

# Maghull & Lydiate U3A



THE UNIVERSITY OF THE THIRD AGE

## Group Leaders' Handbook



**In light of the newly updated UK Data Protection Laws we ask that ALL Group Leaders and Assistants pay special attention to our revised Data Protection section on pages 8 and 9 of this version of the Handbook. PLEASE NOTE: The new section should be read in conjunction with our Data Protection and Privacy Policy**

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## INTRODUCTION

This Handbook is offered to Group Leaders to assist them in their work of organising their group. The Maghull and Lydiate U3A Committee will establish 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 when it is deemed necessary. Group Leaders with any queries can contact any member of the Group Support Team, who now run a table at the Coffee Morning, in person on Tuesdays or email. All constructive feedback concerning a group should be fed through the Group Support Team who will discuss the matter with the relevant Leader.

## THE ETHOS OF THE U3A

### AIMS AND GUIDING PRINCIPLES

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. Please note the U3A is not a carers group.

### 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

#### 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.

#### 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.

#### 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. Paid tutors are not recommended by the U3A but Group Leaders **having established that any prospective tutor meets the necessary legal, financial and administrative requirements**, may apply to the Committee to bring in a paid tutor if they deem it necessary. This should only be when special expertise is necessary to ensure the health and safety of members taking part in certain activities, and/or when the U3A do not have an appropriately qualified member available.

### 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.

#### 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 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](http://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.

## GENERAL DATA PROTECTION REGULATIONS

### GDPR - GROUP LEADERS RESPONSIBILITIES

Maghull & Lydiate U3A has a responsibility to comply with the General Data Protection Regulations (GDPR), we are required to ensure that all data collected and stored within the U3A is managed correctly. Ensure that personal data is accurate and up to date. It must be processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, theft, destruction or damage, using appropriate technical or organisational measures.

**GDPR also requires organisations to be aware of individual's rights which are:**

- ❖ **The right to be informed.**
- ❖ **The right of access.**
- ❖ **The right to rectification.**
- ❖ **The right to erasure.**
- ❖ **The right to restrict processing.**
- ❖ **The right to data portability.**
- ❖ **The right to object.**

### Accountability Principle

GDPR introduces an accountability principle that requires U3As to be able to demonstrate, compliance with the data protection principles. **The principles refer to a 'data controller' however in this instance, Group Leaders will assume joint responsibility with the committee for how data is processed and managed.**

**To ensure compliance, please ensure you follow these guidelines:**

- We do not have to ask for an individual's consent to process their data or contact them when it is in our legitimate interest to do so. **Note** that we should not pass individuals' details to any other organisation or other U3A member. If we thought it necessary to do this we would need to ask individuals for their explicit consent. **When we provide personal information to third parties we will always seek explicit consent.**
- Consent forms will be securely stored for evidential purposes, as we may be required to provide proof of compliance.
- All information must be stored securely, i.e. locked away, for membership purposes only:
  - To communicate with U3A member on U3A business;
  - To send general information about the Third Age Trust;
  - To ensure that data is being used for membership purposes only, as detailed above;
  - That only data pertaining to U3A business is collected and stored, i.e. only collect relevant information.
- Consider who within the U3A needs access to the full membership information and restrict access to those who need it.
- Only share data with Group Leaders for those groups that someone is a member of.
- It is Group Leaders direct responsibility to discuss and agree data processing and security arrangements with any external organisations/third party processors such as Venues, Travel Agents, Data Managers, Printers etc. i.e. to ensure that any provider assures that they comply with all GDPR requirements. Where such matters have not been discussed with and approved by Committee, the U3A cannot be held directly responsible for the outcome.



- Inform members where information is to be passed to a third party and ensure that third party processors are GDPR compliant.
- Ensure consent is obtained from members for photographs taken during U3A events which may be used on the U3A website, newsletter or literature. Should any member not consent to the future use of the photograph ask that member to step aside out of the photograph.

