

Toy-Ki Silvercraft Club Rules and Guidelines

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Part 1. General Information

Toy-Ki Silvercraft Club is a chartered club of Recreation Centers of Sun City West, Inc., and fully complies with all bylaws, rules, regulations, and procedures. For questions about club by-laws and policies, please refer to that document.

Toy-Ki Silvercraft Club strives to provide a safe and social environment for working in silver, copper, gold and other metals. Members are encouraged to develop their skills through on going practice, asking questions, and participating in club activities.

This document summarizes the rules and additional policies approved by the board and/or membership for day-to-day club activities.

Guests

- Guests and visitors are welcome during normal club operating hours. The front desk monitor will give them a tour of our club.
- If you are bringing a guest, please check in with the front desk monitor before conducting your own tour.
- Visitors are not allowed to use any equipment.
- For safety, please keep visitors a safe distance away from equipment.
- Visitors may not purchase items from the silver sales shop.

Part 2. General Member Rules

Membership Requirements

Club membership is open to Sun City West residents with a valid and current Recreation Center Card.

- A. Permanent silver club membership is granted after a new member:
- Satisfactorily completes the Basic Silver class.
 - Pays the current dues (included in Basic Silver class fee).
 - Monitor 4 times – front desk or tool room.

Note: New members with previous silver working experience may request to opt out of the Basic Silver class. They will have to demonstrate their knowledge of silversmithing, equipment usage, and safety procedures to an authorized Basic Silver class instructor.

- B. Yearly requirements for continued club membership include:
- Pay the current year's dues
 - Monitor a minimum of 2 times per year.

Club Use

Members must sign in at the front desk when they enter, we need a body count. The computer will automatically register if the member's club dues and SCW Rec Center dues are up to date. If either has expired, the member cannot be admitted to the club.

Members are expected to treat each other, visitors, and the general public with courtesy and respect. Threatening or abusive behavior will result in disciplinary action as described in the by-laws. If a member feels threatened or harassed or witnesses such behavior, they should report it immediately to a board member. The board member will make a written report to the full board for further action.

Member Dues

Membership dues are collected beginning January 1 of each year. To renew your membership, your Rec Center membership must be up to date. Dues are set each year by the board and any changes announced at general meetings. A late fee is charged if you renew after Feb 15 of the current year.

Inactive Member Reinstatement

An inactive member is a member who has not paid dues for the current year. An inactive member may request re-instatement upon presenting their club badge and chits and paying the current year dues. If the badge and chits are not available, they may request a new badge and chits. In addition:

- If the member has been inactive for one year, they may re-activate their membership by presenting a valid and current Rec Center Card and paying the current year's dues plus a late fee.
- If the member has been inactive for the preceding 2 years or more, they must arrange with the instruction chairperson to take a test to determine their silversmithing competency.
- If they pass the test, they may pay the current year's dues and be re-instated.

- If they fail the test, test may
 - Attend remedial training course, if available. Or,
 - Attend a refresher course, if available. Or,
 - Take the Beginning Silver Class and pay all fees associated with the class, including the annual dues, pay the late fee, and complete the monitoring requirements for a new member.

Part 3. Monitoring

Toy-Ki Silvercraft club cannot be open without a front desk monitor and one other member present. Members have the opportunity to monitor at the front desk, tool room, Village Store, or silver sales. The club board encourages each member to perform monitor duties on a regular basis.

- There is a calendar beside the tool room to sign up for monitoring at either the front desk or tool room. Be sure to sign the correct calendar.
- There are 2 sessions for monitoring: 8am – 12 noon, and 12 noon to 3:30 pm.
- Only sign up for a day if you can be here for the full time you are scheduled.
- If you are more than 15 minutes late, someone else may sign up for that time slot and you will not get credit for it.
- Please be courteous of other club members and be on time for your scheduled monitor. If you cannot make it, please call the club as soon as possible so another member can be found. Do not wait until the last minute to call. Remember, the club cannot open without a front desk monitor.

Monitoring Requirements

- New members must monitor 4 times – front desk – tool room, after completing their Beginning Silver Class to become full members in good standing.
- All members must monitor at least 2 times per calendar year to remain in good standing.
- Member wishing to sell items must have monitored at least once in the previous 60 days prior to submitting the items.
- Members with lockers must meet the following requirements:
 - For each small locker, the member must monitor 2 times during the year.
 - For each large or jumbo locker, the member must monitor 6 times during the year.
- To cast silver, the member must have monitored at least once in the previous 60 days.
- To take an advanced class, the member must have monitored at least once in the previous 60 days.

