

## ***MEMBERSHIP BOOKLET***

## **TABLE OF CONTENTS**

1. Welcome and Society goals
2. The Rules, By laws, and Policies and Procedures Manual
3. What activities are practised at RDWS
4. Weekly program
5. Management Committee
6. Sub-committees
7. Other Society Roles
8. New member induction
9. Member obligations/assistance/helping out
10. Attendance requirements
11. Safety, first aid, emergency response
12. Captain Woody
13. Use of RDWS equipment
14. Training
15. Courses
16. External events program and fundraising
17. Publications
18. Club Website
19. Notice boards
20. Library
21. Items for sale
22. Timber milling and sales
23. Visitors
24. Smoking

## 1. Welcome and Society Goals

Welcome to the RDWS membership booklet. If you are a new member the information in this booklet will assist you in becoming familiar with the operation of RDWS and what responsibilities and opportunities, you now have as a member.

If you are an established member, use this booklet to keep up to date with changes and to refresh your knowledge of RDWS.

When the Society was established in 1992 its aim was to promote, foster and practise the art of woodcraft. This aim remains its guiding theme today.

Our more specific goals are:

- RDWS grows and develops with the times, and stays up to date
- Members enjoy their attendance and activities, and learn new skills
- RDWS is a place where everyone is respected, and advice and ideas are shared freely
- Members and visitors remain safe
- The volunteer efforts of members in relation to fundraising, external events, and Society roles are maintained so as to ensure the ongoing success of RDWS.

## 2. The Rules, Bylaws, and Policies and Procedures Manual

RDWS is an Association incorporated under the Associations Incorporation Act 1981 (Qld).

Pursuant to this Act the Society's governing rules (The Rules) generally follow the "default" rules contained in the Act. The Rules were last updated in November 2023.

In addition, the Society has its own Bylaws, which were last updated in September 2024.

A hard copy of both the Rules and the Bylaws are housed in the office and are available for members pursuit. New members are sent an electronic copy with their welcome letter. Existing members can request an updated copy at any time from the secretary.

A Policies and Procedures Manual is currently being written to bring together in one place all of the operational documentation within RDWS. This manual will contain all of the various RDWS forms, policies, procedures and instructions.

Once complete this manual will be available to all members.

## 3. Woodcraft Activities Practised at RDWS

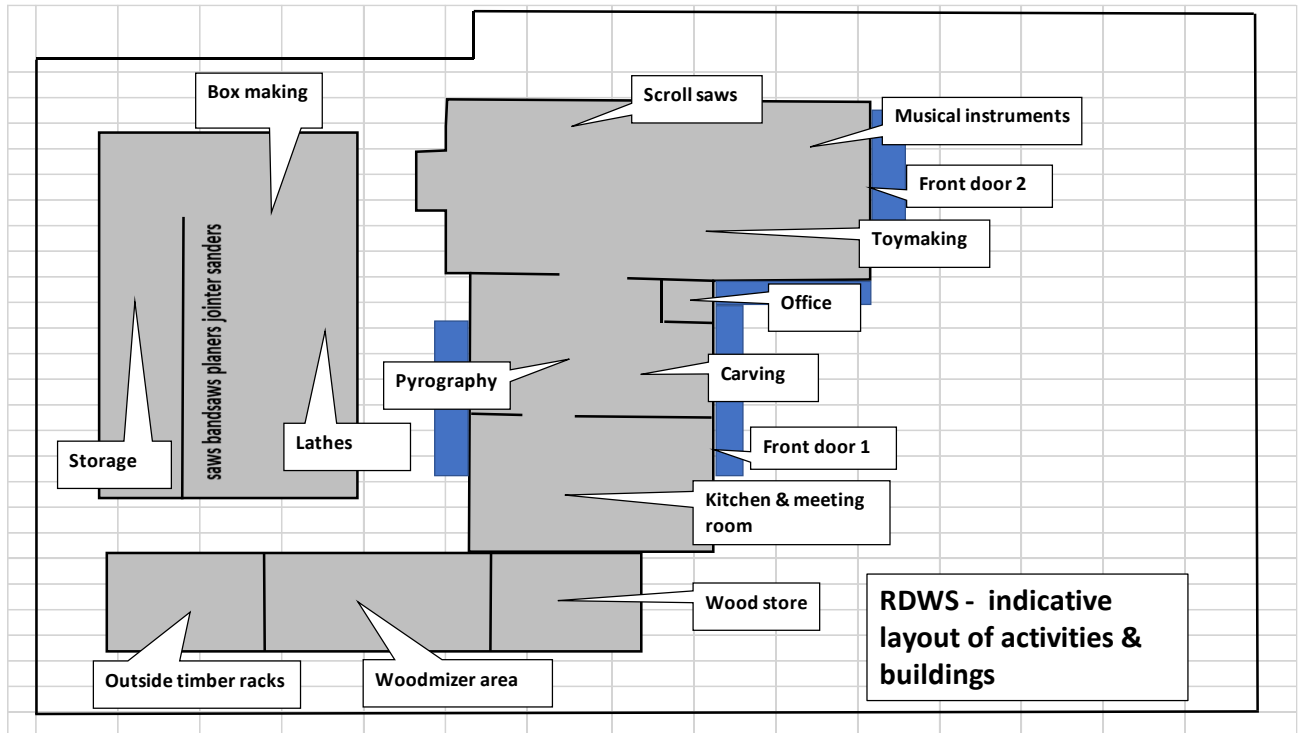
RDWS offers the following crafts to its members:

