

Local Policies for Charnwood u3a

This is a list of policies approved by Charnwood u3a Committee for the guidance of members, to be read alongside the policy documents drawn up under Third Age Trust guidelines, which are listed on the u3a website: <https://www.charnwoodu3a.org.uk/policies>

Donations to drivers

Where an event takes place away from the normal meeting place, it is customary for anyone offered a lift to donate a small amount to the driver of the car (or other vehicle). It is stressed that this is not a charge on the individual member (which would be contrary to insurance regulations) but a gift which is deemed to be fair, having regard to petrol prices and general operating costs. It is suggested that a donation of up to 45p per mile, divided by the number of people in the car (including the driver), is appropriate.

Visitors to Groups

Non-u3a members may attend one meeting, of any three different groups, during a membership year. Before attending further meetings, they must join Charnwood u3a. Members of another u3a are able to join Cu3a for a reduced fee as Associate Members. See the Charnwood u3a website for details: <https://www.charnwoodu3a.org.uk/>

Fourth Age

It is u3a policy that u3a members join independently and not that any person or agency joins on their behalf. New members should be capable of taking responsibility for all aspects of their membership. Where members are not able to take full responsibility for themselves, they should only attend meetings if accompanied by an official carer, a family member, or a fellow member who can accept that responsibility for them and at the discretion of the Group Leader. Carers are covered by the Third Age Trust third party insurance.

Travel Groups: Free Trips when organising travel.

One area which can lead to problems and disagreements is that of Travel Organisers/Group Leaders going on "free trips". It is a recognised practice that Tour Operators offer a free trip for, say, every 20 members booked. The value of any discount should always be shared by the travelling group. For any further queries, please contact Charnwood u3a Treasurer. treasurer@charnwoodu3a.org.uk.

First Aid

In the event of an accident/incident the Third Age Trust advise that you can administer first aid, although in the event of a serious incident you should also contact the emergency services. Members are not expected to act beyond the capacity of a member of the public and don't have to administer first aid if they don't want to or don't know how. Members are covered by insurance if something goes wrong.

St. John Ambulance provides free first aid guidance at www.sja.org.uk

It is a good idea to locate and familiarise yourself with the nearest one:

[Defib finder – find the defibrillators nearest you.](#)

As outlined in the Group Leaders Handbook under the heading First Aid, an Accident/Incident form (obtainable from the website: www.charnwoodu3a.org.uk) must be completed for all events, no matter how minor, and sent to the Secretary at secretary@charnwoodu3a.org.uk.

Charnwood u3a will ensure this policy is kept up to date and reviewed annually.

An Accident Report Form is available from the Cu3a Secretary: secretary@charnwoodu3a.org.uk or from the Charnwood u3a website:

https://www.charnwoodu3a.org.uk/Sites/Charnwood/Uploads/Documents/Groups/accident_report_form.pdf

Complete an Accident Report Form for every incident, however minor, send a copy to the Cu3a Secretary and keep a copy for future reference.

Vacancies on trips and holidays

When arranging trips or holidays, it's helpful to decide in advance at what point any unfilled places will be made available to non-group members and to establish a date by which an unviable event may be cancelled without financial loss.

Leave plenty of time for unfilled places to be advertised to non-group members in News and Views and on the website. Alternatively, advertise the event in News and Views and on the website from the outset, inviting non-members to be placed on a waiting list for spare places.

Guidance Notes for Group Leaders and Members organising visits with/without overnight stays.

Taking into account the latest data protection requirements we now have a set of guidelines strongly recommended to our members and group leaders to follow when organising trips. These are available in the Group Leaders area of the website so please take time to look at these well in advance of organising your trip.

<https://www.charnwoodu3a.org.uk/group-leaders-info>

Third party notices and advertisements

In no circumstance would any commercial activity be advertised other than items which might be of interest to a particular interest group to which they would be directed.

Notices should be relevant to our members and will be considered from:

- Other u3as
- Volunteer activities
- Research at either Loughborough or other Universities.

Requests will be vetted jointly by the Secretary and the Chair.