



## GUIDING PRINCIPLES OF BEING A CCPS MEMBER

### JOINING CCPS

CCPS is a non-profit, community organisation of like-minded volunteers who love clay.

A CCPS membership is for those who wish to:

- meet and interact with enthusiastic, like-minded people who love creating with clay;
- share knowledge and ideas and develop projects;
- take part in CCPS events and activities;
- volunteer to assist in organising, running or maintaining the CCPS workshop and facilities;
- help care for CCPS; and
- make friends and develop lasting relationships.

A Social Member requires only an interest in clay.

An interest may include collecting ceramics or organising exhibitions. It may also include a home studio practice.

A Workshop Member must have previous experience with clay, be able to work independently and be open to sharing knowledge.

Previous experience may include several terms of CCPS courses, previous or current study in the area of ceramics, or independent or employed studio practice.

Before deciding to join CCPS, ensure you are willing to donate time and expertise in an area suitable to your abilities and talents.

### BRIEF HISTORY

CCPS was established in 1968 by a group of keen potters with a vision to create a space and a community where the knowledge and skills of pottery could be shared, explored and developed with like-minded individuals, while at the same time furthering the understanding and appreciation of pottery within the community. CCPS continues to be run by a committed group of volunteers, who give freely and generously of their time in order to perpetuate the foresight of those founding members.

### CCPS AIMS

1. To increase the knowledge and skills of members and students in the craft of pottery.
2. To promote a greater appreciation and understanding of pottery by the general public.

CCPS Members are bound by the Code of Conduct, Work Health and Safety guidelines and the parameters of the membership to which they have subscribed. The details of each document are outlined below. Further details are available on the [CCPS website membership page](#).

## **CCPS CODE OF CONDUCT**

The purpose of the Code of Conduct is to establish a common understanding of the standards of behaviour that are expected of all members of the Central Coast Potters Society.

The Code of Conduct applies to all financial members, volunteers, contractors and visitors while undertaking any role or activity related to the Central Coast Potters Society (CCPS).

It is a requirement of membership to the Central Coast Potters Society that all CCPS members familiarise themselves with this Code of Conduct and ensure that its principles are observed at all times. Violations of the Code of Conduct may result in cancellation of membership and removal from the Central Coast Potters Society.

## **THE PRINCIPLES**

The Code of Conduct is based on the following fundamental ethical principles.

### **Respect for the Law**

CCPS members, in common with all citizens, are under the jurisdiction of the laws of the State and the Commonwealth and are obliged to observe such laws.

### **Respect for all Persons**

CCPS members are expected to treat members, students, and all members of the community equitably with dignity and respect. This involves, but is not limited to, the following:

- Tolerance of the views held by others which are different from your own;
- Courtesy and responsiveness in dealing with others;
- Fairness when interacting, supervising and dealing with other members;
- Making decisions that are procedurally fair to all people according to the principles of natural justice;
- Requesting permission before photographing CCPS members and/or their work;
- Not discriminating on grounds such as gender, sexual orientation, race, ability, cultural background, religious status, marital status, age or political conviction;
- An awareness and respect for cultural differences;
- Engaging in rational debate, allowing for alternative points of view to be expressed;
- Not engaging in behaviour that might reasonably be perceived as harassment, bullying or intimidation.

## **Integrity**

CCPS members should be honest in carrying out their duties and avoid conflicts between their private interests and their CCPS responsibilities, with respect to:

- Use of confidential information obtained in the course of CCPS duties; and
- External activities and public comment.

## **Diligence**

CCPS members should carry out their duties in a professional and conscientious manner. This involves:

- Carrying out official decisions and policies faithfully and impartially;
- Observing CCPS Work Health and Safety guidelines;
- Exercising care and consideration for others in CCPS-related activities;
- Ensuring outside interests do not conflict with a CCPS member's duties or responsibilities; and
- Being encouraged to report fraud or corrupt conduct to an office bearing executive of CCPS and/or external authorities where appropriate.

## **Working with Children**

CCPS adheres to the NSW State Government's Working with Children Check legislation and relevant procedures.

## **Conflict of Interest**

CCPS members must declare interests which conflict, either perceived or actual, with their CCPS duties and activities.

A conflict of interest may include, but is not limited to, an expressed personal value or belief, professional ethics, personal or professional relationships, financial or proprietary interests.

