



Winnipeg Embroiderers' Guild (WEG)

WORKSHOP POLICY

Approved: July 9, 2020

1. The WEG Programs/Workshops Committee (“Workshop Committee”) will be responsible for planning all workshops.
2. The Workshop Committee will organize and offer a minimum of two annual workshops to its membership.
3. An attempt should be made to have one outside and one local teacher as a minimum each year.
4. Our first loyalty is to our own members so in terms of in-class participation, WEG members will get the first opportunity to register.

Budget and Costs

5. The Workshop Committee will present a yearly budget for approval by the WEG Executive.
6. The WEG Executive will provide funds based on the approved yearly budget for costs related to all workshops held within the budgeted calendar year.
 - Expense reports will be provided with accompanying receipts for each workshop.
 - Workshops should be planned to be as cost effective as possible.
7. WEG workshops will operate on a cost recovery basis whenever possible.
8. The Workshop Committee will establish a cost for the workshop based on all projected expenditures.
9. The Executive must approve final workshop plans prior to confirming workshop details with the membership.
10. The WEG Executive will subsidize costs when deemed suitable after discussion with the WEG Programs/Workshops Committee.
11. Instructors will indicate their fee for teaching. If they do not, then the suggested *Fee Guidelines* (see *4 Fee Guidelines*) will constitute a starting point for fee negotiations.

Communications

12. Primary communications with workshop instructors and students will be by e-mail. (Phone or surface mail may also be used.) Those who do not use e-mail are expected to make separate arrangements with the Workshop Chair.

Instructors

13. Instructors may be local or from out of town/province/country. Instructors are not limited to those accredited by EAC/ACB but may include WEG members, other instructors, and/or volunteers.
14. The WEG Executive will provide a maximum subsidy of \$1,000 for travel expenses for **out of town** instructors. Any other related travel costs **above \$1,000** will be shared by the workshop participants through their workshop fee assessment. Receipts must be provided by the instructor.
15. Instructors will be engaged as appropriate to the technique being offered at the workshop. While professional certification and teaching experience is desirable, it is not required. However, all instructors are expected to be well-versed in the technique to be presented.
16. The instructor will be required to sign the *WEG Teaching Contract* (see *3 Teaching Contract*) in a timely fashion and return a signed copy to WEG no later than two weeks prior to the start of the workshop.
17. The Executive has established confidential *Fee Guidelines* (see *4 Fee Guidelines*) based on teaching experience but compensation is always subject to negotiation. Unless they indicate otherwise, EAC/ACB instructors will be paid the EAC/ACB rate.
18. Instructors will be paid the full, negotiated teaching fee at the conclusion of the workshop.
19. Following the conclusion of the workshop, the instructor will provide a list of all expenses – including all receipts – to the Workshop Chair. The invoice will be paid prior to the instructor leaving. Should additional expenses occur on the trip home, the Instructor will send applicable receipts to the Workshop Chair for immediate reimbursement.
20. Out-of-town Instructors will be provided with accommodation, transportation and meals for the time of the workshop. Accommodation may be at a hotel or billet at the discretion of WEG and in agreement with the instructor.
21. Instructor contracts will be signed and required for any workshop where teacher salaries are paid. (See *3 Teaching Contract*.)
22. When the *Teaching Contract* is being negotiated, WEG will ask the instructor to establish a cap for in-class attendance **as well as** the number of Ghosts (if any) to be accepted (see *Policy on Non-WEG Participation and Ghosts*, below).
23. In the case of an instructor being engaged for a two-day workshop and the Workshop Committee arranging a restaurant supper for the instructor and students at the conclusion of the first day of classes:
 - WEG will pay for the instructor's meal and one beverage (alcoholic or non-alcoholic).
 - Students will be expected to pay for their own meals and beverages.

Class Angel

24. The Workshop Committee will appoint a volunteer “class angel” for each Workshop (see Class Angel’s responsibilities in 2 *Workshop Procedures*).

Students

25. Workshop participants are required to be members in good standing of WEG (for exceptions see the *Policy on Non-WEG and “Ghost” Participation*, below).
26. Students are expected to pay all workshop fees – including supplies/kit fees – by the established deadline prior to the start of the workshop. Payment of all fees will be receipted.
27. Waiting lists will be kept for WEG workshops where demand exceeds the available space. People from the waiting list will be the first ones notified if places in the workshop become available due to cancellations.
28. Once a decision is made to proceed with a workshop, no refunds will be made. Any exceptions will be at the discretion of the Executive Committee.

