

SCG Ceramics General Policies...Revised December, 2011

Purpose

Sun City Grand Ceramics Club operates under the bylaws of SCG Home Owners Association. Clubs are chartered as "**Hobby Clubs**" and not for profit. Building and grounds maintenance as well as operational expenses are paid for by the HOA dues paid by all SCG residents. For complete Charter Club Rules and Regulations go to www.grandinfo.com Click on Chartered Clubs.

Website

The website contains Club information and can be accessed at: www.grandceramics.org

MONITOR POLICY

SCG Charter Club rules and Regulations

4.1 Program Supervision:

Club Monitor/Lead Person: During **all** Club activities, a person must be assigned by the club to ensure that established operating procedures are followed. If a facility includes more than one room, or the basic room is too large for one person to properly oversee, additional monitors may be required. Monitors are **required** to check Association membership cards during sign-in and maintain participation information. Monitors are required to complete Incident Reports (CC11) should the need arise. In the event of disagreement between a monitor and club participant, the position of the monitor will prevail in all instances. A monitor's decision may be appealed to the club's executive board but, until such appeal is heard and acted upon, the monitor's decision prevails. If club members are unwilling or unable to properly monitor a facility, the program will be suspended until proper supervision can be arranged.

- There shall always be a monitor on duty during club hours. Club hours for Grand Ceramics will be posted at the main entrance to the Studio.
The monitor on duty shall be posted at the front desk of the club to greet visitors, ensure that established operating procedures are followed, and to check Association membership cards of those entering the club to work.
- There shall be a minimum of two (2) people in the club any time the club is available (seven days a week, 7AM through 9PM) and one of those two people will be the monitor.
- The responsible monitor will **always** wear an identifying badge to indicate their monitor status.

Dues

- Dues are \$36.00 annually which is due by January 15th.
July 1st through December 31st is \$18.00 for **new** members only. All membership renewals will be \$36.00 plus cubby fee if applicable.

Member/Guest Policy

- Residents of Sun City Grand are eligible for club membership.
- Members must read the Policy Manual and sign the agreement statement which will be kept on file.
- All members must take monitor training/studio orientation.
- Members shall contribute twelve (12) hours of service to the club every 12 months on a rolling calendar. (see Service Hours Policy...11/1/11)
- Members not in good standing may not purchase supplies, fire, sell their pieces or enroll in classes.
- Members in good standing may not purchase supplies for another member who is not in good standing.
- Guests are welcome to work with members. However, due to safety and liability issues, only one adult guest (16 yrs or older) can work on the wheel while supervised by an experienced wheelper. Members will always have priority on the wheel.

Supply Room Policy

- Supply room carries beginning hand building kits, various clays, assorted tools, brushes etc.
All supplies are available for sale when a monitor is present. The monitor will aid you in selecting the items you need. Items must be paid for at time of purchase.
- Orders submitted every two weeks during the winter season and once a month during the summer. Order forms are supplied for members or glaze and kiln room committees. Please do not place your order directly with Marjon's, if you want to get the club discount.
- The Purchasing Chair does special ordering of tools, clays, class needs and glazes throughout the year. Orders are placed to companies such as Bailey Pottery, Amazon, Mecca Tools, Home Depot, etc..For example: Navajo Clay is once a year in conjunction with the Sun City West Clay Club. Also wooden clay stamps and tools once a year from Mecca Tools
- Special orders should be directed to the Purchasing Chair and he/she will research and determine if the item will be made available thru the club.

Cubby Rental Policy

- One cubby per member is available at \$ 12.00 annually; it must be paid by January 15th or it will be forfeited. Empty cubbies should not be used as additional storage without the member's permission.
- Keep safety and common sense in mind when storing items in cubbies i.e. oversized items.

Sales Policy

- Only members in good standing can put pieces up for sale.
- Only four (4) pieces per member are to be on sales shelves. Unsold pieces will be removed after four (4) weeks on the shelves.
- The Governing Board reserves the right to reject items for sale.
- All raku pieces must be identified with the club's sticker...functional ware must be food safe
- All sales are recorded by the Sales Recorder or Treasurer only. Artists' money will be available in the sales binders within 5 days of sales. 10% sales fee due to Club within 10 days of pickup of sales recording.

