



CODE OF ETHICS FOR COACHING



NAME:

ABOUT COACHING & HOW I BELIEVE IT WORKS:

The concept of “life coaching” began in the 1980’s with a man named Thomas Leonard, who was originally a financial planner. He began to notice that many of his clients needed not therapy but simply help in working through their lives. He originally called it “life-planning”. Leonard started the first life coaching educational body, Coaching University or Coaching U. Coaching has become a larger, broader field since then, but its principles are essentially the same.

I believe that coaching works because I have seen it work, because it provides a space for people to be able to reflect on their goals, know where they need to improve themselves & their lives & develop different strategies for achieving them, step-by-step, while working with a trained coach who can help them take accountability, give them support & help them overcome the obstacles in their way with personalized guidance.

Coaching increases self-awareness, requires accountability & responsibility, helps you set reasonable goals, empowers you, helps you take ownership of your life, helps create a positive mindset shift, improves your decision-making abilities, helps develop skills & gives you a safe place to reflect on them. All of these, in turn, help you change yourself, your life & your perspective!

HOW I USE COACHING:

I am a constructivist. What this means is that I believe that we each construct our own reality through interactions with our environments. Not only does this mean we control our reality but that, if we don’t like our reality, we can change it!

It also means that we are responsible for our perspectives & reality. Taking responsibility for them is key, especially if there’s something that needs changing! If you don’t take responsibility for the two things you can control, then you’re not controlling them at all.

Coaching helps us change anything in ourselves or our lives that isn’t working, empowers us to take responsibility for our part of things, takes our power back from those we’ve given it away to, helps us navigate our challenges, gives us gentle but firm support & encouragement, helps you see, step-by-step, how to achieve your dreams & so much more! Coaching can help you relight your spark & get your life on its desired track. Don’t bypass this chance to invest in yourself & your dreams!

WHAT I CAN DO WITH COACHING?

Coaching gives us so many opportunities to change ourselves, our lives & our perspectives. Transformational Coaching can:

- take a holistic approach by examining all aspects of your life,
- help you gain greater awareness of yourself,
- help you see what doesn’t work in your life & perspective,
- help you transform your work & career,
- help you discover your true purpose & step-by-step get you there,
- improve communication skill & enhance all your relationships,
- help you develop clarity & gain confidence for making decisions,
- help you overcome your limiting beliefs,
- help you let go of what isn’t serving you,
- teach strategies for managing stress, overcoming challenges & setbacks, & help you learn to bounce back,
- help you learn to know what mistakes are & how to deal with them,
- and much more!

WHAT IS ETHICAL & PROFESSIONAL FOR COACHING?

Ethics & professionalism are incredibly important to me as a professional life coach! To me, being an ethical & professional coach is about:

- Competence: Practicing only within the coach’s area of expertise & seeking further training when necessary.
- Ethical decision-making: Reflecting on potential ethical dilemmas & seeking guidance when necessary.
- Client autonomy: Empowering clients to make their own decisions & respecting their choices.
- Professional boundaries: Avoiding personal relationships with clients & managing potential conflicts of interest.
- Confidentiality: Protecting all client information & not disclosing details without explicit consent.
- Informed consent: Obtaining clear understanding & agreement from clients regarding the coaching process.
- Transparency: Clearly communicating coaching practices, fees, & limitations to clients.

The International Coaching Federation breaks ethical coaching down to:

- Do not harm others and oneself.
- Act in ways that promote the welfare of other people.
- Practice within your scope of competence.
- Respect the interests of the client.
- Respect the law of the countries in which you operate.

MY COACHING STYLE:

I am a Transformational life coach. A “transformational life coach” focuses on individuals who are facing a necessary major life change because what they’re currently doing isn’t working. This style of coaching is concentrated on helping the client change their attitudes & perspectives. It’s about helping them grasp & realize their full potential, helping them achieve their goals & giving them tools for further transformations.

I take a holistic approach to helping you transform what isn’t working. I focus on working with people like myself, who are empathic, highly sensitive or who have a chronic illness, & I focus on working with those people to help them transform themselves, their lives & their perspectives. That last item may not seem like much, I know. But when it comes to dealing with difficult sensitivities &/or chronic illnesses, I’ve found that perspective is EVERYTHING!

