

GRAND CLAY ARTS

OPERATING POLICIES & PROCEDURES

TABLE OF CONTENTS

A. Safety Page 4

1. Number One Priority
2. Emergency
3. Bug Alert
4. Area Safety
 - a. Reception Area
 - b. Supply Room
 - c. Studio Area
 - d. Shelving Areas
 - e. Glazing Room
 - f. Kiln Room
5. Safety Training

B. Policy/Administration Page 5

1. Management
2. Board of Directors
3. Studio Access – Members and Guests
4. Dues and Fees
5. Service Hours
6. New Members
7. Reinstated Members
8. Member Not in Good Standing
9. Classes Offered
10. Purchasing Supplies
11. Glaze and Fire Slips
12. Glaze and Fire Stickers
13. Library and Media
14. Sense and Scents

C. Selling Artwork Page 11

D. Equipment Page 12

1. Extruder
2. Slab Roller
3. Wedging Table
4. Wheel

E.	<u>Working Areas</u>	Page 12
	1. Drying Shelves	
	2. Firing Shelves	
	3. Glazing Room	
F.	<u>Studio Tools/Supplies</u>	Page 14
	1. Plaster Molds	
	2. Hair Dryers	
	3. Slip	
	4. Sponges	
	5. Misc. Tools	
G.	<u>Maintenance Supplies</u>	Page 15
H.	<u>Maintenance & Clean Up</u>	Page 15

Attachments

<u>Acknowledgement and Acceptance of CCP&P – Signature Page</u>	Page 16
--	----------------

A. SAFETY

1. Safety is the Club's number one priority:

a. When using ladders and lifting heavy objects, use the **buddy system**.

b. First Aid Station:

- Use the **first aid station** for cuts, eye wash, etc.
- The first aid station is located next to the back door of the studio and includes a first aid kit (on the wall).
- The sink is to be used for medical emergencies only.
- Access to this area must always be open. Do not put anything in the area around the sink.

c. Dust is the ultimate enemy. Use precautions to keep the dust down:

- No slapping to flatten clay.
- No dry sanding in the studio.
- Dry sanding must be done outside.
- Wet sanding is permitted.
- Wet mop only; no broom inside.
- Brooms are to only be used outside.
- No dropping of canvases on tables.

d. There is **bacteria** in wet clay. Do not touch clay to eye, nose, etc.

e. Clay is messy, wear appropriate clothes.

2. For all medical emergencies call 911.

a. Use closest AED, if required, located at Chaparral Center lobby next to Grand Café or Adobe Center front desk.

b. Notify monitor of any injury/incident. If a monitor is not on duty and it is NOT a medical emergency, call the GCA Club President (or Board member if President is not available).

c. All incidents must be reported to CAM using form CCF-11, Incident/Accident Report. This form must be filled out promptly by all persons involved and turned in to President's mailbox in supply room. The form can be found on the GCA website members' area: Resources/GCA Documents/CAM Forms/Incident-Accident Report.

d. President will review, sign, and turn form into CAM (General Manager's Office at Palm Center).

3. Bug Alert – Scorpions. Scorpions are occasionally found in the studio. Be wary when reaching for items under sinks, in your cubby, drawers, etc.

Most scorpions are not dangerous to humans, but they do sting. If you are stung by a scorpion, wash the area with soap and water; apply a cool compress on the area of the sting for ten minutes. If you have questions or concerns, call the Poison Control Center Hotline at 1-800 222-1222.

4. Area Safety:

a. Reception Area: Guests and visitors are allowed in the reception area.

b. Supply Room: No items will be placed on top shelves that will interfere with the sprinkler heads.

c. Studio Area:

- Aisles must always be kept open.
- Immediately clean up all spills.
- Unaccompanied guests and visitors are not allowed in work areas.

d. Shelving Areas:

- Heavy pieces should not be placed on top shelves.

e. Glazing Room:

- Face masks should be worn when mixing dry glazes,
- All studio glazes are lead-free. However, many raw glaze ingredients are toxic if ingested or inhaled. It is safest to treat all unfired glaze ingredients as toxic unless you are certain they are not. Do not inhale or ingest even small amounts of these materials.

f. Kiln Room: The Kiln Room is **OFF LIMITS** to all members who are not on the Kiln Committee.

