



# ESTABLISH COACHING AGREEMENT

## ICA COMPETENCY NO. 3

**INTERNATIONAL COACHING ALLIANCE  
VERSION 21.2+**



## DEFINITION OF THE COMPETENCY

The coach establishes clear and conscious agreements for the coaching engagement that define objectives, structure, boundaries, roles, and responsibilities, and ensures adherence to those agreements throughout the coaching process.

## PURPOSE OF THE CHARTER

This competency defines the coach's professional responsibility to create a transparent, structured, and safe working relationship with the client. The coaching agreement serves as a foundation for ethical conduct, mutual trust, and professional boundaries in coaching practice.

## CORE PROFESSIONAL PRINCIPLES OF ICA

### **1. Informed Client Consent**

The coach ensures that, before initiating the coaching process, the client fully understands the purpose of coaching, the structure of sessions, expected outcomes, duration, payment terms, roles, and professional limitations.

### **2. Clear Documentation of Agreements**

Whether written or verbally confirmed, the agreement must be explicit, specific, and clearly communicated in a way that eliminates ambiguity or risk of misunderstanding.

### **3. Consistent Adherence to Terms**

The coach upholds the terms of the coaching agreement and does not alter the framework of the relationship without prior discussion and mutual consent.

### **4. Flexibility Within Boundaries**

The coach remains responsive to the client's evolving needs, but any modifications in format, timing, content, or scope must be mutually agreed upon and aligned with ethical standards.

### **5. Clarification of Professional Scope**

The agreement must clearly state that coaching is not therapy, mentoring, or consulting. The coach does not shift roles without explicit discussion and formal consent.

### **6. Agreements in Three-Party Relationships**

When coaching is initiated at the request of a third party (e.g., an employer), the contractual structure must be transparent, equitable, and include clearly defined terms for confidentiality, reporting, and mutual responsibilities.





## COACH'S DECLARATION

By signing this document, the coach affirms:

- An understanding of the coaching agreement as a professional and ethical foundation for the coaching relationship
- A commitment to create clear, accessible agreements with every client prior to engagement
- Responsibility for honoring the coaching agreement throughout the entire coaching process

Note:

This document is a required component of the accreditation process under the International Coaching Alliance. The coach's signature confirms their commitment to the standards of professional agreement outlined in Competency No. 3 and will be included in their official accreditation file. Accreditation cannot be granted without this signed document.

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

Coach's Full Name: \_\_\_\_\_

Signature: \_\_\_\_\_

ICA Accreditation ID (if applicable): \_\_\_\_\_

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