

Organization of courses of Yantra Yoga and Vajra Dance General Guidelines

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INTERNATIONAL
DZOGCHEN
COMMUNITY



SHANG SHUNG FOUNDATION
INTERNATIONAL INSTITUTE FOR TIBETAN CULTURE

Introduction

Aim and Scope of this Document

This document, developed by the International Gakyil and Shang Shung Foundation in collaboration with some of the main stakeholders, has the intent of providing a set of general guidelines useful to facilitate the coordination, management and implementation of YY and VD courses. It is an internal document intended for the Gakyils of Gars/Lings, for people working in the administration of the Dzogchen Community and for the VD and YY Instructors. The programs of the various courses of VD and YY are written in separate documents. It has not to be understood as an alternative proposal to other projects developed in the recent years aimed to create Yantra Yoga and Vajra Dance Academies, schools etc. It is based on Rinpoche's indications about the responsibility of IDC to support the transmission of the inner aspects of Yantra Yoga and Vajra Dance and the responsibility of the Shang Shung Foundation to manage courses and initiatives aimed to the general public.

IDC is supporting the four Teachers in the implementation of their activities, that fulfill some aims expressed in the IDC statute, also by paying their salaries and covering relevant costs.

In this respect, IDC and the Shang Shung Foundation have come into an agreement by which they work in strict coordination in managing activities and events that are implying the involvement of the four Teachers. Shang Shung Foundation and IDC have also agreed upon the share of the revenues of the courses that should be allocated to IDC to cover the costs of the four Teachers.

Teachers and Instructors

Those who teach Yantra Yoga and Vajra Dance are classified in two main categories: Teachers and Instructors.

Teachers

The Teachers have been appointed by Rinpoche as responsible of YY and VD Teaching. The four Teachers are therefore responsible for the definition of the overall educational path and of the detailed program of the various levels regarding their Teaching (VD or YY), including the “open” levels and the teaching supports (books, tutorials, etc.). They take care of Teachers Training program and of the supervision of candidates and of authorized instructors. They can also be asked to give general courses.

Instructors

There are three levels of Instructors, according to their level of competence, authorized to teach by Rinpoche after passing relevant examination supervised by the Teachers.

Organisation

1 - Roles and Responsibilities

The courses are organized with the collaboration of the different stakeholders **through a clear understanding of the different roles and responsibilities and of the boundaries of the respective spheres of contribution.**

The awareness of specific circumstances and the collaboration among people involved is anyway the first requirement for any activity. The following list of responsibilities is mainly aimed to be a organizational support to Gar and Ling Gakyils and to the Instructors.

The main stakeholders involved in the organization of the courses are:

- a) IDC
- b) Shang Shung Foundation
- c) Gakyils of Gars and Lings
- d) Teachers/Instructors
- e) Other centers/ organizations external to the Dzogchen Community (when it is the case)

1.1 – IDC Responsibilities

- a) Teachers payrolls;
- b) Paying relevant insurances for the main Teachers;
- c) Making an agreement with SSF for the administration of the Teachers courses;
- d) Coordinating the Teachers for the definition of the overall educational path and of the detailed program of the various levels regarding the Teachings of VD and YY, including the “open” levels;
- e) Coordinating the Teachers for defining the minimum number of Teachers Training to be implemented during the year in the various Gars to adequately develop the growth of the Instructors;
- f) Coordinating the Teachers for defining the number of supervisions to be implemented by the Teachers to adequately develop the number of the Instructors in each Gar so to have the Teaching easily available all over the world;
- g) Issuing VD and YY Dzogchen Community Instructors' diplomas;
- h) Developing, in collaboration with the Gars, general guidelines for the definition of the registration fees in relevant geographical areas;
- i) Developing general guidelines for the reimbursement of the Instructors;

1.2 – SSF Responsibilities

- a) Developing, together with IDC, general guidelines for management and organizations of the courses;
- b) Developing general guidelines for promotion of the courses and related communication and providing all relevant templates to Gars and Lings;
- c) Providing general guidelines for relevant accounting and administration and all relevant templates;
- d) Developing Customers Satisfaction Survey forms and providing/collecting them to/from Gars and Lings;
- e) Regularly monitoring and evaluating the courses;
- f) Preparing and distributing to the Lings registration forms templates;
- g) Drafting and providing to Gars and Lings disclaimers to be signed by the participant to the courses;

