

# Caboolture & District Woodcrafters INC.

## **Club Handbook**

**October 2024**

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# Introduction

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## Forward

Welcome to the Caboolture and District Woodcrafters Inc. Our Club offers members a friendly working environment, a wide range of machinery and tools. We provide the encouragement to contribute to the exciting world of woodworking. Here you will find members from wide ranging backgrounds and varying skill levels who have joined the Club to fulfill their need to further their knowledge of interests.

If you are willing to have a go and be part of a friendly team, we have the people to help you increase your skill levels and at the same time to enjoy the company of like-minded people.

This handbook has been written to provide you with answers to many questions you may have regarding our Club's operations. Finally, if you need something, all you have to do is to ask – there will be someone in the Club who can help you.

## Purpose

The purpose of this handbook is to provide members with a thorough understanding of the Club's administration, its activities, and its future direction.

## Incorporation

The Club was officially formed on Sunday 17<sup>th</sup> May 1998 and became incorporated under the Association Incorporation Act 1981 on 15<sup>th</sup> July 1998.

## Vision and Mission

The Caboolture & District Woodcrafters Inc. is striving to become a premium wood-crafting organization in its regional and state peer groups.

To promote, foster and practice all aspects of Woodcrafts and its associated arts.

## Strategies

In order to accomplish our vision the following strategies will be executed:  
Skill sets are encouraged to be broadened and improved with the help of experienced members mentoring others.

New members will be encouraged to obtain competency for the machines used for basic woodwork. The Club will try to assign a “buddy” to new Members when possible until they are signed off as competent on the club machinery.

## Webpage and Facebook



[Webpage](#)

[Facebook](#)



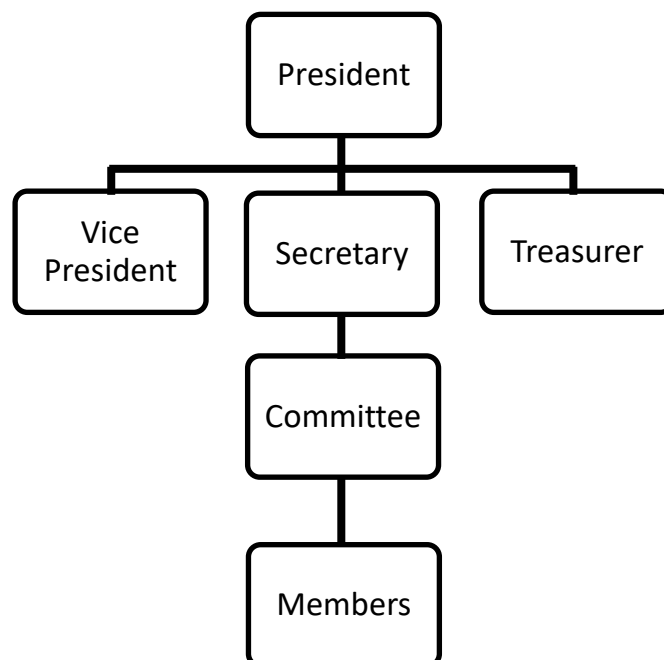
## Contact Emails

President [president.cdw@gmail.com](mailto:president.cdw@gmail.com)

Secretary [secretary.cdw@gmail.com](mailto:secretary.cdw@gmail.com)

## Structure

The Club is structured along traditional lines and is shown as follows;



## Membership

The Club invites applications from all genders and has the following membership structure:

- Ordinary Annual Membership
- Associate Annual Membership (partners or spouse) of an ordinary member, **OR** a social member who does not use the machinery.
- Junior Annual Membership (14 - 18 years)
- Honorary Membership, by appointment only
- Life members
- Fees will be reviewed by the Committee, after each AGM.

## Premises

The premises are located within the grounds of the Caboolture Historical Village (CHV) at 280 Beerburum Road, Caboolture 4510 approximately 3 kilometers from town center and adjacent to the QSEC Grounds.

