

GRAND CLAY ARTS

OPERATING POLICIES & PROCEDURES

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A. SAFETY

1. **Safety is the Club's number one priority:**
 - a. When using ladders and lifting heavy objects, use the **buddy system**.
 - b. Use the **first aid station** for cuts, eye wash, etc.
 - c. **Dust** is the ultimate enemy. Use precautions to keep the dust down:
 1. No slapping to flatten clay
 2. No sanding in the studio
 3. Wet mop only; no brooms
 - d. There is **bacteria** in wet clay. Do not touch clay to eye, nose, etc.
 - e. Wear appropriate clothing. Clay is messy and good clothes will be ruined.
2. **For all medical emergencies call 911.** Notify monitor of any injury/incident. If a monitor is not on duty and it is not a medical emergency, call Club President. All incidents must be reported to CAM using form CCF-11 Page 1 of 2 Incident/Accident Report. This form must be filled out promptly and submitted to the attention of "General Manager's Office" at the Palm Center whenever any accident is identified involving a Member. Use a separate form for each injured Member.
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:** Unaccompanied guests are not allowed in work areas.
 - b. **Supply Room:** No items to be placed on top shelves that will interfere with the sprinkler heads.
 - c. **Studio Area:**
 - Aisles must be kept open at all times,
 - Sanding of pieces must be done outside,
 - No broom sweeping; used damp mop,
 - Immediately clean up all spills
 - d. **Shelving Areas:**
 - Heavy pieces should not be placed on top shelves,
 - Sink by back door of studio is used only for medical emergencies,
 - supplies are located by sink; access to this area must be open at all times

e. Glazing Room:

- Face masks should be worn when mixing dry glazes,
- All of our studio glazes are lead-free. However, many raw glaze ingredients are toxic, if ingested. 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 attend 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 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 Sun City Grand Charter Club Policies and Procedures (CCP&P).
- 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 their CAM cards. If a member forgets their card, then may enter their CAM card manually into the computer at the monitor's desk. Members who do not swipe 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 who are residents of Sun City Grand may accompany a member in the studio a maximum of three (3) times, without joining the club. **Only residents of Sun City Grand may join the club.**
 - c. Regular hours:** Studio doors are open Monday – Sunday, 9:00 a.m. to 6:00, 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.

- 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 monitor must wear the monitor badge at all times. 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.

4. 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 Grand more than three (3) months a year must earn and maintain twelve (12) service hours at all times to have and keep “good standing status”. Members residing in Sun City Grand for less than three (3) months a year are required to earn and maintain six (6) service hours annually to have and keep “good standing status.
- b. **Service Hours - New Members:** After the new member completes Orientation and a Basic Clay Class, they will be granted 6 service hours and have full Studio privileges. Within 2 weeks of joining, new members shall schedule monitoring training (3 service hours) and one session of monitoring session (3 service hours) to bring them up to the required 12 service hours required to be a member in good standing. Because these hours will expire in 12 months, the new member must earn 12 service hours within the next year and keep a minimum of 12 service hours at all times. Six hours are required for members residing in SCG less than 3 months of the year.
- c. **How to Earn Service Hours:** There are many ways you can earn your services hours.
 - 1. **Committees:** You can volunteer to serve on one of the club committees (kiln, glaze, education, special events, etc.)
 - 2. **Ad-Hoc:** Service hours can also be earned on an ad-hoc basis for club related activities such as hauling clay, equipment maintenance, 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.
 - 3. **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 shift and earn 3 service hours. In general, monitoring entails sitting at the desk in the lobby, answering the phone, greeting members and guests, and selling supplies and artwork. All members

are required to monitor at least once per year.

4. Instructors have the option of either requesting hours or pay for the hours associated with the class they are teaching.

5. Committee coordinators earn service hours for serving as committee coordinator for club-related activities such as education, media specialist, raku and alternative firing, purchasing agent, studio sales, etc.

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 hour. (See “Understanding Service Hours” located on our website for more information and explanation of services hours.)

e. Leave of Absence: Those members who have taken a leave of absence for medical or other reasons must notify the Board of their return. Service hours will be adjusted accordingly, such that the member essentially “picks up where they left off”. They will not be docked for the time they were not active in the club.

f. Reasonable Accommodation: If a member is unable to monitor or perform other duties to earn service hours, they can contact the President and request a waiver.

5. Member Not in Good Standing:

a. 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

b. A member can lose good standing status for various reasons:

- Service hour requirements are not met
- Unpaid dues

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.

6. New Member Sign-Up:

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 computer in the lobby
 - 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. The Membership Director will enter the application into the system.
- b. **Orientation** class is required for all new members and is free of charge.
- c. **Basic Clay Class** - New members are required to take one of the Basic Clay classes – either basic hand building or basic wheel throwing. A waiver for hand-building or wheel may be granted to new members who have experience working with clay.
- d. Members may start using the club as soon as they have paid their dues. Members must attend Orientation and the required beginning classes as soon as possible.
- e. **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.

7. Classes Offered:

- a. A large variety of hand building and wheel classes are offered by the club. For the person that has never touched or has little experience with clay, the club requires the member to enroll in a basic clay class. The basic clay class will include introduction to clay through finishing a piece.
- b. The basic clay class is a prerequisite if you intend to take any of the specialty hand building classes. The specialty hand building and wheel classes do not teach basic hand building or wheel skills. You must know and understand preparing the clay, carving, glazing, etc. A Waiver for the basic clay class is available to a new member who has appropriate clay experience. A waiver must be approved by an instructor, mentor, or member of the board.
- c. Classes can be scheduled six (6) months in advance and the schedule is posted on the website 2 months prior to the class date. Members may not register for a class more than two months in advance of the date of the class.
- d. All class registrations are completed on the website. Payment may be made on-line via credit card, through PayPal, or by check submitted at the studio in the properly completed class envelope.
- e. 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.
- f. **Class Cancellation** – If a member must cancel 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." Requests for cancellation less than 7 days in advance will only be considered in case of an emergency.

