

Manawatu Woodworkers Guild
ROUNDUP 2021
9th, 10th AND 11th JULY

The event is at the **Ashhurst Village Valley Center** and will be open from **Friday 9th July from 9am** till pack up on **Sunday 11th July at 4pm**.

Registrations are a must. We require at least 40 people so register early, and get your friends to register too.

[Register by 25th June 2021 to take advantage of our early bird rates.](#)

Your registration includes lunch, morning and afternoon tea on Saturday and Sunday. We will not supply lunch or tea on Friday. Tea and Coffee are available throughout the weekend.

Saturday night will be our traditional social dinner for \$35.00. We require 25 people to ensure dinner goes ahead – please consider joining us, the food is well worthwhile.

If you need a place to stay, let us know so we can try to find you a bed to sleep on!

Safety is of prime concern at the event so please read our health and safety rules. A reminder that all lathes must have a guard fitted. Please also consider that dust is an issue, so consider projects that generate minimal dust and practice wet sanding. We ask that you avoid bringing power carving projects, unless you intend to work on these outside. Please try to avoid bringing timber which is known to cause adverse reactions. If you aren't sure, feel free to ask.

You can keep up with the latest news for the event: <http://mwg.org.nz/roundup2021/>.

If you have any questions, please contact us at roundup@mwg.org.nz. We look forward to seeing you there.



Helen Walker
Organising Committee

Manawatu Woodworkers Guild

ROUNDUP 2021

REGISTRATION FORM

9th, 10th AND 11th JULY

NAME OF PARTICIPANT/S
ADDRESS
PHONE NUMBER
MOBILE PHONE NUMBER
EMAIL ADDRESS

	Early Bird	After 25th June	# Participants	Total \$
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Full Weekend Registration*	\$ 95.00	\$ 110.00		\$
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Dinner Saturday night	\$ 35.00			\$
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Day Registration Saturday**	\$ 60.00	\$ 75.00		\$
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Day Registration Sunday**	\$ 50.00	\$ 65.00		\$
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Equipment Hire

Lathe	\$ 25.00			\$
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Scrollsaw	\$ 25.00			\$
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Pyrography Machine	\$ 25.00			\$
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Registration Fee Payable				\$
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* Registration includes lunch, morning and afternoon tea on Saturday and Sunday.

** Registration includes lunch, morning and afternoon tea on the day of registration.

*** Please note that registrations must be received by Friday 2 July if you want to have lunch.

Please indicate if you require billeting for the weekend

Please indicate if you can host a billet for the weekend

Name and Phone Number of Emergency Contact

Medical information. Please list any allergies or medical conditions that we would need to be aware of in case of an accident or emergency. This information will be kept strictly confidential and will only be used in an emergency to perform First Aid or to pass on to medical personnel.

How to Register:

1. Online at mwg.org.nz/roundup2021
2. Email a completed registration form to: roundup@mwg.org.nz
3. Complete this form and return to:
Helen Walker
15 Glasgow Terrace
Feilding 4702

Payment can be made online: ANZ Acct No. **01-0664-0011183-03**

Please include "YOUR NAME" and "ROUNDUP" as reference.

PLEASE NOTE THIS IS A NEW ACCOUNT NUMBER - NOT THE SAME AS PREVIOUS YEARS!

Refund Policy:

1. Prior to 25 June 2021 a full fees refund is available for cancellations, with exception of dinner, which is non-refundable.
2. In exceptional circumstances, a partial fees refund will be considered for any cancellations after the 25 June 2021.
3. Lathes, Scrollsaws and Pyrography machines available for hire on request.
Preference will be given to those travelling from afar, and to those who wish to hire for the full weekend.

Privacy Policy:

We care about your privacy. The information you provide here will be held in confidence by the RoundUp Committee to allow us to send you information relating to the event. Should you wish to be removed from our mailing list at any time please just let us know. Your information will not be disseminated in any other form, unless you give us permission to do so (e.g. should another participant wish to contact you after the event, and contacts us for your details, we will check with you first).

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ROUNDUP 2021

HEALTH & SAFETY GUIDELINES

We will hold a Health & Safety Briefing at the start of each day. All participants must attend.

In all emergencies, please follow the directions of the Health & Safety Officer.

In a major disaster the hall is the Ashhurst community Civil Defence Centre. In such an instance, please follow the advice of emergency personnel.

FIRE WARDENS/HEALTH & SAFETY OFFICERS

Paul Budvietas
Helen Walker

FIRST AID

Paul Budvietas

Any questions on Health and Safety are to be directed towards the Health and Safety officers. The Health and Safety Officer's decision is final.

