



Caboolture & District Woodcrafters INC.

Club Operations - Handbook

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 Induction Process

FORWARD

Welcome to the Caboolture and District Woodcrafters Inc. Our Club offers members a friendly working environment, a wide range of machinery and tools and we provide the encouragement to contribute to the exciting world of woodworking. Here you will find members of all genders from wide ranging backgrounds and varying skill levels that have joined the Club to fulfil their need to further their knowledge in this area of interest.

If you are willing to have a go and be part of an effective team, we have the people to help you increase your skill levels and at the same time to enjoy the company of like-minded people.

This handbook has been written to provide you with answers to many questions you may have regarding our Club's operations e.g. what we do, how we work and why, together with a lot of other information designed to facilitate your induction into our Club. I trust you find the information useful and if you have suggestions as to how the Club or this handbook can be improved, we would welcome them.

Finally, if you need something, all you have to do is to ask – there will be someone in the Club that can help you. Again, welcome!

Purpose

1. The purpose of this handbook is to provide members with a thorough understanding of the Club's administration, its activities, and its future direction.

Incorporation

2. The Association officially formed on Sunday 17th May 1998 and became incorporated under the Association Incorporation Act 1981 on 15th July 1998.

Executive Methodology

3. The Club executive has adopted the following operating framework:

Vision

4. The Caboolture & District Woodcrafters Inc. is to become a premium wood-crafting organization in its regional and state peer groups.

Mission

5. To promote, foster and practise all aspects of Woodcrafts and its associated arts.

Strategies

6. In order to accomplish its vision the following strategies will be executed:

Skill sets are encouraged to be broadened and improved with the help of experienced members mentoring others and, knowledge gained from visiting ‘professionals’ and tutors.

New members will be encouraged to obtain competency for the machines used for basic woodwork. New members will also be assigned to a ‘buddy type system’ during their first month on joining the Club. At no time should the new members be left unsupervised but rather they will be properly integrated into all the Club’s activities.

The future direction of the Club and its continued viability will be addressed by the Committee and action taken annually with a view to maintaining its continued relevance in meeting the needs of its members.

In order to maintain its financial viability, the Committee under the direction of the President will plan and budget for all purchases, but particularly those high value items so as not to jeopardise its cash flow. Additionally, a plan will be developed that sets out the Club’s financial targets for the year. To achieve these targets, revenue may be derived from the sale of products manufactured by Club members, raffles of Club products, donations for services rendered etc.

To fulfil community expectations, a policy will be developed that sets out the Club’s obligations with respect to the donating of toys to charitable organisations, attendance at community events, and the opening of the Clubs premises at various times to encourage community involvement in the various disciplines of wood-crafting.

The Club will whenever possible, liaise with other wood-crafting organisations. This will enable the Club to benchmark its activities with other similar organisations and facilitate the transfer of knowledge and skills.