Craft
Musical Instrument Making
Woodturning
Pyrography
Toy Making
Carving
Furniture and Box Making
Scroll Saw Work

For contact persons assigned to each discipline please refer to **Member Allocated Duties List** on Admin noticeboard.

Subject to having been trained on the relevant equipment, members can also cut, drill, thickness, sand and rout wood at RDWS to then be taken home for further work. Woodcraft demonstrations are held to show members how to perform various woodcraft techniques and regular training courses are run for machinery and equipment competency and for individual skill development.

The following sketch shows the general layout of the RDWS premises, where the various woodcraft activities are located, and other building usage.



#### 4. RDWS Opening Times and Program

RDWS is generally open 4 days a week (Monday to Thursday). It is closed on public holidays and over the Christmas New Year period. Typically, the premises are open for members between 8.00am and 2.30pm.

The typical weekly program is

Sunday	Closed
Monday	Open for individual activity
Tuesday	The main group activities occur on Tuesdays. Our Tuesday morning tea includes an information address from the President and a "show and tell" session.
Wednesday	Open for individual activity
Thursday	Open for individual and group activities
Friday	Closed unless planned training occurs
Saturday	Closed

## 5. Management Committee

RDWS is led by a management committee, in accordance with The Rules. The structure is as follows.

Role
President
Vice President
Treasurer
Secretary
Ordinary committee members - 7

For names of incumbents in the above roles please refer to the **Management Team List** on the Admin noticeboard.

A description of the roles of the committee members can be found in The Rules.

Typically, each committee nominates and is voted in yearly at the Annual General Meeting. Nomination for committee places is available to all current members.

## 6. RDWS Permanent Sub-committees

The Society operates sub-committees to oversee its day-to-day operations. These sub-committees include:

Machinery and Safety Sub Committee
Redcliffe Show Sub Committee

For contact person see **Member Allocated Duties List** on Admin noticeboard.

## 7. Other Society Roles

RDWS maintains other designated volunteer roles designed to perform certain duties “behind the scenes” and “front of house” to keep the premises, infrastructure, equipment, services and events running smoothly for members.

For full details please refer to **Member Allocated Duties List** on Admin noticeboard.

From time to time these roles become vacant as people step down. You are encouraged to consider nominating to take on any role that becomes available if it interests you. The Management Committee considers nominations and makes the final selection as to who fills these roles.

## **8. New member induction**

Each new member must complete an on-site induction before performing any activities at RDWS. This requirement is clearly set out in the “confirmation of membership” letter that each new member receives.

The purpose of this induction is to make a new member initially familiar with the basic operation of RDWS: layout of the premises, emergency information, contacts for further information, obligations regarding PPE, recording attendance, attendance fee, the typical weekly program.

Once a new member is inducted, he or she is able to perform activities and may use tools and equipment that do not require the member to participate in and pass a training course.

## **9. Member obligations/assistance/helping out**

Membership of RDWS does come with obligations.

**SAFETY.** Every member has an obligation to be “fit for work” when attending the premises so that he or she can perform activities safely. In addition, every member has an obligation to help keep others safe. There are a number of operating procedures that make it mandatory to do something or not do something. These mandatory requirements have been put in place to reduce risk and help keep you safe, so please adhere to them. It is not permissible for anyone to attend RDWS premises if they are under the influence of alcohol, drugs or an illegal substance.

**CONDUCT.** While at RDWS everyone is expected to behave towards others, as they would expect other people to behave towards themselves. RDWS is not a place where bullying, any form of harassment or discrimination, or vilification are accepted.

**PARTICIPATION.** All positions in RDWS are voluntary. When positions become open, please register your interest if you think that a particular position suits you. We only function properly when all positions within the organisation are filled.