8. Dues and Fees:

For continuing members, annual dues are \$36 and a 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)	\$10.00
**Cubby Fees (not prorated) (if available)	\$20.00

*Members who do not renew in January, during the normal renewal window, are dropped from the membership roster. If a member chooses to return later in that year, they will be required to pay the full yearly membership renewal amount.

**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 Sun City Grand three (3) months or less annually, are not eligible to rent a cubby. Only one (1) cubby per member is permitted.

9. Purchasing Supplies:

- a. **Purchasing from the Club:** The club orders clay and tools from various suppliers. Supplies are kept in the Club's locked supply room 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.

10. 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 correct shelf.

GREEN = BISQUE/LOW FIRE

WHITE = GLAZE/ CONE 5 HIGH FIRE

- 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.

Write clearly.

- c. Your name and phone number are needed so if the kiln committee has a question about your piece, they are able to contact you. Otherwise, your piece will not be fired at that time. **Note: Each artist should identify their piece with a mark on the piece itself. This further helps other club members to identify the owner of a piece.**

11. Glaze and Fire Stickers:

- a. You must put the proper number of firing/glazing stickers on the back side of the slip. Use the measuring box located outside the glaze room to determine how many stickers are required. 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 shelf.

12. Library and Media:

The club has DVD's, magazines and catalogues that Members may check out one item at a time, for one week. Items are located on the shelves behind the monitor's desk. The DVD's will be in a locked cabinet behind the monitor's desk. The monitor can check out the DVD's, books, catalogs, and magazines to you. There is a \$30.00 fee for each unreturned DVD.

13. 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 and club members are not responsible for any personal items left in the studio. The Board recommends you leave your valuable items at home while working on your projects. If something is missing, check lost and found at the monitor's desk.

C. COMMITTEES

The club has numerous committees that help the club run efficiently and smoothly. It does indeed take a village. Committees are an important part of membership responsibility and all members are asked to select their 1st, 2nd and 3rd choice committees for volunteer service hours. By volunteering, you are not only providing valuable services for the Club, but you are also fulfilling the Club's requirement to earn service hours.

Following is a listing of club committees. The committee names are self-explanatory. Contact the coordinator for the committee you are interested in.

1. Administrative
2. IT (Information Technologies)
3. Education
4. Maintenance/Cleaning
5. Safety
6. Sales
7. Social
8. Studio Operations

D. SELLING ARTWORK

1. GCA has an on-line and physical Gallery for displaying and selling artwork. Several times a year, the club participates in SCG Markets where members may also sell their work.
2. Pieces for sale through the club, must be primarily made in the club.
3. All members in good standing are welcome to sell items through the club.
4. Please refer to the Artist's Guide to the Gallery to learn the details of displaying your work in the Gallery. This guide provides ground rules, tips on photographing your work, how to submit your art, and sales payment information. The Guide is located on our website.
5. When your item is sold you must pay a 15% donation to the club.
6. 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. What visitors see on our shelves is a reflection of our club and all of our members.

E. EQUIPMENT

1. Extruder:

- a. 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. Used to roll out clay to the size you need for your piece.
- b. Use the appropriate color of canvas, e.g. red/pink vs. white/gray.
- 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 (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.

F. 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

will not be able to pick up the piece when the 2 week period is up, 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. After the piece has been fired, it will be placed on another shelf unit in the area of the kiln. 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”.

3. Glazing Room:

- a. 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.
- b. Put your name on the sign-up board even if you are the only person glazing.
- c. Do all your painting of glazes and wax resist at a regular worktable in the main studio and not in the glaze room.
- d. Do not open more than one glaze bucket at a time and make sure you put the lid back on the correct bucket.
- e. 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.
- f. 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.
- g. Learn our glazes! The basic clay class is an excellent way to begin to learn about glazes.
- h. The club does not have paid staff, therefore you are expected to clean up after yourself. 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.

G. 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. When you are finished with the mold, please wipe off and then carefully place it back on the 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 of the tools provided (rolling pins, texture tools, stamps, etc.), but be sure to clean and return the tool to the correct drawer when finished.

H. 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.

I. 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. Discarded slurry and slip created by the wheel is to be dumped in the trash can/settling container located in the wheel area. Do not put any clay, slurry or slip 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 in a regular drying shelf. 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.

GRAND CLAY ARTS

REQUEST FOR WAIVER OF BASIC CLAY CLASS

I, _____, hereby request a waiver from Grand Clay Arts, for attending a basic clay class. I have previous clay experience as follows:

_____ I do not believe the Basic Clay Class to be necessary or of value to me in pursuing my desire to become a member of the Grand Clay Arts Club.

Date Submitted: _____

Signature _____
New Member

Approved: _____
GCA Authorized Signature

GRAND CLAY ARTS

REQUEST FOR NAME BADGE

Welcome!

As a new member of Grand Clay Arts you may request a name badge to be ordered on your behalf.

We ask you to please wear your badge whenever you work in the Studio. This gives everyone the opportunity to greet you by name.

Please check preference:

Magnet

Pin

Your name to be printed as: _____
(PRINT IN BLOCK LETTERS)

Signature: _____

Drop this completed form in the slot in the supply room door.

Thank you!