1.3 – Gakyils Responsibilities

"The Gakyils have always the responsibility to protect the Teaching and the Transmission, not only the Teachings of YY and VD but all our precious Dzogchen Teachings and their transmission." Chögyal Namkhai Norbu

1.3.1 Responsibilities of the Gar Gakyil

Beside the responsibilities of the Lings Gakyil, listed below, the Gar Gakyil has the following responsibilities:

- a) to ensure that the YY and VD courses at the affiliated Lings are implemented in a consistent way (including consistent registration fees, Instructors reimbursements etc.), in compliance with the present Guidelines
- b) to facilitate, in coordination with SSF and the Lings the promotion of the courses, also at other Buddhist Centers;

1.3.2 Responsibilities of the Ling Gakyils

The Gakyil should finalize the yearly program of the courses possibly by beginning of September of the previous year. The aim of this is to think with adequate advance about local needs and possibilities and book the availability of Teachers and Instructors. The program of courses may also have a significant impact on the yearly budget of the Ling, that should be ready before the new year starts. Of course, the actual implementation of the plan during the year will take into consideration possible special circumstances.

1.3 – Gakyils Responsibilities

The Gakyils have the responsibility of overseeing all administrative and organizational aspects of the courses.

More specifically they have the responsibility of:

- a) preparing the yearly plan of the courses;
- b) entering all planned courses in the general calendar of events on the SSF Educational Platform and/or IDC portal (dzogchen.net) or other tools communicated by IDC and regularly updating the program in case of any change;
- c) appointing a person in charge of the organization of the courses; can be a member of Gakyil;
- d) promoting the courses with adequate advance (promotional materials and relevant guidelines will be provided by SSF);
- e) when a Gakyil has the need to invite an Instructor of the first level from another country, before inviting him/her, they must contact for approval the relevant Teachers
- f) making the necessary agreements with the Instructors and defining their reimbursement accordingly to the present Guidelines;
- g) taking care of all the logistic organization including suitable spaces for the implementation of the courses;
- h) fixing the registration fees accordingly to the guidelines provided;
- i) defining the minimum number of participants necessary for making the course economically sustainable;
- j) covering the responsibility in case of injuries of participants with relevant insurances;
- k) making sure that all participants fill up registration forms and sign relevant disclaimers;
- l) collecting the registration fees;
- m) making sure that the participants to the courses fill up the Customers Satisfaction Survey Forms and of forwarding them to SSF, after the completion of the course;
- n) forwarding to SSF the statement of accounts – income and possibly the break down of expenses for the course (rent, advertisement, meals, accommodation for instructor, etc.).
- o) overseeing the maintenance of relevant facilities;
- p) supervising the work of the Instructors and of any other person involved with the aim of guaranteeing a proper implementation of the courses;
- q) health assistance for the four International Teachers. The four International Teachers are covered by a international health insurance paid by IDC. Who invites the Teachers, should get from them the phone number of the insurance to call in case of need, together with the health insurance number, to get instructions.

There are doctors and clinics where there is no need to pay in advance and to get the reimbursement afterward. If there is need of medical assistance to the Teacher, the Gar or Ling helps the Teacher to fulfill the needs and, in case, anticipates the necessary money and gets the invoices/receipts on behalf and in name of the Teacher. The invoices/receipts will be given to the Teacher. IDC will reimburse the Gar/Ling for the amount paid in advance.

In case of doubt, please contact IDC Secretariat: idc.ig.secretariat@gmail.com

1.3 – Gakyils Responsibilities

When inviting the Teachers or any Instructor from another location they are also responsible for:

- a) arranging their travel and accommodations;
- b) making sure that the accommodation is decent and possibly not too far from the place where the course is held;
- c) organizing the Instructor's travels and identifying most convenient solutions in communication with relevant Instructors;
- d) enquiring about specific needs of the Instructor in terms of diet;
- e) appointing a person in charge of welcoming the Instructor at the airport and of providing in advance the Instructor with his/her contact information;
- f) communicating in advance to the Instructor the address and telephone number of the place where he/she will be lodged.

