



GUIDELINES FOR GROUP LEADERS

Thank you for agreeing to organise an interest group. We are sure you will find it very rewarding, however, it might seem a bit daunting initially, so we have prepared this handbook which is intended to provide you with advice and support.

Introduction

The title 'Group Leader' (GL) is used in this guide as it is the one most commonly used by members. However, people who help to create interest groups are known by many names. You might be a group leader, facilitator, convener, manager, organiser, contact.

It is often said that interest groups are the life blood of the u3a and each group will develop its own structure. However, it is important that your group follows the u3a ethos of shared, participative and self-help learning. 'The teachers learn, and the learners teach.' The result then will be not only an increase in knowledge, but a supportive and friendly atmosphere which enables everyone to participate.

You are the lifeblood of your u3a – without you there wouldn't be one!

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Membership

Membership of Dundee u3a is open to anyone living in Dundee and its surrounding locality who are in the "Third Age" of life, i.e. no longer in full-time employment, whose working life is behind them and who are normally of "retiral age". Semi-retirement or part-time working is acceptable.

When approached by members of the public seeking information on joining the u3a the above criteria should be made clear to them.

In the case of any member of the public challenging these criteria or seeking further information, their name and contact number should be forwarded to the Dundee u3a Chairperson.

- Ask your members to provide you with contact details *i.e. telephone number, email address and emergency contacts*. It is important that you have this information.
- Ensure everyone attending has joined for the current year – some members forget! It is a responsibility of GLs to ensure that all attendees be current members. GLs are asked to see proof of current membership. This may be by physical membership card or an image of one on a smartphone or tablet. Ensure the name on the card applies to the member proffering it and the expiry date is the following August.
- Memberships should be renewed by 1st September but a period of grace may be given of up to one month (previously three months). Any member unable to prove current membership after the end of September must be refused access to the activity. If you have, or anticipate, any difficulties with this please contact the Groups Coordinator.
- The Public Liability Insurance noted below may become invalid if non-members are permitted to take part in group activities.
- Non-members may attend 2 sessions to decide whether a class is for them before paying membership. A new member who has applied for membership but not received their membership card by their third meeting may attend at the discretion of the Group Leader. Thereafter they may not attend unless/until proof of membership can be demonstrated.
- Issue membership application forms to anyone wishing to join (current forms available from the website).

Group Organisation

Make sure you give sufficient information for members to make an informed choice as to whether they wish to participate. This is particularly important if you are running a physical activity where you should remind members that they undertake such an activity at their own risk.

If appropriate to your activity have a copy of Advice Sheet 'Copyright and Licensing' which covers photocopying, recorded music, DVDs/videos and performance. This is available on the website under 'Resources for Group Leaders'. Dundee u3a pay for a licence to use copyright material.

Some members of the group will want to help so please delegate where you can and spread the load. It is part of the Third Age Trust ethos that the u3a is a participative organisation and members should be encouraged to 'give something back'.

Payment of fees to GLs are not permissible under the Third Age Trust Mutual Aid Principle - no payments are made to members for services rendered to any u3a. If groups need skilled tuition from outside their group and from a non-member of the u3a it is in order to pay for this by finding the resources amongst themselves.

Venues

Remember to book next year's dates with your Community Centre before the end of June.

Most classes meet in one of the Community Centres in Dundee - see below for addresses and contact information.

Dundee Council has introduced a new system for 2021+. To book a room a 'Private Let Application' form must be submitted by each GL to the Council, accompanied by a copy of the Public Liability Insurance Certificate. Copies of these documents can be downloaded from 'Resources for Group Leaders' on our website.

Free use of Community Centres is no longer available. Charges are levied according to room size. GLs or a nominated helper must collect £1.00 (reviewed annually) per member per session. This is to be sent to the Dundee u3a Treasurer either by cheque (made out to 'Dundee u3a') or transferred to the u3a's bank account by bank transfer. Bank details will be provided by the Treasurer. Charges for the use of Community Centres will be paid by the Treasurer from the u3a bank account.

