

Swordsquatch Instructor Guidelines and Reimbursement Policy

May 26, 2022

- All instructors, lecturers, and co-instructors must read, sign, and abide by our Swordsquatch Code of Conduct and Bigfoot Brawl rulesets.
- Please set a positive example as a leader while attending Swordsquatch. We ask that you display a strong focus on safety, encourage participation and camaraderie, and provide support (when requested) to the Swordsquatch organizing team during the event.
- If your workshop is selected, please register using the instructions provided by the organizing team. If you want to compete in a tournament, please register for the TOURNAMENT ONLY as soon as possible as registration may sell out and we cannot guarantee space.
- Benefits of instructing and/or lecturing:
 - 100% discount off Swordsquatch attendance (fees for tournaments and cutting workshop may apply)
 - Co-instructors may receive a 50% discount off attendance (co-instructors are not reimbursed for travel expenses, however we will do our best to help with couch surfing if requested).
 - Meals, snacks, and precious precious coffee! Lunch is provided all 3 days to instructors and co-instructors. Dinner on Friday and Saturday is provided. If you have special dietary needs, please contact us in advance of the event so that we can accommodate.
 - Swag, good vibes, beer, etc.
 - Expense reimbursement - We try to do as much as we can to make attendance affordable! Read on for details about reimbursement and financial assistance for instructors.
- Transportation expense reimbursement: All transportation must be arranged by the instructor/lecturer and submitted with proper receipts and/or documentation when requested by the Swordsquatch organizing team in order to be eligible for reimbursement. The following transportation expenses are reimbursable under this policy: Airline, train, and bus travel: Travelers are expected to:
 1. Book air travel at least 45 days in advance for domestic travel, and 70 days in advance for international travel, otherwise ticket will not be reimbursed unless approved by the Swordsquatch organizing team.
 2. Travel coach class.
 3. Take advantage of discounted fares whenever possible.
- Car travel (gas, etc.): per diem is available from Canada to the event. Car travel is not reimbursable for travel within the US - contact us for distance exceptions, which are made on a case-by-case basis.
- Lodging reimbursement: Lodging is not reimbursable, however we do provide the option to arrange for free housing with area volunteers and participants (spare rooms, couches, etc.). If you need lodging, please indicate this request to us at least 30 days in advance of the event. Lodging is arranged on a first-come, first-serve basis.
- Additional financial support: Contact us if you need additional expense support. We are a not-for-profit event with a small budget, but we will work with you to help you attend if your workshop proposal is selected. If you have any special requests, unique circumstances or any questions about this policy or the event please contact us by email swordsquatch@gmail.com or message us on Facebook.