**SCSQC Quilting Club Longarm Guidelines**

In order to use the long arm machine, members shall:

1. be a SCSQC Club member in good standing; dues must be paid

2. attend longarm quilting training, which includes viewing the online videos and one hands-on training session.

3. pass a basic, hands-on exam which includes the ability to:

properly thread the longarm machine

test bobbin thread tension and make adjustments for various thread

use the bobbin winder and correctly fill a bobbin

properly insert the bobbin into the machine

determine the proper top thread tension

know the proper procedure for correcting tension setting

understand the process for choosing the proper type and size of thread

understand how to troubleshoot various problems related to longarm quilting & then correct problems, e.g. “eye lashing”

demonstrate ability to properly clean & oil the longarm machine

demonstrate how to rack the fabric and sew a test piece

show how to store the machine when finished

**General Rules for Long Arm Use**

1. Long arm use is meant for qualified members only and may be used for personal or club use only. It is not meant to be used to quilt for profit. It may be used for personal quilts, charity projects or quilting items for the window for club sales.

2. Long arm classes and training will have precedence over individual quilting.

3. Members who have passed the exam will sign up for blocks of time on a paper calendar in the room. Time will be limited to three consecutive days, excluding Charity sewing days (currently each Tuesday).

4. Members must have a monitor or another member with them when quilting, unless approved by the machine or long arm coordinator. A monitor or additional member is always required if using ruler quilting.

5. If the machine malfunctions, member will call the machine coordinator and stop sewing. There will be no “real” time support. Project should be removed and a note put on the machine. Machine coordinator will notifiy the email distribution coordinator to send out a broadcast, until problem is resolved.

6. Quilters will use their own thread. While a high-quality thread is recommended, threads with some polyester may be best because of their strength during high speed sewing.

7. Quilters will use their own bobbins. Some bobbins will be available for purchase from the club. The machine requires size M. Pre-wound M bobbins can be used.