

# Pilar Caranti Coaching

Never Underestimate the Power of Change that is in You

## COACHING AGREEMENT

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

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

(Write both names if you are a couple)

This Agreement is a contract between the Coach, Pilar Caranti, and the above-named person or couple. It will begin on \_\_\_\_\_ and will continue for a minimum of three months for most cases.

### 1. Scheduling and meeting location

All scheduling is done on the website [www.pilarcaranti.com](http://www.pilarcaranti.com). We will have standing scheduled times each week in person, via Skype/WhatsApp or telephone, as agreed jointly with the client. If the session will not be conducted in person, the Coach will initiate all scheduled calls either via Skype/WhatsApp or telephone. This contact information will be provided by the Coach and Client at the opportune time.

We will meet in person at an agreed location, or if preferred, via skype or telephone (I ask that for these two last types of meetings, Client would agree to be focused on the call and not multitasking. The Coach will do the same.)

### 2. Fees

The sessions last for 60 minutes for individuals and 60-90 minutes for couples.

The fee for the initial meeting is \$75 for individuals and \$150 for couples.

This fee can go towards the first month payment if individual or couple decides to continue.

The fee for the initial three months is \$ 300 per month (4 weeks).

The fee for the initial three months is \$ 480 per month (4 weeks).

**The fees are payable in advance each month.**

After first session if client/s prefer to schedule a session every two weeks or every month that can be an option as well although the three month commitment if preferred to reach significant change.

### 3. Refunds and Cancelations

I, Pilar Caranti, reserve the right to bill the Client for a missed session. I will make reasonable efforts to reschedule sessions, which are canceled in a timely manner. Please give 24 hours' notice if you need to cancel or change the time of an appointment, otherwise you will be charged for the session in full. You can cancel on the website or give me a call.

#### 4. What is coaching?

Coaching is a partnership (defined as an alliance, not a legal business partnership) between the Coach and the Client in a thought-provoking and creative process that inspires the client to maximize personal and professional potential. It is designed to facilitate the creation/development of personal or professional goals and to develop and carry out a strategy/plan for achieving those goals. It will help you clarify who you are, where you are, what you do, how you do it, why, and where you would like your life to go towards to.

A. Coach agrees to maintain the ethics and standards of behavior established by the International Coach Federation “(ICF)” (*Coachfederation.org/ethics*). It is recommended that the Client review the ICF Code of Ethics and the applicable standards of behavior.

B. Client is solely responsible for creating and implementing his/her own physical, mental and emotional well-being, decisions, choices, actions and results arising out of or resulting from the coaching relationship and his/her coaching calls and interactions with the Coach. 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 further acknowledges that he/she may terminate or discontinue the coaching relationship at any time.

D. Client acknowledges that coaching is a comprehensive process that may involve different areas of his or her life, including work, finances, health, relationships, education and recreation. The Client agrees that deciding how to handle these issues, incorporate coaching principles into those areas and implementing choices is exclusively the Client’s responsibility.

E. 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.

F. Client understands that in order 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.

G. Coach, might, at times, with the permission of the Client or at her or his request, act as a consultant in matters of parenting if deemed pertinent to the conversation.

## 5. Confidentiality

This coaching relationship, as well as all information (documented or verbal) that the Client shares with the Coach as part of this relationship, is bound by the principles of confidentiality set forth in the ICF Code of Ethics. However, please be aware that the Coach-Client relationship is not considered a legally confidential relationship (like the medical and legal professions) and thus communications are not subject to the protection of any legally recognized privilege. The Coach agrees not to disclose any information pertaining to the Client without the Client's written consent. The Coach will not disclose the Client's name as a reference without the Client's consent.

*Confidential Information* does not include information that: (a) was in the Coach's possession prior to its being furnished by the Client; (b) is generally known to the public or in the Client's industry; (c) is obtained by the Coach from a third party, without breach of any obligation to the Client; (d) is independently developed by the Coach without use of or reference to the Client's confidential information; or (e) the Coach is required by statute, lawfully issued subpoena, or by court order to disclose; (f) is disclosed to the Coach and as a result of such disclosure the Coach reasonably believes there to be an imminent or likely risk of danger or harm to the Client or others; and (g) involves illegal activity. The Client also acknowledges his or her continuing obligation to raise any confidentiality questions or concerns with the Coach in a timely manner.

## 6. Release of Information

The Coach engages in training and continuing education pursuing and/or maintaining ICF (International Coach Federation) Credentials. That process requires the names and contact information of all Clients for possible verification by ICF. 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 and/or other parties involved in this process for the sole and necessary purpose of verifying the coaching relationship, no personal notes will be shared.

Client Agrees \_\_\_\_\_ Client Refuses \_\_\_\_\_

(If a couple both need to sign)

According to the ethics of our profession, topics may be anonymously and hypothetically shared with other coaching professionals for training, supervision, mentoring, evaluation, and for coach professional development and/or consultation purposes.

## 7. Record Retention Policy

The Client acknowledges that the Coach has disclosed his/her record retention policy with respect to documents, information and data acquired or shared during the term of the Coach-Client relationship. Such records will be maintained by the Coach in a format of the Coach's choice (print or digital/electronic) for a period of not less than 3 years.

## 8. Termination

Either the Client or the Coach may terminate this Agreement at any time with 2 weeks written notice. Client agrees to compensate the Coach for all coaching services rendered through and including the effective date of termination of the coaching relationship.

## 9. 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.

## 10. Entire Agreement

This document reflects the entire agreement between the Coach and the Client, and reflects a complete understanding of the parties with respect to the subject matter. This Agreement supersedes all prior written and oral representations. The Agreement may not be amended, altered or supplemented except in writing signed by both the Coach and the Client.

Our signatures on this agreement indicate full understanding of an agreement with the information outlined above. Please print and sign your copy and email it to Pilar Caranti at: [pilarcaranticoaching@gmail.com](mailto:pilarcaranticoaching@gmail.com) prior to first session or handed it in person at the start of the session. Please keep your copy for your record.

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Client/s (if a couple, both need to sign) Date

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Coach Date