

# WELCOME

## to the Men's Shed movement.

In Australia, the Men's Shed movement is leading the way globally. Here at the Australian Men's Shed Association (AMSA) we're proud to be at the forefront of innovation and practice for Men's Sheds around the world.

Since 2005, the growth of the Men's Shed movement has been explosive. In Australia alone we have seen 900 per cent growth in the number of member sheds. Globally, Men's Sheds continue to pop up in Ireland, England, Scotland, Wales, New Zealand, Canada, USA, North American, Denmark, Sweden, Iceland and Kenya.

This handbook has been developed for you as a guide to AMSA, the Men's Shed movement and what's important for Men's Sheds. We've included information about our programs and initiatives, membership matters and best practice, as well resources for the development and success of your shed.

We know this handbook only touches the surface of things you might need to know about sheds. When you need more information, refer to our website ([mensshed.org](http://mensshed.org)) or contact us via email or phone. We're here to support you and we're always happy to chat with you.

### David Helmers

*Executive Officer*

Australian Men's Shed Association



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# SHED DETAILS

**Shed Name:** .....

**Address:** .....

**Suburb:** ..... **State:** ..... **Postcode:** .....

**Postal Address:** .....

**Suburb:** ..... **State:** ..... **Postcode:** .....

**Phone:** .....

**Email:** .....

**Incorporation number:** .....

**AMSA Membership Number:** .....

**AMSA Website Password:** .....

**SMART Username:** .....

**SMART Password:** .....

**Other Information:** .....

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# What is a MEN'S SHED?

A Men's Shed plays an important role in the prevention of social isolation and the promotion of positive health and wellbeing amongst men, as well as enabling men to positively (re)connect with their community.

The basic premise of each Men's Shed is to provide a local, informal location where men of a community can spend time engaged in manual crafts. The shed is also a place for these men to be socially active and form friendships.

The shed environment is positive and encouraging, no matter what a man's ability, and there is a strong focus on learning new skills, encouraging all members and working together.

## **AMSA RECOGNISES A MEN'S SHED AS:**

**any community-based, non-profit, non-commercial organisation that is accessible to all men and whose primary activity is the provision of a safe and friendly environment where men are able to work on meaningful projects at their own pace, in their own time, and in the company of other men.**

Men's sheds are a vital community investment delivering a diverse range of programmes and activities. Most "shedders" see themselves as having a strong sense of belonging and shared camaraderie, and devote time to worthwhile community projects.

Men's Sheds play important roles in the overall improvement of health and wellbeing and also positively engaging within their community for the benefit of their community.



**The Australian  
Men's Shed  
Association  
AMSA**

# Aims & Objectives

AMSA is the peak body representing almost one thousand Men's Sheds in Australia. The Association acts to promote and develop the Men's Shed movement nationally (and globally) and provides practical advice and support, specialised services and assistance for the establishment and ongoing management of sheds.

Primarily funded by the Federal Department of Health, AMSA is a charitable not-for-profit association registered as a deductible gift recipient (DGR). The Association is recognised as one of Australia's largest male focussed community development organisations.

AMSA aims to improve the health and wellbeing of members and reduce the number of Australian men at risk from preventable health issues that may emanate from isolation. Men's Sheds play an important role in the prevention of social isolation by providing a safe, friendly and welcoming place for men to work on meaningful projects and to contribute to the wider community.

Men's Sheds registered with The Australian Men's Shed Association conduct themselves in a non-discriminating manner, ensure and observe safe work practices, aim to improve the well-being of all men and strive to maintain an open door policy.

As part of the Australian Men's Shed Associations Funding Agreement, the Association is committed to, Improving the health and well-being of all men, Provide practical support for existing Sheds and assistance in the development of new Sheds, raise awareness of Men's Sheds, encourage engagement and participation and attract and secure corporate sponsorship.

## **The Objectives of The Association:**

- Implement a national compliance standard for Men's Sheds
- Promote Men's health programs within Men's Sheds and encourage Social Inclusion
- Provide practical support for existing Men's Sheds and assistance in the development of new Men's Sheds including the National Shed Development Programme (NSDP), insurance services, Men's Shed Health & Safety and Risk Management systems
- Publicize and promote the Men's Shed concept

The Association will not have any direct control over or responsibility for any individual Men's Shed.

**Men don't talk face to face,  
they talk shoulder to shoulder.**

*Professor Barry Golding, AMSA Patron*

# AMSA History

Men's Sheds have developed, often quite spontaneously, in many different areas of Australia over a number of years before the AMSA was established. In 2005 there were an estimated 100 Men's Sheds operating in Australia.

The first community 'Sheds' started in rural South Australia in the 1990s-Goolwa. The first named 'Men's Sheds' opened in Tongala (Vic) July 1998 and Lane Cove in NSW in December 1998, others started to appear in Port Augusta and Bendigo during 1999.

## 1990

The first community 'Sheds' started in rural South Australia in the 1990s-Goolwa

## 1998

The first named 'Men's Sheds' opened in Tongala (Vic) and Lane Cove in NSW

## 2007

The Men's Shed Conference Manly during the key opening address, Professor Barry Golding, a Patron of AMSA, said the infamous words that went on to become the motto for the Association and the sentiment of all Men's Sheds "Men don't talk face to face they talk shoulder to shoulder"

## 2009

A Male Health Policy Roundtable was held in Canberra and at the invitation of the then Minister for Health and Ageing, Nicola Roxon, AMSA attended this Round Table discussion. This marked the first formal recognition by government of Men's Sheds in relation to preventative health. A Senate Hearing into Male Health established the Senate Select Committee that invited submissions- AMSA lodged a

Submission and was invited to the Senate Hearing on Male Health in Sydney

## 2010

The launch of Male Health Policy by Prime Minister Rudd occurred at Whittlesea Men's Shed Vic where an announcement was made regarding AMSA funding for the following three years. On 9 June 2010 a Funding Agreement was received by AMSA from the Department of Health and Ageing- \$1m funding per annum over 3 years including a quarantined amount of \$250,000 p.a. for distribution as direct financial assistance to Sheds- this was then known as the Shed Development Grants Program

## 2015

AMSA Head Office relocated to the heart of Newcastle CBD, the AMSA First Edition Handbook was published for members, 'Spanner in the Works?' male health website and a rebuild of the AMSA website were launched at the 6th National Men's Shed Conference.