5. Safety Training:

a. All new members must receive Safety Training during Orientation.

b. Current members should review Club safety rules posted on GCA website and posted throughout the Club. In addition, a safety topic will be discussed at each general meeting occurring October through April.

B. POLICY/ADMINISTRATIVE

1. Management: Grand Clay Arts (GCA) is a Charter Club (CC) and is subject to CAM rules and regulations. The Club's policies and procedures must follow the same policies and procedures as The Grand Charter Club Policies and Procedures.

2. Board of Directors: Grand Clay Arts has an elected board of directors that is comprised of a president, vice-president, treasurer, secretary, IT Director and two (2) members-at-large. (See Chapter 12, for more details.)

3. Studio Access – Members and Guests:

- a. All members are required to sign-in by swiping/scanning their CAM cards. If a member forgets their card, they can enter their CAM card manually into the computer at the monitor's desk. Members who do not swipe/scan their cards or check in using the computer will be considered in violation of CAM rules and will be reported to the Board.
- b. Guests and prospective members may work in the studio when accompanied by a member a maximum of three times per calendar year. Guests and prospective members must sign a liability waiver when working in the studio.
- c. **Regular hours:** Studio doors are open to the public Monday – Sunday, 9:00 a.m. to 6:00 p.m., when a scheduled monitor is on duty. When a scheduled monitor is not on duty, members may access the studio from 8 a.m. – 10 p.m. by using the keypad at the front entrance. The studio is outfitted with a keyless entry system. Enter your assigned door code to gain entry. The keypad is to the right of the entry door. If your door code does not work, contact membership@grandclayarts.com.
- d. There must be a monitor on duty at the front desk during all posted open hours, otherwise the studio remains closed to non-members.
- e. In the event a monitor is not on duty, there must be two or more people in the studio, and one person must serve as a volunteer monitor. No service hours are given for this time since the person may continue to work on their project. The volunteer monitor is responsible for the workings of the Club and to check CAM cards. Without a monitor, the Club must be closed. The volunteer monitor must always wear the monitor badge. ***No one may work in the studio alone.***
- f. The studio may be closed from time to time for cleaning. This usually occurs the first and third Tuesday of each month from 7– 9AM and weekly on Thursday or Friday at 5PM.
- g. The studio may be reserved from time to time for special GCA events.

4. Dues and Fees:

For continuing members, dues are \$36 per year, and an optional cubby rental is \$20 per year.

New Member Pro-Rated Dues and Fees

Join Date/Fee	Amount
January - June	\$36.00
July – September	\$18.00
October - December	\$ 9.00
Admin fee (includes name badge) (January - December)	\$10.00
*Cubby Fees (if available)	\$20.00

*If the Club has a shortage of cubbies, a member's name will be placed on a waiting list for a cubby to become available. Cubbies will be assigned on a first come, first served basis. Members who reside in The Grand less than 90 days are not eligible to rent a cubby. Only one (1) cubby per member is permitted.

5. New Members:

a. How to Join:

The preferred way to join the Club is through the website grandclayarts.com. Members will also need to use the website to sign up for classes, manage their profile and to access information about the Club.

If a prospective member does not have a computer, they may use the laptop in the studio.

If a prospective member is not comfortable using a computer, they may fill out a paper application and return it to the Monitor. The Monitor will notify the Membership Director that a new application needs to be processed.

b. Only residents of The Grand may join the Club.

c. Orientation is required for all new members and is free of charge. Orientation is also required for reinstated members who have had a lapse in membership more than 6 months.

d. Basic Clay Class - New members are required to take the Basic Clay class. A waiver may be granted to new members who have extensive experience working with clay. The Education Director will determine if a waiver will be granted on a case-by-case basis.

e. Members may start using the Club as soon as they have paid their dues and received the Welcome Email. Members must attend Orientation and the Basic Clay class as soon as possible.

f. Membership Cancellation – New Members who cancel membership within 7 days of joining may receive a refund of dues and cubby fees. Cancellations after 7 days will be considered on a case-by-case basis.

