



U3A Batemans Bay Incorporated

Tutor Handbook

**To be read in conjunction
with The Rules**

(Last amended: September 2020)

Table of Contents

1.	Purpose of the Handbook	2
2.	Preparing for your Course	2
2.1	Course Attendance Sheet	2
2.2	Participation by non-U3A member.....	3
2.3	Associate Membership.....	3
2.4	Tutor Absences/Cancellations.....	3
2.5	Variations to Course Arrangements	3
3.	Course Administration	4
3.1	Member Etiquette.....	4
3.2	Members' Privacy	4
3.3	Membership Badges	4
3.4	Refreshments	4
3.5	Condition of Venue	4
4.	Equipment.....	4
5.	Course Evaluation Report.....	5
6.	Course Costs	5
6.1	Costs which may be Reimbursed by the Committee	5
6.2	Costs to be Recouped from Participants	5
6.3	Photocopying	5
6.4	Copyright	6
7.	Occupational Health and Safety	6
8.	Accident and Incident Reporting.....	6
9.	U3A Rules	6
10.	Queries.....	7
11.	Recruitment.....	7
12.	Towncrier	7
13.	Forms	7

Welcome to all Tutors

We thank you sincerely for your generosity in giving your time and talent to enhance the learning opportunity and social interaction for our U3A members. Your contribution is very much appreciated

In this handbook you will find the information necessary for running U3A courses. You should also refer to our website www.bbay.u3anet.org.au where you will find a Tutor Tab under which there are How To Sheets and all the forms you will need for your course.

Course Coordinators, Coordinator 1 (Continuing Activities), coordinator1@u3anet.org.au and Coordinator 2 (New Activities), coordinator2@u3anet.org.au share the responsibility of working with you. They are keen to help in making your role easier in all matters relating to presenting your course or activity. They are your first point of contact for any difficulties, queries or comments.

MyU3A, the electronic database currently used by U3A Batemans Bay (**U3ABB**), offers a range of functions to improve services, while streamlining the workload of our hardworking volunteers across all areas.

It is most important that tutors become familiar with MyU3A as it used for recording and storing course and class information. Using MyU3A, tutors will be able to print attendance forms with up-to-date details of those enrolled in their class, record attendance and check membership details.

Training sessions will be offered at least annually and a MyU3A Manager is available for individual assistance to all tutors.

Tutors Chats are held several times a year, to enable you to meet socially with the Course Coordinators to discuss concerns and give feedback. They also provide an opportunity for you to meet socially with other Tutors and share your knowledge and experiences. The annual Tutor Forum is an important event designed to improve your experience and skills and an opportunity for U3A to thank you for your assistance. The Course Coordinators are always interested in suggestions for topics or speakers for this event.

We wish you all a happy and productive association with U3A, both as a tutor and a member.

The Committee

1. Purpose of the Handbook

This Handbook has been developed to assist new tutors in developing and conducting their courses. It also provides a useful reference for continuing and returning tutors who are encouraged to revisit the information from time to time to ensure they are aware of current requirements.

(Note that, for the purposes of the Handbook, the term 'tutor' includes any person responsible for any group or activity conducted under the auspices of U3A Batemans Bay (U3A BB) and the term 'course' includes any activity conducted under the auspices of U3A BB.)

While we have endeavoured to make the information in the Handbook comprehensive, without being too detailed, if there is an item you feel could usefully be included, or expanded upon, please let us know. Contact details are no longer included in the handbook as they change so frequently. There is a list of Committee and Off Committee support people on the website www.bbay.u3anet.org.au. This is updated regularly.

2. Preparing for your Course

The U3A year is divided into two semesters, each with two terms. U3A BB follows the NSW school calendar but commences on the Monday of the first full week of the school year and finishes on the Friday of the last full week of the school year.

Courses may be of any length agreed to by you and the appropriate Course Coordinator. As far as possible courses are to be held during daylight hours.

If you wish to promote activities through the media or other channels external to U3A BB you must first discuss this with Coordinator1

2.1 Course Attendance Sheet

Unless otherwise instructed, prior to the start of your class you will need to print a Course Attendance Sheet from the MyU3A Database by following the instructions in the MyU3A 'How To' sheets which can be found under the Tutor Tab on the website. This form is important for insurance purposes and must be fully and accurately completed. It must be initialled by all participants and also by the tutor to record attendance. **Note: a tick or cross is not sufficient.** Attendance information should be entered into MyU3A as soon as possible after the class.

