

## U3A BATEMANS BAY TUTOR CHECKLIST for COURSE PREPARATION

### 1. INFORMATION TO REVISE:

	INFORMATION	WHERE TO FIND IT
	The U3A Rules	On the U3A Batemans Bay website <a href="https://u3abatemansbay.org.au">https://u3abatemansbay.org.au</a> Under the <About Us> tab
	The Tutor Handbook (June 2023)	On the U3A Batemans Bay website <a href="https://u3abatemansbay.org.au">https://u3abatemansbay.org.au</a> Under the <Forms and Resources> tab
	The Safe Work, Risk Management Checklist for Tutors/Group Leaders	
	<u>Perhaps you may need to check the Special Events Policy, or the Copyright Licences</u>	

### 2. COURSE PREPARATION:

✓	RESPONSIBILITY	INFORMATION SOURCE	UNDER WHICH HEADING
	Ensure that you have a copy of <i>U-MAS User Manual: Batemans Bay Tutors Jan 2024</i> Downloaded	On the U3A Batemans Bay website <a href="https://u3abatemansbay.org.au">https://u3abatemansbay.org.au</a>  For a printed copy of the U-MAS for Batemans Bay tutors, contact Diana at Coordinator3.u3a.bbay@gmail.com	<Forms and Resources> tab: UMAS tutor training
	Check your course information in UMAS	<i>U-MAS User Manual: Batemans Bay Tutors Jan 2024</i>  If you alter any information, please let Coordinator 1 know. ( <a href="mailto:coordinator1.u3a.bbay@gmail.com">coordinator1.u3a.bbay@gmail.com</a> ) <b>NB:</b> Only Course Coordinators can alter the venue, start and finish times and the course dates.	View and edit your course
	Print your Class/Group Attendance Sheets		Generate a course attendance list with dates
	Print a list of emergency contact details from U-MAS		List course enrolments
	Email your Class		Email Your Course Participants
	Print a copy of Your Committee	On the U3A Batemans Bay website	<About Us> tab
	Print an Accident/Incident Report Form	On the U3A Batemans Bay website <a href="https://u3abatemansbay.org.au">https://u3abatemansbay.org.au</a>  <b>NB:</b> You need access to first aid. If your venue does not have an onsite employee, check that it has an accessible first-aid kit. If not: contact Coordinator1.	<Forms and Resources> tab: Accident Incident Report
	<u>For classes and activities involving physical activity</u>		<Forms and Resources> tab: U3A PHYSICAL ACTIVITY DISCLAIMER AND CLASS SIGN
	Use the Safe Work Checklist to check your venue.		<Forms and Resources> tab: Safe Work Risk Management Check List

### 3. HAVE WITH YOU FOR EACH CLASS:

- Your tutor badge
- Your group Attendance Sheet
- Your group's Emergency Contact details
- An Accident / Incident Report Form and Committee list

### FOR ANY PROBLEMS OR QUERIES PLEASE CONTACT:

Course Preparation: Lyn at [Coordinator1.u3a.bbay@gmail.com](mailto:Coordinator1.u3a.bbay@gmail.com)  
UMAS: Allan at [info@u3abatemansbay.org.au](mailto:info@u3abatemansbay.org.au)  
General: Phone Joe on the U3A phone 0474 483 678