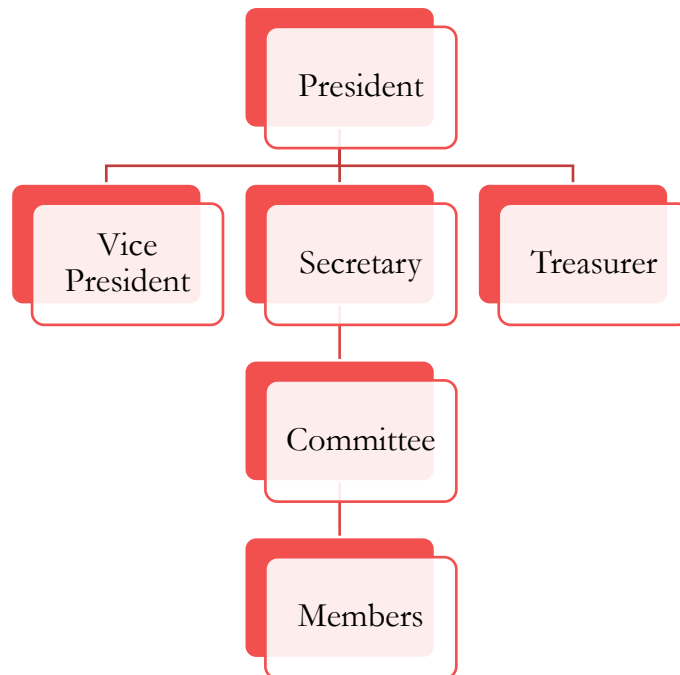
Website and Facebook Sites

7. www.caboulturewoodcrafters.com

<https://www.facebook.com/Caboulture-District-Woodcrafters-Inc>

Structure

8. The Club is structured along traditional lines and is shown as follows;



Roles

9. Shed Captain

- Daytime opening Open the club at 8am and close it at the completion of the day's activities.
- Night time opening.....Open the club at 5pm and close it by 9pm
- Ensure the hot water urn is full and switched on.
- Ensure that all Club members in attendance have signed in and paid their session fee.
- Ensure members are signed off as competent for the machines they are using.
- No private work when you are a shed captain, but club work is allowed with priority to the running of the shed.
- Provide a 'buddy' service to all newcomers arriving on the day and ensure they are made welcome and are not left on their own without anything meaningful to do.
- Be a point of contact for members requiring parts or consumables and bring to the notice of the purchasing officer for their procurement action.
- Ensure that all machinery is being operated safely by members and take immediate action to rectify any safety issues.
- Ensure that the kitchen and tea room area is tidy.
- Ensure that members return all tools to their proper place and clean up after themselves.
- Check that the Dust Extraction gates and bags are within their working limits.

- After smoko do the paperwork and collect and fill in the day book and do the moneys for that shift.
- Upon completion of the day's activities, ensure that all power tools are shut off, lights are turned off, the hot water urn is filled up and switched off and all doors and windows are secure and make sure the rear timber sheds are closed and locked. Ensure that all occurrences including safety and health issues, visitor details, special orders, suggestions, machinery issues and other information relevant to the Club's operations are entered into the Day Book. Note this Book will be checked regularly by the President, who will undertake any necessary actions. Note: The Day Book greatly facilitates the management of the Club, and provides a record of occurrences and assists government officers if they audit the Club's activities, particularly with respect to OH & S.
- All first aid is to be entered into the first aid book kept in the first aid cabinet and also recorded in the day book.

Collateral Duties

10. Safety Officer & Fire Warden

The Safety Officer/Fire Warden/Shed Captain shall:

- Be responsible for monitoring and assessing hazardous and unsafe situations and developing measures to ensure personnel safety.
- Cause all operations to immediately cease if a safety issue is determined to exist (Note: this is also the duty of any member – not just the Safety officer).
- Tag out any unserviceable or dangerous equipment and note it in the Day Book.
- Ensure that all relevant information following an accident is collated and presented to the appropriate authority for necessary action.
- The Shed Captain shall act as the first point of contact for the resolution of all safety related matters or queries.
- Conduct safety education presentations to members as required.
- Ensure that safety matters are included in the Club's induction process.

Newsletter Editor

11. The Newsletter Editor shall:

- Ensure that the Club's Newsletter is prepared and distributed as and when determined by the Committee.
- Canvass web sites, review other Club's newsletters and other sources and include material considered suitable for publication from them in the Club's newsletter.
- Include all Club promotions, community events involving the Club, training activities and other information relevant to members and the Club.
- Keep members up to date with an agenda of what is on and coming events

Fundraising Team

12. The Fundraising Team shall:

- In conjunction with the committee prepare an annual promotions program that details all visits to Shopping Centres, Public venues, Trade displays etc.
- Organise the club's annual raffles, including tickets, prizes and sales.
- Arrange for rosters detailing attendance by members at promotions.
- Arrange for any advertising on behalf of the Club.
- Arrange social events for members and their families.

Maintenance Team

13. The Maintenance Team shall:

- Take action to repair any faulty equipment or tools.
- Inform the Safety Officer if considered appropriate.
- Inform the President and Shed Captain of any spare parts needed and ensure that details are noted in the Day Book

Competency Team

14. The Competency Team shall:

- Ensure that all members are fully acquainted with the correct operating principles of designated equipment/machinery and all relevant safety features.
- Before competency is signed off ensure that the member obtaining competency can demonstrate to a member of the competency team that they can operate the designated machinery/equipment with acceptable proficiency.
- Following competency, ensure that relevant details are entered in the Club's database.
- The competency team is listed on the notice board.

Membership

15. The Club invites applications from all genders and has the following membership structure:

- Ordinary Membership
- Associate Membership (partners or spouse) of a ordinary member, or a social member who does not use the machinery.
- Junior membership (14-18 years)
- Honorary Membership, by appointment only
- Life members

Fees will be reviewed by the Committee, after each AGM.

Daily Fee

16. A nominal fee is payable by all members entering the Club for each session. This fee is used to help with costs of insurance, rent and repairs to machinery, etc. The fee is set by the committee and reviewed annually.

