



Group Leaders Handbook

Thanks, from Bognor Regis U3A for becoming a Group Leader. Without your willingness to contribute, our groups would not exist and therefore our U3A would cease to exist.

The function of the Group Leader is to organise and guide the group in a collaborative manner. This handbook is designed to help you run your group effectively and make it an enjoyable experience for your group members as well as yourself.

The handbook aims to help you achieve this by giving you the bare basics and then providing further detail in the form of appendices. Should you need any further help or information please don't hesitate to contact whoever you think might be most appropriate from the list given in Appendix H.

Remember, Live, Learn, Enjoy!

The Role of the Group Leader

This may differ depending on the nature of the group and/or the nature of the interest being followed.

The group leader does not need to be a subject specialist although sometimes they are. They may support a subject specialist through organising meetings and keeping the administration under control; they may act as a guide through a course of study; in the case of sports or craft groups, they may be the organiser of venues, communications and payments. Some groups may even share out these responsibilities between members.

Whichever method is used (and there may be other options) it is important that the Groups' Co-ordinator has the name of one person with whom he/she can communicate and maintain links with local U3A committee and the national organisation.

Groups

These fall into two categories:

- Established Groups
- New Groups

Established Groups (a full list of our current groups can be found on the Bognor Regis U3A website)

If you are taking over an existing group please talk to the outgoing Group Leader or the Group Leaders' Co-ordinator. They will both be pleased to help you in any way they can.

New Groups

The Group Leaders' Co-ordinator will have set up a new group after sufficient members have expressed interest. He/she will have held a meeting with them to discuss how they would wish the group to be run. Usually, a group leader will emerge at this meeting but this may not occur until the first or subsequent meeting.

What to consider when running a group

Location

Members' Homes

Many groups meet in either the home of the Group Leader or a member of the group. The group may decide to do this on a rota basis or maintain the same home for every session.

Whichever method the group chooses, please be aware that meeting in private homes will often restrict the numbers attending and may create a waiting list for popular groups. If this occurs, a larger venue may need to be considered, or another group set up. Please talk to your Group Leaders' Co-ordinator should you realise that demand is outstripping your ability to accommodate numbers and alternatives can be discussed. Keeping a record of those who may be willing to wait for a vacancy in your group helps this process enormously.

Hired Halls/Rooms in Community Centres/Sports Facilities etc.

These venues allow for larger groups but should only be of a manageable size for both yourself, group members and the capacity of the venue itself. If you have found a suitable venue or require one, please talk to Group Co-ordinator who will be able to suggest some options.

Outdoors

This allows for larger numbers within the group but the size should be determined in the same way as hired halls above.

Other

Some local establishments such as pubs and cafes are willing to let community groups meet (depending on numbers) and often free of charge – as long as the members buy a coffee for instance. If you feel this may be suitable for your group please either talk directly to the venue or the Group Leaders' Co-ordinator.

Getting to the Group Meetings

Some members choose to car share, and in order to save any embarrassment we have a standard rate. The current contribution is £2 for a round trip of five miles or less, £3 for ten miles and thereafter 40p per mile, divided by the number of passengers. However, it must be noted that the U3A Public Liability Insurance does not cover travel by car, so members are relying on the car owners' insurance policy.

Keeping in touch with your group

- By email and/or setting up a phone tree
- Bognor Regis U3A – weekly newsletter
- Bognor Regis U3A – monthly meeting
- Bognor Regis U3A – Pier Views

You are the main contact for your group and for any person wishing to join the group. However, another nominated member of your group can be the contact point for the Bognor Regis U3A items above.

Money Matters

All groups must be self-funding, and each group needs to decide the best way to pay. However, you should note that Bognor Regis U3A recommends "Pay as You Go" (**see Appendix A Payment Policy**).

IMPORTANT

All monies must be paid into the Bognor Regis U3A account, and there is no reason why any monies should be kept in any members' house. The exception to this is hosting fees for meetings in members' houses, which currently stand at 50p per attending member and are paid directly to the host.