**SOCIETY EVENTS.** During the year RDWS plans, puts on or participates in various internal and external events. All of these rely upon members volunteering their time and effort to make each a success. You will be made aware when volunteers are needed, so please respond positively when asked. Alternatively, don't wait to be asked. Just let any member of the Management Committee know that you are willing to volunteer your time.

## **10. Attendance requirements**

When attending the premises and or performing activities you are required to:

- Wear your membership badge
- Log in
- Pay the daily attendance fee.
- Wear covered in footwear plus personal protective equipment (PPE) prescribed or appropriate for any particular activity (eg face shield, eye protection, hearing protection, non-loose fitting clothing)
- Operate equipment only as it is designed to be operated
- Clean up after yourself and check and empty dust and waste bags if necessary.
- Log out.

You may only perform an activity if there is a Captain Woody present in your area.

## **11. Safety, first aid, emergency response**

Your safety, and that of your fellow members, is paramount. Please observe all safety related rules and processes and perform activities only in a safe manner.

Our by-laws in clause 3 emphasise personal safety, and this clause reads as follows:

*“Member Fitness for Society Activities*

*RDWS is committed to providing a safe and enjoyable place for members to use. Noting the inherently hazardous nature of many activities performed at RDWS, and the types of tools, machinery and equipment used, RDWS expects that in return members ensure that they are “fit for work”.*

*Members are only to attend the RDWS premises and perform activities if they are physically and mentally fit to safely perform those activities. It is each member’s individual responsibility to ensure that they are fit to perform their proposed activities safely.*

*If any member of the Management Committee, or Captain Woody, observes a person who appears not to be fit to safely perform activities, that person is to be asked to demonstrate their fitness. If doubt remains as to the person’s fitness, the person must be directed to cease the activity, or, if the activity has not commenced, to not commence the activity.*

*Any member who observes another person who appears not to be fit to perform the activity that the person is undertaking is to alert a member of the Management Committee, or Captain Woody.”*

To cater for minor first aid treatments there are two first aid boxes on the premises and their location would have been pointed out to you during your induction.

If any medical situation arises or a significant injury occurs that requires medical or hospital attention, ring 000.

If any incident occurs where damage to a machine occurs, or an injury is sustained, an incident report must be completed by those involved. Incident report forms are kept in the first aid cabinet. An incident report is also required where there was potential for damage or injury. These incident reports provide critical information to help eliminate similar future incidents.

If an emergency arises and an evacuation is required, the evacuation area is located in the Southeastern corner of the front carpark. A detailed evacuation sign and diagram are posted in various places around the premises. Please make yourself familiar with their contents.

## **12. Captain Woody**

RDWS uses volunteer members to act as a Captain Woody during premises opening times.

In summary the role of Captain Woody comprises:

- Observe machinery being operated to assess whether machines are working properly and are being operated correctly by members
- If any machinery is defective, unsafe or not working properly, to turn off and tag out that machine
- Report problems with machinery, including damage, to the Management Committee
- Where an incident occurs, ensure that members involved fill out an incident report
- Issue reasonable directions to members so that they and others stay safe

- If you are directed by Captain Woody to cease operation of a machine then you must do immediately. If you consider the directive to be unfair then take it up with the President.

If the Captain Woody on duty asks you to do something or not do something, please comply. He or she will be acting in the interests of safety and in your interest.

If any tool or machine is not operating properly, please report it to Captain Woody.

If there is any situation you are not sure about, talk to Captain Woody about it before proceeding

### **13. Use of RDWS equipment**

The Society has a large inventory of hand and power tools and machinery on the premises. Please follow these rules when using any of them:

Treat the tool you are using, as you would treat your own tools.

Put tools and equipment back where they belong.

You cannot use a tool or machine unless you have first undertaken the required training.

If you are uncertain about any aspect of using a tool or operating a machine, then stop and request advice or help from Captain Woody, one of the Management Committee or another member trained and experienced on that machine.

Clean up after each job, especially waste and dust. Check waste and dust collection bins and bags and empty if full or almost full. This is mandatory.

Where logbooks accompany machinery, fill in the logbook.

Equipment and machinery that can only be used after you successfully undertake RDWS training includes, and may not be limited to:

- All lathes
- All bandsaws
- Drum sander
- Saw Stop table saw
- Compound Mitre saw
- Triton router
- Thicknessers
- Jointer

The operation of two machines is restricted to a small number of accredited members. They are the WoodMizer and Hitachi bandsaw. If you wish to have timber cut on either of these please see Captain Woody for more information. Cutting charges will apply.

Where you intend to use a tool or machine for which prior training is not a pre-requisite, you must still be competent and experienced in the use of that tool or machine. If you are not sure, ask Captain Woody.



