

Maghull & Lydiate U3A



THE UNIVERSITY OF THE THIRD AGE

Group Leaders'
Handbook

Maghull and Lydiate U3A Group Leaders' Handbook

CONTENTS

Introduction		p3
The Ethos of the U3A	Aims and Guiding Principles	p3
	Group Organisation	p4
	Support services from the Third Age Trust	p4 - 5
Maghull & Lydiate U3A		
Group Support	Setting up a new group	p6
Group Arrangements	New Groups	p6
	Attendance record	p6
	Membership	p6
Finance		p6 -7
	Charges	p6
	Payments	p7
	Costs	p7
	Insurance	p7
Communication		p7
	Coffee Morning	p7
	U3A Website	p7
	U3A Diary	p7
Data Protection		p7 - 8
	Record keeping	p7
Venues		p8
	Booking arrangements	p8
	Facilities	p8
Health and Safety Advice		p8
	Accident/Emergency Advice	p8
	Fire Procedure/ Advice	p8
	Risk Assessments	p9
	Electrical Inspection and Testing	p9
Equal Opportunity		p9
	Disability provision - Access Toilets provision	p9
	Gender provision	p9
Photocopying		p9 -10
	Photocopying	p9
	DVD use	p9
	Entertainment licence	p10
Social Events and Travel		p10
	Functions and Breaks	p10

Appendices

p11 - 30

A	(i) Membership Renewals	p11
	(ii) Taster sessions	p12
B	(i) Financial Administration of Group Funds	p13
	(ii) Claims and Paying In forms	p14
C	Data Protection Advice from the Third Age Trust	p15
D	(i) Venue Risk Assessment	p16
	(i) Venue Checklist - by day	p17
E	(i) Health and Safety Document	p18 - 19
	(ii) Maghull & Lydiate U3A First Aid Advice	p20
	(iii) Accident/Incident Form	p21
	(iv) Walk Leader Risk Assessment	p22
	(v) Workshop Risk Assessment	p23
	(vi) Electrical Equipment Testing	p24
F	(i) Advice sheet 8 social events and travel	p25 - 26
	(ii) Guide to Leaders planning a holiday etc	p27
	(iii) Guide to members going on a holiday etc	p28
	(iv) Application form for Holidays etc (front)	p29
	(v) Application form for Holidays etc (back)	p30

INTRODUCTION

This advice is offered to Group Leaders to assist them in their work of organising their group, At times it may seem simplistic or to be stating the obvious but the aim of this document is to help Leaders and Assistants to avoid any unnecessary problems.

The Maghull and Lydiate U3A Committee establishes the best practice for all groups. Major questions of policy should be referred to this committee for decisions.

GROUP SUPPORT - The Group Support team acts as a liaison between Leaders and the Committee and accordingly will invite Leaders to Group Meetings some three/four times a year. Group Leaders with any queries can contact any member of the Group Support Team at any time.

Each group has a Leader and assistant/s who with the group should establish the practice and running of the group within the guidelines of the Committee.

THE ETHOS OF THE U3A

AIMS AND GUIDING PRICIPLES

The U3A Groups in the UK are autonomous, self-help organisations run by the voluntary efforts of their members. All U3As are members of the Third Age Trust (a registered charity) which is their National Support and Advisory Body.

AIMS

1. To encourage and enable older people, no longer in full time paid employment, to help each other share their knowledge, skills, interests and experience.
2. To demonstrate the benefits and enjoyment to be gained and the new horizons to be discovered in learning throughout life.
3. To celebrate the capabilities and potential of older people and their value to society.
4. To make U3As accessible to all older people.
5. To encourage the establishment of U3As in every part of the country where conditions are suitable and to support and collaborate with them.

GUIDING PRINCIPLES

1. Programmes
 - a. U3As offer activities which reflect members' wishes and which aim to satisfy the widest possible range of interests: educational, cultural, recreational, physical and social
 - b. U3As seek resources appropriate to their learning: from their own membership; from the Trust's National Support systems and from outside the organisation, both local and national.
 - c. U3As make use of new technologies as they become available.
2. Purpose, styles and methods of learning
 - a. The pleasure of learning is a driving force in the work of U3As
 - b. U3As neither require nor award any qualifications.
 - c. By sharing their learning U3A members help one another to develop their knowledge, skills and experience.
 - d. U3As arrange and support their own programmes as appropriate to their chosen learning activities.
 - e. U3A members regard themselves as both learners and teachers.
3. Funding
 - a. U3As are funded in the main by the subscriptions of their members. Funding from outside sources may be sought and is accepted provided that there are no conditions attached which conflict with the Trust's aims and guiding principles.

- b. Members themselves undertake, without payment, the many and varied tasks necessary to run their U3A. Usually paid tutors are engaged only when special expertise is necessary to ensure the health and safety of members taking part in certain activities, and when the U3A do not have an appropriately qualified member available.
4. Reaching Out
- a. U3As take every opportunity to promote the benefits of learning later in life and the attractions and advantages of the U3A way of learning. They make membership available to the whole spectrum of older people in the community.
 - b. Where possible, U3As keep in touch with members and former members who, for a variety of reasons, can no longer take part fully in the U3A activities; in order to maintain their interest in learning and to offer friendly support which is a fundamental part of the U3A life.
 - c. As appropriate, U3As offer voluntary assistance in learning activities to educational and cultural bodies in their communities.
 - d. U3As collaborate with institutions such as museums, libraries, other U3As in learning partnerships in which both the U3As and the institution themselves may benefit through research, advancement of knowledge and mutual respect for capabilities.
 - e. U3As engage with local and national government departments and other agencies that formulate lifelong learning policies and practices in order to influence those that relate particularly to learning in later life.
 - f. U3As are ready to collaborate with institutions undertaking research into ageing and the position of older people in society.

GROUP ORGANISATION

The Nature of U3A groups, how they function and some pitfalls.

Always remember that as a U3A Group Leader you are not alone. There are many sources of support available to you including the members of your group, other group Leaders, the Group Support Team and the services of the Third Age Trust.

Workshops and networks provided by the South West Lancashire area can help you to contact Group Leaders from other U3As. Nevertheless some problems may arise.

The Static Group

As there is comfort in a routine groups may meet at the same time, in the same place and do similar things. It may eventually become stale. It is useful to build variety into the programme, to vary the form, the delivery or even the venue. Some groups bond too successfully and rebuff new members and this is not healthy in the long run.

The Shrinking Group

If a group is losing members the first thing is to find out why. Try asking those who have left and also those who remain. There may be a specific problem with which the group can deal. If you identify the problem as unhelpful behaviour of a member of the group then action can be taken. Any Group Leader faced with a shrinking group is welcome to talk to other Group Leaders or the Support team members. You could also discuss things with the South West Lancs Contact or the National Education and Development Officer. Sometimes it is best to close a group, wait a while and then re-launch it. Some problems are purely the result of a timetable clash or location. A special project can work wonders within a group.

