

Quail Creek Woodcrafters Club
Operating Policies and Procedures

Revision Number	Revision Date
0A	2020-02-12
0B	2020-03-16

QUAIL CREEK WOODCRAFTERS CLUB OPERATING POLICIES & PROCEDURES

What's Changed in Revision 0B

The following brief description of changes made between the last previous non-revision-controlled document and this Revision 0B document is provided for summary purposes:

- Implementation and Change section
 - General language clean-up
 - Clarified Board's ability to make changes without Membership vote
- Membership and Fees section
 - General language clean-up
 - Clarified safety training requirements for General Membership as specialty equipment
 - Defined a scheduled and structure program
 - Clarified Shop use by non-members
 - Inserted a clear fee schedule describing all charges associated with Club participation
- Membership Roster section
 - New section describing POA requirements
- Operating Schedule section
 - Clarified Shop operating hours related to CATC hours
 - Clarified Shop hours notification methodology
- Conditions Required for "Shop Open" section
 - General language clean-up
 - Defined the Monitor's role in a clearer manner
 - Defined dangerous equipment as an extension of the CATC Building Policies
- Authorized Use of the Shop section
 - General language clean-up
 - Removed the Safety Pledge section which will exist in a standalone document signed by each new member
 - Clarified display case use
 - Clarified non-member/visitor use requirements
 - Clarified use of the Shop for organized projects
 - Clarified use of the Shop for repairs and projects
- Monitor Authority section
 - Clarified and strengthened the wording in this section
- Specific Equipment Management Requirements section
 - General language clean-up
- Personal Safety Requirements section
 - General language clean-up
- Equipment Safety Requirements section

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- General language clean-up
- Material Safety Requirements section
 - General language clean-up

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Implementation and Change

The QC Woodcrafters Club's, hereinafter referred to as "Club," Operating Policies and Procedures are an adjunct to the QCWC Bylaws and Charter and are designed to manage daily operations of the shop without the requirements associated with changing the Club's Bylaws and Charter. QCWC Operating Policies and Procedures may be implemented or changed as necessary by the Board for immediate implementation. Review of such changes will be made at the next Membership meeting. The Club requires all members participating in QC Woodcrafters Club Wood Shop, hereinafter referred to as the "Shop," activities to understand and to follow all Operating Policies and Procedures.

Membership and Fees

The Wood Shop is open to Club Members, Non-Club Members (Guests), Residents, and Renters. All persons using the Shop must complete the Club Shop Safety Training and specialty training as appropriate (e.g. lathe, CNC router, etc.), pass a proficiency demonstration pay the fee(s) for the appropriate training session(s), sign a Safety Pledge form and sign a Waiver and Release form. Fees and dues prices are published in these Operating Policies and Procedures in the Fee Schedule below.

Members are required to sign in, check in with the Shop Monitor and obtain and wear his/her member badge.

The usage of the Shop by Non-Club member residents/renters and guests will be permitted but under the Scheduled and Structured Program defined below and managed by the Club. Non-Club Members who are certified to use the Shop are subject to the same fees and considerations as Club members. Non-Club Members who frequent a Studio on a regular basis will be required to become a Club member and pay Club dues per the CATC Building Policies and Procedures.

Scheduled and Structured Program

If a person signs the Waiver and Release Form and takes the Safety Training and decides not to complete a Membership Application and pay the dues, he/she may use the Shop no more than three (3) times before he/she must become a Club member.

Dues and user fees must have been paid to become a Member. Dues or user fees may be charged and adjusted at any time as needed to maintain equipment.

The complete Fee Schedule for the Club follows:

