



INTUNE BODYMIND

Embodied Coaching

Coaching Services Agreement

This Coaching Services Agreement is made between Intune Bodymind and the Client. This Agreement outlines expectations, responsibilities, and ethical boundaries for our coaching relationship.

1. DESCRIPTION OF COACHING

Coaching is a client-driven, growth-oriented, collaborative process. Coaching is not therapy, counseling, consulting, medical treatment, or crisis intervention. The Coach does not diagnose or treat any condition, and coaching is not a substitute for mental health or medical care.

2. ICF ETHICAL CONDUCT

Intune Bodymind adheres to the International Coaching Federation (ICF) Code of Ethics. Clients may review the full Code at: <https://coachingfederation.org/ethics>

3. COACH RESPONSIBILITIES

- Maintain professionalism, integrity, and confidentiality
- Uphold all standards in the ICF Code of Ethics
- Stay within professional scope and refer out when appropriate
- Provide presence, attunement, and a supportive container
- Maintain secure, private record keeping

4. CLIENT RESPONSIBILITIES

- Engage honestly and fully
- Take responsibility for your choices and actions
- Arrive on time and prepared for sessions
- Communicate openly about concerns, boundaries, or changes needed
- Seek mental health or medical support when needed.

5. CANCELLATION POLICY

Client must give at least 24 hours' notice to reschedule. Cancellations with less than 24 hours' notice may be charged in full. If the Coach must reschedule, a new time will be arranged promptly.

6. CONFIDENTIALITY

All client information is confidential except in cases involving:

- Risk of harm to self or others
- Legal requirement to disclose information
- Minimal, de-identified information provided to a supervisor/mentor coach for ICF professional development

7. RECORD KEEPING

To support continuity, insight, and integration, the Coach may use AI-assisted transcripts or summaries of coaching sessions, but only with the Client's explicit written consent. Sessions will never be recorded or transcribed without the Client's consent, and the Client may withdraw consent at any time.

Any transcripts or summaries will be treated as confidential and used solely to support the coaching process. They will be stored securely, will not be sold, and will be retained for the duration of the coaching relationship. At the end of the coaching relationship, the Coach will delete any AI-assisted transcripts and summaries, unless the Client requests otherwise or retention is required for legal or professional purposes. The Coach may provide copies of transcripts or summaries to the Client for the Client's own reflection and integration.

If the Client does not provide consent for AI-assisted transcripts or summaries, the Coach will not use them. In that case, the Coach will keep only brief notes as necessary for professional purposes.

8 TERMINATION OF COACHING

Either party may terminate this Agreement at any time with written notice. The Coach may end the coaching relationship if:

- Coaching is no longer appropriate
- Ethical standards require referral
- Boundaries are not being upheld

9. NO GUARANTEE OF OUTCOMES

The Client understands that coaching results vary and that the Coach cannot guarantee specific outcomes. The Client retains full responsibility for choices and actions.

10. LIMITATION OF LIABILITY

To the extent permitted by law, the Coach's total liability is limited to the amount paid under this Agreement. The Client agrees to hold the Coach harmless for decisions made during or after coaching.

11. GOVERNING LAW

This Agreement is governed by the laws of the State of California.

12. ENTIRE AGREEMENT

This document constitutes the entire Agreement between Intune Bodymind and the Client. Modifications must be made in writing and signed by both parties.