Resources

These are many and varied, covering a wide range. They can be:

- Group Leader and/or members with knowledge of the group's interest
- Books, films, videos, CDs
- Outside speakers
- On-line courses
- Visits to places of interest
- National U3A topic specialists
- SUN (Sussex U3A Network)

Useful Contacts

Committee Members and Support Team: **Appendix F**

Bognor Regis U3A: u3asites.org.uk/bognorregis/home

National Website: u3a.org.uk

U3A resources: u3a.org.uk/resources

U3A subject advisers: u3a.org.uk/resources

SUN (Sussex U3A Network): u3asites.org.uk/sussexu3anetwork/home

Appendix B if you have any queries regarding copyright and licences.

If you are the Group Leader of a new group, equipment required to run the group may possibly be purchased by the Bognor Regis U3A. Please talk to our Treasurer or see **Appendix A Payment Policy**.

Risks

This is not as scary as it sounds. The U3A Trust has a Public Liability Insurance which covers its members. However, as with any insurance it is up to the individual to take reasonable care and be aware of any dangers which may occur through play or study. In participating in your group, members do so on their own responsibility, but as Group Leader you need to ensure your members are aware of this. However, there are some group activities that require additional care and it is up to you as the Group Leader to inform your members. For example, in our Walking Groups the description of the walk is sent to each member giving details of the length, type of terrain and any potential hazards. In our Sport Groups, the level of fitness required is made clear to all members. In either group, it is then up to the individual member to decide whether to participate.

A Venue Risk Assessment Check List is available for your use. (**see Appendix E**)

NOTE: If a non-member is attending as a taster session please point out the risks before they participate.

Please note:

When running a group either in a member's home or hired venue, please ensure that your members know where the fire exits are and where to assemble in the event of a fire.

Additional Information:

Do you carry your medical details with you?

No-one wishes an accident on anyone however.....

A suggestion is that you EITHER carry the little green booklet, "Message in your wallet" OR you put all your medical details on to your smart phone. These can be accessed without having to resort to a password in the event of an emergency and increasingly this is the first place that paramedics will look.

Please do one or the other and preferably both and stay safe.

U3A insurance

Would all members note that this insurance cover provided by the National Organisation is Public Liability Insurance for incidents involving member on member where the test for legal liability can be proved. All other events, accidents etc., will be covered by an individual's personal accident policy, often found in the household insurance. Full details can be obtained from the information sheet to be found on the website.

The Paperwork

Registers

- These generally take the format of Member's Name, Membership Number and Member's Signature, and should be completed at every group meeting.
- There will be times when members cannot attend and ideally, they should let you know in advance. However, if there is a protracted absence Group Leaders should make it clear that the member's place in the group may not be available on their return.
- Registers can be obtained from your Co-ordinator or you can create your own (**see Appendix D**)

Record of Payments

- Group Meeting Fees: You can either record receipt of these on your register if appropriate or create a separate record.
- Invoiced Expenses: (eg external speaker) These depend upon your group having sufficient funds to cover them. Record them and send the invoice to our Treasurer **who will make the payment. Do not pay the speaker directly.**
- Out of Pocket Expenses: Where possible these should not occur. However, on the rare occasion when this is not possible please obtain a receipt, record it, and the Treasurer will reimburse you from your group funds.

If you have any queries and/or concerns regarding monies please talk to our Treasurer who will always make herself/himself available for you.

Enquiries and Waiting List

All new members of the Bognor Regis U3A are given a copy of the Groups List. If they are interested in any of the groups they are requested to contact you, the Group Leader. Sometimes, they approach the branch through the website and are directed to the Groups' Coordinator who will then be in touch with you.

If you have vacancies, a new member can join straight away or they may wish to have a taster visit of one session to your group. Similarly, a non-member can also have a one visit taster session. In either case please ensure you record them on the register, highlighting if it's a taster session.

If, however, there are no vacancies, please add the person to your waiting list, noting their request date. Please keep the Co-ordinator up-to-date as to how many you have on your waiting list.

Group Member Details

Where possible you should have each of your group member's details, including: address, telephone number, email address and their Bognor Regis membership number.

This is for your information only and no details of your members should ever be passed on without their permission.

