed plus \$25 for each month of the twelve month period beyond the final coaching appointment, due on the first of the month following the last coaching appointment.

Payment is due on the first of each month for the current month. I will send an electronic invoice on or about the 15<sup>th</sup> of the prior month.

**The Relationship:**

You understand that the power of the coaching relationship can only be granted by you – and you agree to do just that. If you see that the coaching is not working as desired, you agree to bring it to my attention. I promise we will work together to strengthen our relationship so that it supports your growth.

When you decide it is time to end our coaching relationship, please give me two sessions notice. This will give us time to capture your learning and strategize about what is next in your life.

Please sign and return a copy of the Agreements and your first payment prior to our first session to:  
Live Abundantly, LLC, 6206 W. Jefferson Ave., Denver, CO 80235

I have read, I understand, and I agree to the entirety of this agreement.

Name \_\_\_\_\_ Date \_\_\_\_\_

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