Assets

Groups are responsible for paying for their own consumables. If any new equipment is needed/desired it must first be requisitioned through the Committee. All equipment purchased belongs to Dundee u3a and may be used by any other group. A requisition form is available from the GL resources section of the website.

Problems

In the case of an accident complete an accident form from the centre and send a copy to the committee.

Personal accident insurance is not provided by the Third Age Trust.

If damage is caused to property by a member of the group take full details as it may in future be the subject of an insurance claim.

Should you have a difficult member whose behaviour is regularly impacting on other members of the group contact the Group Co-ordinator.

Finally never forget you are fully protected by the Public Liability Insurance policy provided by the Third Age Trust.

Charitable fundraising

Advice from OSCR states that while groups may raise funds for other charities they would need to:

- Make very clear to potential donors from the start that any donation will be going to the other named charity, not the U3A.
- Not incur U3A expenditure in raising the funds.
- Hand over the funds at the earliest opportunity to the recipient charity.
- As a matter of Good Practice, contact in advance the charity for which they intend to raise funds to let them know that they will be fundraising for it (that charity may have leaflets or other material they would like the group to use to show they have authorised the fundraising)

Website

u3asites.org.uk/dundee

The website carries a page titled ‘Resources for Group Leaders’ (linked from the ‘GROUPS’ page) on which can be found documents that might be of use to some GLs. These documents will be added to over time but please advise the Groups Coordinator of any others that might be useful.

Resources for Group Leaders

This page is for Group Leaders looking for advice, documents or resources to assist in the administration of their groups.

New @ 17/7/21
[Community Centre Booking form 2021-2](#)
[Community Centre regulations 2021-2](#)
[Insurance Cover note 2021](#)

Guidelines for Group Leaders	Assets & equipment
Definition of Third Age	Requisition form
OSCR guidelines regarding gratuities	National Office DVD library
Dundee Community Centres	GL Emergency Contact Form
Insurance FAQs	Incident report form
Copyright and Licensing	Trip form & Emergency Contact & Group Register

Community Centres in Dundee

Charleston

Address: Craigowan Road, Dundee DD2 4NL
Tel: 01382 436723
Email: charlestonadmin@dundeecity.gov.uk

Kirkton

Address: Derwent Avenue, Dundee DD3 0AX
Tel: 01382 436453
Email: kirktonadmin@dundeecity.gov.uk

Menzieshill

Address: Orleans Place, Dundee, DD2 4BH
Tel: 01382 432967
Email: menzieshilladmin@dundeecity.gov.uk

Douglas

Address: Balmoral Ave, Dundee DD4 8SD
Tel: 01382 436944
Email: douglasadmin@dundeecity.gov.uk

Ardler

Address: Turnberry Ave, Dundee DD2 3TP
Tel: 01382 436442
Email: ardleradmin@dundeecity.gov.uk

Mitchell Street Centre

Address: Mitchell Street, Dundee, DD2 2LJ
Tel: 01382 435808
Email: mitchellstreetcentre@dundeecity.gov.uk

Finmill

Address: Findcastle St, Dundee DD4 9EW
Tel: 01382 438641
Email: finmilladmin@dundeecity.gov.uk

Dundee u3a Committee Members 2021-22

Chairman: Keith Rose chairdu3a@gmail.com Tel 01382 534863

Vice Chair: Ross Howat

Secretary: Margaret Stewart du3asec@gmail.com Tel 01382 736911

Treasurer: Lesley Anderson lesleyu3a@outlook.com Tel 01382 736911

Membership Secretary: Sybil Berrecloth du3amemsec@gmail.com Tel 01382 457601

Group Co-ordinator: Tracey McCluskey du3agroups@gmail.com Tel 07745 327139

Newsletter: Val McKeeman du3anews@hotmail.com Tel 07751 152151

Committee members –

Iain Grimmond

Ann Lorimer

Ruth Rose

Ron Singer

1 August 2021