Please note:

Group Leaders will have a copy of the register of members specific to their group. It will contain Name, Address, Telephone Number/s, Email and Emergency Contact details.

In order to comply with the GDPR this personal information is purely for the use of the Group Leader and will:

- not be shared with other members of the group without their consent.
- be stored safely and securely whether paper based or electronic
- be destroyed if a member leaves the group.

Insurance

- **Public Liability Insurance:** This policy is set up to protect all U3A members and includes 'member to member' cover so if somebody is injured undertaking a U3A activity and legal liability could be proven against another member, the insurers would deal with it. This means that Group Leaders are completely protected, should there be a claim for damages following an incident in their group.
- **Car Insurance:** The U3A Public Liability Insurance does not cover any travel by car. If your group members decide to car share they are relying on the car owners' insurance.

Incidents and accidents – referred to collectively as “incidents”

Unfortunately, these do happen but in the event of an accident the Group Leader **MUST:** -

- **First** seek medical assistance
- **Second** complete an Incident Report Form (**Appendix C**). This can be either downloaded from our website or obtained from the Groups Co-ordinator. Once completed please give to the Group Leaders' Co-ordinator.

Please use the same form for accidental damage to equipment, property or home contents.

It is important to remember that by keeping the paperwork in order and making sure it's up-to-date, both you and the group are covered by the Public Liability Insurance provided by the U3A Trust.

Annual Meeting of Group Leaders

This is held yearly in autumn and all Bognor Regis U3A Group Leaders are invited. It is an important meeting and if you are unable to attend you should nominate a replacement.

Two weeks before the meeting you will be asked by the Co-ordinator for any items you want raised at the meeting. You will also be asked to bring to the meeting with you or to email an up-to-date copy of the group information sheet which will have been sent with your invitation. This is an important document for us as it enables us to keep our records up to date and give members accurate information.

Please note that when you or your nominee attend the meeting you are also requested to bring

- a copy of your group's register for the current year
- a copy of your waiting list if appropriate

That's it! Not too bad really.

We also recommend that you read the Third Age Trust leaflet "More time to Learn" available through the Secretary **BUT** remember, if you have any queries, concerns or just need some extra help, please contact your Group Leaders' Co-ordinator who will gladly help.

Good luck and again – thank you.

Appendix A Payment Policy

Appendix B Copyright and Licences issued by National U3A

Appendix C Incident Report Form

Appendix D Register Example

Appendix E Venue Risk Assessment

Appendix F Committee Members and Support Team

APPENDIX

A

Paying-in Policy

If a group meeting is held in a hall then monies will need to be collected to pay for that hall hire.

1. The group needs to decide the best way to pay; the Bognor Regis U3A recommends 'Pay-as-you-go' as we all have different commitments and cannot always attend every session. However, there are some groups that have to be paid as a full session – perhaps 10 week blocks – for specific reasons. This can be discussed with the Treasurer.
2. Contact should be made with the Treasurer to arrange the payment for this hall, (BACS) to obtain a paying-in book, discuss the right sum to charge and to establish the link to inform when payings-in are made.
3. One person from the group needs to be responsible for Payings-in. This does not have to be the leader.
4. Equipment needed to run the group, ie Tiddlywink sets, will be provided by the Bognor Regis U3A after discussion between the Group Leader, Group Coordinator and agreed by the committee.

'Pay as you go'

1. In order to cover the hall hire charge an average sum needs to be collected. Let us look at the case of the 'Tiddlywinks' group.
 - a. There are a number of enthusiastic Tiddlers, around 15 have signed up, the Hall they have chosen costs £16 per hour. They pay when they come and not when they don't.
 - b. On average around 8 are usually there each week. Therefore, to charge £2 a head for the session covers the hire cost.
 - c. Sometimes a dozen turn up, there is excess money, sometimes only 4, but the excess money covers the shortfall.
2. A register must be kept (see Group Coordinator) in which all monies paid in are detailed.
 - a. These monies must be paid into the bank account regularly
 - b. The monies paid in are allocated to the 'Tiddlywinks' group and remain the property of the 'Tiddlywinks' group at all times, just held safely and accounted for in the bank (Just like your own personal accounts).
 - c. On a regular basis and always on request, the Treasurer will send an update of the group's financial position, this should tally with your own register for all members to see.
 - d. Sometimes attendance is high for a sustained period and a profit builds up in the account.
3. How to deal with any profits.
 - a. If there are sufficient funds the group may wish to invite an expert 'Winker' to teach them some skills as a one-off workshop, the expert should submit a claim for expenses which will be reimbursed by the Treasurer from the 'Tiddlywink' account.
 - b. If there are still surplus funds members could all be offered a 'free' week, recorded in the register.
 - c. Continued high level surplus would be best dealt with by reducing the charge per head.
 - d. How to manage other ideas can be discussed with the Treasurer