## **Confidentiality**

Personal information about a member, or course or workshop participant should not be disclosed without the consent of the person or unless there is a lawful authority for its disclosure.

Documents and information of CCPS should be placed in secure locations where possible and sensitive information should not be distributed without the President's consent.

## **CCPS WORK HEALTH AND SAFETY**

Work health and safety is everyone's business.

### **EMERGENCY PROCEDURES**

In case of an emergency, follow instructions to safely leave the building and meet at the marshalling area.

### **PERSONAL PROTECTION**

- Wear enclosed shoes in the studio at all times.
- Wear an apron to protect your clothes from wet clay and clay dust.
- Avoid switching wheels on or off with wet hands.
- Wash all clay from hands before eating.
- Wear a mask when glazing your work or cleaning the studio.

### **MINIMISING FINE CLAY AND GLAZE DUST PARTICLES IN THE AIR**

- Avoid sweeping the floor; this causes fine dust particles to float.
- Wipe down your workspace with a damp microfibre cloth which is better suited to wiping up fine particles.
- Mop all glaze spills from the floor and work surface before they dry out.
- Wipe the glaze bucket lids and return the buckets under the tables.
- Wipe down your pottery wheel inside and out.
- Mop the floor surrounding the wheel.
- Avoid sanding bone dry pots due to the creation of fine dust. After bisque firing, use wet and dry sandpaper to sand your work over a bowl of water.

### **GENERAL WORKSHOP CARE**

- Bring your own towel and take it home with you.
- Wash and clean all CCPS tools and return them to the correct location.
- Wash your clay hands in the Kiln Room sink, not the bathroom or kitchen sinks. Clay sits in "S" bends and can block pipes.
- Regularly empty the water basin in the Kiln Room sink - away from the back of the building, on the large tree.
- Collect clay lumps and throwing slops in your own container, taken them home or place them in the CCPS collection bucket, not down the sink.
- Keep the kitchen door closed and food covered.

### **SECURING THE WORKSHOP**

- Empty workshop rubbish bins into the respective red (landfill) and yellow (recycling) Council bins.
- Check all fans, heaters and lights are turned off.
- Ensure all windows are closed and locked.
- Ensure the roller door is closed.
- Ensure the library door is locked.
- Ensure the front door is double locked.

## CCPS STRUCTURE

CCPS is a non-profit, member-run organisation - all administrative and organisational activities are carried out voluntarily by unpaid CCPS members.

The Management Committee is responsible for managing the organisation structurally and financially, with input from Sub Committee Managers and members. Decisions made by the Management Committee are with vision and foresight for the overall well-being of CCPS.

As a non-profit organisation, all CCPS profits are invested in the organisation, for the benefit of all members.

The time and energy given by members who choose to take on management roles, is given freely, with the understanding that it benefits the organisation as a whole and fulfils CCPS aims - that is the pay-off for the time given. Without the generosity of these members, CCPS would cease to function. Unpaid, volunteer members do not donate their time and energy for the financial gain of other members. For example, in situations such as excess allocation member kiln firings, charged at the non-member rate, or Away Sales, the cost of hiring the kilns or Away Sales Kit is the compensation to CCPS for the time spent by CCPS members, on activities outside core CCPS business.

All management positions are declared vacant at the November Annual General Meeting.

Financial Social and Workshop members are eligible to nominate for these positions.

All management positions (on the Management Committee and Sub Committees) hold a maximum, consecutive three-year term. Members are welcome to nominate for the same position, after a 12-month break, or nominate for a different position.

CCPS STRUCTURE				
Management Committee	Sub Committees	Managers	Assistants	Members
President	Membership	Membership Officer	Workshop Coordinator	All members involved in caring for CCPS
Treasurer	Kilns	Kiln Manager	Kiln Assistant	
Secretary	Publicity & Marketing	Publicity & Marketing Manager	Newsletter Editor	
Non-Exec 1			Social Media Coordinator	
Non-Exec 2	Education	Education Manager	Teachers	
			Librarian	
Public Officer			Educational Workshops Coordinator	
	Events	Events Manager	CCPS Open Days	
			Away Sales	
	Exhibitions	Exhibitions Manager	Exhibitions Assistants	
			Collections Curator	

## **EXPECTATIONS**

There is an understanding that a CCPS member will honour her/his obligations to assist whenever possible, in a manner she/he is able. It is incumbent on all members to take responsibility for the care and ongoing upkeep of the CCPS workshop, furniture, equipment, tools and materials.

