



Group Co-ordinators
Handbook
2011

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CONTACT

GROUP LIASON OFFICER

e-mail address - groups@chesteru3a.org.uk

Post - PO Box 167 Chester CH2 1WL

1. ROLE OF THE CO-ORDINATOR GROUP

The role of the group leader is to guide a group through a course of study in which they may, or may not, lead the learning. Most people prefer a democratic style of leadership; responsibility is shared with the group and people are expected to take an active part. Different subjects will make different demands on the group.

The group leader should keep control of the session in respect of both timing and content. Timing is especially important if members have been asked to contribute prepared pieces. If time runs out members may “feign” relief, but might feel disappointment that they had wasted preparation time. If this becomes a regular occurrence, members may stop preparing and sessions become disorganised.

Some pointers on running a group discussion Group discussions can be formal or informal. In an informal setting the discussion will begin, wander in all directions and then, when everyone has had enough, stop. This can work for a while but most people find this disappointing and can lead to discussions being dominated by a few members. In a formal discussion a chairman is appointed and is responsible for ensuring that the discussion is conducted in a fair and democratic manner.

Whichever style is chosen, the group should agree some ground rules, e.g.

- Everyone must have a chance to speak.
- Everyone should listen.
- Everyone’s opinion is valued and respected even if people differ in views.
- Everyone should keep to the point.

Ways of starting a discussion

Each member makes a short contribution to the topic. (30 seconds/1 minute?)

Each member gives a one word reaction to the topic.

Members take it in turn to make an opening presentation. (5 minutes?).

Members offer a personal anecdote. (Needs to be planned).

An artefact/article/picture etc. which illustrates the topic is introduced and an explanation is given regarding its selection.

Ways of ending: a discussion

Try to end discussions on a productive note.

Members can take it in turn to sum up what has been said.

Each member to say, briefly, what they have learned.

Ask the group for comments on how the next discussion could be conducted based on what has been learnt from this one.

Log book.

Keeping a log book or spreadsheet is not essential to coordinating a group, but can prove useful. A few suggestions about what it might include:

- Contacts—name and address, Tel no, mobile No., e-mail address, of each group member
- Assign a members responsible for organising: e.g. e-mail contact, Treasurer, tea/coffee, booking venue, visits,
- Attendance of members (3 non-attendance without reason can be regarded as no longer being a member of that group).
- Validation of membership
- Programme of visits/lectures/discussions etc.
- Accounts. (see, Handling money and expenses)
- External resources—books/useful speakers/ subject group leaders from other U3A's
- References - e.g. Booklists/ Articles from 'Sources' /Online Courses /Material from Study days

Equipment

A selection of visual aids including DVD players, projectors, laptops etc is available for use at group meetings. Information from the Group Liaison Officer.

Communication

Communication is vital for your group. It is sometimes necessary to contact members of the group in an emergency. It is therefore necessary to have someone in the group to act as an e-communicator, who will be able to update the group liaison officer of any changes to the membership list and quickly circulate information.

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If any members of your group have difficulty accessing the News Sheet, it would be helpful if the co-ordinator (or a member of the group) to collect some from the monthly meetings.

2. STARTING A GROUP

The practicalities of starting a new group are as varied as the groups themselves, some develop from an enthusiastic individual, others from the desire of a group to learn about a subject without any obvious leader or co-ordinator. It is unimportant how or why the group develops, what is important is that from the onset the members are clear about what the group is going to do and what members can realistically expect of each other.