4. All monies MUST be paid in to the bank, no monies should be kept in any member's house.
 - a. Firstly, being morbid, we never know when we are going to be 'hit by a car' especially in our age group!
 - b. No member wants to be in a vulnerable position financially where anyone might question where money has gone. Always safeguard yourself and keep the bank updates pasted in the back of the register so any member can see that everything tallies.
5. Remember: -
 - a. ALL 'TIDDLYWINK' MONEY WILL ALWAYS BE 'TIDDLYWINK' MONEY AND THE GROUP DECIDES ITS USE.
 - b. SAFEGUARD YOURSELF AND KEEP ALL MONIES IN THE BANK.

APPENDIX

B

COPYRIGHT

DEFINITIONS

Work

For this purpose, this means books, journals, magazines, maps, newspapers, sheet music, photographs, digital images, films, videos, recorded music, lyrics, composed music, recorded soundwork & artwork.

Using

Has a very broad meaning and would include any one of the following: photocopying, scanning from print, copying from digital originals (eg the internet), communicating or making the work available to the public such as playing films recorded sound or music in public, copying lyrics, copying artwork, including artwork or photographs or digital images in documents, passing off words or lyrics as your own, copying written work, including music or videos in performances (sampling is an example), singing or playing live music, performing live drama or musicals.

Others

Means anyone other than yourself.

THE BASICS

What is copyright?

Copyright is a branch of the law which protects creativity. It is a right which provides protection for original literary, dramatic, musical & artistic work allowing those who own such works to control the way on which their work can be used and exploited. In the UK, copyright arises automatically when a work that qualifies for protection is created and committed to paper or another fixed form. Copyright does not need to be registered and the creator does not have to be a professional in order for his original work to be protected by copyright. So, for example, a photograph by an amateur/social photographer such as a U3A member or a member of his family can be protected. Also, a work does not have to have the copyright symbol or the word copyright on it for it to be subject to copyright. These symbols are merely used to put other people on notice that the piece of work is protected by copyright and not freely available to use.

Finally, be aware that one piece of work can contain lots of different copyright elements at the same time. For example, in a song, lyrics are protected as literary work; the composition is protected as musical work; and the actual recording of that song is protected as a sound recording.

What are U3A member's responsibilities when using the work of others?

All U3A members are responsible for respecting the rights of others, and should only use the work of others if it is legally permissible. If you wish to use the work of others, you may need to seek permission from the rights' owners. In case of doubt, take advice from the Group's Chairman, who may take advice from local, regional or national sources within the Third Age Trust.

What happens if U3A members make illegal or unauthorised use of copyright material?

Illegal or unauthorised use of copyright material is a serious matter and has led to U3A groups in the UK facing threats of court action and requests to pay substantial damages for copyright infringement. Members should be aware that the internet in particular has created a means by which materials can easily be accessed and distributed to millions of people, and this makes it all too easy for people to believe that because it is on the internet, it is in the public domain and can be used free of charge by the public. While some content may be free to re-use, overall this is a misconception, and many individuals and organisations representing writers, artists and musicians systematically monitor the

media, including the internet, for copyright infringement. Large scale deliberate copyright infringement can also lead to criminal prosecution. So, this is not something to be taken lightly.

When can U3A members use the work of others?