Studio Health & Safety Policy

- Every effort must be made to avoid making dust.
- No dry sanding will be permitted in the studio. Wet sanding sponges will be allowed.
- All clean-up of work areas is to be done with wet sponges, rinsed out and wiped again. Do not let clay scraps fall to the floor.
- Never sweep with a broom. Always use a damp or wet mop.
- Air cleaner filters should be replaced every other week by CAM.
- Safety equipment, such as first aid supplies, must be checked periodically to ensure sufficient quantities.
- Fire extinguisher shall be checked annually.
- A list of emergency phone numbers shall be maintained near the phone.
- All chemicals shall be stored in plastic containers.

Kiln Firing Policy

Committee Structure

- The Kiln Committee Chairperson shall recruit, train, and schedule members to operate Club kilns.
- The chairperson shall be responsible for the maintenance of the kilns and ordering associated firing supplies.
- The chairperson may establish procedures for loading and firing of the kilns.
- Firing committee members shall be accountable to the chairperson. The chairperson shall answer to the governing board.
- The governing board may make exceptions to the firing policy if circumstances dictate it would be beneficial to the general membership and to the Club. Charitable acts, such as and similar to the *Empty Bowls* project, may be allowed special privileges if deemed necessary. Such charitable activities shall be limited to summer months whenever possible.
- The firing person shall determine whether pieces are dry enough or safe to fire.
- Firing committee members shall not be held financially liable for broken or damaged pieces.

Firing

- Only members in good standing shall be allowed to have pieces fired.
- Pieces shall be fired in the order delivered to the kiln room when possible.
- Improperly completed firing slips shall cause pieces to be rejected for firing.
- Appropriate fire and glaze stickers shall be submitted with the piece to be fired.
- The kiln chairperson may designate an entire kiln(s) or firing time (s) for an individual or groups if it is in the best interest of the members of the Club. The charge to the individual or group is \$7.00 for bisque and \$9.00 for glaze (if Club glazes are used, the charge will be \$15.00).
- Oversized pieces will be fired as they can be accommodated. If an oversized piece requires use of the entire kiln, the above charges will apply.

More detailed firing guidelines shall be posted near the kiln room.

Kiln Room

- The firing person shall not allow members to loiter in the kiln room or area.
- The kiln room shall be off limits to visitors and guests unless accompanied by a club member.
- Kiln and firing equipment shall not be loaned to a member.
- The firing person shall place a “hot” warning on each kiln when in use.
- Kiln venting system shall be on during firings and checked periodically for efficiency.

Clay

- Raw clay must be Cone 5 or higher to be fired.
- Slip cast ceramic pieces can be fired. However, use of low fire raw clay (earthenware) must have governing board approval before using and must be on record with the chairperson.
- All clay shall be bisque fired prior to glaze firing.
- Pieces containing non-ceramic substances must be approved for firing by the chairperson.
- Ceramic and slip cast pieces shall be fired in accordance with the procedures established by the designated ceramic firing person.
- No studio stilts shall be used for high fire glazes. Each person requiring stilts for their Cone 5 clay pieces must provide their own.
- Glazes that require multiple temperatures or multiple hold times shall not be fired.

Glaze Room Policy

- The chairperson shall be responsible for ordering glazes and glaze room supplies.
- The Glaze committee shall make a sample of each glaze used in the glaze room.
- The Glaze chairperson shall answer directly to the governing board.
- Only two people shall use the Glaze room at one time.
- Committee members *must* wear a dust mask while mixing glazes as a safety precaution

Raku Firing Policy

- Chairperson will review safety practices prior to the start of each session.

- Non-participants shall remain out of the firing area.
- Participants shall be aware of the extreme heat coming out of the top vent holes or the kiln and shall remain well back from those holes while looking into the kiln, i.e. long hair to be held back, no flammable objects nearby, no hairspray worn by participants.