### Data Security and Emails

- Group Leaders should use strong passwords – the recommendation is that these are long (at least eight characters) and have a combination of upper and lower case letters, numbers and the special keyboard characters like the asterisk or currency symbols.
- Do not share passwords.
- Group Leaders must not keep passwords written down somewhere where they can be easily accessed and identified.
- Do not leave PCs with sensitive information on them in such a way that someone else could easily access that information.
- Please do not send confidential information by email. It is generally accepted that email is similar to sending an old type postcard, in that everyone can read it. If you need to send confidential information to someone there are a number of other methods that can be used, such as file transfer via OneDrive or Dropbox, password protect a document and then send via email or you could just use Royal Mail.
- Do not open e-mail attachments from an unknown source.
- **All electronic equipment used by members to store and/or process personal data must have suitable and up to date security measures\software installed, activated and in permanent operation.**
- Avoid keeping written records of negative comments about U3A members or suppliers. Where there is an issue between members ensure that any recordings are factual and avoid recording opinion unless directly from an interview. For serious matters, Group Leaders should consider contacting Group Support for advice.
- Avoid sending emails that could be considered offensive or discriminatory.
- Avoid sharing email addresses or personal information via email without permission.
- If a laptop is stolen or lost that holds a large amount of member information, Committee should be informed immediately.
- **For security and privacy reasons, you MUST use the Blind Carbon Copy (BCC) feature when sending an email message to a group of people.** In addition, using the BCC: field to conceal email addresses also acts as an anti-spam measure.
- **When sending emails to a number of Group Leaders please ensure that your email goes to Group Support for them to send out,** this will ensure that the email is only received by current Group Leaders. This also improves security and privacy and helps reduce unwanted emails being received by members who are no longer Group Leaders.

**As recommended by The Third Age Trust, Group Leaders who hold information must delete or return all files and documents when relinquishing their roles. To confirm that you agree to abide by this request, please sign below:**

**Name:** \_\_\_\_\_

**Group:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Confirmation of data return\deletion:**

**Confirmed by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## 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 concerts, dances, quizzes, Coffee Mornings 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. Please refer to Appendix A (i).

Prospective members are allowed to join one group without being a paid up member of the Maghull and Lydiate U3A on a 'one off basis. This means they can join only one group for one session without becoming members of the U3A. Any cost that the group charges will be applicable.

Group Leaders should check membership cards at the end of the renewing period and later on in the year, possibly September, especially if new members have been admitted.

#### GIFT AID

Any individual member who is currently liable to pay tax in respect of their annual income, is entitled to elect to have their subscription treated as a Gift Aided donation to Maghull & Lydiate U3A. Where this is done, HMRC will then pay to the U3A an amount that currently increases the value of the subscription paid by one-quarter.

### FINANCES

**ANNUAL MEMBERSHIP CHARGES** - 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)

**GROUP 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 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. Some groups may need to charge in advance for block bookings so that the rent etc. will always be covered even if numbers drop. 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.

**INCOME**- Leaders must keep a record of all receipts or subscriptions. That record should be kept in a suitable Cash Book maintained for this purpose. Subject to any Petty Cash requirements, all receipts gathered should be paid across to the Treasurer at the weekly Coffee Mornings. Leaders should keep a record of monies deposited in this way, in their Cash Book. This way Group Accounts will be shown on the Annual Accounts Sheet. Group monies should not be paid into personal accounts. Holiday payments should be made directly to the Tour Organiser/Company.

**COSTS** - From the income collected, Leaders should deduct any minor costs or expenses incurred in running their Group; a record of deductions that are made in this way should be recorded in their Cash Book. Any expenses larger than £5.00, should be supported with a receipt.

Any larger expenses, including costs relating to the use of public venues, will be met by the Treasurer out of funds that are held by Maghull & Lydiate U3A and debited against the Group concerned.

**ANNUAL ACCOUNTS** - The records maintained by Group Leaders should be made available in response to any request made by the Treasurer, and must be of a sufficient standard that would permit the preparation of an Annual Statement of Account for the Group. Further guidance on these matters is given in Appendix B (i)&(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 to ensure that all members are up to date with their membership fee. Leaders are reminded that the insurance cover provided by the Trust is Public Liability only. Group Leaders should make all members aware that the insurance policy **does not** provide cover for children at Coffee Mornings or any other activities.

## **COMMUNICATION**

**TUESDAY 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. The Coffee Morning begins at 10:00 and ends at 11:15. Coffee will be served between 10:00 and 11:00. When the Coffee Morning is closed this will be notified in advanced on the website and at preceding coffee mornings.

At the Coffee Morning each group may have a representative who will be able to give information about their group to new members but any Group not represented will be covered by the Group Support Team. Requests for a table can be made through Group Support. It is generally accepted that Group Leaders will not organise sessions during the duration of the Coffee Morning.

**EVENTS/DISPLAYS ON TUESDAY MORNINGS** - Group Leaders who wish to put on a display of their group's work may book the main hall at the Coffee Morning by completing an Event/Display Booking form. The forms can be found on the website and in this Handbook see (Appendix D). All completed forms should be handed or emailed in to the Tuesday Booking Officer /Events Officer who should be listed on the notice board.

Group Leaders who wish to organise a Tuesday morning meeting of their members at MBC for the purpose of planning events, displaying information etc. must also complete the Events/Display Booking Form (see Appendix D).

