

GROUP MANAGEMENT

The Committee wants both Group Coordinators and group members to enjoy participating in their activities. If a difficulty arises which cannot be resolved, please discuss it in confidence with the Activity Coordinator at an early opportunity, before it has a chance to escalate. Do not engage in email exchanges with group members.

ATTENDANCE OF GUESTS AT GROUP ACTIVITIES

Guests may attend any Group activity twice before being asked to join gu3a, if:

- They meet u3a criteria, i.e. no longer in full-time employment.
- They pay the cover charge.
- In the case of THEATRE/EXCURSION groups, guests may attend in order to “fill” seats. They must pay the same as other group members.
- If your group is full (the number is entirely up to you), you do not have to admit guests.
- If you have any health and safety concerns, e.g. a walking group (where there may be an element of risk), you are under no obligation to admit guests.

ATTENDANCE OF CARERS

If a cared-for person is able to take part in your activity, a carer may attend without paying in order to assist that person. A carer is a person EMPLOYED to care for a u3a member by Social Services, an Agency or a private contract. The Third Age Trust has extended its liability insurance policy to cover the attendance of a companion/carers. If the carer leaves your venue after helping the member to access the venue, it is essential to have the immediate contact telephone number for that carer. You will NOT be insured by u3a if you, as Group Coordinator, or any member of your group help someone who is physically disabled if any injury occurs to either party e.g. back strain. PLEASE NOTE: If you are concerned at any time, please contact the Activity Coordinator without delay.

FUNDRAISING for other charities can be allowed but must follow the guidelines:

Approval from gu3a committee must be given for the event, in advance.

Expenses may be claimed from the proceedings. Cash must be counted and handed over to the charity ASAP.

Room hire fees can be paid by u3a if the event takes place as part of the normal activity of the group. An indication of which charity is being supported must be shown.

No charitable fundraising is to take place during a monthly meeting.

WALKING GROUPS

Please note that dogs are not allowed.