

# Bendigo Gem Club Inc

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## Policy - Procedures and Behaviour at the Club

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## **Policy - Procedures and Behaviour at the Club**

### **1. Introduction**

This Policy, which the Committee can update when necessary, replaces the former Club Regulations and Ethics document. The replacement of the Regulations was approved by Members at the 18 February 2021 Annual General Meeting.

### **2. Code of Conduct**

All Members must comply with the Code of Conduct.

### **3. New Members**

- All new members will be provided with a General Safety Overview to each area of the Club, even if they only intend working in one area.
- All new members must be closely supervised until the person has demonstrated they understand the principles and hazards of the task.
- Respect the rights, dignity and worth of every person regardless of their age, gender or ability.
- A new member who is already a member of a VGCA affiliated club is not required to pay a joining fee.

### **4. Exhibition**

- a) All adult members are expected to assist with the organisation and running of our annual Exhibition.
- b) Jewellery Raffle Prizes made by members may be reimbursed or silver material supplied providing they are newly handmade and an example to potential members about what can be done at the club.

### **5. Families and Young Members**

- Parent/guardian must supervise the behavior of their children on Club property, field trips and at the Exhibition.
- Parent/guardian should be encouraged to take an active interest in the Club and their children's work.
- At least two adults must be present at all times when children are present (eg Parent/guardian and Instructor).

### **6. Provisional Members**

Having completed an application form and paid membership fees, Provisional Members may use the Club equipment under the supervision of an experience member or duty officer after:

- being provided with, and having the Safety Brochure explained to them by a duty office or instructor; and
- paying the workshop fee; and
- signing the attendance book.

## 7. Non-Members

Non-members visiting the Clubrooms shall be required to sign the attendance book but cannot use the Club's equipment.

## 8. Accessibility

- The area in front of the shipping container is reserved for disabled parking. The area in front of the roller door will be used for disabled parking as needed.
- Grab rails have been installed near doorways in the clubrooms.

## 9. Clubrooms

- The attendance book must be signed by all members each time they attend the Clubrooms.
- Where a key to the Clubrooms, cupboards etc is required regularly to carry out their role, the member shall, on approval of the Committee, be issued the relevant key(s) and must sign the Key Register on receipt of same.
- Members with keys to the Clubrooms are only permitted to use such keys on official business or with the permission of the Committee.
- Keys must be returned if the member ceases to have need of them.

## 10. Workshops

- Workshops will be held at the times listed on the Club's webpage <https://bendigogemclub.tidyhq.com/> , Facebook and on the noticeboard.
- At least two members must be present before work can commence or continue.
- If no one attends after 20 minutes, the workshop will be cancelled.
- No member is to use the workshop equipment outside nominated workshop hours.
- Members must sign the attendance book and pay the appropriate fee when working in the workshops.
- All members are responsible for the equipment they use and cleanliness of the room in which they work and must assist with cleaning before they leave.
- Hazardous substances are used and stored at the club and caution must be taken when using them. Refer to the Safety Data Sheets (SDS) folder in the main clubroom. Approval by the President is required to bring a hazardous substance, accompanied by an SDS, into the Club.
- Personal Protective Equipment (PPE) must be used when necessary.
- Members must observe Attachment A, the 'at risk' equipment access list.

## 11. Workshop fees

- These fees are set by the Committee and displayed on the noticeboard and the Club's webpage <https://bendigogemclub.tidyhq.com/>.
- Where a Duty Officer or Trainer spends most of the session time engaged in club duty, they may choose to not pay workshop fee.
- Where special training courses or workshops are organised for members, fees will be set for each activity and Members advised of the times. Fees will be set to at least cover costs.

## 12. Shop

- Members can view the Club's online Shop at <https://bendigogemclub.tidyhq.com/>
- Silver, miscellaneous findings, casting material, solder, flux, wax, some tools and masks can be purchased via the online Shop and collected at the Club.
- Workshop sessions as well as above silver etc can also be paid for with cash at the Club.

## 13. First Aid and Health

- First Aid kits are available in the main room and silver room.
- A Defibrillator is available in the main clubroom.
- Incident and First Aid Register is also in the main clubroom.
- In the case of a Pandemic, the Club Committee and Members must follow the guidelines provided by the Victorian Government.

