HWSD
Handweavers, Spinners and Dyers Guild Tasmania INC.

WORKSHOPS POLICY AND PROCEDURES

Policy number	113	Version	11
Drafted by	Sue Hastie	Approved by Committee on	12 November 2026
Responsible person	Workshops Officer	Scheduled review date	November 2028

WORKSHOP POLICY

Authority	Content
Clause 3 *Handweavers, Spinners and Dyers Guild Constitution 2021* *Committee approval 10 October 2019* *Reviewed by Committee and Tabled AGM:* *14/03/2023* *25/03/2025* *Committee review of fee structure 21 Sept 2023. Approval of changes to tutor assistant payment 8 February 2024 (Above was removed February 2025 on recommendation of auditor)*	**Introduction** The HWSDG offers formal and informal learning opportunities for members to develop new skills, subject to availability. Learning can occur through informal attendance on HWSDG group meeting days or through planned workshops, and tutorials. To take advantage of these opportunities you must be a current financial member of the HWSDG. **Informal and ongoing learning** Members can engage in informal and ongoing learning through attendance at regular HWSDG Group meeting days or special interest groups, e.g. weaving, felting, spinning, discussion groups etc. Experienced members who share their skills and facilitate these sessions are not paid for their time or expertise. This includes assisting new members to develop skills associated with HWSDG. Members can attend at any time and no enrolment is required. There is a nominal charge to cover rent, tea, coffee and insurance. **Workshops and other structured learning opportunities** The Guild also endeavours to offer a broad range of workshops and other structured learning opportunities to members where possible. These are designed to meet the learning and skills development requests from members and to provide beginner level skills learning opportunities for newer members. Tutors for workshops can be members or others who offer their expertise in a voluntary capacity, or external providers who may charge a fee. External providers will need to have the current public liability insurance. The Guild will charge a fee to participants to cover the costs of conducting the workshop. Costs can include room hire, equipment hire, material fees, fees and costs for outside tutors, any other fees and honoraria. Members can apply for financial assistance to attend a workshop through the Guild's Financial Assistance Fund and the Bursary Fund in accordance with the requirements of these policies. The Guild acknowledges the expertise of all tutors. It also recognises the significant contribution of time given by tutors who volunteer to prepare and run a workshop. An honorarium may be offered in acknowledgement of the

Reviewed by Committee and Tabled at AGM: 25 March 2025 *Reviewed by Committee and Tabled at AGM: 13 March 2027*	contribution of member tutors. All Honoraria are subject to budget considerations and are at the discretion of The Committee. External providers will be paid an amount agreed by the Guild prior to the workshop. They will be required to submit an invoice for this amount at the conclusion of the workshop. The Workshops Officer is responsible for timetabling and organising workshops for members. Most workshops will have a minimum of 5-6 participants depending on duration, and maximum of 10-12 according to the preference of the tutor. The Guild will make reasonable efforts to ensure workshops are accessible. Members who have access requirements are encouraged to contact the Workshops Officer when registering. The Guild reserves the right to cancel a workshop if minimum numbers are not achieved, or for any unforeseen circumstances. The Guild will endeavour to advertise workshops to members at least 4 weeks before the event, through the website and by email. Advertisements will include how to register and who to contact about access requirements. If a member registers and pays for a workshop and is then not able to attend, no refund will be given; however, if a member cancels due to unforeseen and major difficulties, such as illness, injury, caring responsibilities, bereavement or other significant circumstances the workshop officer in consultation with the President can decide to refund part or all of the workshop fee to the member. Members don't need to share private details to request a refund. Photographs may be taken during Guild workshops and events for use in Guild promotional materials, including newsletters, publications, the Guild website and social media. Members or participants who do not wish to be photographed must advise the workshop organiser or event coordinator prior to the commencement of the activity. All photographs and personal information will be handled in accordance with the Guild's Privacy Policy, which outlines how personal information and images are collected, used, stored and managed.

Authorisation Signature: ……

Name and Role: Sue Hastie - President

Date: 12 November 2026

WORKSHOP PROCEDURES

Policy number	113	Version	Version 1
Drafted by	Sue Hastie	Approved by Committee on	12 November 2026
Responsible person	Workshops Officer	Scheduled review date	November 2028

Purpose: These procedures support the HWSDG Workshop Policy by setting out the practical steps for organising, promoting and administering workshops.

