

Coaching Contract and Agreement ver5.1 “Em”

Page 1 of 3

Between

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And

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The purpose of this agreement is to clarify the relationship and expectations between the Coach and the Client.

Objective of coaching;

The purpose of coaching is to provide an alternative which is usually achieved through insightful and challenging questions, distinctions and observations. Awareness combined with practices, exercises and self-reflection guide the process. It also encompasses all aspects of our competence; Cognitive, emotional, somatic, relational and Spiritual, and our ability to integrate this, such that our commitment shows up in everything we do, in all our words, actions and relationships. During the coaching programme, the way forward is the joint responsibility of both the coach and the client. The possible responsibilities or roles of the coach and the client is attached. Either can initiate a conversation round the way forward and how to progress. The coaching is governed by both ICF and COMENSA and as an active committed coach, I am in regular supervisor.

The nature of Supervision, legal liability, confidentiality and disclosures

The coach and the coaching process is not in any way responsible for any aspect of the clients actions or behaviours. The client is aware that the coaching relationship is not psychological counselling or any kind of therapy and is in no way intended as such. The coach undertakes to act within the limits of their own competence, recognise where that competence has the potential to be exceeded and where necessary refer to client to either a more experienced coach/mentor or support the client in seeking the help of another appropriate professional. The client therefore indemnifies the supervisor against any claims for damages, whether physical, emotional, direct or consequential from the reasonable exercise of the coaches' duties.

Confidentiality and disclosures

The coach undertakes not to disclose any confidential information to any third party, except where explicitly agreed with the client (and sponsor if/where relevant). Usually the only information ever disclosed are; Name, contact details (E-mail), attendance (date, time, duration), level of engagement (high, medium, low, very low), were they interactive during the session (yes, no), did they participate in the process and solution generated (yes, no), did they report progress (yes, no). However, please be aware that should the client disclose evidence of any threat to self or others, illegal activities, such as theft or fraud, possible involvement in terrorism, money laundering, and/or organised crime activities, it is the coaches legal and ethical responsibility to disclose this to the required authorities, which may include, but is not limited to; ICAS (a support and assistance service), Human Resources, Group security, a Group Risk Reporting Line and/or the SA police, as available or as appropriate.

Any non-personal information relating to the frequency, duration, general progress and other administrative matters of the supervision are submitted annually, on a confidential basis to; the Centre for Coaching (University of Cape Town), New Ventures West (USA), the ICF and/or COMENSA to allow these organisations to monitor and regulate my

coaching activities. The client's right to confidentiality remains paramount and the above disclosures serve only as an administrative formality. As a committed coach I am in regular supervision myself.

Disagreements, Discomforts and Conflicts

The parties agree that any ethical dilemma encountered during the course of the professional relationship will be referred to a suitably experienced supervisor/coach/mentor or member of the ICF or COMENSA or an ethics committee. The full ethics and complaints procedure can be obtained from the ICF or COMENSA websites.

Length of coaching relationship

The agreed length of this coaching relationship is for.... Sessions, but may be extended or terminated, as agreed by both parties. Should sessions be required on a short notice this can, by mutual agreement be arranged.

These sessions will be concluded by latest....., but maybe contracted as agreed by both parties.

The length of each coaching session will usually be 60 to 120 minutes (1-2 hours), but can be longer or shorter or changed by agreement.

Agreed cost of each of the coaching sessions;

The agreed costs of this coaching for the coach will be R

Cancellation at least 24hrs beforehand is required to avoid being charged for the session.

Exit and review of coaching relationship

A formal review will occur at the end of the programme. Mutual, considered and respectful feedback helps all parties grow and is encouraged. Should the client wish to exit the coaching relationship prior to completion of the contracted term, the client and the coach agree to have a conversation regarding the decision and to review the learning and changes that have taken place.

If a session leaves you emotionally upset, and unable to drive home, who would you call to get you safely home?

Back up Persons Name _____ Emergency Number; _____

Are you in any form of psychotherapy, counselling, or are you medicated for depression or other condition?

Doctors Name _____ Emergency Number; _____

" In Case Of Emergency" Your safety is always of core concern, so, should an exceptional or emergency situation arise, it is imperative that as the coach I am informed to allow for suitable next action or a coaching debriefing to safeguard the situation and/or the client. This can be at any time, day or night if the need is that great. Then, at a more suitable time, a full session can be arranged to continue the support or next actions and/or referrals can be given as needed.

The Client _____ **Date:** _____

Identity number _____

The Coach _____ **Date:** _____

Overview of Coaching Contract and Agreement ver5.1 30 May 2017

With or without any signed contract, the commencement of any coaching relationship and/or any coaching session is still covered by the contract above. The legal issues and limitations are discussed at the first, introductory session, so, attendance of a Coaching session is, in itself, agreement to these terms, conditions and limitations around the nature of coaching, confidentiality and disclosures, in a full and legally binding manner.

Roles of the client

During the coaching programme, the way forward is the joint responsibility of both the coach and the client. Either can initiate a conversation round the way forward and how to progress.

However, broadly speaking the roles are as follows:

The role of the Client is to:

- Be honest and strive to work with integrity,
- Communicate openly, sharing and reflecting back observations
- To bring an agenda and prepare for coaching
- To bring any possible conflicts, concerns or emotions for further exploration
- To be open and willing to consider further development.
- As agreed, to take notes, actions and agreed practices or checks, to guide the period in-between sessions.

The role of the Coach is to:

- Avoid any and all possible harm to the client, but also to the larger system.
- Establishing the Coaching agreement, contracting, and what will be brought to the coaching session
- Establishing trust and intimacy with the client
- To be fully present and listen actively
- Powerful questioning and direct communication
- To use the "Supervision Triangle with the Formative, Normative and Supportive aspects for the coach (abbreviated to F, N, S, after Brigid Proctor). This will help guide the assessment, support and development of the coach.
- To use the relevant models to assess the various aspects of the parties involved and their relationships and interactions.
- Fully comply with all legal and ethical requirements.
- Be mindful of the ICF Competencies for ethical and professional standards
- Creating awareness of any and all aspects on their activities or business
- Designing actions, planning and goal setting
- Managing progress and accountability

The role of supporting/sponsoring organisation, managers, spouse and/or friends is to:

- Support and respect the coaching sessions (if applicable)
- Provide input and feedback if, when or where requested
- To support and encourage integration of the learnings into the day to day life of the client.