

## ADVICE SHEET 14 FOR GROUP LEADERS/CO-ORDINATORS/FACILITATORS



The intention of this advice sheet is to bring together on one sheet of paper all the advice relevant to group leaders/co-ordinators/facilitators which is included in various publications produced by the Trust. It should not in any way contradict or undermine any guidelines issued by your committee.

In this document there is an assumption that you will have somebody in the role of Groups' Co-ordinator to consult. In the absence of such a person, please speak to the Secretary.

### Groups held in outside accommodation

- If you are responsible for selecting a suitable venue make sure you consult the risk assessment checklist and Advice Sheet 1 – Accessibility for Disabled Members.
- Don't sign any rental agreement yourself – pass it to your groups' co-ordinator for the committee to deal with.
- When you arrive use the venue/day of use checklist to reassure yourself that everything is in place and as it should be. If you have any safety concerns then **do not continue** if they cannot be resolved to your satisfaction.
- If your activity takes place in a workshop/outbuilding consult the risk assessment checklist for a workshop activity.

### Your members

- Ask your members to provide you with contact details i.e. telephone numbers/email addresses.
- Ensure everybody attending is a member and always check when any new faces arrive.
- If you are asked whether a non-member can attend consult your committee first.
- If you have a situation where a non-member appears to see whether U3A is for them, advise the committee afterwards and if a member brings a visitor establish whether permission has been given by the committee. If not explain that in future for insurance reasons prior permission is essential.
- If a member stops coming try to find out why.

### Problems

- In the case of an accident complete an accident form or send a detailed report to the committee, including details of witnesses.
- If emergency first aid is required follow the recommendations on advice sheet 2 and if you have a smart phone it may be useful to download a free first aid app from the Red Cross.
- Remember personal accident insurance cover 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 go to your groups' co-ordinator for help.
- 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.
- If you have a member who is not able to cope independently, inform your groups' co-ordinator.

### Self –financing groups

- Never open a bank account.
- Never put members' money into your personal account.
- Give receipts and avoid cash where possible.

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- If you do hold cash, ensure you do not exceed any limit laid down by your U3A and follow any guidelines for paying in cash.
- Get receipts where possible when you hand money over.
- If you are using your own credit card to pay for group events consult your treasurer for advice.
- Report as regularly to your treasurer as you are required to do so.

### Group organisation

- Make sure you give sufficient information for group members to make an informed choice as to whether they wish to participate and then let them decide. This is particularly important if you are running a physical activity.
- Remind members if you are doing a physically active subject that they undertake it at their own risk.
- If you are leading walks, have a look at the walk leader checklist.
- If appropriate to your activity have a copy of Advice Sheet 10 on Licences which covers photocopying, recorded music, DVDs/videos and performance.
- If you provide written material and use the U3A logo make sure it is correctly displayed. See Advice Sheet 9.
- Delegate where you can and spread the load.
- Use the resources available from the Third Age Trust
  - The Resource Centre – 020 8315 0199/resource.centre@u3a.org.uk.
  - Sources – an educational journal – which is included with the direct mailing of Third Age Matters and is in the members' area of the website under 'document downloads' with a link via 'publications'.
  - Subject Advisers – see website for details – www.u3a.org.uk.

### Other publications you should have in your possession

- Information for Treasurers.
- Insurance.
- Interest groups.
- Time to learn.

If you need any of the above contact the National Office – 020 8466 6139/national.office@u3a.org.uk

### Finally, never forget that

Whatever happens you are fully protected by the liability insurance policy provided by the Third Age Trust.

**You are the life blood Group of your U3A - without you there wouldn't be one!**

**So on behalf of the U3A movement – thank you.**