Safety Precautions

Club Monitors are given the responsibility of supervising members, visitors, and the use of equipment within the club. Monitors have the authority to deny the use of equipment to any individual who, in their judgment, is either unable or unwilling to abide by stated rules or equipment guidelines.

Front Desk Monitor Duties

- There is a list of opening and closing duties at the front desk. Please read these and be familiar with them.
- Ensure that all members sign in on the computer when entering.
- Greet visitors and show them items for sale.
- If the front area gets too busy, ask for help with sales or club tours.

- You may work on your own project but remember – your focus is on members and visitors.
- Do not conduct personal or telephone business while visitors are waiting.
- Front desk monitor – must wear MONITOR badge and stay at front desk when possible.

Tool Room Monitor Duties

- There is a list of opening and closing duties at the desk in front of the tool room. Please read these and be familiar with them.
- Make sure that members leave a chit for each tool they borrow.

Part 4. Lockers

Lockers may be rented on a yearly basis, depending on availability. Locker rental periods are from January 1 to December 31. If you rent a locker mid-year, the rental period is still until Dec 31. See the locker manager to request a locker.

Toy-Ki Silvercraft is NOT liable for the contents of your locker.

Do not store hazardous or highly flammable materials in your locker.

Small lockers are available to members who have:

- Completed the Beginning Silver Class, and
- Monitored 4 times to meet membership requirements

Large lockers are available to members who have:

- Been a member for at least one year, and
- Have monitored 6 times in the current year, or
- Have monitored 6 times in the previous year if requesting a large locker in January or February.

Procedures for obtaining a locker

1. Contact the locker manager to find out which lockers are available. Most open lockers have a small sticker on them.
2. Please be prepared with a contact person (name, email address, and phone number) in case you unexpectedly leave the club or can't be contacted.
3. If you obtain a locker before Oct 1 of the current year, you must pay the full locker rental fee for the year. If you obtain a locker on or after Oct 1 of the current year, you may use the locker until the end of the year without paying a rental fee.

Keeping a locker

- To keep a locker, the member must pay the yearly rental fee when renewing their yearly membership.
- The member must have met the monitor requirements in the previous calendar year:
 - Large or jumbo locker – monitor 6 times
 - Small locker – monitor 2 times

Surrendering a locker

If you are surrendering your locker(s) at renewal, please

- Clean out your locker before you pay your renewal dues.
- Give your locker key to the renewal person who is collecting dues.
- The renewal person will take your key and note on your renewal form that you have surrendered your locker. You will not be charged for the locker you surrender.

If you are surrendering your locker(s) at any other time, please

- Clean out your locker.
- Give your locker key to the locker manager. If the manager is unavailable, please give your key to a board member.

Abandoned lockers

A locker is considered abandoned if a member does not renew their membership and associated locker rental fees. Also, if a board member or locker manager is notified that a member will not be returning to the club, that member's locker will be considered abandoned.

Every effort will be made to contact the member or their designated contact person to retrieve the contents. If after 2 attempts have been made within 12 months, the locker manager will remove the contents and notify the club President. Any items left in abandoned lockers will be made available for auction to club members.

Part 5. Classes

The club encourages members to share particular skill sets with other members by offering classes. If you have a specific topic you would like to teach, please see the Instruction Committee chairperson.

Classes and their details are posted on the bulletin board at the back of the front room.

To take a class, the member must have a permanent silver club membership badge and have monitored at least once in the previous 60 days.

Part 6. Casting

Members must have taken the casting class before submitting an item to be cast. You must be present on the day of casting, or pre-arrange with another member to be present. You are solely responsible for your casting.

- You must have monitored at least once in the previous 60 days to submit a flask.
- Flasks must be completed and ready for burnout by 10:00am on Monday morning.
- The maximum number of flasks per person per week is 3.
- You, or your representative, must be present at 9:30am on Tuesday to retrieve the casting.
- When your casting is done, you must clean up your flask and return it to the tool room.

Part 7. Jewelry Sale Guidelines

QUALITY CONTROL, MARKETING, SILVER PURCHASES AND CASTING GUIDELINES

ELIGIBILITY

In order for a member to submit items for sale, purchase silver from the club, or submit items for casting, a club member must have monitored, in either the Tool Room, Silver Sales, the Front Desk or work in the Village Store a minimum of one-half (1/2) day (either 8:00 am to 12 Noon or 12 Noon to 3:30 pm in the previous 60 days.