**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 should 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. The website can be accessed at [www.maghullandlydiateu3a.co.uk](http://www.maghullandlydiateu3a.co.uk)

**U3A NEWSLETTER/MAGAZINE/YEARBOOK** - The current newsletter comes out each month bar August and December (these months are covered by the July and November editions.) A magazine is also produced periodically to give both non-members and members a deeper idea of some of the activities that take place. The newsletter is available in hard copy to members on the last Tuesday of each month and also available in digital form on our website.

The newsletter cannot be produced without the input of all the Group Leaders. A reminder notice will be sent out to all Leaders giving the date that any information they wish to be included should be handed in. All information should be sent in digital form whenever possible and photos must be sent in a high resolution and in JPEG form. All members are encouraged to send in their articles, reviews etc. for the newsletter and magazine. Holidays are also advertised in the newsletter and magazine.

**Yearbook** - Dates and content of meetings will now be included in the Yearbook, this will enable members to make informed decisions about the events they wish to attend.

**U3A DIARY/CALENDAR** - Each Group Leader is responsible for keeping the U3A calendar up to date with news pertaining to their group. The Events Officer is responsible for keeping the U3A Diary/Calendar up to date. The Diary can be found on the Maghull and Lydiate U3A website.

**U3A PUBLICITY OFFICER** - The U3A has an appointed Publicity Officer whose role is to keep the U3A in the public eye. Items produced by the Officer will appear at various times in the year in such periodicals as: 'Keep it Local', 'The Champion', 'St Andrew's Church Magazine' and the U3A magazine 'Third Age Matters'. Details of the Publicity Officer will be listed on the notice board.

**U3A ROLLING NEWS** - A rolling news system has been set up in the Coffee Room at the Baptist Church. Group Leaders are welcome to send items in to the Information Officer, (their details are listed on the notice board) for inclusion **NO LATER THAN THE MONDAY BEFORE THE MEETING**. The display will run during the Coffee Morning.

## VENUES

**BOOKING ARRANGEMENTS** - All venues are booked on a three monthly cycle. Group Leaders should complete the booking forms handed out by the Bookings Officer 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 PUBLIC VENUES** - the most commonly used venues by our 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 Social Club
- St George's URC Church
- St James' Church Hall

Detailed information about each venue; cost of hire, facilities, size etc. can be obtained from the Bookings Officer (see notice board) 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 refer to the Health & Safety policy for details of risk assessments or speak to the Health & Safety Officer, details are on the notice board.

## **MEMBERS**

**CONDUCT OF MEMBERS** - Members are advised that the U3A is run entirely by volunteers and we ask that patience be in the forefront of all communication within the organisation. The Committee needs to be advised of any member who displays unacceptable behaviour. Members will need to be made aware of this. Please refer to Appendix C - Members' Code of Conduct.

**COMPLAINTS/QUERIES** - Any member who feels they have cause to complain about any part of the U3A or wish to query any decision etc. that the U3A has instigated should feel free to do so. Comments or complaints should be addressed to the Chairperson and/or the Secretary. This should be done in writing. All letters must be marked for the Chair's attention. The members' complaints procedure is detailed in the Standing Orders which are available to view on our website.

## **HEALTH & SAFETY inc. ADULT SAFEGUARDING**

### **HEALTH & SAFETY**

Details of our Health and Safety Officer are listed on the notice board. As the Health & Safety at Work Act does not directly apply to organisations that do not employ people, it would appear therefore, that this legislation does not apply to Maghull and Lydiate U3A but common law does. The health and safety requirements contained in previous versions of this handbook have been removed. Whilst group leaders still have a responsibility for health and safety it is also recognised that **all members are equally responsible**

**for health and safety.** This has required Maghull and Lydiate U3A to produce a standalone Health and Safety Policy which is made available to, and is the responsibility of, all members. The Policy document is available to view on the Notice Board at MBC and to download from our website. **For your convenience a copy is included at the end of the handbook.**

## **SAFEGUARDING**

We all have a responsibility to safeguard adults who are experiencing, or are at risk of, abuse and neglect. In 2018 the Charities Commission required all charities to produce and implement a Safeguarding Policy. In January 2019, committee approved our Safeguarding Policy.

Due to the nature of our organisation there is a clear need for all members to care for one another. This responsibility does not fall to group leaders alone as the policy asks that **everyone be alert** to possible abuse of members.

This policy and accompanying procedures outline what adult safeguarding is and what to do if you have a concern. As this organisation is primarily for retired people and that we do not cater for children this document specifically relates to adult safeguarding. **Once again, for your convenience a copy is included at the end of the handbook.**

**FIRST AID/RESUSCITATION OFFICERS** - There are now appointed resuscitation officers present at each Coffee Morning. Members of the U3A have also undertaken First Aid Training.