There are only four circumstances in which the work of others can be used:

- The copyright holder has given permission for the use or exploitation
- Copyright in the work has expired, meaning that the work has entered the public domain and can be freely used or exploited by anyone
- The use is covered by a licensing scheme that the U3A Group and/or the Third Age Trust has subscribed to and the copyright holder is a member of that scheme
- The use is what is defined as 'fair dealing' under the 1988 Copyright Designs and Patents Act and subsequent amendments

What licenses has U3A subscribed to?

Photocopying, scanning and copying from some digital sources

A Copyright Licensing Agency (CLA) licence allows multiple copies to be made from books, journals and magazines for learning and teaching purposes - but not of the whole book, journal or magazine. Extracts can be up to 5%, one chapter, or one article, whichever is the greater. Individual U3A groups can buy CLA licences via the Third Age Trust. Do not make multiple photocopies without first checking that your U3A has a current CLA licence. To check whether an item is covered by this licence, please use CLA's Check Permissions tool available through CLA's website. Please note that CLA licences do not allow multiple copies of the following items:

- Maps and charts (eg weather charts) – consult the Ordnance Survey or Google maps or other source for the necessary permissions
- Newspapers – consult the Newspaper Licensing Agency for the necessary licence
- Printed Sheet Music including lyrics - this is illegal unless the work is out of copyright, direct permission has been granted, or the use falls within the Music Publishers Association's Code of Fair Practice or under one of the limited exceptions (see below). Consult the Music Publishers' Association for advice on getting permission for copyright works

Digital Images

Images are only in the public domain when copyright expires. Use only images that the copyright holder has given permission to be used or images published under a relevant Creative Commons (CC) Licence. CC Licences do not replace copyright but can allow sharing for non-commercial uses of protected works in certain circumstances. If an item is covered by a CC, there will be a notice to say so.

Recorded Music

The Third Age Trust has a Phonographic Performance Limited (PPL) licence which gives U3A groups permission to play recorded music publicly in its premises as part of its interest activity groups.

Public Performance of Music

Whilst PPL looks after the interests of the owners of sound recordings, PRS for Music (PRS) is the body which looks after the interest of the owners of underlying musical works (music and lyrics in songs). PRS licenses the performance of such underlying musical works in public. Venues which play live music (via a live performance, a TV/radio or a jukebox for example) can purchase a PRS licence. If music which is in copyright is to be performed in a PRS licensed venue, there are no further permissions needed in most cases. Make sure that the venue of the performances has a PRS licence if copyright

music is going to be performed. The venues' entertainments licence is not on its own enough to allow performance of copyright material.

DVDs/Videos

Two companies licence films from all the film studios: Motion Picture Licensing Corporation (MPLC) & Filmbank Media. The Third Age Trust has an MPLC licence which allows U3A group members to show MPLC films outside their homes for educational and entertainment purposes. To show Filmbank Media films in a public place, individual U3A groups can buy Filmbank licences via the Third Age Trust.

How long does copyright last?

It depends on the kind of work. The rules in general are:

- Literature, dramatic, musical, artistic works – 70 years from end of calendar year in which the last known author of the work dies. If the work is anonymous, copyright lasts until 70 years from the end of calendar year in which work was created or made available to the public
- Computer-generated literary, dramatic, musical or artistic works – 50 years from the end of the calendar year in which the work was made
- Sound-recordings and broadcasts – 50 years from end of calendar year in which work was created, or 70 years from the end of the calendar year in which the work was published
- Films – 70 years from end of calendar year in which last principal director, author or composer dies. If the film is anonymous, 70 years from end of calendar year in which the film was made or made available to the public
- Typographical arrangement of published editions – 25 years from end of calendar year in which work was first published
- TV broadcasts and cable programmes – 50 years from end of calendar year in which broadcast was made

What are the exceptions and what is 'fair dealing'?

