



West Bridgford u3a Group Leader's Pack

1. Contents
2. Guidance for group leaders
3. Advertising/Publicity
4. Group Accounts
5. Venues with rooms to hire, with location map
6. u3a resource centre
7. u3a insurance – summary
8. Newsletter guidance
9. Newsreel Presentation guidance
10. Visits guidance & events calendar
11. Data Protection and sending emails to members
12. Group Attendance Register
13. Group Visitor Register
14. Event booking form
15. Personal Medical Information Form
16. Accident report form

Guidance for Group Leaders WB u3a

The main responsibilities of a Group Leader are:

1. Set content of programme, possibly in conjunction with others in the Group, and ensure that all group members are made aware of any deviation from the published programme.
2. Organise time/date/venue convenient to Group Members. Inform Groups Coordinator, Highlights/Newsletter Editor and Website Monitor of these arrangements, so that information sheets may be kept up-to-date – especially when changes are made.
3. All groups are expected to be self-financing, hence collect from members/attendees sufficient funds to cover the cost of running the group e.g. hire of hall, speaker, printing, planning visits to potential destinations for trips/walks, etc. No leader or member should be out of pocket for activities.

The Baptist Church will invoice each group leader using their facilities every 4 weeks, usually in arrears. However, the Baptist Church can invoice in advance, on request. Pay the hire charge directly to the church office and obtain a receipt. Settle with the speaker. Keep any surplus cash as a buffer, or collect less money at a later session. Use simple accounting for the money collected and paid out.

For trips and outdoor activities, use WBU3A No 2 A/c. **Please pay for coach hire etc out of this account.** It is important for insurance purposes that you have 'evidence' that the trip is a u3a one.

4. Ask members to provide contact details (e.g. phone number, email), or access this via Beacon. Check membership cards occasionally, and especially at renewal times. It is important that all participants are genuine u3a members.
5. Keep an Attendance Register for every meeting; record membership number. **All those attending should be WB u3a members**, with the following exceptions:
 - (a) a "sampling" visitor (one visit max.)
 - (b) a member of another u3a, who should join at a lower fee and
 - (c) carers.

An attendance register is available to download from Beacon. It is very important that participants are members because of the blanket Insurance Policy. There is a template sign-in sheet on page15.

OUTDOOR ACTIVITIES: each participant to be given a form which will provide personal information, in case of an emergency - a template is provided on page 18. This form should be retained by the member and **carried at all times**. Keep a register in whatever way is practical; appoint two "sweepers" to look for stragglers at the rear if appropriate; take a headcount now and then; carry mobile phone.

6. Record any accidents, for insurance purposes – see page 19 for a template form. One copy of the

form is to be sent to the Secretary.

7. Appoint a “deputy” who will know the names of Group Members, in case of an emergency.
8. Please note that Personal Accident Insurance is **not** provided by the Third Age Trust.
9. Where a group is meeting in a member’s home rather than hiring a venue, it is customary for group members to pay 50p per session to offset the expense of providing refreshments.

When members share a car for an outdoor trip, it is suggested that passengers contribute up to a total of no more than 45p per mile to the car driver.

Advertising/Publicity

1. **Newsletter/Highlights – see page 10**

Insert information into the newsletters which are emailed or posted to every member and published monthly on the WB u3a website. This is the way to ensure that you reach **all members**.

2. **u3a Email**

Please ensure you update WB u3a with any changes to your email or phone numbers.

3. **Newsreel Presentation (see page 11)**

This is the powerpoint display on the screen at the open meetings. Contact Sue Bailey sue456bailey@gmail.com

4. **West Bridgford u3a web site www.westbridgfordu3a.org.uk**

The web site is the responsibility of Sue Bailey and Peter Oliver. It is updated as regularly as information is provided by group leaders and is checked against the newsletter whenever possible. Please notify Sue of any required changes, updates or notices that you want adding; it is a simple job to keep it up to date. sue456bailey@gmail.com

5. **Photocopying/Duplicating**

Materials for group use can be duplicated with no charge to the group. For all print requests send to Denis Kitt: dakitt88@gmail.com Phone: 0115 9232895

6. **West Bridgford Baptist Church - Large Notice Board.**

Prepare your notice and display it any day on the u3a notice board in the Baptist Hall.

7. **Open Meetings**

Any group can have a presence at the open meeting; tables are available for use in the main hall and groups can advertise their programmes or distribute programmes.

Group Accounts

Group Accounts should be submitted to the Treasurer three times in every financial year - at the end of July/August, end of December and end of March.

If the amount each attendee pays is nominal, e.g. £1 towards refreshments, then there is no need to submit anything to the Treasurer.