Education Committee Policy

General

The following definitions are used in the Class Book:

Class = a formal class situation of generally multiple recurring sessions offering a hands-on learning experience

Workshop = a one or two session demo/discussion on a specific topic that includes some limited hands-on experience by the participants.

Seminar = a one session demo/discussion on a specific topic that does not include any hands-on experience by the attendees

For the purpose of this document, all instructional sessions are called "classes."

Club hours are currently 9 am - 3 pm, Monday through Saturday and whenever possible classes will be held outside of the normal club hours.

Summer hours (May-September are 9am-12pm)

The governing board recommends 12 students as the maximum number for a class or workshop. Seminars may be larger as long as 25% of the club workspace is reserved to accommodate members working in the club but not attending the session.

Classes should be held with safety in mind, e.g., proper use of tools, assuring adequate ventilation, etc. Class area should be left clean at the close of each class session.

Students in *beginner* classes will receive complimentary firing stickers for a maximum of three pieces.

All new instructors are required to provide a written statement as to their qualifications and experience. These forms come from CAM and the president shall provide the Education Committee Chairperson with the necessary forms.

General (cont'd)

All potential classes, seminars, and field trips require approval of the club president or the governing board before implementation. The chairperson of the Education Committee will bring such items to the president.

Members may submit suggestions and proposals for new classes and field trips to the chairperson of the Education Committee. Information should include objective(s), curriculum, duration cost if appropriate and instructor qualifications.

The treasurer will issue payment to the instructor of the class after submission of class forms. (see details under Instructor Session Leaders.)

Instructors/Session Leaders

The curriculum and delivery of all classes designated as "beginning" or "basic" must include a brief review (reminder) of the rules of the studio/club to the students. Certain classes may require that students bring supplies, tools, or objects to the class. Conversely, there may be pre-class handouts that the instructor wishes to distribute, in both cases the list/handout must be forwarded to the Education Committee Chairperson for placement in the class book. This information must be in the Education Committee Chairperson's hand before the class registration sheet will be put in the class book.

All instructors must sign and return to the president the Independent Contractor Agreement. Blank forms should be stored in the 2-drawer file cabinet in the supply room. The education committee is responsible for getting the form to the instructor.

Instructor's Responsibilities:

Determining the objective, curriculum and supplies needed (if any), then submitting it to the club through the Education Committee. The governing board reserves the right to accept or reject all or any part of the instructor's submission.

Determining the fee they require for their instructional services. The governing board has the right to accept or reject the instructor's fee. The club reserves the right to include administrative costs in class fees when they deem it appropriate.

Work with the governing board regarding unusual or single-source supplies. As a general rule, all supplies are purchased via the club, and the instructor cannot sell supplies to the students on the club premises. However, in those cases where materials are not accessible through the club, but may be available via the instructor, the governing board reserves the right to allow students reimbursement to an instructor for specified supplies.

Working with the Educational Committee and the club calendar to determine and schedule time and dates of class sessions.

Establish the required minimum number of students (if any). The governing board recommends 12 students as the maximum number of students for a class or for a

workshop. Seminars and workshops may be larger as long as 25% of the club workspace is reserved to accommodate members working in the club but not attending the session.

Instructor's Responsibilities: (cont'd)

Track the number of people registering for their classes. When the minimum number of students has not been met, the class may be cancelled or rescheduled by the instructor and the Education Committee. The instructor is responsible for notifying the Education Committee of the lack of sufficient students. The instructor is responsible for notifying affected registrants. The instructor is also responsible for notifying the Treasurer on the 1st day of class as to how many students are in the class and if any have dropped out and the reason (medical or other).

Review the safety rules at the start of the first class.

Fee Policy

Fees already paid by a student will be refunded if the class is cancelled. In case of a rescheduled class, the fee will be applied forward or refunded if the student elects not to attend the rescheduled class. It is understood that some classes may have no absolute minimum number of students required. In those classes the instructor is responsible for clearly marking "Fees Non-Refundable. After (date)" on the registration sheet in the Class Book. The "date" reflects a date of 7 days before the class starts. Example: if a class starts on the 21st of the month, then the non-refundable date would be the 14th of the month.