## 2016

AMSA launched the first Men's Shed Week initiative

## 2017

7th National Men's Shed Conference Gold Coast Qld, the first AMSA Men's Shed Calendar was produced, we celebrated our 10th Year Anniversary including distribution of 10 Year Celebration Book and an event at Admiralty House hosted by AMSA Patron-in-Chief - His Excellency General the Honourable Sir Peter Cosgrove AK MC (Ret'd)

## 2017

The amended Constitution and By-Laws were ratified.



**Australian  
Men's Shed  
Association**

SHOULDER TO SHOULDER

# Success & Achievements

AMSA is very proud of the work it has undertaken on behalf of Men's Sheds and its achievements. A small group of people have worked to improve the development and sustainability of the national Men's Shed movement, the delivery of projects and gaining ongoing benefits to Men's Sheds.

## AMSA has successfully:

- Advocated on behalf of Men's Sheds at all levels of government and attained Government recognition of the Men's Shed movement.
- Raised the profile and widespread recognition of the brand name 'Men's Sheds'
- Gained corporate sector recognition of the Men's Shed movement.
- Supported and monitored the extraordinary growth of Men's Shed nationally: in 2005 there were a total of 100 Sheds and by 30 June 2018 membership totalled in excess of 990.
- Mentored and supported the adoption of the Australian model and growth of Men's Shed internationally with Men's Sheds now operating in many countries including Ireland, England, Wales, Scotland, New Zealand, Netherlands, Canada, Sweden, Denmark, Kenya and USA.
- Strategic partnerships and collaboration with health organisations for the benefit of Men's Sheds



# Board, Constitution & By-Laws

The AMSA Board's primary role is the protection and enhancement of AMSA as the national service provider for registered Men's Sheds and their members. To fulfil this role, Board is responsible for the ongoing strategic management of the AMSA, governance of the Association and overseeing the Association's Executive to ensure compliance with the Federal Department of Health Funding Agreement.

Website Link: <https://mensshed.org/about-amsa/governancepolicy/>

## The Board Composition

The Board comprises:

- Six (6) elected State-based directors (two year terms)
- Up to five (5) board-appointed specialist directors (three (3) year terms)

Any AMSA member Men's Shed that has been a member for more than 12 months will be eligible to nominate a member of that Shed to stand for election to the AMSA Board.

## The AMSA Board Directors

A profile of the current AMSA Board can be accessed on the AMSA website Link: <https://mensshed.org/about-amsa/our-people/board-members/>

## Committees

The Constitution and By-Laws make provision for the formation of Committees to provide detailed advice to the AMSA Board on a range of issues relevant to the organisation.

# Membership & Voting Eligibility

- The recognition of any AMSA member Men's Shed with a membership tenure of more than 12 months, as a voting member with rights to vote at all general meetings
- Each eligible member Men's Shed will be entitled to one (1) vote
- Incorporated State organisations that satisfy membership criteria can apply for AMSA membership. Any AMSA member State organisation with membership tenure of more than 12 months will be recognised as a voting member with rights to vote at all general meetings
- Each eligible member State organisation will be entitled to five (5) votes.

## Association Documents

A variety of important documents that are relevant to the Association can be accessed on the AMSA website under '*Governance & Policy*': <https://mensshed.org/about-amsa/governancepolicy/>

## Patrons - 2018

- **AMSA Patron-in-Chief**  
**His Excellency General the Honourable Sir Peter Cosgrove AK MC (Ret'd)**  
To invite the Governor General to your shed Opening/Event go to website <https://www.gg.gov.au/about-governor-general/contact>
- **Patron**  
**Adjunct Professor, Associate Professor Barry Golding AM**  
Faculty of Education and Arts, Federation University, Ballarat, Victoria
- **Patron**  
**Professor John Macdonald**  
Founding Chair in Primary Health Care University of Western Sydney,  
Director Men's Health Information and Resources Centre (MHIRC).

# Contact Details

Telephone: 1300 550 009  
Email: [amsa@mensshed.net](mailto:amsa@mensshed.net)  
Postal Address: PO Box 793 The Junction NSW 2291  
Street Address: 66 King Street Newcastle NSW 2300  
Website: [www.mensshed.org](http://www.mensshed.org)  
Contact Us tab: <https://mensshed.org/contact-us/>  
Facebook: <https://www.facebook.com/australianmensshedassociation>  
Facebook Trading Post: <https://www.facebook.com/groups/1213393465433090/>  
Instagram: <https://www.instagram.com/australianmensshedassociation/>

## The 1300 Number

This is the main incoming telephone line for AMSA. Members should be aware that one person is responsible for managing the 1300 telephone and at times, the phone may go unanswered. This is more likely due to the fact that another call is being answered. With over 990 member Sheds, it is important that you leave a message that includes:

- Caller name
- Men's Shed name
- Your State
- Telephone contact details including Area Code

It is not unusual for a message to be left that says "Hi AMSA...it is Bill. Could you call me back please?"

# Staff

The AMSA team consists of a group of professionals recognised worldwide in the Men's Shed environment. In addition, AMSA is supported by a huge volunteer network of experienced 'shedders'.