I’ve combined all the methods of coaching I’ve studied into a package that I think could make a huge difference in your life. I’ve designed the three parts of my signature coaching package I think can help you transform yourself, your life & your perspective. Please sign up with **THE AVIARY** at www.intotheaviary.com for more information!

WHAT I CAN’T/WON’T DO WITH COACHING?

There are things that I either can’t or won’t do with coaching or as a coach. These are hard boundaries for me, one’s I’m unwilling to break for any one for any reason. They include:

- doing the job of a therapist or counselor (I know some psychology, but am neither a therapist nor a psychologist),
- making decisions for anyone other than myself (I believe in free will & that we are each responsible for our own choices),
- taking responsibility for anything that isn’t mine, including your success (because you create your reality & are responsible for everything in it),
- pretend we can control things we don’t (there are only two things any of us can actually control — our behavior & our choices),
- not being honest about anything at any time (honesty isn’t always easy... on either side, but it’s necessary for transformations),
- not holding you accountable for changing what needs to change in your life because it’s not working.

WHAT COACHING I OFFER:

TRANSFORMATIONAL TAROT COACHING:

CLARIFY & CONNECT (Introductory Session) FREE
(choose either Sensitivities or Chronic Illnesses)

THE PHOENIX SESSIONS (Transformational Tarot Coaching) \$1597
(choose either Sensitivities or Chronic Illnesses)

TRANSFORMATIONAL TAROT COACHING CONTINUING ALIGNMENTS:
PHOENIX RISING (6 Sessions) \$747

ETERNAL PHOENIX 12-MONTH TRANSFORMATION (12 Sessions) \$1497

LIFE COACHING: (COMING AROUND JUNE 1, 2026)

GROUND & FLOW (Introductory Session) FREE
(choose either Sensitivities or Chronic Illnesses)

BECOMING THE PHOENIX (Part I of Embodying the Phoenix) \$1357
(choose either Sensitivities or Chronic Illnesses)

BEING THE PHOENIX (Part II of Embodying the Phoenix) \$1357
(choose either Sensitivities or Chronic Illnesses)

UNLEASHING THE PHOENIX (Part III of Embodying the Phoenix) \$1357
(choose either Sensitivities or Chronic Illnesses)

ADD READINGS TO YOUR COACHING PACKAGE:

SPARK OF INSIGHT (1 30-Minute Reading) \$117

STEADY GUIDANCE (4 30-minute readings) \$447

SOUL COMPANION (8 30-minute readings) \$897

LIFE COACHING CONTINUING TRANSFORMATIONS:

EMBERS TO FLAME (6 Sessions) \$657

FLAME TO ETERNITY (12 Sessions) \$1317

HOW COACHING SESSIONS WORKS:

If your application was accepted, our very first session will be a **FREE CLARIFY & CONNECT** or **GROUND & FLOW** appointment so you can learn more about the program & ask any questions you have. If you're accepted into the program, you'll book your package & fill out the necessary paperwork.

We'll begin the first session by discussing your paperwork, as well as the issues, challenges & difficulties you face. We'll talk about what specifically you'd like to work on for this program & the structure of that program. And we'll begin working that program.

In the successive sessions, we'll follow the structure of that package, which I will have gone in our free session. We'll work through the issues you wanted to address & lay the groundwork for lasting transformation.

We'll be doing all kinds of exercises to learn the things you'll need to in order to catalyze that transformation. We'll go through that program from start to finish, you doing the work along the way.

I'll assign home work between each session, integration exercises to further imprint the experience of the past session. They'll be exercises such as journaling or voice recordings, meditations, visualizations & more.

As both the tarot coaching & the life coaching programs are so different, there's only so much I can say in this amount of space. But I will have emailed you a paper on whichever kind of coaching the program you bought is. It'll have details about each session or program, what they're about & what to expect from each session or package of sessions.

If you have any further questions about these or any other services or products, please don't hesitate to contact me at raven@intotheaviary.com. I hope you enjoy whichever package you chose & achieve the transformation you've been longing for!

WHAT A COACHING DIALOGUE IS:

Coaching is about working ethically & equally with the client to provide guidance & support for them. A coaching dialogue is a conversation between myself, you & our Higher Selves. We come together because something in your life just isn't working, & you haven't found the solution yet...

