



Visiting Tutor Program (VTP)  
**Guidelines for use of Program**

**The aims and objectives**

The aims and objectives of the VTP are:

- (a) to develop and build the knowledge of bonsai within the Association of Australian Bonsai Clubs Ltd (AABC Ltd) membership;
- (b) to disseminate all available bonsai knowledge throughout the Association in a practical way;
- (c) to reduce the bonsai isolation of some member Clubs; and
- (d) to maintain a corps of experienced tutors.

**Selection of Tutors to the AABC Ltd Register of National Demonstrators**

The selection of tutors for the VTP begins with the nomination of a suitable person from the member Clubs to the AABC Ltd Executive to be added to the AABC Ltd Register of National Demonstrators. The tutors selected should be deemed by both their Club and the AABC Ltd Executive to have sufficient bonsai knowledge and experience for the level of tasks required, and be able to communicate that knowledge and experience. The AABC Ltd Executive will determine the final list of tutors.

Clubs can put forward nominations for suitable persons from their Club to be a demonstrator at any time, on the Nomination Form that is available on the AABC Ltd web site or on request from the AABC Ltd Secretary.

**Selection of a Tutor for Club Demonstration**

A Club can select any tutor from the Register of National Demonstrators, however, reimbursement is within the limits detailed below.

**Tutor Reimbursement**

The AABC Ltd Executive have divided the member Clubs into three Groups. These groups are based on the location of the Clubs and the number of members in the Club.

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The amount of reimbursement for each Group will be:

- (a) Group A - Clubs that are located in the metropolitan area or close to a capital city. To be reimbursed airfares (including transfers) up to a maximum of \$400.00. If the tutor travels by motor vehicle reimbursement will be for actual travelling expenditure and reimbursement for meals, up to the maximum of \$400.00;
- (b) Group B - Clubs that incur additional travelling expenses due to their location, but are large clubs that can afford to pay demonstrators fees. To be reimbursed airfares (including transfers) up to a maximum of \$600.00. If the tutor travels by motor vehicle reimbursement will be for actual travelling expenditure and reimbursement for meals, up to the maximum of \$600.00;
- (c) Group C – Clubs that incur additional travelling expenses due to their location, and are smaller clubs, that will benefit with assistance towards payment of the demonstrator's fees for demonstrations only. Workshop fees would be paid by the participants. To be

reimbursed airfares (including transfers) up to a maximum of \$600.00. If the tutor travels by motor vehicle reimbursement will be for actual travelling expenditure and reimbursement for meals, up to the maximum of \$600.00. The Clubs will also be reimbursed \$100.00 towards the demonstrator's fee for a demonstration, but not for workshops.

## **Tutor Reimbursement - Pre-Payment of AirFares**

There are instances where a Tutor needs to outlay for airfares well before the VTP activity date. The AABC Ltd will reimburse the Tutor airfares that may bring hardship to the tutor and family. The *Demonstrator Pre-Paid Trans Fees VTP Request Form* is available for Tutors to apply to the Secretary AABC Ltd for approval.

## **Eligibility for Reimbursement**

To be eligible for reimbursement, within the limits detailed in the Guidelines the Clubs **must:**

- (a) be a financial member of the Association on the date of the activity;
- (b) have submitted a Visiting Tutor Program Request Form to the Secretary of the Association prior to the date of the activity; and
- (c) not have used the Program previously during the same financial year.

## **Approval of Requests**

The AABC Ltd will not accept any liability to reimburse a Club for airfares, motor vehicle expenses, meals or demonstration fees incurred if the VTP Request Form is not submitted to and approved by the AABC Ltd Secretary prior to the activity being undertaken. If the VTP Request Application Form is not submitted then the Secretary shall not approve any reimbursement nor can the Treasurer issue any cheque to reimburse a Club. Request Application Forms shall either be submitted by mail or by e-mail.

The VTP Request Application Form shall be submitted as soon as the visit is arranged. There is no need to wait until just prior to the visit.

Clubs/Societies that arrange a visit by a tutor early in a financial year (i.e. July or August) should be aware that any reimbursement request shall not be approved by the AABC Ltd Secretary until the Annual Membership Fee, which is due and payable on 1 July each year. Therefore, it is in the interest of Clubs to ensure that the Membership Fee is paid by 1 July.

## **Rejection of Request and/or Reimbursement**

A request to use the VTP or claim for reimbursement will be rejected if:

- (a) the VTP Request Form is submitted to the Secretary of the AABC Ltd after the date of the VTP activity;
- (b) the Club/Society is not a financial member of the AABC Ltd on the date of receipt of the reimbursement for the VTP activity;
- (c) the Club/Society applies to use the Program more than once in a financial year ;
- (d) the receipts/invoices are not provided with the VTP Reimbursement Application Form.

## **Additional Costs**

The host Club/Society shall provide the tutor with suitable accommodation, either by billet or other, plus meals in order to reduce the costs, as such expenditure is the responsibility of the Club and not AABC Ltd.

