



# Warwick Potters' Association Incorporated

Formed 1974

## **Handbook of Understanding, General By-laws, Instructions and Health and Safety Information**

### **WELCOME**

**The Warwick Potters' Association was originally established in 1974 to encourage, tutor and facilitate members in their pursuit of the art of Pottery. The promotion of pottery within the community has become an important part of the Association's objectives. Warwick Potters' is a "not for profit" Association, run entirely by volunteers.**

This handbook is to inform members about access to the Potters' facilities, how to use them safely and other by-laws.

The Warwick Potters' facilities are a wonderful and extensive asset, and the group works hard to maintain this asset in excellent condition. Our members are responsible people who treat these facilities with respect and care. Problems, when they arise, are nearly always the result of accident. The Executive will always deal with these situations in a sensitive and generous manner, as would be expected. However, the Executive will act in relation to breaches of the proper procedures outlined in this handbook and access to facilities may be limited or withdrawn. Health and safety requirements are the responsibility of all members and must not be ignored. It is our duty under law to assist others in these matters (Duty of Care). Directions issued by officers of the Association carry the authority of the executive.

### **Membership**

Membership is available to anyone who wishes to learn and participate in the art of making pottery. Said members shall be able to join in all social activities. Membership gives members access to club facilities anytime except during designated workshops and times when the club facilities are assigned, by the Executive, for specific classes. Membership is non-refundable and non-transferrable.

### **Junior Membership**

Junior membership offers the same benefits as that of an adult membership, except for the use of kilns and dangerous materials. Please approach your supervisor to organise any firing or glazing of your work. The club is only too happy to assist junior members, but they must abide by all the rules and by-laws of the Association. Junior members must be supervised and are not eligible to hold a key. Junior members are not eligible to vote at the AGM or general meeting.

## Social Membership

Social Membership shall entitle the member to attend the Association's premises for functions or events but not to use the club facilities.

## Visitor Policy

Visitors attending with a member may visit the clubhouse up to three times. There is no time limit set for these individual time periods. If the visitor wishes to continue coming, they must become a social member or obtain full membership.

If members bring their children to the clubhouse (even in school holidays) the member should have a family membership. Any child under the age of 18 must be supervised by their parent/grandparent/guardian whilst on the premises. This is a requirement of our Child Safety policies.

Children must be signed in and out (we need a record for insurance, child safety and fire compliance).

## Fees

Yearly membership fees are from 1st January to 31st December in that year. Renewing members will be emailed an invoice at the end of November. There will be a membership discount of \$5.00 if you re-join before the 31<sup>st</sup> of December.

It is mandatory for renewing members that they return their membership form with payment. Make sure you understand the guidelines on the form. Tick the appropriate boxes and sign the form. You have only 2 months from the date of the Annual General Meeting to return the membership form otherwise your membership will be withdrawn and your payment refunded.

Please email [info@potters.org.au](mailto:info@potters.org.au) if there are any changes to your contact details during the year. Finally, towards the end of the year please email the Treasurer at [treasurer@potters.org.au](mailto:treasurer@potters.org.au) and advise whether you intend to renew your membership the following year.

Other charges that may be incurred throughout the year:

- Key deposit fee
- Clay purchase costs
- Kiln firing charges
- Glaze chemicals costs
- Workshop charges (if you wish to participate)

## Child Safety and Blue Card Compliance

The Warwick Potters' run classes for home-schooling children and adults with special needs. All adult tutors are approved by the executive committee before managing or organising classes. All adult tutors must have an approved Blue Card. Blue Card compliance and record keeping is overseen by our current Blue Card Officer. Our club has a Risk Management Strategy document (RMS) for Child Safety located in the member's noticeboard area. Child Safety Incident Forms are also located in this area.

## Code of Conduct

The purpose of the Code of conduct is to establish a common understanding of the standards of behaviour that are expected of all members, teachers, contractors, students and visitors of the Warwick Potters' Association. Violations of the Code of Conduct **may** result in cancellation of membership or teaching position and removal from the Warwick Potters' Association.

Incident forms for breaches of the Code of Conduct are located in the member's noticeboard area.

### The Principles

The Code of Conduct is based on the following fundamental ethical principles.