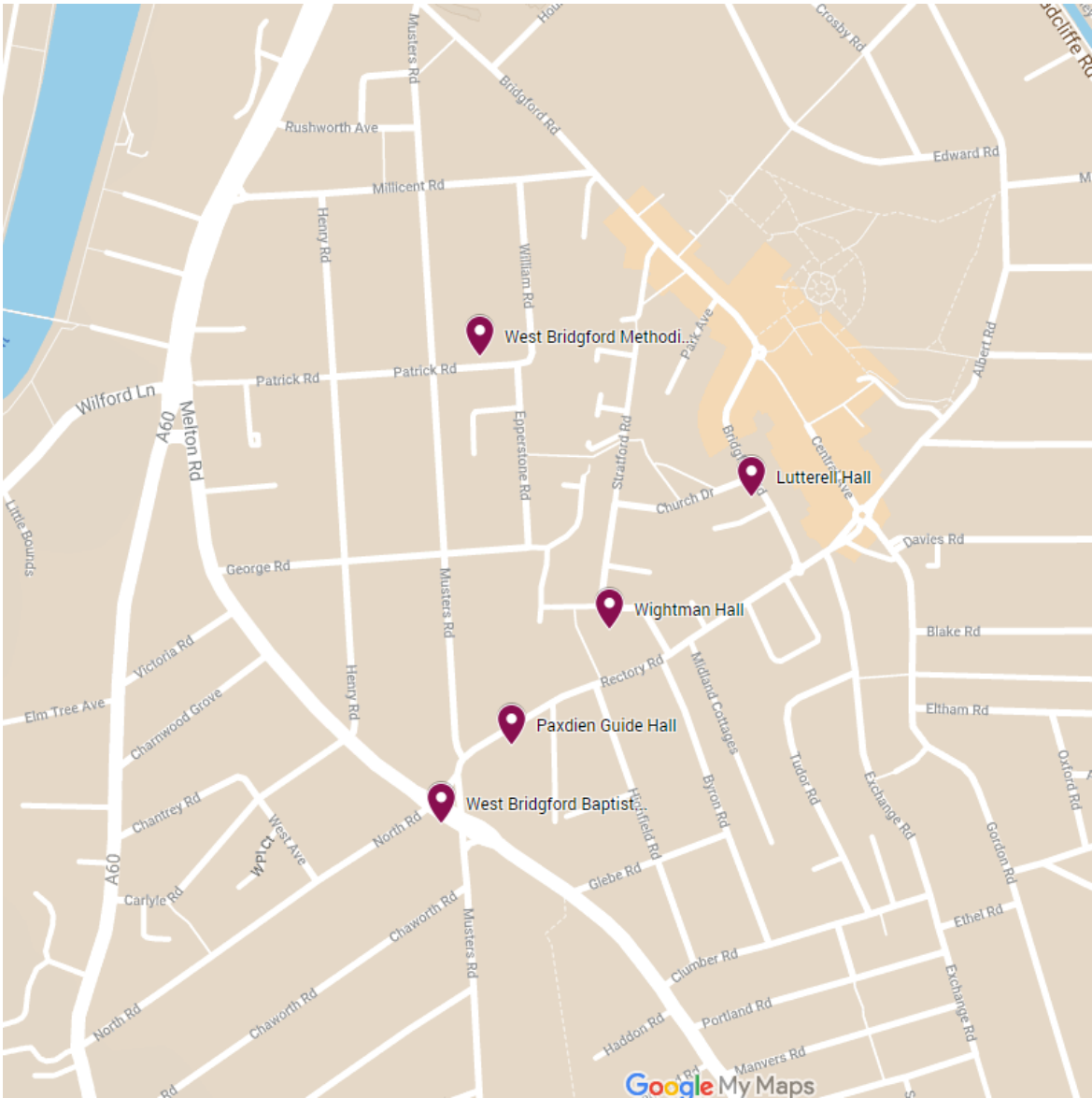
The current Treasurer is Martin Wakeling and his contact details are WBU3atreasurer@gmail.com

VENUES with rooms to hire

Ascertain the charge for the amount of time and the particular room that you require: -

Paxdien Hall (Girl Guides Hut) Rectory Rd	0115 9142189
Wightman Hall (Scout Hut) Stratford Rd	0115 9811972
Methodist Church, Musters Rd.	0115 9141253
St Pauls Church, Boundary Rd	0115 9452019
St Lukes Church, Alford Rd	0115 9745024
Baptist Hall, Musters Rd Office open Tues., Wed., & Thurs. 9.00 – 12.00.	0115 9810690
WB. Lutterell Hall, Bridgford Rd	0115 9148553 Caretaker 07970 272038 Small upstairs room holds 25 £12. Per hour but we may be able to have a concessionary rate as we are a Registered Charity
THE TEST MATCH PUB	is useful for small, informal meetings. It will serve coffee/drinks with no charge for the room but booking is required.
THE WOLDS (pub) Loughborough Rd. W.B.	Tel 0115 981 0050
WEST BRIDGFORD LIBRARY Westbridgford.library@nottscc.gov.uk .	(£20 an hour) Two rooms. Theatre style hold 45 and 50
MUSTERS BOWLS CLUB W.B.	can be hired through David King-Taylor 07817 320101

Most Pubs in WB have facilities for meetings and will allow small groups to use their facilities for the cost of drinks being purchased.



