



Voy Strategies, LLC  
 200 N. Halifax Dr.  
 Ormond Beach, FL 32176  
 386.523.7201

## Coaching Agreement

**CLIENT/COACHEE** \_\_\_\_\_  
**(PIN)** \_\_\_\_\_  
**INITIAL TERM** \_\_\_\_\_ **MONTHS, FROM** \_\_\_\_\_ **THROUGH** \_\_\_\_\_  
**FEE** \$ \_\_\_\_\_ .00 **PER MONTH, \$** \_\_\_\_\_ .00 **FOR THE PROJECT**  
**SESSION DAY** \_\_\_\_\_ **SESSION TIME** \_\_\_\_\_  
**NUMBER OF SESSIONS PER MONTH** \_\_\_\_\_, **DURATION** \_\_\_\_\_ (length of scheduled session)  
**BY PHONE:**

1. **CLIENT CALLS THE COACH AT THE SCHEDULED TIME.**
2. **CLIENT PAYS COACHING FEES IN ADVANCE.**
3. **CLIENT PAYS FOR LONG-DISTANCE CHARGES, IF ANY.**

**BY EMAIL:** Up to \_\_\_\_\_ email per Month, or \_\_\_\_\_ Hours per Month.

This Client Agreement ("Agreement") is made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ between VOY STRATEGIES whose address is 200 N. Halifax Dr. Ormond Beach, FL 32176 and \_\_\_\_\_ ("Client/Coachee"), whose address is \_\_\_\_\_.

VOY STRATEGIES provides Coaching services to its clients with respect to skill development, management style, leadership, business development, interpersonal relationships, personal and professional goal setting, strategy, one-on-one and group coaching, and/or communication skills.

The Client is engaging VOY STRATEGIES for the purposes of acting as a coach in connection with skill development, management style, leadership, business development, interpersonal relationships, personal and professional goal setting, one-on-one and group coaching, and/or communication skills.

- As a client, I understand and agree that I am fully responsible for my physical, mental and emotional wellbeing during my coaching calls, including my choices and decisions. I am aware that I can choose to discontinue coaching at any time.
- I understand that "coaching" is a Professional-Client relationship I have with my coach, designed to facilitate the creation/development of personal, professional or business goals and to develop and carry out a strategy/plan for achieving those goals.
- I understand that coaching is a comprehensive process that may involve all areas of my life, including work, finances, health, relationships, education and recreation. I acknowledge that deciding how to handle these issues, incorporate coaching into those areas, and implement my choices is exclusively my responsibility.
- I understand that coaching does not involve the diagnosis or treatment of mental disorders as defined by the American Psychiatric Association. I understand that coaching is not a substitute for counseling, psychotherapy, psychoanalysis, mental health care or substance abuse treatment and I will not use it in place of any form of diagnosis, treatment or therapy.
- I promise that if I am currently in therapy or otherwise under the care of a mental health professional, that I have consulted with the mental health care provider regarding the advisability of working with a coach and that this person is aware of my decision to proceed with the coaching relationship.
- I understand that certain topics may be anonymously and hypothetically shared with other coaching professionals for training OR consultation purposes.
- I understand that coaching is not a substitute for professional advice by legal, medical, financial, business, spiritual or other qualified professionals. I will seek independent professional guidance for legal, medical, financial, business, spiritual or other matters. I understand that all decisions in these areas are exclusively mine and I acknowledge that my decisions and my actions regarding them are my sole responsibility.



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**1. Services.** Client hires VOY STRATEGIES to provide the following coaching services:  
Individual coaching sessions conducted via telephone, for one Client/Coachee.