#### Respect for the Law

Warwick Potters' Association members and teachers, in common with all citizens, are under the jurisdiction of laws of the State and the Commonwealth and are obliged to observe such laws.

#### Respect for all Persons

Warwick Potters' Association members and teachers are expected to treat members, students and all members of the community equitably with dignity and respect. This involves, but is not limited to the following:

- Tolerance of the views held by others which are different from your own
- Courtesy and responsiveness in dealing with others
- Fairness when interacting, supervising and dealing with other members
- Making decisions that are procedurally fair to all people according to the principles of natural justice
- Not discriminating on grounds such as gender, sexual orientation, race, disability, cultural background, religious status, marital status, age or political conviction
- An awareness and respect for cultural differences
- Engaging in rational debate, allowing for alternative points of view to be expressed
- Bullying and harassment are not tolerated and any incident that occurs needs to be referred to the Club President
- If there is any physical altercation, please contact police
- Being encouraged to report fraud or corrupt conduct to the executive and/or external authorities where appropriate
- The Potters' Place is a smoke and drug-free environment

## Meetings

The Annual General Meeting is held on the first Monday of February followed by a general meeting. Members must be financial to vote at meetings or hold executive positions. If you wish to nominate a person for the executive committee, you and they are to be financial members before filling out the form.

The general meeting is usually held every on the first Monday of each month from 5.15pm until approximately 7pm. All members are welcome to attend but if unable to do so but wish to bring up a topic, please don't hesitate to contact the executive at the club's email: [info@potters.org.au](mailto:info@potters.org.au) and your concern/comment or request will be added to the agenda.

## **Newsletters and Social Media**

Reminders about meetings, workshops and other matters will be emailed and/or posted on Facebook. Our club newsletter will be emailed out or available to read on the Potters' website.

Our website is : [www.potters.org.au](http://www.potters.org.au)

Our club does have a Facebook and Instagram presence run by an administration of the current committee and up to three nominated representatives. Any financial member of the Warwick Potters' Association Incorporated may apply to be an approved poster, but the current executive committee will have final approval of the members who can post on social media. This selection will be determined by:

- Appropriate communication skills
- Understanding the risks of social media use

***Only the Executive Committee will have access to login in details.***

Warwick Potters' social media use will be consistent with the following core values:

*Integrity:* Admin will not knowingly post incorrect, defamatory, or misleading information about the club's work or the work of other organisations or individuals. In addition, we will post in accordance with the organisation's Copyright and Privacy policies.

*Professionalism:* Warwick Potters' social media represents the organisation as a whole and should seek to maintain a professional and uniform tone.

*Information Sharing:* Warwick Potters' encourages the sharing and reposting of online content that is relevant, and appropriate to our mission and aims.

Subject to this policy, members should seek prior approval from the executive committee before engaging in personal and/or professional social media use about or connected with Warwick Potters' Association Incorporated, unless they are sharing or promoting an already approved post.

When engaging in professional social media use on behalf of the Warwick Potters' it is expected that members will be:

- Professional and respectful
- Promote the best interests of the Warwick Potters' Association Incorporated
- Not include misleading or deceptive statements or inferences
- Refrain from inappropriate swearing

- Only include intellectual property (such as photos, videos and quotes) that Warwick Potters' Association Incorporated has permission to use or that do not require permission to use
- Comply with Warwick Potters' Association Incorporated privacy policy

### **Privacy Policy/Confidentiality**

- Personal information about a member or course or workshop participants should not be disclosed without the consent of the person or unless there is a lawful authority for its disclosure
- Documents and information of the Warwick Potters' should be placed in secure locations where possible and sensitive information should not be distributed without the President's consent
- Photos will be taken during a workshop or exhibition display/opening of members and artworks. These photos are used for our historical records and Warwick Potters' promotional purposes only, including online and print. As a condition of membership your consent is implied. If you **do not** wish us to take and use photos of you or your artwork **please notify us in writing.**

### **Conflict of Interest**

Members and tutors must declare interests which conflict, either perceived or actual, with their duties and activities. A conflict of interest may include, but is not limited to, an expressed personal value or belief, professional ethics, personal or professional relationships, financial or proprietary interests.

