



Coach Services Agreement

Policies: Client and Coach agree to abide by the Coaching Policies, as signed below.

Client Rights, Roles and Responsibilities

1. Discuss goals, aspirations and fears with your Coach.
2. Request personality assessments to help you gain clarity about yourself.
3. Anticipate and plan for obstacles to your success.
4. Uncover and manage any self-sabotaging behavior.
5. Honor any and all agreements made with your Coach.
6. Don't make excuses.
7. Don't give up.
8. Keep scheduled session or provide 24-hour notice should you need to reschedule.
9. A missed session with less than 24-hour notice is forfeited.
10. Maintain current credit card information with Academy of Choice so payment can be made on your due date. Late payments will incur a \$20 late fee.
11. There is a \$30 late payment fee for returned checks.
12. Provide 30-day's notice if terminating coaching services.
13. If paying the cost of a 3-month coaching package and sessions are discontinued prior to the end of the 3-month period, then you will be responsible for paying the remainder of the coaching services.

14. When purchasing a 3-month package, your time spent in each session will be prorated. You pay for a certain number of coaching hours. This time can be spread out longer or used faster than the three months' time with agreement by both client and coach.

Coach Rights, Roles and Responsibilities

1. Comply with all applicable laws and governmental regulations regarding coaching.
2. Behave in a professional, responsible, respectful and honest manner when interacting with Clients.
3. Maintain accurate client records for five (5) years.
4. Maintain confidentiality of information shared in coaching sessions unless client appears to be a danger to self or others and/or is unable to act safely with regard to self and others.
5. Keep electronic records on password protected computers and keep written information in locked filing cabinets.
6. Protect your privacy unless authorized to disclose information by applicable legal requirements, client authorization or this agreement.
7. Employ coaching techniques consistent with Client's emotional, intellectual and physical needs.
8. Inform Clients regarding the purpose, application and results of the techniques, assessments and strategies used in sessions.
9. Seek supervision when necessary and provide referrals for services beyond my range of expertise and when terminating services.
10. Avoid engaging in any relationships with Clients outside the coaching relationship. In cases where multiple relationships cannot be avoided, the Coach will discuss these circumstances with the affected individuals and take reasonable steps to avoid harm.
11. Disclose to others, including sponsors, clients or colleagues, significant circumstances that could be construed as a potential or real conflict of interest, or having the appearance of impropriety.
12. Avoid conduct that could cause a conflict of interest regarding clients or sponsors. Should a conflict occur, take immediate steps to resolve the conflict of interest.
13. Refuse gifts, alternative forms of payment or other benefits from Clients or Sponsors outside the scope of this agreement.

14. Accurately acknowledge the intellectual property of others with regard to all activities.

15. Provide 30-day's notice of the termination of coaching services.

Coach Disclaimer of Liability: Client hereby contracts with Kim Olver as Coach for the purpose of supporting, encouraging, questioning and challenging the Client with respect to Client's self-awareness, vision, goals, strategic plans and important relationships. Client will learn to apply Choice Coaching to his or her personal life. The Coach has experience in such matters and agrees to render such coaching services.

Client understands and the Coach agrees that she or he is not an employment agent, financial analyst, or business manager. And even if the Coach is a licensed counselor, he or she is not acting in that capacity as a Coach.

The Coach has not promised, shall not be obligated to, and will not 1) procure or attempt to procure employment, business or sales for the client 2) perform accounting services, tax advising or investment counseling or 3) act as a therapist, providing psychological counseling, psychoanalysis or behavioral therapy.