SUPPORT SERVICES FROM WITHIN THE THIRD AGE TRUST

These services are available free and details of contacts and addresses are in the National Magazine 'Third Age Matters' which is published five times a year and on the National Website (www.u3a.org.uk)

Resource Centre

This centre in Bromley has a collection of material available for all U3A groups to borrow free of charge except for postage. There are slides, videos, audio cassettes, CDs and DVDs covering many subject areas. Lists are free and available on request. All group Leaders are encouraged to register by post or online. You will be given a

user number allowing you to search online. Loans are for a period of three weeks and can be renewed. Items are sent with a return date.

Sources

This is the educational journal of the U3A. Each issue has a subject focus but items on any matter relevant to education in the third age are welcomed. It can be obtained by any U3A member by completing a registration form or registering on line.

National Subject Co-ordinators and Networks

This is a subject advisory service. National Subject Co-ordinators are subject specialists willing to share their knowledge and experience. They provide leaflets, consultations, networks and study days.

Learning Support

This group seeks new ways to support learning in the U3A. They can be contacted through the Education and Development Panel of the Standing Committee for Education.

Online Courses

A list of courses is available on the National Website. Some are written in the UK and some from Australia and are suitable for both individuals and groups. Tutored courses cost £15.00 and run for 8 weeks, untutored courses cost £8.00 and can be downloaded.

MAGHULL & LYDIATE U3A

GROUP ARRANGEMENTS

NEW GROUPS

There are two types of groups within the U3A:

Events Groups - which have members who attend for a particular event which is organised by the group e.g. outings, cultural events or specific talks.

Regular Groups - where members have regular meetings, weekly, fortnightly or monthly and are often based at one particular meeting place.

Any new group will be set up with the agreement of the Committee and the support of the Group Support Team. The Leader and assistant/s will be given help in choosing a suitable venue. They will be assisted in setting up the first meeting and a member of the Group Support Team will be available to sit in on the first/first few meeting/s for as long as it is considered support is needed.

ATTENDANCE RECORD - a record should be kept of the members who attend each meeting. This is important as it provides an aid for group accounts and is necessary in case a fire should break out. Knowing how many people are present should be a priority for every Group Leader.

Exceptions to this include Social Events such as dances, quizzes, Coffee Mornings and Christmas Meals etc.

MEMBERSHIP - All those attending should be paid up members of the Maghull and Lydiate U3A. Membership cards should be presented when joining a new group and they should also be checked during the renewal period. See Appendix A (i)

Prospective members are allowed to join a group without being a paid up member of the Maghull and Lydiate U3A on a 'Taster' basis. This means they can join any group for one session without becoming members of the U3A. This gives prospective members the chance to try out various groups to make sure they find the group that best serves their needs.

'Taster' cards are issued instead of membership cards and they must be shown to each Group Leader. No 'Taster' card can be used twice with the same group. After one month the 'Taster' card ceases to be valid & the prospective member must either join the Maghull & Lydiate U3A or leave the group. See Appendix A (ii)

FINANCES

CHARGES - All groups must be self-funding which means that all costs incurred in the running of the group must be covered by the members of the group.

The new group should levy a fee which is appropriate to the cost of the venue and any expenses which may be incurred. During the early stages of the life of a new group finances may well be tight and the group could well need to rely upon the funds available to the U3A and held by the Treasurer. Lack of initial funds should not be a deterrent for any new group hoping to get started.

The U3A is a non-profit making organisation but it has to fund itself through its membership. The annual charge of the Maghull and Lydiate U3A covers the general expenses of running the branch e.g. hire of the main Hall and Church for general meetings, administrative costs, newsletter etc. There is also an annual charge for each member made payable to the Third Age Trust. (see insurance)

The charges for each group will be set by that group. They need to cover the cost of any venue used and any other expenses incurred. Different venues have different costs and groups will often be of different sizes so that the cost of each group will be individual. Accordingly there will be different charges for different activities. Subscriptions to the groups should be kept as low as possible and as the number of members rise or fall and the cost of the venue rises or falls the cost of attendance will also rise or fall.

Groups meeting in private homes should consider the cost of heating and lighting as well as the cost of catering and production of worksheets when and where required.

PAYMENTS - Leaders must keep an account of payments or subscriptions. This should be done in a Group Cash Book supplied by the Treasurer. Any revenues gathered should be paid in to the Treasurer at the weekly Coffee Morning. Group monies should not be paid into personal accounts.

The Treasurer will make payments on behalf of groups using public venues. This will usually be made by way of an invoice. Booking of venues will be described later on.

COSTS - Leaders should deduct any expenses incurred in running their group from the subscriptions received. They should make a note of all expenses in their cash book. Any expenses larger than £5.00 should have a receipt. Any larger expenses may be met by the Treasurer of the Maghull and Lydiate U3A but only with prior agreement of the Committee.

Annual accounts are required for each group. See Appendices B (i) and (ii)

INSURANCE - All members are covered during activities by the insurance arranged through the Third Age Trust. It is important to keep a record of those participating and to make sure that all members are up to date with their membership fee. Leaders are reminded that the insurance cover provided by the Third Age Trust is Public Liability Insurance only.

COMMUNICATION

COFFEE MORNING ATTENDANCE - Each week a Coffee Morning will be held in the Main Hall at the Maghull Baptist Church. This is one of the main methods of communication within the Maghull and Lydiate U3A and it is generally accepted that Group Leaders will avoid holding their group meetings during this time.

At the Coffee Morning each group should have a representative who will be able to give information about their group to new members. Requests for a table can be made through Group Support.

U3A WEBSITE - Each group will have a section on the Maghull and Lydiate U3A website. This will, initially, be set up by the Website Editor but each Group Leader can become responsible for the upkeep of their section on the website. Their section can be used to advertise events planned for the future or reports about events that have passed. Just as the newsletter helps keep us all up to date with events the website fulfils the same role. Keeping the 'goings on' of your group in the public gaze will encourage new members to come along. www.maghullandlydiateu3a.co.uk

U3A DIARY/CALENDAR

Each Group Leader is responsible for keeping the U3A calendar up to date with news pertaining to their group. Pat Snape is the person responsible for keeping the U3A Diary/Calendar up to date. The Diary can be found on the Maghull and Lydiate U3A website.

DATA PROTECTION

Aims of the Data Protection Act

The Data Protection Act obliges everybody to process personal data in accordance with the law. Its aim is to balance the rights of individuals with regard to how their information is processed with the legitimate need of organisations to use information.