## **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. Private homes are not expected to provide such a range of facilities.

**GENDER PROVISION** - venues where members need to change etc. should have the correct accommodation so that members of any gender 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](http://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](http://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 E (i) details the Guidelines on Social Events and Travel. Appendices E (ii) provide detailed guidance for any Leader who wishes to set up such an event. Application forms for Medical Details & Next of Kin, all Holidays, Breaks and Overnight stays can be found in Appendices E (iii), (iv) and (v).

**DELIBERATELY LEFT BLANK**



# **APPENDICES**

**As referred to throughout the Handbook**

## APPENDIX A (i)

### PROCEDURE FOR MEMBERSHIP RENEWAL

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

Procedure Details:

1. By the 31<sup>st</sup> January, each group leader needs to provide the membership team with a list of regular attendees (+/-plus spouses/partners) at their group who wish to renew via their group leader, giving names and membership numbers. The list should be in alphabetical order.
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.
3. As soon as practical after 1<sup>st</sup> February, 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) with an attached membership card 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 February/March group meeting(s). Where the larger groups e.g. Line Dancing, are concerned Group Support Leader will attend these classes to collect subscriptions on site.

[**Note:** 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. Where cash is tendered it is hoped the group leader themselves will exchange the cash for a cheque. 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 Membership team will register the payment on the master list of members, handle the necessary administration details.
8. As soon as practical after end of March, emails or where not available, 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.
9. As soon as practical but by the latest March, group leaders will return any forms in their possession for any members on their lists who have not renewed.

Those that do not renew by **end of April** will be removed from that year's database.

#### Additional Information

- **NEW Membership Application** Form inc. Gift Aid Declaration can be found at Appendix A (ii)
- **Membership RENEWAL** Form can be found at Appendix A (iii)
- **Gift Aid RENEWAL Declaration** Form can be found at Appendix A (iv)

**GIFT AID** – Group Leaders are requested to explain the benefits of completing the Gift Aid form wherever it is applicable. An explanation of the process of Gift Aid can be found on each form, please refer to the appropriate Appendix. When appropriate, Gift Aid sections must be signed in addition to the renewal section. As must the GDPR Data Collection section which is also located on the forms (ii) & (iii).

## APPENDIX A (ii) New Membership Application (Front)



## Maghull &amp; Lydiate U3A NEW Membership Application

**Membership of M&L U3A expires on the 31<sup>st</sup> March each year**

Please complete the details below and return the form with your subscription to the Membership Secretary.

Cheques should be made payable to MAGHULL AND LYDIATE U3A.		<b>Membership Number:</b>
<b>Title:</b>	<b>First Name:</b>	<b>Surname:</b>
<b>Address:</b>		
<b>Postcode:</b>	<b>Phone No. Home:</b> <b>Mobile:</b>	
<b>Email:</b>		
<b>Signature:</b>		<b>Date:</b>

<b>Membership Fee Duplication</b> (previously called "Capitation")	Where a member's subscription has already been paid elsewhere, please provide membership details of the other U3A, together with <u>proof of payment</u> , detailing the <u>portion</u> of the subscription paid on to the <u>National Office</u> .  <b>Confirmed by:</b>
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Version 3.4-N



GIFT AID	
<p><b>PLEASE NOTE: IF YOU ARE A UK TAXPAYER AND AGREE TO YOUR MEMBERSHIP FEE BEING GIFT AIDED, THEN PLEASE ENSURE ALL SECTIONS OF THE FORM ARE FULLY COMPLETED, SIGNED AND DATED. FOR FURTHER INFORMATION REGARDING GIFT AID, PLEASE SEE REVERSE OF FORM.</b></p>	
<b>Title:</b>	<b>First Name:</b>
<b>Surname:</b>	
<b>Address:</b>	
<b>Postcode:</b>	
<b>Gift Aid Declaration</b> <ul style="list-style-type: none"> <li>• I am a UK taxpayer and the amount of tax I pay is at least equal to the amount to be reclaimed.</li> <li>• I would like Maghull and Lydiate U3A to treat my membership fee as a Gift Aid donation.</li> <li>• I would also like Maghull and Lydiate U3A to treat all future donations as Gift Aid donations until I notify you otherwise.</li> </ul>	
<b>Signature:</b>	<b>Date:</b>

**CHANGE OF DETAILS:**

PLEASE NOTIFY THE MEMBERSHIP SECRETARY IF YOU CHANGE YOUR NAME, ADDRESS, TELEPHONE NUMBER, E-MAIL ADDRESS OR YOUR GIFT AID STATUS DURING THE COURSE OF THE YEAR.

