

Sarah Clein Consultancy and Coaching Ltd

# Group Coaching Agreement

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This Agreement is entered into by and between Coach - Sarah Clein, Sarah Clein Consultancy and Coaching Ltd) and Client, whereby Coach agrees to provide Coaching Services for the Client.

## Description of 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, professional, or business goals and to develop and carry out a strategy/plan for achieving those goals.

## Role of the Coach

- The Coach agrees to provide a non-judgmental, confidential, and safe space
- The Coach agrees to act as a facilitator and enabler of change
- The Coach helps the Client to identify their goals and helps to hold them accountable for delivering those goals
- The Coach agrees to provide a safe yet challengingly supportive coaching environment
- The Coach agrees to maintain the agreed level of boundaries
- The Coach commits to asking for feedback on practice, acting appropriately with feedback received, and remaining committed to continued professional development
- The Coach agrees to maintain the ethics and standards of behaviour established by the International Coach Federation “(ICF)” ([Coachfederation.org/ethics](http://Coachfederation.org/ethics)). It is recommended that the Client review the ICF Code of Ethics and the applicable standards of behaviour.

## Role of the Client

- The 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.
- 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.
- The 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.
- The Client commits to being actively involved and committed to the process, including articulation and creation of goals
- The Client commits to be prepared to be supportively challenged

- The Client commits to keep notes/journal of progress to support personal reflection and progress
- The Client commits to preparing for the coaching in ways agreed in previous sessions
- The Client commits to be prepared to give feedback to the coach on different actions or behaviours identified in sessions
- The Client understands that coaching is not to be used as a substitute for professional advice by legal, mental health, mediation, financial, medical, or other qualified professionals and will seek independent professional guidance for such matters. If the Client is currently under the care of a mental health professional, the Coach will recommend that the Client inform the mental health care provider and the client may need to have a referral letter from their health care provider.
- The Client is respectfully asked to not use illicit drugs or alcohol before attending a session and the Coach reserves the right to terminate a session (with no refund) should it become clear that the Client is under these influences when attending.

### **Practicalities**

- To attend sessions on time and accept that late arrival will mean that some of the session will be missed (no sessions will be recorded)

**Please Note** – non-attendance at sessions will not be refunded

### **Ethics and Confidentiality:**

- The Coach commits to keeping information shared strictly confidentially within permitted ethical parameters as detailed within the International Coaching Federation code of ethics.
- At times the Coach is required to share the hours, name, and email contact of Clients with her professional body for her own coaching credentialing. These are not used or shared further.
- Information from the sessions, that does not include Client names or details, will be used as part of the ongoing professional supervision of the coach.
- Information and data will be stored according to the code of practice laid down by the Information Commissioners Office, with whom the coaching practice and Coach are registered.
- The Coach is fully insured for the provision of business and personal coaching.
- Client feedback may be anonymised and used as part of social media campaigns etc

### **Scheduling and Fees**

- Sessions will usually take place monthly, online
- Sessions will run from 7.30 - 9.30pm
- Sessions will run on the agreed dates, starting September 8th, 2025
- In between sessions, the Coach can be contacted via email on an ad hoc basis if required.
- A WhatsApp group will be set up for the duration of the programme

- Fees for the group are £499 (INC VAT) payable over payment plan or in full as the group commences

**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.

**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.

I hereby acknowledge that I have read and understood the above conditions.