



REWRITING 2022: Gail Tucker Whipple, MTP, ACC (Coach) and CLIENT (Client) whereby Gail agrees to coach ____ focusing on topics of ____ choice at all times.

Dear Client:

The purpose of this agreement is to give us a strong foundation to work from. Please read this through - and if you agree, follow the link at the bottom to accept. Agreement is mutual assent, so this is my suggested framework: I'm open to your contributions to it, and always happy to discuss your highest good.

Coaching is a thought-provoking, creative partnership between coach and client to spark insight that unlocks your potential, then helps you choose how to grow into your calling and challenges.

Each session is a meaningful conversation designed to identify and produce what will be fulfilling results in your life, career, business or organization.

Coaching is not therapy or counseling.

Coaching considers you *creative, resourceful and whole* and the expert in your own life. You choose the focus. I listen and contribute observations and questions to help you clarify what it is you are willing and able to do to get what you want. It's up to you to make any changes – and have the conversation.

Client Agrees: I am ready to grow and accomplish my goals.

1. I am committed to learn more about myself and ways I operate in the world. Coaching conversation can go deep into areas including work, finances, health, relationships, education and recreation. I understand it is my coach's job to facilitate these conversations. I agree to talk honestly, be open to feedback and participate fully. I acknowledge that incorporating coaching outcomes is exclusively my responsibility.
2. My coach is not and will not be liable for any action or inaction, or any direct or indirect results of my actions.
3. I understand coaching is not therapy and does not prevent, cure, or treat any mental disorder or medical disease. If I am under the care of a mental health professional, I will inform them of my coaching agreement. Coaching is not a substitute for professional advice by legal, mental, medical or other qualified professionals.

Coach Agrees: I work from and for your wholeness.

1. I see you as a whole and spiritually able person, ready to embody your highest potential. When, in the course of our conversations, I have insight to share, I strive to deliver it with caring and skill, trusting you know I have your wholeness and success in mind at all times.
2. I agree to maintain the [ethics and standards of behavior set by the International Coach Federation](#) (ICF).
3. I see our work together as collaboration. I am never in a position of authority over you. I am a guide, your champion, your coach, and your visioning partner.

Services: We commit to the following together.

The parties agree to engage in a professional coaching/mentoring/consulting relationship as detailed in the comments section of the agreement acceptance, below, and as modified by emails throughout our coaching relationship.

Schedule & Fees: This is worthy work.

We begin with a complimentary phone call discussing your goals, and follow that conversation up with a welcome email which validates this agreement. The welcome email will also include:

- The agreed upon number and length of calls/meetings.
- The fee per session
- Any other discussion points as mentioned in Services above.

(Sessions tend to be 25 or 50 minutes with the balance of the half hour or hour allowing the Coach to review and create notes for Client's use.)

Procedure: Together, we make this happen.

The time and location of meetings tend to be on Zoom but can be mutually determined by Coach and Client. The Client will initiate all scheduled calls and contact the Coach for all scheduled meetings.



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Confidentiality/Release of Information: As a client, I am safe. As a coach, I can learn and share...

This coaching relationship and all verbal or written information that the Client shares is bound to confidentiality but is not considered a legally confidential relationship (like in Medicine or Law). The Coach agrees not to disclose any personal information without the Client's written consent: The Coach engages in training and pursuing ICF Credentials: By signing this agreement, you agree to have only your name, contact information and start and end dates of coaching shared with ICF staff members for the sole purpose of verifying the coaching relationship. No personal notes will be shared. According to the ethics of our profession, topics may be anonymously and hypothetically shared with other coaching professionals for mentoring, evaluation, professional development or consultation purposes.

Cancellation Policy/Termination: We respect each other's time.

Client agrees that it is their responsibility to cancel 24 hours in advance of the scheduled meetings. Coach reserves the right to bill Client for a missed meeting. Coach will attempt in good faith to reschedule the missed meeting. Either the Client or the Coach may terminate this agreement at any time with written notice (email is fine).

Limited Liability: We are each responsible for our own actions, we respect each other even when we disagree, we will work toward harmony and wholeness in our relationship and responses.

Except as provided in this agreement, the Coach makes no express or implied guarantees or warranties. In no event will the Coach be liable to the Client for 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, will be limited to the amount paid by the Client to the Coach under this agreement for all services rendered up until the termination date.

If a dispute arises out of this agreement that cannot be resolved by mutual consent, the Client and Coach agree to attempt to mediate in good faith for up to 30 days after notice is given. If the dispute is not resolved, and in the event of legal action, the prevailing party shall be entitled to recover attorney's fees and court costs from the other party.

[Click here to agree](#)

Thank you for your trust and your business. I am vitally interested in you experiencing more peace, joy and expansiveness in your life as a result of our sessions.