## **Staff responsibilities include:**

- Administering strategic and business planning, reporting and evaluation, budgets, Governance, Compliance, Financial reporting & Evaluation processes
- Managing the National Shed Development Grants programme, developing and disseminating Men's Shed resources, Government reporting, identifying sources of funding including government grants and fundraising, linking with other community organisations
- Providing advice and support for Sheds to access suitable insurance and safety information, maintenance of membership database, communication with members including newsletters
- Acquiring and managing sponsorship partners to enable event delivery, facilitating events
- Supporting the promotion of Men's Sheds
- Managing Men's health initiatives and Spanner in the Works health screening programme
- Financial management
- Managing health partnerships and initiatives, promoting activities, collaborating with researchers, linking Men's Sheds with peak organisations and providing linkages with community organisations.
- Administration and responding to community and Men's Shed enquiries through the 1300 number.

Website link: <https://mensshed.org/about-amsa/our-people/staff-profiles/>



# Sponsors & Supporters

The AMSA has been proactive and successful in gaining corporate sector recognition on behalf of the national Men's Shed movement.

**Corporate** - product giveaways, special deals, direct financial assistance to Men's Sheds through grants programmes, funding for Men's Shed events and activities, funding specific resources

## Examples:

- Fair Dinkum Sheds- a sponsor since 2010- sponsorship has included 2018 Men's Shed Week, AMSA designed Interactive web based Men's Shed manual, 1st and 2nd Editions AMSA Handbook, the AMSA Accreditation Training Programme, events such as AMSA Conference, special consideration for the construction of new Men's Sheds
- Exxon Mobil- Men's Gatherings Hastings Vic 2017, Men's Shed display and Spanner programme at Sale and Ballarat Shows, The Big Breakfast Safety Beach Dromana Men's Shed 2018
- Uncle Toby's- Grants programme for Sheds within the Riverina NSW and Indigo Shire Vic; Henty Field Days NSW 2017, 2018
- Safety Quip- direct financial support to Men's Sheds through Grants Programmes

# Funding

In 2010 the AMSA entered into its first Funding Agreement with the Department of Health (and Ageing). Funding is allocated for two distinct components: AMSA service delivery and direct financial assistance to Men's Sheds through the National Shed Development Programme. This programme currently distributes an amount of \$800,000 p.a. to all Men's Sheds through a competitive grants programme.



**Australian Government**  

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**Department of Health**

# Evaluation

The Australian Government Department of Health requires an independent evaluation of the AMSA's performance against their Funding Agreement. The purpose of the evaluation is to:

- Assess the response and impact of recommendations from previous evaluation findings
- Assess the appropriateness, effectiveness and efficiency of the AMSA service delivery
- Identify barriers and enablers to AMSA delivering contracted services
- Identify opportunities to increase capability and sustainability

The documentation relating to the Evaluation can be accessed on the AMSA website <https://mensshed.org/about-amsa/reports/amsa-evaluation/>

## Members Annual Survey

The AMSA undertakes a National Members Survey annually and responses give us a comprehensive picture and help us to collate information to continually improve our service delivery. Member Men's Shed can assist by being honest in responses. All personal/Shed details remain confidential and any published material will only be done so anonymously unless permission is otherwise granted. AMSA will only accept one survey response per Shed.

The Annual survey takes 15 – 20 minutes to complete and we recommend that the Shed Management Committee works through the questions together after having had some general discussions with members to gauge their feedback.

The information gathered will be used to:

- Improve AMSA's ability to provide improved practical support requested by the Sheds
- Measure progress against the findings and recommendations of the 2016 Evaluation
- Demonstrate how Sheds make a difference within their communities
- Demonstrate how Sheds address health and well-being of its members
- Monitor member compliance with national standards
- Develop/ source appropriate resources to support Shed operations and initiate new programmes
- Source ongoing support for the Shed community
- Update our membership database

The Member Annual Survey is undertaken online but you can request a paper copy by contacting AMSA.

# Member Database

The AMSA maintains a Member database that can be accessed by staff. The information contained in the database is provided by the Mens Sheds, and include committee details, email, postal and street address, website and Shed activities,

The database is highly valued by AMSA and adheres to the strict protection of individual privacy, sharing and storage of information. AMSA often receives requests from external organisations to access the database for marketing purposes.

AMSA will not enter into any arrangements with external organisations without a formal Memorandum of Understanding and the benefits must be in the best interest of the Men's Sheds. AMSA does not include your email address on the Shed Locator - there has been excessive exploitation by some organisations through unsolicited spam.



# Intellectual Property & Logo's

All information, documentation and resources developed and disseminated by the AMSA, are subject to copyright and the intellectual property remains with the AMSA. Members of AMSA have access to AMSA materials, publications and resources. Non-members are not permitted to use or distribute AMSA materials without authorisation from the AMSA nor can they insert their own logo or details or 'pass off' as their own material.

## Logo's Use of AMSA Branding

Men's Sheds that are Members of AMSA are permitted to use the AMSA logo within their own marketing mediums (including, websites, newsletters, signage, clothing, print) on the following conditions:

- Members can contact AMSA to obtain a high resolution file
- The logo cannot be altered in any way or included as part of another logo
- The logo must be displayed in full including the stated motto 'Shoulder to Shoulder'



**Australian Men's Shed Association**  
SHOULDER TO SHOULDER



**Australian  
Men's Shed  
Association**  
SHOULDER TO SHOULDER

The logo cannot be used by any Men's Shed that ceases membership or is expelled from AMSA. All such use of the logo must be removed immediately upon the cessation of membership.

The AMSA logo may not be used on any material promoting any Men's Shed based activity or project that implies AMSA's endorsement for the project unless prior written consent has been given for such.

If you require the high resolution logo, please contact AMSA.

