

Advice and Information for Group Leaders

New Groups

When you have enough members to start a group, set up a meeting with the Groups' Coordinator to discuss the groups initial plans, venue, equipment requirements, if any and timetabling.

All Group Leaders are asked to read the Collingham & District policy on Equality, Diversity and Inclusion.

Groups held in the home of a Member

The group members can make contributions towards any refreshments provided. Other expenses, such as, paper for printing/copying, can be claimed using the expenses claim form providing you have a receipt.

The home(s) chosen for meetings should, wherever possible, be accessible to anyone wishing to join the group. If access is problematic for any disabled member then alternatives need to be sought.

If any group meeting in home(s) becomes 'too big' then an alternative local venue will need to be found or the Group Leader(s) should contact the Groups' Coordinator to discuss other alternatives.

Groups held in local venues

Please read carefully 'Guidelines for Financial Management of Groups Collingham & District u3a'.

Please ensure that the fees you charge for your group will cover the cost of your venue. The Treasurer pays venue rental charges.

If your group is planning to meet in one of the local venues you need to contact the person booking rooms at that venue to agree availability. Do consider accessibility issues when considering the venue for your group for example, the Mayfield Room at the Memorial Hall is not accessible to wheelchair users.

First meeting

At your first meeting inform your members about fire exits, toilets and any possible hazards for example, steps.

Make sure your group has all the information it needs to make an informed choice about participating. This is especially important if the group has a physical activity component. Personal accident cover is not provided by u3a and therefore physical activities are undertaken at member's own risk. Walking group leaders should use the checklist provided and the lead walker for the day should have pre-walked the route.

New and Existing Groups

u3a groups are based on the principle of shared learning. u3a groups may not pay for a 'tutor'. Some members may have a lot of knowledge about your subject already, whilst for others, it may be completely new. Encourage individual participation, partnership and group sharing and learning to maximize each member's experience.

If you use written or recorded material during your sessions please be aware of copyright regulations. Collingham & District u3a has a Copyright Licensing Agency (CLA) License that it renews annually through the Third Age Trust. This does not cover everything so, please check.

There are resources available for running groups through the u3a website and from the Subject Advisors. www.u3a.org.uk

All Group Members must be members of Collingham & District u3a or another u3a. Group Leaders will be asked to verify that all members of their group have a membership card.

Those thinking of joining Collingham & District u3a may attend/sample any two group meetings before becoming full members of our u3a.

If a member stops attending your Group it is a good idea to try to find out why this has happened. However, members can join and leave groups as they wish.

If you have a member whose behaviour becomes difficult to manage in a session it is acceptable to ask them to leave. The problem should be discussed with the Groups' Coordinator as soon as possible.

Data Protection

Data Protection requires only BCC format for sending emails to group members unless each has agreed to have their details available to the group members. All group members are responsible for keeping each other's personal details safe.

Photographs

Permission must also be acquired before taking photographs. If a member does not wish to be in a photograph they can be asked to step aside while the photograph is being taken.

Accidents

If an accident occurs during a session after all appropriate action has been taken to ensure the member's safety, please complete the Accident Report Form. There is a First Aid App available for Smart phones for free from the Red Cross.

Changing Group Leaders

If a Group Leader decides that they no longer wish to lead the group, please refer to the Group Leaders Resignation sheet.