



**GLEN EIRA**  
UNIVERSITY OF THE THIRD AGE

# **Members' Handbook 2022**

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# **Terms and Conditions for Membership in 2022**

All members of Glen Eira U3A have undertaken to abide by the terms and conditions of membership which are attached to this handbook.

## **Staying Covid Safe**

### General Covid safe requirements

1. Do not attend if you are feeling unwell (fever, dry cough, tiredness). To find a testing site near you, call the 24-hour hotline 1800 675 398.
2. Cough or sneeze into a tissue or your elbow.
3. Please download the Service Victoria App prior to attending activities.
4. Physically distance by keeping at least 1.5 metres from others.
5. Wash your hands regularly.
6. Keep a face mask with you when you leave home, and use it on public transport, and when you can't physically distance.

### Glen Eira main campus requirements for members

1. If you are attending a face to face class you will need to be fully vaccinated and have identified so on your member details. At your first attendance at a face to face class, you will need to show evidence of your double vaccination status to the tutor.
2. If you enter the main campus grounds you will need to be fully vaccinated.
3. Please login with the QR code before or at the time of entering the building.
4. Enter through the main door.
5. Please use hand sanitiser available on the central tables.
6. Occupancy limits for each room have been set based on 2 square metres per person to meet health advice.
7. When attending U3A courses you must sign the system produced roll to assist with contact tracing.
8. Between classes, the tutor or assistant will spray touch points using the spray provided (which consists of 70% methylated spirits).
9. Please leave the building by the exit.
10. Please advise the office if you are subsequently identified to be Covid positive, and do not attend if you have been asked to self-isolate as a potential contact.

Other venues used by Glen Eira U3A.

Glen Eira U3A will follow Covid safe requirements specified by the venue owner in every external venue. Your tutor will provide you with information.

## **Purpose of Glen Eira U3A**

Glen Eira U3A aims:

1. To provide educational, social and recreational programs and activities which promote lifelong learning for members of the Third Age Generation.
2. To create an environment that encourages participation, mutual co-operation and social equality, without reference to qualifications, assessments, awards or distinction between those who teach or lead and those who participate.
3. To participate in local community programs, advocating for, and celebrating, the capabilities and potential of mature-aged people and their value to society.
4. To support and promote the University of the Third Age movement.

## **Eligibility for membership**

Any person over the age of 55 and retired or semi-retired is welcome to join.

## **Categories of membership**

Members may be full members or associate members. Associate members are people who are members of another U3A and seek to participate in Glen Eira U3A activities. Fees for both full and associate members is the same in 2022.

Those granted honorary membership are not required to pay fees.

## **Responsibilities of members**

Every member has the responsibility to:

- respect the beliefs, needs and background of others;
- act and speak respectfully;
- understand and follow the organisation's guidelines, policies and procedures;
- carry out all activities in an appropriate manner;
- work cooperatively for the benefit of all members;
- maintain positive relationships;
- care for the property and possessions of the organisation and members;
- help create an inclusive environment;
- report actual or potentially unsafe situations or conduct; and
- wear a name badge to assist in the governance of the organisation.

## **Fees**

Membership must be renewed each year. The fees for 2022 are:

\$50 Member

\$50 Associate member

Additional fees may be charged at enrolment if consumable items are provided by the tutor for specific classes, eg flower arranging.

Membership extends from 1 January 2022 to 31 December 2022.

There are no longer fees charged for tea, coffee, or photocopying.

Members joining mid-year will be offered a reduced rate.

## **Annual enrolments**

The dates for annual renewals will be advertised each year and may include restrictions on some courses. November is the main enrolment period for courses commencing the next year.

Enrolments are usually accepted online or at reception. The computer system will record enrolments in strict time order. No preference is given to students because of longevity in the course, or for friendship reasons. If there are skill requirements for courses, then they will be specified in the course description and tutors may exclude enrollees who do not meet the requirement following assessment.

## **Entitlement to courses**

Members may enroll in up to 5 courses in 2022.

## **Restrictions on course numbers**

Each course will prescribe a maximum number of students. The maximums have been set based on the maximum safe capacity of the room, and, in consultation with tutors, based on the desirable number of students. In 2022 occupancy levels have been based on 2 square metres per person to achieve Covid safety.

