Who Are We

The Clay Stables is a member based community run pottery studio operated by Mansfield & District Potters - an Incorporated Association operating under the Rules of Association. Operating session hours are subject to change and details are published on our website www.madpotters.org.au.
Sessions are overseen by a Studio Host who is a volunteer. A Studio Host will generally have enough experience to be able to guide others and ensure everyone is observing safety & rules. However the Studio Host is not there as a teacher or cleaner. Members accessing the studio work at their own pace in a self-managed way. The Clay Stables is only available to Members who are 18 years and older.

Glazing

The Clay Stables has some midfire glazes for members to use. As the studio develops our supplies will grow, but members should purchase their own glazes, underglazes etc. Only known glazes that are identified and approved by the Studio Host will be fired.After glazing, wipe down glaze buckets and mop or sponge spills on the floor. Close bucket lids tightly and return to the glazing counter. Rinse all materials (pouring cups,bowls, brushes, stirrers, etc.) used and return to the proper storage area. Do not cross contaminate glazes; if a glaze is accidentally poured in another glaze, let an assistant/Host know.

Exhibition/Sale of Work

There is limited space for Members to sell/exhibit their work. Members can apply to have work on display in the exhibition area. Work for sale will be managed by the Studio Host through the sales system and attract a 10% commission.
Work in the 'exhibition area' is by arrangement.

Studio Etiquette

- Everyone who attends The Clay Stables must check in with the Host.
- Shoes covering the whole feet are to be worn whilst in the studio.
- No running in the studio – be aware of other people around.
- Treat the people, studio, and equipment with care and respect and kindness. Help each other out and be nice; please do not offer criticism unless it is asked for.
- Be considerate of others work, do not touch, move or bump work that does not belong to you.
- Keep conversations quiet out of respect for others for all to enjoy the space to work and concentrate.
- Use airpods/headphones to keep music/podcasts to yourself.
- Members to bring their own clean towels & aprons and take home for washing.
- Be aware of potential hazards in the studio.
- Staying attentive is important for your own safety as well as all others who use the space.
- If you are injured, inform an assistant /Host immediately.

Production Work

We do not have the facilities to accommodate production work (in this case the definition of production is high-volume work). More than 25 mug-sized pieces per month is considered production and is not allowed. No more than 10 pieces are allowed to be made and or glazed during a single open studio session.

OH&S and Dust

- Dust/Clay dust can be a hazard if not kept in check. It is vital for your health and the health of everyone in the studio that you understand how to keep the amount of clay dust down.
- Never shake out a sheet of plastic or canvas, towels or aprons. Keep your shelves clean from clay dust and bits.
- Keeping the floor clean of fallen clay is one of the most effective ways to keep it down. No food is to be consumed within the working studio.
- Clean and dry all equipment; use outside hose and return to where stored. No clay is to go down the sink.
- After wheel-work (sloppyclay) and after handbuilding (remnants) can be placed in slop bin to be reclaimed. Water buckets to be used for cleaning of equipment. The dirty water will be emptied onto garden areas outside under the direction of the tutor or Host. Do not empty clay or glaze water directly onto plants.
- Bring a clean apron to cover your clothes which – Members to take home towels and aprons for cleaning.
- Cleaning pottery must be done outside, away from doors, by damp sanding over a bucket of water to catch any dry dust particles.
- Wash down the worktop with clean water usng sponges and microfiber cloths. Wheels should be cleaned all over and left in a 'new' condition.
- Mop the studio after each session – no sweeping or vacuuming to avoid clay dust particles becoming airborne.
- When making up glazes and slips using dry ingredients, use a regulation mask to inhibit dust particles being breathed in. Do not prepare glazes in a group unless everyone is wearing a mask.

Hazards

If you notice anything as hazardous in the studio, bring it to the attention of your instructor or the Studio Host immediately.

Slab Roller & Tools

- After using slab roller, clean canvas and return the canvas to the slab roller.
- Return all tools belonging to the The Clay Stables to their respective storage area. Supplies belonging to The Clay Stables such as tools and ware boards are not to leave the studio.
- Make sure to label all of your personal tools and equipment with a marker and take home.

Bench & Shelf Space

- Be fair in your use of table surfaces and storage areas.
- Consolidate and share space with others. Personal items, equipment, tools, clay etc not belonging to The Clay Stables should be taken home.
- Work on drying shelves should be transferred to the kiln room shelves as soon as possible to free up these shelves for others.
- Work coming out of the kilns to be kept 'moving' to keep shelves uncluttered.
- All shelves are shared spaces and not to be used for personal areas of storage. Work should be kept 'moving' to facilitate work flow for all Members' use.
- A Member should take work home if they cannot attend to manage work in a timely fashion.
- NB. See Firing & Management of Work.

Clean & Tidy

Everyone deserves to have a clean & tidy studio when they come in. This is also an OH&S standard.

- Any area should be cleaned after use. Glazing, wheels, handbuilding surfaces, plastics, floors etc to be kept tidy and free of dust.
- Empty buckets and clean cloths and refill with clean water in readiness for next session. Don't throw slops water directly onto plants.

Kilns & Wheels

Kilns

- When entering the kiln room, be aware of the kilns and if they are firing.
- Do not open any kiln until the temperature on the controller reads 40 degrees or less.
- **Only members who have been authorised by MAD Potters in kiln operation are permitted to open and operate the kilns.**
- Do not touch the outside of a kiln as surface may be hot.
- Never rest anything on the lid of the kiln.

Wheels & Floors - keep it nice

- It's important to have a nice clean wheel when you come in.
- Cleaning - Use a sponge to swish slops into buckets. Finish wheel clean with a micro fibre cloth so there are no streaks on any part of the wheel.
- Place pedal, cord, and stool on top of wheel, mop down floor around and under your wheel to be left 'new looking' condition.
- Check with the Host to make sure the wheel is cleaned to our standard.
- Pottery wheels should never be left on and unattended. Make sure wheels are turned off after each use - at the wheel and power point.
- Tie back hair when using pottery wheels.
- We use a 'Wheel Online Booking' from our website to guarantee wheel availability.

Firing & Managing Work

- Members are responsible for keeping track of their own work.
- Each piece needs its own kiln ticket for bisque & glaze firing.
- Greenware to be weighed regularly and when no further weight loss, transferred to kiln room shelf.
- All work going into the kiln must be paid prior to firing. The weight on the kiln ticket determines the cost of firing each piece.
- MAD Potters fires to bisque 1000 (Cone06) and 1220 (Cone 6) (Mid Fire).
- Only midfire identified clay and glazes will be fired.
- Our Studio uses white midfire clay so that we can reclaim. Other clays of different firing ranges are not to be mixed with white midfire clay - please see the Studio Host to clarify this at the time.
- No foreign objects allowed to be fired in clay without permission of the Studio Host.
- The studio is not responsible for pieces that break during the firing process or get thrown out if abandoned for more than 30days.
- Regular studio purges occur at least 4 times per year, everything must be taken home during a purge. Abandoned, dried out or not labeled pieces will be discarded after 30 days.
- Cookies under all pots to be fired. No cookie – no firing. Members may be asked make their own cookies to accommodate their work.
- Cost of shelf replacement if damaged by carelessness – eg glazes running onto shelf –(1/2 shelf $180 & full shelf – $360)

Any questions, concerns, ideas, clarifications, suggestions etc. should be communicated directly to the MAD Potters secretary at secretay@madpotters.org.au

New attendees must sign agreement to these rules as part of their induction. The Studio Host to photograph signature and forward to the Secretary for filing.

Name..... Date.....