

IFS Coaching Agreement

This is an agreement for Internal Family Systems (IFS) coaching sessions between Steve Byers (“Me,” “My,” “I,” “Coach”) and CLIENT (“You,” “Your,” “Yours,” “Client”).

General Information

Fee per session

\$80 USD, \$75 USD if cash/check

Duration of session

60 min

Location

Sessions are conducted online via Zoom, phone call, or in person. If we are meeting virtually, I’ll send you a meeting link via email at least 24 hours prior to your scheduled session. If you don’t receive the meeting link by 9 a.m. EST on the morning of your scheduled session, contact me at stevejbyers@gmail.com or call 207-505-8337

Payment

Payment is due at the time of the session if we are meeting in person. If we are meeting virtually, I’ll send a link to you via email at least 24 hours prior to the start of your session that enables you to submit an online payment for your session. Please complete your online payment for the amount indicated above (“fee per session”) prior to the start of your IFS session. If you don’t receive the payment link by 9 a.m. EST on the morning of your scheduled session, contact me at stevejbyers@gmail.com

Cancellations

Please provide at least 24 hours notice via voice mail, text, or email if you need to cancel a session. I understand that unforeseeable circumstances happen, and last-minute cancellations are sometimes necessary. So, I offer a one-time “pass” that allows for canceling an appointment with less than 24 hours notice. Once that pass is used, I reserve the right to retain a session fee of \$50, or require that it be paid, for canceled sessions when at least 24 hours’ notice is not given.

Refunds

Refunds are not provided. If you find that you need to cancel a session you have already paid for, I will be happy to help you reschedule it. If a canceled coaching session is not rescheduled and completed within six (6) months of the date of the original appointment, the amount paid for the canceled session is forfeited.

Emails or calls between sessions

If you have questions or need additional support between sessions, I am available for a quick check-in (i.e., 5-10 minutes) via email or phone. If you don’t reach me right away, know that I will do my best to respond to you as promptly as possible. If it feels like our communication between sessions is consistently more than quick check-ins, or your question or concern needs more time than a quick check-in allows for, I may recommend that we schedule a full session to address it.

My Commitments to You

As an IFS practitioner and facilitator of our time together, I will:

- Do my best to create a safe space where you can explore your parts and find your way to solutions you feel comfortable with and that work for you.
- Honor the wisdom of your internal system and approach your parts respectfully. I will work in a way that moves at your own pace.
- Maintain the confidentiality of what you share. I may discuss topics related to what you and I talk about in consultation with fellow IFS practitioners, supervisors or coaches for the purposes of my own learning or to better assist you, but it will be done in a nonidentifying and non-specific way that maintains and respects your privacy.
- Not share information related to your sessions with me unless I am required to do so by law, or as stated in the previous bullet point.
- Be open to receiving feedback from you about your experiences with me. If I say or do something that feels offensive to you, or that you're not comfortable with, please make me aware of it as soon as you are able to do so. I will do my best to listen, ask clarifying questions to ensure I understand what occurred, adjust accordingly, and repair where necessary.
- Continue to work with my own parts (in IFS terminology), on my own time, so that I am able to show up and be present for you with Self energy.

Working Together

As a client, you understand and agree that:

- You are fully responsible for your own well-being, choices, and decisions before, during, and after coaching sessions.
- You will communicate, to the best of your ability, your needs, concerns, preferences, challenges, and/or feedback to me, verbally or in writing, as clearly and in as timely a manner as possible.
- You are aware that you can choose to discontinue coaching at any time.
- IFS (Internal Family Systems) coaching is not psychotherapy, psychiatric care, or medical or legal advice, and professional referrals will be provided if needed.
- IFS coaching is a relationship you have with your coach that is designed to facilitate the creation or development of personal, professional, business, health, spiritual, and other personal goals and carry out a plan for achieving those goals.
- IFS coaching is comprehensive and may involve exploration into all areas of your life, including but not limited to work, finances, health, spiritual beliefs, relationships, education, and recreation. You understand that you may choose to share, or not share, any details about these areas of your life, depending on your comfort level in doing so.
- You acknowledge that deciding how to handle these issues and implement your choices is exclusively your responsibility.
- IFS coaching does not treat mental disorders as defined by the American Psychiatric Association. You understand that IFS coaching is not a substitute for counseling, psychotherapy, psychoanalysis, mental health care, or substance abuse treatment, and you will not use it in place of any form of therapy.
- You understand that you may choose to engage in IFS coaching in addition to therapy that you receive from a licensed professional.
- If you are currently in therapy or otherwise under the care of a mental health professional, the choice about whether to consult with this professional regarding the advisability of also working with an IFS coach is solely yours.

- If you are currently in therapy or otherwise under the care of a mental health professional, you may request that I consult with this individual regarding your continuum of care. If that is requested, you will provide all necessary contact information and authorizations for the sharing of information about your care.
 - The information discussed during IFS coaching sessions will be held as confidential unless you state otherwise in writing (except as required by law).
 - Certain topics we discuss in a coaching session may be anonymously shared with other IFS professionals for training or consultation purposes.
 - IFS coaching is not to be used in lieu of professional advice, and you will seek professional guidance for legal, medical, mental health, financial, or other matters.
 - You understand that all decisions in these areas are exclusively yours, and you acknowledge that your decisions and your actions regarding them are your responsibility.
- By signing below, you are indicating that you have read and you agree to all the points included in this agreement.

Client signature — CLIENT

Date