### **Insurance**

Warwick Potters' pay annually three types of insurance, namely:

- Building and Contents Insurance. Currently the Insurer is Holland Insurance Company Pty Ltd. Buildings are insured for \$190,000.00; Contents are insured for \$15,000.00 and Stock for \$10,000.00.
- Public Liability Insurance for \$20,000,000.00. Currently the Insurer is Berkley Insurance Australia. Please contact the Treasurer if you wish to view a copy of the complete document.
- Voluntary Workers Personal Accident Insurance which covers 30 voluntary workers, aged twelve (12) years and older, working in a voluntary capacity on behalf of Warwick Potters' including necessary direct travel to and from such voluntary work. Provided always that any voluntary work is officially organised by and under the control of Warwick Potters'. Aggregate Limit of Liability: \$2,000,000.00. Currently the Insurer is Chubb Insurance Australia. Please contact the Treasurer if you wish to view a copy of the complete document.

In addition, Warwick Potters' submits a separate application for each fundraising event:

- Event Insurance (for running the markets and Soup Night). Coverage by Berkley Insurance Australia.

## Fundraising

Warwick Potters' Association is a not-for-profit organisation, and we rely on fundraising to cover the costs of running the clubhouse such as electricity costs, rates, water charges, maintenance etc. All members are encouraged to participate in fundraising enterprises. Although we have a Market Coordinator in charge of handling the mountains of paperwork involved in running our local markets such as the Easter Market, Jumpers & Jazz Market and Rodeo Market, we still need members to help mark out sites and perform other tasks. Warwick Potters' also runs a very special event during Jumpers and Jazz – our Soup Night. Members need to make a certain amount of soup bowls each year, make soup and help run the event each year under the guidance of our Soup Night Coordinator. There are also a variety of other committee roles that need member involvement.

## Gallery

The gallery is used for functions, such as exhibitions. Before each event, all pottery must be removed and the shelves cleaned, floor washed and be spotless. At all other times the gallery can be used for members to display their work for sale. All sales incur a 15% commission that goes to the club. The gallery is open during "Soup Night" and members are encouraged to volunteer their time in manning the gallery. When members are at the clubhouse, the gallery will be open for sales. There will be a buzzer at the front door should people wish to view the gallery, so those members inside will hear the buzzer and attend to the visitor in the gallery.

## Keys

A key (master key) may be issued to new members after they have been a member for three months and that key has an allocated number on it which is recorded in the key log. This key opens most doors, and it is the members responsibility to make sure that they have closed and locked up before leaving. Keyholders using the facilities after hours and are the last person to leave the premises, are responsible for securing the building according to security protocol. This procedure will be explained as part of receiving a key. There is a deposit of \$20.00 per key and, when the key is returned in working order, this will be refunded.

## Entering the Clubhouse

The master key unlocks the metal gate, the back door to the hand-building studio, kitchen door, kiln shed, glaze shed door and the external toilet door. The only doors it will not open is the kitchen screen door, the toilet doors and the clay shed. The key to the kitchen screen door and toilet door is found on the right-hand side of the wooden kitchen exit door on a hook. Entrance to the clubhouse is through the metal gates at the back.

For safety compliance please close the gate padlock shut (so that no one can accidentally be locked in the premises – no scaling of fences required!). It is also a requirement in case of fire.

**IMPORTANT : Please open all doors in the building for fire safety regulations. It is not necessary to open the French doors of the gallery unless a function or exhibition is being held.**

Please use the hand sanitiser provided upon entry. Sanitiser can be found near the attendance book, kitchen sink, toilet facilities and gallery desk.

Social distancing is recommended if you are concerned about Covid-19. If you feel you social distancing is not possible, please wear masks when in close contact and wash your hands regularly.

ALL members entering the Potters' premises, either to use the facilities, unload, load or check the kiln MUST "sign in" and "sign out" in the attendance book. There is an attendance book both in the kitchen and kiln shed. This is a duty of care as well as an insurance requirement that all members must adhere to.