# KUPUNN MEMORIAL HALL



OPEN THURSDAYS 8AM - 1PM  
**DALBY MENS SHED**  
DALBY ROTARY CLUB PROJECT

# AMSA Services & Activities



# Grants

## **National Shed Development Programme (NSDP)**

The Australian Men's Sheds Association (AMSA) has administered the Australian Government National Shed Development Programme (the NSDP) on behalf of the Australian Government since 2010. Under the NSDP, \$800,000 (GST excl) is allocated via two funding rounds each financial year. The aim of the NSDP is to support health improvements through a focus on the social determinants of health through national activities, assist to address the health and wellbeing of the Shed members, deliver appropriate activities and programmes and improve facilities and the sustainability of Men's Sheds across Australia.

To reflect Government policy, priority is given to Sheds in areas of greatest need and those that engage and meet the needs of members from the designated Priority Groups.

The NSDP is open to all Men's Sheds in Australia, both members and non members of the AMSA. It is a competitive Men's Shed grants programme that allows Men's Sheds and organisations supporting a Men's Shed within their community to apply for funds to better respond to local needs. To date, over 17 Rounds, a total of \$4,781,285.30 (GST excl) has been provided to assist more than 820 new and existing Men's Sheds

Website link: <https://mensshed.org/development-grants/>

## **Other Grants**

AMSA aims to distribute information about other grant opportunities as funding rounds open or information becomes available. Information is placed on the AMSA website and included in the Nuts and Bolts bulletin and the Quarterly newsletter, 'The Shedder'.

# Men's Shed Interactive Manual

*proudly Sponsored by Fair Dinkum Sheds*



One of our main goals is to assist existing Sheds in their management and operational practices and support organisations who wish to set up a Men's Shed.

The AMSA Interactive Manual is the quintessential guide for developing and operating a Men's Sheds. It provides a clear, concise and user friendly format to simplify the process in starting and operating a Men's Shed. Since its release the guide has been used across Australia and internationally. The manual is supported by a diverse range of resources and ongoing information and advice provided by the Australian Men's Shed Association.

The manual has two distinct sections:

- 'How to Start' a Men's Shed – from the initial idea through to building and funding
- 'How to Run' a Men's Shed' – providing information and documentation typically necessary for the successful operations and sustainability of a Shed.

The Interactive Manual can be downloaded from the website <https://mensshed.org/how-to-start-a-mens-shed-manual/>

# **SMART (Shed Management & Risk Assessment Tool)**

Men's Sheds have Men's Shed Health & Safety management obligations.

The SMART (*Shed Management and Risk Assessment Tool*) System was developed by the Australian Men's Shed Association to help member Men's Sheds and their committees to manage their legal obligations set out in the Corporations Act regarding the management of memberships for an Association. The programme is available via download for all member Men's Sheds and uses a 'Risk Management' approach to help manage these important legal obligations when operating a Men's Shed.

SMART is a Men's Shed administrative tool that has been especially developed to assist with day to day administration, membership management and risk management. Apart from membership management, SMART helps to manage key information about the Shed and the equipment it owns. For example, SMART assists to manage: equipment maintenance, insurance information, Shed related accidents /incidents. A variety of reports enable the information to be reported in ways that will be useful to manage the legal obligations of your shed. No doubt, additional formats will be developed as the system matures and additional reporting needs become clearer.

The SMART (*Shed Management and Risk Assessment Tool*) System has been evaluated and improvements undertaken by an external contractor. The new programme has been field tested and is now available to Members.

AMSA website link: <https://mensshed.org/smart/>

# Insurance

The Australian Men's Shed Association (AMSA) is proud to facilitate insurance for its members under the *AMSA Group Insurance Program (The AMSA Insurance)*.

The following information is of a general nature and does not take into account your own personal needs or particular objectives. We recommend you review the details of cover and policy wordings to make sure the programme is right for you and your Men's Shed.

As an AMSA member you have access to member coverage and premiums which have been negotiated for your benefit. In relation to this offering AMSA will act as your representative in negotiating coverage terms and premiums for the benefit of all participating members. Further we will act as a conduit between members and our Authorised Representative. AMSA does not hold an Australian Financial Services Licence and, as such, advises that you should consider obtaining your own financial product advice about insurance products and its suitability to your individual needs from an appropriately qualified Financial Services Advisor.

## Premiums & Renewals

Premiums are based on a per member basis and renewals are due on February 28th each year.

Documentation about our Group Insurance Scheme and contact details for our Group Insurance Scheme provider is available from the AMSA website <https://mensshed.org/insurance-application-form/>

# Shed Locator

AMSA maintains a database of member details including the Shed address, contact names, telephone and email addresses. This information is then embedded onto the Shed Locator facility on the AMSA website with the exception of email addresses. To find a Men's Shed throughout Australia:

Visit the AMSA website <https://mensshed.org/find-a-shed/>

- Enter suburb/State/postcode
- Choose an option from within a 20-200kms radius

For rural and remote Men's Sheds it is recommended that you choose a 100-200km radius.

## Resources

AMSA has a Member Resource Library available on the AMSA website in the Members Only Section.

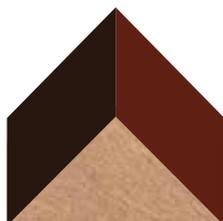
Operational and management policies, procedures and manuals, external publications, supplementary templates and forms, Information Sheets, AMSA articles, health resources and publications.

- Visit the AMSA website <https://mensshed.org>
- Using the Shed's log-in and password to Log into the Members Section
- Go to Shed Resources <https://mensshed.org/resources/>
- Click on the relevant folder to access resources

The AMSA recommends that you check the resources section regularly as new resources are frequently added. These are normally announced via a News bulletin on the website and/or in the AMSA newsletter.