The goals of this process are to find you some much-needed support & guidance through this difficult transformation. And to add to it, you either have a chronic illness, are an Empath &/or are a Highly Sensitive Person. These add a whole other dimension to anything you have to handle. When life's not working, a coach can help you in all the ways I just mentioned & can help you change what doesn't work.

We each have so much to dig into & through in order to get at what's not working & then to go about changing it in a healthy & forward-looking way. The coaching dialogue helps you do this more easily & efficiently.

I want to be clear. You'll get the answers you seek (though I'll warn you that *they aren't always the answers you hoped for; they'll be the answers you need*). And with those answers & strategies will come clarity, confidence, realistic goals & comprehensive ways to reach them.

ARE YOU INTERESTED IN READINGS ON THESE ISSUES?:

If you might be, please look into either booking a reading or reading package with me, booking a tarot coaching package or to adding some readings to your coaching package. The readings enhance the coaching process! And please sign up with us to get the current skinny on what we're up to at www.intotheaviary.com!

PAYMENT, REFUND & CANCELLATION POLICIES:

The only way I give refunds is if your appointment needs to be rescheduled & you don't wish to do so. No refunds will be given for services that have already been provided or products that have already been delivered. Unless you specify at the time you're notified of the need to reschedule that you don't wish to make another appointment, I will credit your account for a future product or service instead of extending a refund. If you are unhappy with the content or results of a session, I cannot offer you a refund. I spent time & effort not only on that session but also in preparation for it. It's unfair to ask me for a refund simply because you don't like something I suggest or that comes up. If you have an issue with something that arises during a reading or session, I'd appreciate it if you could contact me so we can work through the problem.

I know that not offering a money-back guarantee makes it more difficult to give these services a try, but it takes a lot to prepare for & perform them. It's just not something I can offer & still be fair to myself. This is why I offer the **FREE GUIDANCE & GROWTH, CLARIFY & CONNECT & GROUND & FLOW** sessions...so you can see what co-creating with me is like! However, if you book a package & change your mind part of the way through, I will refund you for the sessions you paid for & did not have. But I can't extend a refund for sessions that have already been completed!

I require a minimum of 24 hours' notice for cancellations. **A cancellation after the 24-hour deadline will result in a credit of only 50% of your payment being credited. A no-show will result in 0% of your payment being credited.** It's unfair to schedule my time without giving me sufficient or any advance notice that you won't be coming, which is time I could have used to schedule another client.

If you have health issues that may cause you to cancel appointments on short notice more than infrequently, please let me know when you book your first appointment or when you first begin experiencing these issues. When that happens, I'm happy to work something out with you so you are spared having only half of your payment credited. (These must be late cancellations; this agreement does not cover no-shows, & in the case of a no-show, you will still see 0% of the money you paid for that reading or session credited.) I'm happy to offer you a certain number of late cancellations per year, as I may also need to use them. Due to my health issues, I may occasionally need to reschedule with less than 24 hours' notice. If this happens without a mutual arrangement, I will provide you with a code that will grant you 30 minutes FREE to use with another session, as well as make sure the session I missed is rescheduled.

HOW I PROTECT YOUR PRIVACY:

I want it clear from the outset that any information you provide, no matter how impersonal, will be kept in the strictest confidence. I keep the hard copies of client files locked in drawers to which I have the only key. I keep all electronic client files in a partition of my drive that requires two passwords to get into. If this is not enough security for you, please let me know & we'll see what else is possible.

If I needed to consult another professional reader or coach about something that arose during a reading or coaching session, which would be an incredibly unusual event, I would never do so without your express written permission. And in that case, I would never provide them with any unnecessary information about you or disclose anything that could identify you. I trust you to be honest with me; please try to trust me to do the same with you!

If our relationship isn't based on mutual trust & respect, & if you aren't honest with me or I with you, then my services won't make sense, nor will they be helpful.

MY RULES FOR COACHING MINORS:

People Twelve Years Old & Younger:

I can't coach anyone younger than thirteen years of age, ever. There's no guarantee that they will understand what coaching is & how it works, to start with. Plus, there are other ethical issues that make this difficult—impossible to do. And, as I believe that coaching is between the reader & the client alone, this makes coaching those under age thirteen even more difficult because the parent wouldn't be allowed to sit in on the reading.