Premises

17. The premises are located within the grounds of the Caboolture Historical Village (CHV) at 280 Beerburum Road, Caboolture 4510 approximately 3 kilometres from town centre and adjacent to the show grounds.

Equipment & work ethics

18. The Club has a complex range of tools and equipment to accommodate most modes of wood crafting. Equipment includes wood lathes, band saws, jointers, sanders, planers, pyrography, milling, etc. Additionally, the Club possesses the usual range of hand and machine tools one is likely to see in a wood working shop. In the context of work ethics, the Club's Vision cannot be realized unless there is a commitment from all members to further the interests of the Club. This is achieved through a team approach to tasks and ensuring the Club is always left in a clean and tidy state. The Club is not the place where we should be satisfied with mediocre work.

Club Opening Times

19. The Club is open at the following times:

Monday, Tuesday, Wednesday, Friday and Saturday from 8am– 12 Noon

Tuesday and Thursday evenings from 5pm – 9pm

Cleanup starts 20 min prior to closing.

Training and Tuition

20. In addition to the workshops run by those members with the appropriate skills and background, the Mentors will arrange visits to the club by qualified external trainers and mentors in their chosen field in order to raise the capability level of our members and show the use of new or unfamiliar machinery. The Mentors will display their training sessions on the notice board at the Club and in the club's newsletter.

Timber Sales

21. The Club will have raw timber to sell to public at marked prices and to members at reduced rates. Prices will vary according to size, type of material and its attractiveness (i.e. hard to get or valuable pieces). Timber used to produce Club projects will be available free of charge to members if signed into the project book by a committee member.

Workshop Cleanliness

22. For safety reasons alone, the workshop is to be left in a neat and tidy condition with all work in progress labelled with the name of the member and correctly stored. Members should be able to work in an uncluttered environment to encourage good work practices. All tools are to be returned to their correct places. Remember the workshop is not a storage area for material that may come in handy. Material is to be properly stored in a designated area, shelving internally at the side of the club.

If you make the mess, **clean it up**. It is not the responsibility of someone else to clean up your mess.

Equipment Failures

23. All equipment breakdowns and issues must be reported to the Shed Captain as soon as possible to facilitate repair and return to service.

Purchases of Capital Equipment and Consumables

24. The procurement of Capital Equipment (defined as costing more than \$250.00) will be accomplished in accordance with the budget. Members requiring consumable items e.g. sanding paper, glue, saw blades and some tools are to advise the Shed Captain regarding the urgency of the purchase. **Note** the Purchasing Officer will normally purchase these items. Consumables for private work are to be paid for, eg. sand paper glues etc.

Meetings

Committee Meetings:

25. Monthly meetings of the Committee occur on the date set by the current committee. The purpose of these meetings is to ensure that the governance of the Club is maintained. The minutes are available upon request to members with any personal details omitted from the minutes for legal reasons. The official minutes are complete.

General Meetings:

26. General Meetings for the entire membership will be held on the first Saturday of the month at an interval decided by the general membership, eg. Monthly, bi-monthly or quarterly. The purpose of these Meetings is to encourage members to voice their concerns and suggestions regarding the Club's operations.

Annual General Meetings:

27. The Annual General Meeting (AGM) will take place on a Saturday in August suited to the auditors and Treasurer.

- The agenda will be distributed to members 28 days prior to the meeting, and displayed at the club.

- Committee nomination forms for voting will be available at least 28 days prior to the AGM at the club.
- Nominations will close 7 days prior to the AGM, and nominations will be displayed at the club from that date.
- All members being nominated, nominating someone, and seconding them for a position **MUST** be a financial member at the time of signing the nomination form.

Insurance

28. The Club currently has an insurance policy for Public and Products Liability to the value of \$20m, building contents and for events. For any additional information regarding our insurance details, please contact the Treasurer.

Promotions

29. The Fundraising teams are responsible for arranging shopping centre stalls, sausage sizzles and raffles to promote the Club and raise money to facilitate the club. **In this context, all members are asked** to contribute some of their time to assist with the stalls and raffle sales and fundraising, where possible.

Social Events

30. Social gatherings for members and their families, at members' residences, will be coordinated by the Fundraising team who will publicise it through the Newsletter and a notice at the club.

Club Interaction

31. Visits to other Woodwork clubs to bench mark our operation, to facilitate the transfer of knowledge and skills among members will be considered. The coordination of these activities is the responsibility of the Committee and the fundraising teams.

