

International Dzogchen Community

Restricted courses of Yantra Yoga and Vajra Dance

Short Guidelines

December 2017



Introduction

Aim and Scope of this Document

This document is aimed at the Gakyils of Gars and Lings, at people working in the administration of the Dzogchen Community and at the VD and YY Instructors, providing a quick set of general guidelines useful to facilitate the implementation of YY and VD courses reserved to the practitioners who received the transmission from Chögyal Namkhai Norbu (so called “restricted” courses).

That 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 involving the general public.

This document is a short simplified version of the GENERAL GUIDELINES FOR THE ORGANIZATION OF COURSES OF YANTRA YOGA AND VAJRA DANCE for a more comfortable and practical reading. Therefore, to get a complete picture of the principles and directions for organizing a course, the reading of the full document is warmly recommended (dzogchencommunity.org/documents/). The programs of the various courses of VD and YY are written in separate documents.

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.

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 (Adriana Dal Borgo, Fabio Andrico, Laura Evangelisti, Prima Mai) 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.

Teachers and Instructors

Instructors responsibilities include:

- 1 - Teaching YY and VD accordingly to the principles and instructions as originally explained by Chögyal Namkhai Norbu
- 2 - Working with the hosting organization to prepare the course program and any relevant schedules
- 3 - Collaborating with the hosting organization with a clear understanding of respective roles and responsibilities, to ensure the successful implementation of the course
- 4 - Checking if any of the students has a specific health situation at the start of a course and teaching accordingly to their capacity
- 5 - Informing the students about the registration requirements.

The Instructors, no matter which level they belong to, are not supposed to solicit any Gakyil from other countries to invite them to teach and they should not take the initiative to request any Gakyil of a Gar/Ling, different from the one where they reside, to organize courses on their behalf.

To offer courses related to the Teachings of Dzogchen, transmitted by Chögyal Namkhai Norbu, should be understood as a service to the Dzogchen Community and not as a 'job' or a way to earn a living.

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

Roles and Responsibilities of Organizers

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. In this short practical version the roles and responsibilities of the organising Gakyils are mainly expressed as tasks of the Course Manager, the person in charge of organization of courses or events on behalf of Gakyil. For full detail of Gakyil responsibilities, as well as of IDC and of Main Teachers, please read carefully the GENERAL GUIDELINES above mentioned, particularly with regard of taking care of the Teachers and Instructors.

"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.

Responsibilities of the Course Manager

The Course Manager nominated by the Gakyil of a Gar or Ling has the responsibility of overseeing all the administrative and organizational aspects of the course. In collaboration with the Instructor, has the responsibility of deciding on the precise program to be taught and learned during the event. This decision should be based on the capacity and experience of the expected participants. More specifically the Course Manager is required to:

- 1 - Get in contact with the Instructor or Teacher to plan the course dates and program
- 2 - Arrange and book a suitable venue with enough space for the course to be held, which may include taking out relevant insurance
- 3 - Take care of the financial management of the course: define the method of funding the course (fee/donations/sponsorships), make a budget of the course and define the minimum number of participants, account the actual expenses.
- 3 - Enter the course in the Educational Platform of SSF to be published
- 4 - Promote the course and ensure all promotional material (emails, social networking, flyers, website etc.)
- 5 - Arrange the travel and a suitable (ideally nearby) accommodation for the course Instructor/Teacher. Plus ensure the course Instructor/Teacher is welcomed at the airport or train station, check that their dietary needs are met and that they are looked after and supported throughout their visit (see GENERAL GUIDELINES for further details)
- 6 - Ensure that relevant books etc. for the course from Shang Shung Publication are available on site
- 7 - Inform everybody who participates about the possibility of attending regular sessions at the Gar or Ling and provide them with information about the next ongoing activities
- 8 - Collect the course fee or the donations from all the participants
- 9 - Register the participants in the Educational Platform especially when the course is part of a Diploma Certification.

Financials

Financials

Donations to IDC 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.

For more complete information on all their activities see the General Guidelines above mentioned.

Recommended minimum donations for teaching activities of the Teachers within DC

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

Supervision: 120 euro/day

Teachers Training: 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.

Reimbursement to the Instructors

Instructors helping to prepare teaching materials (DVD, books, e-learning) distributed or sold by any publishing house belonging to the Community (e.g. SSF) are practicing Karma yoga.

Advised Reimbursements to Instructors

According to the local economical situation

	Instructors course within DC	Instructors course outside DC (organised 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 below)	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

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

Reimbursement to the Instructors

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.

Application of the Sponsorship to the courses

IDC suggests course organizers of Dzogchen Community, Gars and Lings, also 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.

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

The GENERAL GUIDELINES 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.

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 criteria of calculation of this table are explained in the General Guidelines (please read them).

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).

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

Certifications by Shang Shung Foundation

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.

Participants fees and discounts

The course 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)

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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