Locations of five of the venues in West Bridgford

U3A Resources

National U3A Resources - Ordering Materials

Telephone 020 8315 0199.

resource.centre@u3a.org.uk

Tuesday, Wednesday, Thursday 9.30 – 4.00

A phone call will provide you with a list of slides and DVDs available in a variety of topics e.g. music, art, gardening etc. In addition there are various “Start-up Leaflets”. (Joan may also have what you need).

You can also view the information on the TAT website

To order DVDs etc by phone:-

Book at least ten days in advance:

- Select item from the catalogue. Quote catalogue number and state when the item is required. (Always have an alternative number to hand).
- Give your name and address and quote West Bridgford u3a
- The item will be sent to your home, free of charge.
 - You will pay the return postage only.
 - Keep any packaging – useful for returning item.
- Resources can also be ordered on-line, allow at least 24 hours to create yourself an account as it has to be verified.

Local Presentation Equipment

Contact:- Clare Deeming 07986 870708 wbu3atech@gmail.com

We have screens, projectors, laptops, DVD player and a digital document camera which may be used either at home or in a hall.

All equipment is stored in a locked cabinet at the Baptist church for which a key is required.

Please ensure that all equipment removed from the cabinet is signed out and back in. They are valuable assets and it is the responsibility of committee members and group leaders to ensure that they are correctly managed.

Please ensure that all equipment is kept together - mouse and all cables to be kept with the laptop in the laptop bag.

Loans to external organisations or individuals are NOT permitted.

u3a Insurance – Summary

The Third Age Trust provides us with:-

Public and Product Liability

This is an insurance against legal liability. This can arise in a number of ways but by far the most common is negligence.

Public liability does not cover pure accidents where no legal liability has been established.

It does not automatically cover loss of property unless caused by an act of negligence or omission by the u3a.

Public liability covers legal liability arising while out walking or any other type of outdoor or strenuous activity including sailing, rowing or canoeing but only on inland waterways.

It covers functions or light refreshments where someone is taken ill as a result where the u3a is legally liable.

Transport/Cars

Members can offer lifts to other members and accept money towards petrol costs without compromising their car insurance policy. This provision does not extend to non-members.

Newsletter/Highlights Guidance

Highlights is the electronic update which is distributed monthly by email, with hard copies only for those members without email. The Newsletter is an occasional (eg Christmas) hard-copy publication.

To help with publication the following points will help the Highlights editor by creating articles ready for inclusion:

- The typeface used throughout the Newsletter is **DM Sans**, mostly font size **12** with single spacing between lines.
- Upper and lower case – capital letters throughout are very hard to read !
- Photos are best sent as attachments, rather than embedded in articles, so that it's easier for the editor to edit, crop etc. as necessary.
- It's best to keep articles to the point as the editor may have to edit the content to fit it all in

Otherwise, the editor can do all the “fancy stuff” and the group leader can just send the content, clearly typed in whatever font size usually used.

For photos- ensure there is a note of which group it is, when and where the photo was taken and a brief description of what/who it is!

All articles and photos to be sent to **wbu3aeditor@gmail.com**

Newsreel Presentation - Guidance Document

(Re-branding of Pearl & Dean)

The slide presentation has become a regular feature of the Open Meeting and is particularly useful to new or prospective members who might not have a copy of the Newsletter. The slide presentation is prepared by the 'Newsreel editor' from information sent by event organisers. To advertise a group or make an announcement about it, send a document to Sue Bailey (see below). Sue will convert it to PowerPoint and add it to the display. This guidance has been prepared to ensure that the information that is sent can be used to produce slides which are clear and contain all the key information.

1. Experience has shown that slides need to be shown for at least 12 seconds. The total presentation should not be longer than 5 minutes, so that people don't have to wait too long for the slide they are interested in to reappear. This means that the maximum number of slides is 25.
2. The PowerPoint format limits the number of words that can be clearly presented and the whole information needs to be read, understood and, if it's of interest, written down within the 12 seconds. To help people quickly assimilate the information, the slides have a common format but special headings and small images can be included. It's most important that the organiser's first name and contact details are included.
3. Only one person should send details of an event. On occasions in the past, information on one event has been sent, independently, by 4 people! The information should be finalised before transmission. Duplication wastes time and can cause confusion.
4. Any notice that does not refer to the activities of a recognised group of the West Bridgford u3a, must be referred to the chair for their consideration. Only the chair can authorise the inclusion of such a notice.
5. Information should be sent by e-mail to the LLL editor no later than midday on the Sunday prior to the Open meeting. The e-mail 'Subject' should start Learn Laugh Live, to help sort these emails from others in the 'In Box'. All these emails will be acknowledged no later than the Monday. If, for reasons genuinely outside the control of the organiser, there is a need to modify the information on a slide, such modifications will be done if reasonably possible but this can't be guaranteed.
6. The Current Newsreel editor is Sue Bailey whose contact details are sue456bailey@gmail.com. These details should only be given to those sending information for the Newsreel presentation.

