



CHANNEL MEN'S SHED INC.

MANAGEMENT MANUAL

MEMBERSHIP REQUIREMENTS

Version	Approved date	Amendment	Author
v01	28/10/2025	Initial issue	P. Maher

Distribution: Public

1. Purpose of this document

Describes membership requirements for membership of the Channel Men's Shed Inc (CMS).

2. Preamble

This document expands on the basic requirements as laid out in the CMS Rules of Association. Variations to these requirements may be approved by the CMS Management Committee as needed. The Rules of Association take precedence over any content in this document.

3. To apply for membership

The person must

- be male and over 18 years of age
- apply for membership in writing using the approved membership form. The membership application must be signed by the applicant and two nominees who are financial members of the Channel Man's Shed.
- lodge the completed application with the secretary in person at the shed premises.

Once the membership application is approved by the Management Committee, an applicant must

- complete an approved membership induction session at the shed within three months of the membership application be approved
- provide proof of COVID vaccination
- pay the required subscription fee.

4. General requirements

For all members, the following requirements apply

- When attending the shed members **MUST** sign-in and sign out at all times
- Members must always wear their name badge in the Shed
- Be respectful of others
- Certain equipment needs a competency check by an approved mentor before use, with assessments recorded.
- Operate machinery and tools safely and responsibly and use appropriate personal protective equipment (P.P.E).
- Management committee approval is required before any commercial activity or storage of personal equipment and materials can be undertaken
- No smoking, vaping or illicit drugs on shed premises
- Clean up after yourself
- Report any incidents or hazards to the shed coordinator as soon as possible

Our policy is to have and maintain a safe and harmonious work environment for the benefit of all members.

5. Associated documents

- Membership form
- Left goods policy

End.