In order to obtain a full refund of fees paid, should a student elect to drop out of a class, the student must notify the instructor a minimum of 7 days before the start of the class. Unscheduled personal emergencies such as a member's illness or death of a family member are excluded from this policy. After notifying the instructor, the student must request a refund via e-mail or phone call to the Treasurer specifying the title of the class, dates, times, and name of instructor.

Instructor Reimbursement

In order for the instructor to receive payment the following must be done upon successful completion of the class:

- Indicate on the class registration sheet (handwriting is fine) the date of completion of the class and the number of students who actually attended. Also clearly indicate those who registered but did not attend. The instructor must sign and date the class registration form.
- Remove the registration sheet from the Class Book, fold in thirds, mark "Club Treasurer" on the outside, and place in the slot in the Supply Room door.

Student/Participants/Attendees

To register for a class, the individual must

- Be a member in good standing
- Have completed Monitor training/Studio Orientation
- Fulfill any prerequisite required.

Class registrants must pay at time of registration. If this is not possible, payment must be made in full no later than 3 days after registration or the student may be replaced with a paying student. The club and the Education Committee cannot assume responsibility for issuing reminders to registrants. Only the Educational Committee can move names up from a waiting list.

Classes fill up quickly and often there are waiting lists. Therefore if payment is not made as described in the item above, the club reserves the right to remove or replace the registrant's name from the registration list in order to allow space for as many club members as possible.

Registrants are responsible for monitoring their dues, payments and service hours. The club and the Education Committee cannot assume responsibility for issuing reminders.

If a class is cancelled or rescheduled, the instructor will notify the students. When a club member has registered and paid for the class a refund will be issued within 10 days for a cancelled class. The refund will be found in the Blue Binder in the supply room.

The student is responsible for checking the Class Registration Book to determine if additional supplies, tools, or objects are required for the class. If so, the student is responsible for obtaining those items.

It is understood that the club sometimes has concurrent events in place, such as a class occurring while other club members are working on their pieces. The club supports this concurrent use of the facility. However, "auditing" or "just sitting in" on a class without paying the class fee is inappropriate.

Drying Shelves Policy

- Wheel pieces may be left on the plastic bats for 24 hours and placed on the drying shelves marked specifically for wheel pieces.
- All clay pieces may be left on drying shelves up to 10 days maximum.
- All pieces must be labeled clearly with full name and date.

- If a member has special circumstances (vacation illness, work, etc.) that member shall contact the inventory rotation chairperson.

Social Committee Policy... Club Meetings

- The Social Committee shall be responsible to provide coffee, snacks, cups, plates, napkins, etc. at each Club meeting, which is the first Thursday of the month. The meeting begins at 9:00 AM, so the coffee and the set up should be prepared at least an hour before the meeting. General Meetings take place September through May, on the first Thursday of the month.
- The Social Committee is responsible for cleanup of the coffee and snacks area and returns the supplies to the Club Studio.

Club Social Events, Parties and Sunshine Policy

- The Social Committee will plan and implement two (2) Club parties a year. Budget approval will be obtained from the Board.
- These events are open to all club members. These parties are designed to help Club members get acquainted with each other and to just plain have fun.
- The Social Committee will ask other Club members to help in preparing and decorating for each event.

All activities (resident or non-resident) on SCGCA property involving alcohol must be catered by someone with a liquor license. No BYOB allowed.

SCGCA Club activities involving resident members on SCGCA property with catered alcohol requires a paid security.

Any private home or off-site based activity in the name of a SCGCA Club or other entity acting in the name of SCGCA that serves alcohol must be catered by someone with a liquor license.

Sunshine Responsibility:

- Send a card to an ill member or member whose spouse has passed away. Cards and stamps are reimbursed by the Treasurer upon submission of receipts. If necessary, approval from Board would be necessary to send flowers.

Lost & Found Policy

- Lost and found items are located in the white cabinet in the hallway near the glaze room.

- The cabinet will be cleared out quarterly and all items will be thrown out or donated to the Club by the rotation inventory chairperson.