Arrowsmith Potters Guild

# Arrowsmith Potters' Guild

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## Classes Policy and Procedures

Excerpt from Arrowsmith Potters Guild Constitution and Bylaws:

Section 2. The purposes of the Society are:

a) To promote, assist and improve the education of the public and the society in ceramic arts and ceramic art work and the education and training of ceramics artists and students;

**Coordinator**

The Class Coordinator is responsible for scheduling Guild classes in a timely manner, including arranging for instructors' schedules and occasional meetings. Advertising is arranged with the Advertising Coordinator and/or Social Media Coordinator. The Class Coordinator must also liaise with volunteers responsible for purchasing supplies (clay and tools) or supplies may be purchased by the instructor. If reimbursement by the Guild is expected, approval by the Board of Directors must be arranged prior to purchasing.

The Class Coordinator reports directly to the Board of Directors and keeps them informed of class registrations, dates of classes, instructor appointments, studio usage and layout, clay requirements and meeting results.

The Class Coordinator occasionally chairs instructor meetings for the purposes of curriculum reviews and Board information.

**Schedule**

The class schedule is prepared by the Coordinator and is posted by the Website Coordinator on the Guild website as soon as it is known. The Advertising Coordinator is informed by August 15th for Fall classes and by December 15th for Winter/Spring classes. Fall classes are usually run from Sept-Nov. Winter/Spring classes are usually run from January – May.

- Specialty classes are scheduled as requests are made when instructors and the schedule as needed.
- Adult Wheel and Hand Building classes are 8 or 6 sessions respectively, either one 2.5 or 3 hour session per week or two 2.5 or 3 hour sessions per week or as needed.
- Kids classes may be 3- 4 sessions only and 1 ½ or 2 hours per session, depending on age or as needed.

Instructors can set the minimum/maximum number of students for their sessions as long as the numbers are within the current provincial health regulations. Wheel classes are limited to 8 per the number of wheels available but can be less if instructor requests. The minimum number of students per class is set by the Board at 3.

If a class does not have sufficient registration, the class will be cancelled. Class start dates will not be 'moved along' until there are enough students as this will interfere with the start of the following scheduled sessions.

**Class Fees Cancellations and Refunds**

Class fees for sessions are due in full at the time of registration. Waitlists are not kept. First come, first served.

A full class fee refund is available if the student cancels 15 days or more before the class start date.
There may be a partial refund less a $45 administration fee if the cancellation is received 14 to 8 days prior to the class start date.

No refund is available if the cancellation is received 7 (or less) days prior to the class start date.

**Instructors**

Instructors will be drawn from the Guild membership. If no member is available to conduct a class, non-Guild members may be engaged on an occasional basis. These are not to be considered ongoing appointments. Instructors who are non-Guild Members will not be issued a key or be permitted to make sales of kits, clay or class registration, beyond the duration of their class.

All instructor appointments are not permanent positions of the Guild, but may change from time to time.

**Keys**

Keys are issued to instructors who may not have been members for three months.

A key deposit of $25 is required for all keys issued, including the instructors.

Keys are issued to instructors for the duration of their classes only and the key must be returned to the Guild at the end of each session.

There is a limit on the total number of keys and passcodes available for access to the Station outside of Shop hours. Keys are normally only issued to members in good standing that have:

- have been members of the Guild for a minimum of 3 months and
- have attended a minimum of 3 Membership meetings each year and
- that have studio experience and
- have taken a full Guild class (not a short workshop) or had a thorough orientation to the Guild Studio.

Please refer to the Key Policy for more information.

**Bonus Studio Use for Students:**

Students are able to use the Arrowsmith Potters Guild Studio when other classes are not in session to practice or finish class projects during Shop open hours for two weeks after their classes have ended **at no extra cost.** Alternatively, the access time limit may be arranged by the instructor with the Board's approval. Students are expected to follow the Studio rules and guidelines when using the Studio out of class hours.

