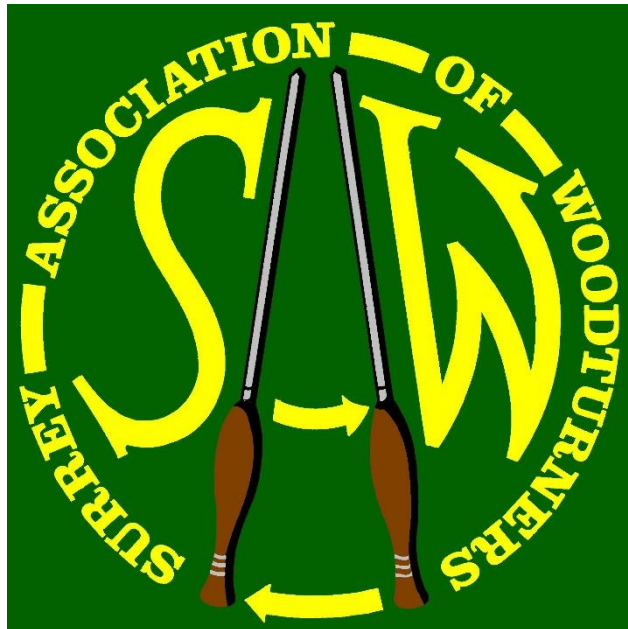


Surrey Association of Woodturners

Members Handbook



Revised January 2021

Table of Contents

Page

Introduction	5
1. Club Rules and Regulations	6
1.1. Constitution	6
1.2. Privacy Policy	6
1.3. Health & Safety	6
1.3.1. Fire Exits/Safety	6
1.4. Policy on sales at SAW Events	7
1.5. Complaints Procedure	7
2. Club Management	7
2.1. Club Committee	7
2.1.1. The Life President	7
2.1.2. The Vice President	8
2.1.3. The Chair	8
2.1.4. The Secretary and Treasurer	8
2.1.5. Committee Members	8
2.1.6. Election of Officers	8
3. Annual General Meeting and Extra Ordinary General Meetings	8
3.1. Annual General Meeting	8
3.2. Extraordinary General Meetings	9
4. Membership	9
4.1. Adult Membership	9
4.2. Junior Membership	9
5. Club Activity	9
6. Club Nights	9
6.1. Club Night Activity	10
6.1.1. Professional Turner Demonstrations	10
6.1.2. Club Turner Demonstrations	10
6.1.3. Practical Nights	10
6.2. Other Club Night Activities	11
6.2.1. The Club Shop	11
6.2.2. The Club Administration Table	11
6.2.3. The Club Raffle Draw	11
6.2.4. Name Badge Draw	12
6.2.5. The 100 Club Draw	12
6.2.6. Tea & Coffee & Other Refreshments	12
6.2.7. Tool Loan	12
6.2.8. Chairman's Challenge / Show and Tell	12
7. Competitions	13
7.1. Competition Formats	13
7.2. Participant Grading	13
8. The Club Competition	13
9. Open Day	14
9.1. The Open Day Club Competition	14
9.1.1. The Presidents Platter	14
9.1.2. The Vice Presidents Platter	14
9.1.3. The Geoff Quinell Platter	14
9.2. Inter Club Table Competition	14
9.3. Open Invitational Competition	15

9.4. Other Open Day Activities	15
10. Turner of the Year Competition	15
11. External Events	15
11.1. Volunteers at SAW External Events	16
11.2. Stewarding at SAW External Events	16
11.3. Demonstrating at SAW External Events	16
11.4. Selling at SAW External Events	16
11.5. Running a SAW External Event	16
12. Mentoring and Workshop Days	17
12.1. The Mentoring Scheme	17
12.2. Workshop Days	17
13. One Day Seminars	18
14. Club Outings	18
15. Insurance	18
16. Supporting Charities	19
17. Club Communication	19
17.1. Newsletter	19
17.2. Website	20
17.3. Group Emails	20
17.4. Facebook	20
17.5. Buddy Group and Google Maps	20

Introduction

Welcome to the Surrey Association of Woodturners Handbook. This handbook has been prepared to give its readers an understanding of the Club's history, ethos and activities

Many of you will be viewing this via the Club's website and much of the additional reading material, referred to in this handbook, will also be found there. Anyone reading this from a hardcopy, and unable to access the website, may need to request additional prints of other documents, but please just ask.

Ok so what is our history. The Club was formed on 30th January 1990 when 15 people were invited by our President, Bob French, to meet at his house. The Club grew quickly and soon moved out of Bob's shed to The Mytchett Centre, where it started in half of the small hall. Further growth meant we quickly moved to hiring the whole of the small hall and when we outgrew that space we moved into the main hall, where we still meet.

SAW, as we are affectionately known, is one of the largest woodturning Clubs in the country but still, we feel, has an open and inviting character and treats all Members and visitors with courtesy and respect.

The Objectives of the Club were, and still are:

- To foster a greater awareness of the woodturners craft.
- To promote woodturning amongst woodturners and the general public.
- To provide a forum for communication and the exchange of views and information, relevant to woodturning.

How are these Objectives achieved?

- We arrange demonstrations and workshops, to show what can be done and how to do it.
- We provide a Members' Newsletter at regular intervals.
- We encourage improvement in the quality of Members work through competitions, critiques, commentaries and learning opportunities.
- We encourage Members to use wood from sustainable sources.
- We encourage young people to take up woodturning

An archive of material has been gathered over the years and is available for Members to browse during some practical evenings.

Copies of past newsletters and a gallery of Members work are also available from the Club website www.sawoodturners.org.uk. Drop in and have a look around.

1. Club Rules and Regulations

1.1 Constitution

All Organisations need Rules and Regulations by which to govern their affairs and SAW is no different. The principal document of any Club is its Constitution and from the requirements of that document all other activities and Policies evolve. The current version of our Constitution can be found on our Website on the Documents page.

All Organisations evolve, and SAW is no different. However, any change to the Constitution can only be implemented with the majority agreement of the membership at a properly constitute meeting. (See AGM & EGM below).

1.2 Privacy Policy

In today's society, where awareness and legislation regarding the capture and use of Personal Data is an increasing factor in the operation of any organisation, the existence of a legally compliant Privacy Policy is essential. SAW's Privacy Policy can be found on the Documents page of its Website.

The Policy covers the collection, retention and use of all and any data collected by the Club.

In essence the Club only collects and retains such data as it feels it legitimately needs to operate. The Club uses all reasonable means to secure the data held and restricts access to that data to nominated individuals.

1.3 Health and Safety Policy

The Clubs Health and Safety Policy is available from the Website, Documents page.

It is the responsibility of all members of the Club to ensure the safety of themselves and others whilst attending Club meetings and activities, whether taking part or simply watching. Should you see something that might lead to someone being injured, you should bring it to the attention of a committee member immediately (i.e. trip hazards, spills of liquid on the floor).

A first aid kit is available at all meetings, should it be needed.

1.3.1 Fire Exits/Safety

When you arrive at a Club night please ensure that you check yourself in on the register.

This Register serves many purposes. The Mytchett Centre is a Private Members Club and SAW attend as hirers. As the centre allow us access to their bar facilities it is a requirement that the details of all people attending our meetings are recorded. This register will also allow us to ensure that everyone attending is safe in the event of an evacuation.

In the event of a fire alarm, please leave by your nearest exit and assemble in the front car park of the Centre, without blocking access for emergency vehicles. Remain in that area until we know that everyone who signed in is safely accounted for. Then please remain until either we give the OK to leave, or re-enter, or you are instructed to do so by the Emergency service crew.

There are two fire exits in the main hall with push bars, which open out onto the access road for the rear car park. There are also other exits around the building. Take some time to familiarise yourself with them.

The Mytchett Centre is a '**NO SMOKING**' area.

This restriction also applies to Vaping.

1.4 Policy on sales at SAW Events

The Club holds a stock of some basic turning requirements (sandpaper, finishes etc.) which are sold to Club Members on Club nights. The Club do not sell electrical items (either new or second-hand).

Any other sales at SAW events will be at the discretion of the committee.

With the aim is to give Members the opportunity to purchase goods, not on sale in the Club shop, Professional Demonstrators and invited Traders may bring specialist tools, finishes, including electrical items for sale at the Club Nights and Open Day,

In addition Items, including electrical items, may be offered for sale via the Members Only Newsletter and at various Club Night throughout the year.

All such Third Party Sales are between Buyer and Seller and the Club accepts no responsibility for the safety, suitability or value of any such sale.

1.5 Complaints Procedure

In an ideal world the existence of a Complaints Procedure would not be needed, but this is not an ideal world and if something goes wrong both sides of the dispute need to know how any complaint is to be handled.

If you see anything that causes you concern, please raise the matter with one of the Committee Members. If at all possible, we will endeavour to resolve the problem informally, but if this cannot be achieved then please read and follow the Complaints Procedure which can be found on the Documents page of the website, or upon request from the Secretary.

2. Club Management

2.1 Club Committee

The day to day management of the Club rests in the hands of its Committee. The size and makeup of the committee is governed by the Constitution. As a large Club we need a large committee so that we can delegate the responsibility for some of our events and activities to specific Members.

The Committee consists of the Life President; the Vice President; three Club Officers; namely the Chair, the Secretary and the Treasurer; plus other Members, whose number is controlled by the Constitution. Details of the current committee, and any specific roles they perform, can be found on the Club website on the Meet the Committee page.

Committee meetings are normally held every alternate month commencing in January.

Should a member wish to see a copy of the minutes, he or she should contact the Secretary. Should a member specifically wish to observe a committee meeting, he or she should contact the Chair.

Various elements of the Club's operation may require the creation of a Sub Committee or working party. Whilst these may include non-committee Members, they will always be chaired by a Committee member, who will be responsible for reporting on progress to the Committee at their meetings.

If you would like to be considered for one of these committees then please talk to the Chair.

2.1.1 The Life President

The Club's Life President is Bob French, who was instrumental in the Club's foundation and is still a regular attendee of Club meetings. The President is entitled to attend Committee meetings and Vote.

2.1.2 The Vice President

The Office of Vice President is awarded to the Chair when they stand down and is held for the duration of their replacement's tenure of office. The Vice President is entitled to attend Committee meetings and Vote.

2.1.3 The Chair

This officer is elected each year at the AGM but may only serve in that role for three consecutive years before standing down and becoming the Vice President.

2.1.4 The Secretary and Treasurer

These officers are elected each year and may hold that position as long, as they wish, and the Members agree.

2.1.5 Committee Members

Members are nominated and elected each year. Their numbers and terms of tenure are governed by the Constitution.

2.1.6 Election of Officers

The election of Club Officers and Committee Members takes place at the Annual General Meeting (AGM). At that meeting all elected committee Members stand down and a new Committee is elected.

All Members of the Club, including retiring committee Members, are eligible to stand for election, subject only to the conditions within the Constitution.

Nominations forms can be found as an Appendix to the Constitution and are additionally included in the Notice of AGM sent to all Members.

The Club is always looking for new committee Members, so if you think you have something to offer, even if it is only a fresh perspective to old problems, and can spare the time, then please talk to any of the current Committee Members.

3. Annual General Meeting and Extra Ordinary General Meetings

3.1 Annual General Meeting

The Annual General Meeting (AGM) shall be held in each year as soon as practicable after the close of the Association's financial year on 31st December at such time, date and place as may be decided by the Committee. At least 28 days prior to the Annual General Meeting a notice shall be sent to each Member together with an Agenda of the business to be transacted. All are invited to attend.

The purpose of the meeting is:

- For the retiring Chair to give a report on the activities and performance of the Club for the preceding year.
- For the Treasurer to present and obtain acceptance of a summary of the Clubs Income and Expenditure for the year and a Statement on the Clubs End of Year position.
- For the renewal subscription levels for the ensuing year to be agreed.
- For the election of Officers and Members to serve on the Committee for the ensuing year.
- To announce the winner of the Vic Burge Trophy.
- To debate and vote on any other business raised by the Committee or any of the Club's Members.
- To present the year's Trophies and Awards, if not presented at the December meeting

3.2 Extraordinary General Meeting

An Extraordinary General Meeting (EGM) may be called at any time subject only to the requirements of the Constitution. The purpose of any EGM will be advised to all Members, along with any relevant information, and all Members will be entitled to attend.

4. Membership

4.1 Adult Membership

Any adult may apply to join the Club.

Membership is currently limited to 200 at any one time, as larger numbers would place too great a strain on the facilities available at the Mytchett Centre.

4.2 Junior Membership

Junior Members (under 18) may join with the signed consent of a parent or legal guardian. Junior Members pay 50% of prevailing membership fees.

In order to conform to the legislation designed to protect young people, it is necessary that a Parent or Legal Guardian be present with Junior Members at all SAW functions. If the Parent or Legal Guardian is not a Club member, they may attend Club nights and be signed in as a visitor.

Parents or Legal Guardians will be allowed to participate in other events, organised by the Club, but will have to pay the normal adult rate for any outings or seminars.

Parents or Legal Guardians, who are not Club Members, will be allowed to attend the AGM or EGM but will not be eligible to vote.

5. Club Activity

The Club runs or participates in a number of events during the year, more details on each will appear later in this handbook. The principle ones are:

- Club Nights
- The Club Competition
- Turner of the Year Competition
- Open Day and Open Day Competition
- External Demonstrations
- A Mentoring Scheme
- Workshop Days
- One Day Seminar
- Organised Outings

6. Club Nights

Membership of the Club entitles a member to free admission to all of the twelve Club Nights.

Club Nights are usually held on the second Friday of every month in the main hall of the Mytchett Centre. On occasion these dates will move to avoid conflict with other Mytchett Centre activity and Public Holidays.

Details of the current year's Club Night dates and activities are available from the Club website. All Members will receive monthly notice of upcoming Club Nights.

6.1 Club Night Format

The format for a Club Night event will be one of four activities:

- A Demonstration from a Professional Turner
- A Demonstrations from an experience Club member
- A Practical Night
- The AGM. (See details at 3. above)

6.1.1 Professional Turner Demonstration

The Club normally arranges six or seven Club Nights a year where a Professional Turner will attend and give a demonstration or talk on various aspect of woodturning.

Many Professional turners will also bring their own specialist tools and supplies for Members to view and purchase as desired. Most have websites and it can be useful to look at their website, before the demonstration, so that you know what to expect and what questions to ask.

The Committee tries to ensure that a variety of styles and techniques are included in each year's programme and we welcome recommendations of prospective Turners from our Members.

Demonstrations at Club Night normally start at 7:30pm and finish at around 10:00pm. Setting up before and clearing away after takes time and organisation and help at these times is always appreciated. However, Members who are not helping are asked to keep away from the front of the hall, or anywhere that Members are setting out equipment, until everything is in its place.

6.1.2 Club Turner Demonstration

The Club is fortunate to have several excellent Turners within its membership and these can often be called upon to give demonstrations and talks in a similar manner to the Professional Demonstrators.

We normally plan to have one or two Club Turner Nights a year, but these Members may also be called upon, often at short notice, should a Professional Turner be unable to attend when booked and an alternative Professional Turner not be available.

6.1.3 Practical Nights

There are three Practical Nights a year the format of which might include:

- A number of simultaneous demonstrations by Club Turners. This allows for a more intimate viewing of tasks which might not fill a full evening. Members can, therefore, drift from one demonstration to another asking questions of the individual turners or discussing their techniques with fellow Members.
- A Doctors Surgery, where you can bring pieces of your work for review by one of our more experienced turners and get advice on how to improve your technique.
- Other woodturning related activity such as tool sharpening, wood identification or the opportunity to try, under supervision, a new tool or technique.
- The Club Competition. (See 8. below)

As one of the Clubs stated objectives is to help Club Members develop their skills, Members who would like to learn to demonstrate in front of the public, or at other Clubs, will be encouraged to demonstrate at practical evenings and Club events.

These Practical nights are normally scheduled for the March, August and December Club Night meetings. The March meeting may in certain years be moved to April, dependent upon the availability of Professional Turners around the Easter periods.

The December meeting is the Christmas Special and in addition to the normal activities there will also be:

- A Novelty turning Challenge
- Quizzes and Competitions
- A collection of work and money for Charitable Donation
- A buffet.
- The Turner of the Year Competition

6.2 Other Club Night Activity

In addition to the demonstrations and other activities recorded above, a number of other Club Night constants take place. These are:

- The Club Shop
- The Club Administration Table
- The Club Raffle
- The Name Badge Draw
- The 100 Club Draw
- Tea & Coffee
- Tool Loan
- Chairman's Challenge/Show and Tell

6.2.1 The Club Shop

The Club uses its connections with various suppliers of woodturning accessories and consumables to secure supplies at a below retail rate. These items are then made available to Members via the Club Shop, which is set up on most Club Nights, except the AGM.

The Shop stocks a wide range of woodturning related products but may also be able to obtain other items to meet a member's particular needs. So just talk to one of the Members manning the stall on Club Nights.

6.2.2 The Club Administration Table

This table will be set up at all evening meetings and is where you can:

- find details of up and coming events.
- pay for trips organised by the Club.
- volunteer to help out at events or offer to demonstrate at both internal and external events.
- borrow books, DVD's and some Woodturning tools (See 6.2.7 below).

Such things as membership forms and details of shows etc will be available from here. Other information of interest to Members, that does not appear in the handbook, will also be displayed on this table (e.g. requests to get turned items made, felling of a tree/wood available etc.)

N.B.

Please note that all of these services get very busy at the beginning of each meeting, tea break and towards the end of the evenings. Please try and be patient and give those operating the services a fighting chance of getting things done in an organised manner.

6.2.3 The Club Raffle Draw

Every meeting, except at the AGM in January, the Club will hold a raffle. The prizes are mainly tools, or woodturning consumables. Some prizes are kindly donated by Members, including the various pieces of wood.

This raffle makes a considerable contribution to the Club's annual income and therefore helps to keep the membership fee as low as possible. Many Clubs charge membership and then have a charge for each Club evening.

Each raffle ticket costs £1. We hope that those Members who can, will support the Club by buying at least one raffle ticket each time (and preferably more than one!).

6.2.4 Name Badge Draw

As part of their membership pack, and at annual renewal, every member is given a Name Badge. In order to encourage Members to wear their badges, mainly so that we can get to know each other, we hold a draw each month.

If your name is pulled out, you are present, **have ticked the register** and are **wearing your badge** you are given **£10.00**. Should the named person be absent, or they have not completed the other requirements, then another name is drawn.

6.2.5 The 100 Club Draw

In line with similar schemes run by other Clubs and small societies, SAW runs a 100 Club. Full details of the scheme and the application form are available from the Documents page of the Club website.

Members can purchase as many entries in the 100 Club as they wish, each entry cost £1 per month (£12 per year) with 50% of the revenue going into Club funds, and the remaining 50% going back to Members as cash prizes in the monthly draw.

Each month sees two prizes awarded with an element of the prize pool rolled on to the Christmas Meeting when three prizes are awarded.

The Treasurer runs the 100 Club and keeps records which are available to Club Members, if required, at Club meetings.

6.2.6 Tea & Coffee & other refreshments

Woodturning can be thirsty work - even if you are only watching. To relieve this problem there is a short, 15 minute, interlude around 8:30 pm so that everyone can get up, stretch their legs and get some liquid refreshment.

Although the bar is part of a Private Member's Club they do allow SAW Club Members to fortify themselves on a Club Night (one of the reasons you must sign in). For those wanting something less intoxicating, hot tea or coffee and biscuits are available in the interval at a nominal price.

This is also the time to secure your raffle tickets ahead of all the above draws.

6.2.7 Tool Loan

When you start out on your new hobby, and even as you become more efficient and adventurous, you may be tempted to buy a tool that you later regret.

The Club, therefore, runs a small tool loan service so that you can 'try before you buy'.

On health and safety grounds, we will not stock any tool that we feel needs specialist tuition before use, or anything that is directly plugged into mains electricity.

The range of tools, whilst not extensive, covers many of those that people think would be nice to have if only I knew how to use it. The Club is always willing to add appropriate tools to the scheme so if you have a tool you would like to try then let us know.

6.2.8 Chairman's Challenge/Show and Tell

As a means of encouraging Members to tackle specific challenges or simply display a recent piece of work, which they feel other Members may find interesting, the Club runs a 'Chairman's Challenge' and 'Show and Tell' table at most Club Nights, except the AGM.

At the end of a Club Night the Chair, or that night's Chair, may issue a challenge to all Members to try and produce a piece of work, normally based on what they have just seen demonstrated, and present it at the next 'Chairman's Challenge' table.

The assembled pieces are then viewed by the Chairman who will give his comments on pieces of particular note. Finally, the Chair will choose one piece, normally the one they would most like to have on their mantelpiece. The winner receives a bottle of wine or chocolates as their prize.

Whilst the 'Chairman's Challenge' will have a specific theme the 'Show and Tell' table is for Members to bring and display any piece of work. Occasionally these will have an attached story or explanation of how a particular problem was overcome but often it will just be a beautiful piece of work for the Members to appreciate and discuss.

Sorry no prizes for this table, other than the praise and comments of your peers.

7. Club Competitions

7.1 Competition Formats

SAW runs three competitions a year for its Members to participate in. They are:

- The Club Competition (See 8.below).
- The Open Day Competition (See 9.1 below).
- The Turner of the Year Competition, affectionately known as TOTY.(See 10. below)

Members may also enter pieces into the Open Day Open Invitational Competition (see 9.3 below).

Entry criteria and marking procedure vary between each Competition.

7.2 Participant Grading

In recognition of the varying skill levels of Members, and to allow an even playing field between contestants, Members are allocated to one of five categories of turner:

- Beginner
- Novice
- Intermediate
- Open
- Premier

For details of each grade's qualification criteria, and how you progress from one level to the next, please see Achievement Levels in the Documents page of the Club website.

8. The Club Competition

The Club Competition is run over three rounds with one round held at each of the three Practical Nights.

There are three entry levels each based on the five Participant Grades above, Beginner/Novice (called Standard), Intermediate/Open (called Advanced) and Premier class.

The subject for each competition will be published well in advance. Only **one** piece can be entered for each round of the competition. Scores from each competition are added and the winners of each level will receive a trophy and certificate.

Items coming first or second (subject to the number of points scored) at each level can be entered for the 'Turner of the Year' competition. (See 10. below).

9. Open Day

The single largest Club event of the year is the Club's Open Day which is held on the last Sunday in October.

The nature of the Open Day may change to reflect the needs of the Club, but the main aim is to bring turning to the attention of a wider public (family, friends and visitors) and give Members a chance to exhibit and display their work.

Open Day is a celebration of the success of the Club.

Most years it takes the form of a 'show' with Professional Turners and trade stands as well as the Club exhibition and Competitions. Three separate Competitions take place:

- The Club Open Day Competition
- The Inter-Club Table Competition
- The Open Invitational Competition

9.1 The Club Open Day Competition

This is the main competitive Club Member event and is open to all Members, at whatever standard. There are five grades of entry; Beginner, Novice, Intermediate, Open and Premier with two competitions for each grade; Mainly Faceplate turned pieces and Mainly Spindle turned pieces.

Members may enter up to three pieces of work into each category within their grade. All entered pieces must have been completed within the preceding twelve months.

Judging of the pieces is undertaken by the Professional Turners who are attending the show. Awards are made for First, Second and Third place and Certificates for other pieces that receive a Highly Commended from the Judges.

In addition to the ten individual group awards, three further awards are made for the Club Turners. These are The Presidents Platter, The Vice Presidents Platter and the Geoffrey Quinell Trophy.

9.1.1 Presidents Platter

This platter is awarded by the Club President for the piece of work that he considers the best in the Advanced Turner Group (Open and Intermediate).

9.1.2 Vice Presidents Platter

This platter is awarded by the Club's Vice President for the piece of work that he considers the best in Standard Turner Group (Beginner and Novice).

9.1.3 Geoffrey Quinell Trophy

Named in memory of one of the Club's former Members, this trophy is awarded by the Professional Judges for the piece of work that they consider the best in the Premier Turner Group.

9.2 Inter Club Table Competition

In this competition a number of invited Clubs compete to present the best Table of Work. Each table consists of no more than ten pieces of work, turned by their Club Members in the preceding twelve months, with no Member producing more than one piece. The Table is judge by the visiting Professional Turners and the winners get to hold the "Presidents Gavel" trophy for the ensuing year.

9.3 Open Invitational Competition

As the name suggests this Competition is open to all comers. All pieces appearing on any of the Inter Club Competition tables will automatically be entered into the Open Invitational but Members of SAW and other Clubs, whether they have a Club Table or not, may enter a piece independently.

This Competition is, again, judged by the Professional Judges and represents one of the finest pieces of work on display that day. The winner receives a trophy.

9.4 Other Open Day Activities

Whilst the various competitions represent a significant part of the day's events, they are not the only forms of entertainment available.

As well as entering pieces into the Inter Club Competition, each of the visiting Club's is invited to bring a demonstration team, to augment the attraction of the main Professional Turner. It is likely, therefore, that there may be five or six Club demonstration teams in attendance, all offering entertainment and advice to the visitors. This also allows anyone thinking of joining a Club to find the one nearest or most suitable for their needs.

All this turning activity is augmented by trade stands, from local and National traders along with refreshments and raffles.

10. Turner of the Year Competition (TOTY)

This competition is the culmination of the Club's competition year and takes place during the second half of the December Practical Night. Only pieces receiving a sufficiently high mark in one of the three Club Competition events are eligible for entry. Judging is undertaken by the Members present in the form of a blind ballot, with the piece receiving the most votes being the overall winner.

11. External events

The Club has a good reputation in the turning community and is privileged to be invited to demonstrate at various events throughout the year. A full list of this year's events can be found on the website.

A number of the events are for local or national charities and at the time of writing these included:

- The National Trust – Dapdune Wharf
- The Rural Life Centre
- The Surrey Heath Show
- Brooklands
- Painshill

As will be seen later, Members demonstrating at these events make a small contribution, based on the sale of good they achieve, and where the organisers are a registered charity these funds are paid to them to help with their activities.

Other venues where the Club demonstrates include:

- Axminster Tools, Basingstoke store
- Guildford Model Engineering Society
- Princes Mead Shopping Centre, Farnborough
- Southern Fellowship of Woodworkers Open Day

In all the Club attends some 17 to 18 external events where Club Members can demonstrate their skills and sell their output. Each external event will be organised and co-ordinated by an experienced member of the Club. They are referred to as the Person In Charge or (PIC).

11.1 Volunteers at SAW external events

The primary aim of all volunteers to these events is to ensure that the general organisation of the SAW stand and any promotional material is in place before setting up any personal equipment or sales areas. The member organising the event will call on everybody involved to help with building up the stand at the start of the event and breaking it down again at the end.

11.2 Stewarding at SAW external events

Good stewarding enhances the effectiveness of an event.

The primary role of stewarding is to communicate with the public by answering questions about woodturning, and the Club, and encouraging members of the public to come to one of the Club Nights, if they show an interest in woodturning as a hobby.

Stewards should always be on the lookout for anything that might be unsafe (for example, wood shavings 'escaping' into public areas causing a slip hazard) and deal with any problems as quickly as possible.

Where the Club has a display and/or sales tables, these will be supervised by the Stewards, to discourage Members of the public from picking up pieces in the 'please do not touch' sections of the display, whilst encouraging careful interaction with any sales items.

11.3 Demonstrating at SAW external events

Anyone demonstrating at an event, whether on a Club lathe or their own lathe, should be mindful of good practice where health and safety issues are concerned. They should be showing good practice in their own Personal Protection Equipment (PPE) by wearing strong shoes, suitable turning smock or equivalent workwear and safety glasses. In addition, all electrical equipment used must have a current PAT certification. (see Documents on website)

Safe practice in the use of tools, the mounting of work on the lathe and any sanding and finishing should always be followed.

Turners should regularly clear up their wood shavings, to reduce the chance of slip hazards.

While it is reasonable for turners who wish to sell work, or skills, to the general public to have business cards available, for people to take, large business signs are not permitted.