### **Exiting the clubhouse**

- It is not necessary to lock the toilet doors but you MUST lock the exterior wooden slat door with your master key
- Manually lock the kitchen screen door latch (not necessary to use the key). Lock the kitchen wooden door with your master key. Slide the door latch
- Then use your master key to lock all doors and the kiln shed (if open) before finally exiting and closing the gate
- Unlock the padlock, attach and lock

### **Housekeeping and Workplace, Health and Safety**

Members are responsible for the cleaning of the area they have used. When water restrictions are in force, we ask members to be mindful of their use of water. However, floors are to be mopped after use before leaving to prevent dust build up. Clay dust can be very hazardous to lung health. Do not vacuum up clay dust with a domestic vacuum cleaner as that just spreads it in the air.

Glazes are a mixture of chemicals and respect should be shown by wearing gloves and a mask whilst mixing glazes (PPE). PPE is short for Personal Protective Equipment. Glazes can be lung or skin irritants, cause Silicosis, other lung diseases, toxic to your nervous or endocrine system or have been linked to cancer.

DO NOT use a leaf blower in the kiln shed.

In the kitchen, there is a folder with laminated Material Safety Data Sheets (MSDS) for the glaze chemicals used in the club.

If you urgently need a mask at the club there will be available for purchase N95 masks for \$6 each. This cost is subject to change as there are price fluctuations dependant on Covid 19 public demand of these masks. Please contact the Treasurer if your wish to purchase a mask.

- If a member sees something that is dangerous, please notify an executive committee member ASAP
- There is a Workplace, Health and Safety compliance register in the kitchen should you need to document an incident

At the end of your time spent in the club, please ensure that work areas are wiped down and the kneading table is left clean. Finally, due to COVID, please wipe surfaces with disinfectant. If you

are attending the clubhouse within a group, there must be one member responsible for wiping all surfaces down (including door knobs, handles and kitchen surfaces) with disinfectant.

Unless directed by the executive to bring and clean your own towel, towels are provided by the Club but at the end of each day, a member will be responsible for the cleaning of such towel and returning it.

**If you or your group are the last to leave the clubhouse on any given day, the kitchen rubbish bin must be emptied into the wheely bin so we minimize the risk of vermin.**

Whilst pottery utensils are available to use, it is encouraged due to COVID that each member bring and use their own pottery utensils. Make sure they are labelled with your name. There are many moulds available for use of by members and members are welcome to borrow them, but make sure they are put back in their correct area once you have finished with them. Moulds are difficult to clean from a COVID perspective and the executive committee may decide to make them off limits but will email members if this eventuates.

The committee may choose to respond rapidly to changes in prevalence of COVID in our region. Any changes in prevalence of COVID within a 200km radius will be scrutinised by the committee and a determination will be made as to operations of the clubhouse. Any changes will be promptly circulated to members via email, the private Facebook group and/or phone. Between 2-7 days' notice will be provided regarding changes in operations, dependent upon the prevalence of COVID in the community or on directions given by Public Health, Queensland Government.

Changes in operation may include any or all of the following :

- Mandatory mask wearing while inside the clubhouse
- Refusing access to members, visitors and students who reside within an emerging hot spot
- Closing classes
- Reduction in numbers able to work in the clubhouse
- Reduced access or closure of kilns
- Other responses as may be necessary

Please note that the committee wishes the clubhouse to remain open and maintain some level of service to members unless directed to close by the government. Maintenance and/or reintroduction of classes and studio space, opening of the gallery, etc. will be reviewed day by day assessing the numbers of COVID versus local hospitalisation rates and percentage rates of vaccination in the local government areas.

## **Fire Safety**

All fire exit paths (see evacuation plans) are to be kept clear at all times. This is especially important at night – if a fire breaks out, the power and lights will usually go out. Although emergency lighting (to be installed) will activate, tripping on hazards is a real risk so keep those fire exit paths clear.

As mentioned in the “Entering the Clubhouse” section, please close the gate padlock upon entering the premises. You do not want to be accidentally locked inside the gate.

Fire Evacuation plans are located next to any “Way Out” or the main “Exit” door. Due to the age and type of building materials, the building is likely to burn fast if it caught alight.

