



Grace Counseling Services. 9160 Marshall Road, Cranberry TWP. PA, 16066. 724-553-5030.

Coaching Agreement

This Agreement is entered into by and between: Jackie Eppler, MAOL, MPH (Certified Coach and Consultant) and _____ (Client) whereby Coach agrees to provide Coaching Services for Client focusing on topics and goals identified collaboratively between Client and Coach*.*

Definition of Coaching: Coaching is a partnership (defined as an alliance, not a legal business partnership) between the Coach and the Client. The purpose of coaching is to build connection through engagement and empathy that allows for exploring the client's goals, identifying barriers, and collaborating on a strategy/plan for achieving those goals.

1) Coach-Client Relationship

a. Coach agrees to maintain the ethics and standards of behavior established by the International Coaching Federation (www.coachfederation.org/ethics).

b. Client is responsible for creating and implementing his/her own goal plan and his/her decisions, choices, and actions associated with the goal plan. As such, the Client agrees that the Coach is not and will not be liable or responsible for any actions or inaction, or for any direct or indirect result of any services provided by the Coach. Client understands coaching is not therapy and does not substitute for therapy if needed, and does not prevent, cure, or treat any mental disorder or medical disease.

c. Client acknowledges that coaching does not involve the diagnosis or treatment of mental disorders as defined by the American Psychiatric Association and that coaching is not to be used as a substitute for counseling, psychotherapy, psychoanalysis, mental health care, substance abuse treatment, or other professional advice by legal, medical, or other qualified professionals and that it is the Client's exclusive responsibility to seek such independent professional guidance as needed. If Client is currently under the care of a mental health

professional, it is recommended that the Client promptly inform the mental health care provider of the nature and extent of the coaching relationship agreed upon by the Client and the Coach.

d. The Client understands that to enhance the coaching relationship, the Client agrees to communicate honestly, be open to feedback and assistance, and to create the time and energy to participate fully in the program.

e. Client may terminate or discontinue the coaching relationship at any time. I would like to create the best possible closure to our coaching relationship and suggest notification several sessions prior to termination so we can collaborate on a wrap up plan.

2) Services

The client agrees to engage in coaching services. Coach and Client will decide on the meeting format (in person or telehealth) in advance. Coaching agreement allows for one brief correspondence between Coach and Client between scheduled paid sessions to check on progress towards Client's goals. This may take place through email, phone or text as agreed upon by Coach and Client during first paid session. Beyond this, Coach will be available to Client by email in between scheduled meetings. (Coach to respond within 24 hours of all correspondence from Client). Coach may also be available to client in addition to the contract agreement and for a prorated rate for services related to coaching (e.g., reviewing documents, reading, or writing reports, engaging in other Client related services outside of coaching hours).

3) Schedule and Fees

This coaching agreement is valid as of the date of signing. The fee is \$75/1 hour session.

Note: Extended session times are available at a prorated rate (including 90 or 120. Please inquire if interested in an extended session.

4) Procedure

The time and format (in person or telehealth) of the coaching meetings will be determined by Coach and Client based on a mutually agreed upon time and plan.

5) Confidentiality

For information about confidentiality, privacy practices, and HIPAA, please refer to Grace Counseling Services "Notice of Privacy Practices" and "HIPAA Practice Policies."

6) Cancellation Policy

Please remember to cancel or reschedule 24 hours in advance. You will be responsible for the entire fee if cancellation is less than 24 hours.

The standard meeting time for coaching is 60 minutes. It is up to you, however, to determine the length of time of your sessions. Requests to change the 60-minute session needs to be discussed with your coach in order for time to be scheduled in advance.

A \$10.00 service charge will be charged for any checks returned for any reason for special handling.

Cancellations and re-scheduled session will be subject to a full charge if NOT RECEIVED AT LEAST 24 HOURS IN ADVANCE. This is necessary because a time commitment is made to you and is held exclusively for you. If you are late for a session, you may lose some of that session time.

