



## Coaching Agreement

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

### Coaching Fee Plan

✓	<b>Service Agreement</b>		<b>Fee</b>
	Phase I Package	Four consultation sessions to explore “the fit” of working together prior to committing to a coaching contract of greater duration. This typically includes approximately 7 billable hours of service, of which 4 1/2 - 5 hours are direct contact.	\$1,600
	Phase I + TAIS Package	Phase I services plus assessment with the Test of Attention and Interpersonal Style (TAIS)	\$1,900
	Level One	Telephone call or meeting for 30 minutes, two (2) times per month	\$380 per month
	Level Two	Telephone call or meeting for 45 minutes, two (2) times per month	\$525 per month
	Level Three	Telephone call or meeting for 55 minutes, two (2) times per month	\$600 per month
	Level Four	Telephone call or meeting for 30 minutes, four (4) times per month	\$700 per month
	Level Five	Telephone call or meeting for 55 minutes, four (4) times per month	\$1,200 per month
	Additional	Hourly rate for additional services (upon request by the client)	\$320 per hour

**Additional Notes:**

Consultation time in excess of that specified by the contract and/or telephone contact between sessions is billed at 15-minute increments at a prorated hourly rate of \$320.

Clients under contract have access to resources in the CLIENTS ONLY section of the Get Your Head In The Game web site.

## **Coaching Agreement**

Welcome to Get Your Head In The Game, a professional coaching practice. This document and attachments constitute a contract (the “Agreement”) between you and Get Your Head In The Game. You should read it carefully and raise any questions and concerns that you have before you sign it.

### **Services**

The services provided by Charles H. Brown, PhD include Coaching or Telecoaching on topics decided jointly with you, the client. The purpose of coaching is to develop and implement strategies to help you reach personally identified goals of enhanced performance and personal satisfaction. Coaching may address a wide variety of goals including specific personal projects, life balance, job performance and satisfaction, athletic performance or general conditions in the client’s life, business, or profession.

### **Payment Procedure**

Coaching fees are described in the section of this Agreement titled “Coaching Fee Plan”. Based on the selected service agreement, the Coach is paid in advance of each series of coaching calls or meetings. The first coaching session will begin after this agreement is signed and forwarded to the Coach and the first payment is received by credit/debit card (Visa or MasterCard) or check. Services must be paid in advance or they cannot be provided.

Additional services requested by the Client (e.g., extra or extended sessions, e-mails) will be billed at a prorated hourly rate (agreed in advance) and will be paid within 30 days of service. Any changes to this procedure must be mutually agreed upon in writing.

### **Session Time**

Coaching is scheduled at the time mutually designated by the Coach and the Client. The day and time of the next call will be scheduled at the close of each coaching session.

### **Telecoaching - Call Procedure**

The Client will call the Coach at the pre-arranged time and telephone number as scheduled, and pays the charges for the call.

### **Cancellations**

You must give 24 hours prior notice if you need to cancel or change the time of an appointment, otherwise you will be charged for the session in full. The Coach will make reasonable efforts to reschedule sessions that are cancelled in a timely manner.

### **Termination**

Either party may end the coaching relationship by providing the other party with a one-week written notice, which may be transmitted by fax or e-mail.

### **Confidentiality and Informed Consent**

As a licensed psychologist, I protect the confidentiality of the communications with my clients, including my coaching clients. I will only release information about our work to others with your written permission, or if I am required to do so by a court order. There are some situations in which I am legally obligated to breach your confidentiality in order to protect others from harm, including 1) if I have information that indicates that a child or elderly or disabled person is being abused, I must report that to the appropriate local or state agency and 2) if a client is in imminent risk to her/himself or makes threats of imminent violence against another person, I am required to take protective actions. These situations rarely occur in coaching practices, but if such a situation does occur, I will make every effort to discuss it with you before taking any action.

It is impossible to fully protect the confidentiality of information that is transmitted electronically. This is particularly true of e-mail and other information stored on computers connected to the Internet, and if you use a cordless or cell phone.

### **Coaching and Psychotherapy**

This Agreement extends to coaching services that help people to learn new skills and make significant behavior changes. Coaching includes dealing with such issues as problem solving, communication skills, goal-setting and changing your behavior.

The staff of Get Your Head In The Game includes licensed mental health professionals with training and experience in diagnosing and treating emotional and psychological problems. This type of health care service is typically considered “psychotherapy”. This Agreement does not include psychotherapy or any other health care service.

During the coaching relationship, if the Coach or the Client recognizes a problem that would benefit from psychotherapy, the Coach will refer or direct the Client to appropriate resources.

### **Coaching Commitment**

It is important to understand that Coaching is a professional relationship. While it may feel at times like a close personal relationship, it is not one that can extend beyond professional boundaries, either during or after our work together. Considerable experience shows that when boundaries blur, the hard-won benefits gained from the coaching relationship are endangered.

As your Coach, my job is to help you to take information and skills you already have and 1) to make decisions about which changes you would like to make, 2) to develop a personal “action plan” in order to make those changes, 3) to implement your action plan and make behavioral changes, and 4) to develop strategies to maintain the changes you have made. I will listen, support, encourage, teach and help you stay “on track” toward your goals.

You, as the Client, set the agenda for your coaching, and your success will depend on your willingness to define and take risks and try new approaches. You can expect your Coach to be honest and direct, asking straightforward questions and using challenging techniques to help you move forward. You are expected to evaluate your own progress, and if the coaching is not working as you wish, you should immediately inform your Coach so we can both take steps to correct the problem. Like any human endeavor, coaching can involve feelings of distress and frustration that can accompany the process of change. Coaching does not offer any guarantee of success.

### **Mutual Nondisclosure**

The Coach and Client mutually recognize that they may discuss future plans, business affairs, customer lists, financial information, job information, goals, personal information, and other private information. The Coach will not voluntarily communicate the Client’s information to a third party. In order to honor and protect the Coach’s intellectual property, the Client likewise agrees not to disclose or communicate information about the Coach’s practice, materials, or methods to any third parties.

**Agreement**

Your signature below indicates you have read the information in its entirety (“Coaching Agreement”) and any Attachments, and agree to abide by its terms during our professional coaching relationship.

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

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

Document Prepared For:

Charles H. Brown, Ph.D.  
Get Your Head In The Game  
1332 Harding Place  
Charlotte, North Carolina 28204  
704.333.2988 Office  
704.333. 3102 Fax  
drcharlie@headinthegame.net  
www.headinthegame.net