



Northumbrian Woodturners Association

Handbook

Northumbrian Woodturners Association aims to encourage, develop and support an interest in woodturning and to pass on the skills of turning by means of demonstrations, coaching and other Association activities which allow the sharing of experience and expertise.

The club meets on the second Friday of each month at the Briardale House, Blyth. New members of all abilities and ages are welcome.

www.Northumbrianwoodturners.com

Also find us on Facebook

<https://www.facebook.com/Northumbrianwoodturners/>

Members Group:

<https://www.facebook.com/groups/395632180834967/>

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Welcome

It is our pleasure to welcome you to the Northumbrian Woodturners Association, one of the best woodturning clubs in the north of England. We are an active club with more than 80 members who aim to learn, share skills and knowledge and support each other in our woodturning endeavours. Everyone is welcome at the club whether you are a complete beginner or professional turner; there is room for everyone.

The Committee tries to organise a varied programme throughout the year to cater for all standards of woodturner. We hope there is something for everyone, whether it is sitting back to watch others demonstrate their skills or becoming actively involved by entering competitions and helping out on club nights. The club has a very friendly atmosphere and there is always someone available to answer questions or discuss your woodturning traumas and triumphs!

This handbook has been put together to provide basic information about the clubs' activities. It is organised as an A-Z list with appendices. We hope it is a useful resource for new and existing members. We try to keep the information up to date but please tell us if there are things that need updating or adding to the handbook.

We hope you enjoy being a member of the Northumbrian Woodturners Association.

Monthly meetings are held at the Briardale centre in Blyth every 2nd Friday at 7.00pm. At least one Committee member is available from 6.30pm.

Brief History of NWA

Northumbrian Woodturners Association was formed in 1991 by a group of 14 Woodturners who individually were all woodturning and would bump into each other at *Keenlysides DIY* of Bedlington when buying supplies for their woodturning.

They realised there was a need for a club so they could share their common interest, encourage others to take up the craft and pass on knowledge by means of demonstrations at club meetings. They had a meeting in June 1991 to agree the format of the new club. The first monthly meeting of members was held at Keenlysides' Bedlington premises on 6th September 1991, It was chaired by Mr Alf Duncan and it was decided that all members would be invited to turn a table lamp and a competition would be held the following month to judge them.

The club owes thanks to the late Mr Morris Muter the owner of *Keenlysides DIY* for allowing the club to meet at *Keenlysides* free of charge in the early days as well as much other assistance he gave that helped get the club off the ground.

A –Z Club Guide

Annual General Meeting

The Annual General Meeting will be held at the June meeting. Members will receive notice of business by post or email in time to meet the deadlines stated in the Constitution for nominations for officers and to register any other business.

Auctions

The club runs auctions, usually annually, for tools and equipment useful to woodturners. Proceeds go towards the running of the club. Whilst most of the tools and equipment are donated, the Committee will consider the sale of usually more expensive items where part of the sale price goes to the member selling. Members should discuss with the Committee well in advance of the auction if they have items that fall into this category.

Briardale House

Club meetings are held at the Briardale House, Briardale Road, Blyth, NE24 5AN

Telephone number; 01670 359135

The Centre has level access and accessible toilets near the hall that the club uses.

In the event of a fire alarm there is an emergency exit at the back of the hall in addition to the main entry / exit of the building, members should note where fire exits are and the location of the meeting point outside the building

Christmas Sale

The club is lucky enough to hold a Christmas Sale at a local garden centre which usually runs over a weekend in early December. The club needs good quality turnings which are suitable for sale at a craft fair for this event and there is a competition usually in November to encourage members to submit items to the sale. Funds raised at the sale go a long way in supporting the running of the club, in particular funding external demonstrators.

The success of the Christmas Sale is dependent on all members contributing items, so if everyone makes a few items during the year to donate to the club then the sale will continue to be a success.

Club competitions

Annual competition

An annual competition is run by the club where members are encouraged to bring in their best and latest work to be judged by their woodturning peers. The competition has two categories, an open section for all members and the Morris Muter Trophy section open to members who have less than five years turning experience. The club trusts members to classify themselves in the appropriate category for this competition.