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**PLEASE TURN OVER TO SIGN YOUR GDPR CONSENT FORM**

## APPENDIX A (ii) New Membership Application (Back)

**GDPR – Data Collection**

To allow Maghull & Lydiate U3A to comply with the General Data Protection Regulations (GDPR), we are required to identify the legal basis for processing an individual's information. To satisfy these requirements we have identified both **Legitimate Interest (Article 6(1)(f))** and **Consent (Article 6(1)(a))** as our legal bases. For further details and an explanation of how we use Legitimate Interest when processing your information, please refer to our Data Protection Policy which can be found on the Notice Board and Website.

We also have a specific need to seek an individual's consent in the areas set out below. Please tick the boxes below to give us permission to use the information you have supplied in the following ways:

Do you agree to be added to the direct mailing list to receive the Third Age Trust magazines – Third Age Matters and Sources? If so, please tick the box below:

☐ I consent to my data being shared with the distributors of the Trust Magazines.

**When you consent to Gift Aid your subscription, the U3A is required to provide your details to HMRC.**

☐ I consent to my data being shared with HMRC (HM Revenue & Customs) for Gift Aid purposes only.

☐ I consent to any **photographs** that I am in, being used on the U3A website, newsletter or literature.

Please be advised that you can request for your data not to be used for any of these purposes at any time by contacting this U3A, either by:

Email to: mandlu3a@gmail.com for the attention of our Data Protection Officer: **Tony Dodd**, or

In Person: at the Coffee Morning and completing a Data Removal Form available from the Membership Desk.

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**NOTES ON GIFT AID:****Are you a UK Taxpayer?**

If so you can make your eligible membership fees go further by completing the declaration whilst completing the membership application form. Because Maghull and Lydiate U3A is a registered charity 1116576 we are able to treat your membership fee as a Gift Aid Donation. We shall be able to claim Gift Aid tax relief for every pound you donate.

**Can I claim Gift Aid for my spouse's membership fee?**

Each member who is a taxpayer (even if retired and drawing a pension) is entitled to Gift Aid their subscription to Maghull and Lydiate U3A as it is a charity. If you are a couple and you are both taxpayers then each of you needs to complete the Gift Aid form. However, if one of the couple is a taxpayer and the other is not we can only claim Gift Aid on the taxpayer's subscription even if he or she pays both subscription fees. This is because the HMRC view the payment of a subscription fee for a non-taxpayer by a tax payer as a gift to that individual not to the charity.

**Are there restrictions to what I can Gift Aid?**

You cannot claim more Gift Aid than the total amount of income tax that you pay to the Revenue. If you Gift Aid your subscriptions or donations to a number of charities, the total tax effect may not exceed the personal tax you have paid to the Revenue.

## APPENDIX A (iii) Membership Renewal



# Maghull & Lydiate U3A Membership Renewal Application

Membership of M&L U3A expires on 31<sup>st</sup> March each year

Please complete the details below and return the form with your subscription to the Membership Secretary.  
If renewing via your group leader, payment by cheque is preferred.

Cheques to be made payable to MAGHULL AND LYDIATE U3A.		Membership Number:	
Title:	First Name:	Surname:	
Address:			
Postcode:	Phone No. Home:		
	Mobile:		
Email:			

<b>Membership Fee Duplication</b> (previously called "Capitation")	Where a member's subscription has already been paid elsewhere, please provide membership details of the other U3A, together with <u>proof of payment</u> , detailing the <u>portion</u> of the subscription paid on to the <u>National Office</u> .  Confirmed by:
---	--

## GDPR – Data Collection

To satisfy the Data Protection Act 2018 we have identified Legitimate Interest as our legal basis for processing your data. We also have a specific need to seek your consent in the areas set out below.

Please tick the boxes below to give us permission to use the data you have supplied in the following way:

Do you wish to be added to the direct mailing list to receive the Third Age Trust magazines – Third Age Matters and Sources? If so, please tick the box below:

☐ I consent to my data being shared with the distributors of the Trust Magazines.

☐ I consent to any **photographs** that I am in, being used on the U3A website, newsletter or literature.

Please be advised that you can request for your data not to be used for any of these purposes at any time by contacting this U3A, either by:

**Email to:** mandlu3a@gmail.com for the attention of our Data Protection Officer.

**In Person:** at the Coffee Morning and completing a Data Removal Form available from the Membership Desk.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For further details and an explanation of how we use Legitimate Interest when processing your information, please refer to our Data Protection Policy which can be found on the Notice Board and Website.

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## APPENDIX A (iv) Gift Aid Renewal



## Maghull & Lydiate U3A Gift Aid Renewal Application

**Membership of M&L U3A expires on 31<sup>st</sup> March each year**

Please complete the details below and return the form with your subscription to the Membership Secretary.