Visits/Trips Guidance

- Research the venue & transport (someone on the Social Events Team can probably advise about coach companies etc.)
- Discuss viability of the visit with group co-ordinator & members of the group
- Book event/venue:- date, time, price, numbers, disability access
- Book transport:- coach – size, price, pick up point, departure & return times, settlement date for payment, cancellation requirements
- Follow the advertising/publicity guidance page 4
- Produce signing up lists at Open Meeting. Ensure that you have contact details
- Specify latest date for payment
- Payments – receipts must be given; pay cash & cheques (in favour of West Bridgford u3a) to the Treasurer; draw the cheques from Treasurer to pay coach & venue
- Post – ask for evidence of posting (several cheques have been lost in the post)
- Confirm dates & details with coach company & venue nearer the date
- Reminder to members going - at Open Meetings, by email or phone

Note

Please make payments via the u3a bank account. In the event of an insurance claim this will help to provide evidence that the trip took place.

DATA PROTECTION

SENDING “BLIND COPIES” OF EMAILS

Data Protection legislation requires that personal details of members (e.g. email addresses) are confidential and must be available only to those who have legitimate reason for access to them.

It is our responsibility to ensure that only those people who are entitled to have access to/can view the email addresses of members.

The email addresses of those being contacted **MUST NOT** be displayed on an e-mail so that every other member of the group can see them. **ONLY THE E-MAIL ADDRESS OF THE INDIVIDUAL RECIPIENT SHOULD BE DISPLAYED ON ANY EMAIL THAT YOU SEND.**

THIS DOES NOT MEAN THAT YOU HAVE TO SEND INDIVIDUAL EMAILS TO EACH OF THE GROUP MEMBERS. IF YOU SEND YOUR MESSAGES VIA BEACON, THEY ARE AUTOMATICALLY BLIND COPIES, SO THIS IS A GOOD REASON TO USE THIS METHOD.

OTHERWISE use **bcc** on your email address section.

GROUP ATTENDANCE REGISTER

WEST BRIDGFORD u3a

Available on Beacon

Venue.....Group Leader.....

Group.....Deputy.....

	Date												
Full Name	No.												
Total Attendance													
Total Revenue	£												
Balance b/f	£												
Hall Rental	£												
Other Expenses	£												
Balance c/f (+ or -)	£												

GROUP VISITOR REGISTER

THE SPACE BELOW is to record names of visitors, with date. Visitors are allowed for one session.

Date	Name	Date	Name

EVENT ATTENDANCE REGISTER

Venue, Date, Time etc

Tkt. No	Mem. No.	Name	Telephone	£ Cash	£ Chq.	Special Requests
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

PERSONAL MEDICAL FORM (COMPLETE AND KEEP ON YOUR PERSON)

Name	Date of Birth
Name of Next of Kin* 1 2	Contact number of Next of Kin* 1 2
Known Allergies	
Any ongoing medical conditions? eg angina, asthma, diabetes, epilepsy etc	
Regular Medication	

*You may wish to include details of an additional family member/friend particularly if your Next of Kin is on the walk and could be involved in the same incident.

HOW TO CALL OUT THE EMERGENCY SERVICES

Before you telephone, have the following information ready.

KNOW

- Your telephone number. (A second phone number in case of battery/network problems)
- The type, gravity and exact location of the incident
- The number, sex and approximate ages of the casualties and any pre-existing medical conditions
- What equipment is available to the group (eg survival bag, tent, stove)

THEN

- Dial 999 (or 112) and ask for the ambulance service (the emergency officer can contact other emergency services if necessary)
- If you have no signal, text a family member or friend asking them to phone 999 or 112 on your behalf giving them the appropriate information.

ACCIDENT REPORT FORM

Name of injured party or property owner/address/telephone number	
Name/address/telephone number of any others involved.	
Date/time of accident/incident:	Location:
Circumstances of accident/incident	
Injury/property damage details:	
Name /address/telephone number of person/people involved in the incident:	
Witnessed by: 1 Address Telephone number:	2
Immediate action taken	
Details of any specialised assistance required at the scene	
Was medical advice sought afterwards? If so give details.	

Name of Group Leader/ConvenerTelephone Number.....

Signed.....(injured party/parties)

Signed.....(Group Leader) Date.....