Bi monthly Challenge

The club runs a bimonthly competition that operates on league basis. A specific theme is identified for these competitions and either one of the members or the demonstrator on the night is asked to judge the competition. There are three categories, novice, intermediate and open, with points awarded for positions in each category. The points are added after every competition and a league table drawn up. Small prizes are awarded at the end of the year for this competition. (see appendix 3)

Club nights

The club night starts at 7.00pm and finishes at around 9.30pm. Setting up and clearing away take some time and organisation so members are asked to help in any way they can to ensure the room is left tidy and equipment stored away safely and carefully.

Club nights usually break for tea / coffee at approximately 8.15pm. A raffle is held at each meeting for prizes usually associated with woodturning, wood blanks, small tools etc.

The Briardale centre is open from 6.30pm on club nights and members are welcome to come in at this time for a general social get together before the meeting starts at 7.00. A Committee member is usually available at 6.30pm.

The Committee tries to plan a varied programme for the year with demonstrations from club members, external demonstrators and professional woodturners. There are also some hands-on activities and a wood sale takes place usually in April and October. The club arranges a number of Saturday demonstration days with invited turners. Entry is free.

Club outings

The club arranges an annual outing to the North of England Woodworking show, Harrogate each November. A coach is booked and tickets are supplied to members wishing to attend. There is a charge for this trip to cover the coach and the ticket prices.

Committee

The Committee structure is governed by the club constitution. The Committee is elected annually from the members of the club. The workload of the Committee is distributed as evenly as possible to ensure the club runs for the benefits of its members. Members are encouraged to contribute to the club by putting themselves forward as Committee members at the annual general meeting usually held in June.

Committee meetings

Meetings are called by the chairman and usually occur every two months. Minutes of meetings are currently made available to members on the notice board.

Constitution

Members should be given access to a copy of the constitution on joining the club, a copy is available at club meetings, on the website and in Appendix 2 of this handbook

Critiques

Part of the aim of the club is to encourage sharing of experience and expertise. Critique of work is a key part of that process. Members should seek opinions of their work and should offer critique of others' work whatever their standard or experience of turning. Constructive feedback should be given in the spirit of encouragement, development and support in line with the club aim. The club has a very friendly atmosphere in which everyone can usually find someone who can answer queries and offer

support and advice. Promoting the development of woodturning and passing on skills and knowledge are a key part of the function of the club.

Demonstration days

There will usually be at least 4 demonstration days per year, held on Saturdays. Experienced and professional turners are booked for these full days and we try to ensure a variety of styles and techniques are included in the programme. Demonstrators are allowed to sell their own supplies and tools at their demonstrations. Currently demonstration days run from 10.00am until 4.00pm and include 4 x 1 hour 10 minute time slots so demonstrators can show the variety of their work.

Demonstrating for the club

Within the annual programme the club tries to encourage its own members to demonstrate their skills and pass on their own experience and knowledge to others on the Friday club nights. Members should consider offering to demonstrate for the club and we can usually accommodate anything from a short twenty minute slot to a full evening. It is amazing how much your own turning can benefit from demonstrating your skill to others!

Members who demonstrate on club nights are covered by the club insurance, details can be made available if you are thinking about demonstrating.

Equipment

The club owns three lathes, a Nova DVR, used of most demonstrations, as well as a small Record lathe and Jet mini lathe which are used mainly for teaching and open/ hands on days. The club also has various small equipment including bench top grinders.

A video camera and TV system is used during demonstrations to help members see the details of the demonstrations being done

Health and Safety

It is the responsibility of members to ensure the safety of themselves and others whilst attending the club meetings and activities and to be familiar with the club Health and Safety policy document (Appendix 4). Please bring to the attention of the Committee if you see something that might lead to someone being injured. A first aid kit is available in the room at all meetings

and there is a co-opted health and safety officer. The club also has third party liability insurance to cover its activities.

Insurance

The club has an insurance to cover public liability and the cost of all our equipment. This is through a specialist company dealing in craft insurance and includes public liability cover for members demonstrating on behalf of the club. Members are reminded however that the club policy does not provide cover for them undertaking other woodturning activities either in their own workshops or public venues such as craft fairs etc.

Library

A selection of woodturning related books and DVDs are available for loan to members on a monthly basis free of charge. Each member receives two tickets and items can be taken out on production of your library ticket. The librarian keeps a record of all loans. Members are invited to suggest titles to the librarian if they are not available as the club tries to keep the library stock up to date.