The 1988 Copyright Designs & Patents Act (and subsequent amendments) grants some exceptions to copyright infringement and allows some limited uses of the work of others in certain circumstances and without the need to obtain permission from the copyright owner. Full details are available on the IPO website (see below), but very broadly these are:

- Research and private study – the use must be non-commercial, sources must be acknowledged and multiple copies are not allowed
- Criticism or review – that is, quoting parts of a work for criticism or review – sources must be acknowledged, there must be some actual discussion or assessment, the work must have been made available to the public and the amount of the work quoted must be no more than is needed for the review
- News reporting – that is, using material of others to report current events – the work must not be a photograph, sources must be acknowledged and the amount of the material quoted must be no more than is needed for the news report
- Incidental inclusion – where part of a work is unintentionally included in another work (eg a news report shows a poster that just happens to be on a wall in the background of the picture)
- Making work accessible for blind/partially sighted people – this is fair dealing only if a suitable accessible version (eg an audio book) is not already available
- Parody or pastiche - but be careful with this one as an author still has rights to object to derogatory or defamatory versions of his work and can claim compensation

Fair dealing does not allow anyone to use a wholesale amount of the work or the whole work – it only allows a small portion of that work to be used and then only to the extent justified for the fair dealing purposes and under the conditions defined above.

For more information check the IPO website

How do U3A members get permission?

If copyright work belonging to others is going to be used, and the use is not covered by a licence, an existing permission or by a 'fair dealing' exception, permission will be needed from the copyright owner(s). It may not be immediately obvious who that might be as it is possible that the owner of copyright may not be the original author (for example, if an artist is signed to a record label or publisher, although the artist would be the original author of the composition or the recording of that composition, he/she would have assigned all of his/her rights in those works to the record label or publisher). Also there may be more than one owner of copyright (for example, if two different songwriters write the same song). In first instance, it is usually best to contact the publisher (in the case of musical or printed work), the record label (in the case of sound recording) or the website owner (in the case of material published on the internet) first. The copyright owner does not have to reply, and has the right to refuse to give permission or to charge for that permission. He/she can also impose some conditions to the permission. You should be particularly careful with the internet as many websites out there are using material illegally. That means that if you receive permission from someone that does not have the rights to give such permission, you would still be using work illegally. The safest sites are official sites from reputable organisations. In summary, if the copyright owner cannot be identified or located, or does not give consent, the work should not be used.

SUMMARY

All U3A members are responsible for respecting the rights of others, and should only use others' work when it is legally permissible to do so.

Before using any work that has been created by someone else, U3A members should ask themselves:

- Who created it?
- How old is it? Is it likely to be protected by copyright? If so, who owns the copyright?
- Has the copyright owner given permission for the intended use?
- If not, does the use in question need permission or does it fall under the 'fair dealing' exemption? If the use is not 'fair dealing' has your U3A or the Third Age Trust got a licence that allows use?
- If the use is a live performance of music, has the venue got a PRS licence?
- Who should be asked for permission (if any permission is needed)?
- Do sources need to be acknowledged?

In cases of doubt about any aspect of using the work of others, take advice from your U3A Chairman before using the work. Last and by no means least, always remember that being a Charity does not excuse your U3A and other U3A groups from complying with copyright law.

LICENCES

PHOTOCOPYING

Under UK copyright law you are only allowed to copy an insubstantial amount for personal use for the purposes of private study or non-commercial research, but the law does not define insubstantial. There is no magic figure or percentage applied as each case would be viewed on the basis of the perceived importance of the extract rather than simply the quantity.

A Copyright Licensing Agency (CLA) licence allows multiple photocopies from books, journals and magazines. Extracts can be up to 5%, one chapter or one article, whichever is the greater.

The licence costs £60 and runs until 31st July each year, regardless of when you actually take it out. If you want to purchase a licence please send a cheque for £60 made payable to The Third Age Trust.

NB: It does not allow multiple copies of maps, charts, newspapers or printed sheet music including the words. Licences for copying maps and newspapers can be purchased from the following organisations if you feel you need them:

- Ordnance Survey (£54.75 plus VAT) – 08456 050505 – www.ordnancesurvey.co.uk
- Newspaper Licensing Agency – 01892 525723 – www.nla.co.uk

There is no blanket licence available for multiple copying of sheet music; this is always illegal unless it is no longer in copyright. If you would like help and advice on obtaining copyright clearance you can look at Frequently Asked Questions on The Music Publishers' Association website (www.mpaonline.org.uk) or contact them on 0207 580 0126.