In case of fire :

- Ring 000
- You must move to exit the building immediately
- Fire extinguishers and fire blankets are located next to the “Way Out” or “Exit” door. **IF** you know how to use a fire extinguisher and the fire is small and manageable, please use the extinguisher **OTHERWISE** do not use it
- Assist any person in immediate danger (only if it is safe to do so)
- Assist with the evacuation of mobility impaired occupants
- If possible, please take the sign-in book with you upon evacuation as emergency services will need a list of who was in the building at the time of the fire
- Please gather at the Assembly Area under the “Big Tree”
- Remain at the Assembly Area until the “all clear” is given

### **First Aid**

A first-aid kit is located in the kitchen. It is checked monthly by an appointed member. To record any injuries, please fill out the register, also located in the kitchen. Please advise the Executive Committee and the First Aid Officer of any incidents.

### **Tradespeople**

A copy of tradespeople that the club uses, their relevant licences and contact details will be located on the members’ noticeboard in the kitchen.

When a tradesperson arrives on the club’s premises, they must sign in/sign out using the same attendance book that the members use.

### **Kitchen Facilities**

At present the kitchen is for use of all members with club providing milk, tea, coffee and sugar. A coffee machine available with a cost towards coffee pods. Tablecloths and tea towels are provided by the club but at the end of each week, a member shall take them home and wash and return them. Anything used in the kitchen like cups, plates and food utensils are to be washed and put away.

If you need hot water (usually during functions) – you can turn on the hot water system by pressing a square button on the kitchen splashback. It will glow red whilst on. Please press the button to turn the system off before you leave the building. This will save on electrical charges.

Near the blackboard is a whiteboard with cleaning duties. Please choose a job that you feel confident doing and maintain this throughout the year. These duties could be toilet cleaning, dusting, or any other type of “housework”. There may working bees on the clubhouse from time to time.

If the committee determines that the risk of COVID transmission is increasing, that may determine that the communal use of kitchen utensils and supply of milk, tea, coffee etc., will cease. Members will have to bring their own cup and utensils, tea towel and drink/food supplies. Again, members will be notified by either email, through our private Facebook group or phone.

## **Library**

The club has a good selection of reference books and we subscribe to the Journal of Australian Ceramics. Members may borrow books – please record your name, title of the book, date and other details in the blue borrowing book located on the library shelf. Please contact our Library Officer if you have lost the book, damaged the book or you think we need to purchase a new release. Donations of pottery books are most welcome – especially if it is not in our collection.

## **Name and storage of pots**

Each potter should adopt a symbol (maker's mark) for naming their pottery, either their name, initials or a sign to indicate that this is their work. This symbol is to be clearly seen on any piece of pottery. This symbol is also recorded in the back of the "red book" and the Kiln Book for identification purposes. Pots will not be fired if there are no name on them.

Do not leave pieces that you are working on in the general work area unless you are coming back the next day.

If you plan to take the risk and leave your work in the clubhouse then please leave a note with your work that contains the following info:

- Your name & contact details
- Date when you plan to return

Warwick Potters Association members are not responsible for the safety of pieces that are left lying around.

## **General storage**

Each adult member or family membership can have a dedicated clear container in the clubhouse located in the back storage room. You can store your tools and glazes in the container. Make sure your items are labelled. Please contact a committee member for further details if you wish to participate in this system.

## **Payment and the "Red Book"**

Each financial member will have a payment page in the "Red Book" which is located on the desk in the kitchen. The payment for the purchase of clay, key deposit, glaze purchases, or firing charges are entered into the "Red Book" (or booked up).

The Kiln Operator (who loads and unloads the kiln), will record in the kiln firing book which pieces were in the kiln (and who they belonged too) and the charge for the service. They then transfer this monetary charge to the "Red Book". Otherwise, each member can write up what they owe. No payment is required for each entry.

The Treasurer on the last day of the month will record what each member owes and email an invoice to each member. Payment is required within 14 days from the date of issue. Payment is preferred by bank transfer (bank details will be on the invoice) but cash will be accepted. Cash can be placed in an envelope with your name and invoice number on it and placed in the safe located in the clubhouse. If you are a new member, please don't hesitate to ask another member where the safe is located.

**Please note that individual member's amounts under \$5.00 will not be issued an invoice in that month. The amount will accrue until the balance is \$5.00 or over.**

Workshops are **not** to be booked up in the "Red Book". Once you have expressed interest in the workshop and your name is down on the list and finalised, an invoice will be emailed to you and you are asked to pay promptly.