7) Telephone Accessibility

If you need to contact me between sessions, please leave a message on my voice mail. I am often not immediately available; however, I will attempt to return your call within 24 hours. Please note that Face- to-face sessions are highly preferable to phone sessions. However, in the event that you are out of town, sick or need additional support, phone sessions are available. If a true emergency situation arises, please call 911 or any local emergency room.

8) Electronic Communication

I cannot ensure the confidentiality of any form of communication through electronic media, including text messages. If you prefer to communicate via email or text messaging for issues regarding scheduling or cancellations, I will do so. While I may try to return messages in a timely manner, I cannot guarantee immediate response and request that you do not use these methods of communication to discuss coaching content and/or request assistance for emergencies.

Services by electronic means, including but not limited to telephone communication, the Internet, facsimile machines, and e-mail is considered telemedicine by the State of California. Under the California Telemedicine Act of 1996, telemedicine is broadly defined as the use of information technology to deliver medical services and information from one location to another. If you and your Coach chose to use information technology for some or all of your treatment, you need to understand that:

- (1) You retain the option to withhold or withdraw consent at any time without affecting the right to future care or treatment or risking the loss or withdrawal of any program benefits to which you would otherwise be entitled.
- (2) All existing confidentiality protections are equally applicable.
- (3) Your access to all medical information transmitted during a telemedicine consultation is guaranteed, and copies of this information are available for a reasonable fee.
- (4) Dissemination of any of your identifiable images or information from the telemedicine interaction to researchers or other entities shall not occur without your consent.
- (5) There are potential risks, consequences, and benefits of telemedicine. Potential benefits include, but are not limited to improved communication capabilities, providing convenient access to up-to-date information, consultations, support, reduced costs, improved quality, change in the conditions of practice, improved access to therapy, better continuity of care, and reduction of lost work time and travel costs. Effective coaching is often facilitated when the coach gathers within a session or a series of sessions, a multitude of observations, information, and experiences about the client. Coaches may make direct verbal or auditory communications, written reports, and third person consultations, but also from direct visual and olfactory observations, information, and experiences. When using information technology in coaching services, potential risks include, but are not limited to the coach's inability to make visual and

olfactory observations of clinically or therapeutically potentially relevant issues such as: your physical condition including deformities, apparent height and weight, body type, attractiveness relative to social and cultural norms or standards, gait and motor coordination, posture, work speed, any noteworthy mannerism or gestures, physical or medical conditions including bruises or injuries, basic grooming and hygiene including appropriateness of dress, eye contact (including any changes in the previously listed issues), sex, chronological and apparent age, ethnicity, facial and body language, and congruence of language and facial or bodily expression. Potential consequences thus include the Coach not being aware of what he or she would consider important information, that you may not recognize as significant to present verbally the Coach.

9) Minors

If you are a minor, your parents may be legally entitled to some information about your coaching. I will discuss with you and your parents what information is appropriate for them to receive and which issues are more appropriately kept confidential.

10) Termination

Either the Client or the Coach may terminate this Agreement at any time with 2 weeks written notice. All paid coaching fees are non-refundable as previously mentioned.

11) Court and Legal Related

Client acknowledges and accepts the following regarding coaching services at Grace Counseling Services. The Coach is not a certified Custody Evaluator nor Expert Witness, as defined by the legal system. If I would be subpoenaed to court or asked to become involved in any legal matter concerning the client, the client will be charged a fee of \$150/hour, including but not limited to note taking, phone calls, written summaries, time in court.

12) Non-Disclosure and Intellectual Property

Coach agrees not to share client's plans, business strategies, customer information or financial information with any third party. Client agrees not to share coaching materials provided by Coach unless with written permission of Coach.

13) Limited Liability

Except as expressly provided in this Agreement, the Coach makes no guarantees, representations or warranties of any kind or nature, express or implied with respect to the coaching services negotiated, agreed upon and rendered. In no event shall the Coach be liable to the Client for any indirect, consequential, or special damages. Notwithstanding any damages that the Client may incur, the Coach's entire liability under this Agreement, and the Client's exclusive remedy, shall be limited to the amount actually paid by the Client to the Coach under this Agreement for all coaching services rendered through and including the termination date.

Client Name

Signature:

Date:

Coach

Jackie Eppler, MAOL, MPH