CCPS is a member-run organisation and as such, requires input from all members to continue to offer a full range of facilities, events and activities.

By members volunteering their time and expertise, they provide opportunities for both CCPS members and the general public; and fulfil the CCPS aims. Assisting in working bees, partaking in regular cleaning as well as taking on jobs, helps members get to know each other and become familiar with the location of tools, how different equipment and facilities work, and the processes that exist to make everything function.

Each membership type brings with it a level of responsibility. Workshop members have a greater, active responsibility due to the level of access to the workshop, furniture, equipment, tools and materials.

Being a Workshop Member requires a commitment to assist in regular cleaning and ongoing maintenance of the CCPS Workshop. A roster system of teams provides members with the opportunity to complete regular jobs together, building friendships and knowledge of the workshop.

Additional jobs and activities requiring volunteers are listed in the Member Log, as well as advertised via member notifications. Some examples include:

- cataloguing and labelling equipment;
- sifting glazes prior to workshops or other events;
- assisting with set-up and pack-down of events such as the Precinct and CCPS Open Days;
- setting and packing up for raku and pit firings; and
- distributing promotional material for exhibitions (flyers and via social media).

In addition to a chosen membership, a member may also decide to take on a management role. In doing so, she/he is enabling CCPS to function, as well as provide members with ongoing services and facilities.

## **MEMBER NOTIFICATIONS**

Members receive regular notifications via email. This is the main communication method, and the means by which members are informed of management decisions, events and general news. Keeping up to date with what's happening at CCPS will ensure members do not miss out on opportunities or important events.

## **MEMBERSHIP APPLICATIONS & HELLO CLUB**

After submitting a membership application, it will be sent to the Management Committee for approval. If approved, you will receive a notification via email containing your login details. The Membership Officer will then be in touch with you to organise your induction. On approval of your membership, you will have immediate access to your Hello Club CCPS Member account.

A Hello Club CCPS Member account provides members with the ability to:

- manage their account at any time;
- amend and update personal details;
- choose and pay membership;
- keep up to date with the calendar;
- book and pay for courses, events and workshops;
- add credit to their account;
- pay firing fees;
- communicate easily with the Management Committee and Sub Committee Managers; and
- access help when they need it.

Membership payments are facilitated through Hello Club via Stripe, a reputable online processing company similar to PayPal. If you are unable to pay online please take responsibility for your payment and deposit it into the following CommBank account with reference details.

Central Coast Potters Society Inc.      BSB: 062-653      Account No: 0090-0224  
Reference your payment with 'Your Name' and what the payment is for.  
For example: 'Membership' or 'Firing'

If depositing a cheque please make it payable to 'Central Coast Potters Society Inc'.

With the introduction of Hello Club, CCPS will no longer accept cash or cheque payments directly from members.

## **MEMBERSHIP TYPES**

Two membership types are available - Social Membership and Workshop Membership. The main difference being use of the workshop and the workshop facilities, including firing allocations. See the table below outlining each membership.

Throughout the year, social events are held at CCPS. This is an opportunity for long-standing and new Social and Workshop Members to meet, mingle, enjoy a cup of tea and some nibbles, get to know each other and ask questions.

### **CCPS SOCIAL MEMBERSHIP**

12-month membership is from 01 October to 30 September the following year. Fee = \$60.

Six-month membership is from 01 April to 30 September the same year. Fee = \$40.

A Social Member requires only an interest in clay.

An interest may include collecting ceramics or organising exhibitions. It may also include a home studio practice.

A Social Membership includes:

- a full induction of CCPS processes and facilities;
- use of the CCPS kilns to specifically fire work for the annual raku and pit firings;
- participation in member-only social events and activities - paid and unpaid;
- access to a comprehensive library;
- specialist course and workshop discounts;
- exhibition & sales opportunities;
- a self-managed account via the Hello Club CCPS Member Portal; and
- regular member-only notifications.

CCPS is a member-run organisation and as such, requires input from all members to continue to offer a full range of facilities, events and activities. Being a Social Member requires a commitment to assist in the promotion and care of CCPS. Annual Open Days and working bees provide members with the opportunity to get to know each other, as well as all aspects of the Workshop.