## 14. Library

- Members may borrow, free of charge, from the Club library for up to four weeks.
- Must sign the Library log book.
- Loss or damage to be fully compensated by the borrower.

## 15. Field Trips

- All Members attending field trips must obey any reasonable direction, order, advice, or precaution issued by the officer of the day.
- Any willful infringement of the Club's rules will result in reprimand or expulsion.
- A Miners Right is required.
- Fossicking and prospecting areas managed by Parks Victoria are clearly mapped online.
- Permission to enter must be granted by the owner, lessee, manager, caretaker or other responsible person before entering private property or other public land.
- If permission is not granted or is unavailable, under no circumstances must any Member enter the property.
- If permission is granted to enter a property, Members must obey any reasonable direction, order, advice or precaution given by the person in control of the said property.
- Gates of properties must be left as found.
- Camp sites must be left clean.
- If fires are permissible, they must be properly extinguished and cleaned up before departing.
- Stock, including domestic animals, must not be interfered with under any circumstances.
- Mechanised digging equipment, drills, fire-arms or explosives must not be used.

## **Policy - Procedures and Behaviour at the Bendigo Gem Club Inc**

- Pets are not allowed unless explicitly authorised by event organiser.
- Members must confine their searching to the surface. Entering disused mine shafts or tunnels is extremely dangerous and is not allowed.
- Hard hats, safety glasses and steel cap boots may be needed in some quarry sites.

## **16. Online Management of Club Business**

The Committee can manage the membership, financial management, correspondence, communication and operation of the club by utilising online resources.

## Attachment A – Access to ‘at risk’ equipment

This page is an attachment to the Bendigo Gem Club’s Policy on Procedures and Behaviour at the Club.

This release was authorised by the Club on 18 February 2021.

The Club owns and operates equipment that could, if misused, be dangerous. Therefore, only people the Committee is satisfied are suitably experienced are permitted to operate or supervise the operation of the following equipment.

	Details	Authorised people
Saws	Large rock cutting saws	Persons trained and approved on the training register
Oxy-Gas Torch	Risk of fire, personal injury and damage to regulators and other equipment	Persons trained and approved on the training register
Silver Casting System - Centrifuge	Molten metal, complicated processes, risk of personal injury and damage to equipment	Persons trained and approved on the training register

Other Club Members may operate the above equipment but only under the close supervision of one of the relevant ‘Authorised People’.

Club Members are reminded that ‘Authorised People’ may not be available at all workshop sessions and should discuss their needs with duty officer.

## Attachment B – Authorised Expenditure

The following table authorises the named office holders to commit Club funds to Club related matters as allowed by Clause 14 of the By-laws.

	Person	is authorised to
1	Treasurer	Pay the normal expected utility and similar bills as they arrive provided they appear reasonable.
2	Treasurer	Pay the silver bill.
3	Treasurer	Purchase routine ‘Club Supplies’ such as kitchen materials, postage, stationary and similar providing the total such expenditure between any two consecutive Committee meetings does not exceed \$250.
4	Senior Workshop Manager	Spend no more than \$1000 between any two consecutive Committee meetings on repairs and maintenance to Club equipment.
5	Committee Member	Spend no more than \$100 between any two consecutive Committee meetings on matters relating directly to the Club.
6	President	Spend no more than \$250 between two consecutive Committee meetings on matters relating directly to the Club.



## **Document History**

2023-01-29 Committee meeting, Jan 2023, Attachment A, altered rules regarding use of “At Risk” equipment to refer to a paper copy kept at the club room.

2023-04-17 Committee meeting, 2023-03-16, defined policy re reimbursement for Expo Raffle prizes. (Section 4, item b)

2023-4-17 Committee meeting, 2023-03-16, defined policy re Duty Office and Trainers paying workshop fees (Section 11, second item).

2023-07-02 Altered Senior Workshop Manager’s authorized expenditure to \$1000 (see General Business Item 9, 2023-06-07). In Section 3, New Members above, a new member who is already a member of a club does not pay joining fee (see Business Arising, Item 4, 2023-06-07).