

Get Offline Coaching Agreement

This Agreement is entered into by and between: Get Offline, and _____ whereby Get Offline agrees to provide Coaching Services for _____ focusing on the topics attached to this Agreement as Schedule A.

Description of Coaching: 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.

1. Coach-Client Relationship

- A) Coach agrees to maintain the ethics and standards of behaviour established by the International Coach Federation “(ICF)” (coachfederation.org/icf-ethics). It is recommended that the Client review the ICF Code of Ethics and the applicable standards of behaviour.
- B) 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. 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.
- C) Client further acknowledges that he/she may terminate or discontinue the coaching relationship at any time.
- D) 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.
- E) 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 counseling, 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 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.
- F) The Client understands that in order 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.

2. Services

The parties agree to engage in one or an ongoing series of Coaching Sessions on video calls. Coach will be available to Client within the scheduled Coaching Session. Coach may also be available for additional time (for reviewing documents, reading reports, engaging in other Client related services outside of the Coaching Session), per Client's request for \$150 AUD per hour.

3. Schedule and Fees

This coaching agreement is valid as of August 14, 2019. The fee is \$150 AUD per hour, paid in full at point of booking. The video call shall be 60 minutes. If rates change before this agreement has been signed and dated, the prevailing rates will apply. The refund policy in effect for the term of this Agreement is as follows:

Cancellation

Full refund if Client cancels within 24 hours of the original booking time. 50% refund if Client cancels within 12 hours of the original booking time.

Reschedule

Coaching Sessions can be rescheduled for free up to 24 hours before the original booking time. The Coach reserves the right to retain 50% of her fee if Coaching Session is rescheduled within 12 hours of original booking time.

4. Procedure

The time of the Coaching Session will be determined by the Client, on review of the Coach's availability on the booking calendar. The Client will initiate all scheduled calls and will call the Coach using the Skype link provided during the booking process.

5. Confidentiality

This coaching relationship, as well as all information (documented or verbal) that the Client shares with the Coach and the Coach shares with the Client as part of this relationship, is strictly confidential. Sessions are not to be recorded. However, please be aware that 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.

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; or (e) the Coach is required by statute, lawfully issued subpoena, or by court order 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.

6. Cancellation Policy

Client agrees that it is the Client's responsibility to cancel the Coaching Session 24 hours out from the original scheduled time. Coach reserves the right to retain her fee for a Coaching Session missed by the Client, and 50% of her fee for Coaching Sessions cancelled or rescheduled within 12 hours of the original scheduled time.

7. 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 any termination date.

8. 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.

9. Dispute Resolution

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. If the dispute is not so resolved, and in the event of legal action, the prevailing party shall be entitled to recover attorney's fees and court costs from the other party.

10. Severability

If any provision of this Agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If the Court finds that any provision of this Agreement is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.

11. Waiver

The failure of either party to enforce any provision of this Agreement shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Agreement.

12. Applicable Law

This Agreement shall be governed and construed in accordance with the laws of New South Wales, Australia, without giving effect to any conflicts of laws provisions.

13. Binding Effect

This Agreement shall be binding upon the parties hereto and their respective successors and permissible assigns. Please sign and save a copy, and also return a signed copy of this Coaching Agreement on email to the Coach prior to the first scheduled coaching meeting.

CLIENT: _____

COACH: Alison Rice

DATE: _____

Schedule A

Coaching topics:

Personal

- Career mapping and direction
- Stepping up as a leader
- Taking the leap / career change
- How to develop team members
- How to give feedback
- How to have a difficult conversation
- How to lead in difficult situations
- Managing up and managing out
- Negotiating your salary

Team / Strategy

- Team and workplace culture
- New managers or new teams
- Feedback on your idea
- Defining your why
- Defining brand message / target
- Defining your product set
- Growing community
- Setting annual or quarterly goals
- Advice on marketing and PR