The costs incurred by the tutor in travelling to and from airports, coach terminals or railway stations, and parking at airports can be considerable. These costs shall be included in the

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travelling costs of the tutor and will be included in the total reimbursement, up to the maximum permitted by the Guidelines. Receipts for all expenditure must be provided on the VTP Reimbursement Application Form.

***It is important to note that if receipts are not provided than reimbursement of expenses will not be possible as this is a ASIC corporate governance requirement.***

## **Travel by Motor Vehicle**

In cases where a tutor travels by motor vehicle the reimbursement will include the cost of the petrol used for the visit, plus 25% of the cost of fuel for vehicle wear and tear. There will also be some reimbursement for meals, see below.

The maximum amount of reimbursement will be in accordance with the maximum allowed for each Club/Society within its Category Group, as set out in the Guidelines below.

For those cases where travel is undertaken by motor vehicle the use of the VTP request application will be approved prior to the event but the amount of reimbursement will not be determined until either the tutor or the Club makes a claim and provides details of the actual travelling expense incurred.

When Clubs negotiate with a tutor and it is determined that travel will be undertaken by motor vehicle the tutor shall be advised to provide evidence of the costs incurred. This information can then be forwarded to the Secretary of AABC Ltd for approval and reimbursement. Details of travel expenditure are to be provided to the Secretary AABC Ltd as soon as practical following the activity. It is the responsibility of the Club to submit a completed VTP Reimbursement Application Form to the Secretary AABC Ltd. It is important for clubs/societies to understand that the AABC Ltd is not responsible for chasing up reimbursement applications after the VTP activity.

## **Reimbursement for Expenses**

### **Meal Expenses**

Tutors shall be reimbursed up to the value of \$20.00 for meals for each 250km travelled by motor vehicle but only meals consumed during the travelling times. There is no reimbursement for meals consumed when travelling by air.

Reimbursement of meal expenses will only be for meals consumed by the tutor and not any travelling companions.

### **Demonstrators Fees**

Clubs listed in Categories Group A and Group B are not eligible to claim reimbursement for demonstrators fees.

The Clubs listed in Group C will be eligible for reimbursement of up to the value of \$100.00 towards the tutor's fees for demonstrations.

### **Workshops**

No reimbursement will be approved for workshops as the amounts paid by the participants would cover the demonstrator's workshop fees.

### **Duration of VTP Activity**

The length and duration of the VTP activity is at the discretion of the host Club/Society and the tutor.

## **Demonstrator Assessments**

Ongoing assessments of demonstrator performance has been highlight as an important tool for demonstrators to obtain feedback on their knowledge of bonsai and communication of that knowledge to an audience.

Assessments provide a tool to the development of benchmark or standard that can further enhance the knowledge of bonsai and capabilities of demonstrator. This tool is viewed as a continuous improvement model to relay back to the demonstrator those areas that can be improved upon through the feedback from their audience.

Assessments of Demonstrators will be required from all VTP participating clubs as of January 2008, unless the Demonstrator/Tutor advises that an assessment is not necessary. The information will be relayed back to each tutor every Twelve months via a report prepared by the Secretary or VTP Officer of the AABC Ltd. Demonstrators can request actual assessments of their VTP activities.

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## Operation of the VTP

The Visiting Tutor Program will operate in accordance with the following criteria:

- (a) participation in the VTP is restricted to financial member Clubs of the AABC Ltd;
- (b) each financial member Club/Society of the AABC Ltd is entitled to exercise one VTP activity in any one financial year, regardless of location. *“One” means one tutor for one visit, once in the financial year;*
- (c) Clubs/Societies may utilise tutors any number of times they wish but the AABC Ltd will approve only one reimbursement per Club/Society per financial year (currently from 1 July each year). The reimbursement will be in accordance with the reimbursement policy detailed in these Guidelines. In view of this if Clubs/Societies have a tutor to conduct judging then it would be in the interest of the Club/Society to have a workshop or demonstration at the same time;
- (d) when a Club requests a visit from a tutor it will select one from the Register of National Demonstrators. the Club/Society will contact the tutor to determine whether he or she is available;
- (e) the Club will specify the activity/activities, dates and other relevant information;
- (f) when agreement is reached between the Club and Tutor, the Club completes a VTP Request Form and forwards it to the Secretary of the AABC Ltd for approval;
- (g) the Secretary will process (approve or reject) the application and advise the Club of the outcome. Applications will be rejected; if the Club is not financial at the time of request or application for reimbursement, has already had use of the program during the financial year, has completed the incorrect form, and the application was not made until after the activity;
- (h) approval of a VTP activity will be made on the understanding that the Club and the demonstrator is there “exclusively” for the approved VTP activities and not to take part in any activities other than those which were pre-approved, nor can they promote, personally either directly or indirectly, any business, non profit or otherwise, an organisation or activity that is not directly associated with the VTP activity which is funded by the Association of Australian Bonsai Clubs Ltd . Failing to comply with this criteria the Club/Society and/or Demonstrator expenses shall not be approved and any paid expenses will be required to be refunded to the AABC Ltd.
- (i) where VTP Request Forms are lodged for activities early in the financial year (ie July and August), the Secretary will approve the request on the basis that no reimbursement shall be made until such time as the Club has paid the Annual Membership Fee for that financial year. Clubs should be aware that if the Membership Fee, which is due and payable on the first of July each year, is not paid by the date of the receipt of the reimbursement application by the Secretary AABC Ltd then the Club is not entitled to any reimbursement;
- (j) following the activity the Club will complete the current VTP Reimbursement Application Form and submit it to the Secretary of AABC Ltd for approval together with all relevant receipts;
- (k) if the application is approved the Secretary will review and check the amount of reimbursement, in accordance with the Guidelines and forward the Treasurer for payment of the reimbursement.
- (l) the Club will be provided with details of the calculation of the reimbursement, in accordance with the VTP Guidelines.

