



## **On the Margins Coaching Agreement**

*This document is intended to provide important information regarding the coaching process. Please read the entire document carefully and be sure to ask your Coach any questions you may have regarding its contents. Please feel free to ask questions at any time about your Coach's background, experience, and professional orientation.*

### **What is coaching?**

Coaching is a collaboration 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 and development of personal, professional or business goals and to develop and carry out a strategy and plan for achieving those goals. It is important to note that coaching **is not therapy**. While coaching can work with issues such as identifying and reaching life goals and changing the behaviors that are not working well, coaching does not center on mental health challenges such as depression or anxiety. In order to address mental health challenges, Clients must schedule an appointment with a physician or licensed mental health professional. Although coaching Clients may experience mental health challenges, coaching is not intended as a treatment for that condition. By signing this form, the Client acknowledges understanding of the difference between coaching and therapy.

### **Client acknowledgment**

The Client acknowledges that coaching does not involve the diagnosis or treatment of mental health or psychological disorders as defined by the American Psychiatric Association 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. The Client acknowledges 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 understands that although the Coach may be a mental health professional, the mental health professional is not using their license for the services rendered, are not presenting themselves as a therapist to the Client, and are not providing psychotherapy to the Client.

### **About the coaching process**

The Client understands that in order to enhance the coaching relationship, they must communicate honestly, be open to feedback and assistance, and invest the time and energy necessary to participate fully in the program. The sessions will be held over the phone or through internet webcams. It is the Coach's intention to provide services that will assist the Client in reaching their identified goals.

Based upon the information by the Client to the Coach and the specifics of the Client's situation, the Coach will provide recommendations regarding coaching. The Coaches and Clients are partners in the coaching process. The Client has the right to agree or disagree with the Coach's recommendations.

The coaching sessions will be scheduled using the Simple Practice platform. Sessions can be scheduled using this application via On the Margins' website ([www.onthemargins.us](http://www.onthemargins.us)). Your Coach will review this process with you at the initial session.

### **Termination**

Either the Client or Coach may terminate this agreement at any time for any reason.

### **Fees**

On the Margins is providing coaching services at no cost to the Client.

Website: [www.onthemargins.us](http://www.onthemargins.us) Email: [contactus@onthemargins.us](mailto:contactus@onthemargins.us)  
390 Market Street, Suite 200 – #6098, San Francisco, CA, 94102  
(415) 212-9064



**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. 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 recognized privilege. However, 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.

All information obtained during the course of the professional service is confidential unless there is a compelling professional reason for its disclosure. The Coach will disclose confidential information without a specific release if it is necessary to prevent foreseeable imminent harm to the Client or someone else. In all circumstances, the Coach will be cautious in the amount of information that is disclosed. The Coach may disclose confidential information without the consent of the Client only as mandated or permitted by law. When possible, Coaches inform Clients about the disclosure of confidential information and possible ramifications before the disclosure is made. Coaches must disclose certain confidential information as required by law or if the confidential information may put the Client or others at risk of harm or compromise their well-being. Everything possible is done to assure email and webcam confidentiality, but it cannot be guaranteed.

Confidential Information does not include information that: (a) was in the Coach's possession prior to it 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 their continuing obligation to raise any confidentiality questions or concerns with the Coach in a timely manner.

**Appointment scheduling and cancellation policies**

In order to cancel or reschedule an appointment, clients are expected to notify their Coach at least 24 hours in advance of the appointment.

**Coach availability**

Coaches will address most issues within the regularly scheduled sessions. If Clients wish their Coach to return a call, they must leave their name and phone number(s), along with a brief message concerning the nature of the call at (415) 212-9064.

**Crisis**

**In the event of a medical emergency or an emergency involving a threat to your safety or the safety of others, please call 911 or the appropriate emergency service to request assistance. Neither On the Margins nor your Coach provide crisis services.**

Your signature indicates that you have read this agreement for services carefully and understand its contents. Please ask your Coach to address any questions or concerns that you have about this information before you sign. A copy of this agreement will be provided to you.

Name of Client \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

Signature of Client \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_