



PROCEDURES FOR GROUP LEADERS 2019 – 2020

Christchurch U3A would not be as successful as it is today without the hard work and inspiration of its group leaders. The Committee and I wish to thank you all for your individual contributions.

Please read this booklet carefully. Section 10 on **GROUP ENROLMENT PROCEDURE** has been revised. This year all U3A members will be keeping their old membership number again BUT it will be printed on a pale yellow card. Please ensure that you check members' cards at the beginning of the new term, or when they attend their first class..

In October you will receive the agenda for the Group Leaders' meeting on **Saturday 9 November** at 10.00 a.m. in **Homelands Community Centre**, King's Avenue, Christchurch, BH23 3EB

Please feel free to contact me if you have queries during the academic year on 01202 475590 or via our website.

Best wishes
Jill Dale
Group Co-Ordinator

1 GROUP LEADERS AND JOINT GROUP LEADERS

Group leaders plan their courses, research material where necessary and teach or co-ordinate their classes. Joint Group Leaders share these responsibilities between them. The names of both group leaders and joint group leaders will appear in the annual programme.. Group Leaders pay no

membership fee; Joint Group Leaders each pay half fees.

All Group Leaders must renew their membership, preferably using our website.

2. DEPUTIES

We strongly recommend that a Deputy is appointed. Their role is to assist their Group Leader as required, examples are - helping set up the venue, photocopying material and possibly helping with the tuition of individual members, particularly in the Sport, Art and Crafts groups. A deputy may be able to hold a class if the group leader is ill or on holiday but this is not an essential requirement of a deputy. Deputies will receive a copy of this Procedures leaflet and will also receive all mail chimp addressed to group leaders.

3. GROUP LEADERS AND MEMBERS WITHOUT COMPUTER ACCESS

If a group leader is unable to use a computer or does not have access to one then **it is essential to appoint a deputy who does have computer access** wherever possible. The deputy may then receive mail chimp addressed to group leaders and will be able to pass on messages to their own group leader.

It is requested that group leaders, who have members that have no computer access, should pass onto the group any information from general U3A emails that would be of interest, e.g details of monthly meetings, Vintage Brass concerts, etc.

4. THE OFFICE

The office is called The Epicentre and it is situated in the Drutt Approach, off Christchurch High Street, BH23 1AB. Opening hours are 10.15 a.m. to 12 noon on Monday, Wednesday and Friday. during term-time, and it is also open on Monday mornings in the

Summer months.. The telephone number of the Office is 01202 480027, and of the Office Manager is 01202 395066. Keys are available from Christchurch Information Centre in the High Street, on production of your current membership card. The keys must be returned and signed in when you leave the Office.

5. INSURANCE

U3A insurance covers group leaders for a complete year. All publicised activities run for or by U3A members are covered for Public and Products Liability, including Groups held in members' own homes or outdoor activities. The cover indemnifies members against legal liability following injury and/or property damage as a result of an activity or failure of a product where U3A has been in some way negligent. For full details, including exclusions, see the document Public and Products Liability in the office.

TASTER SESSIONS

Non-members are insured to attend 1 or 2 taster sessions only

6. SAFETY

Please point out fire exits and the assembly point both at the start of term and to new members who join your Group later on during the course. Take your register to the assembly point during a fire drill to check that all members have left the building.

7. REGISTERS

Please keep a register. There are three versions of the register. One is in portrait format, the second is in landscape format and the third allows you to record the email addresses of members: Use whichever version suits you. YOUR DEPUTY needs a copy of your register so that group members can be contacted if a meeting has to be cancelled.

Please send a copy of the completed register to the Group Co-ordinator at the end of the **Autumn** term either to the Epicentre office or by email to groups@christchurchu3a.org.uk

8. COURSE DESCRIPTION FORMS (OR CDFS)

Each year you have to complete a CDF which sets out the details of your group for the following year to be included in our annual programme. With so many members using the internet, plus the high cost of postage, we have replaced our paper CDF with an online one. The advantage of the online form is that it brings up the details of your current course on the

screen, so all you have to do is change the dates.

In April each year you will receive an invitation to complete your CDF with a link to an online form, which is also available on the website under Group Leaders. You will need to have your U3A membership number and also that of your Joint Leader (if any) and/or your Deputy in order to complete the form. Paper CDFs will still be available, if you do not have computer access, either from our office or online.

We would greatly appreciate it if you could try to use the online form, perhaps with the help of a friend who knows more about computers.

9. NOTIFYING WHEN YOUR GROUP IS FULL

When your group is **FULL**, please alter your group details on the U3A website by re-setting the flag which shows whether you have vacancies, or by notifying me direct.

10. REMINDER OF GROUP ENROLMENT PROCEDURE

Any member may apply to join a group as soon as they receive a programme or as soon as the new programme is available online. Members should give their 2019-2020 membership number.

Group leaders should remind members **NOT** to enrol in **two groups** on the same subject. When a member attends their first class the group leader should ask to see written (i.e. their yellow membership card) or electronic evidence of their membership, record this on the register and then tick the column to confirm the card has been seen..

11. DATA PROTECTION

Please do not disclose the personal details of any member of your group to other members or third parties without their permission. See also section 22 re photographs.

