

**THE GRAND WOODCRAFTERS CLUB  
OF  
SUN CITY GRAND**

**CLUB RULES**

**&**

**GUIDE TO THE WOODSHOP**

Revised June 30, 2023

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## **Eligibility**

Membership in the Grand Woodcrafters Club is open to Sun City Grand residents in good standing with the SCG Community Association (CAM). Members who possess a valid CAM card, who have satisfactorily completed the Basic Orientation and Training course (BOT), and who are current in payment of Club dues may use the Woodshop facilities in accordance with the Club Bylaws, Rules, and this Guide.

## **Dues**

Dues are \$70 per year, due and payable on January 1. After January 31 a \$10 late fee will be charged. New Members will be assessed pro-rata dues as follows:

During the first quarter: \$70.00

During the second quarter: \$52.50

During the third quarter: \$35.00

During the fourth quarter: \$17.50

New Members must complete the BOT course and pay a \$30.00 training fee.

Members rejoining the Club after a one year hiatus must pay the full year annual dues (not pro-rated) plus any late fees, but are not required to retake the BOT class.

Members rejoining the Club after a two year or more hiatus will be treated as new Members in all respects and must retake the BOT class.

A limited number of lockers are available for Members to rent for an annual fee. This fee must be paid at the time annual dues are paid or prior to taking possession of the locker, and is not pro-rated.

A Carvers Sub-Club (CSC) offers restricted use of the Woodshop to Members whose interest is limited to carving. Dues are \$20.00 per year, not pro-rated, and the Membership is non-voting. CSC-only Members may not use the Woodshop machines. Full Club Membership includes participation in the CSC.

## **Hours of Operation**

Woodshop activities take place during regular open hours Monday through Friday from 8 am to 4 pm. In accordance with CAM Policies and Procedures (CAM P&Ps - Chapter 6) a trained Monitor must be “designated and present” during these hours.

Except as provided below, Members may use the Woodshop at times other than the hours specified above on weekdays between the hours of 4 pm and 9 pm, on Saturdays between the hours of 12 pm and 9 pm, and on Sundays between the hours of 8 am and 9 pm, provided that at least two Members are present in the Woodshop at all times and that a trained Monitor is designated and present at any time when more than two members are present. No Member may be present in the Woodshop alone except when attending to administrative duties.

The Woodshop is reserved for CSC activities on Tuesdays from 6 pm to 9 pm; for the woodturners on the first Monday of each month from 6 pm to 9 pm; for the Toy Project on Thursdays from 6 pm to 9 pm while the Toy Project is underway; for cleaning and maintenance on Saturdays until 12 pm; and for training classes as specified from time-to-time. The Woodshop is closed during general membership meetings.

The above times may be altered as deemed necessary by the Executive Board.

## **Entry Requirements**

The Club is volunteer-run and participation of the Members is necessary and expected. Full use of the Woodshop is earned by volunteering as a Monitor, and Monitor activity is tracked using a credit system. Each Member is provided a credit account in which credits may be accumulated. Accumulated credits may be used to gain entry to the Woodshop.

- One credit will be added to a Member’s credit account upon payment of Club dues.

- One credit will be added to a Member's credit account upon completion of each full two-hour shift as a Monitor.
- To receive credit for monitoring the Member must first sign up on the computer calendar.
- Members who have signed up on the computer calendar to monitor may subsequently log in as Monitor during a period beginning 15 minutes before and ending 15 minutes after the scheduled beginning of a two-hour shift.
- Members may agree to share a single Monitor shift, but credit will be awarded only to the one Member who is signed up on the computer calendar.
- A Member having credits remaining in their credit account at year end will carry over a maximum of two credits into the following year; any additional credits remaining in a member's account at year end will be removed.
- No credits are required or charged for the first entry to the Woodshop each month.
- After the first entry to the Woodshop in a given month, one credit will be deducted from the Member's credit account and the Member may then enter the Woodshop for the remainder of that month with no further charges.
- No credits will be charged for any day during which a Member completes a full two-hour shift as Monitor and one credit will be awarded, provided the calendar sign up and log in procedure detailed above is properly completed.
- New Members will not be charged any credits during the month they become a Member.
- No credits will be charged for the following **scheduled** activities: general meeting attendance, toy project meeting night, equipment maintenance, shop clean-up, woodturners meeting night, or carvers meeting night.
- A Member's credit account balance will be eliminated if annual dues are not paid when due, and lost credits will not be restored upon late payment of dues.