## Marketing & Promotional Material

The AMSA has available a range of marketing and promotional materials available free of charge to Member Men's Sheds including the AMSA Flag and generic tri-fold Shed Brochures. For requests please contact AMSA.



**Australian  
Men's Shed  
Association**

SHOULDER TO SHOULDER

## **Newsletters & News Bulletins**

'Nuts & Bolts'- a bulletin that is emailed to Members each month containing updates, latest news, reminders which are relevant to Mens Sheds.

'The Shedder'- the AMSA newsletter is produced quarterly and emailed to Members and approximately 3000 other subscribers. The newsletter contains Shed stories, health information, latest news, information from our sponsors and supporters. Previous editions are archived on the AMSA website: <https://mensshed.org/news-events/newsletter/>

You can also subscribe to the newsletter on this web page.

Individual Men's Shed email contacts are the doorway through which AMSA can communicate with all Shed members within each Men's Shed.

It is vitally important that the contact email address is accurate and updated if changes have occurred. It is the responsibility of the Shed member(s) who receive the AMSA emails on behalf of the Shed to ensure that all Shed members have access to the information.

## **Mail Outs**

With nearly 1000 members, mail outs can be a huge expense but the AMSA delivers approximately four mail outs to Member Sheds each year. These include your membership certificates, promotional and health related material and resources. Providing an up to date Shed postal address with AMSA will ensure correct delivery of mail outs.

# National Conference

The AMSA delivers a national Men's Shed Conference every two years. It is not a profit driven event as we endeavour to keep costs at a reasonable level in order to engage as many shedders as possible. The Conference offers a three day programme including Shed visits, workshops, seminars, Shed presentations, key note speakers, demonstrations, Exhibitor booths, social activities and opportunities to network.

- The first Conference was held in 2005 at Lakes Entrance (Vic).
- The 2019 Conference will be held in Morphettville (SA)

For further information, visit the AMSA website:

<https://mensshed.org/amsa-resources/national-mens-shed-conferences/>



# Men's Shed Week

Introduced in 2016, Men's Shed Week is a week dedicated to the achievements of the Men's Shed movement and an opportunity to recognise the ongoing benefits Sheds provide to their members and the broader community. We can collectively showcase Men's Sheds to the world and it is an opportunity to focus government, corporate partners, media and the community on the benefits and positive contributions Men's Sheds make to the Australian community. We are proud of the work undertaken throughout the Men's Shed network – the achievements and benefits of Men's Sheds for members and communities are immeasurable.

In 2018 we celebrated Men's Sheds from *Monday 24 September to Sunday 30 September* with the theme '*Celebrating Mateship*'. The official opening was held at AMSA's 2017 Men's Shed of the Year, Menshed Wagga Wagga, on 21 September 2018.

## Men's Shed Week Events

The AMSA encourages Sheds to hold open days and celebrations to mark the special contributions Men's Sheds make to members and communities throughout Men's Shed Week. By holding an event, it provides the ideal opportunity to:

- Promote your Men's Sheds throughout your community and showcase your activities
- Show appreciation for your community's support
- Acknowledge those who have made significant contributions to your Shed
- Engage with local Health, government and community services
- Attract new members

The event can be small or large – but most importantly it should celebrate your Shed and highlight the benefits of Men's Sheds to your special guests.



# Website & Facebook

## Website

[www.mensshed.org](http://www.mensshed.org)

The AMSA highly recommends that all Men's Shed Management Committee members and Men's Shed members make themselves familiar with the AMSA website and its many features. It is important you keep up to date with the latest information such as:

- Announcements such as the AMSA Insurance Programme premium renewals and opening/ closing dates of each NSDP Round
- Accessing new and existing resources
- The latest AMSA Newsletter and bulletins

## Facebook

<https://www.facebook.com/australianmensshedassociation>

The AMSA Facebook is a communication vehicle for AMSA to share information, stories, events and other Men's Shed Facebook posts.

## Facebook Trading Post

<https://www.facebook.com/groups/1213393465433090/?ref=bookmarks>

AMSA encourages users from the Men's Shed community to join the Men's Shed Trading Post Facebook Group. The group has been set up to provide the Men's Shed community with a platform to promote Shed events and buy, swap and sell items. Sheds may also use this forum to call out for items they require. The group is not for the purpose of selling market wares or personal items, or promoting local community fundraising initiatives unless they are relevant to the Men's Shed community.





# AMISA Membership

# Membership

Membership to all eligible organisations is free of charge. As detailed in the Membership By-Laws, AMSA has defined a Men's Shed for the purpose of deciding which organisations are eligible for membership.

AMSA believes that Men's Sheds should be open to all men but where its membership is restricted to Aboriginal or Torres Strait Islander members for cultural purposes or restricted to residents of private facilities such as Aged Care and Residential Care facilities, such Sheds will be admitted.

AMSA recognises that not all Sheds are exclusively for men and that some Sheds may be open to female members. For the purposes of this handbook, the term 'Men's Shed' is used to cover all member Men's Sheds.

## Definition for the purpose of admission

AMSA recognises as a Men's Shed any community-based, non-profit, non-commercial organization that is accessible to all men and whose primary activity is the provision of a safe and friendly environment where men are able to work on meaningful projects at their own pace in their own time in the company of other men. A major objective is to advance the well-being and health of their male members.

AMSA may admit to membership a Shed which conforms to the above definition in all respects.

By being registered with AMSA, your Men's Shed is part of an internationally recognised Association

# Benefits & Levels of Membership

AMSA aims to work with the Men's Shed community, stakeholders, corporate, health and community partners to enhance the Men's Shed movement for the benefit of Australian men. We are supported by the Australian Federal Government and partners to deliver exceptional services and programmes to Men's Sheds to build a thriving and sustainable national movement. Representing Men's Sheds across all levels of government and to the corporate and health sectors, AMSA acts as a collective voice for Men's Sheds and participating shedders – nationally and internationally.

