



Belper & District u3a
Handbook
For
Group Co-ordinators

Updated March 2022

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BELPER AND DISTRICT u3a

The u3a is dependent on its members for setting up and running groups. These notes have been written with the aim of supporting existing or potential group co-ordinators.

1) GROUP CO-ORDINATORS ROLE

The main functions of the Group Co-ordinator are:

- to make all the necessary arrangements for the group meetings
- to manage any group finances
- to monitor and ensure the accuracy of their group record on Beacon
- to liaise with the Activities Co-ordinator when appropriate
- to be aware of the current Policies and Guidelines of the u3a (available on the website)

Other roles which may arise and could be taken by any member of the group are:

- Being a tutor or facilitator
- Arranging visitors or speakers
- Arranging a programme of events
- Arranging a rota whereby each group member leads a session
- Managing weekly/monthly 'subs' for room hire payments

Roles within an interest group can be shared, taken in turn, or all done by one person. Participation by all members of the group should be encouraged where appropriate.

2) RUNNING A GROUP

A list of details of all groups is provided to members and is available both on the Beacon System and on the u3a Website.

Day-to-day running of group

- A register should be kept and attendance at each meeting recorded (for insurance and safety purposes). An example is in the appendices, but you can keep this in any way which works for you and Beacon can help

generate a list of your members. We have been advised that registers should be kept for at least 3 years. This is in case of insurance claims.

- Your group may decide whether to ask people to notify the Co-ordinator if they will be attending, or to give apologies if not.
- In the event that any member does not attend a meeting of a group of which they are a member on 3 consecutive occasions **without apology**, then they should be contacted to see if they wish to continue being a member of the group. If there is no reply they may be considered to have left the group.
- Whenever possible, Group Co-ordinators should communicate by email, via Beacon. The Beacon System allows you to send one email to several recipients without revealing other email addresses. For more details, please contact the Activities Co-ordinator.

NB i) Please remember that any information which you access from Beacon is to be treated in the Strictest confidence and members contact details should not be passed on without their consent. ii) If you need to use your personal email, in the interests of security and data protection all emails should be sent as blind copies (bcc). If emails are to be sent as open lists, permission must be obtained from all members of the group to share their email addresses. This should be the exception rather than the rule.

- Group Co-ordinators should also ask members for Emergency Contact details if they have not added them to their details on Beacon. A Group Members Contact Information Sheet is included at the end of this Handbook for any members without access to the members portal of Beacon. Further copies are available from the Website: go to Groups – then Co-ordinators Page. NB These details may not be shared without the member's permission.
- In the event of an accident to a group member during a group activity, an Accident Report Form should be completed as soon as possible and a copy forwarded to the Business Secretary. An accident report form is included at the end of this Handbook. Further copies available from the Website: go to Groups – then Co-ordinators Page.
- If you receive any applications to join your group, please check that the person is a member of Belper & District u3a. If they are not, then please direct them to the website where they can find all the information they need to become a member. If they have no access to the internet then please contact the Membership Secretary for advice.

- Any change in Group Co-ordinator or the day on which the group regularly meets should be recorded on Beacon. Please also let the Activities Co-ordinator know so the Group information on the website can be amended (it is not necessary to report a one-off change).
- Various pieces of equipment are available for the use of groups (see website: go to Groups – then Co-ordinators Page)
- Making and distributing multiple copies of a Copyrighted document is allowed for educational purposes within the remit of the CLA licence. Group Co-ordinators who need to make copies should ask the Activities Co-ordinator for further information. The licence does not include maps, newspapers and sheet music. The licence is available to view on the Website: go to Groups – then Co-ordinators Page- Advice sheet 10.
- Additional resources and guidance can also be obtained from the Third Age trust. Details of these can be found at www.u3a.org.uk, by telephone:- 020 8315 0199 or by email:- resources.centre@u3a.org.uk. Resources are loaned free of charge.
- If there are any problems within the group, members should in the first instance try to resolve these amongst themselves. If this is not possible the Activities Co-ordinator is available to advise.
- Group Co-ordinators are encouraged to maintain awareness of their groups by
 - Ensuring their Beacon Groups details and website entry is up to date.
 - Contributing to the newsletter

GUIDANCE FOR GROUP CO-ORDINATORS ON ATTENDANCE OF NON-MEMBERS AT GROUPS:

There has been a small issue in the past with people joining, or trying to join, u3a groups without being a member of the u3a . This is usually inadvertent rather than an avoidance strategy. To avoid this:

- Don't give information on the website about exact time and location of meetings
- When initial enquiries are made to Group Co-ordinators by phone or email, you should ask whether or not the enquirer is a member of the u3a and explain how to join if necessary.
- If new people turn up unannounced, Group Co-ordinators should enquire about membership status.

- If you are not sure of someone's membership status, check by using the drop-down list in Beacon, if their name does not appear when you try to add them to your group then they are not a current member.
- If there are any continuing problems, please report to the Activities Co-ordinator.

N.B. A carer for a disabled or elderly member can attend with that person in their capacity as carer.

Please note: people must become members of Belper and District u3a before accessing a taster session of any group. Once they have become members of u3a they then can access a taster session of a group with the agreement of the Group Co-ordinator.

3) INSURANCE:

Public Liability Insurance (provided by the Third Age Trust) is for u3a Members. The policy is an insurance against the legal liability of the u3a and is **not** a Personal Accident insurance.