1.4 – Teachers Responsibilities

- a) Definition of the overall educational path and of the detailed program of the various levels regarding their Teaching (VD or YY), including the “open” levels and the teaching supports (books, tutorials, etc.);
- b) care of developing Instructors world-wide in quantity and quality; this includes care of Teachers Training program and of the supervision of candidates and authorized Instructors;
- c) to give general courses on request
- d) collaboration with Gakyils in preparing courses programs and relevant schedules;
- e) to communicate to SSF information of the people who have passed Instructor exams and have to receive relevant certificates (name, date of birth, etc.)

1.5 – Instructors Responsibilities

Instructors responsibilities include:

- a) teaching YY and VD accordingly to the principles and instructions originally explained by Chögyal Namkhai Norbu;
- b) collaborating with the Gakyil in preparing courses programs and relevant schedules;
- c) collaborating with the Gakyil, with a clear understanding of respective roles and responsibilities, in order to ensure the successful implementation of the courses;
- d) teaching accordingly to the capacity and specific physical condition of the students;
- e) informing the students, when needed, about the registration requirements;

The Instructors, no matter which level they belong, are not supposed to solicit any Gakyil from other countries to invite them to teach and they shouldn't take the initiative to request any Gakyil of a Gar/Ling, different from the one where they reside, to organize courses on their behalf. In no way the instructors are supposed to make extravagant or unreasonable requests.

Instructors who are organizing and implementing public courses, events and/or publishing activities of any sort are requested to inform the Main Teachers and the Gars/Lings Gakyils of the area where the activity is implemented.

Guidelines for Communication

Branding and main contents for any communication related to advertisement of public courses and events related to Yantra Yoga and Vajra Dance will be made available by Shang Shung Foundation.

Financials

2 - Financials

The following guidelines are aimed to define the different financial aspects involved with the implementation of the courses:

- a) Donations to IDC to fund the four International Teachers and share of the income of their courses and activities due to IDC;
- b) Reimbursement to the Instructors;
- c) Application of Sponsorship to the courses;
- d) Guidelines for the definition of registration fees and parameters to be adopted to guarantee economic viability of the courses.
- e) Donations to fund administrative and infrastructure expenses

2.1 – Donations to fund the International Teachers

The four International Teachers provide an indispensable service to the Dzogchen Community by supporting Rinpoche's work aimed to ensure that the YY and VD Teachings are passed on intact to future generations.

They work full time for the Dzogchen Community and they are on the payroll of IDC.

The main activities in which they are involved are the Teacher Trainings, the supervision of candidates to become Instructors, exams, production of teaching materials and specific courses. The financial guidelines apply in same way for in person teaching and for teaching via web.

IDC offers the activities of the International Teachers as part of its mission. Nevertheless, to partially fund their salaries, a donation is strongly recommended. The table below represents the recommended funding as a minimum donation according to their activities.

The share of the revenue, when applied, is therefore intended as an advised donation to partially cover the salaries of the four International Teachers.

A Gakyil wishing to organize a course with one of the Teachers, can directly contact him/her to define the time and the details of the course. Once the course has been scheduled the Organizer of the course has the responsibility to input the event in the Events Calendar on dzogchen.net or SSF Educational Platform or any other tool advised by the International Gakyil (precise instructions to be defined when the tools are published).

2.1 – Donations to fund the International Teachers

Activities of the Teachers	Way of funding IDC
Teaching courses and participating in events within the Dzogchen Community (Supervision, Teacher Training etc.)	Depending on course type, see details below
Teaching courses and participating to events organized by other organizations	According to Organizer's standard conditions, possibly 30% of gross revenue with a minimum of 200 euro/day or 45 €/h. *
Preparing teaching materials (DVD,books,e-learning) distributed or sold by an organization of the Community other than IDC (e.g. SSF)	By Project, with a base of 120 euro/day or 20 €/hour.
Preparing teaching materials (DVD,books,e-learning) distributed or sold by an organization external to the Community (e.g. a Publishing company)	To be agreed with relevant counterpart.
Studying/preparing/reviewing the Teachings/practice	Covered by IDC share on membership or by donations