Other benefits are offered from time to time, such as members-only events and services or access to third party services that AMSA has secured for members.

## Level 1 Membership

Membership to AMSA that complies with the AMSA Constitution & By-Laws being by definition in name a 'Men's Shed' and subscribes to the AMSA Group Insurance Scheme.

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## Level 2 Membership

Membership to AMSA that complies with the AMSA Constitution & By-Laws being by definition in name a 'Men's Shed', has insurance coverage through an APRA approved provider.

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## Non Shed Auxiliaries

Non-Shed Auxiliaries have access to the AMSA Insurance Group Insurance Scheme and AMSA website and resources. It does not have a voting right nor are their details included on the Shed Locator.

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# Responsibilities

Members of AMSA have a number of ongoing responsibilities in the management and operation of their organisation which will not be undertaken by AMSA upon commencement of membership.

A description of the Membership Responsibilities is contained in the Membership By-Laws

## **Code of Conduct**

The Men's Shed Code of Conduct is designed to focus on particular values identified by individual Men's Shed that are central to their integrity.

### **Purpose of 'The Men's Shed':**

**A community-based, non-profit, non-commercial organisation accessible to all men, providing a safe, friendly environment where men are able to work on meaningful projects at their own pace in their own time in the company of other men.**

**To promote mental, physical and emotional well-being of people in our community.**

## **Men's Shed Do's:**

- Maintain an open door policy and not reject any person on the basis of race, disability, religion or age although some special conditions may apply. Certain restrictions may be placed on participation for physical safety reasons or in if a member requires the assistance of a carer (must be provided by the participant) or be deemed a prohibited person
- Act in the best interests of the Shed and not pursue personal agendas
- Respect the rights and decisions of members
- Respect the confidentiality and privacy of members
- Operate in accordance to the associated rules and regulations of the Incorporations Act of the State in which the Shed is physically located.
- Comply with all local, State and Federal legislations that may apply to the Shed operation Shed

## **Men's Shed Don'ts:**

- Compete on a commercial basis with local industries in the production of products for sale
- Refuse membership based on race, sexual preference, religion or ethnic background
- Bring into disrepute the membership of any Shed or the AMSA or the corporate brands or images to which it is associated
- Make any unauthorised representation on behalf of the AMSA

# Complaints

All complaints lodged with AMSA must be in writing and follow the procedures contained within the AMSA Complaints & Dispute Resolution Policy & Procedures. When AMSA receives a written complaint from a Member Shed, from the public in relation to the conduct of a Member Shed or a Member of a Shed, that complaint will be referred to the National Men's Shed Complaints Committee and dealt with in accordance with the Association's Complaint and Dispute Resolution Policy and Procedures.

*Please Note: Disputes between individual members or between members and the Shed Management must be dealt with, in the first instance, at Shed Level. All Men's Sheds are advised to implement a Complaints and Grievance Policy that is made available to all members.*

Complaints Policy and forms available here: <https://mensshed.org/?s=complaints>

# Disciplinary Action

The need for disciplinary action may arise from a breach of the Code of Conduct or By-Laws, allowing any minority group to use the resources of the Men's Shed for private commercial gain or to the detriment of a diverse range of activities desired by the Shed membership or a complaint from a person that an independent Shed is operating contrary to its Constitution/rules.

# Cessation

Membership of AMSA will cease upon:

- Resignation from AMSA in writing
- Resignation will be deemed to take place where an independent Men's Shed or a Non Shed Auxiliary has not paid or maintained insurance coverage as prescribed
- Expulsion from AMSA as provided for in Section 7.3 of the Constitution
- Upon cessation of membership:
- All rights and privileges of membership will cease
- Access to any corporate management systems will be terminated
- Manuals, management guidelines and other AMSA copyright materials must be returned to AMSA
- Any preferential discount arrangements with insurers, suppliers or sponsors will no longer be available.



# Manuals, Resources & Support

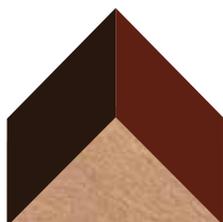
Men's Sheds are encouraged to deliver and participate in health related activities for the benefit of their members. The AMSA also undertake projects and community education and awareness campaigns in collaboration and partnership with many State and National health related service providers. The AMSA has a range of health related resources.

## Men's Shed Health & Safety

Members of the Australian Men's Shed Association have a Duty of Care to themselves, their Shed colleagues and visitors to operate safely:

*'A responsibility of member Men's Sheds is effective management of Men's Shed health and safety, whether bound by health and safety Acts, other State legislation or common law 'Duty of Care' and holding insurance policies approved by AMSA's Insurer that are Australian approved Insurers for Public Liability, Volunteer Insurance, Officers Insurance and Contents and Property Insurance'.*

AMSA has available a range of Men's Shed health and safety policies and procedures to assist Management Committees and these are available from the AMSA website. AMSA highly recommends that Men's Sheds who are seeking specific information and advice on Men's Shed health and safety matters do so by contacting their particular State Regulatory/Statutory bodies.



**Australian  
Men's Shed  
Association**

SHOULDER TO SHOULDER

# Guest Speakers & Health Partners

Men's Sheds are encouraged to deliver and participate in health related activities for the benefit of their members. The AMSA also undertake projects and community education and awareness campaigns in collaboration and partnership with many State and National health related service providers. The AMSA has a range of health related resources.