Before the first meeting, some suggestions

- Prepare a checklist to focus the group and encourage responsibility
- Have a clear idea of how much time/expertise you can offer and what will be expected of the group members
- Find out what help is available from the Chester U3A Group Liaison Officer and U3A National Office
- Contact the Resource centre and register as a borrower(see Pg 14)

The first meeting

- Define the purpose
- Find out about the skills and resources of the group
- Define the area of content (what the group is going to do)
- The level of the group (beginners/intermediate/advanced)
- Decide the method of learning
 - Lectures - members or visitors
 - Taught sessions with participation—need teaching skills
 - Shared presentations
 - Discussions—dependant on co-ordinators
 - Fieldwork or trips—dependant on guides?
- Consider practicalities e.g. Time / Venue / Size of Group
- Distribute I.C.E. cards

Techniques and Tips on co-ordinating a group

- Break the group into pairs or small groups and then feed back to a general discussion.
- Produce artefacts, leaflets, collages, photomontage displays, videos etc. to summarise discussion group outcomes. (This is a long term activity). These can be displayed at monthly meetings, study days etc.
- Compile “key word” summaries.
- Allow time for socialising, some of the best discussions take place over a cup of tea.
- Remember, some members will be less active than others. A member trying to ‘take over’ the group needs to be dealt with but a member who never speaks may still be getting much from the discussion.

When planning future programmes the following points should be considered:

- Should the group continue as before?
- If not, how should things change?
- Has the time come to split into sub-groups?
- Is a breathing space needed before starting again?

Paid Speakers/Tutors It is understandable that U3As will often have to pay modest fees to speakers for their general meetings, but it is not normal practice to employ tutors on a fee paying basis. However, if your committee feels it is justified to do so on a short term basis, you must have written assurance from the person in question that they are registered with HMRC as self employed for tax and national insurance purposes and you must get their national insurance number. If you do not have this information, you will be considered in law to be an employer, with responsibilities for deducting tax and national insurance. You are of course allowed to repay legitimate expenses without attracting the kind of scrutiny outlined above. In addition, there are serious insurance implications as the public liability policy provided by The Trust, will not cover paid tutors because it does not include Employers’ Liability Insurance. If the group wish to use a ‘Tutor’ the group would be required to pay their employer. The employer is then responsible for the ‘Employers’ Liability Insurance and not U3A.

3. GROUP SUPPORT from Chester U3A

Various types of support are available for Groups. The information here is only a broad outline of what is available. If you have any queries contact the Chester Group Liaison Officer

Finding a Venue - New Groups will be supported for the first few meetings from Chester U3A funds (subject to committee approval). The venue chosen must ultimately be agreed and financed by the members of the group.

Equipment - Equipment required by members of a group is the responsibility of the individual member UNLESS it is considered a necessary Group purchase. e.g. binoculars for bird watching is personal therefore not funded whereas tables on which to play Bridge would be considered a necessary group purchase. All group purchases must be approved by the committee before purchase see appendix 3 and 4

Non attendance - If a member repeatedly misses meetings without due reason, the co-ordinators should contact the member. Any problems report to the Group Liaison Officer

Falling numbers in Groups, Vacancies would normally be filled by members who are on the waiting list. If there is no waiting list, advertising the vacancy may be the answer by one or more of the following - News Sheet / Web Site / Announcement at monthly meetings/ Open up to the Network (see Pg 11)

Problems To help resolve a difficulty or difficult situation consider the following:

If the problem concerns only one or two people this should be kept confidential and not discussed with other members of the Group. However if the situation concerns all the Group then a Group Meeting should be arranged to hopefully resolve the problem

Contact should be made if at all possible on a face to face basis to discuss whatever is causing the difficulty or the difficult situation. Should this not be possible, then contact should be made by phone to try and resolve the matter causing the problem.

It is not acceptable to try and resolve a problem either by e-mail or by letter. Experience has shown this can often make the situation worse rather than achieving the resolution you desire.

However should you be uncomfortable in handling a problem within your Group please pass the situation on to the Groups Liaison officer; they are there to help you in any way possible to ensure the smooth trouble free running of your Group. After all, being a Co-ordinator should be a pleasurable and not fraught experience.

4. Group Logistics

Handling Money.

Good practice guidance is given in TAT document 'Information for Treasurers May 2011'. Key aspects are outlined in this section.