* Exceptional cases where it is not possible to follow this policy have to be agreed in advance with IG and SSF

Course types

Courses and lessons within DC: recommended donation **180 euro/day**** or 40 €/h for courses done on hourly basis

Supervision: recommended donation **120 euro/day**

Teachers Training: recommended donation **180 euro/day**** & **10%** of gross revenue only for YY courses

**A lower donation may be exceptionally agreed when courses are held in countries affected by very severe socio-economic circumstances. (to be decided by IG)

A course day is meant to consist of a minimum of 4-5 hours, up to 6 at Teacher's will. Half day at the beginning of a course and/or the last half day of a course is counted as one day (except for courses in Merigar, where is counted half day). Two hours unit is considered half day.

Beside the donation to IDC, the Gar or Ling hosting the teacher is responsible for travel expenses, visa expenses, board, lodging. On arrival, the teacher should receive, without having to ask, a small amount of local currency for basic needs (telephone card, transportation, and so on).

Round-trip transfer expenses to and from the airport, if any, are to be reimbursed to the Teacher.

2.2 – Reimbursement to the Instructors

Main activities of Instructors	Reimbursement
Teaching courses and participating to events within the Community (direct)	See detailed cases in table below
Teaching courses and participating to events organised by other organizations	
Helping to prepare teaching materials (DVD, books, e-learning) distributed or sold by any publishing house belonging to the Community other than IDC (e.g. SSF)	Karmayoga

	Instructors course within DC	Instructors course outside DC (organized without the support of the DC)
To Instructor	From a minimum of 10 EUR / 11 USD to a maximum of 20 EUR/ 22 USD per hour of course, according to local economic situation (see table by Gar)	As agreed by the Instructor
To IDC/SSF	Possible Donation	Possible Donation
Organizer	Remaining profit net of costs according to possible SSF Terms & Conditions	As agreed by the Instructor

2.2 – Reimbursement to the Instructors

Advised reimbursement to Instructors

According to the local economical situation

Gars	Maximum €/day	Maximum €/hour
Tsegyalgar E, Merigar W, Namgyalgar	100	20
Dzamling Gar, Tashigar S, Samtengar, Tsegyalgar W, Munselling, Gephelling	75	15
Kunsangar N+S, Merigar E, Tashigar N	50	10

Support of Instructors by the Gars and the Lings

IDC invites Gars and Lings to evaluate the opportunity to supporting when necessary the educational path of local YY and VD Instructors, who share the responsibility of continuing the Dzogchen Teachings are passed on authentically intact for future generations. Their training certainly yields a concrete help for Ling and Gar.

Donations by the Instructors

The Instructors are suggested to give a donation to IDC for the courses they hold in or outside the Community. The possible donation, by the Instructor or/and by the Organizer, is a contribution for gratitude to the work of supporting the development and the continuation of the Yantra Yoga and Vajra Dance Teachings that Chögyal Namkhai Norbu and the Dzogchen Community have been doing over the years. This donation will be collected by IDC for the Teachers Fund.

2.3 – Application of the Sponsorship to the courses

IDC suggest course organizers of Dzogchen Community, Gars and Lings, also to consider applying the Sponsorship to the courses of VD and YY.

The organizers of Dzogchen Community (Gars and Lings) may seek for sponsors in advance and accept any donation by the participants instead of fixing a fee for the course.

The interested Gars and Lings have to evaluate the application of such a method to their local circumstances, trying not to harm the economy of their organization. In case, also a mixed solution can be considered, where the fee requested covers only partially the financial needs of the course.

IDC is pleased to collect the feedbacks by Gars and Lings on the success or the difficulties of their trials.

For the moment this doesn't apply to Teachers Trainings, where the fee is defined by IG.

2.4 – Guidelines for the definition of the registration fees and economic viability of the courses

These General Guidelines for the establishment of the registration fees of the courses are developed taking into account the socio-economic circumstances of the different geographical areas where the Gars and Lings of the Dzogchen Community are established. They consequently provide a framework for the consistent implementation of the courses across the board and, at the same time, they allow the necessary level of flexibility needed in dealing with specific circumstances in the different countries.

