

COACHING AGREEMENT

This agreement is entered into by and between _____ (“Client”) and **Tess Jurgens** of **Inspired True Coaching** (“Coach”) whereby Coach agrees to provide Coaching Services for Client. Inspired True Coaching is a licensed DBA of Global NP Solutions, LLC, in the State of Arizona.

Coaching is a thought-provoking and creative process based on a partnership between the Client and Coach with the intent to inspire the client to maximize growth in business, life, and faith. It is designed to facilitate the creation and development of personal, professional, and/or business goals and to develop and carry out a strategic plan for achieving those goals.

Christian Coaching is a coaching relationship in which a client’s faith is included in the coaching sessions providing an opportunity to explore goals and goal attainment within the context of the client’s Christian belief system, and a holistic approach in which a client’s faith is included and utilized in their plans.

I. Coach-Client Relationship

- A. Coach agrees to maintain the ethics and standards of behavior established by the International Coaching Federation (“ICF”), found at [ICF Code of Ethics | International Coaching Federation](#). Further, Coach abides by the ethics and standards of behavior established by the International Christian Coaching Association (“ICCA”), found at [ICCA-Code-of-Ethics.pdf](#).
- B. Client is solely responsible for creating and implementing their own physical, mental, and emotional well-being, decisions, choices, actions, and results arising out of the coaching relationship and their 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 to obtain advice and does not serve as a substitute for therapy, nor does it prevent, cure, or treat mental health, substance abuse, medical disease, or psychological disorder.
- C. Client acknowledges that they may terminate or discontinue the coaching relationship at any time.
- D. Client acknowledges that coaching is a comprehensive process that may involve dealing with issues and opportunities in different areas of their life including faith, work, finances, health, relationships, education, and leisure. The Client agrees that deciding how to handle these issues, how to incorporate coaching principles into these areas, and how to implement choices is the Client’s sole and individual responsibility.
- E. Client acknowledges that coaching does not involve the diagnosis or treatment of mental or emotional disorders as defined by the American Psychiatric Association and that coaching is not to be used a substitute for counseling, psychotherapy, psychoanalysis, mental health care, substance abuse treatment, or other professional advice by legal, medical, financial, or other qualified professionals. The Client is exclusively responsible to seek independent professional guidance as needed. If Client is currently under the care of a mental health profession, 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 Coach.
- F. The Client understands that 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.

II. Services

- A. The parties agree to engage in regularly scheduled coaching sessions via phone call, video conferencing, or in-person meeting. Coach can be available to Client by email, voicemail, and text between scheduled sessions and will respond as soon as able based upon availability (typically not longer than 24-48 hours) unless otherwise indicated.

III. Schedule and Fees

- A. This coaching agreement is valid based on the date of signature by both parties.
- B. Client agrees to the selected service offering under this agreement.
- Monthly/Weekly sessions on the _____ day of the week/month for one hour starting at _____ MST.
 - Sessions will be scheduled in advance via Zoom video conferencing/in-person at _____ (location). The Zoom link will be shared by Coach via email prior to the first coaching session.
 - Rate of \$125 per session is payable two business days in advance of any scheduled session via PayPal at <https://www.paypal.com/ncp/payment/CA8DQM53B6MFC>. The charge will show from the Inspired True Coaching parent company Global NP Solutions, LLC. Advancement payment for six sessions includes one complementary DiSC® workstyle assessment with a one-hour debrief.
 - Sessions will begin _____ (date), lasting through _____ (date), with optional extensions.
 - Additional sessions can be scheduled at <https://calendly.com/hello-teresajurgens/60-minute-coach-session>.
 - Sessions may be rescheduled at a mutually agreeable time with 24-hours notice by email (coach@inspiretrue.com), phone call, or text to 281-787-3979.
 - Other payment agreements may be arranged via coordination with the Coach.

IV. Cancellation, Late Payments, and Refunds

- A. Client can cancel any scheduled session with 24-hour notice. Cancellation requests should be communicated via email (coach@inspiretrue.com), phone call or text to 281-787-3979. Client may be charged for cancelling a coaching session within less than 24 hours of the scheduled appointment time.
- B. Payments later than two business days after due will result in a **\$25 fee. Repeated late payments may result in a pause of coaching sessions.**
- C. There is no refund for coaching sessions that have been completed.
- D. Client shall not be relieved of any obligation to pay fees due solely to the termination of this agreement.

V. Confidentiality and Records Retention

- A. A key component of successful coaching is coach-client trust. Confidentiality is the right and expectation of the Client. The Coach agrees to keep all information concerning the Client and related conversations private and confidential. No personal ideas, information, thoughts, or experiences expressed by the client will be shared with anyone without the written permission of the Client unless required to do so by law.
- B. If withholding the information shared in a coaching session violates the law, the coach will share the information with appropriate authorities to protect the client and others. Examples of such information may include, but are not limited to, abuse of an elder or minor, a client's intention to hurt someone else, or a client's intention to hurt themselves.
- C. The Coach may share the nature of coaching session(s), *without any Client identifying detail*, with another coaching professional or mentor for the purpose of the Coach

acquiring guidance in the delivery of coaching services and for professional development.

- D. The Coach engages in training and continuing education pursuing and/or maintaining credentials with the International Coach Federation (ICF). Professional accreditation 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/end dates* of coaching shared with ICF staff members and/or other parties involved in the accreditation process for the sole and necessary purpose of verifying the coaching relationship. No personal notes are shared.
- a. Please initial if Client agrees _____
 - b. Please initial if Client declines _____
- E. The Client acknowledges that the Coach will retain coaching session details for up to three years in a secure format of the Coach's choice.

Client Name: _____

Email: _____

Client Signature: _____

Date: _____

Coach Name: Teresa (Tess) Jurgens

PayPal Info: @teresajurgens56

Coach Signature: _____

Date: _____