People Thirteen-Eighteen Years of Age:

I might be open to coaching those who are between the ages of thirteen-eighteen, as long as their parent or legal guardian gives their written consent to allow the coaching & as long as the parent/guardian understands that they won't be allowed to sit in. In order for me to maintain privacy, courtesy & confidentiality, no one but the client can be present during coaching. If you're interested, please message me at raven@intotheaviary.com.

WHAT I SUGGEST YOU DO PRIOR TO EACH SESSION:

Please silence all electronic devices & put away any other possible distractions. I want to stress the importance of this & that it shows us the respect we're each due. I won't have my phone on or be reading emails while we talk. My relationship with my clients deserves my full attention & I want those clients to succeed! You want to succeed, too; otherwise, why book a reading or coaching session with me?

One of the best ways to be present is to be grounded. What does grounded mean? Being grounded means that you're present in your body & open to experiences. Why is this necessary? When we're grounded, we are more confident in ourselves & our responses, we approach everything with a sense of calm & observation, & we tend to be more in touch with ourselves & our bodies. How can you ground yourself? There are literally dozens of techniques for grounding yourself. Most involve using your physical senses (touch, sight, hearing, taste & smell) to engage you, though deep breathing is also a great technique. Being grounded will also allow you to push off stress & anxiety & help you take a step back from your feelings & experiences so you're better able to see them for what they are. You want to choose a way to get grounded that makes you feel safe, calm, happy & open. If you're unfamiliar with ways to ground yourself, please research to see what method(s) work best for you!

The last thing I'd recommend is setting an intention for each & every reading or session you do! According to Wikipedia, an intention is "...a mental state in which a person commits themselves to a course of action". Why is this important? Setting an intention for the work you're about to do not only gets you into the best frame of mind for the activities ahead of you but also tells the Universe what you're hoping to gain from or achieve with that work. My intention for myself is always, "Please help me guide this person to their highest good". Try to always set an intention (whether it's different every time or not) by saying what you want & hope for out loud, at least until you're more accustomed to setting them. After that, saying them in your head is fine.

THE NOT-TO-BE-DREADED PAPERWORK

There are many forms you'll need to fill out when you book a service from me. I must have all the paper work returned to me a minimum of 72 hours prior to your first scheduled appointment. Otherwise, you'll need to reschedule.

FOR TAROT COACHING:

You'll need to fill out &/or sign & return the following forms, or fill them out with a link:

- Application Form
- New Client Intake Form
- Code of Ethics for Readings
- Code of Ethics for Coaching
- Consent Form
- Reader/Coach-Client Agreement

FOR LIFE COACHING:

You'll need to fill out &/or sign & return the following forms, or fill them out with a link:

- Application Form
- New Client Intake Form
- Code of Ethics for Coaching
- Consent Form
- Reader/Coach-Client Agreement

Please see my FAQs Page at www.intotheaviary.com for more specifics!

HOW I AM QUALIFIED:

RAVEN'S FLIGHT RECORD

I am a certified Biddy Tarot Advisor & a Life Coach certified in the following disciplines: Transformational Tarot Coaching, General Life Coaching, Psychic Tarot Coaching, Advanced General Life Coaching & more. I've also taken courses on a wide range of topics, including basic programs in psychology, active listening, tarot, coaching, & communication, as well as advanced ones. I'm currently adding more to these lists.

However, I think there is more to being "qualified" than degrees & certifications. Being a life-long Highly Sensitive Person, Empath & person with chronic illnesses, I have first-hand experience with the issues you're dealing with & circumstances with which you're living. I have struggled with them all at one time or another. I've also done an extensive study of chronic illnesses & sensitivities, learning all I can to help myself & others. So, I truly get what they can be like!

I've been lucky enough to have experienced an exciting & complicated life (though "exciting" & "complicated" haven't always seemed like good things at the time), & I've been many things to many people (including myself). Now I'm here to help you see that every fall, every misstep you've had with your chronic illnesses &/or sensitivities has led you here...so you can learn to soar!

This is what I have to offer you...

SIGNATURE REQUIRED

When you've read through this form, please print & sign your name below to acknowledge you've read it, & understand & agree to it's contents.

NAME PRINTED:

NAME SIGNED: