

## **PLEASE READ THIS FIRST:**

### ***Who We Are and What We Expect***

#### **WHO WE ARE:**

Thank you for your interest in joining the Woodworkers of Green Valley, more commonly known as the "woodshop". We are a self-sustaining crafts club of Green Valley Recreation, Inc. (GVR). You first must be a member of GVR to be eligible to join the woodshop.

"Self-Sustaining" means that the membership of GVR has provided the building, utilities, and heating, ventilation, and air conditioning in which we work. We (the membership of the woodshop) have provided the tools, supplies, worktables, drawers, lockers, and other miscellaneous furniture, fixtures, and equipment you see in the woodshop. As you can see when you look around, the generosity of GVR and our members has provided a clean, comfortable, and well-equipped woodshop in which we have significant and well-deserved pride.

We cover our own day-to-day operating expenses through annual dues, rental from drawers and lockers, and projects we volunteer to do for other GVR clubs. These projects are normally priced to more than cover our out-of-pocket costs but to afford the other GVR clubs a quality product at a lower price than they could expect to pay elsewhere. It's a win-win situation for us and GVR. In addition, we sponsor volunteer programs to make toys for sick and disadvantaged children in southern Arizona and to make life-improving objects for disabled veterans.

As a GVR club, we comply with the rules, regulations, and operating procedures the Board and management of GVR pass along to us. As a responsible club of GVR, we formulate safety and operating rules and regulations specific to our woodshop that we expect our members to comply with. Full and consistent compliance with these rules and regulations is the best way we know to provide a safe and efficient working environment for our members while protecting the best interests of all GVR members.

The woodshop is "managed" by a board of directors elected by the woodshop membership, a shop manager that sees that the shop runs smoothly, a maintenance staff that keeps the tools in useable order, and the backbone of our club, our Monitors. All of these positions are staffed by members who volunteer their time and effort to see that we can open our doors six days a week.

Our members tend to fall into one of three broad categories: (1.) those who need occasional access to tools to accomplish home maintenance projects; (2.) those who want to improve their basic woodworking skills and capabilities; and (3.) those who want to pursue woodworking as a serious hobby. In all three groups, you will also find members who value the social camaraderie that the woodshop offers. While some of our members are new to woodworking when they join, the majority of members could be

considered beginner- to intermediate-level woodworkers when they moved to Green Valley. A few of our members were experienced woodworking professionals when they joined. Regardless of your interests and prior woodworking experience, all new members are welcome here.

#### **WHAT WE EXPECT:**

It may be hard to believe, but we occasionally get new members who come to us thinking that they already know everything they need to know about woodworking. Back home, they might have had a basement or garage or shed full of tools and they were there to have fun and make dust. After all, those were their tools and their fingers and they could pretty much do with them as they saw fit. Safety wasn't always much of a consideration. Many of us have "been there and done that". Those who think they know it all are almost always wrong.

Here, though, things are different. These aren't *their* fingers and *their* tools they are OUR fingers and OUR tools. And safety is important, in fact, our HIGHEST PRIORITY is to create and maintain a SAFE working environment in which our members can work. In that regard, we have three overriding rules in the woodshop:

- 1. Don't do anything that could injure other members or yourself**
- 2. Don't break or damage our equipment, and**
- 3. Clean up after yourself (a messy shop is a dangerous shop)**

To accomplish our priority, we have created a "Basic Operational and Safety Manual" and our "Shop Operating Rules". We expect EVERY member to read, understand and comply with these rules. At all times the woodshop is open, there is a volunteer Monitor on duty to provide assistance to members and see that the rules are being followed. We expect all members to heed their directions. As you and your work skills become better known to us, you may be asked to become a Monitor. If you are, please give it careful consideration, as you will find the more you give to the woodshop, the more you will get in return.

Before your application for membership is accepted, you will be asked to read and understand the woodshop's Basic Operational and Safety Manual as well as our Shop Operating Rules. You will note that on the Membership Application and Waiver Form you sign, you "... agree to comply with all the rules of the Green Valley Recreation Inc., the Woodworkers of Green Valley bylaws and Shop Rules, and will conduct (yourself) in a manner that respects the safety of all woodshop members within the shop area". There is no "final exam" as such, but you will find that your knowledge and understanding of safety and operating rules will be observed every time you use the tools, so please read the manual and rules carefully and take this process seriously. And this is key: IF YOU DON'T KNOW, ASK.

If you think that you cannot or will not follow our rules, this would be a very good time for you to instead consider joining one or more of the many other clubs and activities GVR has to offer. We don't need new members that badly, and you certainly don't need the aggravation of excessive adult supervision.

In return for your agreement to follow our rules, you can expect to have access to a well-equipped shop that furnishes the tools and expertise you need for almost any woodworking project you want to undertake. We are open from 8:00 am to 4:00 pm ~~X~~ *Mon = 2pm* Monday through Saturday, all year round except major holidays. (One exception here is that if the Monitor is the only person in the woodshop, he or she is required to close early... there must be at least two people in the shop at all times, one of which must be a monitor.) You will find a friendly group of members who can answer almost any question you have and who are willing and eager to give you assistance when needed. We don't offer classes as such, but most monitors and other members can show you how to safely use any tool in the shop. If they can't, they will find someone who can.

You must provide your own wood, of course, and certain other "consumables" such as sandpaper, drill bits under 1/8" inch, finishing materials, brushes, etc. Our members who enjoy turning wood are expected to provide their own woodturning tools, as well. The woodshop has a limited number of lockers and drawers available to rent, but there is normally a waiting list for these, especially for the lockers. Monitors automatically move to the top of these waiting lists. If you have your own small tools (power or otherwise) that you would prefer to use, that's perfectly acceptable, but please let the Monitor know when you bring them into the woodshop. The final Friday of every month, from 7:30 to 8:15am, is clean-up day. All members are asked to pitch in and help. Donuts are on the house when we finish.

#### THE APPLICATION PROCESS:

1. You must be an active member of GVR and agree to comply with the GVR Code of Conduct (GVR Code of Conduct Rules are Printed on the back of your GVR Membership Card).
2. Before your application is accepted, you must read, understand and be willing to comply with the woodshop's Basic Operational and Safety Manual.
3. Before your application is accepted, you must read, understand and be willing to abide by the Shop Operating Rules. Also, please read the woodshop's Three-Strike rule.
3. Complete and sign the Membership Application and Waiver Form, in which you agree to comply with all of the rules of the woodshop.
4. Pay the annual membership fee, which is currently \$40.00. This is an annual fee,

and is not prorated, which means it's the same whether you join in January or December.

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Once paid, it is not refundable. (Anyone who has ever paid to have a saw blade or router

bit sharpened will recognize that our dues are very reasonable.)

5. Once your application has been accepted, you will be asked to attend one Orientation session, which normally lasts around an hour and a half, late in the afternoon after the shop closes, during which safety and operating elements will be discussed. Scheduled Orientation sessions are posted on or near the woodshop's bulletin board.

6. You are required to sign in each time you come into the woodshop. If you stay in the woodshop after 12:00 noon, you will be asked to sign in again for the time you spend in the afternoon. You are not required to sign out when you leave.

If you have any questions before or after you join, feel free to stop by the woodshop and talk with the Monitor on duty. If he or she cannot answer your questions, they will be happy to refer you to someone who can.