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**Coaching Agreement**

**Client Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

This document signifies that a coaching agreement has been entered into between \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [personal trainer] and the client mentioned above.

It starts on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and continues each month for a period of \_\_\_\_\_\_\_\_\_\_ months (\_\_\_\_ sessions a week) until a termination is agreed between both the personal trainer and the client or for other reasons listed below.

The client will receive a reminder of each training session at least 24 to 48 hours beforehand (time dependent on the number of sessions per week). Each month’s sessions will be agreed upon during the current month.

**Payment/Fees**

As discussed with the abovementioned client, all fees are charged on a monthly basis. Payment is made for the upcoming month’s training sessions and is $\_\_\_\_\_\_\_\_. Payment options are available and include \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [list your preferred payment options].

**Policy regarding cancellations**

Clients are able to make timely cancellations in advance of the next month’s sessions as long as it occurs before the billing date. That billing date is one week before the month commences.

All cancellations must be completed in writing and emailed to this email address: [enter email address] or handed to your trainer. This written notification must be received before the monthly billing date otherwise the client will be held liable to pay for the upcoming month’s coaching session. If a client needs to cancel an appointment, notice must be given at least 24 hours before the training session to allow it to be rescheduled.

**Services**

Other than training sessions, a client will be provided with a fitness coaching session once a month, usually by telephone at a time agreed upon by both parties. These sessions will give clients additional information regarding their fitness, their progress in terms of their goals, motivation, education and the chance for the client to ask any questions they might have. The purpose of these sessions is to ensure that gym time is just that and focused on training.

**Termination**

The personal trainer retains the right to terminate this agreement with the client at any time. If terminated, clients will receive training for the full month they have paid for. The purpose of the relationship is to improve the client’s fitness or as their goals specify. The duty of the personal trainer is to focus on that. Terminable offenses include the following: non-payment, not attending training sessions over an extended period and client indifference to the training sessions.

**Confidentiality**

All written and spoken information passed from the client to the personal trainer is privileged and will never be disclosed to any other party. There is an exception to this, however, in terms of information that could be seen as illegal, unethical or criminal in nature.

Note that the while the utmost of attention is given to each client, the methods employed by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [your name/company name] do not guarantee results. The client must follow all the guidelines prescribed at all times to see results. For this reason, the client agrees not to hold the coach to any liability or responsibility should they not meet their goals or if they suffer an adverse reaction from a training session or the advice given by the personal trainer.

**By signing this document, you signify that you agree with the information laid out herein.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Client Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Personal Trainer Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Witness Date