## Men's Shed Health & Safety

Many Men's Sheds have regular or occasional guest speakers at their Shed covering a variety of subjects including health. The AMSA can make available a list of Health Organisation peak bodies (experts in their field) who have programmes running that can provide a guest speaker on a health topic(s). Although this is not a comprehensive list, all of the organisations have been supportive of Men's Sheds in some way. The resource, 'Peer Education Guest Speaker programme Dec 2016', can be found on the website: <https://mensshed.org/?s=Peer+Education+Guest+Speaker+programme+Dec+>

You can also contact your local Health Service providers who may also be able to provide guest speakers on health matters including your local Pharmacist, GP, Paramedics, Health workers from the local Hospital and Support Groups.

### Health Services:-

Resources, guest speakers, contribution to Spanner programme and website

### Examples:

Australian Hearing Bus- visit on site to Men's Sheds and events

General Practice Student Network (GPSN) - volunteer to undertake health screening at Spanner events

## Men's Health Week

Each year, AMSA participates in, and promotes Men's Health Week and many Sheds across the country organise events that may include:

- Health Seminars and Workshops
- Education and Training programmes such as First Aid
- Open Days or Community BBQ's

Men's Sheds can apply for NSDP funds- Category One- to plan and deliver events throughout Men's Health Week. AMSA can assist in the coordination of events and provide support.

## Events, Expo's & Men's Shed Gatherings

The AMSA supports and encourages Men's Sheds to plan and deliver Shed events, Regional Men's Shed Gatherings and Expos. These events can offer a range of guest speakers, seminars, workshops and demonstrations with a focus on Shed operations, health and wellbeing. These events also provide an opportunity for delegates to network and meet with other 'shedders', share information and ideas and increase public awareness and knowledge of the Men's Shed Movement.

The AMSA can support and assist Men's Sheds to plan and deliver events.



# **Spanner in the Works?**

## **Health Screening Programme**

A major initiative of the AMSA is the national 'Spanner in the Works?' a Men's Health screening programme that has proven very successful in engaging and educating men. Combined with other activities of interest to men and in collaboration with local health services, the programme delivers health screening, improves health literacy and distributes health information.

This is promoted via the 'Machine Man', a visual interpretation of the relationship of Body to Vehicle- a concept that breaks down communication hurdles and brings a more light-hearted approach to encourage more conversation between men on the subjects.

## **Website & Newsletter**

The website is an Australian Men's Shed Association initiative and acts as a gateway to our men's health partnering organisations. The website is based on the same principles AMSA has used for the 'Spanner in the Works?' Men's Shed male health screening programme so that it is easy to use, male relevant and men friendly, concise with a touch of humour.

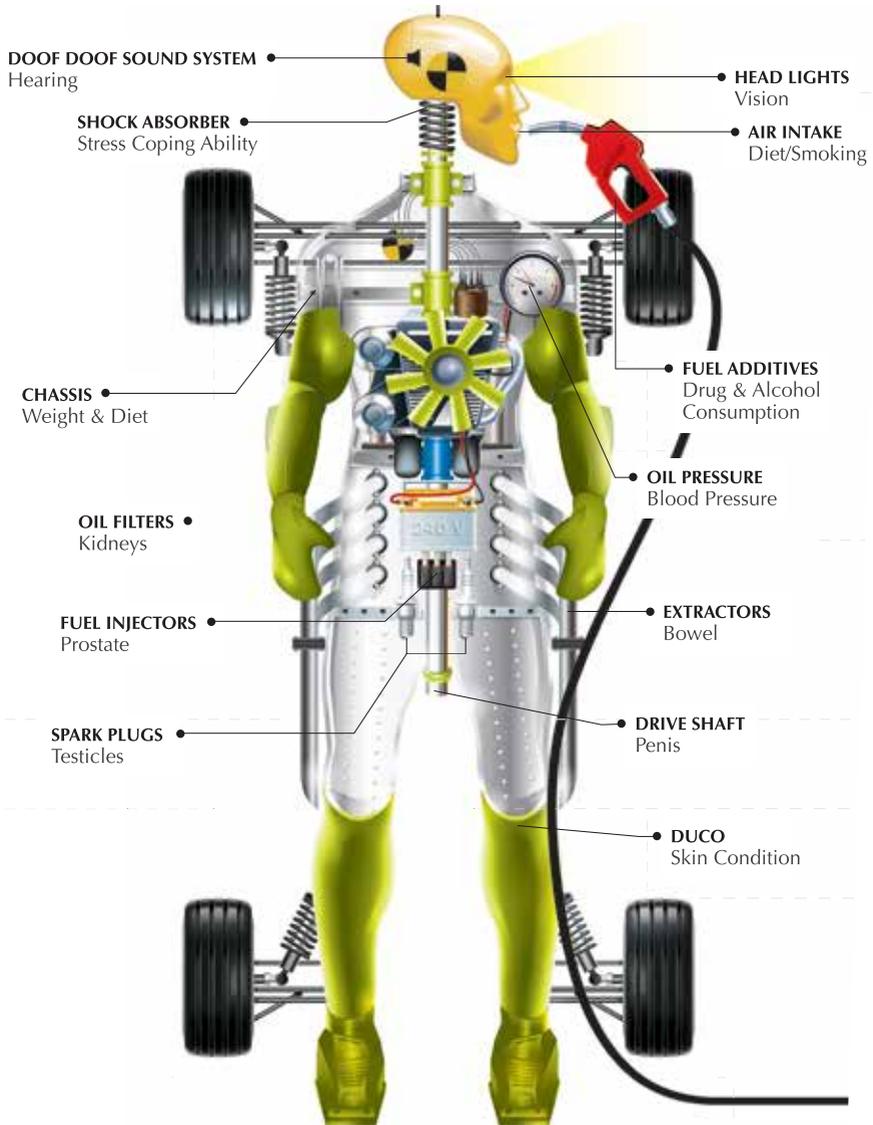
The website provides some key health information for men in a form to which men can relate. Each health subject has one or more direct links to a relevant Australian peak body health service website and website has been developed through collaborative partnerships with 40 peak health organizations.