The courses are supposed to be promoted, organized and implemented in a way to be profitable or at least economically sustainable, considering them also as a value for membership.

When organizing courses within the DC, the Gakyils are therefore responsible to establish the criteria necessary to make the courses economically viable.

Accordingly to local economic circumstances and on the basis of the criteria illustrated in the present Guidelines they define the reimbursement of the Instructors and they fix the registration fees of the courses.

They also define the **minimum number of participants** that is sufficient to make the course economically viable.

IDC states the fees of Teacher Trainings in the world, as these courses are of special interest for the transmission of the Teaching of VD and YY.

IDC advises the Lings and Gars to apply the fees in the table below to the other courses (non TT), differentiated when taught by a Teacher or by an Instructor.

The suggested daily fees are in the table below, according to the Gar in which the course is organized. To calculate the price of the course, just multiply these daily fees by the number of days of the course (generally including the half days at beginning or end if any). The three groups of Gars were determined on the combined base of Gross Domestic Product per capita calculated by Gar and the Average Membership Fee by Gar. The prices are based on amounts presently charged, parameterized into the three levels to have a gap 1:2 (lowest:highest).

Gars	Fee for TT and courses held by Teachers €/day (4h/d)	Courses held by Instructors Advised €/day
Tsegyalgar E Merigar W Namgyalgar	40	36
Dzamling Gar, Tashigar S, Samtengar, Tsegyalgar W, Munselling, Gephelling	30	24
Kunsangar N+S Merigar E Tashigar N	20	18

2.5 – Donation to fund administrative and infrastructure expenses of the Shang Shung Foundation

SSF may recommend a donation for funding the costs of the development of technical tools used for offering a certain activity for the community (e.g. the Educational Platform, the development of Khaita programs, etc.) and for the central Course manager dealing with the various events and courses.

Moreover, other services may need to be supported, as they have a cost, like Promotional support or on each certificate released, being it an attendance certificate or a diploma.

A percentage of the participant's fee is donated by the hosting organization to the Shang Shung Foundation, to support the activities above mentioned, when the course is public or coordinated by SSF on behalf of IDC.

The Shang Shung Foundation shares part of these donations with the International Dzogchen Community to keep on supporting their role in the overall quality of the courses and to maintain a relation between the two organizations in the activity of students certification.

Certifications and Discounts

3.1 - Certifications offered

The certifications offered are the following:

Attendance Certifications

These can be offered to all the students, members or not of the Dzogchen Community, attending the courses.

The Organizers should register the course and participants in Educational Platform and ask SSF.

Any attendance certification issued by SSF as a pdf-file is free, while a very well done paper version on a high quality paper of that certification requires 7 euro exclusively to cover mailing costs, at participant's choice.

Diploma Certifications

These are offered to all the students completing the Instructors' courses.

Authorizations to teach, released during open courses, have an expiry date: once this is reached, students are required to attend a refresher course, to ensure their preparation is still up to date and faithful to the Teachings received, in order to deliver themselves adequate trainings in line with the authentic instructions of Yantra Yoga and Vajra Dance. The expiry date does not apply, nor does the requirement to attend a refresher course, when the Instructor attends a course to teach a level higher than their current authorization allows.

Diplomas released during courses held within the Dzogchen Community to its members only, never expire till they are members of the Dzogchen Community.

3.2 - Participants fees and discounts

The fixed fees are prone to several levels of discount which may take into account IDC membership type, age of student and other criteria.

Members of the Dzogchen Community

- Ordinary and Local Sustaining member discount, applicable according to local benefits conditions. The Ling has the faculty not to apply discounts, but this must be published.
- Global Meritorious and Global Sustaining member discount, applicable all over according to the international benefits conditions
- Student and Senior discount (optional)

3.2 - Participants fees and discounts

Supervision Courses

Supervision courses are advised to be offered at an additional discount to ensure an adequate attendance to the supervision.

Existing Instructors

Existing Instructors, who wish to attend again a Teacher Training of their level, receive a discount.

Exclusions

Diploma TT, TT and refresher courses are offered with no discount based on membership type.

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