## Workshops

Workshops are firstly available to members to participate in, but if there are insufficient numbers to run a workshop, the workshop will then be advertised with other local pottery clubs and the local community. Workshops are informative and show many new and varied ways of achieving better end results. Workshops are recommended to those that wish to improve their pottery skills. They are also a wonderful way to connect to the wider art community.

## Clay Purchases

There is clay available for members to purchase from the clay shed. The club carries only a small variety of clay types. Several members have a key for the clay shed and their names are on the blackboard in the work area should you need to contact them to purchase clay. Once clay is purchased you will write down what you have taken in the "Red Book". Again, there is no need to pay for the clay immediately – it is "booked up".

There is a price list for clay located on the wall near the entrance door to the hand-building studio.

Occasionally, clay is purchased by non-members or students. If this occurs, there is a little blue receipt book on the table to the left of the hand-building studio entrance. Please record the name of the purchaser and an email contact. The member supervising the sale must sign the receipt in full – no initials please. In most cases, cash will need to be paid immediately. It will be the discretion of the member whether the purchaser can pay by direct bank transfer. Please note this on the receipt book, so the Treasurer knows to look out for a bank transfer. Finally, can the member supervising the sale email the Treasurer to let them know a payment is on the way. Bank Account information slips are located on the desk in the kitchen.

When stocks of clay run low, please write in the "Clay & Glaze Purchases Book" located near the little blue receipt book, what clay and amount you require. Ros Lang, is currently responsible for ordering clay from our suppliers. Ros will refer to this book and stock numbers to determine purchase orders.

## Wheels

Holes on the pottery wheels are to be plugged or a bucket placed to collect waste. No slurry is to be emptied down any sinks. Please dispose slurry up the paddock away from where cars park. Do not empty wastewater and slurry on the grass outside the security fence (for members to walk in or slipover on). Alternatively, clay waste can be taken home for recycling.

## Drying Shelves

Once your work is thoroughly dried in the main clubhouse shelves, you may transfer your works to the kiln shed for bisque firing. Do not leave your work on the drying shelves for longer than a couple of weeks, as there is limited space available. Please be considerate of the needs of other members

If work remains on the drying shelves for longer than 2 months, it will either be stored in a box or becomes a donation to others to bisque and glaze.

## Glazing

There will be **four** selected glazes at the clubhouse available for member use. These glazes will be primarily for new member use and for glazing soup bowls/mugs for our annual fundraiser. If using club glazes, can the individual member add the cost to the "Red Book". The Kiln Operator of a Soup Bowl firing must add this cost to the Soup Bowl Book located in the "Red Book".

2022 Costs:

	Sizing up to 13cm diameter	Sizing between 13cm – 35cm
1. Clear glaze	@ \$1.00 for a small-medium item	- \$3.00 for a medium-large item
2. Blue glaze	@ \$1.00 for a small-medium item	- \$3.00 for a medium-large item
3. Green glaze	@ \$1.00 for a small-medium item	- \$3.00 for a medium-large item
4. Honey glaze	@ \$1.00 for a small-medium item	- \$3.00 for a medium-large item

If glaze chemicals are running low for the mixing of these four glazes, please write an order request in the "Clay & Glaze Purchases Book" located in the hand-building studio.

### Other Glazing options

It is recommended that experienced members experiment with their own glazes. Alternatively, refer to the glaze recipe book for trialled recipes and pricing. This book is located in the kitchen under the corkboard. Examples of finished glazes can be seen on the sample board in the kiln shed.

If you wish to use these trialled glazes, you must pay for the cost of the glazing chemicals. Our Glaze Advisor can assist any new members in mixing up the chemicals. However, these skills should be taught in each class. It is essential you follow workplace, health and safety guidelines when handling chemicals in mixing up glazes. Masks and gloves are mandatory. Please provide your own 5 litre (with lid) plastic, white container with your name on the lid. Don't forget to write

the name of the glaze on the container. If you don't take the glaze home, please store the glaze in your clear container.

***Do not forget to refer to the price in the Glaze Book and write up what you owe in the "Red Book".***

Again, if glaze chemicals are running low for the mixing of trialled glazes, please write an order request in the "Clay & Glaze Purchases Book" located in the hand-building studio.