6. Reinstated Members – Members who do not renew during the renewal period are dropped from membership. If that member reinstates in the year dropped, they will pay the full annual membership fee (\$36). If the member reinstates in December of the year dropped, they will pay \$36 which will cover the next 13 months (December is free). Reinstated members are also responsible for all outstanding monies owed (i.e., dues, classes, etc.).

Reinstated members must have the required number of service hours to be in good standing and have full Club privileges. Any unexpired service hours will be retained and counted toward the total required hours.

7. Service Hours:

The successful operation of the Club depends on its members volunteering to perform various studio tasks. Members earn 1 service hour for each hour they volunteer for the Club.

- a. **How Many Service Hours Are Required:** A member residing in The Grand more than 90 days a year (referred to here as full-time members) must always maintain a minimum of 12 service hours to be in “good standing status”.

b. **New Full-Time Members**

1. New full-time members will earn initial service hours as follows:

Type of Hours	Number of Hours
Granted by GCA:	3
Orientation Attendance:	3
Monitoring Training Attendance:	3
Schedule one monitoring session:	<u>3</u>
Total	<u>12</u>

New full-time members have 90 days to accumulate 12 service hours to be in good standing. Because these hours will expire in 12 months, new members must earn 12 service hours within the next year and maintain a minimum of 12 service hours.

2. **Part-Time Members:** Six (6) service hours are required for members residing in The Grand less than 90 days a year (referred to as part-time). Part-time new members will earn 6 service hours in the first year by attending Orientation (3 hours) and attending Monitoring Training (3 hours) and must maintain a minimum of 6 service hours annually to be in good standing.
- c. **How to Earn Service Hours:** There are many ways you can earn your service hours.
1. **Monitoring:** One of the easiest ways to earn service hours is by monitoring at the front desk. When you monitor, you sign up for a 3-hour session. In general, monitoring entails answering the phone, greeting members and guests, ensuring members login with their CAM card, and selling supplies and artwork. All members are required to monitor at least once per year. A monitor training class is offered for new members and a refresher class is offered for those who have not monitored in some time.
2. **Committees:** You can volunteer to serve on one of the Club committees (kiln, glaze, education, special events, etc.) To find a complete list of committees, log in to the website, under Member Menu, go to “Engagement”, click on GCA Committees, then click on the committee you are interested in and send an email to the contact.
3. **Ad-Hoc:** Service hours can also be earned on an ad-hoc basis for Club related activities such as hauling clay, equipment maintenance, policing the drying racks, cleaning, opening, etc. The activity and the associated service hours earned for ad-hoc activities should be determined in advance by the president or related committee coordinator.

4. **Help Wanted:** Available Club positions are listed under **Help!** on the homepage.
5. **Instructors** have the option of either requesting hours or pay for the hours associated with the class they are teaching.
- d. **Service Hours Expiring:** All service hours will expire after 12 months. For example, service hours that were earned in January 2020 will expire in January 2021. It is a good idea to periodically look at your service hour report to see when your hours were earned so you can anticipate when you will need to earn more hours. (See “Determining Service Hours” located at the bottom of our home page for more information and explanation of services hours.)
- e. **Leave of Absence:** Members who have been away from the Club for medical or other reasons must notify the Board of their return. Service hours that expired during this time will be restored. Members will not lose service hours during the time they were not active in the Club.
- f. **Reasonable Accommodation:** If member is unable to monitor or perform other duties to earn service hours, contact the President and request a waiver. Waivers will be considered by the Board on a case-by-case basis.

8. Member Not in Good Standing:

- a. A member can lose good standing status for two (2) reasons:
 - Service hour requirements are not met
 - Unpaid dues
- b. A member **not in** “good standing” due to service hour shortage may come into the studio to work but is not permitted to:
 - Buy supplies
 - Use Club glazes
 - Fire
 - Take classes
 - Sell their pieces
- c. A member who has not paid their dues may not use the Club until such time as the annual dues are paid. Nonpayment of dues will result in termination of the membership. However, the member may pay the required dues to be reinstated at any time.