<b>GIFT AID</b>		
<p><b>PLEASE NOTE: IF YOU ARE A UK TAXPAYER AND AGREE TO YOUR MEMBERSHIP FEE BEING GIFT AIDED, THEN PLEASE ENSURE ALL SECTIONS OF THE FORM ARE FULLY COMPLETED, SIGNED AND DATED. FOR FURTHER INFORMATION REGARDING GIFT AID, PLEASE SEE REVERSE OF FORM.</b></p>		
<b>Title:</b>	<b>First Name:</b>	<b>Surname:</b>
<b>Address:</b>		
		<b>Postcode:</b>
<p><b>Gift Aid Declaration</b></p> <ul style="list-style-type: none"> <li>• I am a UK taxpayer and the amount of tax I pay is at least equal to the amount to be reclaimed.</li> <li>• I would like Maghull and Lydiate U3A to treat my membership fee as a Gift Aid donation.</li> <li>• I would also like Maghull and Lydiate U3A to treat all future donations as Gift Aid donations until I notify you otherwise.</li> </ul>		
<b>Signature:</b>		<b>Date:</b>

### **CHANGE OF DETAILS:**

PLEASE NOTIFY THE MEMBERSHIP SECRETARY IF YOU CHANGE YOUR NAME, ADDRESS, TELEPHONE NUMBER, E-MAIL ADDRESS OR YOUR GIFT AID STATUS DURING THE COURSE OF THE YEAR.

### **NOTES ON GIFT AID:**

#### **Are you a UK Taxpayer?**

If so you can make your eligible membership fees go further by completing the declaration whilst completing the membership application form. Because Maghull and Lydiate U3A is a registered charity 1116576 we are able to treat your membership fee as a Gift Aid Donation. We shall be able to claim Gift Aid tax relief for every pound you donate.

#### **Can I claim Gift Aid for my spouse's membership fee?**

Each member who is a taxpayer (even if retired and drawing a pension) is entitled to Gift Aid their subscription to Maghull and Lydiate U3A as it is a charity. If you are a couple and you are both taxpayers then each of you needs to complete the Gift Aid form. However, if one of the couple is a taxpayer and the other is not we can only claim Gift Aid on the taxpayer's subscription even if he or she pays both subscription fees. This is because the HMRC view the payment of a subscription fee for a non-taxpayer by a tax payer as a gift to that individual not to the charity.

#### **Are there restrictions to what I can Gift Aid?**

You cannot claim more Gift Aid than the total amount of income tax that you pay to the Revenue. If you Gift Aid your subscriptions or donations to a number of charities, the total tax effect may not exceed the personal tax you have paid to the Revenue.

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## APPENDIX B (i) - FINANCIAL ADMINISTRATION OF GROUP FUNDS

Since Maghull and Lydiate U3A was formed many years ago the organisation has grown out of all recognition and now comprises of a wide variety of 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 Charity Commission.

**The following procedures will therefore be followed:-**

A suitable Cash Book should be maintained, which should be used to record all financial transactions that are relevant to any particular Group. That Cash Book should record details of your:

- i. day to day receipts
- ii. day to day cash payments for expenses
- iii. funds paid across to the Treasurer
- iv. funds paid out by the Treasurer on behalf of your Group
- v. the current balance of funds held by the Treasurer to the credit of your Group
- vi. the current balance of cash funds held by the Group

Group Leaders are to report to the Treasurer on a quarterly basis, the balance of funds held in accordance with their records in respect of both cash balances and funds held by the Treasurer. In the case of larger Groups (i.e those handling total receipts in excess of £1,500.00 per annum) there should be a further report as to the total amounts both received and expended within that quarter. The purpose of this procedure is to provide a measure of control by ensuring that both, independent sets of records agree, and that any discrepancies can be corrected at an early date.

Each Group Leader may hold a small cash float. The size of this float can be calculated by the Group Leader using their experience to help determine the amount, which should be agreed by the members of the Group. The float can be created simply by holding back a certain amount prior to paying in to the Treasurer and can be maintained at the set figure by being 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 should cover such things as refunds, raffle prizes and drivers tips etc. on trips, refreshments purchased for meetings (tea, coffee etc.), postage stamps, stationery etc. This list is not exhaustive but will give an indication as to what will be paid out by groups.

At the point of accepting cheques from members of the Group, leaders should ensure that all such cheques are wholly and accurately completed before they are handed on to the Treasurer.

**When paying money to the Treasurer, Leaders are also requested to pay all cash sums in Pounds Sterling with coinage no smaller than 50 pence being accepted.**

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 are to be obtained for all payments in excess of a value of £5.00. In the case of the Treasurer, all such receipts should be attached to the relevant claim form. In the case of Group Leaders, such receipts should be retained to support the extent of the cash balance 'topping up' arrangement outlined above.