Cancellation

29. WEG workshops are not considered a fund-raising activity but rather a member service. However, the expectation is that subsidization will be kept to a minimum, and that workshops will run on a “break even” basis whenever possible.
30. Registration for a Guild workshop that is inadequate to cover basic costs will normally result in cancellation of the workshop, and all paid registration fees will be refunded (but see 31. below).
31. Should workshop costs be expected to be over and above those covered by registrations, subsidization by WEG may be considered, on a case-by-case basis.
32. A cancellation date will be included in all teaching contracts. This date will also be provided on the workshop sign-up sheet. Once a decision is made to proceed with a workshop, no refunds will be made. Any exceptions will be at the discretion of the Executive Committee.
33. Waiting lists will be kept for WEG workshops for which demand exceeds space. Members who have paid for a workshop and find that they are unable to attend after the cancellation date, may be replaced from the waiting list.
34. If there is no waiting list, the Workshop Committee, at its discretion, may open up participation to Non-WEG members and Ghosts (see *Policy on Non-WEG Participation and Ghosts*, below).

Policy on Non-WEG Participation and Ghosts

Non WEG Participation

35. If spaces are left over once WEG demand for a workshop has been met and the registration deadline has passed, WEG will welcome EAC/ACB National members or members of other EAC/ACB Guilds to attend if they can be present.

Ghosts:

Definition: "Ghosts" are defined as those who are not physically present at a WEG Workshop but participate remotely by stitching the project piece on their own.

36. WEG will welcome Ghosts up to the cap established by the instructor provided that they are **EAC/ACB National members or members of other EAC/ACB Guilds.**

37. WEG will **not** normally permit Ghosts in **test classes**. However, if a Ghost comes forward and wishes to participate, WEG will check with the instructor and follow their wishes regarding participation.

38. Ghosts will be accommodated on a first come, first served basis up to the cap established by the instructor.

39. With respect to fees for Non-WEG participants and/or Ghosts, WEG will collect the normal fee for the tuition, instructions, and supplies/kit plus an additional \$5.00 administration fee.

40. In cases where WEG does not charge a fee to WEG students for tuition, WEG will establish a fee for the non-WEG participants and/or Ghosts, including an additional \$5.00 administration fee.

41. WEG will send the instructions and supplies/kit to the Ghost at the Ghost's expense.

Workshop Certificate Policy

42. It is customary to have a draw for a *Workshop Certificate* to be awarded to a WEG member who has registered for and attended each workshop offered by WEG.

The following rules apply:

- WEG will **normally** make a draw for the winner of the *Workshop Certificate* at the WEG meeting immediately following the workshop. All paid workshop registrants attending the workshop will be included in the draw. WEG will provide a certificate to the winner, who need not be present to claim the prize.
- The prize will be equal to the monetary value of the **teaching component only** of the workshop at which it is awarded (i.e. **it does not include any supplies/kit fee**).
- The *Certificate* will be applied to the **teaching component only** of **one** subsequent workshop offered by WEG within the valid time frame of the *Certificate*. The value of the *Certificate* cannot be applied to any supplies/kit fee.

- The registrant is responsible for any portion of the registration fee over and above the value of the *Workshop Certificate*. If the registration fee of the workshop to which the *Certificate* is being applied is less expensive than the value of the *Certificate*, no "change" or "credit" will be provided.
- A Workshop Certificate will only be honoured at a workshop in which there is sufficient registration to cover costs. **Members who wish to use a previously won certificate for a WEG-sponsored course must indicate their intention to do so at the time of registration.**
- The *Workshop Certificate* is valid for two years from the date of the draw and will expire on the last day of the month in which it was awarded.
- The *Certificate* is not transferable without express permission of the WEG Executive committee.
- The onus is on the holder of the *Certificate* to use it by the deadline.
- While WEG has a mandate to offer periodic workshops for members, the Guild is under no obligation to:
 - offer a workshop at a skill level appropriate to the holder of the *Certificate*, within the two-year period;
 - offer a workshop of interest to the holder of the *Certificate*, within the two year-period;
 - provide any compensation other than described above.
- The WEG Secretary (or designate) will keep a running list of *Certificate* holders, the value of their *Certificate*, and the expiry date.

ASSOCIATED DOCUMENTS

2 *Workshop Procedures*

3 *Teaching Contract*

4 *Fee Schedule*

5 *Workshop Certificate*

6 *Workshop Certificate Tracking Sheet*