**2. Term.** VOY STRATEGIES shall provide services on a month-to-month basis.

**3. Compensation.** Client shall compensate VOY STRATEGIES as follows: \$\_\_\_\_\_ per month, on the basis of a \_\_\_\_\_ month commitment, with subsequent months at a cost of \$\_\_\_\_\_ per month. Payment is expected by the first day of each month; paid in advance—no late payments. Please make arrangements in advance if you are experiencing any challenges in your ability to pay. If you become habitual in late payments, you will be asked to seek another coach. Payment may be made by credit card (see credit authorization form) or check. VOY STRATEGIES mailing address for payments:

**VOY STRATEGIES**

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**4. Cancellation.** Client agrees that it is the Client's responsibility to notify VOY STRATEGIES at least a 24-hours in advance of the scheduled calls/meetings. VOY STRATEGIES reserves the right to bill Client for a missed session without the appropriate advance notice. VOY STRATEGIES will attempt in good faith to reschedule the missed meeting. If you have an emergency, we will work around it. If you must cancel a meeting, we will reschedule. There may be a time that VOY STRATEGIES is forced to reschedule as well, but we will let you know at least a week in advance, if possible.

**5. Relationship of the Parties.** The relationship between the parties under this Agreement is that of an independent contractor only. VOY STRATEGIES is not to be considered as an agent or employee of Client for any purpose. VOY STRATEGIES shall not procure or attempt to procure any employment or business for Client and shall not perform any business management functions such as tax, accounting, or investment advice. VOY STRATEGIES is not acting as a therapist providing psychoanalysis, group therapy or behavioral therapy.

**6. Expenses.** Client shall be responsible for all actual and reasonable travel and transportation expenses, to be agreed to in advance in writing. Client is responsible for any long distance phone expenses, if any.

**7. Indemnification.** Client hereby agrees to indemnify and hold VOY STRATEGIES its assigns, agents, successors, employees, directors, officers and shareholders harmless from and against any and all liabilities, claims, demands, damages, or causes of action of whatever kind and nature, or where ever occurring, arising out of activities by Client in connection with any advice or suggestions given by Coach to Client pursuant to the terms and conditions of this Agreement. Client hereby acknowledges that VOY STRATEGIES has made no representations, either verbal or in writing, with respect to the results of any suggestions or advice given to Client by Coach pursuant to its professional coaching.

**8. Attorney's Fees.** In the event of a dispute between the parties involving the Agreement, the prevailing party shall be entitled to recover all reasonable attorney's fees, whether incurred in litigation, arbitration or mediation, and all reasonable costs associated with the litigation, arbitration or mediation, including but not limited to travel, depositions, experts, long distance telephone charges and the like.

**9. Modification.** No provision in this Agreement may be changed or modified except by written agreement signed by both parties.

**10. Confidentiality:** In performing coaching services for the Client, VOY STRATEGIES, its agents, including its Coaches who are independent contractors, employees, directors and officers may be privy to information that Client considers confidential and proprietary. VOY STRATEGIES agrees to maintain the confidentiality of such information and not to disclose to others such information. VOY STRATEGIES further agrees that all its agents, including its Coaches who are independent contractors, employees, directors and officers shall be informed



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*of this requirement and shall be under a duty to VOY STRATEGIES to maintain the confidentiality of the Client's information. It is understood that information will be confidential unless the coachee states otherwise, in writing, except as required by law.*

*In the event of agency/corporate/assignment, reporting of progress related to the coaching assignment will be done in one of the following manners: By the Coachee, directly to the sponsor (HR, their boss, etc); or by the Coachee & the Coach to the sponsor. To insure the integrity of confidentiality and the coaching exchange, at no time will the Coach report progress, directly to anyone except the Coachee, without the express permission of the Coachee. The frequency of updates, if desired, will be negotiated at the inception of the relationship, if it relates*

*This is the entire agreement of the parties, and reflects a complete understanding of the parties with respect to the subject matter. This agreement supersedes all prior written and oral representations.*

*Please sign and return one copy of this coaching agreement to VOY STRATEGIES prior to the first scheduled coaching meeting. Retain one copy for your records.*

**The Client/Coachee has read and agrese to the above agreement.**

\_\_\_\_\_ **(Client)**

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

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

*Please sign and e-mail back to [Mary.Voy@VoyStrategies.com](mailto:Mary.Voy@VoyStrategies.com)*