CHANNEL MEN'S SHED INC.

(ABN 20 660 481 199)

MANAGEMENT MANUAL
POLICY DOCUMENT

MEMBERSHIP REQUIREMENTS

Version	Approved date	Amendment	Author
v01	28/10/2025	Initial issue	P. Maher
V02	27/10/2026	Update competency to approved to use	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
- Pay a donation for use of designated machines and for materials at time of use
- Be respectful of others
- Certain equipment requires approval by an approved mentor before use, with approval assessment details recorded, including member name, assessment date and assessing mentors name.
- Operate machinery and tools safely and responsibly and use appropriate personal protective equipment (P.P.E).
- 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

End.