9. Classes Offered:

- a. The Club offers a large variety of hand building, glazing and wheel classes. Class schedules are posted on the website monthly. Members may register for a class once it is posted. Only members in good standing may register for classes. Note any prerequisites and contact instructor with any questions.
- b. The Club requires all new members to enroll in a basic clay class. The class includes introduction to clay through finishing a piece. This class is for new members only and is by invitation only. If a member wants to repeat the basic class, contact the Education Coordinator at education@grandclayarts.com.

- c. All class registrations are completed on the website. Payment must be made on-line via credit card, or through PayPal. The Club does not accept checks or cash payments for classes. If you are unable to complete registration online, contact the Education Director.
- d. Classes are generally held Monday through Sunday 3:00 pm to 6:00 pm or 6:00 pm to 9:00 pm. Maximum class size is 8 students. The time and size of classes allows studio space for members not attending classes. Exceptions to class size must be approved by the Education Coordinator.
- e. **Class Cancellation** – If a member cancels their class registration, they must first notify the instructor, and if the cancellation is 7 days or more in advance of the class date, they must submit an interactive form on the website “Request for Reimbursement of Class Fee” to obtain a refund. A request for refund less than 7 days in advance will be considered in case of an emergency.

10. Purchasing Supplies:

- a. **Purchasing from the Club:** The Club orders clay and tools from various suppliers. Supplies and tools are kept in the Club’s locked supply room and display case and may be purchased by members in “good standing”. Firing and glazing stickers are also purchased from the Club.
- b. For members’ convenience, special supply orders may be processed by the purchasing committee from Marjon Ceramics. A special-order sheet is posted on the bulletin board outside of glaze room. Members must include stock number, size, color, and member’s telephone number. Stock number can be obtained from Marjon Ceramic’s on-line catalog.
- c. Special orders will be delivered to the studio. The member will be notified by Purchasing when the order is received and payment for the order must be made at the time you pick up your order. Special orders must be picked up within a week of receipt or will be returned to Marjon.
- d. If you wish to purchase clay other than what the Club sells, be certain it is Cone 5 or greater. Low fire clays are not fired in the Club.

11. Glaze and Fire Slips:

- a. Each time you fire a clay piece you must fill out either a green or white slip and place it with your piece on the appropriate shelf.

GREEN = BISQUE

WHITE = GLAZE

- b. Complete the slip in detail (type of clay used, and if glazed, the name of the glaze(s) and the order glazes were applied). If a runny glaze was used the kiln committee will need to know where it was applied on the piece.
- c. Your name and phone number are needed so if the kiln committee has a question about your piece, they can contact you. Otherwise, your piece will not be fired at that time. **Note: Each artist should mark their work.** This helps to identify the owner of a piece.

12. Glaze and Fire Stickers:

- a. Use the measuring box located outside the glaze room to determine how many stickers are required to fire a piece. Then place the proper number of firing and/or glaze stickers on the back of the piece. The fire and glaze stickers may be purchased during open Club hours when a scheduled monitor is on duty.

GREEN SLIP REQUIRES FIRE STICKERS ONLY; WHITE SLIP
REQUIRES BOTH FIRE AND GLAZE STICKERS (UNLESS YOU
ARE USING YOUR OWN GLAZES.)

- b. Place the completed slip with your piece on the correct firing shelf.

13. Library and Media:

The Club has DVD's, magazines, and catalogues that maybe checked out one item at a time, for one week. There is a \$30.00 fee for each unreturned item.

14. Sense and Scents:

- a. **Scents.** Please no perfumes, aftershave lotions, or scented hand creams while in the studio. Some people experience adverse health effects from exposure to scented products.
- b. **Jewelry and Other Valuables.** The Club is not responsible for any personal items left in the studio. Leave your valuables at home while working in the studio. If something is missing, check lost and found at the monitor's desk.