COVID-19 PROTOCOL

We ask that everyone takes it upon themselves to act in a sensible manner when it comes to minimising the risk of Covid-19. If you are unwell, as much as we'd love to have you, please stay home. If you have concerns about social distancing but want to come, then feel free to maintain a physical distance from others – we have plenty of space in the hall to spread out. While you are with us, please make sure you follow these basic hygiene measures:

HAND HYGIENE

Frequently wash your hands for a minimum of 20 seconds, then dry them thoroughly. If you are unable to access soap and water, use an alcohol-based hand sanitiser containing at least 60 % alcohol. If using sanitiser, ensure that you use enough to cover your hands and rub hands together until dry.

COUGH AND SNEEZE ETIQUETTE

Sneezing or coughing into the crook of your elbow or covering coughs and sneezes with a tissue, then putting the tissue in a bin and cleaning your hands (as above).

AVOID TOUCHING YOUR FACE

Hard surfaces can be contaminated with infectious droplets. Hands can be contaminated after contact with these surfaces. If you need to touch your face, clean your hands first.

CLEAN SURFACES AND FREQUENTLY TOUCHED ITEMS

The hall has a special cleaning regime in place to help mitigate the transmission of germs. In addition to this, we ask that you consider wiping down surfaces of tools, etc if you feel the need to share them around.

EMERGENCY EVACUATIONS

FIRE

Make sure you are familiar with the location of the fire alarm activation switches and the evacuation assembly area.

In the event of fire being discovered sound the alarm by activating the nearest fire alarm switch.

Please follow instructions of the Fire Wardens to evacuate.

The Fire Warden will call 111 to advise the Fire Service.

EARTHQUAKE

Take cover under tables or in doorways, away from windows. Crouch face down, with your head and neck covered. If no tables are available, crouch face down, head and neck covered, against the nearest wall.

If safe to do so, please switch off your equipment before taking cover.

SETUP OF EQUIPMENT

Upon your arrival at the Hall you will be allocated a space to use during the weekend. You are responsible for the safe set up of equipment and supplies within your designated area.

All equipment must be placed on the carpet squares provided to eliminate damage to the floor.

All lathes must be fitted with a screen/shield to stop any objects, which may detach from the lathe, from hitting anyone or anything else.

Do not place equipment, wood, tools etc. in walkways where they could be a hazard to other people.

You are responsible for the transport of your gear in/out of the hall. Please be mindful of others during this time, and when loading/unloading from your car/trailer please be as quick as possible.

Your assistance with hall clean up at the end of the event is appreciated. Please make sure your work area is clean and tidy, and give a hand to others where possible. Remember, many hands make light work.

ELECTRICAL POWER

Please bring any power cables and plug boxes that you need with you. All power cables must be free from damage and have no visible metal wires. Please ensure any cables and plug boxes are of a suitable grade to connect your machinery to the power supply. Do not overload plug boards, etc. with excessive connections.

All power cables are to be kept away from walkways.

OPERATION OF WOODWORKING EQUIPMENT

Only people registered as Participants are to operate any equipment. Please make sure you are familiar with the equipment before use, and ask if you need any help or instruction.

Ensure all equipment is turned off when it is not in use.

Machinery must be used at all times in accordance with the manufacturer's instructions and in a manner that will not endanger any other person. Anyone operating equipment in a manner deemed to be dangerous or inappropriate by the Health & Safety Officer will be asked to cease. You must follow any instructions given to you by the Health & Safety Officer in regard to any Health & Safety issue. Any decision made by the Health & Safety Officer is final.

Appropriate Personal Protection Equipment must be worn when operating equipment, including (but not limited to) eye protection, respiratory protection and hearing protection. It is recommended that participants wear safety shoes/boots.

In consideration for all other participants and attendees please do not undertake excessive sanding. Dust is to be kept to a minimum at all times.

Please keep your work area tidy throughout the weekend. Remove wood shavings from around your equipment on a regular basis to prevent the risk of fire.

Ensure there is no flammable material close to any grinding equipment. All cloths, rags, etc. used for the application of oils and/or polishes must be removed from the building overnight and placed in the open air.

SMOKE FREE POLICY

All buildings are smoke free areas.

MISCELLANEOUS

Be aware that children may be on site, especially after the local church meeting on Sunday morning.

You are encouraged to take any valuables away from the site overnight. You are responsible for the safe keeping of your valuables at all times.

Any questions on Health and Safety are to be directed towards the Health and Safety Officers. The Health and Safety Officer's decision is final.