Where the location of a class varies, either due to the class being held at varying locations as a matter of course, or due to a field trip or other variation to the usual location, this should be indicated either on the form itself or by attaching a separate list, including details of where the class was held. (See also 2.5 - Variations to Course Arrangements).

This form should be kept until the end of the year and may be destroyed provided all relevant information has been entered into MyU3A.

2.2 Participation by non-U3A member

You may not enter into any arrangements for a person or organisation external to U3A BB to be involved in the course **in any way** without first discussing this with the relevant Course Coordinator.

If you receive enquiries regarding enrolment in your course from someone who is not currently a member of U3A BB, please advise them that they must become a member if they wish to participate. Non-members are invited to attend one session of a course without joining and will be covered by our insurance for this session.

Membership applications may be obtained from the U3A BB website or by contacting the Membership Registrar.

Please Note: Membership of another U3A organisation is not transferrable to U3A BB.

2.3 Associate Membership

In certain circumstances, a non-U3A member may be granted temporary status as an 'Associate' member to enable them to present a course or participate in a single U3A activity, such as an excursion. An Associate Member must sign the attendance sheet and pay any required fee for the activity. For further information, contact Coordinator 1.

2.4 Tutor Absences/Cancellations

If, for any reason, you must cancel any session please notify your students. Alternatively, you may delegate the responsibility to one of your students who should keep a copy of the attendance list so he/she can notify the others. In an emergency the Course Co-ordinator can do this for you.

If you cancel any session, you **must** notify Coordinator 2, as it may be possible to cancel the booking for your venue and thus avoid unnecessary charges, and may also allow the booking agency to re-book the venue.

2.5 Variations to Course Arrangements

If, for any reason, you need to vary the content of your course, or change the agreed day, times, duration, venue or other particular set out in the Course Outline, whether for a single session, or for the remainder of the course, you must contact Coordinator 1 before making any changes.

You must also advise Coordinator 1 if the numbers attending your course vary from the minimum or maximum numbers set out in the original Course Outline.

Should it be necessary for a substitute tutor to take over the course for one or more sessions Coordinator 1 must be advised beforehand or there will be no insurance cover.

The committee reserves the right to cancel any course or other activity found not to be consistent with the aims, objectives and rules of U3A BB.

3. Course Administration

3.1 Member Etiquette

At the beginning of your course you may wish to remind your students of what is expected of them with respect to their attendance in your course. A simple etiquette document is provided in the Tutor Section of the website under **Forms**.

Should the behaviour of a member of your course be disruptive to other members or be of concern in any way, you should discuss the issue with one of the Course Coordinators.

3.2 Members' Privacy

The privacy of members must be respected at all times. If necessary, remind course participants that the personal details of other members are not a topic for discussion.

3.3 Membership Badges

Please ask members to wear their U3A membership badge at all times as it helps to familiarise everyone with names and is proof that participants are financial members of U3A.

3.4 Refreshments

Please make your own arrangements for tea breaks, if needed. A small cost per head is suggested to defray expenses. Responsibility for this task could be delegated to a student.

3.5 Condition of Venue

Please ensure that when your class leaves, the venue is left in the condition in which it was found. If necessary ask participants to assist you.

If you note something at your venue requiring maintenance, report it to the caretaker if they are present, and/or inform Coordinator 1.

4. Equipment

U3A BB has various items of equipment available for the use of tutors in conducting their courses. A list of available equipment is provided on the website. If you need to borrow any items please contact the Equipment Officer.

At the conclusion of the course and/or the end of the term or year, all items must be returned to the Equipment Officer. Please report any damage.

If, in preparing for or conducting your course, you identify an item of equipment that would assist you and that is currently unavailable through U3A, please advise one of the Course Coordinators. While it may not be possible for us to acquire the item in time to assist you, it will enable us to prioritise future acquisitions.

5. Course Evaluation Report

At the conclusion of your course you may wish to obtain feedback from participants to ascertain how the course content, pace and delivery were received, particularly if you are proposing to offer the course, or a continuation of the course, in the future. An Evaluation Report Form has been included on the website for this purpose.

6. Course Costs

The treatment of costs incurred by tutors and the manner of reimbursement, where required, will vary depending on the nature of the costs.