# Instructor Policy

**Instructors:**

- are first hired from Arrowsmith Potters Guild's general membership. If there are no available members to teach a class, consideration will be made for non-members to teach. Workshop instructors may be drawn from the General Membership as well as from outside the Guild.
- of kids classes must have a current Vulnerable Sector Criminal Record Check on file with the Guild.
- must pay all applicable membership fees (studio and membership fees, firing fees, etc.) and follow the rules for Studio Membership if they use the studio and the equipment outside of their own class time.
- are paid and are considered contract workers of the Arrowsmith Potters Guild. As such, they are often the first contact a student has with the Guild. Therefore, instructors must be familiar with Guild and Studio Membership Policies and Procedures, as well as Studio, Glaze Room and Kiln Firing Procedures/Policies. Any questions that instructors have about procedures should be addressed to the Class Coordinator and/or the Board. Instructors are responsible for any implications that they may have between them and Revenue Canada. Please refer to the Revenue Canada website for information about contracting your services.
- are hired by the Board to teach classes by the recommendation of the Class Coordinator or general Guild Membership. Appointments are not to be considered permanent. This allows for any Guild Member who has expressed interest in teaching to have the opportunity.
- are responsible for arranging a substitute teacher in the event of illness, household emergency, etc.. The Class Coordinator must be immediately informed that they are arranging a substitute teacher. The substitute teacher must be a qualified pre-approved instructor (i.e. past instructor). Cancellation of the class is strongly discouraged as the studio is often fully booked for other activities and for member's use. Extension or rescheduling or postponing of the original class schedule is disruptive to member and student's studio use. Payment of the substitute teacher's fee is arranged between the teacher and their substitute and is not the Guild 's responsibility.
- are paid by the Guild at the end of the class session.
- The rate of pay is 75/25 (instructor 75% and guild 25%, April 2023) and clay/tools are not included in the class fee, but clay will be provided to beginner class students.
- may set the minimum/maximum number of students for their sessions as long as the numbers are within the current provincial health regulations.
- must provide their own tools and towels. One bag of clay (approx 22 lbs.) per 8 week class ( ½ bag per 4 week class) will be provided to the instructors for demonstration purposes.
- are issued a key to the Station for the duration of their session if they do not have one already if the class is scheduled after shop hours. There is a refundable $25 key deposit required.
- are responsible for notifying students regarding class starting dates and/or cancellation. If a session is cancelled or a refund is needed, instructors should make sure that they have the student's full mailing address and email address as well as notify the Board and treasurer to arrange for a refund.
- are responsible for arranging substitute teachers in the event of illness, household emergency, etc.. They must also inform the Class Coordinator immediately. The substitute teacher must be a qualified pre-approved instructor (i.e. past instructor). Cancellation of the class is strongly discouraged as the

studio is often fully booked for other activities and for member's use. Extension of the original class schedule is also disruptive to member's studio use. Payment of the substitute teacher's fee is arranged between the teacher and their substitute and not the Guild 's responsibility.

- are not to teach individual makeup classes beyond the scheduled hours of the session unless it is a makeup class for all students. This ensures that students get fair and equal treatment. Students who miss classes should be encouraged to use the studio privileges available as part of their class bonus.
- are encouraged to keep student projects within the limits of the clay provided for each class. Used clay can be re-wedged for future use or put into the reclaim buckets in small pieces as the student and instructor sees fit.
- must review:
  - the Studio Procedures during the first class of each session
  - safe use of the equipment that they will be using during their classes
  - the procedures in more detail as each phase of the clay process comes up
- Guild Studio Procedures can be found on the website. The password must be given to the students at the beginning of classes.
- should encourage students to recycle their own clay during classes.
- are to supervise all clean up after each class. This should be done during the last 30 minutes of each class to make sure there is time to do all the necessary jobs and leave the studio in good repair for the next user.
- must report any equipment problems (wheels, bats, etc.) immediately to the Board so that repairs can be made as soon as possible.
- must make note of needed supplies (clay, glaze, etc.) on the supplies list located above the office supplies cabinet by the damp cupboard. If they are needed in a hurry, please notify the Class Coordinator to expedite the matter. Reimbursement of material/supply costs is only done if the purchase is approved by the Class Coordinator **prior** to the purchase.
- must mark the shelving in the damp cupboards assigned for their class work and make sure that the flow of work moves on to the next space. This may mean that work has to be checked during Shop hours to see that drying is progressing properly. Although class work has priority for shelf space, the studio is shared by all Studio Members who also have work in progress. Maintaining the flow of student work will help keep spaces from becoming overcrowded and work from being damaged.
- are responsible for all firings for their students' work. If items are not finished before the end of the last session, instructors must make sure these items get completed in a timely manner and students are notified when their work can be picked up.
- must include instruction on glazing and kiln loading details such as wiping bisqued pots clean of dust and debris, waxing bottoms of pots, wiping edges, thick coatings, stirring glazes, the prohibition on double dipping dark colors into light colors, the perils of double dipping (such as thick application causing crawls or running off pots onto shelves), etc.
- must ensure all student work is clearly signed or it may not be fired and may be lost or picked up by someone else in error. It is recommended to use the student initials, first names and start date of their class. A stamp can be made using the student's initials. Work can be identified on the side or as part of the overall design if work can not be stamped on the bottom due to drying considerations. A registry of student marks and names should be kept with the class list to aid in identifying late

finished works.

- are encouraged not to start new projects in the last week of class so there is less need for additional time that may run into the next class.
- must make sure students using their studio bonus privileges know the Studio sign-in procedure. The book is located on the shelf next to the outside studio door. **Students may only use the studio for the duration of their session plus the two weeks immediately following the end of class when the Shop is open to finish their class projects.**
- need to be aware that the studio is off limits to other APG members during class time. Notice should be attached to the exterior door and removed at the end of class and well as communicated to the general membership by notifying the Board of the class schedule prior to the start of the session.

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- **Students must complete their session prior to applying for membership.**
- **Private lessons do not qualify people for membership.**