



U3A Townsville Inc.

Tutors Handbook

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Overview

Please use this handbook as a guide. The information contained here is from a variety of sources, ideas built up over years of experience, requirements under law, and suggested methods to facilitate the smooth running of your class. We are an organisation of volunteers with a diverse background and this knowledge should be utilised to make our lives richer. If there are ideas that we can embrace to improve our organisation we need to hear about them, so please feel free to make suggestions.

The term 'Tutor' is used in many U3A organisations worldwide, to indicate the person responsible for a U3A class. U3A Townsville likes to give its Tutors the freedom to operate with as much autonomy as possible, within the organisation's guidelines, and incorporated rules and Bylaws.

Aims

The overall aim of U3A Townsville Inc. is to provide the members with both the stimulus of mental / physical activity and the satisfaction of a continuing contribution to society. It will enable them to take up new interests and to extend old ones. It will offer the joy of learning for the sake of learning: it will open up new horizons for them – unrestricted by the requirements of vocation or the desire for qualifications, and it will do so, principally by drawing upon the extensive life experience, skills and energies of the members. It is a mutual aid, self-help movement – a modern community of scholars, catering primarily for people in the Third Age of their lives.

Management Committee

U3A Townsville Inc. is run by a Management Committee which is elected by, and from, the membership of U3A. All members of the Management Committee are volunteers.

Constitution

U3A Townsville Inc. is an incorporated association with registered incorporated rules as required by the Department of Fair Trading. Copies can be obtained at our office.

Insurance

U3A Townsville Inc. is a participant in the U3A Network – Queensland Inc. insurance scheme. This comprises of three policies:

1. Public Liability – coverage to \$20 million. Members and Volunteers(age 15 to 90 years only)
2. Association Liability – coverage to \$5 million
3. Volunteers Accident – coverage to \$1000 for medical expenses, and includes age up to 90 years.

Copyright Licence

Copyright. Licence to use up to 10% of a publication

U3A Townsville is included in the U3A Network – Queensland Inc.
Copyright Licence.

Should you require further information on the above, contact the management committee.

Contacts

The normal chain of command for Tutors in our organisation, if assistance is required, is to contact the Class Coordinator or The Magnetic Island Coordinator. If the Coordinator is unable to 'fix' the problem it can then be referred to the Management Committee.

Class Coordinator and Magnetic Island Coordinator contact details are available in the quarterly newsletters. These are available at the office and on the U3A site on the Internet.

Communication:

- Where possible all contact between Tutors, the Class Coordinator and Management should be via email. Where there is no email available, then by post, or as a last resort the phone should be used.
- Neither the Class Coordinator nor the Magnetic Island Coordinator work from the U3A Office.

Process for establishing a new Class

1. Prospective Tutors should contact the Class Coordinator, as a first step and receive the Tutors' Handbook.
2. The proposed course will be presented to the Management Committee for approval.
3. If the course is deemed suitable it will be published in the quarterly Newsletter. Response to this publication will let the Tutor know the interest among members in this course.
4. U3A members who are interested should contact the Tutor directly. The Tutor needs to find out the times they are free to attend.
5. Venues can be discussed with the Class Coordinator.
6. It is up to the Tutor to determine the size of their class and determine that the participants are suitable.

Guidelines For setting up a new class

- **Costs:** Tutors may not make any personal profit from their classes. Under By-Law 5 all classes are to be financially self supporting. Any expenses must be shared and met by the attendees
- **Venues:** Tutors choose and organise their own venues. Assistance in finding a suitable venue is available from the Class Co-ordinator. We ask you to choose as inexpensive a venue as can be found, out of consideration for our members. Ask for the location of First Aid Kits and Emergency Muster Points. Where there is a charge for hire of a venue, Tutors may charge students a small fee to cover this cost. Tutors are responsible for attending to payment for venues. Some venue managers require evidence of our insurance, in the form of a Certificate of Currency. You can obtain this from the Management Committee.
- **Enrolment Numbers:** Tutors decide whether student numbers for their classes will be limited, and if so, how many students they will accept.
- **Course Booklet:** Tutors may write a description of their course, for publication in the Newsletter. They may review this description each term to make sure it is kept up to date. Any changes will be included in our quarterly Newsletter.
- **Attendance Record:** Tutors must keep an attendance roll for participants to initial at each class for insurance purposes and to check that members are financial. These rolls must be returned to the Class co-ordinator at the end of every term. .
- **Course Dates:** The dates and duration of courses are advertised in the Newsletter. Some Tutors choose to continue their classes during the holidays

Enrolling Students into Your Class

Once members have paid their membership fee, they are issued with a receipt and a membership badge. They are then entitled to contact Tutors, and ask to be enrolled in classes. Tutors who are contacted should always ask whether the enquirer is a member, and should advise the person that proof of membership (receipt or badge) must be shown at the first lesson.