6.1 Costs which may be Reimbursed by the Committee

Costs which may be eligible for reimbursement by the Committee include:

- start-up costs;
- the cost of materials or equipment to be retained by U3A BB;
- the cost of materials intended to be used over a number of terms.

If you consider that costs you may be incurring could be included in this category, before undertaking the expenditure you should speak to Coordinator 1 about the possibility of reimbursement by the Committee.

In line with Rule 2.7 (<https://bbay.u3anet.org.au/official-documents/>), a tutor who wishes to purchase teaching resources or materials to make teaching resources for a U3A class may be reimbursed by U3A on the provision of appropriate receipts. Any substantial expenditures should be discussed with the Course Coordinator beforehand.

It should be noted that any resources for which reimbursement has been made will remain the property of U3A Batemans Bay and should be given to the Equipment Officer at the conclusion of the course.

6.2 Costs to be Recouped from Participants

Other costs such as those necessarily incurred by you in conducting the course, or expenditure on items to be retained by participants, including course materials, photocopying (see 6.3 – Photocopying), stationery or travel costs, may be recouped from students.

The cost should be included in the Course Outline either as a one-off fee payable at the first session, or as a weekly payment. You will need to arrange for collection of the charge and you may, if you wish, delegate this responsibility to one of the students.

6.3 Photocopying

For details of any local businesses offering photocopying services to U3A BB tutors at discounted rates, see under the Tutor Tab on the website.

6.4 Copyright

Through our membership of U3ANSW, U3ABB has an educational copyright licence.

Details can be found here: http://www.nsw.u3anet.org.au/?page_id=212.

7. Occupational Health and Safety

You must be aware of any health and safety issues that may arise as a result of the conduct of your course, or its location, and issue appropriate health and safety warnings suitable to the course or activity at the commencement of each session. See 'Safe Work, Risk Management Check List for Tutors/Group Leaders' on the website.

Where a course involves any kind of physical exertion, whether in the form of specific exercises or any other type of activity requiring exertion, all participants sign a copy of the form Information for Participants in Classes Involving Physical Activity, which they must sign to indicate that they have read and accepted it. The tutor is to retain this form for the duration of the class.

This document is not an indemnity or waiver of any kind, but serves to remind participants to consider whether their current level of health and fitness is adequate before embarking on the particular U3A activity.

8. Accident and Incident Reporting

Should any event occur during your class that:

- requires assistance from medical, ambulance*, fire or police;
- involves an injury or medical event requiring no assistance; or
- you deem to be a hazard to others or unusual in some way,

you must record all relevant details of such an event and provide details to the Committee for insurance purposes. An Accident/Incident Report form is provided on the website for this purpose. You will find useful emergency numbers on the reverse of this form. * **In a medical emergency or accident:**

- Dial 000, then ask for ambulance;
- Answer the call-taker's questions;
- Keep calm and be clear;
- Do not hang up. Stay on the line for more instructions.

9. U3A Rules

The Constitution and Rules of U3A BB can be found on the website in Official Documents under 'About Us'. Tutors are encouraged to familiarise themselves with these documents and refer to them when necessary.

10. Queries

If you have any queries, or require any assistance at any time, regarding offering a new or returning course, or in relation to a course you are currently conducting, please contact one of the Course Coordinators.

You may also contact any committee member on issues that concern you, or that you think may be of interest to the committee. A list of committee members can be found on the website.

11. Recruitment

U3A needs to find new tutors regularly. If you know of anyone who might run an activity please ask them to contact either of the Course Coordinators or any member of the committee. Similarly, committee positions and new tasks arise from time to time during the year, and if there is someone in your course with skills who may be willing to assist in any way, please ask them to contact the President or Vice President or any member of the committee.

12. Towncrier

Tutors are requested to submit all Towncrier notices through the Course Coordinators.

Towncrier notices are intended for the whole membership, not individual classes.

If you need to contact the members of your class urgently this can be done via MyU3A but this has to be done through the Course Co-ordinators.

13. Forms

The following documents and forms can be found on the website:

- Safe Work, Risk Management Check List for Tutors/Group Leaders
- Accident/Incident Report;
- Evaluation Report;
- Information for Participants in Classes involving Physical Activity;
- Member Etiquette;
- New Course Proposal Form;
- Course Equipment List;
- Special Events Policy and Procedures.