U3As as not-for-profit organisations are exempt from registration provided that:-

1. The processing of personal data is only for the following purposes
 - Establishing or maintaining membership
 - Providing or administering activities for individuals who are members.
2. The persons about whom the data is held are current or prospective members.

3. The type of data held is only that necessary to undertake the purposes above i.e. names, addresses, identifiers.

Please ensure that any data you hold for your group is kept in a secure location and that no information e.g. telephone numbers, addresses etc is shared with anyone. For additional information please read the advice sheet from the Third Age Trust. See Appendix C

VENUES

BOOKING ARRANGEMENTS - All venues are booked on a three monthly cycle by Joan Martin. Group Leaders should complete the booking forms handed out by Joan making it clear on which days the group will be meeting. Holidays, both private and public, should be noted so that payment is not made for days when the venue is not being used.

COMMONLY USED VENUES - the most commonly used venues by Maghull and Lydiate U3A Groups are:

- Aintree Youth and Community Centre Oriel Lane Aintree
- British Legion
- Hudson Primary School
- Kensington House
- Kirkby Golf Course
- Lydiate Village Hall
- Maghull Baptist Church
- Maghull Town Hall
- Melling Tithebarn
- St Andrew's Church Hall
- St Andrew's Parish Hall
- St George's URC Church

Detailed information about each venue; cost of hire, facilities, size etc can be obtained from Joan Martin and on the Maghull & Lydiate U3A website you will find information relating to the Fire Precautions and First Aid provision at each venue.

FACILITIES - all venues should have easy access, toilets, good seating etc. **Please use Appendix D (i) and (ii) for Risk Assessment information relating to venues.**

HEALTH AND SAFETY ADVICE

Our current Health and Safety Officer is Marjorie Atlay (Day Trips Group Leader)

The full Third Age Trust Health and Safety Statement of Intent can be downloaded from the National Website and the Maghull and Lydiate U3A Statement can be found in Appendix E (i)

ACCIDENT/EMERGENCY - In the appendices section you will find the Maghull and Lydiate U3A First Aid Document and the Accident/incident Form See Appendices E (ii) and (iii)

FIRE PRECAUTIONS - All venues used must have a fire action plan which is readily available. Group Leaders must be aware of the various exits that could be used in the event of a fire. Knowledge of the location of fire extinguishers might also be useful but the main advice for all Group Leaders in the event of a break out of fire during a meeting is to leave the premises as calmly and as quickly as possible. Call the fire brigade from outside the building. Do not remain inside to collect personal belongings etc.

RISK ASSESSMENT - Any event organised by the U3A should always be accompanied by a Risk Assessment. As mentioned on page 8 suggested Venue Risk Assessment sheets can be found in Appendix D (i) and (ii) . Risk Assessments for venues for Day Trip and Holidays can in most cases be found on line. Any information of note should be passed onto the members attending at that venue. In the case of events that demand the use of specialised equipment it is recommended that a Risk Assessment sheet such as the one to be found in Appendix E (v) be used. Suggested Risk Assessment sheets for Walks can be found in Appendices E (iv).

ELECTRICAL APPARATUS TESTING (PAT) - All electrical apparatus used and owned by the U3A must be regularly tested to determine its safety. The testing will be organised annually by the Committee. See Appendix E (vi)

EQUAL OPPORTUNITY

DISABILITY PROVISION - all venues should be checked thoroughly to ascertain that they afford easy access to all members of the Maghull and Lydiate U3A. All members wherever possible should be able to attend any group in the knowledge that Leaders have chosen each venue with all members in mind. Entrances should have ramps as well as steps, doorways should be able to accommodate wheelchairs and there should be toilets for those with a disability at each venue. A venue with a toilet for members with a disability should be used wherever possible.

GENDER PROVISION - venues where members need to change etc should have the correct accommodation so that both sexes can change in private. Wherever possible separate toilet facilities should be available for each gender.

PHOTOCOPYING, RECORDED MUSIC, DVDs and PERFORMANCES INFORMATION

At some point most of the groups within the U3A will have to photocopy material/s to assist in the delivery of their work. We would therefore ask you to pay strict attention to the information listed below which is taken from Advice Sheet 10 from the Third Age Trust (the full copy of which is available on our website) re: photocopying etc.

The Copyright Licensing Agency (CLA) licence provided by The Third Age Trust to all U3As allows them to make multiple photocopies from books, journals or magazines. **Extracts can be up to 5%, one chapter or one article whichever is the greater.** The licence does **not** allow multiple copies of maps, charts, newspapers or printed sheet music including the words. Licences for copying maps and newspapers can be purchased if you feel you need them.

There is no blanket licence available for multiple copying of sheet music; this is always illegal unless it is no longer in copyright. There is also some free sheet music available on the internet at www.cpd.org.uk and this will give you links to other useful sites.

Recorded Music

The PPL licence supplied by The Trust gives U3As permission to play recorded music in public.

DVDs/Videos

The Third Age Trust has no blanket licence arrangement with film copyright holders or organisations. Interest groups are usually covered by an exemption in the Copyright Law which allows the use of videos or DVDs for educational purposes. You can find details in Fact Sheet P -01: UK Copyright Law dated 27th November 2009, which you can download from the website of the UK Copyright Service (www.copyrightservice.co.uk). This exemption does not allow the viewing of films for entertainment.

Two commercial companies offer licences for showings for entertainment. Each company licenses films from different Hollywood studios and independents so some U3As may wish to purchase both.

Most U3As will probably not need a commercial licence but some decide to take it as it will allow them to show films if they want to and some have regular showings of recent cinema releases.

Performance - PRS Licence

This covers the use of the actual lyrics and composed music in any public performance of music.
It is the sole responsibility of the proprietor/manager of the premises you are using to have a licence arranged.

SOCIAL EVENTS AND TRAVEL

Alongside the many Group Activities organised for the U3A there will often be an opportunity to set up a Social Function, a Day Trip, Study Breaks and possibly Holidays.

Appendix F (i) details the advice provided on Advice Sheet 8 from the National Office of the Third Age Trust
Appendices F (ii) and (iii) provide detailed guidance for any Leader who wishes to set up such an event.
Application forms for all Holidays, Breaks and Overnight stays can be found in Appendices F (iv) and (v)

APPENDIX A (i)

PROCEDURE FOR MEMBERSHIP RENEWAL

Purpose: To maximise membership renewals within the March-April period and to minimise any overrun beyond the end of May .