Induction

32. All new members will be required to undergo an induction. This will include an overview of the Club's operations, its purpose and what it aims to achieve. Safety will be addressed in detail and all new members will be required to complete a competency assessment in order to operate designated machinery. Members will only operate machinery for which they are competent or under the guidance of a member with competency of that machine. As part of the induction process, new members will be given a tour of the Club's facilities and will be introduced to other members. This will be carried out by the Shed Captain.

Each new member will be asked for their preference, e.g. wood turning, wood carving etc. and allocated to a team/project working in that environment. It is hoped that this approach will benefit both the member and the Club.

A copy of the Club Handbook will be given to all members on completion of the Induction process.

Machinery Competency

33. All members need current competency to operate machinery. The competency process covers the correct operating modes and safety considerations for each machine. Members not familiar with the Club's machinery can ask any competent member for assistance in obtaining the appropriate level of knowledge prior to the actual competency process. The member will be required to demonstrate their level of knowledge by correctly operating the machine to the satisfaction of the competency officer. Competency for each machinery item will be recorded in the Club's database. All members will be required to renew their competency on club machinery every 2 – 3 years. Members' competency will be assessed on all updated/new machines.

Suggestion Box

34. The suggestion box in the tea room of the Club is for the use of members to register their suggestions for consideration by the Committee. This box will be checked by the Secretary on the day of the Committee meeting. The suggestions will be tabled on the committee meeting agenda. The originator of the suggestion will be formally advised of the outcome and in the case of a rejection, full reasons for this decision will be given after the committee meeting.

Safety and First Aid

35. All members entering the workshop are to wear closed in shoes.
- It is **highly recommended** members wear eye protection when: Operating powered machinery (including battery operated power tools). Assisting members who are operating the machinery ie. Tailing out. Observing the operation of powered machinery.
 - It is **recommended** to use ear protection when using or in close proximity of noisy machines
 - The use of a dust mask when sanding is **highly recommended**.
 - Members are to maintain a state of awareness of their environment whilst in the Club, and are encouraged to make themselves aware of the fundamentals of first aid to be prepared to assist others should the need arise.
 - No use of mobile phones in the workshop apart from the use of the calculator

Communication with Historical Village

36. A committee member will attend the regular Village meetings so the interests of both organisations are preserved.
- Members are advised that if they have any grievance with the operations of the CHV, they are to address it via our club President or a letter to our Secretary and not directly with any CHV Committee member.

Quality of Work Product

37. Members should strive to achieve a high level of quality in their work. This provides a high level of satisfaction for the member and increases the good reputation of the Club.
- **The Fundraising team will review all items for sale by the Club and private pieces from members. Those deemed to be of poor quality will be rejected.**
 - The Toy Coordinator will review all toys to ensure they meet safety standards and are of a high quality.

Work–In Progress Storage

38. Items manufactured for the Club or private use, particularly those of a bulky nature may be permitted to be stored in an identified storage area, including where possible, under workbenches. However, this may not always be possible for very large items in which case the member will be asked to relocate them elsewhere in order to not deny the use of Club facilities to others, which could mean taking it to the storage shed.

Car Parking

- 39.
- Members with Disable Permits can park in front of the shed and alongside the shed, ensuring all doorways are kept clear.
 - Parking inside the Village is permitted to load and unload heavy/large items, with the exception of night operations when you can park inside the village. The vehicle is to leave village grounds ASAP and all movement must be at walking pace only.
 - Only vehicles required for equipment use on the milling or work in the storage shed are permitted to park in the timber storage area.
 - No parking inside the Village grounds is permitted when the village is open on special occasion days, unless in our milling and storage area.
 - Members with a temporary disability can arrange a temporary parking pass with the village if they bring in a doctor's certificate and give to the President who will ok it with the village.

Charities Supported by the Club

40. The Club makes wooden toys for children and supports a number of charities who are responsible for toy distribution. The program for the making and delivery of these toys rests primarily with the Toy Coordinator, who addresses what types of toys are to be made, how many and the current safety standards.

Use of Club Equipment for Private Use

41.

- A member can use Club equipment to progress private projects. Members are permitted to use club machinery to make items for sale within limits. The club cannot be used to mass produce items for private sale.
- The Horizontal Band saw and the Lucas mill incur separate charges for private use.
- Private items for sale on the stalls can be the same as those made by the club.
- Consult the fundraising team for more detailed information if you have any questions.

Grievances

42.

