

## Coaching Agreement

### Introduction

This document is intended to provide important information to you regarding your coaching. Please read the entire document carefully and be sure to ask your coach, Patricia Robinson, any questions that you may have regarding its contents.

### Information about Your Coach

Patricia Robinson, MS, MA has a Master of Arts in Counseling Psychology as well as a Master of Science in Materials Engineering. She is a member of the International Association of Coaching and follows their code of ethics.

Patricia Robinson is also a licensed Marriage and Family Therapist in the state of California. This means that she has completed a Master's Degree in Counseling Psychology, provided 3000 supervised hours of therapy and related professional activities and passed two licensing exams. Licensed Marriage and Family Therapists are licensed and regulated in the state of California by the Board of Behavioral Sciences.

**This agreement is for Coaching, not Therapy. While coaching can work with issues such as identifying and reaching life goals, and changing the behaviors that aren't working well for you, coaching cannot deal with issues such as depression and anxiety. For issues such as these, you must see a Physician or Licensed Mental Health Professional in your location. Although you as a client may have a diagnosis, such as Asperger's Disorder or ADHD, coaching is not intended as a treatment or cure for that condition. By signing this agreement, you are agreeing that you understand the difference in these two functions and you will get appropriate professional help for mental health issues if necessary.**

Please free to ask questions at any time about your coach's background, experience and professional orientation.

### Fees and Insurance

The fee for service is \$100 per individual 45 to 50 minute session. In the beginning, coaching requires some time commitment on your part in order to see results. Typically, coaching will require payment for 4 sessions up front, at a cost of \$400, with additional sessions paid for individually. If appropriate, with the coach's and client's agreement, the sessions may be broken down or added together to set up an appropriate session length. Email check ins will be provided at no cost to you. Fees are payable through Paypal prior to the time that services are rendered.

Because coaching is not a medical treatment, typically insurance will not cover the cost. Some employers may cover some of the cost of coaching. It is your responsibility to pay for coaching and get reimbursed by your employer if that is the case.

### Confidentiality

All information obtained in the course of the professional service is confidential unless there is a compelling professional reason for its disclosure. Your coach will disclose confidential information without a specific release if it is necessary to prevent foreseeable imminent harm to the client or another. In all circumstances, coaches will be judicious in the amount of information that is disclosed.

Coaches may disclose confidential information without the consent of the client only as mandated or permitted by law. When possible, coaches inform clients about the disclosure of confidential information and possible ramifications before the disclosure is made. Coaches will only disclose confidential information to third parties with the appropriate written consent. Coaches must disclose certain confidential information as required by law or if the confidential information may put the client or others at risk of harm or compromise their well-being.

### Minors and Confidentiality

Communications between coaches and clients who are minors (under the age of 18) are confidential. However, parents and other guardians who provide authorization for their child's coaching are often involved in their sessions. Consequently, your coach, in the exercise of her professional judgment, may discuss the coaching of a minor client with the parent or caretaker. Clients who are minors and their parents are urged to discuss any questions or concerns that they have on this topic with their coach.

### **Appointment Scheduling and Cancellation Policies**

Sessions are typically scheduled to occur one time per week at the same time and day if possible. Your coach may suggest a different amount of time depending on the nature our work. Your consistent attendance greatly contributes to a successful outcome. In order to cancel or reschedule an appointment, you are expected to notify your coach at least 24 hours in advance of your appointment. If you do not provide at least 24 hours notice in advance, you are responsible for payment for the missed session.

### **Coach Availability**

Email contact between sessions is welcome at [patricia@patriciarobinsonmft.com](mailto:patricia@patriciarobinsonmft.com). However, your coach will address most issues within the regularly scheduled sessions. Everything possible is done to assure email and webcam confidentiality, but it cannot be guaranteed.

You may leave a message for your coach at any time on her confidential voicemail, (925) 915-0924. However, please note that this is a cell phone. If you wish your coach to return your call, please be sure to leave your name and phone number(s), along with a brief message concerning the nature of your call.

**In the event of a medical emergency or an emergency involving a threat to your safety or the safety of others, please call 911 or the appropriate emergency service to request assistance. Your coach is not licensed to handle these matters.**

### **About the Coaching Process**

Sessions can be held face to face in my Northern California office, over the phone or through internet webcams. It is your coach's intention to provide services that will assist you in reaching your goals. Based upon the information that you provide to your coach and the specifics of your situation, your coach will provide recommendations to you regarding coaching. Coaches and clients are partners in the coaching process. You have the right to agree or disagree with your coach's recommendations.

### **Termination of Coaching**

After the initial prepaid sessions, you and your coach can determine together a plan for continuation of coaching. Generally, sessions are scheduled on a regular basis in the beginning, with some decrease in frequency over time. It is very reasonable to terminate coaching on a regular basis and then later return for check in and further sessions as desired. You may discontinue coaching at any time.

Your signature indicates that you have read this agreement for services carefully and understand its contents. Please ask your coach to address any questions or concerns that you have about this information before you sign! Please retain a copy of this agreement and mail a signed copy to:

Patricia Robinson, MS, MA  
2500 Old Crow Canyon Road, Suite 218  
San Ramon, CA 94583

This form can be signed and mailed to me, or if you are accessing this form via internet, please send an email to [patricia@patriciarobinsonmft.com](mailto:patricia@patriciarobinsonmft.com), saying "I have read and agree with the terms of coaching as stated in the Coaching Informed Consent dated 12/17/08."

Name of Client \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_