Procedure Details:

1. Prior to 1st March, each group leader needs to provide the membership team with a list of regular attendees at their group who wish to renew via their group leader, giving names and membership numbers.
2. As in recent years, the church itself or the porch area will be used on Tuesday mornings for renewals during the whole of March and April.
3. As soon as practical after 1st March, the membership team will tag the names and reference the group leader on the master database for members that are expected to renew via their group leaders.
4. The original pre-printed versions (printed with red membership numbers) will be distributed as appropriate to group leaders for distribution at their next group meeting(s).
5. Group leaders will distribute these renewal forms at their March / April group meeting(s). **[Notes:** in order to reduce the work to be done by group leaders, members renewing this way will be encouraged to pay by cheque rather than in cash. The provision of pre-printed forms reduces the amount of writing required at renewal to as little as a signature and date; a little more if Gift Aid is being signed for.]
6. Group leaders will give completed forms and cheques (and/or cash) to a designated member of the membership team on the following Tuesday morning.
7. The team member will register the payment on the master list of members, handle the necessary administration details and issue a new membership card.
8. The new membership cards will be given that morning to the appropriate group leaders for issue to group members at their next group meetings.
9. As soon as practical after April, letters will be sent to the (hopefully) relatively few members who have not renewed and whose original printed forms (red membership numbers) have not gone out to a group leader.
10. As soon as practical during May group leaders will return any forms in their possession for any members on their lists who have not renewed.
11. Letters will be sent to these members, and others who have not renewed, as soon as practical, requesting renewal by post (as has been the practice for the past 2 years or so).

Mary Prendergast, David Allen & Jan Halksworth January 2015 January 2015

APPENDIX A (ii)

PROCEDURE FOR THE ISSUE AND USE OF 'TASTER' CARDS

Issue of *Taster Cards*:

A majority of new members come along at the invitation or recommendation of a friend who is already a member. They therefore know in advance and in some detail what it is that Maghull and Lydiate U3A offers. They usually come knowing what group(s) they wish to attend and are ready to sign up for membership.

In a small minority of cases a potential new member will come along knowing only in outline terms what is on offer and wanting to find out more before determining whether membership is appropriate for them.

In these cases the membership team can offer the potential new member a *Taster card*. This is a normal membership card which contains no membership number and for which no payment is taken. *Taster cards* are stamped with the word TASTER in the space in which the membership number is usually written. The 'expiry date' of the *Taster card* is written on the back of the card.

The potential new member is advised that the *Taster card* entitles them to attend whatever group activities they chose during the next calendar month, subject to attending a maximum of one meeting of each group selected. At, or before, the end of the calendar month we hope that they will sign up to full membership, pay the annual subscription and be able to take advantage of all the usual membership benefits.

Use of *Taster Cards*:

Group Leaders need to be aware that occasionally a new person will attend one of their meetings, having a *Taster card* instead of a full membership card. Hopefully the *Taster card* holder will be enthused about the group activities and be ready to sign up for full membership.

Please seek to avoid misuse of the cards by not allowing a holder to attend more than one meeting or to exceed the expiry date written on the card.

Very occasionally group leaders may be asked if a friend, for example, may attend a meeting to see if the activity is what they are seeking. In these cases please ask the membership team as soon as possible to provide a *Taster card*.

The Membership Team has the responsibility for following up *Taster card* holders at the end of the month's validity of their card to confirm whether or not they wish to take up full membership. If they do not wish to do so, the main reason(s) for this will be sought so as to provide useful information and to guide future decisions.

APPENDIX B (i)

FINANCIAL ADMINISTRATION OF GROUP FUNDS

Since Maghull and Lydiate U3A was formed some eight years ago the organisation has grown out of all recognition and now comprises of over forty groups and with this growth has come the need for a unified accounting system which can easily reconcile the Group Leaders' records with that of the Treasurer.

These changes will simplify our accounting procedures and make information more readily available for the Treasurer, the Independent Examiner, and also the Charities Commission who have the power to arrive at a meeting unannounced and demand to see the accounts.

The following procedures are therefore to be followed:-

A three cash column, A4 size cash book is provided to each Group Leader in which to record all financial records. The first two full pages are pre-stamped with the coffee morning dates for the whole financial year. The commencing balance is already shown and what is required to be entered on these pages is –

1 Funds paid into the Treasurer, 2 Funds withdrawn from the Treasurer, 3 Running balance

The remainder of the book can then be used for your day to day recording, which should include total payments from members, expenses, venue hire, refunds etc. and cash in hand, for each group meeting. Some Group Leaders will find that the book will last for a few years, in which case it will be stamped up for the following year. On the other hand, if another book is needed in any one year, just ask.

Group Leaders ask the Treasurer periodically what their current balance is, whereas a group leader should be able to say that according to his/her records the group has £xxxx, and does this agree with the Treasurer's records? If there is any discrepancy it does not necessarily mean that the Group Leader's figures are wrong - We can all make mistakes and by adopting this system there is therefore a two way check.

Each Group Leader to hold a small cash float. The size of this float can be decided by the group leader as his/her experience will help decide this. The float can be created simply by holding back a certain amount prior to paying in to the Treasurer and can be topped up as necessary by the same method.

Day to day payments out are to be paid out in CASH from the group float and will include such things as refunds, raffle prizes and drivers tips etc on trips, refreshments purchased for meetings (tea, coffee etc), postage stamps, stationary etc. This list is not exhaustive but will give an indication as to what will be paid out by groups.

When paying in cheques to the Treasurer please ensure that the name of the payee is shown on the back of the paying in slip. This will greatly aid identification if a cheque is returned by the bank for any reason.

When paying in to the Treasurer for more than one item, for example for two separate trips, please ensure that these are itemised on the paying in slip.

Receipts for money paid out - (Required for any item over £5)

1. By the Treasurer

The receipt is attached to the claim form and retained by the Treasurer

2. From money held by Group Leader

The receipt is to be held with the Group Leader's records.

APPENDIX B (ii)

FINANCE FORMS

These are blue and yellow and available from the Treasurer.

If you are making a claim from the Maghull and Lydiate U3A please use the following forms

Maghull and Lydiate U3A	Claim Form
Date	
Group	
Invoice attached []	
Amount	£
Payable to	
Received cheque number	
Received cash	
Signed	

If you are paying in money to the Maghull and Lydiate U3A please use both sides of this form.

Maghull and Lydiate U3A		Paying-In Slip (front)	
Date		£20	
Group		£10	
Transaction details		£ 5	
		50p	
		Silver	
		Bronze	
Number of cheques [] list overleaf		Total Cash	
Receipt Number		Cheques	
		TOTAL	

Maghull and Lydiate U3A		Paying-In Slip (back)	
Cheque N ^o s	Name	Amount	
Total			

APPENDIX C

U3A ADVICE SHEET 5 DATA PROTECTION 22 FEBRUARY 2011

Aims of the Data Protection Act

The Data Protection Act obliges everybody to process personal data in accordance with the law. Its aim is to balance the rights of individuals with regard to how their information is processed with the legitimate need of organisations to use information.

