

Tim Ervin

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847-929-9057

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I have positive expectations for a coaching relationship that helps you create the life YOU desire. As we partner together professionally, I want you to be familiar with the following guidelines.

**Terms of Coaching:**

I invite you to think of Coaching as a process. Many people create change for themselves in a short time. However, to refine and sustain the change takes several months. Although not binding, I would ask that you expect our Coaching relationship to last at least 3 months.

**Fees:**

My Coaching fee is payable to **Tim Ervin**. If you pay by credit card, I am able to auto-charge you each month that you wish to continue, at the start of each month. There is no commitment beyond month to month, but please give me a few weeks' notice if you think you need to pause our coaching together.

**Procedure:**

If you wish to connect with me in between sessions with a challenge, a success or an inquiry, I will make every attempt to respond to your e-mail within 24 hours, with an email or short phone call at your discretion. I'm happy to provide this extra level of service at no additional charge.

**GROUND RULES:**

1. CLIENT CALLS THE COACH AT THE SCHEDULED TIME.
2. CLIENT PAYS COACHING FEES IN ADVANCE
3. CLIENT PAYS FOR LONG-DISTANCE CHARGES, IF ANY.

**Changes:**

If you need to reschedule our appointment, please give me 24 hours notice. If you have an emergency or illness, you can reschedule with less than 24 hours notice. If you do not show up for a scheduled call, for any reason, and provide no notice (latest notice can be five minutes past scheduled session start time), we will not make up that time. If I need to reschedule, I will give you at least 24 hours notice as well, barring an emergency or illness.

**Between Calls:**

Email me any time at [tim@coaching4solutions.com](mailto:tim@coaching4solutions.com) or text me at 847-929-9057 to reach me with ideas, problems, questions, etc, or to have a quick laser call.

**Problems:**

If I ever say or do anything that upsets you or doesn't feel right, please bring it to my attention so that we can resolve it as soon as possible. My objective is to have a coaching relationship that is fully open, honest, real and trusting in our communication styles. We should both realize that communication via telephone or email entails extra challenges since we can not see body language, facial expressions, etc. Therefore we give each other plenty of latitude, and promptly ask for clarification if there is a mis-connection.

## Coach

I agree to serve as your Coach - to partner with you to identify and achieve your personal and/or professional goals.

As your Coach, I cannot guarantee results. You will create powerful results by having the courage and determination to forward the action in your life.

During the time we spend together in our coaching sessions, I will devote my time, thoughts, and energy to you, exclusively. In between our sessions, I may not be instantly available, as I may be attending to others, or myself. I will however, always attempt to be available within 24 hours.

I am a Coach, not a psychotherapist or physician, and I am not trained in diagnosing psychological or medical conditions. If any issues come up for you that should be handled by a licensed therapist or physician, I insist that you must attend to your health by contacting the appropriate professional.

As your Coach, I will bring attentive listening, understanding, belief in you and commitment to your success. You can expect me to challenge you, offer fresh perspectives, make requests (including assigning homework), acknowledge your wins, and guarantee utmost confidentiality (to the fullest extent of the law, and so long as I don't fear for your or another's safety) in the powerful, sacred relationship.

I am bound to abide by the **Board of Certified Coaches (BCC)** Ethical Principles and Code of Ethics, please familiarize yourself with them, they are found here: <https://www.cce-global.org/Assets/Ethics/BCCcodeofethics.pdf>

## Client

I am motivated and committed to taking action on my determined personal and professional goals. I realize that anything less than my intentional full participation will not lead to my success. I accept full responsibility for myself and any actions I take that might result from Coaching.

I am under the care of a physician and healthy enough to engage in coaching.

I can financially afford the Coaching fee at this time. I agree to pay (or be autocharged) promptly by the first of the month for that month's fee. I agree that ultimately, it is my responsibility that my coach gets paid for the services I use.

I agree to honor my scheduled session times.

I have read and agree with the Coaching Guidelines and the Coaching Agreement.

To my client: Please review, adjust, sign where indicated, and return to me at the above address.

NAME \_\_\_\_\_

INITIAL TERM \_\_\_\_\_ MONTHS, FROM \_\_\_\_\_ THROUGH \_\_\_\_\_

FEE: \$100.00 PER HOUR SESSION. Ask about the option to auto-pay each month

SESSION DAY \_\_\_\_\_ SESSION TIME \_\_\_\_\_

NUMBER OF SESSIONS PER MONTH \_\_\_\_\_

DURATION: 50 -60 MINUTES (length of scheduled session)

REFERRED BY: \_\_\_\_\_

GROUND RULES: 1. CLIENT CALLS THE COACH AT THE SCHEDULED TIME.  
4. CLIENT PAYS COACHING FEES IN ADVANCE  
5. CLIENT PAYS FOR LONG-DISTANCE CHARGES, IF ANY.