



## INFORMATION FOR TUTORS/GROUP LEADERS

### The Venue

- Enfield Community Centre is owned and run by Port Adelaide Enfield Council. The site was previously Nailsworth Boys Tech then Nailsworth High School - the stadium and surrounding rooms were retained when the school was demolished.
- There is one paid staff member, Liz Haar, usually on the premises from 8am to 4pm. She is assisted by volunteers. It is a busy centre as there are 70 groups using it, but some only once a month. Many groups use the stadium on weekends and after school when there is no supervision. This is why everything has to be locked. CCTV has recently been installed because of damage to property over a weekend.

### Storage and Equipment

- Storage space at ECC is limited. We can use two unlocked cupboards above the sink in the small kitchen and two adjacent drawers. Tea and coffee supplies are kept there, a black folder for attendance sheets, some stationery and paperwork, and name tags.
- U3A has items of equipment available for tutors to use. Our smart TV, projector and two computers are in the locked back room along with our Mahjong tables and other equipment. If tutors wish to use this equipment they must book this with U3A admin prior to the class.
- We have to ask tutors to bring with them to their classes any other equipment they might need, even including whiteboard markers and rubbers (which we can provide on request).

### Attendance rolls

- The attendance roll sheet for your class should be printed off before the first class of each term from the MyU3A database (found via the tutor portal) and brought to each class. Remember that the Database allows new members to join any time, even mid-term, so it is a good idea to check your student list from time to time.
- If you prefer you can keep your attendance roll sheet in the black folder (in the drawer next to the small kitchen sink) and use it every time you have a class. At the end of each term all sheets should be placed in the black folder for collection. They are needed for insurance purposes.
- Please also print off a list of the Emergency Contacts for all your class members (available via the tutor portal) and bring to each class. This is for your own use only in an emergency, and it is confidential information. If required, a list of Emergency Contacts of all members is kept in a folder in the locked cupboard in the locked back room.
- The names of all class participants must be recorded on the attendance roll sheet at every session. Please check at the end of your session that the record is accurate. Please advise U3A Admin if there are attendees not on the roll or if someone is consistently absent.

## First session

- At the first session explain the location of the toilets, the First Aid box, the fire extinguishers and Fire Exits and the site of the Meeting Point in the event of an evacuation.
- Remind participants to read the information on the website including the policy regarding absences, the hot weather policy, and the requirement to wear name badges.
- Introduce yourself and explain your interest in your subject. Give a brief overview of the course. Discuss any course materials. You may wish to use a handout.
- Ask participants to introduce themselves briefly at the first session.
- Ask if participants are happy to be on an email list just for your group. You should give them your email address but giving your phone number is optional, depending on whether you prefer to communicate by email or text. Ask them to contact you directly about all matters connected specifically to your course and to send you an apology if they are unable to attend a session. An apology is essential for some classes but not so for others so make sure that your class members know your preference.
- Allow ample time for packing up as there may be another group wanting to use the room after you. You should be out of the room by your finish time. The meeting room should be left as it was found unless you have an arrangement with the next group.

## Group maintenance and communication

- You may wish to contact your group by email a few days before each class, both as a reminder, and in the interests of “group maintenance”. Some tutors may like to keep the phone numbers of their group in their phone contacts (this could be important in the case of small group outings or field trips).
- U3A policy states that if a member misses 3 classes in a row without apology, that class position is considered vacant. Whilst this is only a real problem if there are members on your waiting list, we ask tutors to follow-up with non-attendees by email, or alternatively ask U3A admin to do it for them.
- If you are unexpectedly unable to take your class without notice, please advise the Venue Manager on the U3A phone number (0410434048).
- If any issues related to the venue arise, please discuss with the Venue Manager (or email U3A admin). We prefer that you don't approach the busy ECC staff if possible.
- Please inform U3A admin of any technological or maintenance problems. Always have a “Plan B” in case the technology should fail!
- The My U3A Database system allows new members to enrol in your course at any time, even mid-term, unless there is a waiting list. Please let us know if you do not want mid-term enrolments. U3A admin gets an automatic advice email about new enrolments and can cancel the enrolment if requested by the tutor.

## Tea and Coffee and Social Interaction

- Tutors play a pivotal role in establishing a climate in which class members can enjoy their time learning together in a social setting. Tutors may wish to encourage discussion, allow time for conversation or just have a class break.
- It is up to the tutor to decide whether to offer tea and coffee and biscuits for their class. You can ask a helper to get the tub from the cupboard.
- Members have to bring their own cup however.
- It is also up to the tutor to decide whether to hold social events with their group eg going out for a meal at the end of term.

## Other matters

- Planned tutor absences during the term are always possible provided the class members are all informed. The tutor may be able to put alternative arrangements in place, or the class could be cancelled for a short time.
- A timetable for the term can be found on the U3A Noticeboard in the corridor to MR1. This will tell you which U3A group is using which room and when.
- An incident form needs to be filled out in case of a significant accident or event. These can be found in the drawer next to the kitchen sink.
- If you wish to offer an outing or make other time changes please try to keep as much as possible to your scheduled time, remembering any changes you make might suit your members but could impact on another scheduled U3A class.
- Tutors should not handle membership money. Please direct all enquiries to U3A admin or the venue manager. If needed there are membership and enrolment forms in the drawer near the kitchen sink.
- Tutors can seek reimbursement directly from participants if required for course materials. Tutors are responsible for organising their own handouts.
- Tutors are expected to maintain confidentiality, and to respect and support their colleagues and class members at all times.
- Tutors should not hesitate to request support from U3A Inner North Management.
- Please enjoy your class! You are doing a great community service, so thank you.

## Useful Information

Website: [u3ainnernorth.org.au](http://u3ainnernorth.org.au)

Mail: PO Box 2008, Prospect SA 5082

Email: [admin@u3ainnernorth.org.au](mailto:admin@u3ainnernorth.org.au) (Email is our preferred method)

Phone: 0410 434 048 (for messages only)

## Basics Checklist

Remember to have available at each session

- Attendance roll
- List of emergency contacts (confidential)

Before you leave

- Check attendance roll is accurate
- Safely put away all our equipment
- Turn off heaters and air-conditioners
- Turn off all lights
- Close the door

## U3A Inner North Policies

These are a work in progress!

The following policies have been approved and may be helpful.

For advice re protocol not covered in this information booklet, please contact U3A admin.

### Photography and Publicity Policy

Any photographs taken at U3A events may be used for publicity purposes. If you do not wish your image to be used, please advise the photographer not to include you and, if possible, move to the sidelines to allow photography of the rest of the group. Failure to do this and notify the secretary in advance of your wishes, implies tacit approval of our policy and your inclusion.

### Hot Weather Policy

U3A Inner North activities will generally be cancelled if the maximum temperature for the day is 38 degrees Celsius or above as advised by the Board of Meteorology at 6.00pm on the preceding day. Cancellation is however at the discretion of the tutor or group leader.

### Medical Emergency

If anyone collapses at a U3A Inner North course or event, it is our policy to call an ambulance. Members are advised to ensure they have adequate personal Ambulance Insurance to cover any call-out costs.

### Members with Carers

Carers of members with disabilities are welcome to accompany those members to U3A Inner North classes and events, but are requested to remain with their client. U3A Inner North is not in a position to provide assistance should it be needed.