'Spanner in the Works?' is not about telling you what to do but sets out some things that you can do (or not do) to improve your health and your chances of a longer and happier life. It gives you the opportunity to make adjustments as you see fit. Often minor adjustments can have a major impact on your health, relationships with loved ones and friends and your work.

The Spanner newsletter is distributed once a month and covers a range of topics including relevant health information, including research, Conferences, News and Information sheets.

AMSA requests that the newsletter is made available to all members

# SPANNER IN THE WORKS? WHEN WAS YOUR LAST SERVICE?



# Men's Shed Operations



## Shed Contact Details

AMSA maintains a database of member details including the Shed address, contact names, telephone and email

This information is then embedded onto the Shed Locator facility on the AMSA website with the exception of email addresses. It is vital that these details are kept up to date and Members are asked to contact AMSA when these details change. It is good practice to have at least two contact persons to allow for absences due to ill health or holidays. This will ensure that all mail and email correspondence sent by the AMSA is received.

To update shed and committee details go to: <https://mensshed.org/update-shed-details/> and <https://mensshed.org/update-committee-details/>

AMSA requests that newsletters are shared with all Shed members. The contact email is the 'doorway' into the Men's Shed so please do not 'filter' the information.

## Management Committees

When you incorporated your Association (Men's Shed) it became a legally separate entity with the same powers as an individual. An incorporated Association can own land, sign a lease and appear in court. An incorporated Association and its members are legally separate.

Under normal circumstances, it provides protection to the Management Committee from personal liability for the actions of the incorporated Association, provided those actions are carried out in good faith and with due diligence. Therefore good governance and strong financial management are essential to the strength and sustainability of every not-for-profit group.

The governing document is the Constitution with the Management Committee the Governing Body Members are the financial members or 'shedders

Committee members are elected by the members to act in their best interest, are responsible for setting the core culture and values of the Men's Shed

The Management Committee is ultimately responsible to the members for the operation of the incorporated Association. This includes following, interpreting and enforcing the rules and making sure the incorporated Association complies with the law. Management Committees must act in good faith and with due care and diligence.

# Risk Management

Responsibility for Men's Shed safety is everyone's business however the Committee or authorised persons who establish and oversee shed operations and the members that supervise activities, have a key role in requiring that safe practices are followed.

AMSA has a range of Men's Shed health and safety policies and procedures available on the AMSA website to assist Management Committees and Health & Safety Officers.

## Toolbox Meetings

AMSA recommends that the Management Committee conducts a 'Toolbox Meeting' regularly for all members. This is a clear demonstration of transparency and inclusiveness. Remember, the Men's Shed belongs to the members. The meeting will provide an opportunity for:

- Members to raise issues and concerns
- Distribution of information to members- activities, latest news, developments, AMSA information
- Delivering information/ training sessions such as Men's Shed Health & Safety

Ensure that the material that is intended for all members and the Management Committee is tabled, distributed or displayed.

## Website- Member's Log In

The AMSA website 'Member's Only' facility enables members to access restricted documentation, information and services such as Resources and SMART software. To access this section, AMSA has provided all member Men's Sheds with a Username and Password. Members can also update their Shed details via an online facility.

### Men's Shed Log In Details

The username and password are assigned to the Men's Shed and not an individual - it is imperative these details are not restricted or controlled by a limited few. Any change of password should also be communicated to all users.

### Forgotten Usernames & Passwords

If you forget or misplace the Username and Password, a Committee Member can request that it be re-set. This can be done by contacting 1300 550 009 or [amsa@mensshed.net](mailto:amsa@mensshed.net).

### **Please Note:**

This specific username and password is provided to the AMSA Member Shed and must be restricted to that member Shed for which it is assigned.

### **Shed Profile:**

The Shed profile is linked to your shed details on the shed locator on the AMSA website This is where you can add images and extra details about the shed. Once you have logged on, go to the home page and click on Shed profile/View/edit In the orange box as below



## **Shed Stories**

There are extraordinary things happening across the country in Men's Sheds. The AMSA would like to encourage members to send through stories from the Shed so that they can be shared via our Shedder Newsletter or Facebook. Stories and articles can be lodged via email at [amsa@mensshed.net](mailto:amsa@mensshed.net).

## **Visits by & Invitations to AMSA**

Dependent on availability and workloads, the staff at AMSA enjoy and value invitations to shed functions, mens Shed gatherings, Road trips to visit mens Sheds, Official openings and Health events.

Please send any requests via email [amsa@mensshed.net](mailto:amsa@mensshed.net).

## **Parliamentary Friends of Men's Shed**

The success of Men's Sheds was acknowledged by the formation of a Bipartisan Parliamentary Friends of Men's Sheds Group for the 43rd Parliament in 2012. The Parliamentary Friends of Men's Sheds Group was formed by The Hon Mark Coulton MP (Federal Member for Parkes) and The Hon Chris Hayes MP (Federal Member for Fowler) to recognise and celebrate the achievements of Men's Sheds nationwide and promote social inclusion and education among men in every local community.

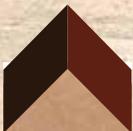
## **Research & Reports**

The AMSA website contains a range of research papers and reports that informs Men's Shed based practice. There are lists of research, mostly from Australia, which provide recent evidence and insights as to why and how 'Men's Shed' or workshop-based practice can enhance men's lives and wellbeing in some community settings.

<https://mensshed.org/what-is-a-mens-shed/mens-shed-research/>

**“Men’s Sheds  
are not just  
fixing furniture  
& building toys;  
they are  
helping men  
& building  
communities”**





**Australian Men's Shed Association**  
SHOULDER TO SHOULDER

# NOTES

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# Childers District Men's Shed

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