



Coach Giving Leadership Program  
*Accelerate Leadership Awareness, Development and Effectiveness*

**ICF VANCOUVER CHARTER CHAPTER COACH-GIVING LEADERSHIP PROGRAM  
COACH-COACHEE COACHING SERVICE AGREEMENT**

This agreement (herein after referred to as the "Agreement") is entered into on <MM / DD / YYYY> between <COACH NAME> of <BUSINESS NAME> an independent business person having an address at <ADDRESS, CITY, PROVINCE, POSTAL CODE> (herein after referred to as the "Coach") and <COACHEE NAME> of <ORGANIZATION NAME, ADDRESS, CITY, PROVINCE, POSTAL CODE> (herein after referred to as the "Coachee").

1. The Coach will provide coaching services in partnership with the Coachee. The Coach will make best efforts to provide all services in a timely fashion on a mutually agreed predetermined schedule.
2. The structure of the coaching sessions and the duration of each session will be determined and agreed to by the Coach and the Coachee. Up to 8 sessions will be provided within a 6 to 8-month timeframe. The fee for this coaching initiative is arranged through International Coach Federation (ICF) Vancouver Charter Chapter.
3. If scheduled coaching sessions are canceled by the Coachee less than 48 hours prior to the session's date and time, they may be deemed delivered, or may be rescheduled without penalty, with the mutual agreement of both the Coach and the Coachee.
4. The Coachee agrees to communicate *honestly*, to be *open* to feedback and assistance and to *create* the time and energy to participate *fully* in the coaching program.
5. The Coachee assumes full responsibility for results and outcomes produced from the coaching relationship.
6. The Coach agrees to serve as a facilitator, sounding board and catalyst in the area(s) identified by the Coachee; however, the Coachee is solely accountable for producing any and all results.
7. The Coach warrants that coaching services will be of professional quality and in accordance with ICF standards, ethics and *Code of Conduct* (see [www.coachfederation.org/ethics](http://www.coachfederation.org/ethics)). The Coach agrees to keep all conversations and information with the Coachee private and confidential. No personal ideas, information or thoughts expressed by the Coachee will be shared with anyone except with the written permission from the Coachee.
8. In conjunction with the ongoing accreditation requirements of the ICF, the Coachee's name, contact information, date and duration of coaching services will be recorded and provided to ICF from time to time for accreditation purposes.



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9. This Agreement may be terminated with cause by either party with 7 days written notice to the other party, or without cause upon 30 days written notice to the other party. It is agreed that this Agreement shall be reviewed at the request of either party to ensure its workability. The term of this Agreement is a maximum of 6 to 8 months. At a time of voluntary separation or termination of the Agreement, both parties agree to make every effort to assure the welfare of both parties.
10. This Agreement shall *not* be altered, changed, modified or amended except by written consent of all parties to the Agreement.

### **Signed Agreement**

Your signature below, acknowledges that you have read the information contained in the Agreement; **AND** indicates your assent to the terms of the Agreement; **AND** signifies your assurance that you will abide by its terms during the Program.

The parties to the Agreement will hold duplicate originals of this document which have been signed and dated by both parties.

On behalf of the ICF Vancouver Charter Chapter (the Coach):

Coach name:

Date:

Signature:

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Coachee name:

Date:

Signature:

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