

## **CESTRIA U3A GROUP LEADERS ADVICE- 2023**

### **GROUPS HELD IN OUTSIDE ACCOMMODATION**

- If you are responsible for selecting a suitable venue make sure you consult the Group Co-ordinator, Chairman and Treasurer before agreeing to hire the room.
- When you arrive at the venue reassure yourself that everything is in place and as it should be. If you have any safety concerns do not continue if they cannot be resolved to your satisfaction.

### **YOUR MEMBERS**

- Ask your members to provide Cestria u3a with emergency contact details. Pass these to the Business Secretary who will enter the details into Beacon and provide you with the relevant details for your group.
- Ensure everybody attending is a member of Cestria or one of the network groups.
- Agreements are in place to accept members from Washington, Washington Village, Wessington and Houghton u3a providing they can show you a current membership card.
- Any u3a members from a group outside the network agreement must join Cestria as an affiliated member.
- Only current members are covered by u3a insurance.
- Potential new members can attend two groups before joining the u3a.

### **GROUP PROTOCOL**

- No person who is not a member of any u3a may lead a group
- No person who is not a member of any u3a may attend a group for more than 2 taster sessions.
- A member of a network u3a may lead a group. In the case of the Walking group(s) the Group Leader remains responsible for ensuring policies and procedures are adhered to and will be present on all walks conducted by a member of the u3a network.
- A member of a network u3a may attend any meeting of another network u3a subject to rules already quoted.

### **PROBLEMS**

- In the case of an accident which results in injury or damage to property, complete an Incident Report form (copy attached) and sent to the Chairman or Business Secretary straightway.

- If damage is caused to property by a member of the group, take full details, as in future it may be the subject of an insurance claim.
- Should you have a difficult member whose behaviour is regularly disturbing other members of the group go to your Groups' Co-ordinator for help. Don't take action yourself.
- If you have a serious problem in a session, it is quite acceptable to ask a member to leave but contact your Groups' Co-ordinator as soon as possible after the end of the session.

### **GROUPS IN PAID FOR VENUES**

- Accommodation/event costs should be agreed with the Treasurer and paid for by Cestria u3a. If you use group funds for photocopying etc please ensure you keep adequate records of this expenditure to ensure that members' contributions are being used fairly.
- Collect the required amount from every member and complete an Attendance Report (copy attached) and send to the Treasurer after each meeting.
- Fees collected at each meeting should be transferred into the u3a bank account.

### **WALKING GROUPS**

- This is covered in a Safety on Walks policy but always ensure you have a signed Walks Disclaimer from everyone walking on the day. Pass these to the Business Secretary who will enter the details into Beacon and provide you with the relevant details for your group.

### **INSURANCE**

- All u3a members, and non-members attending a "taster" session are covered for third party, organisers' liability and member to member insurance
- Remember personal accident insurance cover is not provided by The Third Age Trust.