



Cooroora Woodworkers Club Members Handbook

The purpose of this handbook is to give members a summary of the formal and informal rules of the club and the expectations the club has about their behaviour. The club is about providing quality amenities and a supportive environment to members as well as engaging in projects for the general good of the community we are part of.

Club Membership

At the time of being formally accepted into the club you will be given a membership badge which should be worn at all times on club premises. If you lose it, request a replacement from the Membership Officer. Being a club member carries the responsibility to understand and follow its rules and procedures. Some of these (particularly the WH&S procedures) are documented and on display around the club facilities. You should ensure that you understand and comply with these procedures at all times. This handbook attempts to cover all those “other” customs and procedures that are not documented but represent ***the way things get done around here*** and give the club its special culture.

Club Meetings

A general meeting for all members is held on the second Saturday of each month and members are encouraged to come along to these meetings whenever they can. These meetings are very important as they provide an opportunity to mix with fellow members as well as a forum to keep up with the latest club activities, current club issues and plans for the future. The regular “show and tell” segment enables members to look at each others’ work, share techniques and ideas for their own work.

Management of the Club

Each year at the AGM a committee is elected to handle the day-to-day management of the club and its activities. This group meets once a month with the President, Vice-President, Secretary and Treasurer acting as the executive of that group – they provide leadership to the committee and the club in general. If you have any suggestions or concerns, they should be approached in the first instance. If you have a serious concern that you have not been able to resolve via discussion with the executive, you should put it in writing to the secretary for discussion by the committee

Volunteering

A club like ours relies on members volunteering their time to complete the many and varied activities essential for the management and maintenance of the facilities as well as to generally assist with club initiatives. We need to spread these responsibilities as widely as possible so that we do not rely on a small number of members to “do all the work”. Please talk to a committee member if you are prepared to volunteer for something in particular

The Cooroora Woodworkers Club holds Public Liability Insurance for all club activities.

President: John Gyger 0416 127 598
Secretary: Steve Chapman 0419 611 565
Membership : Jeff Fraser 0458 331 286

Clubhouse Roster

The club has a commitment to open the clubhouse every morning of the week (0900 – 1200) except Sundays and public holidays. Members are expected to make an effort to volunteer a small amount their time to fulfil the role of “Clubhouse Officer”. The specific duties of the this role are on the notice board in the clubhouse. If you have items for sale in the clubhouse you should be on the roster for this responsibility at least once a month. Others should be prepared to be on this roster when time permits.

Club Projects and Working Bees

From time to time the club will agree to undertake projects that require members joining together to achieve the objective. These require a mix of skills and experience and they are always good fun. Please keep your eye open for these opportunities as they offer an opportunity to build timber-working skills in the company of skilled craftsmen.

CWC Annual Woodworking and Craft Show

Each year in May the club conducts the Cooroy Woodworking and Craft Show which includes an interclub competition for woodworking skills in a number of categories. This event is the club’s major fund-raising event for the year needing the efforts of many volunteers to make it a success



Club finances

•**Tea, coffee and biscuits** are available in the clubhouse .

•**Soft drinks** are available in the fridge in the clubhouse – a contribution of \$1.00 per can is required

•**Timber** is available for sale to members and the public. Members receive a 50% discount off the marked price of slabs and rough-sawn lumber. There is a book with details of timber available on the clubhouse table and timber can be purchased at our Johnson Ct yard.

This generally happens on Saturday mornings around 9.00am but alternative arrangements can be made by contacting a club member. Other timber will be for sale from time to time from the kilns.

•**Sandpaper** if available in the office – prices are on the items

•**Turning blanks** are available in the kilns for the marked price. Rectangular “hogsbags” (suitable for making into a circle on the bandsaw) are also available for \$2.00 each

•Members participating in **classes or workshops** where club timber is used are asked to contribute at the discretion of the organiser of the activity (e.g. those getting a lesson in spindle turning should contribute \$2.00 per session)

•**Using the Slabmaster finishing machine and the large drum sander** consumes a significant number of sanding discs or sanding strips . Members are asked for a contribution to these costs (or supply your own).

•**Excursions** where members cars are pooled to provide transport require a contribution to the driver to cover fuel expenses. When the club hires a bus, the costs will be recovered from the participants.

Bill Todd is the club's WH&S coordinator so all suggestions and issues in this area should be discussed with Bill. Alan Warner is our workshop coordinator and becomes involved in the maintenance and refreshment of our equipment. Any suggestions and issues should be discussed with Alan. All equipment breakages should be reported to Alan or Bill.

Each machine has a usage log on the wall near it and operators should note the date and duration of the machines' usage each time they are used. Work areas should be thoroughly cleaned by users on completion of work for the day. Closed footwear is to be worn at all times when working in the workshop - sandals and thongs represent a safety hazard and should not be worn while working in the kilns.

Club finances

Membership fees cover unlimited use of club equipment and facilities but in the spirit of *user pays* members are asked to contribute towards club costs of the consumables used in some activities. There are two boxes in the office in which to put your contributions. For kitchen consumables simply put the money in the box provided; For other sales and contributions write your name, details of the purchase and the amount in an envelope and put it in the safe in the office. The treasurer will check and note these payments regularly and issue receipts where necessary.

Membership fees are due and payable by the 31st March each year. Reminders will be given at meetings leading up to the due date and in club news letters. **No invoices will be sent out for membership fees.** It is each individual member's responsibility to have these dues paid on time – failure to comply will result in loss of membership benefits.

Communications

The normal way the club communicates with members is via email. You should ensure that the Membership Officer has your up-to-date email address to facilitate this communication. If you do not have email, you should arrange for a *buddy* to pass on any information sent out in this manner. It is also important for the club to have your telephone contact details in case of the need to contact you personally. It is your responsibility to ensure that you are in a position to receive club communications at minimum effort for the executive.

Use of Machinery in the workshop

New members must complete a formal induction program before they can work in the workshop. This program gives an orientation to all the equipment and features of the workshops (the kilns) and covers workplace health and safety issues. Those members who have been nominated to provide these inductions are listed on the notice board in the clubhouse. It is your responsibility to arrange a time to complete this induction with one of these members.

The club has designated **Assessors** for each piece of equipment and a list of these assessors is posted on the wall of Kiln 4 next to the accreditation table. If you wish to be accredited on a piece of equipment you must set up a time with one of the assessors to be given a “driving test”. If you are successful you will be considered accredited to use that piece of equipment unsupervised and the accreditation board will be updated accordingly.

Some equipment (such as the Slabmaster and the drum sander) will have a specific operating procedures that need to be strictly followed. Members should make sure they are familiar with these procedures and adhere to them.