The position of Trustees. All Committee members are trustees and, as such, are responsible for the proper handling of all funds of Chester U3A, including group meetings and social events. In the event of any irregularity the Trustees are liable.

UNDER NO CIRCUMSTANCES MUST PERSONAL BANK ACCOUNTS BE USED FOR HANDLING MEMBERS MONEY

Social events. Chester U3A has a strong, regular and extensive range of social events including:

Theatre Visits

Outings

Christmas Lunches

Holidays

These events are strictly social events and are open to all members. They do not include Study/interest group trips

These events are handled via a separate bank account, the 'Chester U3A Social Account' which has been created for the use of the 'Social' committee. The approved signatories to the account are any two from the nominated trustees.

Group Accounts:

There are 2 types of groups.

a. Small groups meeting in houses

Where a small payment is made by each attendee to cover cost tea/coffee etc. it is not necessary to record accounts unless total monies exceed £50.

b. Larger groups and those which meet in a hall

Co-ordinators must keep a record of income and expenditure and present a simple statement once a year to group members with a copy to the Treasurer.

Sufficient money should be collected by the Coordinator to cover hire fees, either at each meeting or preferably in advance to cover the whole hire period. The cheques from group members (payable to 'Chester U3A') and any cash can then be paid into the main U3A bank account. Payments to venues should be made by a cheque from the Treasurer on receipt of the invoice, or for small amounts in cash. Receipts must always be obtained and made out to Chester U3A.

GROUPS MUST NOT HAVE THEIR OWN BANK ACCOUNTS.

Holidays – there are two types of holiday organized by:

a. Social committee

Taken in UK or Europe open to all. These are covered by Third Party Public and Products Liability Insurance. The holidays are organized by the social committee.

b. Study/Interest Group

These are holidays are ONLY available to members of that study/Interest group, usually organized by a member of the group. The Tour Operators Liability Insurance provided by TAT covers the member organizing the holiday.

ALL holidays must be :

- ABTA or ATOL registered
- A copy of the Tour Operator's Liability Insurance is required prior to the holiday and be approved by the committee
- Individual cheques to be made payable to 'Tour Operator' ensuring that you are fully covered by their liability insurance The contract is between the Tour Operator and the individual, not the U3A.
- A member may collect cheques to simplify the payment of the holiday.
- If any payment is required (e.g. deposit) the treasurer must be notified
- *The U3A does not provide* personal accident/injury or travel insurance This is the responsibility of the U3A member
- Cancellations –refer to the terms and conditions of the 'Tour Operator'

Insurance - Members of Chester U3A are automatically covered for Public and Products liability (Page 16/17). Details of this insurance can be accessed on U3A web site, www.u3a.org.uk section—Document downloads—Information Booklets—Insurance Information. I

IT IS NOT PERSONAL OR TRAVEL INSURANCE FOR MEMBERS.

Expenses - Group Co-ordinators and members

Group co-ordinators should normally cover any costs which they incur by contributions from the group members. Any other incidental costs e.g. Printing, Postage and Travel can be claimed using Form ' Chester U3A Committee and Group co-ordinators expenses', Appendix 3 and 4. The Committee will also consider claims for essential out-of-pocket expenses involved in administering a group where the money cannot easily be reclaimed from group members. The final decision for such payments to be made rests with the Committee.

If Group co-ordinators wish to be reimbursed by the Committee for the purchase of any items of equipment, books, videos or other teaching aids, or the cost of any training course, or any other item, then they must complete a 'Group Special Expenses Request Form' (Appendix 4) before purchase I The completed request will be considered by the Committee and approval (or otherwise) will be given. The Committee can take no responsibility for purchases made without the Special Expenses Request Form having been completed (Appendix 4).

Transport/Cars

Where members agree to share the use of cars for transport then the committee recommends that the passengers contribute to the fuel cost at the rate agreed by the committee. This is reviewed annually and the rate is published in the News Sheet.