U3As as not-for-profit organisations are exempt from registration provided that:-

1. The processing of personal data is only for the following purposes
 - Establishing or maintaining membership
 - Providing or administering activities for individuals who are members.
2. The persons about whom the data is held are current or prospective members.
3. The type of data held is only that necessary to undertake the purposes above i.e. names, addresses, identifiers.

Obligations under the Act

Even though U3As do not need to register, they must still comply with the other requirements of the Act and remain subject to penalties if offences occur. Most importantly the processing should be in compliance with the Eight Data Protection Principles. These determine how personal data should be processed in order to comply with the Act and give rights to individuals regarding this processing.

The Eight Data Protection Principles

1. Personal data shall be processed fairly and lawfully.
2. Personal data shall be obtained for one or more specified and lawful purposes and shall not be further processed in any manner incompatible with that purpose or those purposes.
3. Personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed.
4. Personal data shall be accurate and where necessary kept up to date.
5. Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.
6. Personal data shall be processed in accordance with the rights of data subjects under this Act.
7. Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction or damage to personal data.
8. Personal data shall not be transferred to a country or territory outside the European Economic Area, unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

Things to consider

1. Do the people whose information is held know what it is going to be used for?

The best way is to put a statement on your membership form that the supplied data will be held and maintained on a computer for the purposes of correspondence/contact. If you haven't done this in the past, you would be advised to mention it in your newsletter.

2. Is it accurate and up to date?

You must ensure that you make changes quickly to all copies.

3. Is it deleted and destroyed if the person leaves?

4. Is it held on a strict need to know basis?

Ensure that you limit the number of committee members holding the full database to the absolute minimum. If there are other members of the committee who need contact details, just supply them with email addresses and telephone numbers. If group leaders/convenors require contact information, the best way is for them to request it from their group members.

5. Is it held securely?

Password protect the database and avoid issuing hard copies unless you have no choice.

APPENDIX D (i)

VENUE RISK ASSESSMENT CHECKLIST - FOR NEW VENUES

U3A Name:	
Location/Postcode:	
Date:	
U3A Interest Group	
Description of Activity:	

HAZARD	Yes	No	N/A	COMMENTS
1 Is the access suitable for the group attending the activity?				
2 Is wheelchair access adequate?				
3 Is the area free from obstructions & 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 designated assembly point? Where is it?				
9 Is there an emergency procedure for the building? Do you have a copy?				
10a. Is seating always laid out?				
10b. Is it a U3A responsibility to lay out seating before and after the activity?				
11 Is food being provided / prepared? Is the kitchen adequate & hygienic? Are food safe cleaning materials available? Visual safety check on Kettles etc				
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 one?				
15 Other (define)				
16 Other (define)				
Additional information:				

Signature:

Position:

Date:

APPENDIX D (ii)

SUGGESTED VENUE CHECKLIST - DAY OF USE

U3A Name:	
U3A Interest Group	
Date:	
Location:	
Description of Activity:	

CHECK	Yes (✓)
1. Emergency Exits unobstructed	
2. Emergency Exits unlocked	
3. Fire extinguishers in place	
4. Toilet facilities open, clean, paper available etc	
5. Walkways free from trip hazards	
6. Kitchen facilities accessible and clean	
7. Kettle lead in good condition, free from wear and fraying, plug securely attached	
8. Refreshment materials available	
9. First Aid equipment accessible	
10. Safety Briefing given: a. Emergency exits b. Assembly point c. What to do if a fire is discovered d. What to do if the alarm sounds e. Accident/injury reporting f. Toilet and washing facility location	
11. Other (specify)	
12. Other (specify)	

Signature:

Position:

Date:

APPENDIX E (i)

MAGHULL & LYDIATE U3A HEALTH AND SAFETY DOCUMENT

1. POLICY STATEMENT OF INTENT - This is the Policy of Maghull & Lydiate University of the Third Age, in support of the Management Committee's aim to comply with Health, Safety and Welfare Standards, as far as is reasonably practicable.

The Policy aims to:

- 1.1 Treat Health and Safety as a core management function and, with assistance of Co-ordinators and Group Leaders, aim to integrate The Policy into all Maghull & Lydiate U3A activity programmes.
- 1.2 Provide appropriate resources and training needed to achieve these aims.
- 1.3 Ensure that legal requirements are the minimum level of expectation.
- 1.4 Ensure that the Policy is assessed and updated annually.
- 1.5 Ensure that the Health and Safety Policies of the places we hire for U3A activities are of a standard to comply with our own Health and Safety Policy.
- 1.6 Ensure that the Health and Safety guidelines for each of the hired premises is made available to members to peruse.
- 1.7 A copy of these guidelines to be kept centrally by the Health and Safety Officer (copies of the document can be requested at a nominal cost to cover printing).

2. AIMS

The Maghull & Lydiate Management Committee aims to provide its members with a safe environment, together with facilities which are without risk to health and safety.

We shall aim to :

- 2.1 Obtain a copy of the Health and Safety Policy/Risk Assessment for any venue we hire for U3A activities and ensure our members are au fait with any specific requirements of the venue leasers.
- 2.2 Ensure that all Group Leaders complete a risk assessment for their specific activity (a pro-forma will be drawn up, assistance will be given if needed).
- 2.3 Establish and make arrangements for ensuring safe systems are in place in connection with the use and transportation of any articles and/or substances.
- 2.4 Establish, and endeavour to make arrangements for the health and safety of members in relation to road safety and pedestrian movement when attending activities.
- 2.5 Provide equipment/training to ensure that members are not exposed to risk.
- 2.6 Provide training to enable those in charge of activities to meet the aims of the Health and Safety Policy.
- 2.7 Provide each member with a resume of guidelines in order to promote and encourage a safety culture by all members.

3. OBJECTIVES FOR ALL MEMBERS

The Management Committee expects the assistance of all members in support of its Policy and Aims. Therefore, as quoted in the Health and Safety at Work Act (section 7a) *'you should take reasonable care of yourselves and of others, who may be affected by what you do.'*

3a. Members are, therefore, asked to:

- 3a.1 Report all accident, or near accidents and unsafe practices to the Group Leader or Committee member.
- 3a.2 Adhere to any specific instructions, or code of practice guidelines, relating to the activity.
- 3a.3 Members are expected to follow the guidelines for the safe use of all equipment.
- 3a.4 Report any defective equipment/dangerous substances to the Group Leader or Committee Member.
- 3a.5 Make themselves familiar with the location of fire fighting equipment.
- 3a.6 Make themselves aware of procedures for the evacuation of the premises being used in the event of an emergency.
- 3a.7 Raise any issues relating to Health and Safety and Welfare matters with the Group Leader or Committee Member.