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Fee Schedule

Fee Description	Fee Amount	Due On	Specific Requirements
Full Year Member Dues	\$50.00	January 1 st of each year.	Annually recurring fee. Expires Dec 31 st each year.
Half Year Member Dues	\$25.00	After July 1 st of the year of sign-up.	Recurring fee for new, renewal or rejoining members enrolling after July 1 st . Expires Dec 31 st each year.
Shop Safety Training	\$20.00	Prior to start of training.	One-time fee for equipment use and material.
Specialty Training (Lathe)	\$10.00	Prior to start of training	One-time fee for equipment use and material.
Specialty Training (CNC Router System)	\$10.00	Prior to start of training.	One-time fee for equipment use and material.
Reimbursement for Shop Provided Consumables	Member determined donation	As consumables are utilized	Honor system donation
Saw Stop Cabinet Saw Action Termination	Cost of brake replacement parts and a new saw blade of equal quality to the one destroyed	Upon purchase of the replacement parts	The Shop Foreman shall purchase replacement parts and blade. Member causing the action shall be billed for the parts.
Tool and Machinery Damage due to Misuse/Abuse	Actual cost of repair/replacement	Upon repair/replacement	The Shop Foreman shall purchase repair parts or replacement. Member causing the damage shall be billed for the repair/replacement.
Display Case Use Sale Fee	10% commission on the selling price of each item sold	Sale of each item	One-time fee on the sale of each item displayed for sale and actually sold (honor system)
Non-Display Case Sale Fee	10% commission on the selling price of each item sold	Sale of each item	One-time fee on the sale of each item made using shop equipment to reimburse the Club

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			for equipment maintenance, etc.
Repair/Project Request Reimbursement (i.e. requests from POA, other QC entities, or other QC clubs/organizations)	\$20.00/man-hour flat rate charge plus materials	Completion of the repair/project	Fee is to cover the cost of equipment maintenance and implies the development of a cost estimate with approval prior to the start of work with an invoice upon completion and manhour tracking (in effect a contract).
Repair/Project Request Reimbursement on a Co-Op basis with other QC Clubs (i.e. barter approach)	Negotiated "this for that" approach	Upon completion of the repair/project	Negotiation is so that the Club receives something of value to offset equipment maintenance. The results of this negotiation should be documented in writing (in effect a contract).

Membership Roster

The Club is required to maintain an updated roster of Members, Monitors and Officers in good standing. Rosters will include the name, address and contact information for each person on the roster. The 'Monitor Roster' will be submitted separately every six months with copies to the General Manager and to Patrol as well as the POA. This will be done by the Club's Secretary.

Operating Schedule

The Creative Arts & Technology Center (CATC) will be open from 6:00 A.M. to 9:00 P.M. seven days a week including holidays per the CATC Building Policies and Procedures. Shop hours will be dependent on the availability of Monitors. The Shop schedule and available monitors will be published using:

- the Club's website calendar located at [\(https://qcwoodcraftersclub.com/woodshop/monitors/\)](https://qcwoodcraftersclub.com/woodshop/monitors/),
- the calendar near the entrance door of the Shop,
- and the Quail Creek Website located at [\(https://quailcreekhoa.org/web/quail-creek-hoa/woodcrafters-club\)](https://quailcreekhoa.org/web/quail-creek-hoa/woodcrafters-club).

Commented [V01]: The information on the QC website is very out of date as of 2/10/2020..

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At no time, will the Shop be open/used before the CATC is open, nor later than ½ hour before the CATC closes.

Cleanup by members shall begin before the posted closing time of the shop, as determined by the Monitor.

Conditions Required for “Shop Open”

A qualified Monitor shall be present and On-Duty when the Shop is open.

A Monitor is defined as “qualified” when he/she has received all required training to be a Monitor, the training is current based on Club standards and the individual is an active member of the Monitor Team.

Commented [JR2]: Do we call this a ‘Team’?

“On-Duty” is defined as the individual is actively engaged in the defined role of the Monitor. Just the simple presence of an individual who happens to be a Monitor does not fulfill this requirement.

A Monitor shall be present whenever a Club Member or Other Person is using the Shop. “Using the Shop” is defined as using any of the shop’s dangerous equipment. This equipment list includes the:

- Table Router
- Floor Mounted Sanders
- Table Saws
- Band Saws
- Chop Saw
- Lathes
- Drill Press
- Joiner
- Planer
- CNC machine
- Mortiser

The concept of Using the Shop as defined above is rooted in safety. It essentially dictates a “Two-Person Rule.” . There should be another person present when any of the Shop’s dangerous equipment’ is being operated. The POA will not accept the higher risk level of someone working alone, possibly getting hurt, without someone else there to provide assistance.

During periods where specific arrangements have been made for a Monitor to unlock the shop for an individual(s) outside of pre-scheduled or open periods (e.g. for conducting training) or when maintenance is being performed, does not mean the “Shop is Open.”