Network

Chester U3A is part of 'Deeside and Wirral Network'.

U3As in our Network Are: Chester, Cestrian, Oxton and Prenton, Neston, Wirral one hundred, Bebington, Wirral, Brombough, Hoylake, Heswall, Wallasey. Ellesmere Port may join shortly.

The Network provides an opportunity for minority groups to get together to form a group Deeside and Wirral Network was started this year so is still establishing its constitution. So far, it has been agreed that members within the network are free to join any Study/Interest group within the Network, without the expense of joining that U3A. However members of Chester U3A have priority over other Network members in joining their own Study/Interest Groups.

N.B. Their status as a paid up member must be established, hence the requirement for co-ordinators to see their group members membership card on joining the group.

Summer Schools

Third Age Trust offers members a chance to spend four days studying in a residential setting. The courses are usually subject based, and many group co-ordinators attend on behalf of their group and return to them with new material and a fresh outlook. They are typically on a college campus and the tutors are themselves U3A members. A list of courses at Summer Schools is published each year in the preceding autumn, both as a direct mailing, in U3A News and on the website. The cost is dependent mainly on accommodation.

5 GROUP TIMETABLE 2011

Week	Mon	Tue	Wed	Thu	Fri	Sun
1	Bird watching 1 all day French Intermediate am Spanish imp pm Spanish beg am Ballroom dance alt pm Holistic alt am Film app alt Mons pm Ambling various	Painting pm	Music 1 Alt pm Bridge pm Story Telling alt am Reading 1 am German am	Psychology am Chess alt pm Scrabble evening Play reading pm French conservation alt am Spanish am Local History pm Thursday Strollers Table Tennis 12-2pm	Ancient Wisdom am Singing for pleasure pm Music 3 alt pm Reading 2 pm Walking all day Strolling all day Friday walking all day Ambling various	Sunday at Seven after Tues meet
2	Music 2 am Reading 3 pm French Intermediate am Spanish imp pm Spanish beg am Collecting pm	Wild Flowers am Jazz app Creative writing am Further French am Needlecraft 1 &2 am Painting pm Craft am Computer Users Group pm	Bridge pm Wednesday walking German am	Table Tennis 12-2pm Psychology am Photography pm Spanish am	Ancient Wisdom am Science am Friday writers am Literary app pm Singing for pleasure pm	
3	French Intermediate am Spanish imp pm Spanish beg am Ballroom Dance alt pm Walking all day Strolling all day Holistic alt am	Regional Heritage am Tues walk all day Painting pm Art App 1 pm Heraldry various	Bird watching 2 all day Music 1 alt am Bridge pm Story Telling alt am German am Art app 2 am	Table Tennis 12-2pm Psychology am Chess alt pm Play reading pm French conservation alt am Spanish am Family History am Thursday Strollers	Ancient Wisdom am Bird watching 1 all day Industrial Heritage 1 all day Industrial Heritage 2 various day Music 3 alt pm Singing for pleasure pm	
4	French Intermediate am Spanish imp pm Spanish beg am	Geology am Creative writing am Further French am Needlecraft 1 &2 am Painting pm Craft am	Bridge pm Reading 1 am German am	Psychology am Environmental Issues pm Spanish am History am Gardening am Table Tennis 12-2pm	Ancient Wisdom am Friday writers am Singing for pleasure pm	

6. RESOURCES - The Resource Centre

The Resource Centre has a collection of non-book material available to all U3A groups to borrow free of charge except for the cost of return postage. There are slides, videos, cassettes, DVDs and CD ROMs available in a wide range of subjects. Individual subject lists are available from the Resource Centre on request and the whole catalogue is available here on the web site with an ordering facility.

REGISTRATION Please note that you must first register with the Resource Centre as a user, either by telephoning between 9.30am and 4pm on TUESDAY, WEDNESDAY or THURSDAY, or online by going into the resource centre catalogue and clicking on 'sign up'. Bookings can be made up to 9 months ahead and loans are for an initial period of 3 weeks.