3b THE SPECIFIC RESPONSIBILITIES OF GROUP LEADERS

In addition to the items covered in Section 3a, Group Leaders should also;

- 3b.1 Prepare a Risk Assessment on the prepared Pro-forma.
- 3b.2 Familiarise members with guidelines for the safe use of the hired premises & equipment used.
- 3b.3 Ensure that their members (or members of the general public) are made aware of any potential hazards.
- 3b.4 Ensure that their members are made aware of the arrangements to evacuate the premises being used if an emergency occurs.
- 3b.5 Ensure that a register is taken at the start of your activity.
- 3b.6 Endeavour to compile a list of emergency contact numbers for all members taking part in an activity.

APPENDIX E (ii)

MAGHULL & LYDIATE U3A FIRST AID DOCUMENT

At some point we may all as Group Leaders have to deal with an injury that has occurred during one of our group sessions and we need to be prepared for this. First Aid, once under the auspices of the Health & Safety Act 1999 from 2013 is to a certain point now managed by individuals. Current advice :

1. Basic First Aid Skill is all that is required. That covers the ability to identify the seriousness of an injury or event. If it is deemed serious the Leader should call 999 and ask for assistance. For this reason as part of all risk assessments it is imperative that the Leader checks that their mobile phone is fully charged as there might not always be a telephone available.
2. Any minor injuries should be dealt with accordingly - bruises by applying a cold compress, cuts with a plaster once the patient's consent has been given.
3. A basic First Aid Kit should be available. This is a suggested kit by St John Ambulance Brigade:

First Aid In An Emergency Booklet - Single 1
Wash proof Low Allergy Plasters Assorted (Pk 10)
St John Ambulance no.16 eye pad first aid dressing - sterile
St John Ambulance disposable triangular bandage, 90 x 90 x 130cm - non-sterile
St John Ambulance medium first aid dressing, 12 x 12cm - sterile
HSE SJA Branded 18cm x 18cm - sterile
Sterile cleansing wipe-single
St John Ambulance nitrile powder-free gloves - pair
Eye Wash Phials 20ml - Single
St John Ambulance Face Shield - Single
Microporous tape, 1.25cm x 10m - single
Burnshield® Burn Blott sachet, 3.5ml - single
Green plastic splinter remover

A smaller and more easily managed kit should be carried on outings. No item of First Aid must be used without the patient's consent. No medicine, especially that belonging to another member should be given.

4. *A Risk Assessment should always be carried out especially where the activity carries a greater risk factor than usual. Some should already be covered; for example by the organisation that owns the various buildings we use. Other Leaders will have to use their own judgement to assess any likely risks:*

- *accessibility of the premises, are there adequate handrails, ramps if needed*
- *floor coverings such as rugs and loose boards can be hazardous and can cause tripping*
- *transport must be hired from a reputable company*
- *electrical equipment must be PAT tested to ensure it is safe to use*
- *use and handling of tools should be clearly explained*
- *ensure that a plan of action has been thought out should an accident occur*
- *complete an accident form if an incident has occurred*

5. We do not want our Leaders to become too worried by this. We can only manage risks, we cannot prevent them. If a reasonable Risk Assessment has been carried out we are covered.

M. Atlay U3A Health & Safety Officer

APPENDIX E (iii)**MAGHULL & LYDIATE U3A ACCIDENT/INCIDENT FORM**

Maghull and Lydiate U3A Accident/Incident Form	
Name, address and telephone number of the injured party:	
Names, addresses and telephone numbers of others involved:	
Date/time/location of the accident or incident:	
Nature and circumstances of the accident/incident:	
Injury details / property damage:	
Name, address, telephone number of the person causing the injury/damage:	
Witnessed by:	
Address and telephone number:	
Action taken:	
Was any specialised assistance required at the scene? If so give details here:	
Was medical advice sought afterwards? If so, give details:	
Name of Group Leader: Signed (Group Leader): Signed (injured party): Date:	Tel No:

APPENDIX E (iv)

SUGGESTED WALK LEADER CHECKLIST

U3A Name:	
U3A Interest Group:	
Walk Name:	
Distance:	
Terrain Type:	
Date:	

BEFORE THE WALK		Yes
1.	Provision of information to prospective walkers: <ol style="list-style-type: none"> a. Location b. Distance c. Timing d. Linear/Circular Route e. Terrain f. Height and climbs involved g. Level of fitness required h. Appropriate footwear and clothing i. Toilet/refreshment facilities en route j. What to bring - food, drink, compass, map, mobile phone k. Dogs permitted l. Meeting point m. Public transport option n. Car parking facilities o. Need of walkers to bring an emergency telephone number and relevant medical information. 	
ON THE DAY		
1.	Check First Aid Kit and Emergency blanket	
2.	Briefing before starting out: <ol style="list-style-type: none"> 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 	
3.	Appoint a backmarker	
DURING THE WALK		
1.	Stay at the front but make sure you can always see the backmarker	
2.	Set an appropriate pace for the level of walk	
3.	Check the route frequently	
4.	Periodically count the number in the group	
	Other (specify)	

APPENDIX E (v)

SUGGESTED WORKSHOP RISK ASSESSMENT CHECKLIST

U3A Name:	
U3A Interest Group	
Location:	
Date:	
Description of Activity:	

HAZARD	Yes	No	N/A	COMMENTS
Use of Hand Tools				
1. Are tools sharp and in good condition? (e.g. no damage, splitting of handles etc)				
Electrical Power Tools				
1. Portable Appliances tested?				
2. Double insulated?				
3. Visual Inspection of leads and connections made?				
Fixed Machinery (lathes etc)				
1. Are electrical connections & wiring in good condition?				
2. Is the equipment suitably earthed?				
3. Are appropriate guards fitted and in good condition?				
Personal Protective Equipment (PPE)				
1. Does the activity require the following: a. Eye protection b. Hearing protection c. Dust mask d. Gloves e. Safety Shoes				
Hazardous Materials				
1. Are the materials used hazardous? (Toxic, harmful, irritant, dusty etc. see container label)				
2. Does the material require special precautions in use?(e.g. the wearing of PPE)				
Workplace Hazards				
1. Are the floors free from trip hazards & escape routes clear?				
2. Are precautions in place to prevent or respond to fire?				
3. Does the activity require special precautions? (e.g. removal of jewellery, tying back long hair)				

Signature:

Position:

Date:

APPENDIX E (vi)

ELECTRICAL INSPECTION AND TESTING

For Low Risk Environments only the following indicates whether or not user checks, visual inspection or electrical testing (PAT) is required and the suggested inspection and testing intervals.