## Equipment & Work Ethics

The Club has a large range of tools and equipment to undertake most forms of wood working. In the context of work ethics, the Club's Vision cannot be realized unless there is a commitment from all members to further the interests of the Club. This is achieved through a team approach to tasks and ensuring the Club is always left in a clean and tidy state. The Club is not the place where we should be satisfied with mediocre work.

## Club Opening Times

The Club is open at the following times:

Monday, Tuesday, Wednesday, Friday & Saturday mornings from 8am – 12 Noon.

Monday afternoon 12 Noon – 4pm.

Tuesday and Thursday evenings from 5pm – 9pm.

Friday afternoon 12 Noon - 4pm (training by appointment only).

Note: - Opening hours could vary depending on staff availability.

## Timber Sales

The Club will have raw timber to sell to members at reduced rates and to public at marked prices. Prices will vary according to size and type of timber.

## **Purchases of Consumables**

Members requiring consumable items e.g. sanding paper, glue, saw blades and some tools are to see the Shed Captain. Consumables for private work are to be paid for e.g. sandpaper, glues etc.

## **Committee Meetings:**

Monthly meetings of the Committee occur on the date set by the current committee. The purpose of these meetings is to ensure that the governance of the Club is maintained. The minutes are available upon request to members however all personal details will be omitted from the minutes for legal reasons. The official minutes are complete.

The total number of Committee members is capped at 11 people.

## **General Meetings:**

General Meetings for the entire membership will normally be held on the first Saturday of the month bi-monthly. The purpose of these Meetings is to encourage members to voice their concerns and suggestions regarding the Club's operations and for the committee to update members on the club progress.

## **Annual General Meetings:**

The Annual General Meeting (AGM) will take place on the first available Saturday after the Auditor returns the books.

- The agenda will be distributed to members 28 days prior to the meeting, and displayed at the club.
- Committee nomination forms for voting will be available at least 28 days prior to the AGM at the club.
- Nominations will close 7 days prior to the AGM. Nominations will be displayed at the club from that date.
- All members being nominated, nominating someone, or seconding them for a position must be a financial member (18+) at the time of signing the nomination form.

## **Insurance**

The Club currently has an insurance policy for Public and Products Liability to the value of \$20m, building contents and for events. For any additional information regarding our insurance details, please contact the Treasurer.

## **Suggestions for Club Improvements**

Suggestions or complaints can be emailed to the Secretary or put into the Secretary's pigeon hole in the office.

The suggestions will be tabled at the next committee meeting. The originator of the suggestion will be formally advised of the outcome and in the case of a rejection, full reasons for this decision will be given after the committee meeting.

## **Quality of Work Product**

Members should strive to achieve a high level of quality in their work. This provides a greater level of satisfaction for the member and increases the reputation of the Club.

- The Fundraising team will review all items for sale by the Club and private pieces from members. Those deemed to be of a quality not up to standards will be rejected.
- No nails or screws to be used on any toys.

## **Charities Supported by the Club**

The Club makes wooden toys for children and supports a number of charities.



# Rules

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## Daily Fee

A nominal fee is payable by all members entering the Club for each session. The fee is waived for a maximum of 30 minutes to accommodate dropping off or picking up supplies at the club.

## Tea Break

- The Club has a tea break of approximately 30 minutes. Tea, coffee, sugar and milk are provided free to all Members. Soft drinks and bottled water are also available for sale.
- Junior Members are entitled to 1 soft drink or water free of charge per session, as well as tea/coffee.
- Coffee cups are to be brought in by members and taken home again. They are not to be stored at the club.

## Timber

- Timber used to produce approved Club projects will be available free of charge to members if signed into the project book by a committee member. Second hand timber must be checked with the metal detector by the Shed Captain.
- Painted timber is not to be used on any of the drum sanders.
- Access to the wood sheds or milling area by members must be done while being accompanied by a Shed Captain or another member chosen by the Shed Captain for safety reasons.