Over 75% of U3As are making regular use of the Resource Centre to support and enhance their study groups and if you would like more detail about a particular item do not hesitate to contact the [Resource Centre](#).

Using The Resource Centre Catalogue

To login to the online Resource Centre catalogue you need your surname and 4 digit user number (user number supplied by the Resource Centre if you are registered with them). If you have not registered then do so by clicking on Resource Centre Catalogue and clicking 'sign up'.

You may order items online up to a limit of three items for every meeting date. Always specify the exact date of your meetings and items will be sent two to three weeks in advance to allow time for preparation.

You need to order at least two weeks before your meeting date, the system will not accept last minute bookings as time is needed to pack and post the item and the Resource Centre is only open from Tuesday to Thursday (Urgent bookings can only be made by telephone).

If you do not hear from us within ten days of your request being sent please contact us by telephone as the e-mail may not have arrived.

Searching the Catalogue .

You may search by any word in a Title, or by Keyword - simply enter the subject you are interested in and you will find a list of items to choose from.

Keywords describe the subject of the material but do not appear in the title, for example a video or DVD entitled '*Grand Designs*' does not include the term *Architecture* but if you search under that keyword you will find the '*Grand Designs*' items included. 14

If you enter a general term like *Art* you will be presented with hundreds of items, if you search by a more specific term such as *Impressionism* the list of items will be much shorter.

7. GROUP/SUBJECT SUPPORT

A wide range of Group and subject information is available on the U3A web site www.u3a.org.uk for all members and co-ordinators Those without computers can assign a member of the group to act as the 'e communicator'.

Start up leaflets available from U3A Trust. These are being updated and new ones printed on a regular basis

Archaeology
Architecture
Canals & Inland Waterways
Drama and Theatre
Family History
Folk Dance
Geology
Humour
Jazz Appreciation
Languages
Living History
Local History
Mah Jong
Science and Technology
Storytelling
Textile Crafts

There are also a large number of Study Advisors some of whom produce News Letters and are always available to give advice. They can be accessed via the web site www.u3a.org.uk

8. Legal Documents

Data Protection Act 1998

The Data Protection Act is designed to protect individuals from having their personal details publicised or misused.

The Principles of the Data Protection Act 1998

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The Principles of the Data Protection Act 1998

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 matter 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.

Equal Opportunities policy Declaration for The Third Age trust & all Affiliated Universities of the Third Age

All affiliated Universities of the Third Age (U3As) pursue a policy providing equality of opportunity to all members and potential members in their third age, regardless of social standing, language, ethnicity, gender, orientation and educational background.

Legal Advice is offered by FIRSTASSIST

The Third Age Trust has arranged with FirstAssist to provide legal advice to U3A members. It is a free service, available 365 days a year, 24 hours a day.

Just phone 01455 251 500 and you will require a code number available from your U3A committee.

Our Ref: AC/ST

9th January 2009

To Whom It May Concern

Insurance Brokers



JL Fisher & Company Limited
Goodridge Court
Goodridge Avenue
Gloucester GL2 5EN

Telephone: 01452 524415
Facsimile: 01452 529883
E-mail: enquiries@jlfisher.co.uk

Dear Sirs

The Third Age Trust & The University of The Third Age

Please note that we act as Insurance Brokers to the above and in that capacity can confirm that the following insurance cover has been arranged on their behalf:

Insurer:	Ecclesiastical Insurance Group	
Policy Number:	02/CBP/0069255	
Period of Insurance:	1 st January 2009 to 31 st December 2009	
Insured:	The Officers &/or Committee Members &/or National Executive Committee &/or Trustees of the Third Age Trust &/or Local Groups &/or The Officers &/or Members &/or Individual Members for the time being of such local groups of the University of the Third Age which are members of the Third Age Trust.	
Cover:	Public & Products Liability	
Indemnity Limits:	Public Liability	£5,000,000 any one event
	Products Liability	£5,000,000 all insured events in any one period.
Excess:	£250.00	

Further details of the cover provided is available from the National office.