There is also some free sheet music available on the internet at choral public domain (www.cpd.org.uk) and this will give you links to other useful sites.

DIGITAL IMAGES

The same principles and legislation which govern copyright in hard-copy works apply to material in electronic formats. The main difference is that, by their nature, they are easy to access, copy and distribute. Information is freely available via the internet but this does not mean it is free to copy; there is a common misconception that anything on the internet is in the public domain ie publicly accessible and therefore free to use. A work only falls into the public domain once copyright expires. One option is to search for images published under a Creative Commons (CC) Licence. CC is a non-profit organisation that enables the sharing and use of creativity and knowledge through free legal tools. CC licences do not replace copyright but are based upon it and allow sharing for non-commercial use.

RECORDED MUSIC

The PPL licence supplied by the Trust gives U3As permission to play recorded music in public as part of their interest/activity groups.

DVDs/VIDEOS

There are two commercial companies which between them license films from all the production studios: Motion Picture Licensing Corporation (MPLC) and Filmbank Media.

The Third Age Trust has purchased a licence for all the production companies covered by MPLC, a list of which can be found on their website (www.themplc.co.uk). It will start on 1st February and cover you for 12 months to show films outside your homes for both educational and entertainment purposes.

With regard to Filmbank Media, a reduced licence fee of £60 has been negotiated and if you have a film club or use films in a public place, you are strongly recommended to take this out as you will then

be totally covered and will not have to worry at all. For more information go to their website www.filmbank.co.uk. The licence will commence on 1st for 12 months so if you wish to take it, please send a cheque payable to The Third Age Trust by 15th March.

PERFORMANCE – PRS LICENCE

This covers the use of the actual lyrics and composed music in any public performance of music. It is the sole responsibility of the proprietor/manager of the premises you are using to have a licence arranged.

Further information can be obtained from the UK Copyright Service – www.copyrightservice.co.uk

APPENDIX

C

Incident Report Form

Please note that this form is to be filled in by a member of the committee, a group convenor, or the property owner and should be retained on file by the U3A committee in case of a claim and for a period of three years even if a claim appears unlikely.

A YOUR DETAILS

U3A	
Name	Position
Email	Telephone
Address	
Post code	

B INCIDENT DETAILS

Date of incident:	Time of incident:
Where did the incident occur?	
Please state the reason for the injured person or damaged property being there	
Please describe the circumstances of the incident <i>Attach a sketch or photograph(s) if appropriate</i>	

C PARTICULARS OF PERSON(S) INVOLVED IN THE INCIDENT (continued on a blank page if necessary)

Name	Email
Address	
Postcode	Telephone
Was he/she a member of your U3A on the date of the incident?	

Name	Email
Address	
Postcode	Telephone
Was he/she a member of your U3A on the date of the incident?	

Sections D and E are to be completed for any incident involving injury

D PARTICULARS OF THE INJURED PERSON(S) (continue on a blank page if necessary)

Name	Email
Address	
Postcode	Telephone
Was he/she a member of your U3A on the date of the incident?	
Name	Email
Address	
Postcode	Telephone
Was he/she a member of your U3A on the date of the incident?	

E DETAILS OF INJURY

Describe the injury/injuries
Immediate action taken
Treatment at the scene
Admission to hospital
Ongoing medical treatment

Section F is to be completed for any incident involving damage to property

F DETAILS OF DAMAGED PROPERTY

Describe damage caused	
Estimated cost of repair or replacement	
Name of owner of damaged property	
Email	Telephone
Address	
Postcode	

The remaining sections are to be completed for all incidents

G NAME AND CONTACT DETAILS OF ANY WITNESSES TO THE INCIDENT


H DECLARATION

I/We declare that to the best of my/our knowledge and belief all the foregoing particulars are true and correct in all respects.