GENERAL

Acceptance of items for sale shall be under the Jewelry Quality Control and Marketing Guideline Committee.

All items submitted for sale reflect the integrity of the club, so the quality of workmanship must be a factor when the jewelry committee accepts an item for sale. It shall be the responsibility of the committee to determine that all jewelry items or other finished pieces submitted for sale in the Village Store or the Club Room Showcase/Windows meet certain criteria.

RULES AND GUIDELINES FOR SUBMISSION OF ITEMS FOR INSPECTION

The committee will determine on a weekly basis, the kinds of items needed to balance the "for sale" inventory in all locations with the "actual sales" so as not to accumulate an oversupply of any one item. A list of acceptable items will be posted weekly as well the number of items that maybe submitted for sale by each club member for that week. At present it is a max of (5) items per person. This rule is from the Village Store.

The Club member may not have duplicate items for sale in the same location; however they may have an item for sale in one location (club) with a duplicate for sale in another location (store).

No copyrighted items will be accepted by The Jewelry Committee; i.e. Disney, Looney Tunes, NFL, NBA, and MLB. This rule is from the Sun City West Rec. Center.

No item can reflect a political stance or endorse a political candidate.

All items must have a properly filled out Consignment Form from the Village Store.

The consignment form should be filled out with as much information about your item as possible (drawing if possible) and box number.

Sales made in the silver craft room must be registered in the sales book and go through the Village Store.

The inspection committee has the discretion to change the club member's consignment form placement request to either the store or club room as needed. i.e. (VS)- Village store (SC) showcase –(W) window.

Once an item (s) has been submitted to the Village Store or placed in either the Club Showcase or Window, no changes can be made to the Consignment Form.

Jewelry items cannot be withdrawn from the Village Store or Club Showcase/ Window without the approval of the Jewelry Committee.

Any item that is rejected by the Committee will be returned to the Silver Sales Room and a notice will be posted on the Club bulletin board. Items that are rejected can be repaired and re-submitted the following week if needed by the committee.

Items in the Village Store or Club Showcase/Window for more than six (6) months will be withdrawn and returned to the Club Member. Items should be cleaned, re-polished and can be re-submitted to the Committee, after a new consignment form is prepared.

The Sales Committee will not meet on more than once a week except in the case of accepting jewelry items for special sale events, i.e. Craft Fair. Open House, etc.

No attempt will be made by the Jewelry committee to question the creativeness or design of the club member.

All items must be made of sterling silver or other material approved by the committee and the club.

All items must be totally or partially made in the Silvercraft Club Room - i.e. soldering, stamping, and casting .etc. In accordance with the Club's by laws.

All submissions must be soldered, cast or handmade. No assembled items, including bead work will be accepted.

Completed items purchased outside the club will be rejected.

Silver items must be free of fire scale and scratches. Items should be clean. Dirty chain or unfinished backs will be rejected.

All submission should be stamped or tagged with metal content and stone type.

i.e. **Metal:** sterling, gold, gold filled, nickel, copper etc.

Stone: turquoise, malachite etc.

Stamp earrings if possible

Stones / Metal must be identified.

Use one tag for metal & stone info

NO stone or metal shall be glued to a piece without some mechanical support or frame.

Earrings must be submitted on a Toy Ki earring card. Earring wires must have earrings nuts added to prevent loss from the card. Earrings must be soldered, cleaned and polished. No assembled only earrings.

Rings must have the size and metal/stone tag. (One tag only). This information needs to be on the consignment form also.

Dichroic Glass must be set in silver / metal bezel to qualify to be sold.

If you use texture (stippling, satin finished, etc), your work must be clear of fire scale.

Wire Wrapped Projects:

Examples:

- A. Should be cleaned and polished.
- B. Should not have marks from over twisting, cutting or pliers marks on wire.
- C. All ends to be tightly closed or filed so they are not rough to the touch.
- D. Stone backs are to be finished.

Beading Projects are to include handmade silver work.

Examples:

- A. Pendants set in silver with beads attached.
- B. Handmade silver chain links with beads,
- C. Handmade silver beads,
- D. Handmade spacer beads.

Note – For rejection complaints, items may be reviewed by (1) designated person not on the inspection committee.

1. REGARDING PRICES:

- A. Prices shall include fees as required by the club and SCW, but not sales tax.

2. Items cannot be removed from the village store and showcase without permission from committee chairperson with a good reason. If removed the item can't be put back in store or showcase until the item is inspected again and needed.