4) GROUP FINANCES

- Costs should be kept to a minimum and agreed and shared between group members. This may include hiring of the venue, photocopying, stationery and craft materials.
- u3a members cannot under any circumstances be paid for tutoring.
- The Group Co-ordinator is responsible for organising any payments and keeping relevant records which should now be done using the Group Ledger facility in Beacon. This may be delegated to another member.
- The Group Co-ordinator should arrange the hiring of a venue and inform the group of any charge. The Co-ordinator is responsible for the cancelling of the venue hire in good time or a charge may be made. (If using Strutts the Community Rate is charged. Bookings cancelled within 2 weeks of the date must be paid in full.)
- Contributions from group members should be recorded, the Group Ledger facility within Beacon provides the means to do this. The Group Co-ordinator needs to account to the group for the way the money is spent, with a simple financial statement.
- Cash held by groups in member's homes is insured up to £100 but you are advised not to keep this amount in the long term. It should be given to the u3a Treasurer for deposit in the Social Account. Please allow time for a cheque to be signed and cleared through your account.

- Group members should not use their personal credit or debit cards for group activities without committee approval.
- Travel expenses for Members using their own car to give a lift to other members of the group for a trip. Suggested contributions use a formula based on mileage calculated using Google Maps

= Total distance x 45p per mile ÷ 4 (rounded up/down to nearest 50p)

NB: Minimum payment £2 based on 4 people sharing a car.

5) SUPPORT FOR GROUP CO-ORDINATORS

There is additional support material on the Belper and District u3a Website under the Group Co-ordinator's section of the GROUPS page.

- The Activities Co-ordinator is always willing to give support or advice.
- Meetings of Group Co-ordinators are held from time to time. This is a good opportunity to meet others and share any successes or problems.
- There is a national network of Subject Co-ordinators available on the National u3a website and published regularly in 'Third Age Matters'. They are able to offer advice and support. Some produce newsletters.

APPENDICES

The following documents are provided:

- i) Group Members Register Sheet
- ii) Group Members Contact Sheet
- iii) Incident Report Form
- iv) Small Grant Application Form

Belper u3a Group Register Group Name _____

Name																



Group Members Contact Information Sheet

(This information is covered by the Data Protection Act and will not be shared with anyone outside the group)

Group Name	
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NAME:	
DO YOU HAVE TRANSPORT :	
COULD YOU OFFER SOMEONE A LIFT:	
DO YOU HAVE SPECIAL NEEDS:	
ANY OTHER RELEVANT INFORMATION YOU WISH TO PROVIDE:	



Belper & District u3a Incident Report Form

Please note that this form is to be filled in by a member of the Executive Committee, a Group Coordinator, or the property owner and should be retained on file by the u3a Committee in case of a claim and for a period of three years even if a claim appears unlikely.

A. YOUR DETAILS
Name:
Position in Belper & District u3a :
Email and/or Telephone No:
Address:
<i>Sections B and C are to be completed for any incident involving injury</i>
B. PARTICULARS OF THE INJURED PERSON(S) (continue on a blank page if necessary)
Name:
Email and telephone:
Address:
Was he/she a member of your u3a on the date of the incident?
C. DETAILS OF INJURY
Date & Time of incident:
Where did the incident occur?
Please describe the incident and injury (attach photo or sketch if appropriate):
Immediate action taken:
Treatment at the scene:
Admission to hospital?
Ongoing medical treatment:

Section D is to be completed for any incident involving damage to property

D. DETAILS OF DAMAGED PROPERTY

Describe damage caused:

Estimated cost of repair or replacement:

Name of owner of damaged property:

Email /Telephone:

Address:

The remaining sections are to be completed for all incidents

E. NAME AND CONTACT DETAILS OF ANY WITNESSES TO THE INCIDENT

F. DECLARATION by person filling in form

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I declare that to the best of my knowledge and belief all the foregoing particulars are true and correct in all respects.

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Signed

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Dated

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Please pass this form on to the Business Secretary of Belper & District u3a - See Newsletter for contact details.



Belper & District u3a: Small Grants Application Form

The Guiding Principles of the U3A:

- Self-Learning – Members form interest groups covering as wide a range of topics and activities as they desire – by the members, for the members.
- No qualifications are sought or offered. Learning for its own sake, with enjoyment being the prime motive, not qualifications or awards.
- There is no distinction between the learners and the teachers; they are all u3a members.

Allocation of Grants:

Each year an amount will be allocated by the Committee to support Groups. Applications for grants from Group Co-ordinators will be considered by the Committee twice per year.

NB Applications will only be considered if they are on this designated form; further copies are available to download from the Belper & District u3a website.

Applications received by 28th February will be decided by the end of March.

Applications received by 31st August will be decided by the end of September.

The Committee’s decision will be final.

Name of u3a Group submitting the application.

Name of Group Co-ordinator (Please print).....

Signed:(Group Co-ordinator) Date:

Email address:..... Tel no:

Item requiring funding:

Grant requested: Is this the total cost of the item? Yes /No

If No, how much is the full cost?

How will this further the aims of the u3a? Please tick as appropriate.

- Equipment – would this help make the group more accessible?
- Resources – specific to the group subject or theme.
- Basic start up resources – to enable a group to get off the ground.
- Support for specific one-off events or activities – exhibitions, tournaments etc.

Please attach any additional relevant information in support of the application.

It is a condition that all groups in receipt of a grant must keep a record of how the money is spent. Retention of purchase receipts is advisable.

Any non-consumable resources are the responsibility of the Group Coordinator and are the property of Belper & District u3a and thereby covered by our insurance.

Office Use only: – Date Application Received

Decision and grant amount allocatedDate.....

Please send completed Application Forms to Treasurer – belpertreasurer@gmail.com