This letter is provided to you for information purposes only. The issuing of this letter does not modify the Contracts of Insurance between the Insured or their Insurers. Any change or amendment required can only be effected by agreement with the Insurer concerned.

In the event that any of the above policies are cancelled or changed there is no obligation on the part of J L Fisher & Company to inform the holder of this letter.

Yours faithfully

Antony Carlile
E-mail: acarlile@jlfisher.co.uk

OVERVIEW OF THE INSURANCE POLICIES PROVIDED BY THE THIRD AGE TRUST FOR U3As 2009

Public and Products Liability

Ecclesiastical Insurance – policy number 02/CBP/0069255.

Indemnity limit £5,000,000 for any one incident.

Excess - £250 per claim.

This cover indemnifies all U3A members against all sums you could become legally liable to pay as a result of

- Accidental injury to or death of any person.
- Accidental loss or damage to material property not belonging to you, which arises or is caused in connection with the 'business' of U3As.

Money Cover

Ecclesiastical Insurance – policy number 02/CBP/0069255.

Excess – Zero.

A limit of £300 U3A cash held in members' homes.

A limit of £1000 U3A cash in transit and at hired premises.

Charity Indemnity Insurance

Ecclesiastical Insurance – policy number 02./CBP/0149781.

Limit - £100,000 in any one period of insurance.

Excess - £250.

This cover provides

- Indemnity for the legal liability of a trustee for loss which results from a wrongful act when carrying out the duties of a trustee.
- Investigation costs.
- Indemnity for the legal liability of a trustee for the physical destruction of or damage to documents.
- Indemnity for any reasonable cost incurred as a result of restoring or replacing the documents.

Tour Operators' Liability

Royal Sun Alliance – policy number AF499004.

Excess - £250 on all sections.

This policy consists of

- Public and Products Liability – limit £2,000,000 any one event – which provides indemnity against the legal liability for accidental injury to third parties or loss or damage to their material property arising in connection with the product/event.
- Legal Defence – liability £100,000 – which provides indemnity for costs arising and costs awarded in connection with the defence of proceedings brought or an appeal against a conviction relating to an alleged offence in the course of the business in respect of the Health and Safety at Work Act, Part 11 of the Consumer Protection Act, the Trade Descriptions Act 1968 and the Package, Travel, Package Holiday and Package Tour regulations 1992, where there has been no actual injury or damage.
- Emergency legal assistance – limit £5000 – which provides indemnity to the insured in respect of costs and expenses incurred in providing emergency assistance to the passenger where such passenger suffers bodily injury or in the event of the death of the passenger, the passenger's legal personal representatives.
- Professional indemnity – limit £1000,000 – which provides indemnity to the insured for the legal liability for damages and claimants' costs and expenses in respect of claims arising for breach of professional duty by reason of neglect, error or omission occurring or committed in good faith. This also includes the cover required for 'packages' as defined in the Package Holiday Package Tour and Package Travel Regulations 1992.

9. LICENCES

COPYRIGHT LICENCE

What will the CLA Licence allow me to do?

The CLA 'blanket' permits the blanket copying and scanning of copyrighted print material for educational purposes without having to approach the individual rights holder on each occasion. This CLA Licence offers the following rights:

Right to photocopy from any publication (book, journal or magazine) published in UK (and other countries)

Extracts up to 5%, one chapter, or one article—whichever is the greater

- Right to copy onto acetate or enlarge copies
- Right to digitally copy (scan or retype) and to use these digital copies with digital whiteboards, within Virtual Learning Environments(VLE's), email and so on
- Right to store copies for one year
- The copying of sheet music is NOT allowed

PHONOGRAPHIC PERFORMANCE Ltd (PPL) LICENCE

A licence is required if you use recorded music regularly for :-

1. any of your physical activity groups e.g. keep fit, aerobics, yoga, line dancing etc

2. monthly meetings (background or otherwise).