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Authorized Use of the Shop

Members shall log in as they enter the Shop and pick up and wear their badge prior to any activity. When leaving the Shop, members shall return their name badge to their folder and sign out.

Members shall check in with the Monitor prior to using any equipment to ensure that he/she is certified as having received the Safety Training Class, has received any equipment specific training, is up to date with their Club dues, has signed the Safety Pledge and the Waiver and Release form.

The Shop shall not be used to carry on any commercial or business endeavor. This is not to thwart the incidental personal sale of hand-crafted wood items made in the Shop.

Club Members will be allowed to place items in the Shop's display case for sale. Any member who displays and sells an item(s) from the Shop's display case will pay fee (i.e. commission) on the selling price as noted in the included Fee Schedule. Other persons making items for sale by using Shop equipment (in total or in part) are asked to donate a percentage of each item sold to the Club in accordance with the included Fee Schedule. This includes individual sales, craft sales, hobby shows, etc. The purpose of this policy is to cover the use of the Shop materials, Shop equipment maintenance and/or the benefit of using the Shop's display case.

Relatives and/or friends of members are encouraged to visit the Shop but must be escorted by a member.

Non-members or visitors will not be allowed to operate the power equipment within the Shop unless they have completed the Shop Safety Training course. All nonmembers or visitors must stop at the Monitor's desk before entering the Shop equipment area.

The Board must pre-approve any organized projects to produce wood products in the woodshop, either marketable or charitable in nature. An organized project is defined as one whereby more than one individual member combines his/her efforts with one or more other members to produce said wood products.

Members who desire to engage in an organized project must secure Board approval before proceeding with their respective project. Requests by Charter Clubs, the Homeowners Association and/or the Facilities Maintenance Director to either make wood repairs or to construct wooden projects are excluded from this policy. These latter requests may normally be brought before the Board before work commences.

Commented [V03]: Could it not be just one person instead of multiple? I'm thinking of Bud's beads of courage project. Is there someone other than Bud working on it?

Commented [V04]: Is everyone going to know what a charter club is?

Commented [V05]: This is kind of wishy washy language. Should they be brought before the Board either at a meeting or via email or would it be OK to allow the President to make the decision alone if he feels good with it?

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Should the Shop receive requests for repairs and/or projects and if the requestor obtains and/or provides funds for the materials, the Shop will complete the project at a rate described in the included Fee Schedule. This fee is required because of the wear and tear of the machinery due to its use. The Shop will do various requests from other Clubs on a co-op basis as described in the included Fee Schedule.

The Shop can be closed from time-to-time in order to conduct safety and other training, maintenance and cleaning.

Monitor Authority

The Monitor oversees all Shop activities. He/she has completed a Situational Training Class in order to be qualified for that position. The Monitor is authorized to remove any Member from the Shop who, in their estimation, is not operating the equipment safely, or is conducting an operation in a hazardous manner. If necessary, the Monitor may cease all operations and close the Shop.

Specific Equipment Management Requirements

Members are responsible for the proper use of Shop tools and machinery. Those who abuse or misuse Shop equipment will be assessed repair/replacement costs in accordance with the included Fee Schedule.

If a member experiences or causes damage or failure of a machine/tool they shall immediately report it to the Monitor who will ensure it is correctly entered in the log book.

Members using the SawStop cabinet saw that initiate a saw action termination due to activation of the aluminum brake spring safety system repair/replacement costs in accordance with the included Fee Schedule.

Personal Safety Requirements

Smoking of any kind is not allowed inside the Shop.

Persons under the influence of alcohol, drugs, or medication containing drugs will not be allowed to participate in any Shop activity. Members should be aware of implications or side effects of any medications they may be taking.

Dust masks should be worn, when using or in the proximity of a machine that will be producing dust.

Commented [JR6]: Is this still worthwhile?

Commented [V07R6]: It implies some strict form of an estimate and timekeeping by all parties involved. Kind of a simple contractual arrangement that should probably be documented in written form.

Commented [V08]: Is this the same as a Charter Club?

Commented [V09]: How is this defined? Co-op typically can be construed to mean give and take by both parties.

Commented [JR10]: What does this class really contain?