Anyone who tries to enrol when the course is fully subscribed will be automatically wait-listed for a future vacancy. If you are on a wait list, and a place becomes available, you will receive an automatic email or a phone call. Please do not make frequent enquiries at reception about the wait list.

No one is allowed to join a class without having gone through the appropriate enrolment procedure.

## Attendance and apologies

Members enrolled are expected to attend regularly, or apologise for absences by:

- notifying a future absence by writing 'AP' in the class roll
- logging in to the website, [www.gleneirau3a.org.au](http://www.gleneirau3a.org.au) , clicking on 'Report Absence' and recording an apology (which will be emailed to the tutor and office)
- or advising the tutor.

Members attending a course should sign the roll. Any enrolled member not attending 3 consecutive sessions without apology may be asked to withdraw or may be removed from the course.

Apologies can be advised to reception by phone.

Any member planning to be absent from a class for more than six weeks, eg for travel or health issues, should cancel their enrolment in the course and seek to re-enrol on their return, using their current subscription.

## Name badges

All members will be supplied with a name badge at the start of the year following enrolment. The badge indicates name, membership number and a contact in case of emergency.

Name badges must be worn at all times whilst attending U3A.

## Attendance by non-members

Non-members are not permitted to visit U3A courses. Any non-member attending the building during course times must present to the reception desk. There are specific times when U3A is open to the general public, eg art shows, choir performances and open days.

## Venues

Glen Eira U3A's main venue is located at 1151 Glenhuntly Rd, Glen Huntly. The campus is entered from the Woolworths Carpark off Manchester Grove. The main building includes:

- Three linked green rooms
- Computer room
- Red room
- Gold room
- Art room

The studio building includes:

- Purple room
- Pink room

However, some courses are provided in other community facilities:

Carnegie Library (Boyd Room) - 7 Shepparson Avenue, Carnegie

Caulfield Park Sports Club – 280A Balaclava Rd, Caulfield Nth

Caulfield Senior Citizens' Centre - 8 Cedar Street, Caulfield South

Duncan McKinnon Reserve – cnr Murrumbeena Rd and North Rd,  
Murrumbeena

Elsternwick Croquet Club – 27 Parkside St, Elsternwick

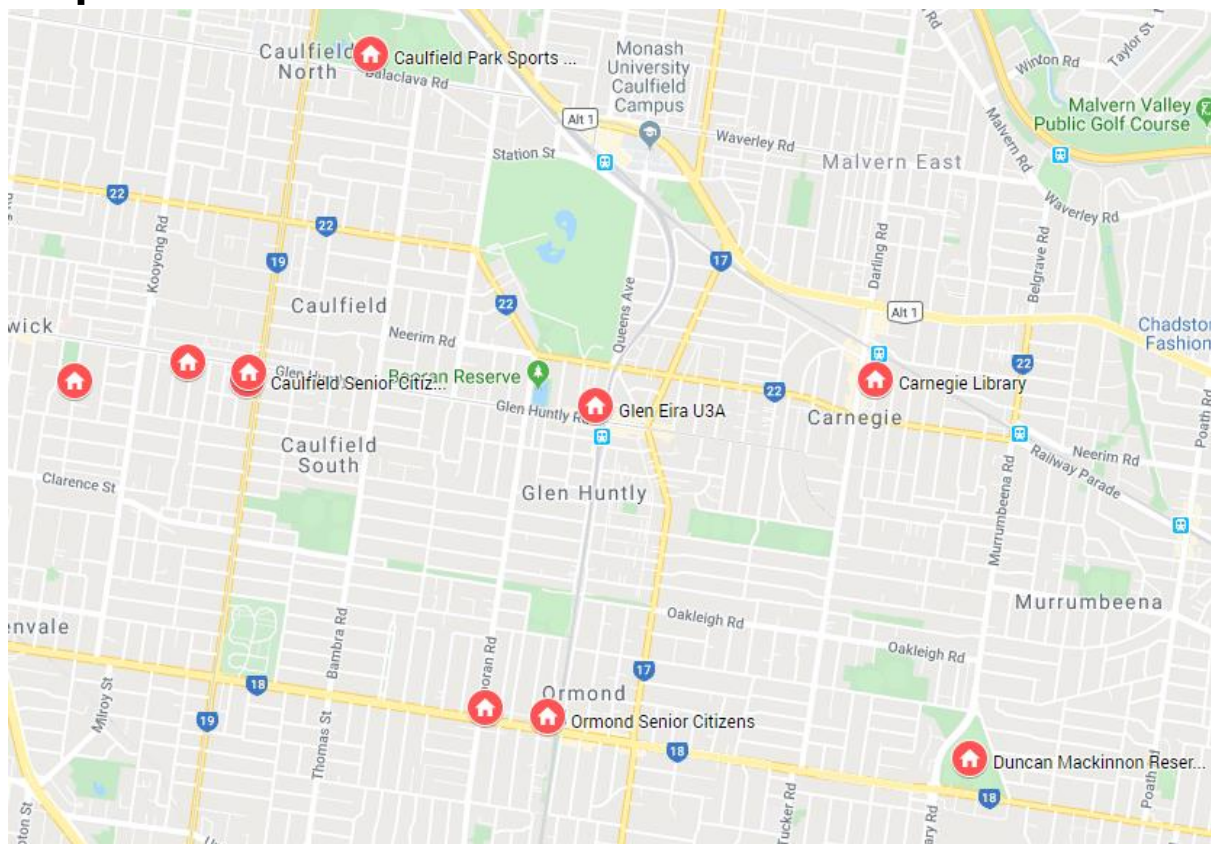
Dynamite Dance Centre – Level 1, 760 Glenhuntly Rd, Sth Caulfield

