

**Coaching Agreement  
Cardboard Dog Coaching**

Between

Helen Svoboda-Barber, ACC / Cardboard Dog Coaching  
3 Indigo Creek Trail, Durham NC 27712  
[helen@cardboarddogcoaching.com](mailto:helen@cardboarddogcoaching.com) 484-841-4871

And:

Client: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Cell: \_\_\_\_\_  
Payee: self *or* \_\_\_\_\_

Initial Coaching Agreement:

- \_\_\_ Group Coaching Package (6 group sessions + 5 individual sessions) \$675  
    Group Name: \_\_\_\_\_
- \_\_\_ 6 Individual Session bundle \$425
- \_\_\_ 4 Individual Session bundle \$300
- \_\_\_ Single Individual Session \$95

The intention of this document is to clarify expectations for our coaching relationship. We will both sign this document to reflect our mutual understanding of the benefits and limitations of coaching. This document will be in force through our initial coaching package as well as any future coaching after the completion of the course unless a new contract is signed.

**Working Together**

Our work together may take place by video call or telephone. For video meetings, I send you a link before our meetings. For phone calls, I initiate the call to the number you provide at the designated time. You and I share the responsibility for developing a coaching schedule. If you need to cancel or reschedule a session, it is your responsibility to contact me for rescheduling. Please always reschedule by email. If you must reschedule the day of, also please send me a text. If I need to reschedule, I will email you. Together, we commit to providing at least 48 hours notice when possible.

**Limits of Coaching**

Our work together will accelerate your movement into your desired future, with the intention of having achievable action steps at the end of every session. If issues arise that are outside my area of expertise, I will assist you in finding a qualified professional to address the issue if you desire. I will not provide financial advice, legal advice, counseling or any other advice outside my area of expertise.

**Confidentiality**

Everything that is shared between us will be kept in confidence, within the legal limits. I will not reveal anything about our specific work together without your permission. Please note that this coaching relationship does not have the same type of confidentiality protection afforded by law to a licensed therapist, lawyer, or pastoral relationship. My notes and my testimony can be subpoenaed. I am also obligated to report your intent to harm

yourself or others and your intent to commit a crime or your participation in a crime.

### **Maintaining the Integrity of Our Coaching Relationship**

Each coaching relationship is unique, reflecting the needs and desires of the client. If you feel that you are not getting what you want or need from our coaching relationship, please discuss this with me as soon as you are aware of it. This allows us to adjust how we work together to better meet your needs.

The foundation of our coaching relationship is mutual trust and respect. If at any time I say or do anything that feels uncomfortable or seems inappropriate to you, please bring this to my attention immediately so that we can discuss and resolve the problem. My coaching conduct is guided by and will meet the professional ethics as defined by the International Coaching Federation, which can be found at this link: <https://coachfederation.org/code-of-ethics>

You have the right to terminate our coaching relationship at any time.

### **Payment for Coaching Services and Expenses**

The full fee is \$95 per session. Typical sessions are 50 minutes. Pre-paid coaching packages with different pricing structures are available. If sessions are not prepaid, payment is due within three days of a completed session.

Payment can be made by check, Google Pay, or Paypal. You'll receive an email once I've received your payment which will serve as your receipt for tax purposes.

**Mail checks to:** Cardboard Dog Coaching, Helen Svoboda-Barber,  
3 Indigo Creek Trail, Durham NC 27712.

**Google Pay** [helen@cardboarddogcoaching.com](mailto:helen@cardboarddogcoaching.com)

**Paypal** [paypal.me/cardboarddogcoaching](https://www.paypal.me/cardboarddogcoaching)

### **Termination of Our Coaching Relationship**

You have the right to terminate our coaching relationship at any time. You will be invited to provide feedback about our coaching relationship and its value to you. Any refund request must be made within three months of our last completed session or the end of the calendar year, whichever comes first.

### **Our Coaching Relationship**

When you engage me as your coach, you gain a faithful companion who believes you are innately creative, resourceful and whole. Together we listen deeply. You create concrete steps into your future.

**Client:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

**Coach:**

\_\_\_\_\_  
Helen Svoboda-Barber

\_\_\_\_\_  
Date

***Please print this document; sign the second page; and return it to me by email or USPS. I'll return a .pdf copy to you with both signatures via email.***