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- (m) The club/society should always complete a Demonstrator Assessment Form and forward the form to the Secretary AABC Ltd. This information provides feedback to the Demonstrator as to the strengths and weaknesses of their demonstration and is important to maintain a high quality and standard of knowledge and presentation.

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## AABC Ltd Member Club Group Identification Listing

### Group Type A

Campbelltown Bonsai Group Inc  
Sakura Bonsai Studio Inc  
Redlands Bonsai Society Inc  
Bonsai Study Group  
Nepean Bonsai Society Inc  
Illawarra Bonsai Society Inc  
Gold Coast Tweed Bonsai Club Inc  
South Australian Bonsai Society Inc  
Canberra Bonsai Society Inc  
Newcastle Bonsai Society Inc  
Bonsai Society of Victoria Inc  
Bonsai Society of Sydney Inc  
Bonsai Society of Queensland Inc  
Bonsai Society of Australia Inc  
Bonsai Northwest Inc  
Bimer Bonsai Club Inc  
Bayside Bonsai Club  
Geelong Bonsai Club Inc  
Urimbirra Bonsai Society Inc  
Suiseki Australia Inc  
Sydney City Bonsai Club Inc  
Weston Creek Bonsai Group Inc  
Waverley Garden Club - Bonsai Group Inc

### Group Type B

Bonsai Society of the Central Coast Inc  
Bonsai Society of Western Australia Inc

### Group Type C

Ballarat Bonsai Society Inc  
Bendigo Bonsai Club Inc  
Sale Bonsai Club Inc  
Wauchope Bonsai Workshop Group Inc  
Wagga Wagga Bonsai Society Inc  
Cairns Bonsai Society Inc  
Mornington Peninsular Bonsai Society Inc  
Bonsai Interest Group (NT) (Formerly Darwin Bonsai Club Inc)  
Southlakes Bonsai Club Inc  
Townsville Bonsai Society Inc  
Toowoomba Bonsai Group Inc  
Goulburn Bonsai Society Inc  
Tokonoma Bonsai Society Coffs Harbour Inc  
Launceston Bonsai Workshop  
Mackay Bonsai Society  
Bairnsdale Bonsai Group  
Tasmanian Bonsai Society  
Peel Valley Bonsai Club  
Sunshine Coast Bonsai Society Inc  
Summerland Bonsai Society Inc  
Shoalhaven Bonsai Club  
Twin Lakes Bonsai Society

### Group Type TBA

Hamilton (NZ) Bonsai Club

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## Checklist for Using the Visiting Tutor Program

- Determine date/s of activity;
- Determine type of activity, e.g. Demonstration, or Demonstration and Workshop;
- Select a tutor from the Register of National Demonstrators on the AABC Ltd web site or on request from the Secretary AABC Ltd;
- Contact tutor to determine availability:
  - If tutor is available:
    - clarify activities to be undertaken and duration of visit;
    - clarify applicable fees and means of transport;
      - if travel by air then consider costs incurred by the tutor in travelling to and from airports, coach terminals or railway stations or parking at airports;
      - if travel by motor vehicle make tutor aware of need to produce receipts for petrol and food;
- Complete the correct Visiting Tutor Program Request Form and submit to the Secretary AABC Ltd;
- If a VTP activity is planned for early in the new financial year check to ensure that the Club will take necessary steps to be financial on application of reimbursement of the activity;
- On completion of the VTP activity ensure all relevant receipts have been collected and complete the correct VTP Reimbursement Form. Submit form and receipts to the Secretary of the AABC Ltd,;
- Complete the Demonstrator Assessment Report and forward to the Secretary of the AABC Ltd.

### Required Forms

VTP Reimbursement Application and Calculation Form  
VTP Request Form  
VTP Demonstrator Assessment Form