It is the **Tutor's responsibility** to ensure that U3A members **ONLY**, attend U3A classes. Members of other U3As who may be visiting are normally welcome to attend classes provided the class is not full. It is also usual to permit non-members to attend one session of a class to see if they wish to take out membership. It is obviously unfair that members find themselves excluded from classes because vacancies are filled by non-members, or "members" whose subscription fee has not been paid

Please contact the Class co-ordinator if you need help in managing a problem with ineligible attendees in your classes.

Prior Enrolments: If practical, Tutors are asked not to accept any enrolments for classes before the date on which the newsletter arrives in members' mailboxes. Considerable disappointment is expressed by members who telephone, on what is for them the first possible day, only to find that classes have already been filled.

If too many people wish to join your class, you may like to keep a waiting list.

Tutors can ask a class member to assist with their class.

Room Setup

Some classes may need a different arrangement of the room. It is your responsibility to arrange for equipment and room set up prior to the commencement of your class. You can choose to do this yourself or arrange for members of your class to do it.

Membership of outside Speakers, Instructors and Trainers

People may become instructors, speakers or trainers for U3A Townsville Inc. classes without becoming members. This allows our Tutors to source outside individuals to address their classes. Instructors/trainers/speakers who are not members cannot attend other classes.

Excursions

When an excursion, or any other class activity to an unscheduled location is undertaken, the date, destination, duration of excursion, etc. must be forwarded to the Class Coordinator for insurance purposes prior to departure. For extended 'trips' any medical requirements of the participating group should be recorded and kept with the Tutor for the trip. These medical records can be sealed in individual envelopes for privacy reasons and only open if required, eg, diabetics, allergic reaction. An accident/incident report is attached.

Changes and problems

Please contact the

- **Class Co-ordinator**, if you have any problems or concerns
- **Newsletter editor** if there is:
 - a change of venue
 - Cancellation or discontinuation of a class for any reason
 - Extension of a class for any reason
 - Change of management of the class

Faulty or Malfunctioning U3A Equipment

Please notify our Property Officer

Privacy

Only personal information which is necessary for the effective operation of U3A Townsville Inc. will be collected from members. Such information will be protected from misuse, loss, unauthorised access, modification, or disclosure. No personal information on any member is to be forwarded to any other member or organisation without the express permission of the member concerned. Personal information collected will be held in accordance with the requirements of the relevant Acts, Regulations, and Constitution.

Conflict Resolution

Our Incorporated Rules contain a conflict resolution policy. Remember, as a Tutor you have the choice as to who you have in your class. Your reasons need to be fair and non-discriminatory. You give your time freely and are not expected to cope with difficult people who sometimes forget that we are all volunteers. Should a situation arise where conflict is not immediately resolvable, please contact the Committee in writing. The relevant part of the of the **U3A Townsville Rules is Section 4.18**

Copyright

All materials required for 'class' work will be subject to the normal copyright restrictions. Where making a copy of a work is a fair dealing under section 40 of the Copyright Act 1968, making that copy is not an infringement of the copyright in the work. It is a fair dealing to make a copy, for the purpose of research or study, of one or more articles on the same subject matter in a periodical publication or, in the case of any other work, of a reasonable portion of a work. In the case of a published work that is of not less than 10 pages and is not an artistic work, 10% of the total number of pages, or one chapter, is a reasonable portion.

More extensive copying may constitute fair dealing for the purposes of research or study. To determine whether it does, it is necessary to have regard to the criteria set out in sub-section 40 (2) of the Copyright Act 1968.



ACCIDENT / INCIDENT REPORT

U3A Townsville Inc.

