



GENERAL INFORMATION for PRESENTERS & ORGANISERS

Thank you for offering your time, knowledge and skills. Your input is invaluable to the ongoing success of U3A Adelaide Hills and is very much appreciated. U3A is intended to be enjoyable for all participants, including you. The following pages provide some information you may find helpful – if you have any concerns or issues, please contact the Chairperson or Program Coordinator on u3a.ahills@gmail.com.

Active Participation & Inclusion Encourage members to contribute in some small way to U3A Adelaide Hills by, for example, helping to set up or pack up and making new members feel welcome and included.

Attendance Rolls These are to be marked at the commencement of each session and used as a check list in case of an emergency evacuation. These can also now be marked on-line negating the need to return your roll at the end of each Semester.

Conflict Resolution Presenters and organisers give their time freely and are not expected to cope with difficult people. Should a situation arise where conflict is not immediately resolvable (see u3aadelaidehills.com/policies for procedure guidance), details should be provided in writing to the Chairperson, Management Committee u3a.ahills@gmail.com.

Contacting Members of your Group When sending a group email use the 'Email Class' facility found on your class page on the web site. Its strength is that it reduces possible errors, is current, saves you having to update your email lists and automatically picks up and blind copies all those enrolled in your group. Its weakness is that it does not provide for attachments or responses.

Continuing Students It is not our policy to give preference to returning members. Members are accepted on a first come-best dressed basis with the exception of a handful of courses where a level of proficiency is required. Continuing members do have an advantage however in that they are advised when enrolments open and the onus is on them to enrol early to avoid missing out.

Costs As all U3As are totally managed and delivered by volunteers, course leaders may not make any financial gain. Your out-of-pocket costs should be identified when completing the course proposal form at the beginning of the semester in discussion with the Program Coordinator

First Aid Please be aware of the whereabouts of a first aid kit at your venue.

Evacuation Should you be required to evacuate the building, ask someone to check that no member is in another room / toilets, direct members to the safest exit and request that they stay in a group, take the roll with you to mark everyone off and ring 000.

Extreme Weather Policies Advise all members of your group of the following Extreme Weather policies and your position on declared Extreme Fire Danger days.

- **Heat Policy** All U3A Adelaide Hills activities will be automatically cancelled when the temperature in Mount Barker is forecast to be 40 degrees or over.
- **Fire Danger Policy** On a day when the CFS forecast for the Mt Lofty Ranges is:
 - *Catastrophic* 100+ Fire Danger Rating: All U3A Adelaide Hills activities will be cancelled
 - *Extreme* 50 – 99 Fire Danger Rating: Activity will be determined at the discretion of the individual Course Organiser/Presenter

You can check fire rating forecasts at <http://www.bom.gov.au/sa/forecasts/fire-danger-ratings.shtml>

Membership Everyone attending your session must be a financial member and on your roll.

Incident / Accident Report In the event of an accident, please complete the form and forward to the Chairperson (u3a.ahills@gmail.com) as soon as possible.

Medical Emergency If anyone collapses or is considerably unwell:

1. Phone the emergency number 000 and give the address of the venue to the ambulance team
2. Keep the person still and make as comfortable and safe as possible
3. Notify (if possible) the designated contact person on your *Emergency Contact List*
4. Give the emergency contact person's details to the paramedics when they arrive

Members have been advised to ensure they have adequate Ambulance Insurance to cover call out costs.

Photos Members have to agree to U3A AH policies when joining and are advised that photos may be used for publicity purposes and that, if they do not wish their image to be used it is their responsibility to move to the sidelines. Failure to do this implies tacit approval of the policy and your inclusion in the photograph.

Privacy Adelaide Hills U3A collects personal information to enable efficient delivery of its services. The information collected is managed solely by U3A Adelaide Hills Inc. and will be used for organisational communication, emergency and insurance purposes only. No data will be provided to third parties, individuals or organisations. Contact details provided on the student list, are NOT to be shared without express permission of the person.

Refreshments A drink break during your session is appreciated by many members as an important socialising opportunity. A gold coin contribution towards the cost of supplying refreshments is requested and any surplus money can be used for items such as get well and thank you cards and small gifts for guest presenters. To help offset rental costs, please transfer remaining money to the U3A Adelaide Hills bank account at the end of each Semester.

Respect and Courtesy All members should give and receive courtesy when interacting with each other and the public. By joining U3A AH, all members have agreed to abide by the *Code of Conduct* and other policies. Should a member have a grievance, please handle in accordance with the adopted procedure (<https://www.u3aadelaidehills.com/policies>). Endeavour to start and finish sessions punctually and ask members to turn off mobile phones.

Transport At times individual members may require transport. Organisers can ask if someone is able to assist within the class but this is a personal arrangement and not the responsibility of U3A.

Zoom Please be aware that U3A Adelaide Hills does not have a zoom subscription and recommends, if you or one of your group does not have a paid subscription, that you book two concurrent 'free' sessions with a 5 or 10 minute 'stretch the legs break' at 40 minute interval.

Web site Please encourage members to use the website where they can easily enrol in additional classes, withdraw from a course or register their absences, edit their personal details and keep up to date with possible program changes, policies and news.



ACCIDENT / INCIDENT REPORT FORM

This report must be completed when any accident or incident involving a person has occurred in relation to any U3A AH course or activity, whether on U3A rented premises or elsewhere, and irrespective of whether an injury or illness is apparent as a result. The report must include sufficient details of the accident or incident and the surrounding circumstances. The report can be prepared by the person involved or another person who knows the facts (such as a witness to the event) and should be completed as soon as possible after the event. This report will provide U3A AH with a record of the event in the case of any insurance claim arising from the accident or incident. Please complete asap and email to the Chairperson u3a.ahills@gmail.com

Date and time of the accident / incident

Name of person(s) involved, including contact details

Location of accident / incident

Describe fully the nature of the accident / incident

Describe any injury as a result of the accident / incident

What assistance was given at any time following the accident / incident?

The names and contact details of at least two witnesses (if possible)

Your name and contact details

Date