It is easy to determine whether or not a piece of electrical equipment is double insulated (see next page); look on the electrical label for a symbol of a square within a square either printed or embossed on the device

Equipment / Environment	User Check	Formal Visual Inspection	Combined Inspection and Testing
Battery operated (less than 20 volts)	NO	NO	NO
Extra low voltage (less than 50 volts AC) e.g. telephone equipment, low voltage desk lights.	NO	NO	NO
Information technology: e.g. desk top computer, VDU screens.	NO	YES (2-4 years)	NO if double insulated YES Otherwise (up to 5 years)
Photocopiers, fax machines. NOT hand held. Rarely moved.	NO	YES (2-4 years)	NO if double insulated YES Otherwise (up to 5 years)
Double insulated equipment: NOT hand held. Moved occasionally, e.g. fans, projectors, table lamps.	NO	YES (2-4 years)	NO
Double insulated equipment: HAND HELD e.g. some floor cleaners.	YES	YES (6 months -1 year)	NO
Earthed equipment (class 1) e.g. electric kettles, some floor cleaners.	YES	YES (6 months -1 year)	YES (1 – 2 years)
Cables (leads) & plugs connected to earthed equipment. Extension leads (mains voltage)	YES	YES (6 months - 4 years Depending on type of equipment connected to)	YES (1 – 5 years Depending on type of equipment connected)

APPENDIX F (i)

ADVICE SHEET 8 SOCIAL EVENTS AND TRAVEL

Many U3As arrange excellent “social” events for their members ranging from outings to Christmas lunches, as well as organising travel either in the UK or Europe which either are for a specific study group or for all members. The purpose of this advice sheet is to recommend best practice, to make you aware when you are covered by U3A insurance and to ensure that neither participating members nor the organisers are putting themselves at risk.

There are three types of activities that are considered in this advice sheet:

1. Day events; travel only, open to all members of the U3A.
2. Study Group overnight trips; including both travel and accommodation.
3. Holidays; open to all members of the U3A.

Organiser

Such activities, once the committee has given its approval, are normally put together by an organiser or a small committee. The organiser is responsible for making the bookings, arranging the transport and accommodation or in the case of a holiday, arranging the travel package with the travel agent/company. However, all the financial arrangements must be overseen by the main committee of the U3A, usually the Treasurer. In addition all contracts must be signed by a Trustee on behalf of and in the name of the U3A. When organising day events or overnight trips, care should be taken in making any prepayments, as there is no insurance provided which will protect you should the supplier go out of business.

Social Events

The organiser will arrange an event at a suitable date with the venue and then, in liaison with the Treasurer, arrange with the venue and transport operator the contract, deposit and method of payment. The organiser and Treasurer will then agree a “sales” price usually including a small mark-up as a contingency. The prospective attendees will usually contact the organiser direct to make a booking and send a cheque but in some cases it may go directly to the Treasurer. All cheques should be made out to the U3A and to the U3A social account in particular if one exists. The organiser must never collect cash, cheques in his/her name or pay for a venue or coach by means of a personal debit/credit card or cheque. Ignoring this will mean that it becomes a personal rather than a business transaction and it could have insurance implications and place the organiser at financial risk. In order to ensure that all monies are handled correctly, all payments must be made with the full involvement of the committee, with cheques being signed by two trustees.

Study Group Trips

The organiser in this case will be the group organiser/leader but the process is similar to that detailed above for Social Events, except that accommodation is required and is included in the price. By arranging such trips, the organiser could be considered under the EU Group Package Travel Regulations to be the tour operator and therefore liable for any damages or accidents that might occur. So in order to safeguard the organiser, the Trust has arranged Tour Operator Liability insurance which will provide protection should anything untoward happen.

NB. All monies for study group travel should pass through the main U3A account.

Holidays

As far as U3A holidays are concerned, the only safe way to organise them is through a travel agency/company so that you are fully covered by their liability insurance. In addition, it is recommended that all payments be made on an individual basis, directly to the company and not to the U3A. In this way a contract is clearly established between an individual and the company rather than with the U3A as an entity, which is a much safer way to do it. There is, however, no reason why the organiser should not collect cheques and then either send them in one batch or deliver them. If you do organise a holiday yourselves, you will have no money insurance and in the event of a serious incident on holiday involving a U3A member or members, you would have no insurance in place to protect you and the organiser(s) could be deemed personally liable and in serious trouble.

Insurance

As long as the basic procedures outlined above are followed, then the liability insurance we provide will cover your day events and your study group overnight trips in the UK and Europe, both with respect to third party liability, your group organiser and member to member cover. If you wish to extend an invitation to members of other U3As that is fine.

It is also acceptable to have a non-member attend a day event with committee permission, providing it is not a regular occurrence for that person to do so. (See Appendix A(ii) Taster cards)

It must be clearly understood, however, that it does not include personal accident/injury or travel insurance, both of which are the personal responsibility of each U3A member to take out.

Other Matters

1. Charity Commission for England and Wales.

Income and expenditure associated with social events does not have to be included in the official annual return. Their definition of social is wide ranging, but it is safe to define it as any event open to all members and not specifically part of an interest group activity, for which members pay to participate. Thus both social events and holidays as listed above would qualify as social. Whilst the Charity Commission does not need the information on social events, your members are entitled to have a full report, therefore it is recommended that the income less expenditure is shown in the accounts as net income. Note that whilst an individual event might make a small loss the U3A cannot support a subsidy on an annual basis so this item should always be positive.

NB. If you are a registered charity in Scotland you have to report all U3A accounts.

2. Free Trips.

It is a recognised practice that Tour Operators offer a free trip for, say every 20 members booked but it is up to the committee how these freebies are dealt with, not the group organiser. Maghull and Lydiate U3A have adopted the policy that any and all free places offered should be shared out by applying a discount to all travellers.

3. Cancellations.

Usually if a potential attendee cancels with sufficient time, the organiser can recover some or all of the cost from the venue but not the share of the transport. The main committee should decide what its policy is in this matter and issue guidelines as it is not reasonable for the organiser to have to handle this situation without guidance.

4. Use of Debit/ Credit Cards

It is bad practice to use a personal credit or debit card. As more and more venues will only accept payment by card it will become essential for U3A to arrange a card on their account. All major clearing banks have now agreed to offer debit cards to charities, although it may take a bit of time with some of them. The suggested conditions for their use are contained in the booklet ' Information for Treasurers'.

APPENDIX F (ii)

GUIDANCE FOR GROUP LEADERS PROMOTING HOLIDAYS, SHORT BREAKS AND OVERNIGHT STAYS.