## 14. Training

RDWS provides formal training to operate certain machinery, where such training has been deemed to be a pre-requisite before a member can use that machinery. See the previous section 13.

Training is performed by two other members who have been trained and accredited to club standards as trainers.

Should you require accreditation to operate a prescribed machine (Full list on Admin Notice Board.) please discuss your requirements with the Member Training Requests Contact. When numbers are sufficient a training course is organised, and you will be requested by email to confirm your attendance.

Some training courses have a cost attached.

Trained members are able to operate the relevant machinery for three years from the initial training date. To maintain operator status a trained member must attend a refresher training session held in March/April each year and their operator status will be extended for three years from that date. If a trained operator does not attend a refresher training session within three years of the initial training date their operator status will automatically lapse.

## 15. Courses

In addition to mandatory training as described in Section 14, RDWS also offers various courses, which are designed to introduce members to new crafts or to more advanced techniques in a craft that they already enjoy.

These courses over time include lathe, pyrography, box making, finishes, and lidded boxes (made on lathe).

Courses are advertised in advance and depend on minimum attendance numbers in order to proceed. Some courses have a cost attached.

## 16. External events program and fundraising

There are fixed external events that RDWS organises or participates in over the year. They are:

Event	When it is on	RDWS involvement
Redcliffe Show Incorporating Woodcraft Competition	Mid-year	RDWS has an exhibit at each Redcliffe Show. The public can see and buy members' craftwork and watch live woodcraft demonstrations. The annual competition is also judged and displayed at the show
Annual Raffle	April - June drawn at Redcliffe Show	RDWS make the prizes and start selling tickets in April. The prizes are displayed at Red Poppy Art Directive Redcliffe from April where the public can purchase tickets.
Bunnings Sausage Sizzle	Various times through the year	Volunteer member setup and run a fund-raising Sausage Sizzle at Bunnings.
Christmas Party	December	Members meet at a determined venue for lunch, raffles and socialising.

## **17. Publications**

In addition to this booklet RDWS maintains other publications to help keep members in touch with what is going on and in touch with each other. The Society's newsletter, the Redwood is published on a monthly basis and is emailed to members.

A weekly bulletin from the President is emailed to members by mid-week to keep all informed.

A member telephone list is made available to all members. Copies can be found near the notice board.

RDWS also regularly receives several newsletters from other woodworking clubs in Queensland, NSW and Victoria. When they arrive, they are forwarded on to all of our members who have email.

## **18. Club Website & Facebook**

The Society's website can be found via Google, or directly at [www.redcliffewoodcraft.org](http://www.redcliffewoodcraft.org)

We also have two Facebook sites:

Redcliffe Woodcraft Society Members - This is for members only

Redcliffe Woodcraft – This is for public information and advertising

## **19. Notice boards**

There are two main notice boards in the main building. One contains general notices about items for sale, services provided, etc. The other contains the current training programs, other Club information and Admin. Items.

You are encouraged to peruse these notice boards whenever you attend.

## **20. Library**

RDWS operates an extensive library of books and DVDs. New items, especially DVDs, are added each year.

See our Librarian to borrow items. There is no extra charge to use the library.

## **21. Items for sale**

Members are able to purchase various items from RDWS. Currently they include soft drinks, some PPE, sandpapers and glues, and various small woodwork related items such as pen kits.

## **22. Timber milling and sales**

RDWS owns a WoodMizer bandsaw, which is used to reduce logs and bigger timber into more useable sizes. Members are able to make use of the WoodMizer in two ways:

If you have timber that you would like to have cut on the WoodMizer, please make enquiries to the Management Committee. Conditions and sawing charges apply.

RDWS has for sale to members a stock of timber that has been cut on the WoodMizer. To enquire about prices or to purchase timber contact the person named under timber sales in the **Member Allocated Duties List** on the Admin. noticeboard. Varieties of timber vary, depending upon raw timber available to RDWS.

### **23. Visitors**

Visitors are welcome at RDWS. If you bring along a visitor, please follow the following protocol:

- Visitor must wear closed in footwear.
- Log Visitor in the Guest Register attendance book, when arriving and leaving
- Inform Captain Woody so he or she is aware that there is a visitor present
- Daily attendance fee does not apply to a visitor
- Provide visitor tag or sticker for Visitor to wear
- Visitor to be accompanied by member at all times.
- Visitor is not to enter areas where PPE is required unless he or she is fitted with the right PPE.

The best day to bring a visitor is Tuesday, as it is our busiest day. Bring your visitor to Tuesday's morning tea and Show and Tell.

### **24. Smoking**

Smoking is not permitted in or near the buildings and sheds. The only location where smoking is permitted is the designated smoking area in the southeast corner of the carpark, inside the fence along Oxley Avenue.