



Coaching Services Agreement

This agreement for Coaching Services as stipulated below is entered into on this ____ day of ____ 20__ (Effective Date), between The Sofus Group hereinafter referred to as “Sofus” and _____, _____ hereinafter referred to as “Client” and, collectively the “Parties”.

1) RECITALS

- a) Sofus, individually or through one of it’s affiliates, partners, agents, or employees, owns and operates a business to provide knowledge, give direction, support, mentor, and affect positive change in the lives of other people;
- b) Client desires to utilize these services to aid them in accomplishing their goals; and
- c) Sofus and Client desire to enter into this agreement to memorialize the terms and conditions where by Sofus and Client will work together to accomplish the designated goals.

2) CONFIDENTIALITY

- a) Sofus commits to keeping anything shared by the Client strictly confidential. Nothing discussed in coaching will be shared outside the session, except with the expressed permission of the Client. The only exception to this would be anything said by the Client suggesting s/he might harm him/herself or others.
- b) The Coach will not disclose the Client's name as a reference without the Client's consent.
- c) Confidential information does not include information that:
 - i) was in the Coach's possession prior to its being furnished by the Client;
 - ii) is generally known to the public or in the Client's industry;
 - iii) that the Coach is required by law to disclose.
- d) Client, as part of other services by other professionals or in conjunction or support of the client goals, [] is / [] is not authorizing Sofus to provide communication with, or copies of written documentation detailing progress, response completion or other information on Client specific goals to a third party or parties listed below:
 - i) Name: _____ Email: _____ P: _____
 - ii) Name: _____ Email: _____ P: _____

3) TERM

- a) This agreement shall have an initial term commencing on the Effective Date and ending _____, 20__ () month(s) from the Effective Date. The term will evergreen for successive one (1) month terms. Either party may

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terminate this contract by providing 10 days written notice to the other party for any reason.

4) FEES

- a) Client agrees to per hour charge of \$_____, billed on an every 15 minute basis with time based on the prescheduled start time and ending at the mutually agreed upon end of the session during normally scheduled sessions. Charges can also include time spent in research, preparation and background work necessary by Sofus to achieve the Client goals. Reasonable travel, lodging, and professional expenses could be incurred as part of this agreement when extenuating circumstances or special requests made by Client of Sofus to perform the normal services in this contract. All additional fee would be estimated in writing and authorized by Client prior to the additional services being carried out or additional expenses incurred.
- b) Client is responsible to pay fees before or at the time of service, by cash or personal check. A \$50 charge will be assessed for any checks returned for insufficient funds.
- c) Client is responsible for paying fees on sessions (minimum 1 hour) missed or cancelled with less than 24 hours notices. Exceptions will be made on a client-by-client, case-by-case basis by the individual coach.
- d) Client agrees that emergency or crisis sessions may be scheduled in person or via videoconference or phone, but may have additional charges applied at the discretion of Sofus.

5) SOFUS (COACH) RESPONSIBILITIES

- a) Sofus will maintain a Professional-Client relationship that is designed to facilitate the creation/development of personal, professional or business goals and to develop and assist Client in carrying out a strategy/plan for achieving those goals.
- b) Sofus will develop a plan specifically designed to facilitate the Clients goals.
- c) Sofus will provide feedback in the form of written (including email) and verbal communication including, but not limited to, checklists, progress reports, graphs, and homework to be turned back in as described individually.
- d) Sofus will not act as a medical/psychological therapist or counselor, as coaching is not a substitute for medical/psychological intervention, if needed.
- e) Sofus agrees to be present and engaged in each regularly scheduled session, providing Client his or her full attention.
- f) Sofus may be available for limited crisis or emergency consultation as needed, but makes no guarantee as to the availability or consultation method used in this situation.

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- g) Sofus will provide an agenda for each meeting at a minimum of 24 hours prior to the scheduled meeting via email.
 - h) Sofus will provide a follow up responsibility sheet (Homework) within 48 hours after the session to client via email.
 - i) Sofus will schedule the next session or sessions including the mutually agreed upon time, location, and session type (in person, video conference, phone, email).
- 6) CLIENT RESPONSIBILITIES
- a) Client takes ownership of his/her own physical, mental and emotional well-being, decisions, choices, actions and results.
 - b) Client will communicate with integrity, be open to honest feedback and encouragement, and create the time and energy to participate fully in the program.
 - c) Client accepts the fact that coaching is not to be used as a substitute for professional advice by legal, mental, medical or other qualified professionals and will seek independent professional guidance for such matters.
 - d) Client understands that coaching does not involve the diagnosis or treatment of medical or mental disorders. Client understands that coaching is not a substitute for medical treatment, counseling, psychotherapy, psychoanalysis, mental health care, addiction, or substance abuse treatment. If Client is currently in therapy or under the care of a mental health professional, client will consult with the mental health care provider regarding the advisability and/or decision of working with a coach.
 - e) Client is motivated and committed to taking action on determined personal and professional goals and realizes that anything less than intentional full participation will not lead to success.
 - f) Client accepts full responsibility for themselves and any actions taken that might result from Coaching.
 - g) Client will strive to communicate promptly any changes in schedule that will affect Sofus or the regularly schedule sessions.
 - h) Client will follow through on plans and goals as part of the coaching process including follow up with vendors, suppliers, employees, as well as
- 7) LIABILITY:
- a) Total liability under this coaching agreement shall be limited to the total amount actually paid by a Client to Sofus. In no event shall Sofus be liable for any consequential or indirect damages alleged to result from the coach's performance or obligations under this agreement. Client understands, acknowledges and agrees that limited liability is a fundamental part of this agreement. The fees charged in this coaching agreement reflect the risk agreed

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upon by both Client and Sofus. No action arising from coaching services, regardless of nature, may be brought by the client more than six (6) months after services rendered.

8) COMMUNICATION

a) Sofus

- i) www.sofusgroup.com
- ii) General email communication: info@sofusgroup.com

b) Sofus – Coach Specific

- i) Email: _____
- ii) Cell Phone: _____
(Used for emergencies, and scheduling changes less than 1 hours from session time)
- iii) Texting [] is / [] is not authorized.

c) Client - Specific

- i) Address: _____
- ii) Email: _____
- iii) Home Phone: _____
- iv) Office Phone: _____
- v) Cell Phone: _____
- vi) Texting [] is / [] is not authorized

AGREEMENT - Parties agree to the terms, conditions and specifications of the contract as specified; the undersigned agrees to the terms of this agreement.

On behalf of Sofus

On behalf of Client

Signature

Signature

Printed Name

Printed Name

Date

Date

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41 Fence Row Lane, Manheim PA 17545 – www.sofusgroup.com