C. SELLING ARTWORK

- a. GCA has an on-line and physical Gallery for displaying and selling artwork. Several times a year, the Club participates in events coordinated by The Grand where members may also sell their work.
- b. Pieces for sale through the Club, must be primarily made in the Club.
- c. All members in good standing are welcome to sell items through the Club.
- d. To submit or remove a piece to be sold in the gallery, go to the home page, and click on Submit a Gallery Request or Remove a Gallery Item. Within this form is a link to the Gallery Policy which you should read and follow before submitting your work. Refer to the Artists Guide to the Gallery to learn the details of displaying your work in the Gallery. The Guide is located on our website at Member Menu (Resources/GCA Documents/Gallery Documents).
- e. When an item is sold, 15% will be deducted from the price marked on the ticket. The 15% deduction covers sales tax, Square fees, and studio expenses such as packing materials.
- f. Please keep in mind that the items sold through the Club represent the best of your work and not just the pieces you want to get rid of.

D. EQUIPMENT

1. Extruder:

Members must be approved prior to using the extruder. Approval is achieved by taking the Extruder 1,2,3 class. Ask the monitor on duty for the list of members approved to use the extruder.

2. Slab Roller:

- a. The slab roller is an expensive piece of equipment and there are specific requirements on its use. If you have not used **this** slab roller, are a new member, or just need a refresher, please view the video. The video is located on the homepage under Video Library.
- b. Use the appropriate color of canvas, e.g., red/pink vs. white/gray. Handle with care – these hold a lot of clay dust.
- c. When finished, roll the canvas loosely and place it back under slab roller. If the canvas is very wet, leave it out to dry.
- d. If you get clay on the rollers, clean it off immediately. Do not cut on the canvases or work on your piece on the slab roller. It is not a worktable.

3. Wedging Table:

Match your clay color to the appropriate board, e.g., red/pink vs white/gray. When you are finished, clean the area you worked on. Do not use the wedging table as a worktable.

4. Wheel:

- a. Don't turn the wheel on until you are ready to work. **PRIOR** to turning the wheel on, check the foot pedal to make sure it is all the way off (heel down). This is a safety issue, so please make this your standard practice.
- b. Be courteous to the person next to you and be careful so you aren't throwing your clay on them or their piece.
- c. Bats are for use in the Club only. Please do not take them home.
- d. Clean up your wheel work area including floor and backsplash area.
- e. Turn off the wheel when you are done.

E. WORKING AREAS

1. Drying Shelves:

- a. There are drying shelves in various areas of the Club. Please be aware that some are for wheel thrown pieces still on bats. These shelves are clearly marked.
- b. When placing your piece on a drying shelf, please place it on a board and attach a note with your name and the date.
- c. Pieces may stay on the drying shelf for a maximum of 2 weeks. If you are not able to pick up your pieces within 2 weeks, place a note with the piece stating when you will be back to remove your piece.

2. Firing Shelves:

- a. Firing shelves are the two sets of shelves located outside the kiln room. One shelf unit (Cone 04) is for greenware (pieces which are being fired for the first time). This is called bisque firing. The other shelf unit is for pieces which have been bisque fired and are now ready to be high fired (Cone 5). These are usually glazed pieces.
- b. There is a Cone 6 shelf which will be fired every two weeks. In general, this firing is for some glazes that require a higher firing temperature. The kiln committee may change this schedule based on demand.
- c. After a piece has been fired, it will be placed on shelves for either bisque fired pieces or high fired pieces. Your piece(s) will need to be removed as soon as possible. Pieces left on the shelf too long will be put in the "bone yard" where unclaimed pieces are given away.

3. Glazing Room:

- a. An excellent video "Glaze Room Instruction" is available on the homepage under Video Library. It is recommended that all new members and those wanting a refresher, view this video.
- b. Do not add water, other glazes or do anything to alter the glazes. Glazes are carefully prepared by the glaze committee to exact specifications and any alterations will ruin the glaze. Only glaze committee members may mix or modify glazes. If you think a particular glaze is not performing or is too thick or thin, fill out a "Glaze Room Request Form" located in the glaze room and a glaze committee member will address the concern. If you have accidentally contaminated a glaze, please let a glaze committee member know immediately.
- c. The glaze committee will post rules in the glaze room on number of people allowed in the glaze room and time limits. These rules may change from time to time depending on circumstances.
- d. Put your name on the sign-up board even if you are the only person glazing.
- e. Do all your painting of glazes and wax resist at a regular worktable in the main studio and not in the glaze room.
- f. Do not open more than one glaze bucket at a time and make sure you put the lid back on the correct bucket.
- g. Using wax resist on the bottom of your piece makes it easier to remove unwanted glaze. After dipping the piece, clean glaze off the bottom of the piece. The kiln committee may not fire your piece if the bottom is not free of glaze.

