



CREATING RIPPLES OF POSITIVITY

Ignite International Co, Ltd.  
10260, Union Space, Bangkok, Thailand  
+66 (0) 92 519 6203 | fernando@igniteglobal.online  
www.IgniteGlobal360.com

## IGNITE GLOBAL HOLISTIC CHILD- PARENT, AND FAMILY DEVELOPMENT COACHING PROGRAM COACHING CONTRACT & CONFIDENTIALITY AGREEMENT

This form serves as the Confidentiality and Service Agreement for Ignite Global's Holistic Child-Parent and Family Development Coaching Program. (Accredited by the International Coaching Federation [ICF]).

\* This Program is offered as a complimentary program to the client named below.

### Sponsor/ Client Details (Parent/ Guardian/ Other)

Full Name: \_\_\_\_\_  
Personal Telephone: \_\_\_\_\_  
Office Telephone: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Address: \_\_\_\_\_

### Minor Client Details (if a minor is involved in the coaching relationship)

Full Name: \_\_\_\_\_  
Age: \_\_\_\_\_  
Guardian's Personal Telephone: \_\_\_\_\_  
Guardian's Office Telephone: \_\_\_\_\_  
Guardian's E-mail: \_\_\_\_\_  
Address: \_\_\_\_\_

### Emergency Contact Details

The client informs the person who has been listed as Emergency Contacts in this contract and gives the coach permission to contact this person at any time when a concern arises.

### Emergency Contact Person- 01

Name: \_\_\_\_\_  
Relationship: \_\_\_\_\_  
Personal Telephone: \_\_\_\_\_  
Office Telephone: \_\_\_\_\_





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E-mail: \_\_\_\_\_

Address: \_\_\_\_\_

**Emergency Contact Person- 02**

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Personal Telephone: \_\_\_\_\_

Office Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Address: \_\_\_\_\_

**Emergency Contact Person- 03**

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Personal Telephone: \_\_\_\_\_

Office Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Address: \_\_\_\_\_

**Details of the Coach**

Name: Lux Hettiyadura

Email Address: lux@igniteglobal360.com

Organization: Ignite Global

**Duration of the engagement**

This agreement between the coach and the client named above will continue for a period of \_\_\_\_\_ months starting from (dd/mm/yy) \_\_\_\_\_.





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The duration of a session is 60 minutes for clients above age 11.

The duration of a session is 30 minutes for clients below age 11.

Number of coaching hours for parent/ guardian/ sponsor: \_\_\_\_\_

Number of coaching hours for minor: \_\_\_\_\_

Number of coaching hours for a third party (if any): \_\_\_\_\_

Description of Coaching:

Coaching is a 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 maximize personal and professional potential. It is designed to facilitate the creation/development of personal, emotional, and social goals and to develop and carry out a strategy/plan for achieving those goals.

### 01) Coach-Client Relationship

A. Coach agrees to maintain the ethics and standards of behavior established by the International Coaching Federation “(ICF)” (Coachfederation.org/ethics). It is recommended that the Client reviews the ICF Code of Ethics and the applicable standards of behavior.

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/ sponsor(s) 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/sponsor(s) 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.





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C. Client/ sponsor(s) further acknowledges that he/she may terminate or discontinue the coaching relationship at any time.

D. Client/ Sponsor(s) 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, incorporating coaching principles into those areas, and implementing choices is exclusively the Client's responsibility.

E. Client/ Sponsor(s) 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 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.

F. The Client/ Sponsor(s) understands that in order to enhance the coaching relationship, the client agrees to communicate honestly, be open to feedback and assistance, and create the time and energy to participate fully in the program.

G. The Coach may hold the position of a mentor or an adviser when necessary. The Client bears responsibility for all of his/her own decisions and is free to implement as many or as few suggestions made by the coach. The client and the client's parent/guardian are responsible for discussing any potential changes to the client's lifestyle with the coach prior to implementation. Client and his/her parent/guardian hereby release and hold harmless the coach (company name) from all liability for adverse actions or results created by the client's failure to comply with goals.





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H. When coaching a minor, the Coach agrees to include the client's parent/guardian in Coaching and share information with them as needed regarding the progress of the Client. If communication with one of the parents/guardians would hinder the Coaching process, the Coach, Client, and the parents/guardians agree to hold information confidential, except as required by law or if the client is exposed to potential harm, danger, or challenges.

I. The client agrees to disclose details of the past or present psychological or psychiatric treatment. In entering into the coaching relationship and signing the agreement, the client agrees that if any mental health difficulties arise during the course of the coaching relationship, the coach will be notified immediately so that an appropriate referral can be discussed.

J. At any point in the coaching relationship, the client has the freedom to declare his/her preference not to discuss a specific issue by simply stating that the client would rather not discuss the issue. The coach agrees to respect this boundary and will not attempt to continue the conversation further on the issue.

### 02) Fees

All fee is due to be settled before beginning the coaching sessions. (individual/group)

The fee for the initial coaching session is -----lasting -----Minutes.

