



U3A Batemans Bay Incorporated

Tutor Handbook

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

(Last amended: November 2024)

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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 BB members. Your contribution is very much appreciated.

In this handbook you will find the information necessary for running U3A BB activities. The Handbook is available through the website www.u3abatemansbay.org.au where you will find it under the Forms and Resources tab.

The course coordination team share the responsibility of supporting the tutors. Coordinator 1 (**CC1**) coordinator1.u3abbay@gmail.com is responsible for the continuing activities, Coordinator 2 (**CC2**) coordinator2.u3abbay@gmail.com is responsible for booking venues and Coordinator 3 (**CC3**) coordinator3.u3abbay@gmail.com focusses on new tutors and activities. They are keen to help in making your role easier in all matters relating to presenting your activity. They are your first point of contact for any difficulties, queries or comments.

U3A Batemans Bay (**U3A BB**) uses an electronic database which 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 this as it is used for recording and storing activity and member information. Using the database, tutors will be able to check membership details, print attendance forms with up-to-date details of those enrolled in their activity including emergency contact details.

Training sessions will be offered at least annually, and the database manager is available for individual assistance to all tutors on info@u3abatemansbay.org.au.

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 BB 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 BB, both as a member and a tutor.

1. Purpose of the Handbook

This handbook has been developed to assist new tutors in developing and conducting their activities. 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 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 members on the website www.u3abatemansbay.org.au. This is updated when required.

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.

Activities may be of any length agreed to by you and CC1 or CC3 depending on whether it is a new or continuing course. As far as possible, activities 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 CC1.

2.1 Course Attendance Sheet

Unless otherwise instructed, prior to the start of your activity you will need to print a course attendance sheet from the database by following the instructions in the database manual which can be found under the Forms and Resources 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 to record attendance. **Note: a tick or cross is not sufficient.**

Where the location of an activity varies, either due to the activity 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 activity was held. (See also clause 2.5 - Variations to Course Arrangements).

On the completion of your activity or at the end of each term and the year, forms are to be submitted to CC1 on coordinator1.u3a.bbay@gmail.com who will store them electronically for a minimum of two years. These can also be submitted at the shopfront or posted to PO Box 1304 Batemans Bay NSW 2536.

2.2 Participation by a non-U3A member

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

If you receive enquiries regarding enrolment in your activity 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 an activity without joining and will be covered by our insurance for this session. Continued participation by a non-member will negate the insurance cover for that group.

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

Members of another U3A may attend a U3A BB course, provided the course is not fully subscribed and following payment of a negotiated fee. This needs to be agreed by CC1.

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 an activity 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 CC1.

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 coordinator can do this for you.

If you cancel any session, you **must** notify CC2, 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.

Should it be necessary for a substitute tutor to take over the activity for one or more sessions, CC1 must be advised beforehand or there will be no insurance cover.

2.5 Variations to Course Arrangements

If, for any reason, you need to vary the content of your activity, or change the agreed day, times, duration, venue or other particular set out in the activity outline, whether for a single session, or for the remainder of the activity, you must contact CC1 before making any changes.

You must also advise CC1 if the numbers attending your activity vary from the minimum or maximum numbers set out in the original activity outline.

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

3. Course Administration

3.1 Member Responsibilities

- (a) At the beginning of your activity, you may wish to remind your students of what is expected of them with respect to their attendance in your activity.

- (b) In order to assist with the smooth running of activities members are requested to observe the following:
 - (1) when attending any U3A BB activity:
 - (A) always wear your-name badge;
 - (B) initial the class attendance sheet - this is essential for insurance purposes;
 - (C) ensure that your phone is switched off or set to silent;
 - (D) display courteous, respectful, and inclusive behaviour at all times to the tutor and other members; and
 - (E) comply with all safety instructions given by the tutor;
- (c) let the tutor or course coordinator know:
 - (1) if you need to miss one or more sessions of the course;
 - (2) of any health issues that might affect your ability to engage in class activities;
 - (3) if the activity is not what you expected and/or not as described in the activity outline; or
 - (4) if you will not be continuing with the activity - for whatever reason;
- (d) all members should lend a hand:
 - (1) with setting up and cleaning up;
 - (2) by volunteering for tasks such as being class secretary, collecting money or organising refreshments and any other tasks as appropriate.

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 activity participants that the personal details of other members is not a topic for discussion.

3.3 **Membership Badges**

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

3.4 Refreshments

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

3.5 Venues

Be aware of any specific conditions of use of your venue and ensure you comply with them. Council owned venues have restrictions in usage which can only be altered with prior written approval:

- no use of microphones;
- no use of bins on site;
- no merchandising on site;
- no charging entry;
- no serving food or alcohol.

If you need any of these conditions altered, first contact the CC2.

If you think you may need a first aid kit with your activity, and there isn't one available in the venue, please discuss this with CC1.

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 CC2.

4. Equipment

U3A BB has various items of equipment available for the use of tutors in conducting their activities. If you need to borrow any items, please contact the equipment manager.

At the conclusion of the activity and/or the end of the term or year, all items must be returned to the equipment manager. Please report any damage.

5. Course Evaluation Report

At the conclusion of your activity, you may wish to obtain feedback from participants to ascertain how the content, pace and delivery were received, particularly if you are proposing to offer the activity, or a continuation of the activity, 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 CC1 about the possibility of reimbursement by the committee.

In line with rule 2.8, a tutor who wishes to purchase teaching resources or materials to make teaching resources for a U3A class may be reimbursed by U3A BB on the provision of appropriate receipts. All expenditure should be discussed with the course coordinator beforehand.

Requests to purchase equipment that is to remain the property of U3A BB are to be submitted to the equipment manager in writing including two quotes. Tutors are reminded that costs will not be reimbursed for any item that has not had committee approval.

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 manager at the conclusion of the activity.

6.2 **Costs to be Recouped from Participants**

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

The cost should be included in the activity 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 **Copyright**

Through our membership of U3A NSW, U3A BB has an educational copyright licence. A guide to this licence can be found on the website under the Forms and Resources tab.

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 activity at the commencement of each session. See 'Safe Work, Risk Management Check List for Tutors/Group Leaders' on the website.

Where an activity involves any kind of physical exertion, whether in the form of specific exercises or any other type of activity requiring exertion, all participants will read 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 BB activity.

8. Accident and Incident Reporting

It is imperative that you are familiar with the procedures outlined in the Accident and Incident Report form, which is under Forms on the Website.

9. U3A By-Laws

The Constitution and By-Laws of U3A BB can be found on the website. 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 activity, or in relation to an activity 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 BB needs to find new tutors regularly. If you know of anyone who might run an activity, please ask them to contact one 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 activity 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, this can be done via the database under the Email tab.

13. Forms

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

- Safe Work, Check List;
- Accident/Incident Report;
- Evaluation Report;
- Information for Participants in Classes involving Physical Activity;
- Special Events Policy and Procedures;
- Tutor Checklist;
- Tutor Checklist for Activity Preparation;
- Artificial Intelligence (AI) Policy;
- UMAS for Members.