



Draft NFCC Coaching Contract / Agreement

This Agreement is entered into by and between:

Name Coach

Name Coachee

What is Coaching and how will it work in this agreement:

Coaching is 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 maximise 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.

Coaching is a form of learning, and the coaching approach uses a blend of skills relating to questioning, listening, observation and feedback to assist with creating a conversation which supports the client in achieving their goals.

A range of coaching techniques will be used during the sessions; however, these will aim to work within the non-directional area of coaching although there may be times when a more directional approach is required. In the event of a more directional approach being required this will be agreed by the coach and the client.

At the start of each session a refresh of the contracting arrangements will occur, and in the event of a different coaching approach being required this will be explored with the Client prior to this taking place.

Coaching is not structured training, a way for someone else to solve your problems, or mentoring. In the event of the client requiring a session which is akin to mentoring this will be agreed and held as a separate session to the ongoing coaching session.

Coach-Client Relationship

- The Coach agrees to maintain the ethics and standards of behaviours as defined within the NFCC Leadership Framework.
- 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. 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. 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 acknowledges that coaching does not involve the diagnosis or treatment of mental disorders and that coaching is not to be used as a substitute for counselling, psychotherapy, psychoanalysis, mental health care, substance abuse treatment, or other professional advice by legal, medical or other qualified professionals and that it is the Client's exclusive responsibility to seek such independent professional guidance as

needed. If the Client is currently under the care of a mental health professional, 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 the Coach.

- The Client further acknowledges that he/she may terminate or discontinue the coaching relationship at any time.
- The Client acknowledges that coaching is a comprehensive process that may involve different areas of his or her life, including work, finances, health, relationships, education, and recreation. The Client agrees that deciding how to handle these issues, incorporate coaching principles into those areas and implementing choices is exclusively the Client's responsibility.
- 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.
- The Client understands that they are responsible for enacting any decisions or action they determine appropriate following a coaching session. The Client fully understands that they will be held to account by the coach at subsequent sessions.

Services

The parties agree to engage in several sessions determined by the client in conjunction with the coach and using virtual meetings, face-to-face meetings, and telephone calls.

Procedure

The time of the coaching meetings and/or location will be determined by the Coach and the Client based on a mutually agreed upon time.

The Client will initiate all scheduled calls and will determine these in conjunction with (*insert the name of the coach or named contact*).

Confidentiality

This coaching relationship, as well as all information (documented or verbal) that the Client shares with the Coach as part of this relationship, is bound by the principles of confidentiality.

The Coach-Client relationship is not considered a legally confidential relationship (like the medical and legal professions) and thus communications are not subject to the protection of any legally recognised privilege.

The Coach agrees not to disclose any information pertaining to the Client without the Client's written consent.

The Coach will not disclose the Client's name as a reference without the Client's consent.

Safeguarding

In the event of a matter being raised that has safeguarding implications or relates to a threat of harm to the client or others then the Coach will refer this on to the appropriate organisation and/or will signpost to organisations that can provide the support required.

Disagreements

The coach and the client agree to work through the issues in a calm and professional manner making sure they do not use personal attacks. If the coach and the client are unable to work through the issues themselves, they will either terminate the agreement or seek independent advice.

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.

Coach name	Client name
Coach signature	Client signature
Date	Date