



# GUIDE TO THE CONDUCT OF COURSES, PRESENTATIONS AND ACTIVITIES FOR SYDNEY U3A INC

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**APPROVED BY SYDNEY U3A CENTRAL MANAGEMENT AUGUST 2017**

At the time of publication all information contained in this document is believed to be correct and also to conform to constitutional requirements. Where anomalies occur and/or are in conflict with any part the constitution of Sydney U3A Incorporated, that Constitution will always take precedence and such conflict is unintentional

**SYDNEY U3A INCORPORATED  
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SUITE 10.2, ST MARTINS TOWER, 31 MARKET STREET, SYDNEY, NSW, 2000**

## **1.0 COURSES/PRESENTATIONS/ACTIVITIES**

- 1.1 The Sydney U3A year is divided into two Semesters. Semester 1 commences January and runs through June. Semester 2 runs from the July to December.
- 1.2 A leader conducts courses of more than two sessions on the one topic or leads excursions and/or activities. A speaker gives presentations/lectures at one or two sessions.
- 1.3 The preparation and publishing of the course book is the responsibility of the Course Book Editor.
- 1.4 Course book entries must comply with the requirements set out in the *Style Guide* published by the Course Book Editor.
- 1.5 Before a course is listed in the course book, it must be approved by the Regional Course Coordinator.
- 1.6 Courses running for a full year must be listed in both Semester 1 and Semester 2 Course Books.
- 1.7 Potential new course leaders/presenters must complete and submit a Leader's Intent form to the Regional Course Coordinator. Refer Appendix A
- 1.8 Background details for speakers who are not members of Sydney U3A must be checked prior to assessment/approval by the Regional Course Co-ordinator and/or Region President. The check must include, but need not be limited to a Google/web check.
- 1.9 Each course/presentation must be self-contained, meeting its own expenses for items such as photocopying, textbooks, USB flash drives, discs and refreshments.
- 1.10 If a course leader requests to transfer his/her course from another region, the Regional Course Co-ordinator must check with that region to understand why the course leader wishes to transfer. However, a course leader may choose to conduct courses in more than one region.
- 1.11 Courses must be held in venues that are suitable to the leader's/speaker's requirements.
- 1.12 Where possible, free venues are to be sought.
- 1.13 When rental is required, payment/reimbursement will be in accord with the criteria established and published by the Treasurer.
- 1.14 Badges should be worn at all classes/presentations
- 1.15 Risk Management Forms must be completed where courses involve walking, excursions and/or physical exercise. Refer Appendix B
- 1.16 Leaders conducting Yoga courses must be registered and possess the relevant and current licence.
- 1.17 Courses that are unsuitable cannot be run. A course is unsuitable if:
  - its purpose is commercial. (Promoting by a practising professional, an organisation or individual or the sale of any goods or service). However, speakers may offer for sale a book related to their talk provided no members assist with the sale.

- its purpose is to proselytise for a religion, a political party, astrology or numerology.
- it covers the same topic as an undersubscribed course offered elsewhere in the region
- it is designed as a medium for research and has not been approved by the Management Committee
- its purpose is to raise money for and/or assist another organisation and/or charity.
- a leader has not provided sufficient information on the content of a proposed course to enable an informed decision to be made.
- insufficient bookings have been received to justify a course
- the Vice-President Education has determined a course to be unsuitable because the aims of Sydney U3A Inc may be jeopardised or a member's safety compromised.

## **2.0 BOOKINGS**

- 2.1 Only financial member of Sydney U3A are permitted to act as booking secretaries
- 2.2 Any Sydney U3A member's details obtained as part of the booking process cannot be passed onto a third party and/or used for any purpose other than those related to attending the course/presentation/lecture for which they are registered.
- 2.3 No booking will be accepted until the course book is posted on the website and hard copies despatched.
- 2.4 Unless otherwise stated, attendance at all courses/presentations must be pre-booked in accordance with the course requirements as set out in the course book. Failure to apologise for non-attendance without satisfactory explanation, such as sickness or travel, may result in the position in class being given to another member.
- 2.5 A member will only be denied entry to a class if:
- the capacity of the venue has been reached.
  - the group has reached the size suitable for the activity as indicated in the Course Book
  - the member is unable to comply with the requirements to satisfactorily complete the Risk Management Form for physical activities. Refer Appendix B
  - The inclusion of the member would impose hardship on the leader and upon the provision of the services that the leader would be providing by way of conducting the class and/or presentation.