3. music appreciation classes which just involve listening to music and then talking about it afterwards i.e. nobody leading the group with prior knowledge or no advance preparation or planned programme of study.

Individual licences are not issued but if at any point you are asked to produce proof that you hold a licence, then refer the request to the current Chairman of Chester U3A who will then contact The Third Age Trust who hold a register.

MOTION PICTURE LICENCE COPYRIGHT (MPLC)

If the group is an educational study group with only members of the U3A taking part then there is an exemption under Copyright Law known as 'Fair dealing' which says that 'performance or lending for educational purposes' are permitted. No charge should ever be made by any U3A for viewing films (whether you are licensed or not) it should be made quite clear that any monies requested from group members are to cover hall hire or refreshments only. Under no circumstances are you allowed to make any profit from showing films.

Advertising – a word of warning



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The titles of films you are viewing in an educational study group should be circulated only within the group. Such titles should not be included in something like a newsletter.

APPENDIX 1—I.C.E. Card

The emergency services recommend that everyone who carries a mobile phone should register as one of their numbers the name ICE which is the phone number of a person whom you wish the emergency services to contact should you become incapacitated. IN ADDITION Chester U3A recommend that all members attending social and group meetings should carry the I.C.E. (In case of emergency) card, so that a family relative or friend could be contacted if you have an accident or fall ill and it will alert the emergency services of any medication etc that you are taking.

Below is the ICE card, obtainable from any committee member

	Chester U3A	
Name.....		
Address.....		
D.O.B..... NHS No.....		
Name..... Tel No:.....		
Address:.....		
Illness - Details of any illness or drug therapy that might affect emergency treatment.....		
.....		
.....		

Allergic Reaction to Medication.....
.....
Do you take medicine for:
<input type="checkbox"/> Asthma <input type="checkbox"/> Diabetes <input type="checkbox"/> Epilepsy <input type="checkbox"/> Anti Coagulant <input type="checkbox"/> Heart Problems
Other.....
.....
Your Doctor's Name.....
Telephone No:.....

CHESTER U3A Accident Report Form

Name of injured party:

Address:

Telephone number:

Name(s) of others involved:

Address(es):

Telephone number(s):

Date / Time of Accident:

Location:

Nature of Accident / Circumstances:

Injury Details / Property Damage:

Name of person causing injury / damage:

Address:

Telephone number:

Witnessed by:

Address:

Telephone number:

Action Taken:

Was any specialised assistance required at the scene? If so give details:

Was medical advice sought afterwards? If so give details:

Name of Group leader: _____

Telephone number: _____

Signed: _____ (injured party)

Signed: _____ (group leader)

Date: _____

Please give / send to: The Business Secretary

APPENDIX 3

Chester U3A Members Expenses

To - Chester U3A Treasurer

From _____

Responsibility _____

Date _____

Please give costs under stated headings. Add further details as necessary overleaf. Staple receipts to form.

	Cost	Receipt
Printing/Stationary		
Postage		
Telephone		
Travel		
Equipment/Videos		
Others please specify		
Total Claim		

Receipt

Cash/Cheque No _____ received

Signature _____

Please return receipt to

The Treasurer Chester U3A PO BOX 167 CH2 1WL

APPENDIX 4

Chester U3A Special Expenses Request Form

Name of Group _____

Co-ordinator/member responsible _____

Date _____ Telephone _____

REQUEST (Please give full details of costs including purpose and benefit to the group)

Where will the Article/Equipment be stored _____

ACTION BY COMMITTEE

The committee has approved the request Date _____

The committee has regretfully **not** approved the request Date _____

REASON

Chairman's Signature _____ Date _____

(Any purchase remains the property of Chester U3A)

COPY to The Treasurer, Chairman