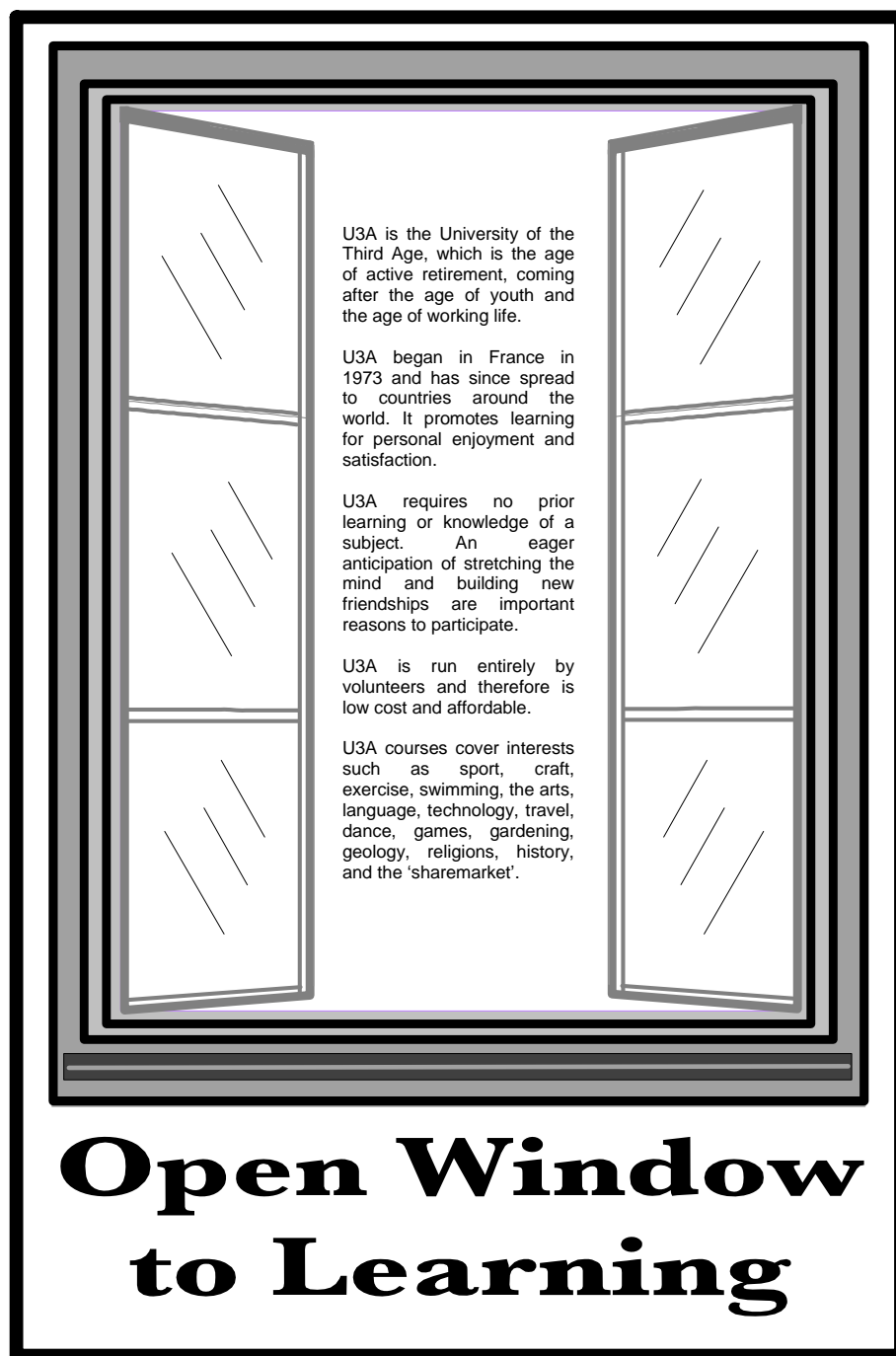
Date:	Report#
Location:	
Accident / Incident Reported by:	
Person/s Involved:	
Description of the Event:	
Action Taken:	
Follow-up actions required and / or recommendations for improvements:	



University of the Third Age Townsville Inc

ATTENDANCE SHEET

[illegible]



Based on the Tutors handbook compiled by U3A in Toowoomba Inc. with permission