

# BECCLES



THE UNIVERSITY OF THE THIRD AGE

## Non U3A Member Activity Policy

Dear Member

This document is to explain the Beccles U3A position in respect of members who may get involved in a private event which includes non members such as a joint venture or visit or trip. This would also cover trips which may include transport and/ or accommodation for one or more nights.

Please remember that our U3A is a member organisation which is protected by insurance cover provided by the Third Age Trust for exclusive U3A activity.

The following is for your guidance in this matter and has been agreed by your Executive Committee for the protection of members, convenors and the Trustees (Executive Committee) of Beccles U3A.

1

Ensure to advise the Executive Committee of the details of any such event in good time before its actual date. This will allow the committee the opportunity to advise if U3A insurance policies will apply.

2

If the event is not covered by U3A insurance it must be made clear to Members that the event is not a U3A event and **will not** be covered by U3A insurance policies. This detail should be made clear verbally and in all communications in respect of the event. This statement should also appear in bold text on all booking forms for the event.

3

It is advisable that any reference to the private event is not discussed within a U3A meeting. This will ensure that members present will not assume that the event is an official U3A event. It is suggested that the event should be discussed after the meeting has closed.

4

Members within groups allow their contact details to be held for the purpose of communication for U3A Group matters only. For a private event members will have to agree that their personal details can be held and used for a separate non U3A activity.

If you are in any doubt re the above guidelines or insurance cover for any activity please contact the Executive Committee via a committee member or via the contacts page on the Beccles U3A website. [www.becclesu3a.org.uk](http://www.becclesu3a.org.uk)

Thank you for your help and support in managing a safe Beccles U3A.