The library works on trust, there are no fines levied for late returns and the log of who has borrowed what is usually sufficient to trace our stock. Please return items after the month loan so that all members have the opportunity to access all the books and DVDs. (see appendix 1 for Library rules)

Membership

Any adult can join the club. There is no joining fee but a subscription set at a figure agreed by the Committee is payable annually. Junior members (under 18) are welcome to join the club with signed consent of their parent / guardian. A parent or guardian is required to be present with junior members at all club functions. If the parent / guardian is not a woodturner they may be admitted to club nights as a visitor without being a member. There are no subscriptions for junior members.

Members database

Once all members have paid their subs for the year the Committee sets up a data base of contact details for all members. This helps members stay in

touch however if you do not wish to be on this list please ask for your details to be removed. An e mail distribution list is also produced at this time and is used for general communication about club activities.

No information will ever be passed to a third party without seeking the individual permission of a member. Should any member wish to see the information stored about them, he or she should contact the Committee member who holds the database who will send a copy of their page of data or arrange for the database to be available for viewing at the following meeting.

The Association's database holds names, contact details (email, phone number and address) and whether or not subscriptions have been paid. No other personal data is held. The Association is not required to register this database under the Data Protection act (2018). See [Data protection Policy](#). A previous member's data are erased when they leave the Association.

Name badges

On joining the club members will be issued with a name badge. Unfortunately many people forget to bring or wear their badge. The name badge has a health and safety purpose to enable everyone to be identified in case of emergency. They also allow everyone to get to know each other and identify Committee members, all very useful for new members not to mention those of us with failing memories!

Name badge draw

To encourage members to wear their name badges there is a name badge draw associated with the raffle at every meeting. The prize for the last ticket drawn in the raffle can only be claimed if the person owning the ticket is wearing their name badge.

Officers

Officers of the Committee are elected at the AGM which is normally held in June. The current Committee and their roles are:-

President	David Lishman	07720458909
Chairman	Stan Oakey	07816371694
Secretary	Ian Elliott	07788269291
Assistant Secretary / Education officer	Chris Tait	07986903494
Treasurer	David Smith	01670712659
Assistant Chairman / Photographer / Webmaster	Walter Hall	07777605415
Librarian	Helen Bailey	07823 441911
Officer	Kevin Purdy	07905 215159
Officer		

Photography

The NWA has a photobooth and a Photographer. Members are encouraged to bring their own work for photographs which can then be displayed on the NWA website. Copyright will rest with the maker and not the NWA.. The club allows photographs to be taken at demonstration events and meetings. Members are advised to seek permission of the demonstrator if they want to take photographs, most will say yes. It is also essential to seek permission from demonstrators if you would like to video a section of their demonstration, please do not be surprised if they say no to being videoed. Some demonstrators make professional videos of their work and techniques where they have control of what becomes publicly available. Videos made by someone in the audience can appear on social media and may not do credit to the turner!

Policy on sales at club nights

Selling of items at meetings is not permitted when the club has an external tradesman or demonstrator attending.

Goods that are sold on behalf of others fall into two categories

1. Advertisement –on the NWA website ,posted on the notice board or through email lists with contact details at no cost to the seller.
2. Club actively selling – for example through auctions. The club will take 10% of the sale price of the goods, a letter will be produced before the sale to ensure all parties understand the process involved.

Raffle

A raffle runs at most of the meetings the club holds. Please support the raffle as funds raised help cover the cost of the hire of the hall and helps to keep the annual subscriptions down.

Refreshments on club nights

Tea, coffee and biscuits are usually available at the interval on Friday and Saturday meetings for a small charge of 50p per cup. This is largely self service and based on trust.

Subscriptions

The club annual subscription is set annually at a figure agreed by the Committee and payable to the treasurer at the Annual General Meeting in June. Failure to pay the subscription by the meeting in September will result in suspension of membership. Such members will have to reapply for membership. A half year subscription is available to members who join between January and June.

For this fee members gain access to a wealth of knowledge and skill about woodturning at 12 monthly meetings with access to library resources and networking with other woodturners. In addition at least 4 free demonstration days given by experienced and in some cases internationally recognised professional woodturners. Tuition mornings are held on several Saturday mornings for Novice and Intermediate turners. A charge of £10 is made for tuition.