The CAM P&Ps establish basic entry requirements to all CAM facilities. In accordance with those requirements, upon each entry to the Woodshop Members must pass their CAM card through the computer scanner or under the QR code reader at the Woodshop entrance. The computer will recognize authorized Members and display the number of times the Member has entered the Woodshop that month and the number of credits remaining in the Member's credit account in the format (# credits / # entries). If the computer indicates that no credits remain in the Member's account or that the

Member is otherwise not eligible to be in the Woodshop, the computer will display the reason why the Member may not enter.

### **Suspension or Termination of Membership Privileges**

The CAM P&Ps make the Executive Board responsible for adopting, updating, and enforcing Club Rules, and establish that the Board may, at its discretion, suspend or terminate the membership privileges of any Member. Members may appeal such actions in accordance with the procedures set forth in the CAM P&Ps. Following are non-exclusive examples of particular actions that may result in such sanctions:

- Engaging in actions that violate the CAM P&Ps or the SCG Code of Conduct.
- Failing to comply with instructions given by the Monitor or a Club Officer.
- Entering the Woodshop while impaired by alcohol or drugs.
- Entering the Woodshop with a firearm, whether loaded or unloaded.
- Entering the Woodshop without authorization other than during the “Hours of Operation” specified above.
- Failing to comply with Club Rules.
- Failing to operate machines as taught in the BOT or otherwise in accordance with Club Rules.
- Failing to report damage caused to a machine, tool, or other Woodshop property.
- Operating a machine with an “Out of Service” sign posted on it.
- Leaving a machine unattended while it is running or before it comes to a complete stop.
- Other actions deemed unsafe or unacceptable by the Executive Board.

### **General Club Policies**

#### **Safety**

It is the responsibility of all Members to perform work in a manner conducive to the safety of themselves and others while in the Woodshop. Members are generally expected to be responsible for their own personal safety; however, all Safety Rules, as

taught in the BOT or as otherwise adopted, must be followed. As set forth above, failure to comply with safety requirements may result in loss of membership privileges.

While in the Woodshop Members are required to visibly display Club issued name tags and to wear protective eye coverings with side shields, *except* that protective eye coverings with side shields are not required in the Office. Face shields must be worn in addition to protective eye coverings with side shields while operating the wood lathes and are encouraged while operating the Ring Master machines. Open toed shoes may not be worn in the Woodshop, and long sleeves, loose clothing, or gloves may not be worn while operating machinery; *except*, at individual Member discretion, snug-fitting open-finger gloves may optionally be worn while operating the wood lathes.

The Woodshop main power switch is located to the right of the Lumber Room door. Additional emergency power shut-off switches are located throughout the Woodshop, and should be used only in emergencies as they may cause circuit breakers to trip.

Members are expected to clean shavings and saw-dust accumulated around or on machine surfaces before leaving a machine. Brushes or vacuum cleaners, not compressed air, should be used for dust removal.

Woodworking will cease at 3:45 pm each day for clean up. At this time Members are expected to clean the benches, floor, and machines, empty all carts, empty trash cans in the dumpster, and return tools to their designated places. Members working other than during regular open hours are likewise expected to clean up in the same manner before leaving the Woodshop.

## **Monitors**

Monitors are authorized by the Executive Board to oversee all Woodshop activity and to ensure that Members adhere to Club Operating Procedures, Rules, Bylaws, and CAM policies. Monitors are expected to be attentive to Woodshop activity in general and to the Woodshop entry area in particular. The Monitor workstation is located adjacent the entry area and Monitors should be at that workstation to the extent possible, consistent with other duties set forth below. Monitors may work only at the Monitor workstation and only to the extent that such work does not distract from Monitor duties; however, Monitors may, at their option, complete minimal work

requests from non-members provided the work does not distract from or interfere with Monitor duties.

Monitors should assist Members with the use of Woodshop machines, and should place an “Out-of-Service” sign on any machine that is not functioning correctly and place a completed “Maintenance Request” form in the Maintenance Coordinator’s inbox.

In the absence of a Club Officer, Monitors have absolute authority to intercede in any improper activity in the Woodshop. If a Monitor is uncomfortable with doing so or is unable to satisfactorily resolve such an issue the Monitor should call a Club Officer for further instructions and, if the issue is safety related, shall shut down the Woodshop power until an Officer responds.