**PLEASE NOTE: AT COFFEE MORNINGS, THE TREASURY FRONT DESK WILL CLOSE AT 10:50am.**  
**NO PAYMENTS WILL BE ACCEPTED AFTER THIS TIME.**

**APPENDIX B (ii)****FINANCE FORMS**

These are blue and yellow and available from the Treasurer

If you are making a claim of the Treasurer from your Group funds, the following information will be required:

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

If you are paying monies from your Group funds over to the Treasurer, the following details will be required:

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

<b>Maghull and Lydiate U3A</b>		<b>Paying-In Slip (back)</b>
Cheque N°s	Name	Amount
Total		

**PLEASE NOTE:**

When paying money to the Treasurer, Leaders are also requested to pay all cash sums in Pounds Sterling with coinage no smaller than 50 pence being accepted.



## APPENDIX C

### MEMBER CODE OF CONDUCT

All U3A members are expected to conduct themselves within the movements “guiding principles”. They are also expected to treat each other with dignity and respect.

The member Code of Conduct clarifies the standard of behaviour expected as a member of the U3A.

- Members are expected to know, follow and accept the Principles of the U3A Movement.
  - Members must always act in the best interests of Maghull & Lydiate U3A and the U3A Movement, strive to uphold its reputation and never do anything which could bring Maghull & Lydiate U3A or the U3A Movement into disrepute or expose it to undue risk.
  - Members are expected to use Maghull & Lydiate U3A’s resources responsibly and only to further its stated charitable objects and purposes.
  - Members are expected to reflect the current organisational policy of Maghull & Lydiate U3A, regardless of whether it conflicts with their personal views.
  - Members are expected to abide by Maghull & Lydiate U3A’s constitution, policies, procedures and practices.
  - Members are expected to treat each other with dignity and respect at all times.
-

## APPENDIX D

### Event/Display Booking Form

Group: ..... Event: .....

Date of Event: ..... Held in: .....

Screens Required: Yes/No Number Required: .....

Tables Required: Yes/No Number Required: .....

Tables Size:

Small wooden No. needed ..... Small metal No. needed .....

Large metal – No. needed .....

Chairs Required: Yes/No Number Required: .....

Group Leaders' Signature: .....

Email address: .....

Date: .....

**Please return this form to the Events Booking Officer**

## APPENDIX E (i)

### GUIDELINES FOR 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 - Day Trips and Outings

The organiser will arrange an event at a suitable date and then arrange with both the venue and transport operator the contract, deposit and method of payment. The prospective attendees will usually book directly with the organiser by cheque or cash. 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.

**Members may book a place on a trip for themselves and one other person. No group bookings will be allowed.**

#### 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.

**APPENDIX E (i) *continued*****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 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****Charity Commission for England and Wales (*Not Including HMRC Reporting*).**

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.

**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.

**Cancellation Policy for Holidays, Day Trips and Events**

If a member cancels after paying any monies, the leader will try to fill that place with somebody else to save that individual losing what they paid. Usually with holiday trips we have a reserve list. It was agreed that any cancellations must not result in a cost to U3A funds.

## APPENDIX E (ii)

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

The Committee Holiday Co-ordinator must be consulted using the pro-forma, please refer to Appendix E (iv) & (v) provided BEFORE any holiday is organised or advertised, so that U3A guidelines are followed and any clashes between groups can be avoided.

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. Emails must not be sent out unless for information only.
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 whenever possible with the Tour Operator's representative 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). Please refer to Appendix E (iii).

**The following information is required:**

**Name**

**Holiday Address**

**Emergency contact for Next of Kin**

**GPs contact details**

**Ongoing medical conditions, allergies etc.**

**Current medication - prescription renewal forms may be carried.**

8. All members must be covered by appropriate travel insurance but especially so when travelling abroad.
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. A disclaimer should be written on the application form so that all participants realise the U3A is not responsible in any way.

## APPENDIX E (iii)

## SAMPLE - HOLIDAYS ETC., MEDICAL DETAILS &amp; NEXT OF KIN FORM

MEDICAL DETAILS - *[insert name of holiday & dates(s) here]*

Travel Agent:

Phone:

Contact:

Hotel:

Organiser(s):

Phone:

**PLEASE NOTE:** THESE DETAILS ARE IMPORTANT – PLEASE COMPLETE AND KEEP WITH YOU IN A READILY ACCESSIBLE PLACE OR LET SOMEONE KNOW WHERE YOU KEEP THEM.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Next of Kin: \_\_\_\_\_ Phone: \_\_\_\_\_

Your GP: \_\_\_\_\_ Phone: \_\_\_\_\_

- ❖ DETAILS OF ANY ONGOING CONDITIONS E.G.: DIABETES, HEART, ASTHMA ETC.
- ❖ BRIEF DETAILS OF ANY RECENT TREATMENT, IN PARTICULAR A HOSPITAL STAY.
- ❖ FULL DETAILS OF ALL MEDICATION, PLEASE ATTACH WHITE PRESCRIPTION SLIP OR USE OVERLEAF TO PROVIDE ANY OF THE ABOVE DETAILS.