- h. Be careful of glaze marked “runny”. If the kiln committee is concerned about glaze running, they will not fire your piece. Runny glaze, painted too close to the bottom, can cause the piece to stick to the kiln shelf, a shard, or another item. Layering glazes as well as excessive glaze may result in runs.
- i. Not all glazes are food safe. Buckets are marked if the glaze is not food safe. All stains are not food safe (NFS).
- j. Use the swish bucket under the sink to rinse off brushes, sponges or cups that have lots of glaze on them. Also, use this bucket if you are washing glaze off a piece. This will help prevent the sink trap from getting clogged with glaze.
- k. Glazes are expensive so try to avoid washing glazes off your pieces. Use test tiles to see how a glaze will look. Test tiles are provided by the studio and are free to fire.
- l. Learn our glazes! The Club offers several glazing classes which are an excellent way to learn about glazes.
- m. You are expected to clean up after yourself. Clean inside of buckets using a spatula, use a sponge to clean up any glaze that dripped on the counter, floors, or buckets. Clean film off counter using paper towels. Leave the glaze room cleaner than you found it. Do not become offended if a member points out an area you have overlooked in your clean up. All members are charged with this responsibility.

F. STUDIO TOOLS/SUPPLIES

1. Plaster Molds:

- a. Molds are delicate and break easily. Do not use pin tools or anything sharp on the molds. Handle with care.
- b. Molds and storage shelves are numbered. When you are finished with a mold, please wipe it off and place it back on the correct number shelf.
- c. Do not spray oils (e.g., Pam) on the plaster molds.

2. Hair Dryers:

Hair dryers are available for members to use when drying their pieces. They are located in the rear of the studio.

3. Slip:

Slip is provided by the Club in all shades of clay currently being sold by the Club. Slip can be found on the shelves located on the wall at the back of the studio. Take only the amount of slip needed and be sure the lid is fastened tightly on the container. Do not remove the entire container from the shelf area in case other members need the same slip.

4. Sponges:

Each work area has sponges provided by the Club. Feel free to use the sponges; return them clean to their respective work area when finished.

5. Misc. Tools:

Members will find miscellaneous tools in drawers on the back wall of the studio. Members may use all the tools provided (rolling pins, texture tools, stamps, etc.), but be sure to clean and return the tool to the correct drawer when finished. **Please do not remove any tools from the studio. These are for studio use only.**

G. MAINTENANCE SUPPLIES

The Club provides many supplies free of charge. Paper Towels, trash bags, newspapers, plastic wrap, magic water, slip, and cleaning supplies are some of the supplies provided by the Club. Near the metal rack at the back of the studio, you will find mops, rags, and buckets.

H. MAINTENANCE AND CLEAN UP

1. First and foremost, clean up after yourself. Do not leave your mess for others to deal with.
2. Clean-up should include sinks, counter next to the sink, the work area you occupied (including the floor), wheel, shelf behind the wheel and floor under and around the wheel.
3. All discarded pieces/ lumps of clay should be put in the trash. Any slurry and slip created by the wheel or hand building is to be first strained using strainers located next to the sinks. Once the water is strained out, then any clay remaining should be dumped in the trash cans. No clay, no matter how small the amount, should be put in the sinks.
4. Wet wheel pieces may be dried on the bat for a maximum of 24 hours. After removing your piece from the bat, it should be placed on a drying shelf in the wheel area. The clay should be scraped off the bat into the trash/buckets, and then washed off and the bat placed in the drainer to dry.
5. Always turn the wheel off when you are done.

GRAND CLAY ARTS

ACKNOWLEDGEMENT AND ACCEPTANCE

Chartered Club Policies and Procedures

I acknowledge that I have received, read, understand, and accept the Grand Clay Arts Chartered Club Policies and Procedures. I agree to comply with the policies and procedures set forth in the document.

Date: _____ Member Name Printed: _____

Member Signature: _____

Member CAM Number: _____

Please sign, fold and place in box on supply room door.