

# **Coaching Client Agreement and Informed Consent**

## **Disclosure Statement and Agreement for Services**

### **Introduction**

This agreement is intended to provide important information to you regarding Life Coaching Services. Please read the entire document carefully and be sure to ask your Coach any questions you might have regarding its contents.

### **Information about your Coach**

Allison Smith, LMFT, NASM-CPT holds a Master's degree in Marital and Family Therapy with an emphasis on Medical Psychotherapy. Ms. Smith is a Licensed Marriage and Family Therapist (Lic. #90288) with the California Board of Behavioral Sciences and is a clinical member of the California Association of Marriage and Family Therapists (CAMFT). Ms. Smith is a Certified Wellness Life Coach who partners with individuals and families challenged by chronic illness to set realistic and attainable goals that promote motivation.

### **Cost of Services**

Wellness Life Coaching services are not covered by insurance. Payments are due at the time of your coaching appointment in the form of cash, check or credit card. I do offer packages for those who are committed to creating long-term change in their lives.

#### **Purpose Package: \$ 500.00**

- A 20-minute "Life Discovery Session", which allows me to learn more about you and the goals you hope to achieve.
- Includes 4x 50 minute sessions which can be done in-office, telephone, or online via Facetime or Skype.
- Includes your "Empowerment Game Plan"
- Sessions are valid for 12 months after booking.

#### **Endurance Package: \$ 880.00**

- A 20-minute "Life Discovery Session", which allows me to learn more about you and the goals you hope to achieve.
- Includes 8x 50 minute sessions which can be done in-office, telephone, or online via Facetime or Skype.
- Includes your "Empowerment Game Plan"
- Email support for questions in between sessions.
- Sessions are valid for 12 months after booking.

#### **Determination Package: \$ 1,200.00**

- A 20-minute "Life Discovery Session", which allows me to learn more about you and the goals you hope to achieve.
- Includes 12x 50 minute sessions which can be done in-office, telephone, or online via Facetime or Skype.

- Includes your “Empowerment Game Plan”
- Email support for questions in between sessions.
- Weekly check-in calls
- Sessions are valid for 12 months after booking.

**Single Sessions:** Understanding that Wellness Life Coaching is not a “quick fix”, I rarely recommend a single session. But if an individual session is needed, I do offer in-office or telephone coaching which are 50 minutes in duration and will be billed at the rate of \$150.00.

### **Confidentiality**

As a licensed Marriage and Family Therapist, it is my duty to protect the confidentiality of the communications with my clients, including coaching clients, but there are limited to confidentiality if sessions are not conducted in-office. Confidentiality cannot be guaranteed if sessions are conducted via phone or online. Clients should use their own discretion when utilizing these options.

### **Appointment Scheduling and Cancellation Policies**

A 24-hour advanced notice is required if you must cancel or reschedule your appointment. **Your coach’s policy is to charge for missed appointments at the rate of \$50.00 for each missed session.** Our policies are created to allow for effective scheduling and to ensure all client’s wishing to be seen may be accommodated. Please help us to serve you by notifying us as soon as possible if you must change or cancel your appointment.

### **Telephone availability and Emergencies**

Telephone conversations between office visits are acceptable. However, your coach will attempt to keep these contacts brief due to the belief that important issues are better addressed within regularly scheduled sessions. If an unscheduled call or session is needed, phone calls will be billed at the 50-minute rate of \$150.00 after a grace period of 15 minutes. You may leave a message for your coach at any time on her confidential voicemail. If you wish your coach to return your call, please be sure to leave your name and phone number, along with a brief message concerning the nature of your call. Non-urgent phone calls are returned during normal weekdays (Wednesday through Friday) within 24 hours. **If case of a medical emergency, a threat to your safety or the safety of others, please call 911 immediately to request emergency assistance.**

### **About the Coaching Process**

The International Coach Federation’s definition of coaching quoted in part that is as follows:

“Professional Coaching is an ongoing professional relationship that helps people produce extraordinary results in their lives, careers, businesses or organizations. Through the process of coaching, clients deepen their learning, improve their performance, and enhance their quality of life.

In each meeting, the client chooses the focus of conversation, while the coach listens and contributes observations and questions. This interaction creates clarity and moves the client into action. Coaching accelerates the client’s progress by providing greater focus and awareness of choice. Coaching concentrates on where clients are now and what they are willing to do to get where they want to be in

the future. Coaches recognize that results are a matter of the client’s intentions, choices and actions, supported by the coach’s efforts and application of the coaching process.”

**Termination of Coaching and Refund Policy**

The length of your coaching and the timing depend on the specifics of your goals and the progress you achieve. Your coach will help define your direction, but it’s the client’s responsibility to create the time and energy to fully participate in the program. Due to the limited amount of appointments available for Wellness Life Coaching, only clients dedicated to making positive changes will be accepted. Either the coach or client may discontinue coaching at any time, but refunds on packages will not be given.

**Liability**

This agreement is for Coaching, not Psychotherapy. Ms. Allison Smith is working only within the capacities of a Life Coach and will not be held liable for discrepancies. While coaching can work with issues such as identifying and reaching life goals, and changing the behaviors that aren’t working well for you, coaching will not address psychological issues such as depression and anxiety. For issues such as these, seek the medical attention from a Physician or Licensed Mental Health Professional in your area. By signing this agreement, you are agreeing that you understand the difference in these two functions and you will get appropriate professional help for mental health issues if necessary.

Your signature indicates that you have read this agreement for services carefully and understand its contents. Please ask your coach to address any questions or concerns that you have about his information before you sign.

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

Signature: \_\_\_\_\_

Date: \_\_\_\_\_