



Reg. Charity No. 1086182

## **Group Co-ordinator Guidelines**

**Revised August 2022**

Co-ordinators may stand down but not close an interest group.

Should a Co-ordinator wish to stand down, the group members must be consulted on what they want to do i.e., another group member could take on the Co-ordinators role, or the group can continue without a Co-ordinator

If no-one will take on the Co-ordinators role, and after group discussion and agreement, then the group can close.

Discussion on group closure must first be held with the Committee member responsible for Co-ordinators/groups.

Group Co-ordinators must not hold more than £50.00 in cash. Any monies more than this amount MUST be handed to the Treasurer for banking, this is for insurance purposes.

Group Co-ordinators are responsible for ensuring that the hire cost of rooms/venues is paid in full and for ensuring that any external speakers are paid in full. It is not the responsibility of the main Committee to make these payments.

Members of other U3A's in the local U3A Cluster Group, namely, Blackwater, Heybridge, Limebrook, Dengie, Burnham-on-Crouch, Crouch Valley and South Woodham Ferrers can attend group meetings and go on group outings provided this does not prevent a member of Maldon & District U3A going. At the discretion of the Group Co-ordinator, members from other U3A's who have regularly participated in a group can be considered members of the group. At all times preference MUST be given to Maldon & District u3a Members.

New Members often find that some interest groups are full and are invited to join a waiting list. To avoid this please ask an existing member/s of your group if they would start a parallel group which would then take those on the waiting list.

In the event of an Accident/Injury, an Accident Report form (copy attached) MUST be completed and handed to the Chairman/Committee member

All rooms/venues/speakers must be booked in the name of Maldon & District U3A. Do not pay for rooms/venues/speakers/trips/holidays from your personal bank account or credit card, request the appropriate cheque from the Treasurer at least one week before required.

If you are responsible for selecting a suitable venue, please do not sign any rental agreement yourself - pass it to an Officer of the Committee.

When organising Trips/Activities, Co-ordinators should provide an opportunity for members to alert them (in writing if possible) to allergies, or any other relevant circumstances which could require immediate medical attention or which need to be taken into consideration as part of the proposed itinerary and request members to provide an emergency contact name and telephone number, of which the group leader keeps one copy with another copy, if possible, being given to a member who is not going on the trip.

Your Committee would like to remind members that only appropriate re-imbusement of reasonable and proper out of pocket expenses, supported by receipts when possible, for members doing U3A business can be made; as given by both our Constitution and Third Age Trust rules. The u3a is a Self-help organisation and it is a basic principle of the u3a that no other reward is given.

Your Committee would also like to remind members that if a u3a Travel Organiser/Co-ordinator is offered a free trip from a Tour Operator, then this should be declared to the Committee so that a decision can be made each time on whether it should be offered to the leader/organiser as a “Thank you” or shared between all the travellers as a discount.

In the case of a holiday, the Third Age Trust does not provide any insurance cover so personal travel insurance is essential.

**First Aid – Cover for First Aid, for example someone using a defibrillator. If you provided first aid and caused more injury than if you had not intervened then this is covered under the Third Age Public Liability Insurance. There is no requirement for first aid qualifications.**

At all times, please use your discretion, but if you are unsure or unclear on any issue, then please contact any member of the Committee.

**You are the lifeblood of our u3a – without you there would not be one – so on behalf of our u3a.**

**Thank You**

### **Your members**

- **Ask your members to provide you with contact details i.e., telephone numbers/email addresses and Emergency contact details, please remember that under the GDPR this information must not be disclosed to any person or entity without the permission of the person/s concerned**
- **Ensure everybody attending is a member and always check when any new faces arrive.**
- **If you have a situation where a **non-member** appears to see whether the u3a is for them, then in order to comply with the Third Age Trust Public Liability Insurance they can only visit/attend twice. If they wish to continue then they must join Maldon & District u3a. Also please advise the Committee as soon as possible the non-members/visitors names. If a member brings a visitor, then the above applies.**
- If a member stops coming try to find out why.

### **Problems**

- In the case of an accident complete an accident form and send it to the Committee, including details of any witnesses.
- Remember personal accident insurance cover is **not** provided by The Third Age Trust, only Public Liability Insurance.
- 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 or Committee 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 or Committee 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 or Committee.

### **Self-financing groups**

- Never open a bank account.
- Never put members' money into your personal account.