Suggestion Box

A suggestion box is usually positioned at the signing-in table on club nights so members can provide feedback and ideas on improving the club as and when you think of them. All suggestions are reviewed by a Committee member at the end of each meeting and issues will be discussed at subsequent Committee meetings.

Tool loan

The club does not currently hold a bank of tools for members to borrow, however there may be someone in the club willing to share or demonstrate the use of a particular turning tool. You only need to ask and there is usually some advice available.

Web site / facebook

The club website is www.northumbrianwoodturners.com which contains general information about the club, the Current Programme of meetings, a Gallery of photographs of members' work and competition entries, items for sale / wanted, links to useful sites and suppliers. We are pleased to receive comments and suggestions on how to improve the website. If you know of a good website that would be of use to club members we are happy to create links on the webpages.

The club has a facebook page and a closed group for which members can register.

Appendix 1 - Library rules

- 1 Each member will be given two library tickets, these can be used to book out items from the library for a period of one month. If you are unable to attend the next meeting please try to get another member to return the items for you.
- 2 Items can only be booked **in** at the beginning of each meeting.
- 3 Items can only be booked **out** at the interval of each meeting.
- 4 Items can only be booked in at Saturday demonstrations there will be no opportunity to withdraw on Saturdays.
- 5 All items must be booked in and out by the librarian; members should not book items in or out themselves.
- 6 Please place your name on the waiting list if you wish to take out a specific item. The librarian will then let you know when your turn comes.

Current Librarian: Helen Bailey

Appendix 2 – Constitution (amended June 2017)

NORTHUMBRIAN WOODTURNERS ASSOCIATION

1. AIMS

The Aims of our Association shall be:

1.1 To encourage, develop and support an interest in woodturning and to pass on the skills of turning by means of demonstrations, coaching and other Association activities which allow the sharing of experience and expertise.

2. POWERS

In order to achieve its aims the Association has the power to:

2.1 Co-operate with other organisations and to exchange information and advice with them.

2.2 Raise funds by any lawful means other than by permanent trading.

2.3 Accept gifts either for a specific purpose connected with the Aims of the Association or for the general good of the Association.

2.4 Do anything within the law that is necessary in carrying out the aims of the Association.

3. MEMBERSHIP

3.1 Membership is open to anyone living in the area of benefit who wishes to support the Aims of the Association.

3.2 All members, other than juniors, shall pay the Annual Subscription which has been set for the year in question at the Annual General Meeting.

3.3 Any subscriptions set will be at a level that does not deter membership.

3.4 Subscriptions shall fall due annually at the June meeting and shall be paid in full within three months. Members who have not paid their subscriptions by or at the September meeting shall have their membership suspended.

3.5 New members joining in January or later shall pay 50% of the annual subscription. This shall not apply to re-joining or lapsed members who shall pay the subscription in full.

3.6 Every member has one vote at General Meetings.

3.7 The Committee shall have the right to terminate the membership of any member for good and sufficient reason, that member shall however have the right to put their case to the Committee before a decision is made.

3.8 The Committee must at all times keep a full list of members.

4. COMMITTEE

4.1 The Officials of the Association shall be elected from the full members of the Association and shall comprise:

1. President
2. Chairman
3. Secretary
4. Treasurer
5. Librarian

6. Assistant Secretary
7. Assistant Chairman
8. Officer
9. Officer

4.2 The Committee shall be collectively responsible for running the affairs of the Association for the benefit of the members in accordance with the Constitution.

4.3 For a Committee Meeting a quorum shall consist of five Committee Members.

4.4 The Chairman shall have a casting vote.

5. ANNUAL GENERAL MEETING

5.1 There shall be an Annual General Meeting of the Association each year in June, or as soon as practical thereafter. At least 10 clear days notice must be given, such notice to specify the proposed business.

5.2 The business shall include the approval of an Annual Report covering the activities and finances of the Association, the election of Committee Members and such other business the members may decide.

5.3 Annual subscriptions shall be set at the AGM and shall be due on the date of the AGM. Members shall be allowed three months to pay subscriptions, if they fail to do so their name and details shall be removed from the Association's active membership database.