12. CANCELLATION OF ROOM BOOKINGS

PLEASE do not cancel directly but through the Venue Secretary giving at least 7 days notice, if possible.. If the session has to be

cancelled and your Deputy cannot take the class, we will be UNABLE to offer an alternative date.

13. CHANGE OF VENUE

If your group either expands or contracts in size and your current venue is no longer suitable please discuss with the Venue Secretary whether an alternative venue is available.

14. ADVERTISING YOUR VENUE

If you have insufficient members in your group it is possible to ask for an advertisement of "Group Vacancies" to be sent out on the U3A website. Please discuss this with the Group Co-ordinator who can arrange for this.

15. ACCIDENTS

After an accident, please complete the enclosed report form and return it to the Group Co-Ordinator via the office. Unless you hold a current first aid certificate, it is recommended that you do not give First Aid.

16. EQUIPMENT

A full list of equipment available to Group Leaders is in the front of the booking folder in the office. Please sign for equipment borrowed and update the records when returning the equipment.

17. EXPENSES

There is an allowance of £30 per term for small expenses. An expenses claim form can be obtained from the office or is available online. The form should be submitted to the Treasurer, supported by the relevant receipts. If your expenditure will be more than £30.00, please apply to the Treasurer or Chair for approval beforehand.

18. PHOTOCOPIES AND LICENSING

Group members should reimburse you for any photocopies you provide. U3A has a licence which enables members to make multiple photocopies from books and magazines up to 5% of the whole. **This license does not cover sheet music and maps: photocopying of these is illegal.** The license also permits recorded music to be played to members free of royalties. Further copyright information is available from the office.

19. MONIES COLLECTED FOR U3A EVENTS

All monies collected for travel group outings, theatre trips, concerts, exhibition visits and similar events should be by cheque payable to Christchurch U3A. The cheques should be banked into the U3A Travel Group account or the U3A Social and Fund-Raising account. Please refer to the Treasurer for further details.

Any event must be self-funding.. If the income will be insufficient to cover costs you will need to ask members to contribute more or the event will have to be cancelled.

Any group which makes a surplus from such group activities is entitled to use part of the surplus to fund it's group expenses or to buy equipment for the group's use..

If a group organises an event or speaker solely for their own group it should be self-financed by the group, and there is no need to involve the Treasurer.

20. MEMBERS WITH DISABILITIES

Please talk to any member or potential member of your group who has a disability and establish what problems they may have with access to your venue or where it is best for them to sit. If there are access problems discuss them with the Venues Secretary. There is a list of Venues with details of their facilities in the programme.

21 SORTING OUT PROBLEMS/ GRIEVANCES

Please refer to enclosed 'Advice Sheet 6' from the U3A National Office for advice on how to deal with such problems. **Group Leaders do not have the authority to exclude a member from a group..**

22. GROUP OUTINGS / EVENTS AND PHOTOGRAPHS

The names of those travelling, together with an Emergency Contact number for each of them, and an itinerary should be emailed before departure to the Chair and the Group Co-ordinator.

Please obtain permission from group members before sending photographs to our webmaster, newsletter editor or any third party.

23. HELP FROM NATIONAL OFFICE

Remember that equipment and information are available from the National Office. Please see full list in our office or visit www.u3a.org.uk.

24 FORMS AVAILABLE FROM OUR OFFICE

Public and Products Liability Insurance, Equipment Available, *Expenses Claim, Booking Equipment, *Accident Report, *Registers. and *Course Description Forms

** Forms also available from the Utilities link on our website.*

25. EMERGENCY VENUE CONTACT DETAILS

Telephone numbers are provided in case you cannot gain access and postcodes because the U3A National Office asks that you note yours to give to the Emergency Services if necessary.

BCC	Matt Snowden	01202 417143	BH6 5LB
CBC	Julie Dynan	01202 487442	BH23 1QT
CCL	Jennie Simpson	01202 485938	BH23 1AB
EDB	Anne Pettman	01425 274760	BH23 1HW
EPI	Audrey Payne	01202 395066	BH23 1AB
GCC	Claire Alexander (Mgr)	01425 472613	BH24 1DW
	Anne Melrose (Asst)		
HCC	Jo Hearn	01202 496877	BH23 3EB
HCH	Liz Chant	01202 483243	BH23 1NA
ICH	Alison Bower	07752 764762	BH6 3QJ
MWC	John Bell	01425 272084	BH23 4TR
NCH	Marion Curry	01202 476856	BH6 3HT
OLQ	Hazel Ingram	07772 450403	BH6 3ER
PFH	Beth Richards	01202 473965	BH23 2AQ
PHO	Ian Penny	01202 485804	BH23 1BX
PSS	Colin Bradley (Sec)	01202 424458	BH6 5DR
RHA	Veronica Locke	01202 397036	BH23 4SA
SCH	Rosemary Sinclair	01202 496147	BH23 2RR
SJI	Gemma Mawson	07843 624932	BH5 2AR
SKH	Maureen Fraser	01202 420571	BH6 4AR
SSC	Graham Moore	01202 434416	BH7 6BY
SVH	Simon Catley	07976 742955	BH23 3NE
SWT	Bernard Crowell	01202 433284	BH7 6PD
TSC	Elaine Charlton	01202 473617	BH6 3AA
TMC	Tracey Gibbins	07952 581375	BH6 5AG