Glazes can also be purchased from the following suppliers:

- Pottery Supplies – [www.pottersuppliesonline.com.au](http://www.pottersuppliesonline.com.au)
- Ipswich Pottery Supplies – [www.ipswichpottersupplies.com.au](http://www.ipswichpottersupplies.com.au)
- Picasso Ceramics – [picassoceramics@gmail.com](mailto:picassoceramics@gmail.com)

## **Kilns & Firing**

The club has two kilns, one slightly smaller than the other. The Warwick Potters' takes no responsibility for any breakages during the firing process or any explosions in the kiln. Pottery is an art, and takes years of practice to master, so do not be disheartened if your piece does not survive the firing process.

To ensure equitable and efficient operation of kiln services, the club has created the following key roles:

### **Kiln Officer – Responsibilities**

- The Kiln Officer is responsible for the overall smooth running of the kiln shed
- The Kiln Officer will maintain a kiln booking register – firings are to be shared amongst members. If there is conflict with the booking register in the kiln shed, the Kiln Officer must communicate and resolve the conflict between members fairly and with respect
- The Kiln Officer is responsible for making sure that safety equipment is well stocked for member use – for sanding, glazing or kiln shed use
- The Kiln Officer should be happy to cater for the firing requests and needs of all members – especially with regards to kiln programs – these requests will be referred to the Kiln Programmer who can then adjust or create new programs
- The Kiln Officer is responsible for the upkeep of kiln shelves and order replacement parts – with larger costed items approved in a general meeting. Shelves are to be coated with bat wash
- Please ensure a surplus of shelves to ensure rotation of any shelves that need repair or bat wash
- If the Kiln Officer needs to grind a shelf, mask and goggles must be used
- All kilns to be in working order two months before our annual soup night fundraiser in order not to hold up the demand in firing bookings
- Proposed dates for kiln maintenance to be recorded on the kiln shed calendar

## Kiln Programmer – Responsibilities

- The Kiln Programmer is responsible for kilns programs and should assist other members in their programming requests

## Kiln Operator - Responsibilities

- Note that you must be approved by the executive committee before you will be granted access to use the kilns unsupervised – henceforth termed a Kiln Operator
- A list of **Kiln Operators** is recorded in the “Kiln Book” – located in the kiln shed. They are responsible for the packing, firing, unpacking of the kiln, recording names and charges in the logbook and transfer of charges to the “Red Book”
- Please use the kiln booking calendar system. Block in all days – packing, firing and cooling
- Please write in the “Kiln Book” any kiln equipment malfunctions, shelf breakages or if an item sticks to a shelf (send a photo to the Kiln Officer if there is damage)
- A Kiln Operator or Operators will once or twice a year run an induction workshop on how to use a kiln. This will be mandatory for all new members – all members are welcome to attend
- After the induction workshop on kiln operation is completed, to regularly encourage new members to assist in the firing process
- A firing for stoneware takes around 11 hours and the Kiln Operator **MUST** be with the kiln for the last hour to make sure it shuts down. While they are pre-set programmes, it does not mean that the kiln can be started, then forgotten. Kilns can malfunction
- Once the firing is completed, be it a bisque or a glaze and is cool enough to be unloaded, it should be done as soon as practicable so the next Kiln Operator can load up

## Members – Responsibilities

- Please ensure that the bottoms of all works are clean of glaze and smooth
- Works that are not signed or stamped on the bottom of the pieces will not be fired
- Items ready for firing are to be placed on the appropriately labelled shelf in the kiln shed
- All items will be fired and glazed using programs 3 and 5. If you wish to use another program listed on the program sheet, please place a note underneath your piece
- Please allow enough time from when you make your piece to when you want it, so that if it does not fit into the next firing, the following firing will be suitable
- Don't hesitate to ask a Kiln Operator if you may assist in the firing process once you have completed your kiln workshop induction
- Don't hesitate to ask the Kiln Programmer for specialised programs. Members must not adjust the programs
- New or running glazes can damage shelves. Shelves are expensive. New or running glazes **MUST** be sat on a clay bat on the “ready to be fired shelf” (this will signal to the Kiln Operator of the fact). Please discuss with the Kiln Operator if you are unsure of about your glaze
- If your work continually damages kiln shelves, the Kiln Officer may halt any further firing of your work until you find a way to remedy the issue
- Please collect your work promptly once your work has completed the glazing process – storage space is limited in the kiln shed

## Member Kiln Charges

If a kiln firing is shared by members, costs of the firings are proportioned out on the basis of space taken up in the kiln and also the thickness of the clay. The thicker the clay the more energy and space needed to fire the work.