## **3.0 ATTENDANCE**

- 3.1 Individuals who are not members of Sydney U3A may attend a maximum of two sessions prior to becoming a member.
- 3.2 Members may attend any course/presentation/lecture provided there is space available.
- 3.3 Members of interstate or overseas U3As visiting Sydney may attend sessions for a maximum period of 3 months without joining Sydney U3A Inc.

## **4.0 EXPENSES**

- 4.1 Travel expenses are not normally recompensed.

## **5.0 LICENCES**

**5.1** Regional course co-ordinators, venue co-ordinators, leaders and speakers must obtain copies of the relevant documentation pertaining to copyright and licensing and must ensure that the rules/regulations are known, understood and obeyed.

**5.2** Relevant licences are:

- APRA (Australian Performing Rights Association) represents publishers, composers, written song, composition and lyrics
- CAL (Copyright Agency Limited) allows copying and communication of works for educational purposes, within certain limits
- PPCA (Phonographic Performance Company Australia) represents sound recording
- Screenrights using copies of any TV programs, movie, video or visual material in classes.

## **6.0 DOCUMENTATION**

**6.1** Leader's Intent Form – to be completed by all leaders/speakers prior to course approval. Appendix A

**6.2** Course Attendance Form – to be completed by booking secretary each session and forwarded to RCC at the completion of each semester. Appendix B

**6.3** Risk Management Form – to be completed prior to participating in physical activity. Appendix C

**6.4** Accident/Incident Form – if an accident or incident occurs form must be completed in triplicate and forwarded to Regional Course Co-ordinator. Appendix D

## **7.0 REGIONAL COURSE COORDINATORS**

The Regional Course Coordinator (RCC) is a member of a regional committee and has overall responsibility for all courses offered within the region. The RCC's role is to:

- Seek new course leaders/speakers
- Prepare and submit the region's course list/events/presentations
- Liaise between the committee and the VP Education
- Attend meetings called by the VP Education and report back to the committee
- Help the treasurer provide budget information for venue rentals in the region
- Work with the regional committee in vetting all offers to his/her region by leaders/speakers to ensure compliance with the stated Aims and Objectives of Sydney U3A.
- Check the background of any leaders/speakers who are not a financial member of Sydney U3A.
- Submit and/or oversee the submission of Accident/Incident forms within their region
- Retain attendance sheets for a period of 7 years.

## **8.0 VENUE COORDINATORS**

The Venue Coordinator's (VC's) role is to:

- Liaise with the owner/manager of the venue
- Ensure compliance with all aspects of health and safety at the venue

- Ensure that all care of facilities is taken
- Coordinate the program of courses for the venue each semester
- Ensure that all leaders/speakers used at the venue are approved by the RCC.
- Ensure the smooth operation of all sessions at the venue.
- Appoint a booking secretary to take the bookings and record the attendance for each session or course at the venue
- Ensure that all attendance forms are correctly recorded and forwarded to the RCC.
- Inform RCC of any offers from potential leaders/speakers

## 9.0 LEADERS

A course leader/presenter's role is to:

- Give one off presentations, run a course or facilitate rotating leaders.
- Conduct courses weekly, fortnightly or monthly.
- Encourage active participation
- Take their own bookings **PROVIDED** they are financial members of Sydney U3A (Leaders are, however, encouraged to use booking secretaries to manage bookings and attendance lists)
- Ensure attendance sheets are returned to the VC or RCC at end of semesters.
- Develop a system for communicating with members in the event of their sickness, family issues, etc.
- Be aware of health and safety issues

## 10.0 BOOKING SECRETARY

A booking secretary's role is to:

- Take bookings
- Maintain attendance lists
- Maintain waiting lists
- Inform people on a waiting list when a place become available
- Collect and/or assist in the collection of donations
- Assist the leader/presenter as required and as agreed
- Forward all attendance sheets to the Venue Coordinator or to the RCC

## 11.0 FINANCIAL MEMBER

A financial member is an individual:

- Who is retired or semi-retired.
- Whose membership fees are up-to-date.
- Who has accepted and agreed to abide by the Constitution of Sydney U3A Inc.