Plan the workshop

- At the beginning of each year, the Workshops Officer and President identify potential workshop topics, taking account of members' learning requests, skill development needs and beginner-level opportunities.
- Confirm the tutor, proposed content, date, venue, duration, equipment and materials required.
- For an external provider, confirm the provider has current public liability insurance and agree the payment amount with the Guild before the workshop.
- Estimate costs, including venue and equipment hire, materials, external tutor fees and any other applicable costs. Set a participant fee intended to cover the workshop costs.
- Confirm the tutor's preferred minimum and maximum participant numbers. As a guide, most workshops require a minimum of 5–6 participants and accommodate a maximum of 10–12, depending on the workshop and tutor.

Advertise and register participants

- Where practicable, advertise the workshop at least four weeks before it takes place, through the website, by email, newsletter and at regular group meeting days. Members who do not use email can ask the Workshops Officer to contact them another way.
- Advertisements will let members know they can apply for the Financial Assistance Fund or Bursary Fund to help with workshop costs. Application criteria and forms are in the members section of the Guild website under Policies. Members who need help can ask a committee member and applications will be treated discreetly.
- Members register for workshops through the Guild website. Anyone without internet access can contact a committee member, who will help them register.
- Include the workshop topic, date, time, location, participant fee, what the fee covers, any materials or equipment participants need, how to register, and contact details for access requirements.
- Include information that helps members decide whether a workshop suits them, such as venue access (steps, parking, toilets), physical demands (standing, fine motor tasks, session length), and any fibres, dyes or other materials that could affect allergies or sensitivities.
- Check that participants are current financial members of the HWSDG.
- Record registrations and payments and monitor numbers against the agreed minimum and maximum.
- Encourage members with access requirements to contact the Workshops Officer when registering and make reasonable efforts to support accessibility.
- Requests will be treated confidentially, and members don't need to give medical details.

- Access needs can be raised at any time, not only at registration.
- The Guild will aim to cover reasonable adjustments or say how they are handled.

Confirm or cancel the workshop

- Before the workshop, check registrations against the minimum number and confirm arrangements with the tutor and venue.
- If minimum numbers are not reached, or unforeseen circumstances arise, the workshop Officer and President may decide to cancel the workshop.
- If cancellation is necessary, the Workshops Officer will contact registered participants as soon as practicable to advise them of the cancellation and available options for fees paid.
- If a workshop s cancelled a full or partial refund is appropriate. Participants may also be offered the option of transferring their payment to another workshop, subject to availability and agreement with the Workshops Officer.

Run the workshop

- Confirm the venue is ready and the agreed equipment and materials are available.
- Welcome participants, confirm attendance and outline any practical arrangements for the session.
- Ensure the tutor has the information and resources agreed during planning.
- For informal learning at regular group or special interest meetings, no enrolment is required; the nominal charge contributes to rent, refreshments and insurance.

Tutor payments and workshop costs

- Member tutors and experienced members contribute their time and expertise voluntarily. A tutor honorarium may be offered at the Committee's discretion, subject to budget considerations.
- Contracts will be negotiated in advance, including when and how payments are made.
- External providers will be paid the agreed amount once they submit an invoice at the conclusion of the workshop. Some contracts may require a deposit up front, with the balance paid after the workshop.
- Keep a record of workshop income, invoices and costs in accordance with the Guild's usual financial processes.

Participant cancellations and refunds

- If a participant can no longer attend after registering and paying, explain that the usual policy is that no refund is given.
- Where the participant cancels because of unforeseen major difficulties (for example, illness, injury, caring responsibilities or bereavement, other significant circumstances), the Workshops Officer may consult the President to decide whether to refund part or all of the fee.
- Do not ask the member to disclose private details in order to request consideration of a refund. Treat the request discreetly.

After the workshop

- Reconcile registrations, payments, invoices and expenses, and pass records to the Guild Treasurer.
- Seek brief feedback from the tutor and participants to help improve future workshops.

- Four weeks after each Beginner Workshop, the President will contact participants to see how they are progressing, whether they need any further support, and if there is anything else the Guild can assist them with.
- Note any recommendations about topics, accessibility, participant numbers, venue, materials or costs for future planning.

Note: These procedures are an operational guide and should be read alongside the current HWSDG Workshop Policy and any applicable financial assistance or bursary policies. If a situation is not covered, refer to the Committee.

Authorisation Signature: ……

Name and Role: Sue Hastie - President

Date: 12 November 2026