11.4 Selling work at SAW external events

At most events, the Club will have a Club Sales table. Participants, demonstrators and/or Stewards, may bring pieces for sale, but these must be clearly labelled to enable identification of the turner and the desired price.

A record of all sales will be made, and at the end of the event a charge of 10% of sales will be collected from the participating Members. Where the demonstration is on behalf of a registered charity, the funds collected will be donated to that charity by the event PIC on behalf of the Club. At all other events the fees collected will go towards the Club's general Charity payments.

11.5 Running a SAW External Event

Any adult member of the Club may organise and run a SAW External Event, not just Members of the committee.

It may well be that you are invited to take part in your local church fete, another charity event or just demonstrating at your local Garden Centre. You may be concerned that you, personally, have no insurance cover. In fact, many organisers now insist on seeing some kind of Public Liability insurance before you can take part.

If you wish to take part in such an event, contact the Secretary, who will direct you to a pack of materials. This will include the SAW – Club Event Form which, when completed and returned, will be checked and if

approved signed on behalf of the Club. Your attendance will then be a recognised Club Event and, therefore, covered by our insurance.

Please ensure that you read all material and forms thoroughly and pay particular attention to the timescales required to get all formalities completed.

The Club can also loan you equipment, should that be necessary, and provide you with advertising material for display and distribution. Your actions will help the Club fulfil one of its aims, to have as many events where we show woodturning to the public as possible.

So please consider running a local stall to sell your work, demonstrate woodturning and publicise the Club.

Please read the section on insurance carefully to see the extent of the insurance cover.

12. Mentoring and Workshop Days

In fulfilment of the Club's aim at improving the skills of its Members we run a series of events to give Members one to one advice.

12.1 Mentoring Scheme

When you first join a large Club, it can be difficult to get to know other Members.

When you start a new hobby, there are a bewilderingly large range of tools and equipment available. Who should you ask about them?

Our mentor scheme pairs you with an experienced member of the Club who will help you with the settling-in process and get you started with advice on safety issues and how to use the basic tools. The Mentor will invite you to their own workshop for a 2/3 hour session and, if you wish, will come to your workshop, once or twice, to advise you on set up and what might be useful tools and equipment to put on your wish list!

The scheme has limited cover under the Club Insurance. While the Mentor will use his or her experience to offer advice on safety issues, accidents sometimes happen when you are turning and Public Liability cover will not provide remuneration to the person actually turning, should he or she be injured, unless each individual privately takes out a separate insurance policy.

As we understand the Club's current insurance cover, should the member **not** turning be injured, for example by a piece of wood coming off the lathe and hitting them while they are standing near the lathe, then they are insured for the accident unless the wood has been put on the lathe negligently.

12.2 Workshop Days

This is a great way to get to know other Members of the Club.

Club Members, at any stage of their turning development, may join a Workshop Day, although absolute novices are advised to take up the Mentoring Scheme first.

Experienced Club Members volunteer to supervise a lathe and offer advice to those taking part. This is not 'tuition'. Should you wish to receive tuition it is recommended that you take a course with an accredited member of the Register of Professional Turners (website www.rpturners.co.uk).

Please read carefully the section on Insurance (see 15 below) before deciding to join a workshop day.

The Club plans to hold three Workshop days each year. These are full day events held on a Sunday in the small hall at the Mytchett Centre.

The normal format will be:

- 5 to 6 tutors to 10 to 12 Students
- 5 to 6 lathes supplied by the Club or the tutors
- Set-up between 9:00 and 10:00
- The Workshop commences at 10:00 and finishes at 16:00, with a break for lunch around 13:00. This is flexible to meet student needs.
- Participant bring their own lunch, but tea and coffee is supplied free of charge.
- Students should bring the tools that they wish to have help with and their own, non-toxic, low-dust timber.
- Students pay a small fee to cover the rental of the room. This figure is advised at the time of booking.

When registering for the event, students are asked which particular skill or technique they wish to learn/develop. At the commencement of the day the PIC will allocate students to a particular tutor, normally on a two to one basis.

13. One Day Seminar

Watching a two and a half hour demonstration at a Club Night is both entertaining and informative but may on occasion rush through elements of the task purely on the basis of time allowed. To provide a deeper display of the turning techniques the Club endeavours to hold One Day Seminars every year. These are held on either a Saturday or Sunday and usually start at 10:00am and finish at 4:00pm. There will be a break for lunch plus the potential for short coffee/tea comfort breaks throughout the day as the turner sets up for the next step of the demonstration.

The Seminar takes the form of an all-day demonstration by a nationally recognised Professional Turner usually completing a project from start to finish, highlighting some of the techniques for which they have been specifically selected.

Some nationally recognised turners will no longer do evening Club Nights, so getting them for a whole day is the only way to bring them to our Club. It also allows those attending a greater opportunity to interact with the Turner and get clarity on the techniques they are demonstrating.