Restrictions

- Access to workshop equipment and facilities is only available when partaking in a CCPS event.
- Limited bisque firing at the member rate, for CCPS pit and raku events only.
- CCPS is not a firing service. Firing excessive quantities of work is not permitted.

## **CCPS WORKSHOP MEMBERSHIP**

12-month membership is from 01 October to 30 September the following year. Fee = \$150.

Six-month membership is from 01 April to 30 September the same year. Fee = \$100.

A Workshop Member must have previous experience with clay, be able to work independently and be open to sharing knowledge.

Previous experience may include several terms of CCPS courses, previous or current study in the area of ceramics, or independent or employed studio experience.

A Workshop Membership includes:

- a full induction of CCPS processes and facilities;
- use of the CCPS kilns to specifically fire work for the annual raku and pit firings;
- participation in member-only social events and activities - paid and unpaid;
- access to a comprehensive library;
- specialist course and workshop discounts;
- exhibition & sales opportunities;
- a self-managed account via the Hello Club CCPS Member Portal;
- regular member-only notifications;
- nominating for positions and voting at the Annual General Meeting;
- weekly access to the CCPS workshop, equipment and facilities by attending Drop In Days (see calendar for details); and
- use of the CCPS electric kilns to fire work at the member rate (annual restrictions apply).



## Conditions

CCPS is a member-run organisation and as such, requires input from all members to continue to offer a full range of facilities, events and activities. Being a Workshop Member requires a commitment to assist in the regular cleaning and ongoing maintenance of the CCPS Workshop. A roster system of teams provides members with the opportunity to get to know each other, as well as all aspects of the Workshop - where tools are, how different equipment and facilities work, and the processes that exist to make everything function.

## Restrictions

- CCPS is not a firing service. Firing excessive quantities of work is not permitted.
- Exceeding the Workshop Member firing allowance incurs additional charges. A member receives notification once her/his 12-month firing quota is reached. Should she/he wish to continue to fire work, the non-member charge rate applies.

## **CCPS FOUNDING MEMBERSHIP**

A Founding Membership is held by those who founded the Central Coast Potters Society in 1968. This is an ongoing membership without charge. It does not expire.

## **CCPS LIFE MEMBERSHIP**

A Life Membership is granted to a CCPS member who has been a member for at least 25 years and served 10 consecutive years on the Management Committee. This is an ongoing membership without charge. It does not expire.

CCPS is a member-run organisation and as such, requires input from all members to continue to offer a full range of facilities, events and activities. Being a Founding Member or Life Member requires a commitment to assist in the promotion and care of CCPS. Annual Open Days and working bees provide members with the opportunity to get to know each other, as well as all aspects of the Workshop.

A Founding Membership and Life Membership include:

- use of the CCPS kilns to specifically fire work for the annual raku and pit firings;
- participation in member-only social events and activities - paid and unpaid;
- access to a comprehensive library;
- specialist course and workshop discounts;
- exhibition & sales opportunities;
- a self-managed account via the Hello Club CCPS Member Portal;
- regular member-only notifications;
- nominating for positions and voting at the Annual General Meeting;
- weekly access to the CCPS workshop, equipment and facilities by attending Drop In Days (see calendar for details); and
- use of the CCPS electric kilns to fire work at the member rate (annual restrictions apply).

The Founding Membership and Life Membership equate to Workshop Memberships, without charge of a membership fee.

## Restrictions

- Events and activities requiring a fee must be paid.
- Kiln firing fees must be paid.

CCPS MEMBERSHIP INCLUSIONS	MEMBERSHIP	
	SOCIAL	WORKSHOP
12 months membership fee (01 October to 30 September)	\$60	\$175
Full induction of CCPS processes and facilities	✓	✓
Hello Club CCPS Member account	✓	✓
Regular member notifications via email	✓	✓
Monthly members' meetings	✓	✓
Early notification and member discount for workshops	✓	✓
Participation in exhibitions, raku and pit firings, social events and workshop demonstrations	✓	✓
Library access and borrowing	✓	✓
Voting at the AGM	✓	✓
Nomination for CCPS management positions	✓	✓
Use of CCPS workshop	✓	✓
Use of workshop facilities and materials: slab roller, pottery wheels, tools, extruders, oxides, slips, glazes and kilns.	x	✓
Firing - member bisque firing for the pit or raku firings at member firing rate	✓	x
Firing - annual allocation at member firing rate	x	✓

## WORKSHOP INFORMATION

The CCPS workshop is an amazing facility available to members and students throughout the year. Aside from courses, workshops and social events, there are also Drop In Days for Workshop Members where creativity can flourish, skills can be shared and social connections established and maintained.