The Committee Holiday Co-ordinator must be consulted using the pro-forma provided BEFORE any holiday is organised or advertised, so that U3A guidelines are followed and any clashes between groups can be avoided. The current holiday co-ordinator is Joyce Taylor.

The Co-ordinator will need to know: Tour Operator likely to be used with a contact name and tel/email.
Destination Date of trip
Brief description of the holiday/break

If the Holiday Co-ordinator feels it necessary they will consult with the Chair, Vice-Chair or Treasurer to resolve any problems with the Group Leader before the holiday is advertised to members.

1. All holidays should be organised through a reputable ABTA bonded tour operator.
2. No bookings should be taken before the holiday is advertised at a Tuesday Coffee Morning or in the newsletter. This is to ensure all members have a fair opportunity to book.
3. All finance for the holiday should be arranged through the Tour Operator.
4. The Group Leader or their designated assistant will be responsible for promoting the holiday and acting as a contact person for the Tour Operator (e.g. they can collect payments by cheque made out to the Tour Operator & forward them on). It is not necessary that they go on the holiday themselves. All organisational responsibility during the holiday rests with the Tour Operator's representative - the driver or the courier.
5. Group Leaders are encouraged to consult with others who have already organised holidays as there is a wealth of experience to draw on.
6. A list of members going on the holiday together with their U3A membership numbers must be left with the holiday co-ordinator or another member of the Committee. If members book directly with a Tour Operator then the Group Leader will need to obtain a list from the Tour Operator and check that current membership is paid up. Members should be discouraged from booking directly with a Tour Operator as it has previously led to double bookings.
7. Members going on a holiday should be asked to have with them at all times, clear and up to date personal and medical details for use in the case of an emergency. This is the responsibility of the individual concerned. The Group Leader can suggest a suitable form of documentation to be completed prior to departure and retained by the individual member. It is preferable that this is in a form that can be easily updated. (Some members have frequent changes to their medication) The following information is required:
 - Name
 - Holiday Address
 - Emergency contact for Next of Kin
 - GPs contact details
 - Ongoing medical conditions, allergies etc.
 - Current medication
8. All members must be covered by appropriate travel insurance.
9. It should be made clear that the Tour Operator is responsible for the holiday. Maghull & Lydiate U3A do not take any responsibility for group holidays organised by their members. They do allow Group Leaders to make use of their newsletter, website and coffee mornings to promote holidays to other members.
10. Group Leaders should give members a copy of the sheet 'U3A Guidelines for Members Going on Holidays, Short Breaks and Overnight Stays' (see next sheet) to avoid any misunderstandings.

APPENDIX F (iii)

GUIDELINES FOR MEMBERS GOING ON HOLIDAYS, SHORT BREAKS AND OVERNIGHT STAYS.

1. All Holidays will be organised through a reputable ABTA bonded operator.
2. All finance for the holiday should be arranged through the Tour Operator. Cheques should be made out to the Tour Operator, not the U3A.
3. The Group Leader or their designated assistant will be responsible for promoting the holiday and acting as a contact person for the Tour Operator (e.g. they can collect payments by cheque made out to the Tour Operator and forward the on). If they go on the holiday themselves, please remember that it is their holiday too. **All organisational responsibility during the holiday rests with the Tour Operator's representative - the driver or the courier.**
4. You must have paid your current membership subscription to Maghull & Lydiate U3A before you book the holiday.
5. If you book directly with the Tour Operator then you need to tell the Group Leader who is promoting the holiday that you have booked a place. The Group Leader needs to leave a complete list with the committee for insurance purposes. Booking this way has led to places being double booked.
6. You will need to have with you at all times clear and up to date personal and medical details for use in the case of an emergency. **This is your responsibility.** The Group Leader will suggest a suitable form of documentation to be completed prior to your departure and kept in your possession. Please do this for each holiday etc that you go on. Some members have frequent changes o their medication.
The following information is required:
 - Name
 - Holiday Address
 - Emergency contact for Next of Kin
 - GPs contact details
 - Ongoing medical conditions, allergies etc.
 - Current medication
7. You must be covered by appropriate travel insurance.
8. Please be aware that the Tour Operator is responsible for your holiday, not the U3A. Any problems should be taken up with the Tour Operator. Maghull & Lydiate U3A do not take any responsibility for group holidays organised by their members. They do allow Group Leaders to make use of their newsletter, website and coffee mornings to promote holidays to other members.

APPENDIX F (iv)

APPLICATION FORM FOR HOLIDAYS, SHORT BREAKS & OVERNIGHT STAYS (FRONT)

Notification of Proposed holiday, Break or Overnight Stay
(Please print out front and back and complete both halves)

U3A Group: _____ Date/s of
event: _____
Organiser/s: _____
Destination: _____
Tour Operator: _____

Contact Person and Tel. No or email: _____

Authorised by: _____
Holiday coordinator: _____
and one of the following: _____
Chair: _____
Vice Chair: _____
Secretary: _____
Date authorised: _____

Comments: _____
H This half to be returned to the organiser

Notification of Proposed holiday, Break or Overnight Stay
(Please print out front and back and complete both halves)

U3A Group: _____ Date/s of
event: _____
Organiser/s: _____
Destination: _____
Tour Operator: _____

Contact Person and Tel. No or email: _____

Authorised by: _____
Holiday coordinator: _____
and one of the following: _____
Chair: _____
Vice Chair: _____
Secretary: _____
Date authorised: _____

Comments: _____
Holiday Coordinator to retain this half

APPENDIX F (v)

APPLICATION FORM FOR HOLIDAYS, SHORT BREAKS AND OVERNIGHT STAYS (REVERSE)

<p>Holiday Calendar Check List (To be completed by the Holiday Coordinator)</p> <p>Does the holiday/break clash with</p>
--

		Yes	No
1.	Any other authorised holiday?		
2.	U3A National summer School		
3.	U3A NW Region Summer School		
4.	AGM		
5.	Macmillan Coffee Morning		
6.	U3A Carol service		
7.	U3A Christmas Lunch		
8.	U3A Christmas Social		
9.	Other Significant Events		
10.	10th Anniversary Celebrations in 2016		

<p>Holiday Calendar Check List (To be completed by the Holiday Coordinator)</p> <p>Does the holiday/break clash with</p>
--

		Yes	No
1.	Any other authorised holiday?		
2.	U3A National summer School		
3.	U3A NW Region Summer School		
4.	AGM		
5.	Macmillan Coffee Morning		
6.	U3A Carol service		
7.	U3A Christmas Lunch		
8.	U3A Christmas Social		
9.	Other Significant Events		
10	10th Anniversary Celebrations in 2016		

