



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 by all members. 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 Course Coordinator on u3a.ahills@gmail.com or by phone (0403 857 600).

Active Participation Encourage members to contribute to sessions and in other small ways such as helping to set up or pack up (adhering to Covid Safe guidelines) and making new members feel welcome and included.

Attendance Rolls We now have the convenience of being able to print our own attendance sheets through the 'Presenter Login' button on the website. These are to be marked at each session and used as a check list in case of an emergency evacuation. Please return marked rolls to the Committee at the end of your course.

Conflict Resolution Tutors 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 Secretary, Management Committee u3a.ahills@gmail.com.

Costs As all U3As are totally managed and delivered by volunteers, Course Leaders may not make any financial gain. Your out-of-pocket expenses should be identified when completing your course proposal form at the beginning of the year or semester.

Covid Safe Please ensure the implementation of ALL *current* Covid safe restrictions and procedures. Adelaide Hills U3A strongly encourages all members to be fully vaccinated before attending any face-to-face activities, but there is no expectation that you will check member's vaccination status. Federal, State and venue restrictions and requirements will be adhered to at all times and as changes are announced. Presenters and organisers will have the final say in determining if a course is to be conducted face-to-face, via zoom or is deferred.

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

Emergency Contact List The confidential list for all members enrolled in your group can be accessed via the 'Presenter's Login' button on the website. Please print and take to each session.

Evacuation Should you be required to evacuate the building, ask someone to check that no member is elsewhere in the building, direct members to the safest exit and request that they stay together until they can be checked off. Pick up the roll, 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 *Adelaide* 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* 75 – 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>

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, implement the following procedure:

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.

Membership Potential members may attend ONE session before becoming a member, but must notify you of their participation prior to their attendance. This is even more important now with venue capacity restrictions. Please ensure their name is added to the roll, even if just 'visiting' for one session. The second time a new person attends, please give them a friendly reminder to renew or apply for membership.

Photos When taking photos please gain permission and ask anyone who doesn't wish to be included to avoid being in the area

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 is to be provided to third parties, individuals or organisations. Contact details are NOT to be shared without express permission of the person. When sending a group email please use the **Email Class** facility, found on your class page on the web site. It will automatically pick up and blind copy email addresses of all those enrolled in your group.

Refreshments A tea/coffee break during your session is appreciated by many members as an important socialising opportunity. A gold coin contribution towards the cost of supplying this 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 etc. Any remaining money at the end of each Semester is to be forwarded to the Treasurer, and will be used to assist in offsetting rental costs. ****Be aware of current Covid Safe restrictions when deciding whether to serve refreshments****.

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 please 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. If you or one of your group does not have a paid subscription, the free version works well. When the 40 minute cut off occurs everyone can use the same link as the previous session to join in again. This makes extending to a second session very quick and easy.

Web site Please encourage members to use the website - they can easily edit their personal details, enrol in additional classes, withdraw from a course or register an apology, and keep up to date with possible program changes. It makes your life easier!





RESPONSIBILITIES OF A COURSE ORGANISER

Thank you for offering your time and expertise and your meaningful contribution to the delivery of a quality program to members. We hope you find this outline helpful.

ROLE:

To be aware of U3A AH policies and processes <https://www.u3aadelaidehills.com/policies>, (particularly current Covid restrictions, confidentiality & privacy policies), submit the completed *Course Proposal* form in a timely manner, support the *Course Presenter*, assist in the smooth delivery of the course and liaise with *U3A AH Course Coordinator*.

RESPONSIBILITIES - Planning

1. Initiate a preliminary discussion with the *Course Coordinator* re positioning in the program
2. Negotiate with *Course Presenter* regarding course requirements including type of venue (size, equipment and facilities), time(s) and description
3. Liaise with the *Course Coordinator* regarding suitable venues. NOTE sourcing and booking venues is the responsibility of the Course Coordinator
4. Ascertain if you or the Presenter will be responsible to respond to any queries from members
5. Ensure your completed *Course Proposal Form* is received before the required date

RESPONSIBILITIES - Delivery

- a. If your activity is held indoors, determine emergency exits, first aid kit, access provisions, lock-up procedures and be aware of changing Covid Safe capacity numbers
- b. Attend (or delegate) each session to assist in the smooth delivery of the course:
 - Set up the venue and ensure current Covid safe compliance
 - Organise refreshments, if appropriate, and collect 'tea-money' from participants
 - Welcome members, and register their attendance on the roll (necessary for insurance and safety purposes)
 - *Note:* Potential members may attend one session as a guest before being required to join but, for venue capacity restrictions, must check with you first
 - Make all participants aware of the Extreme Weather Policy and Ambulance Policy in particular
 - Ensure the venue is left in a clean and tidy manner
- c. Encourage positive participation, social interaction between members and assistance in packing up
- d. Notify the Course Coordinator if a participant is not on the roll.
- e. Privacy - Member's contact details must not be shared without express permission of the member
- f. In case of a medical emergency, call an ambulance and the Nominated Person on the confidential emergency contact list
- g. In case of an emergency evacuation of the building, ensure toilets etc are vacant and that you take the roll with to check that all members have been evacuated

Enjoy and **thank you!**

Contact details: Course Coordinator – u3a.ahills@gmail.com