## WORK HEALTH AND SAFETY

Adherence to the CCPS Work Health and Safety (WHS) guidelines is essential for member, student and visitor health. See the WHS guidelines above.

## **LIBRARY**

The well-resourced library is open during Drop In Days, and our librarian is usually in attendance on Tuesdays. A wide range of books, magazines and DVDs on pottery and other crafts may be borrowed for a monthly charge of 50 cents per item. Details of the borrowed items must be recorded in the Borrowing Book located in the library, and returns placed in the basket.

## **CERAMIC WORKS ON DISPLAY**

Ceramic items on display form the CCPS ceramics collections - a combination of demonstration pieces, donated and purchased works as well as acquisitive prizes. Be inspired by the variety of forms, surface decoration and firings. Overseen by our Collections Curator, the display changes throughout the year.

## **CLAY**

Only stoneware or porcelain clays may be used and fired in the workshop. Earthenware clay is not permitted due to the risk of clay melts. Members are responsible for the cost of replacing kiln shelves if damage is caused by incorrect clay use or glaze runs.

## **GLAZES**

The use of CCPS glazes is included in the glaze firing cost. Members' personal glazes must be tested and approved by the Kiln Officer before being used in any CCPS kiln.

## **EQUIPMENT & FACILITIES**

A range of workshop equipment is available for use, as part of the Workshop Membership. Seek guidance from an experienced member before using unfamiliar equipment. All equipment must be cleaned and put back in place after use.

- electric pottery wheels
- slab roller (clay cannot be more than 2cm thick)
- coil extruders (all dies to be accounted for after use)
- plaster moulds
- tools, batts and boards

## **ELECTRIC KILNS & MEMBER FIRING ALLOCATIONS**

All member firings are subsidised by the unpaid volunteer work of the Kiln Officer and Kiln Assistants. Firings must be booked and paid for through the Kiln Officer.

Social Members are only entitled to bisque fire work intended for the CCPS pit and raku firings, at the subsidised membership rate.

Workshop Members have a set firing allocation to the subsidised value of \$160 per CCPS financial year (October to September). Once this limit is exceeded, the non-member rates apply.

## WORKSHOP MEMBER FIRING ALLOCATION

- Firings to the total subsidised value of \$160 within a CCPS calendar year.
- Firing calculations are based on a 40cm x 40cm x 40cm volume and priced according to the size of the work to be fired, with a minimum charge of \$2.50.
- Workshop members will be notified in writing when their annual firing allocation is reached.
- Firings in excess of the annual firing allocation will be charged at the non-member rate, which is double the subsidised member rate.
- Members are notified of their firing fees via payment envelopes, provided by the Kiln Officer.
- Firing fees must be paid at the time of collection of work.
- Payment is to be left in the envelope provided and placed in the Kiln Payment Box in the Kiln Room.
- Payment can also be made via a member's Hello Club CCPS account.
- During term time, course work takes precedence. Please plan ahead, consult the firing deadlines schedule, and allow at least one month for work to be ready for collection.
- An application may be submitted in writing to the Kiln Officer for special firings; additional charges may apply.

## WORKSHOP MEMBER DROP IN DAYS

Drop In Days are dedicated times for Workshop Members to work independently at CCPS, at their leisure.

A key-holder member must be present to unlock and lock the building before and after Drop-In times.

Drop In Days/times may vary, please check the CCPS noticeboard and notifications for updates.

At times, the Management Committee may schedule a member event during a Drop-In time. CCPS business takes precedence over member Drop-In times.

<b>ACTIVITY</b>	<b>MONDAYS</b>	<b>TUESDAYS</b>	<b>WEDNESDAYS</b>	<b>SATURDAYS</b> (1st Saturday of the month during Mah-Jong)
Independent member work	10:00am - 2:00pm	10:00am - 1:00pm	6:00pm - 9:00pm (booking essential)	2:00pm - 5:00pm (quiet work only)
Monthly Members' Meeting		1:00pm - 3:00pm		

For further details and copies of the documents containing the above information, refer to the CCPS website membership page - <https://www.ccpotters.org/membership>