The club will subsidize a portion of the true cost of firings. Warwick Potters' has decided to charge members an amount similar to other community pottery clubs.

For a full load in the small kiln:

- Bisque firing \$50
- Glaze firing \$60

For a full load in the large kiln:

- Bisque firing \$60
- Glaze firing \$70

## Firing Services for the Public

We offer firing services for schools.

## Clubhouse Use and Classes

Currently, members meet up on **Tuesday** during the day. It is an informal gathering, but usually there will be in attendance long-standing members who are happy to mentor new members.

Another group of members also meet up on **Wednesday** during the day. It is also an informal gathering, but again, there are usually in attendance long-standing members who are happy to mentor new members.

During the day on **Thursday**, Sue Creed runs a special needs class for ages 18+ between 9-2pm in the hand-building studio. Charges apply. The wheel studio and the rest of the facilities are available. All members welcome. There are no classes in January.

On **Thursday** nights, from 5-7pm, long-standing members do informal tutoring. There is no tutoring in January.

On the 1<sup>st</sup> and 2<sup>nd</sup> **Friday** of each month, Sue Creed runs a class for home-schooled children. As this is an assessable and reportable responsibility, under strict Blue Card conditions, the clubhouse is closed to members for these two days. There are no classes in the school Dec-Jan break.

On the 2<sup>nd</sup> **Saturday** of each month and on the last **Saturday** of each month, Penny King can teach new members the 3 hand-building techniques. Ros Lang and Ray Tainton can assist new members with wheel techniques.

The clubhouse is open to members at all times - apart from the two days specified above. During these two days, you may continue firing the kilns, but please do not enter the main clubhouse. New members are encouraged to come to the clubhouse during the above listed times where existing members would be only too happy to give you a guided tour.

## 2022 Management Committee & contact details

The club committee will try to assist members promptly but they are volunteers; most working full-time elsewhere in paid employment.

Any questions or queries please email : [info@warwickpotters.org.au](mailto:info@warwickpotters.org.au)

<b>President</b>	Leah Kelly 0412 930 637
<b>Secretary</b>	Sue Creed <a href="mailto:secretary@potters.org.au">secretary@potters.org.au</a>
<b>Treasurer</b>	Kym Rose <a href="mailto:treasurer@potters.org.au">treasurer@potters.org.au</a> 0402 111 217
<b>Market Coordinator</b>	Sue Creed
<b>Special Needs Teacher</b>	<a href="mailto:markets@potters.org.au">markets@potters.org.au</a>
<b>Home School Teacher</b>	0411 335 193
<b>Soup Night Coordinator</b>	Leah Kelly
<b>Clay &amp; Glaze Orders</b>	Ros Lang
<b>Glaze Advisor</b>	Sue Whitton
<b>Kiln Officer</b>	Ros Lang
<b>Kiln Operators</b>	Ros Lang, Sue Whitton, Cathy Holmes, Penny King and Nikki Malone
<b>Kiln Programmer</b>	Cathy Holmes, Sue Whitton and Alan Lang
<b>Show Coordinator</b>	Penny King 0429209632 (After Hours Only)
<b>Library Officer</b>	Kathy Barnsdale
<b>Blue Card Officer</b>	Kaz Thorpe
<b>Beginner's Classes (wheel)</b>	Sue Whitton
<b>First Aid</b>	Cat Collins <a href="mailto:catherinegmacdonald@gmail.com">catherinegmacdonald@gmail.com</a>  Marie Galloway (Supplies)
<b>Website &amp; IT support</b>	Lachlan Jones Rempi Web Design <a href="mailto:lachlan.jones@rempiwebdesign.com.au">lachlan.jones@rempiwebdesign.com.au</a>