Commented [V011]: Seems like this statement should be in the Monitors Responsibility document instead of here as it's not a member issue.

Commented [V012]: Should we also add something about operating the equipment in a manner that could cause damage to the equipment?

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Eye protection should be worn when operating electric and/or air driven machines, hand tools or working on any operation that can produce dust, scraps or debris.

Hearing protection should be worn when working around machines that are especially noisy.

Long hair shall be secured so that it does not obstruct vision or risk becoming entangled in equipment.

When working around any type of operating equipment avoid wearing loose fitting clothes, ties or anything long around the neck.

Closed toe shoes shall be worn in the shop.

Avoid distracting someone when they are operating machinery.

All accidents and injuries, no matter how small, shall be reported to the Monitor.

Equipment Safety Requirements

Tables and floor shall be kept clean of clutter during and after use of machinery or table areas. To maximize table availability, projects not in “glue up”, must be removed from the tabletops when the member leaves the Shop and stored in approved areas or taken home.

The dust collection mechanism shall be turned ON for all machine operations serviced by that system.

Personal blades shall not be used on **band saws**.

When working on large items which are standing on the floor, they must not be left standing where they will obstruct the shop Monitor's view, fall on a piece of equipment, fall on another person, or prohibit normal fire exit flow.

Disconnect the power supply when adjusting machines, repairing equipment, changing blades, or cleaning.

Make sure machine's work surface is unobstructed and clean before use.

Turn off equipment after use and re-set any adjustments made. Table Saw blades should have the angle set to vertical and be retracted below table height.

Never leave unattended equipment running.

Commented [V013]: Just band saws? What about other machines or is there a specific reason for calling out just the band saws?

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Use of safety guards (e.g. table saws, band saws, jointer) is highly recommended.

Return all tools to their proper storage place after use.

No equipment, clamps, or tools shall be removed from the Shop.

Material Safety Requirements

No treated lumber, metal, PVC, glass (including glass blocks), or cement board (e.g. "Hardiplank ®" type material) is to be worked on in the Shop. Other material may be excluded from the Shop if its use is felt to be dangerous to workers or harmful to the equipment.

The following materials are not allowed in the Shop for any type of work (i.e. cutting, drilling, sanding, sharpening, etc.):

- Treated lumber
- Used lumber (unless inspected to ensure there are no foreign objects (nails, staples, etc.) and that it is not a piece of treated wood
- PVC or other plastics
- Glass or glass blocks
- Cementitious products such as "Hardiplank®" or wallboard
- Metal of any kind
- Any other materials that are deemed to create a hazardous situation or cause damage to machines or tools

If there is any doubt regarding a wood products suitability for use in the Shop, the Monitor should be requested to visually inspect the material and use the metal and/or moisture detector located at the Monitor's station to further verify the suitability of the material.

No work with machines shall be allowed when fresh glue-ups are present in the project (i.e. glue that is not completely dry to the touch).

New "sappy" pine or any other wood that is damp or wet in shall be processed using power sanders.

Reclaimed/repurposed wood shall always be inspected for foreign debris before machine use.

Hardened glue shall be scraped from jointed surfaces prior to sanding.

Commented [VO14]: What about wood that has been painted or has other coating that may gum up the sandpaper?

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Always examine your material for loose knots, sand, gravel, rocks, screws, or nails before cutting or planning.

Overnight bench storage of personal wood and/or projects is permitted only when an individual is working on a single project and will return the following open Shop date to work on that project. One cannot store wood that will be used for multiple projects even though the individual is in the Shop daily. Failure to comply with this policy will result in the wood and/or projects removal from the Shop. The Board may designate wood storage areas for Club projects. If wood is to be left for any reason, the name of the person leaving it must be attached to the wood. If the wood is left in a clamped state, the attachment must also include when it was clamped and when it can be unclamped (i.e. no longer than 3 hours after clamping).

The Shop has a need to use some hazardous materials for cleaning, painting or in the production of material. Club members and Monitors must be aware of such substances and be careful in the proper handling of those items. These hazardous materials must be properly labelled, stored, utilized, and maintained.

Commented [V015]: We might want to say something about storage in original containers, having the Monitor approve storage, and time limits. Are the Monitors trained on how to address hazardous materials?