

Coaching Guidelines:

Hi!

I am so excited to establish a positive coaching relationship with you to create the life YOU envision. To lay the groundwork for this relationship, I want you to be familiar with my commitment to you, my expectations of you, administrative stuff, and legalities.

Our journey together will be a process directed by you, aided by my support and accountability tracking. You can decide create change for yourself in a short time or you may walk your path slowly. My goal is to help you identify and manifest a life you love. It can take time to refine and sustain a permanent change.

This is in no way binding but as a general rule to establish good habits and set the change in motion, our coaching relationship target is about 3 months. Your participation is pivotal, and thus should you not want to continue we will terminate the relationship.

What You Can Expect of Me

I agree to serve as your Coach - to partner with you to identify and achieve your personal and/or professional goals. During the time we spend together in our coaching sessions, I will devote my time, thoughts, and energy to you, exclusively.

As your Coach, I cannot guarantee results. You will create powerful results by having the courage and determination to forward the action in your life.

I am a Coach, not a psychotherapist or physician, and I am not trained in diagnosing psychological or medical conditions. If any issues come up for you that should be handled by a licensed therapist or physician, I insist that you must attend to your health by contacting the appropriate professional.

As your Coach, I will bring attentive listening, understanding, belief in you and commitment to your success. You can expect me to challenge you, offer fresh perspectives, make requests (including assigning homework), acknowledge your wins, and guarantee utmost confidentiality (to the fullest extent of the law, and so long as I don't fear for your or another's safety) in the powerful, sacred relationship.

What I Expect of You

I am motivated and committed to taking action on my determined personal and professional goals. I realize that anything less than my intentional full participation will not lead to my success.

I accept full responsibility for myself and any actions I take that might result from Coaching. *I am under the care of a physician and healthy enough mentally and physically to engage in coaching.*

I can financially afford the Coaching fee at this time (or have made arrangements for my coaching to be gifted to me). I understand that coaching is typically paid for in advance, and there are no refunds for time utilized with my coach. I agree that ultimately, it is my responsibility that my coach gets paid for the services I use.

I agree to honor my scheduled session times.

Administrative

Fees:

My fee is payable to Rebecca Alward and may be made via cash, check or Paypal/Venmo. Checks that are declined will realize an additional fee payable upon receipt.

Communication:

We may meet in person, via Skype/ Zoom/ Hangouts, or via phone. I will connect with you at our scheduled time, unless we make other arrangements. If you wish to connect with me in between sessions with a challenge, a success, an inquiry, or idea, email me at ninthhouselight@gmail.com. I will make every attempt to respond to your e-mail within 24 hours, with an email or brief call within reason. Do not hesitate to contact me, I want to know what is going on in your life that would affect your progress. I am here to help you 100%.

Changes:

If you need to reschedule our appointment, please give me 24 hours notice. If you have an emergency or illness, you can reschedule with less than 24 hours notice. If you do not show up for a scheduled call, for any reason, and provide no notice (latest notice can be five minutes past scheduled session start time), we will not make up that time and client will be billed for the missed session. If I need to reschedule, I will give you at least 24 hours notice as well, barring an emergency or illness.

Problems:

If I ever say or do anything that upsets you or doesn't feel right, please bring it to my attention so we can resolve it ASAP. My objective is to have a coaching relationship that is fully open, honest, real and trusting. I want you to be comfortable talking to me so we can most efficiently bring about change in your life. Communication via distance (email/phone/video call) can be challenging where we cannot see body language, facial expressions, etc. Therefore, let's give each other plenty of latitude, and promptly ask for clarification if there is a misconnection.

Notice and Waiver

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 to confidentiality by the ICF Code of Ethics, but is not considered a legally confidential relationship (like in Medicine or Law). 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. Confidential information does not include information that: (a) was in the Coach's possession prior to its being furnished by the Client; (b) is generally known to the public or in the Client's industry; (c) is obtained by the Coach from a third party, without breach of any obligation to the Client; (d) is independently developed by the Coach without use of or reference to the Client's confidential information; (e) that the Coach is required by law to disclose; (f) is disclosed to the Coach and as a result of such disclosure the Coach reasonably believes there to be an imminent or likely risk of danger or harm to the Client or others; and (g) involves illegal activity. The Client also acknowledges his or her continuing obligation to raise any confidentiality questions or concerns with the Coach in a timely manner.

Except as expressly provided in this agreement, the Coach makes no guarantees or warranties, express or implied. In no event will the Coach be liable to the Client for 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, will be limited to the amount paid by the Client to the Coach under this agreement for all services rendered up until the termination date.

If a dispute arises out of this Agreement that cannot be resolved by mutual consent, the Client and Coach agree to attempt to mediate in good faith for up to 30 days after notice given. This Agreement shall be governed and construed in accordance with the laws of the State of Ohio, without giving effect to any conflicts of laws provisions. 16) Binding Effect This Agreement shall be binding upon the parties hereto.

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.

Signature: _____ Date: _____

Client Name: _____

Signature: _____ Date: _____

Coach Name: _____