The cost depends on the number of Members attending and the cost of the Turner, and attendance is limited as it is held in the small hall at the Mytchett Centre.

Attendees are requested to bring their own lunch. The Club will supply the tea and coffee, which will be available throughout the day.

14. Club Outings

Where a suitable event is identified the Club will endeavour to organise an outing, subject to enough Member interest. Such trips can offer savings on the cost of attending singularly, either in travel cost or by discounted group admission. Or simply relieve Members of the task of driving long distances.

Sadly, of recent times, the number of suitable events has diminished but we remain vigilant and are always looking for new suitable venues.

15. Insurance

The Club has insurance cover on its equipment, and Public Liability Insurance to the value of £5,000,000. The current Certificate can be found on the Documents page of our website.

The Committee have reviewed the extent of the Public Liability insurance cover, under our existing policy, for Members taking part in the Mentor scheme, Workshop Days and as Club Demonstrators.

As with many things to do with Health & Safety and Insurance, common sense has to prevail. Members should, therefore, be aware that if they are actually turning at a Club activity they are **not** covered for personal accidents. Members around them, or the general public watching them, are covered.

We hope that this will not put people off taking part as Demonstrators, Mentors, Tutors or participants in mentoring and workshop days.

It is possible to get personal insurance cover and any Members interested should search online for Craft Insurance.

16. Supporting Charities

We do not live in a vacuum and as we enjoy our Membership of the Club, we should ever be mindful of the needs of others. With this in view the Club looks to support one or more selected charity each year and, in addition to contributions raised at outside shows, organises events at the December practical evening to raise money for the chosen causes.

Between 2014 and 2019 the Club donated over £2,500 to local and national charities including:

- Help for Heroes
- The British Heart Foundation
- Phyllis Tuckwell Homes
- Sam Beare and Woking Hospice
- Samson Centre for MS
- Mencap

In addition to the cash payment we also donate finished pieces, donated by Members, which the Charities can sell through their shop outlets

We prefer to support a local charity with some connection to the membership and welcome suggestions from Members for the next charity to support.

In the past, we have also collected old tools for the 'Tools for Africa' and 'Tools for the Tsunami' campaigns. Speak to a committee member at any time if you know of a project that you feel SAW might help with.

17. Club Communication

We hope that SAW is not just about one Club night a month but is an integral part of every Members enjoyment of woodturning. As such communication is an important part of the Club's activities.

17.1 Newsletter

An important tool in our communication strategy is the Clubs bi-monthly Newsletter. Not only does it keep Members up to date with the events involving the Club but, over the years, has built up an invaluable resource.

Every other month a new 'Members Only Edition' is posted on the Club's website. Details of the posting are advised by email, by the Club Webmaster, to all members able to view via the website. This 'Members Only Edition' can only be accessed by using a Username and Password which are provided.

A printed copy of the Newsletter is posted to any member unable to access the website.

Each Newsletter will contain a welcome to any new members, reports on recent demonstrations and events, details of upcoming events and other articles of interest.

Some Member Only offers, such as tools or timber for sale, along with some Club contact numbers are also included. These items are removed before the newsletter joins the newsletter archive when the next 'Members Only' newsletter is produced.

17.2 Website

The Club website address is: **www.sawoodturners.org**

It has email links to some Committee Members and information about the Club. We are pleased to receive comments and suggestions about the website and its links.

17.3 Group emails

At the 2020 AGM it was agreed that the committee could send occasional information items to Members with email addresses as well as the notifications of newsletters. If any members wishes to be removed from this mailing list they should contact the Club Secretary.

17.4 Facebook

The major buzz word today is Social Media and SAW looks to develop its presence for the benefit of its members.

A private group (open only to current SAW members and selected and invited individuals) has been set up to help members share information and ideas and to help develop the SAW community. To join this group, email the Webmaster giving your Facebook details and someone will send you an invite.

17.5 Buddy System and Google Maps

With a Club as large as SAW, even with our friendly ethos, it is sometime desirable for members living in close proximity to each other to form small support groups for the sharing of experience and other social interaction.

To facilitate this activity members are allocated to a Buddy Group based upon their geographical location. Within this group we look to one of the more experienced members to promote social interaction outside of the monthly Club Nights or external demonstrations.

To enable members to identify others living in their area, the location of participants is recorded on a restricted access Google map. When members join the Club, and at each annual renewal, they are asked if they wish to participate in the Google Maps Scheme. Those that do will have their approximate location recorded on the map along with their name and basic contact details.

Access to the map is by Username and Password, the latter of which is changed annually, with details only supplied to fellow participants.

It is hoped that if a participant has a problem they can initially look to one of their "Buddies" for help, be that a problem with a particular project or simple a lift to a Club event, as a share or if unable to drive. By this means we hope to enable all members to better integrate into the wider SAW family