MEDICAL DETAILS - *[insert name of holiday & dates(s) here]*

Travel Agent:

Phone:

Contact:

Hotel:

Organiser(s):

Phone:

**PLEASE NOTE:** THESE DETAILS ARE IMPORTANT – PLEASE COMPLETE AND KEEP WITH YOU IN A READILY ACCESSIBLE PLACE OR LET SOMEONE KNOW WHERE YOU KEEP THEM.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Next of Kin: \_\_\_\_\_ Phone: \_\_\_\_\_

Your GP: \_\_\_\_\_ Phone: \_\_\_\_\_

- ❖ DETAILS OF ANY ONGOING CONDITIONS E.G.: DIABETES, HEART, ASTHMA ETC.
- ❖ BRIEF DETAILS OF ANY RECENT TREATMENT, IN PARTICULAR A HOSPITAL STAY.
- ❖ FULL DETAILS OF ALL MEDICATION, PLEASE ATTACH WHITE PRESCRIPTION SLIP OR USE OVERLEAF TO PROVIDE ANY OF THE ABOVE DETAILS.

## APPENDIX E (iv)

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

<p><b>Notification of Proposed Holiday, Break or Overnight stay</b> (Please print out front and back and complete both halves)</p> <p>U3A Group: _____</p> <p>Date(s) of Event: _____</p> <p>Organiser(s): _____</p> <p>Destination: _____</p> <p>Tour Operator: _____</p> <p>Contact Person: _____ &amp; phone no./email: _____</p> <p><b><u>Authorised by:</u></b> _____</p> <p>Holiday Coordinator: _____</p> <p><b><u>And one of the following</u></b></p> <p>Chair: _____</p> <p>Vice Chair: _____</p> <p>Secretary: _____</p> <p>Date authorised: _____</p> <p><b>Comments:</b> _____</p> <p>_____</p> <p style="text-align: right;"><i>Holiday Coordinator to retain this half</i></p>	<p><b>Notification of Proposed Holiday, Break or Overnight stay</b> (Please print out front and back and complete both halves)</p> <p>U3A Group: _____</p> <p>Date(s) of Event: _____</p> <p>Organiser(s): _____</p> <p>Destination: _____</p> <p>Tour Operator: _____</p> <p>Contact Person: _____ &amp; phone no./email: _____</p> <p><b><u>Authorised by:</u></b> _____</p> <p>Holiday Coordinator: _____</p> <p><b><u>And one of the following</u></b></p> <p>Chair: _____</p> <p>Vice Chair: _____</p> <p>Secretary: _____</p> <p>Date authorised: _____</p> <p><b>Comments:</b> _____</p> <p>_____</p> <p style="text-align: right;"><i>This half to be returned to the Organiser</i></p>
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**APPENDIX E (v)****APPLICATION FORM FOR HOLIDAYS, SHORT BREAKS & OVERNIGHT STAYS (BACK)**

<b>Holiday Calendar Check List</b> <b>(To be completed by the Holiday Coordinator)</b> Does the holiday/break clash with:		
	Yes	No
1. Any other authorised holidays		
2. AGM		
3.		
4.		
5.		

<b>Holiday Calendar Check List</b> <b>(To be completed by the Holiday Coordinator)</b> Does the holiday/break clash with:		
	Yes	No
1. Any other authorised holidays		
2. AGM		
3.		
4.		
5.		



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<b>Committee/Sub Committee</b>	Dot Brannigan, Linda Simms, Tony Dodd.		
<b>Master Document Controller</b>	Linda Simms/Tony Dodd		
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v0.1D	09 October 2018	Tony Dodd	First draft for editing and amendments.
V0.2D	23 October 2018	Tony Dodd	Second draft, incorporating suggestions, additions and amendments.
V0.2(A)D	20 July 2019	Tony Dodd	Second draft continued, to remove H&S section and request if any revisions are required to Membership Renewals & Finance sections which have now been included. Also added Members Code of Conduct. Plus minor tweaks to make some sections easier to read etc.
V0.3FD	29 August 2019	Tony Dodd	Final draft approved by Sub-committee.