Non-members may not be present in the Woodshop and are not allowed beyond the entrance gate, *except* that non-members may be offered brief tours of the Woodshop provided they fully comply with all Member safety requirements as set forth herein and are accompanied on the tour by a Member.

### **Repair and Maintenance**

A Maintenance Coordinator and volunteer staff are responsible for maintaining the Woodshop machines and tools in good working order. Malfunctioning machines and damaged tools should be reported to the Monitor, who will complete a “Machine/Tool Repair Request” and, if appropriate, place an “Out of Service” sign on an affected machine.

### **Permitted Materials**

The following materials may be machined in the Woodshop:

- Clean, kiln or air dried, graded lumber;
- Manufactured wood-based sheet goods such as plywood, particle and chip board, and fiberboard;



- Plastic laminate bonded to sheet goods (e.g. Formica type countertops and shelves).

Other plastics may not be machined in the Woodshop, except that pen blanks may be machined on the lathes.

Logs and burls may be machined only on the lathes and the designated band saw.

Used or salvaged materials may not be machined in the Woodshop unless first inspected and approved by a Club Officer.

Chemically preserved (e.g. Wolmanized) materials may not be machined in the Woodshop.

All materials machined in the Woodshop must be free of nails, screws, or other foreign objects. The cost to repair or replace any equipment damaged by such foreign objects will be paid by the member who caused the damage.

Any exceptions to the above must be approved in advance by a Club Officer.

### **Special Projects**

Special Projects are those authorized by the Executive Board for the benefit of the Club, and may not be undertaken without such prior authorization. Special projects are undertaken by volunteer Members, and are not to be of a magnitude that will unduly interfere with normal Club operations and Woodshop space.

### **Assembly Room**

The Assembly Room is a designated “clean area” of the Woodshop. Sanding, routing, and other machining in this area is prohibited. When gluing on bench tops the work must be underlain with paper and glue must be cleaned off the bench top, clamps, and

floor. Food and drinks may be consumed at the community table in the Assembly Room, but must be kept away from the machining areas of the Woodshop.

## **Project Storage**

With the exception of Member's personal lockers, no part of the Woodshop may be used for project or personal tool storage. All benches must be completely cleared by 4 pm every day, except that small works-in-progress may be stored overnight on Assembly Room benches 1 and 2. Members must receive approval from the Shop Manager before storing larger projects in the Woodshop. Mobile carts may not be used for storage and must be empty by 4 pm every day. Nothing may be stored in the Lumber Room. There is a small area on the enclosed patio provided for lumber storage. Any material left anywhere in the Woodshop should be clearly and conspicuously marked with the Member's name and phone number. Unmarked or improperly marked or stored material left in any area of the Woodshop is subject to disposal without notice, and the Club disclaims any responsibility for personal tools, projects, or materials left anywhere in the Woodshop.

## **Project Finishing**

Painting, staining, or otherwise finishing projects in the Woodshop is prohibited, except that lathe work may be finished while mounted on the lathes so long as the lathes and surrounding areas are left clean of finishing materials. General finishing may be done outdoors or on the enclosed patio. Appropriate precautions must be taken to avoid spillage, overspray, or other damage to the area. Note that the double doors between the driveway and the patio must be closed and latched except when a Member is present on the patio.

## **Library**

A library is available for the use of the Members. Library materials are the property of the Club, and Members are encouraged to donate items that will enhance the

collection. Members may check-out library items but are encouraged to return them to the “Returns” box within two weeks.

## Appendices

## **A. Opening the Woodshop**

The incoming Monitor will:

- Open the front door by entering the assigned lock code provided to each Member.
- Disarm the security system.
- Lock the front-door latch in the open position.
- Sign in to the Membership computer as Monitor.
- Turn on all overhead lights.
- Unlock and open the deadbolts on the fire-doors.
- Take note of any “Out-of-Service” machines or other unusual Woodshop conditions.
- On Monday and Thursday mornings roll out and roll in the dumpster respectively before and after waste pickup.
- Turn on the main power when satisfied that the Woodshop is ready for operation and at least one other Member is present.