- Members disregarding safety procedures, harassing other members or committing an illegal act will be spoken to or receive a letter from the committee.
- All meetings or letters will be documented. Members unable to resolve a matter between themselves should ask the Shed Captain to facilitate a possible resolution.
- If a resolution cannot be reached then the details of the incident should be put in writing to the committee, addressed to the Secretary. The letter can be deposited in the secretary's pigeon hole or can be posted.
- Phone calls to an executive member will not be considered.
- All incidents shall be recorded in the incident book.

Cancellation of Membership

43. Reasons of cancellation include the following

- Bringing the club into disrepute
- Physical fighting between members
- Endangering the life of other members
- 3 written warnings about disregarding rules
- Threats to the club, committee or members
- Stealing
- Deliberate misuse of club property.

A member's membership can be suspended for 3 months for the following reasons.

- Verbal abuse
- Misuse of club property

Appendix

Induction Process

The induction process is important for new members. It aims to provide a wide range of information designed to ensure that all new members are fully acquainted with the Club's operating roles and functions. It is designed to assist new members to become part of the team and therefore able to quickly contribute to the workings of the Club. The induction process will cover the following areas:

- **Safety** - This will include a briefing on all the safety devices on major equipment. It will cover Fire Evacuation Procedures and the details to be recorded in the case of an accident. Other risks associated with the Club's operations such as dust inhalation, painting, lifting etc. will also be addressed. Remember fire evacuation is very important and we will have fire drills periodically with no warnings.
- **Executive Framework** – A briefing on the Club's Vision, Mission and strategies and what this means to the Club.
- **Machinery Competency** – All new members will be required to undertake a basic machinery competency. This will allow for the competency team to assess a member's level of proficiency on a range of equipment such as Planers, Band saws, Table saws, Sanders, Jointers, and Lathes then issue competency as appropriate. Once competency has been completed for a machine, the member can then operate it without restriction.
- **The 'Buddy' System** – Upon arriving at the Club, the new member will be assigned a 'buddy. The 'buddy' will ensure the new member integrates in to the Club. This begins with an introduction to all members present, a tour of our facility and an overview of the Clubs daily operations and its relationship with the CHV and peer organisations in the region.
- **Obligations to the Club** – The Club exist to provide an opportunity for people with a passion for wood working. This can only occur when a club is strong and viable. **All members** are encouraged to support the endeavors of the Club via fundraising activities, acquisition of raw timber, toy making and working bees etc.
- **Social events** – Social gatherings are held at members residences approximately every 2-3 months. This gives members and spouses the opportunity to meet other members on an informal basis and to exchange views on wood-crafting, the general operations of the Club.
- **Toy Making and Projects** – As part of the Club's mission to support a number of charities, it has embarked on a toy making program, The Toy Coordinator will research types of toys required, how many, when they are to be completed by, safety standards and who will make them. The program will be promoted in the Club's Newsletter from time to time. In addition the Club

makes product for sale to the public and as gifts to support fund raising activities by kindred organisations. New members upon joining the Club will be invited to participate in these projects and to contribute their efforts and skills to the teams tasked with these projects.

- **Own Projects** – Members can work on their own project continuing its development using Club tools and equipment and their own consumables [sand paper, glue, biscuits, waxes, polishes]. Members are to have competency to use these tools and equipment, please contact the Competency Team for assistance with competency. Additionally, there are experienced members who may provide advice and help; the expense for the machinery is still yours. Remember there is **no second hand timber to be put through club machinery.**
- **Workshop Cleanliness** –Remember the workshop is an operating area encompassing all facets of wood working and not a storage area. It is imperative all areas of the Club are kept neat and tidy so as to minimize safety issues and maximize workable area.
- **Tea Break** – The Club has a tea break of approximately 20 minutes around 10am every working day and 7pm of a night time. Tea, coffee, sugar, milk and biscuits are provided by the Club. Soft drinks are also available at a charge.
- **Junior Members** – may have 1 drink free of charge per session
- **Daily Fee** – All members are to pay a fee and sign in, on every occasion they come to the Club.
- **Maintenance** – The maintenance of tools and equipment is the responsibility of the Maintenance Team. All machinery defects and tools requiring maintenance or sharpening are to be reported to the Shed Captain. Members are not to perform maintenance on machinery without the express permission of The Maintenance Team, nor are they to sharpen, in particular, the wood turning chisels. Authorised members have been identified to perform these tasks.
- **Remember** – It is always the member's responsibility to read the emails, club newsletters, the notices posted on the noticeboard, and attend the bi-monthly general meetings to keep abreast of all club activities, rosters, decisions, updates etc.