- Give receipts and avoid cash where possible.
- Get receipts where possible when you hand money over.
- 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 whether they wish to participate.
- Remind members if you are doing a physically active subject that they undertake it at their own risk.
- If you provide written material and use the u3a logo, make sure it is correctly displayed.
- 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](mailto:resource.centre@u3a.org.uk)**

**Sources** - an educational journal - which is included with the direct mailing of Third Age Matters magazine, is available on request from the National Office 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](http://www.u3a.org.uk).

**Finally, never forget that whatever happens you are protected by the Public liability insurance policy provided by the Third Age Trust.**



**TO ENSURE CONTINUED THIRD AGE TRUST INSURANCE COVER YOU MUST COMPLETE -**

**ACTIVITY CHECKLIST - VENUE**

Date:	U3A Interest Group	Description of Activity:
1	Is the access suitable for the group attending the activity?	
2	Is wheelchair access adequate?	
3	Is the area free from obstructions and trip hazards?	
4	Is adequate means of escape in an emergency provided?	
5	Are there appropriate direction signs to aid escape?	
6	Is there a Fire Alarm?	
7	Is there Emergency Lighting?	
8	Is there a designated assembly point? Where is it?	
9	Is there an emergency procedure for the building? Do you have a copy?	
10	Is seating always laid out? Is it a u3a responsibility before and after the activity to layout seating?	
11	Is food being provided/prepared? Is the kitchen adequate and hygienic? Are food safe cleaning materials available?	

- 12 Are the Toilets facilities adequate & accessible?
- 13 Is equipment being brought to the venue? Has it been safety checked?
- 14 Is there a First Aid box or is the u3a to provide?
- 15 Members to provide an emergency contact name and telephone number and relevant Medical details to group leader, who, if possible, gives a copy to a member who is not going on the trip.

**ACTIVITY CHECKLIST – OUTSIDE/TRIPS**

**Before the event**

- 1 Provision of information to prospective group members
  - a) Location
  - b) Distance
  - c) Timing
  - d) Linear / Circular Route
  - e) Terrain
  - f) Height and climbs involved
  - g) Toilet/refreshment facilities en route
  - h) What to bring – Food/ Drink / Compass / Map / Mobile Phone
  - i) Public transport options
  - j) Car parking facilities
  - k) Meeting point/time; type of transport
  - l) Expected duration of trip/activity
  - m) Children are not allowed at u3a activities.
  - n) Dogs attending a walking group in appropriate settings, it is up to the owner of the dog to ensure that they are under control (e.g., on a lead in a built-up area and near livestock). Group leader to assess if it is appropriate to allow dogs.
  - o) The group members to be asked to provide an emergency contact name and telephone number and relevant Medical details to the group leader who must keep this with them during the trip/activity. If possible, one copy should be given to a member who is not going on the trip.



**The Event**

- 1 Briefing before starting out:
  - A. Route
  - B. Duration
  - C. Terrain
  - D. Known Hazards

E. Emergency Arrangements - Illness, exhaustion, Accident, Weather problems, Terrain problems, lost contact with group

F. Be prepared to advise inadequately equipped walkers not to go.

2 Appoint a backmarker.

**During**

A. Stay at the front but make sure you can always see the backmarker.

B. Set an appropriate pace for the level of walk.

C. Periodically count the number in the group

**A CHECK LIST MUST BE MADE BEFORE AN ACTIVITY STARTS. THIS CHECK LIST MUST BE GIVEN TO A MEMBER OF THE EXECUTIVE COMMITTEE. THE VENUE SHOULD ALSO PROVIDE ONE.**

1. Interest Group name
2. Date/ Location/Postcode
3. Nature and description of activity
4. Consider current Government and Public Health Advice
5. Does the activity involve the sharing of equipment or shared spaces?
6. Cleaning of equipment
7. Ensure that you have contact details for those at the activity and keep this record for 21 days.
8. If possible, inspect venue before use.
9. Consider general hazards related to this type of activity.



## ACCIDENT REPORT

### FORM

Name of Member/Address

Tel. No.

Name/Address of others involved:

Tel. No

Date of Accident:

Time of Accident

Location:

Nature of Accident/Circumstances – **full details must be provided together with photographs if possible.**

Injury Detail/Property Damage - **full details must be provided together with photographs if possible**

Witnessed by:

Address:

Telephone number:

Was any **specialised assistance** required at the scene? If so, give details:

**Please send completed form to the Secretary.**