



## **Non u3a member involvement in groups for Basingstoke - Old Basing u3a**

### **1. Purpose**

To serve as a policy for the Basingstoke - Old Basing u3a until National u3a reviews and distributes a national policy

### **2. Policy Statement**

At the time of writing, a recent event unearthed the involvement of at least one non u3a member helping to run a group. This event is hereby referred to as the French event. The French event was complicated and had been in place for several years. At the time, the non u3a member was made an Honorary member of the Basingstoke - Old Basing u3a. The Third Age Trust has now clarified the position. Non members can now act as tutor or coach, but there must be a member to act as Group Leader with access to our systems and databases.

### **3. Aims of the Policy**

To give guidance to the committee when a non u3a member:

- a. Suggests the creation of a new group.
- b. Is suggested as a coach or teacher for a new or existing group.
- c. Is suspected or found to be attending an activity outside of current national rules.
- d. Clarify non-member attendance at Monthly Meetings and 'Taster' sessions.

### **4. Procedure**

4.1 It is perfectly acceptable for a non u3a member to approach our u3a and suggest the creation of a new activity group. The New Group Development Facilitator (NGDF) will follow the current procedure for the investigation into whether a group is viable or not. During the investigation the NGDF can keep the non-member informed of the progress but must in no way disclose sensitive u3a information or information protected by GDPR to the non-member.

4.2 The NGDF must inform the non-member that if the activity group is going to be created, there must be a paid-up member to act as Group Leader.

4.3 A non-member acting as a coach or teacher can only charge the u3a for their services if they are acting in an appropriate professional manner (e.g., hold professional training

qualifications for a group such as Tai-Chi). They cannot promote any product or service that would benefit them financially outside the u3a. They are also permitted to charge the members a fee to cover other sundries such as printing but only if the members are informed in advance of the cost and all are in agreement. Receipts must be provided for all costs.

4.4. A non-member acting as a teacher or coach, is not covered by u3a insurance. They must provide evidence of adequate insurance cover prior to taking on their role each year.

4.5 Non-members are permitted to attend a limited number of activities without being a member provided they are doing so as a taster with the potential of becoming a member. A record of taster events for non-members must be held centrally by the Group Facilitator to ensure non-members are not attending more sessions than permitted. This information must be provided to the Group Facilitator as soon as practicably possible after the session by the Group Leader. Taster sessions by Basingstoke - Old Basing u3a members wishing to try another group need not be included in this record.

4.6 Non-members are permitted to attend 1 monthly meeting or a maximum of 3 'Taster' sessions for other groups. The maximum of 3 is a total number and not per group.

Due to the unique experience on the Excursions Group, non-members are permitted to attend 1 taster session on an excursion, but non-members are not permitted to travel on a holiday as a taster.

4.7. Non-members may attend specific social events, classified as bring a friend, or new member. Such events will be approved by the committee in advance.

4.8 If the Group Facilitator becomes aware of a non-member having reached the maximum number of taster sessions, then all Group Leaders must be advised that the non-member must not be permitted to attend another taster session and they must become a member before they can take advantage of the activities offered by our u3a.

4.9 Partners or friends of members are not permitted to attend Excursions unless they are seriously considering becoming a member. They are then subject to the rules of 'taster' sessions as laid down in this policy.

4.10 A carer who is needed for a member is permitted to attend but they are not permitted to participate in the activity. They must only act in their ability as the carer. Where a carer is needed to travel on an excursion the organizer must establish whether the member can travel on the transport provided and if so, the carer must be seated with the member. The cost of travel for the carer will be split 50/50 between the member and the Basingstoke - Old Basing u3a. If the member needs a professional carer, the carer must have their own insurance otherwise carers are covered by the u3a insurance as an extension of the member.

4.11 Group Leaders are to ensure members of their group are still paid-up members after the start of the new u3a Membership year. If they are aware of a member that has not renewed, they must engage with the member to see if they are going to renew and prompt the member to pay their membership fee as soon as possible. If the member says that they will not renew, the Group Leader must inform them that they can no longer attend u3a activities. The Group Leader must inform the Group Facilitator and the Membership Secretary of the circumstances so support can be given by the committee.



4.12 If any unforeseen event is encountered that this policy does not give adequate guidance, the committee must seek guidance from the Third Age Trust and act upon that guidance. If necessary, this procedure must then be amended accordingly.

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		The Third Age Trust
Version	Description of changes	Date
1	Created by PD	27/08/2023
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