Client agrees to settle ----- for ----- hours of regular coaching.

\*This Coaching Program is offered as a complimentary program. No fees will be charged.

### Additions or Complimentary:

- Check-in via text (2 times a week as time permits)
- Learning hours of \_\_\_\_\_ (does not count into coaching hours specified above)
- Skill development of \_\_\_\_\_





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- Group Coaching hours of \_\_\_\_\_
- Other

\* Additional services are not available for complimentary coaching programs. Therefore, non of the above additional service will be part of this coaching program.

### 03) Services

The parties agree to engage in the Coaching Program through (in person, internet, telephone) meetings within the given period of time mentioned above.

The service receiver (client/ sponsor) agrees to provide a written testimonial to the service provider (Ignite Global) at the completion of the coaching agreement. The service provider holds the right to publish given testimonials in marketing materials, websites, social media, and other promotional purposes.

### 04) Schedule

Scheduling of sessions is subject to the availability of the Coach.

The coaching hours become effective from the scheduled time onwards, regardless if the client arrives later than the time scheduled, the end time of the session is to be respected as scheduled in case the coach is occupied.

The coach is not responsible for reminding the client about scheduling or attending the coaching sessions.

It is the client's responsibility to join the Group Coaching sessions as scheduled. If the client misses any sessions, the Coach is not obliged to compensate.

For the effectiveness of the Coaching Process and client achieving results, the duration between two coaching sessions should be no longer than two weeks unless agreed in advance.

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### 05) Cancellation Policy

If the client wishes to cancel an appointment, the client provides at least 24-hour notice prior to the scheduled session. If unable to do so, the session will be charged for an hour or the scheduled duration.

### 06) 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 set forth in the ICF Code of Ethics. 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 recognized 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 the 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.

### 07) Record Retention Policy

The Client acknowledges that the Coach has disclosed his/her record retention policy with respect to documents, information, and data acquired or shared during the term of the Coach-Client relationship. Such records will be maintained by the Coach in a format of the Coach's choice (print or digital/electronic).

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As part of the complimentary coaching program, the client agrees and grants permission to the service provider to use recordings of the coaching engagement, including the minors and other parties involved in the engagement, as study and promotional materials.

Client Agrees \_\_\_\_\_ Client Refuses \_\_\_\_\_

### 08) Release of Information

The Coach engages in training and continuing education, pursuing and/or maintaining ICF(International Coaching Federation) Credentials. That process requires the names and contact information of all Clients for possible verification by ICF. By signing this agreement, you agree to have only your name, contact information, and start and end dates of coaching shared with ICF staff members and/or other parties involved in this process for the sole and necessary purpose of verifying the coaching relationship, no personal notes will be shared.

Client Agrees \_\_\_\_\_ Client Refuses \_\_\_\_\_

According to the ethics of our profession, topics may be anonymously and hypothetically shared with other coaching professionals for training, supervision, mentoring, evaluation, and for coach professional development and/or consultation purposes.

### 09) Termination

The coach and client agree to provide each other with two weeks' notice in the event if the coaching partnership needs to be terminated.

If the client or coach decides to discontinue the coaching contract, the amount for the remaining sessions will be refunded. However, refunding the payment for the remaining coaching hours, any costs deducted by third-party payment services, and any other expenses and taxes will be withheld.







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The coaching sessions are transferable to another individual extending up to only one time within the original time frame specified in this contract.

### 10) 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 the termination date.

### 11) 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.

### 12) 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 (a certain amount of time, such as 30 days) after notice is 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.

### 13) 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 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.

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### 14) 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.

### 15) Applicable Law

This Agreement shall be governed and construed in accordance with the laws of the State of \_\_\_\_\_, without giving effect to any conflicts of law provisions.

### 16) Binding Effect

Client's Sponsor(s) Parent or Guardian (when the involvement of minors):

By signing below, the client consents to the provision of coaching services by the service provider and specifically acknowledges that you have read and understand the terms of this Client Coaching Agreement and agree to abide by the terms listed above as well as the terms of other documents and agreements referenced herein. The client further understands and agrees that the client/sponsor is financially responsible for all charges accrued in connection with the minor's coaching. The client is responsible for communicating any limitations or special requests regarding the minor's coaching, including, but not limited to, the ability of the minor to independently schedule or reschedule coaching sessions, the scope of the coaching services, and the ability of the minor to participate in coaching sessions without the parent/guardian being present.

Signature (Parent/Guardian): \_\_\_\_\_

Date: \_\_\_\_\_





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This Agreement shall be binding upon the parties hereto and their respective successors and permissible assigns. Please sign and return the original of this Agreement prior to the first scheduled coaching meeting.

Signatures on this agreement by the coach and the client indicate a full understanding of the agreement of the information outlined above.

Client Name & Signature \_\_\_\_\_

Date\_\_\_\_\_

Coach Name and Signature \_\_\_\_\_

Date\_\_\_\_\_