## **B. Closing the Woodshop**

The outgoing Monitor will:

- 15 minutes before closing advise Members that the Woodshop will be closing soon and that clean-up should begin, e.g., tools returned to their appointed places, carts cleared, trash cans emptied, and floors swept.
- Roll in the dumpster, if outside.
- Roll out the dumpster on Wednesday evening.
- Ensure that the back gate is secured and that the planer is covered.
- Ensure that the fire-doors are locked and the deadbolts engaged, and that the floor-pins are engaged on the Lumber Room roll-up door.
- Verify that everyone has left the Woodshop.
- Turn off all switchable lights.
- Release the inside front-door latch.
- With the front door closed, activate the security system and verify that the red “armed” light turns on; if it does not then recheck all doors to be sure they are closed.
- Exit the building; there is a 40-second delay after arming the security system to allow exiting without triggering the alarm.
- Lock the front door by entering the assigned lock code provided to each Member. Wait 5 seconds for the lock to engage (a green light will flash, followed a few seconds later by a red light) and then check that the door is locked. If the lock fails to engage repeat this step.

## **C. Accident and Injury Procedure**

In the event of an accident or injury, the Monitor has the authority to respond as appropriate, including:

- Shut down the Woodshop power.
- Initiate first aid. Neither the Monitor nor any other Member is expected to exceed their knowledge or ability to administer first aid.
- If the need for trained medical treatment is suspected, call 911 and request paramedic assistance. Assign a Member to wait outside for the arrival of emergency services. Do not transport the injured person in a private vehicle. Retrieve the injured Member's Medical Data Form from the Medical Information File in the Office, and give it to the emergency services personnel.
- If the injured person is unconscious or a heart issue is suspected, deploy the Automatic Electric Defibrillator (AED) located at the front entry area by the fire extinguisher. It is self-contained, includes detailed instruction for use, and is designed to be failsafe; i.e., it will not activate unless needed.
- Make the injured person as comfortable as possible, laid down and covered with a blanket to reduce the risk of shock. Do not administer anything by mouth. In the case of burn injuries do not apply salves, greases, or ointments to the burned area. Cool water applied in copious amounts may reduce tissue damage.
- Record facts surrounding the incident and statements from witnesses on an "Incident Report" form and place the form in the Safety Officer's folder.
- If a machine was involved, place an "Out-of-Service" sign on it until an Officer determines that it is again available for use.
- Call one of the Safety Officer, Shop Manager, President, or Vice President (in that order) as soon as possible, and cede control of the scene to that individual upon arrival at the Woodshop.

## **D. Lumber Room**

A Lumber Room is operated by the Club for the convenience of the Members. Common varieties of hardwood boards, Baltic birch plywood, and MDF sheet goods are stocked for sale to Members.

The Lumber Room is kept locked, and a limited number of Members, designated as lumber Sales Agents, have access to the room. A list of designated Sales Agents is posted on the Lumber Room door. Members wishing to purchase lumber may do so only when a designated Sales Agent is available in the Woodshop to assist with the sale. If no Sales Agent is available no lumber may be purchased at that time. Payment for lumber purchases must be made in full before removing any material from the Lumber Room.

Lumber is sold by the board-foot. The number of board-feet and the price, or a corresponding computer reference number, is marked on each board. Unmarked lumber is not for sale. Boards may be cut only with prior approval of the Lumber Room Coordinator. Sheet goods may be purchased by the full or half sheet, as determined by the Lumber Room Coordinator. Special orders for material not in stock may be taken at the discretion of the Lumber Room Coordinator.

Lumber for the Toy Project may be purchased only with the prior written approval of the Toy Project Coordinator. The use of lumber for Woodshop maintenance or enhancement must be approved in advance by the Shop Manager.

Members are not permitted to store purchased lumber, projects under construction, or any other materials in the Lumber Room.

In addition to lumber, the Club maintains a limited stock of consumable supplies that are offered for sale to the Members as a convenience. These may vary from time to time, but currently include abrasives, Domino tenons, and eyeglass side shields. Members wishing to purchase such items should request assistance from a Sales Agent.



## **E. Education and Skills Training**

The Club relies upon experienced Members to voluntarily share their knowledge and skills with other Members. Demonstrations of particular machines or techniques and formal training classes are scheduled on a regular bases. Details are posted on the Woodshop website or sent by email. Members interested in a particular class should register on the website and pay required fees as instructed. Fees must be paid within 5 days of registration or the registration will be cancelled. In the event a class is cancelled fees will be refunded. If a Member is scheduled to participate in a class and does not attend the fee will be forfeited. Demonstrations are informal and no registration or fee is required.