6. ELECTION OF THE COMMITTEE

6.1 Election of the Officials shall take place at the Annual General Meeting.

6.2 Each post shall be subject to a member being proposed for that post by a fellow member and being seconded by another member.

6.3 A closed ballot shall then be taken by the membership of those members nominated for each post. The members with the most votes shall then be elected.

6.4 No person nominated or seconded by a member and then voted into office shall be allowed to nominate or second another person for office.

6.5 If any Member of the Committee is unable to attend Meetings due to long term illness or other ongoing causes then an extra Officer shall be elected to take their place.

6.6 If any Members of the Committee hold more than one post then an extra Officer shall be elected to make up the number of Committee Members to the full compliment of nine.

7. TERM OF OFFICE

7.1 All Officials shall hold office for one year.

7.2 Any person may hold office for further terms if re-elected at the Annual General Meeting through the prescribed procedure.

8. ACCOUNTABILITY OF FINANCES

8.1 All expenditure shall be controlled by the Committee.

8.2 Accounts shall be kept by the Treasurer who shall bring them to every Committee Meeting and make a financial statement to the members present.

8.3 All payments made by the Association shall be authorised by two of the following:- Chairman, Treasurer and Secretary.

8.4 The Association Accounts shall be made available at the Annual General Meeting, when the Treasurer shall present a report to the members detailing the financial state of the Association.

9. COMMITTEE MEETINGS

9.1 Committee Meetings shall be called by the Chairman through the Secretary and held as felt necessary for the involvement of the Committee in the running of the Association.

10. MINUTES OF COMMITTEE MEETINGS

10.1 A written record of the business conducted at all Committee Meetings shall be kept and be available to any paid up member giving reasonable notice.

11. CREATION OF SUB COMMITTEES

11.1 The Committee may appoint a Sub Committee, responsible to and to report via the Committee, to progress a specific issue/project if this is deemed necessary. At least one Committee Member shall be a member of the Sub Committee.

12. BALLOTING OF MEMBERS

12.1 The Committee may, from time to time decide that an issue warrants a decision by the whole membership, and conduct a ballot, either open or closed, to determine a course of action.

13. INSURANCE

13.1 The Committee shall maintain adequate Insurance on behalf of the Association to indemnify individual members and third parties in the event of injury caused through official activities of the Association or through the theft of Association property.

14. ASSOCIATION MEETINGS

14.1 Meetings shall be held on a monthly basis at a venue and a time proposed at the Annual General Meeting.

14.2 No smoking is allowed at any event, or at any meeting, of the Association or Committee.

15. PROGRAMME OF EVENTS

15.1 A Programme of Events shall be prepared for ratification at the Annual General Meeting in June, for distribution to the membership on payment of the next year's subscription.

16. AMENDMENTS AND DISSOLUTION OF THE ASSOCIATION

16.1 Any decision to amend the Constitution or to dissolve the Association shall be taken by a General Meeting. At least 10 clear

days notice must be given, such notice to specify the proposals which are to be discussed.

16.2 If a General Meeting decides to dissolve the Association, any assets which remain after all liabilities have been met shall be used for charitable purposes within or close to the area of benefit as agreed at the General Meeting.

This amended version of the Association Constitution was accepted by the members at Annual General Meeting on 9th June 2017.

Signed _____

Date _____

Chairman

Signed _____

Date _____

Secretary

Appendix 3 – Bi monthly competition rules

Northumbrian Woodturners Association

Challenge competition rules

January 2014 (updated March 2015)

Introduction

The Challenge is a bi monthly competition open to all club members and is based on a particular turning theme set. The aim is to encourage members to try new techniques and turn items outside their normal range, to improve their versatility and skill as turners.

Items submitted for the challenge will be judged by one the club members and points awarded which go towards an annual league table. The judge will discuss some of the items and hopefully all members learn from the experience.

The following rules will apply to the presidents challenge competition and as this is new activity may be modified at any time at the discretion of the Committee.

Rules

1. The competition is open to all members of NWA.
2. All entries must be the original work of the member.
3. No entry may be submitted twice either later in that year or in a subsequent year.
4. The membership is organised into three standards, Novice, Intermediate and Open, In the first year of the competition members will decide which group they are in (for guidance a novice is normally someone with less than five years turning experience)
5. Novice Turners may elect to compete in the intermediate or open category at any time-but points already accrued in the current year will be surrendered.