## Club Cleanliness

- The workshop is to be left in a neat and tidy condition with all work in progress labeled with the name of the member and correctly stored out of the way (not on the bench tops). This includes any usable off cuts. All tools are to be returned to their correct places.
- If you make the mess, clean it up, do not leave it for someone else to clean.
- 20 min prior to the end of each session all work and tools are to be put away and the workshop cleaned (benches, machines and floor).
- No woodworking is to be done on the lunch room table.

## **Equipment Failures**

All equipment breakdowns and issues must be reported to the Shed Captain and written on the Maintenance white board in the workshop along with your full name.

## **Machinery Competency**

- All members need current competency to operate any machinery however they can use machinery if under the supervision of a member competent on that machine. Competency for each machine will be recorded in the Club records. Member's competency will be assessed on all updated or new machines. Once competency has been completed for a machine, the member can then operate it without restriction.
- Shed captains have the ability to cancel any members competency on a machine for misuse or safety concerns for the machine or members in the workshop.

## **Safety and First Aid**

- There must be a minimum of 2 people at all times in the Club for any work to be done.
- Club workshop is not to be open or any work done without a shed captain in charge.
- All members entering the workshop while machinery is operating are to wear closed in shoes.
- There are signs placed at all machines advising of the proper PPE to wear in that area. Please obey the signs.
- Eye protection must be worn by all members when working on or near operating machinery.
- Ear protection can be muffs or plugs.
- Dust masks are to be worn when sanding, emptying extractor bags or work creating dust.
- Full Face Shield protection while turning on the lathes is highly recommended.
- All members are to wear Face Shields until signed off as competent on the lathes.
- Members are to maintain awareness of their environment whilst in the Club.
- You are encouraged to make yourself familiar with the fundamentals of First Aid and be prepared to assist others, should the need arise.
- The use of Mobile Phones for texting or phone calls in the workshop is banned.

- Should a member fail to be wearing the correct PPE at any station the Shed Captain or any member will ask you to put it on. For your own safety please comply.
- If a member makes a large item for donation to the club they must store the item for safe keeping until the club requires it (the club is not able to store big items and guard against damage).

### **Caboolture Historical Village**

- Members are not to approach any Caboolture Historical Village committee member. Please bring up any matters with the club President or Secretary.

### **Car Parking**

- Parking is only allowed at the club during evening sessions.
- Members with Disable Permits can park in front or alongside the shed, make sure all doorways are kept clear.
- Vehicles are allowed in the Village to load or unload items. The vehicle is to then leave the village grounds ASAP.
- All vehicle movements must be at walking pace only (6 k/h).
- Vehicles to have hazard lights on while village is open.
- Members with a temporary disability can arrange a temporary village parking pass with the President.

### **Use of Club Equipment for Private Use**

- A member can use Club equipment to make private projects. However don't tie up machinery if others are waiting.
- The Horizontal Band saw and the Lucas mill incur separate charges for private use.

### **Behavioral Issues, Process and Infringements**

- All incidents in the club shall be recorded in the Day Log Book by the shed Captain.
- Behavioral or safety issues by members recorded in the Day Book or received in writing will be addressed by the committee. If a resolution cannot be reached then the details of the incident should be put in a written letter or an email to the Secretary.
- Direct contact or phone call to any committee member will not be considered for any issues or complaints.

Reported incidents will

- Incur a written Warning Letter.
- The next incident after 2 Warning Letters within a 12 month period will incur a Disciplinary Letter.
- A Disciplinary Letter can contain a Cancellation of Membership or a Suspension of Workshop Rights.

### **Cancellation of Membership**

Can be cancelled for any of the following reasons.

- Damaging the club's reputation and good name.
- Physical fighting between members.
- 2 Warning Letters about disregarding rules.
- Any unlawful act against the club or a member.
- Deliberate misuse of club property.

### **Suspension of Workshop Rights.**

Means no working in the club for a period set by the Committee and can be enforced for any of the following reasons.

- Verbal abuse.
- Misuse of club property.

### **Containers For Change.**



Anyone who would like to donate their Containers for Change money to the club, please simply use the following number at the facility. Thank You.

**C11449230**