Signed **Dated**

APPENDIX

D

	<p>Meeting dates</p>												

No.	Name	M. No.	Tel.No.										
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
11													
12													
13													
14													
15													

	<h2>Meeting dates</h2>	01.09	08.09	15.09	22.09	29.09	06.10	13.10	20.10		

No.	Name	M. No.	Tel.No.										
1	Albemarle	234	123456	√	√	√	√	√	√	√	√		
2	Buxton	125	234567	√	√	√	√	√	√	√	√		
3	Cambridge	346	345678	√	√	√	√	√	√	√	√		
4	Dundas	347	456789	√	√	√	√	√	√	√	√		
5	Eckington	72	567890	√	√	√	√	√	√	√	√		
6	Falmouth	89	987654	√	√		√	√		√	√		
7	George	121	876543	√	√		√	√		√	√		
8	Hunslet	356	765432	√	√	√							
9	Ilford	576	654321	√	√	√	√	√	√	√	√		
10	Junction	765	07767123456	√	√	√	√	√	√				
11													
12													
13													
14													
15													

APPENDIX

E

Venue Risk Assessment Checklist

Venue:	Address:
Interest Group:	Post Code:
	Date:

Description of Activity

Hazard		Yes	No	N/A	Comments
1	Is the access suitable for the group attending the activity especially anybody with limited mobility?				
2	Is wheelchair access adequate?				
3	Is the area free from obstructions & trip hazards?				
4	Are there adequate means of escape in an emergency?				
5	Are there appropriate direction signs to aid escape?				
6	Is there a Fire Alarm?				
7	Is there Emergency Lighting?				
8	Is there a designated assembly point? Where is it?				
9	Is there an emergency procedure for the building? Do you have a copy?				
10	Is seating always laid out? Is it a U3A responsibility before and after the activity to lay out seating?				
11	Is there a kitchen? Is the kitchen adequate and hygienic? Are food safety cleaning materials available? Has any electrical equipment (eg kettle) been safety checked?				
12	Are the toilet facilities adequate & accessible?				
13	Is equipment being brought to the venue? Has it been checked?				
14	Is there a First Aid box and if so where is it?				
15	Does it have a sound system with an induction loop?				
16	Other (define)				

Additional Information:

Signed:

Date:

Venue Checklist (Day of Use)

Venue:	Address:
Interest Group:	Post Code:
	Date:

Description of Activity

Check		Yes
1	Emergency Exits unobstructed	
2	Emergency Exits unlocked	
3	Fire Extinguishers in place	
4	Toilet facilities open, clean, paper available etc	
5	Walkways free from trip hazards	
6	Kitchen facilities accessible and clean	
7	Kettle leads in good condition, free from war and fraying, plug securely attached	
8	Refreshment items available	
9	First Aid equipment accessible	
10	Safety Briefing given: <ul style="list-style-type: none"> a. Emergency Exits b. Assembly Point c. What to do if fire discovered d. What do to if the alarm sounds e. Accident/Injury reporting f. Toilet and washing facility location 	
11	Other (specify)	
12	Other (specify)	

Notes:	
Signed:	Date

APPENDIX

F

BOGNOR REGIS U3A DATA PROTECTION POLICY

UNDER REVIEW

APPENDIX

G

COMMITTEE

Name	Email	
Iain Palôt	lesgrionettes@yahoo.co.uk	Chair Going Out
Lilian Richardson	mikelilian@lineone.net	Vice Chair Groups Co-ordinator
Val Curtis	valc369@hotmail.com	Secretary
Marilyn Paton	ma.paton@btinternet.com	Treasurer
Dee Yorke-Hasted	deeyhasted@aol.com	Webmaster Monthly Presentations
Tammy Fells	tammy.tam@btinternet.com	Social Events
Alan Walker	alanrfwalker@outlook.com	New Members' meet and greet
Paul Barry	barrypaul2@hotmail.com	Pier Views
		Membership

SUPPORT TEAM

Name	Email	
Jill Wellman	jill.wellman79@btinternet.com	Weekly Bulletin Editor
Dennis Lindsell	dmlindsell@btinternet.com	Programme Co-ordinator
Suzie Wheller	teterouge@gmail.com	Theatre Visits Co-ordinator
Carol Barry	barrypaul2@hotmail.com	Refreshments Co-ordinator
Val Kennedy	vallamorna1@btinternet.com	New Members' meetings