6. Any signature or personal identification on entries should be covered if possible prior to judging.
7. The competition year will start in September
8. The number of competitions will be determined by the Competition Secretary and the Committee though the intention is to hold the challenge every two months
9. Entries must be presented to the Competition Secretary at the published start time of the meeting - typically 7:00pm.
10. The Competition Secretary and or Judges will ensure that entries meet competition rules and subject criteria.
11. Volunteers will be sought from Club Members to act as Judges. They will adjudicate singly or jointly in the events to which they are appointed. They may not participate in a competition in which they are judging. They will however receive an average of their marks gained in other competitions during that year to compensate them.
12. Entries will be judged and awarded first, second, third, fourth or fifth places
13. Competition points will be allocated 10 for first, 9 for second, down to 6 for fifth place. All other entries will automatically receive 4 points.
14. A running total of the number of points each member has accumulated will be placed on the notice board every month showing their progression.
15. If, in the opinion of the Competition Secretary or Judge(s) the standard of a new member's entry is significantly different from the section in which they are entered, a panel of 3 will decide which section they should be entered into. The panel will consist of the Competition Secretary and two other Committee members.

16. If a member misses a month's challenge they may bring the item to the following meeting and they will be awarded four points if the item meets the challenge criteria in the opinion of the competition secretary or Judge(s)

17. At the end of the year there will be prizes for the novice, intermediate and open categories.

18. Progress from the Novice to Intermediate and Intermediate to Open will be made at the end of the current year. The member with the most points in each category will be moved into the next category.

Updated March 2015

Appendix 4 - Health and Safety Policy

Aim: To safeguard members of the Association, when attending meetings of the Association.

Principle: Collective responsibility:

Safety is the responsibility of all those taking part in any Association activities. The Association will rely on the co-operation of all attendees and expect them to be aware of Health and safety of both themselves and others.

Commitment by the Association: The Association will endeavour to ensure that all equipment is maintained in a safe condition or quarantined against use if not serviceable.

Use of the Association's equipment by members: The Health and safety implications of equipment on loan or taken away by any member shall be that of the member's responsibility.

Use of Association equipment during meetings: The precepts of the NWA Safe Working Practice document must be followed (link). Risk assessment shall be carried out at all meetings of the NWA (link)

Dress: It is the personal responsibility of attendees at meetings to ensure that they are properly dressed. Hair, jewellery and loose clothing must be made safe before starting any activity. The precepts of the NWA Safe Working Practice document must be followed (link).

First Aid Kit / Accident book: A first aid kit and eyewash station are held with one of the open wall cupboards. All accidents must be recorded in the Association's accident report book, which is kept in a wall cupboard along with a copy of this document.

Northumbrian Association of Woodturners 2018.

Appendix 5 - Useful Names & Supporters of the Club

Name	Contact	Phone	Email / Website
Alpaca G&S Timber	Garry Stevenson	01768891445	info@toolsandtimber.co.uk
Ashley Iles Tools		01790 763372	sales@ashleyiles.co.uk
Axminster North Shields	Mark Bloomfield	0800 9751905	
David Biven, Machinery and tool sales			dbivenmachinerysales@tiscali.co.uk
Briardale Centre	Graham or Gordon	01670359135	
Baker mark	Mark Baker	01273 402833	Markb@thegmcgroup.com
Henry Taylor or Hamlet Tools		+44 (0)114 232 1338	sales@henrytaylor.com
Hexhamshire Hardwoods	Richard Ferguson	01434 673 528	
Martin Pidgen		07497 700814, 07850 782707, 01472 873342	mpidgen@aol.com
Record Power		01246571020	stuartp@recordpower.co.uk
Snainton Woodworking		01723859545	snaintonwoodworking@btconnect.com
Robert Sorby		01142250700	rwalton@robert-sorby.co.uk

The Turners Workshop	Vince Coates	07870587615 01302 744344	mail@theturnersworkshop.co.uk
ToolPost	Peter Helmsley	01235810658	cleanmail@toolpost.co.uk
Woodwork Tools (Crown)		01142612300	info@crownhandtools.ltd.uk