

GENERAL GUIDELINES – DIAMOND APPROACH NEW ZEALAND

Retreats and conference calls

- 1 There are currently three residential or non-residential retreats each year. In 2016, there are three residential retreats at Tauhara (Taupo). In 2017, we will hold two residential retreats at Tauhara. There are also two related conference calls after each retreat.
- 2 ALL RETREATS AND CONFERENCE CALLS SHOULD BE ATTENDED, EXCEPT FOR UNUSUAL CIRCUMSTANCES. When you cannot attend, please let your teacher know in advance.
- 3 If you must miss a retreat, session, or conference call, obtain and listen to the recorded teaching (see paragraphs 21 to 24 below).

Retreat sessions

- 4 Take your seat 10 minutes before each session, including for small groups.
- 5 Observe silence in the meeting room at all times, even when there is no session, with necessary talking only.
- 6 Drink water only, and no eating in the meeting room unless you have special health or dietary needs.
- 7 Ensure all cell phones, beepers, and other electronic devices are switched off.
- 8 All sessions start on time. If you arrive late, please wait outside until the meditation is over.
- 9 All things shared within sessions are personal and confidential. These are not to be shared either within the group (eg outside of sessions) or with others outside the group.
- 10 Observe silence when and where the teacher requires this (eg during life practice, and for extended periods between sessions), with necessary talking only.

Conference calls

- 11 Conference call dates are advised at the related retreat, and will then be posted in the 'notice board' section on the Diamond Approach New Zealand website. A reminder email, with the date, time, and conference access numbers will also be sent to you in advance of the meeting. YOU SHOULD ALWAYS TRY TO ARRANGE YOUR LIFE SO YOU CAN ATTEND THESE VERY IMPORTANT CONFERENCE CALLS IN ADDITION TO THE REGULAR RETREATS.
- 12 You are encouraged to meet in groups for these conference calls, where possible. People living outside Auckland need to arrange an exercise partner ahead of time. An email will be sent offering to find you an exercise partner, if needed.

- 13 When joining the conference call, either initially or after the exercise, announce yourself briefly and then mute your phone.
- 14 All conference calls start on time. If you are late joining or rejoining the conference call (eg after the exercise), be mindful that the group may be meditating or that a student may be working with the teacher.

Retreat fees

- 15 The current fee for a residential or non-residential retreat is \$590 + \$88.50 GST = \$678.50. This fee includes the small group session, any related conference calls, and related recordings (see paragraphs 18 and 20 below). The residential retreats have an additional accommodation cost.
- 16 Reminder emails will be sent about fees and registration and payment dates. You may pay in full or in three instalments. Payments should be made on time unless other arrangements are made in advance.

Additional meetings

- 17 Occasionally, additional meetings are scheduled in between retreats, and can include additional small groups, a new retreat, or a make-up retreat. These will have an additional fee, which should be paid on time.

Recordings of retreat, conference call, and additional meeting teachings

- 18 Recordings of each retreat, related conference calls, and additional meetings are made as part of the related fee. A link to these recordings is provided to you by email and these recordings can also be accessed through the Ridhwan portal (<https://portal.ridhwan.org/portal>).
- 19 You may download these recordings for your personal review and to assist with your ongoing work. Given their confidential nature, you should not retain any copy for longer than 3 months. If further review is required, these recordings can be accessed through the Ridhwan portal (see paragraph 18 above). You can only access recordings that you have paid for.
- 20 Recorded teachings are not to be shared outside the group.

Missed retreats, sessions, conference calls, and additional meetings

- 21 If you miss a retreat or an additional meeting, you will still need to pay for it before the missed retreat or additional meeting and study the missed material by obtaining the related recordings. The current fee for these recordings is the same as for the retreat (\$678.50) or additional meeting. THE RETREAT OR ADDITIONAL MEETING FEE IS DUE REGARDLESS OF WHETHER YOU OBTAIN THE RECORDINGS AND LISTEN TO THEM.
- 22 Occasionally, you may have to miss some sessions of a retreat. The full retreat fee is still due and you can get the recordings for the missed meetings.

- 23 If you miss a conference call, you still need to obtain and complete the recorded teaching.
- 24 If you miss a session, retreat, conference call, or additional meeting, do your best to listen to the recorded teaching/s with other group members, so that you can do the exercises experientially. If this is not possible, then listen to the recording/s on your own and write out the exercises and send these to your private teacher.

Private sessions

- 25 Private sessions with a Diamond Approach teacher are a central support for the work, as these allow for integration of the teaching and support with deep personal issues that might arise.
- 26 A private session each retreat is strongly recommended, and one or more private sessions between retreats (by Skype or phone) are also strongly recommended.
- 27 The current fee for private sessions is USD\$90 (plus any PayPal fee, if paying by this method). You determine the appropriate total fee and payment method (eg PayPal or cash) in advance with your teacher.

Rescheduling, cancellation, and missed/lateness for private sessions

- 28 If you wish to reschedule or cancel a private session, this requires 48 hours notice if the session is in New Zealand, and 24 hours notice if out of New Zealand (eg by phone or Skype). Otherwise, the whole session fee is due.
- 29 If you miss a private session, the whole session fee is due. The missed session should be rescheduled with your teacher as soon as possible.
- 30 If you are late for a private session, only the remaining time of the session will be available to you, and the whole session fee is still due.

Leaving, or taking a break from, DANZ

- 31 If you wish to leave the group or take a break, it is best to explore and work on this with Christine or your private teacher before finalising your decision. This is so you do not prematurely act out on unconscious impulses that could become barriers for you.

Teacher assistance with your process

- 32 Normally, you will be able to sustain your own process; but there may be an unusual occasion where you need help in between retreats. In this case, you may email Christine or your private teacher on Monday through Thursday (local time for the teacher).
- 33 If it is an emergency, you may call on Friday, Saturday or Sunday (local time for the teacher). If you get the answering machine, you will need to indicate that it is an emergency. If it is a situation where you need to handle something right away, you need to take appropriate actions, since your teacher may not be able to respond right away or may be out of town.

Annual Ridhwan fee

- 34 All Diamond Approach schools operate under the auspices of the Ridhwan Foundation in Berkeley, California. An annual fee is collected on its behalf to fund the running of the Ridhwan School and to authorise qualified teachers of the Diamond Approach to teach in New Zealand. The current fee of NZD\$62 is collected annually once you have joined the DANZ main group. You will receive an email about this, and prompt payment is appreciated.
- 35 For more information on the Diamond Approach and Ridhwan School visit www.ridhwan.org.