Ormond Senior Citizens' Centre - 2 Newnham Grove, Ormond

Ormond Uniting Church - 264 Booran Road, Ormond

Theosophical Society - 664 Glenhuntly Road, South Caulfield

## Map of locations





## **Kitchen facilities**

At the Glen Huntly campus, a kitchen is provided. Tea and coffee and milk are available at no cost on a self-service basis. Used dishes and cutlery can be placed on the tray provided and volunteers will pack and unpack the dishwasher as required.

At other venues, tutors will advise arrangements.

## **Parking**

Restrictions apply to parking at the Glen Huntly campus. If you drive sometimes, you should obtain a U3A annual parking permit from the office.

If you need to park for up to 2 hours, you may park anywhere in the Woolworths car park. But if you are parked directly in front of the U3A fence, display your U3A parking permit.

If you need to park for up to 3 hours, you can request a 3 hour Woolworths permit from the reception desk and display it in your car. You must return the 3 hour permit before you leave.

If you need to park for more than 3 hours, you should park in front of the U3A fence and display your annual U3A permit.

Please note that there are three spaces in front of the fence to the far left-hand side that are restricted to authorised volunteers only. Those authorised have a special permit.

Members not adhering to or exceeding the parking restrictions in the Woolworths car park could be fined by the car park operator and payment of such fines would be the responsibility of the member concerned.

## **Communication to members**

U3A communicates with members through:

- Regular newsletters available from the website [www.gleneirau3a.org.au](http://www.gleneirau3a.org.au) or available from reception;
- Occasional emails;
- Noticeboards; or
- Notices placed in rolls.

Members are encouraged to regularly check their emails for notices about courses or other events at U3A.

## **Communication to U3A**

Members can communicate with Glen Eira U3A by:

- Mail to PO Box 286 Glen Huntly VIC 3163
- Visit 1151 Glenhuntly Rd, Glen Huntly
- Logging into the website to record an apology for a course
- Phone 9572 0571 with a general enquiry
- System issues or change of details to [enquiries@gleneirau3a.org.au](mailto:enquiries@gleneirau3a.org.au)

- Official email to [secretary@gleneirau3a.org.au](mailto:secretary@gleneirau3a.org.au)

## Operating Hours

The Glen Huntly office operates:

Monday to Thursday      9.30 am to 3 pm

Friday                      9.30 am to 3 pm

## Calendar 2022

Key dates in 2022 are listed below:

7 February	Courses commence
27 June to 8 July	Mid-year break
25 November	Classes finish

Glen Eira U3A does not operate on public holidays:

14 MARCH	LABOUR DAY
15 APRIL	GOOD FRIDAY
18 APRIL	EASTER MONDAY
25 APRIL	ANZAC DAY
13 JUNE	QUEENS BIRTHDAY
24 JUNE	END OF FIRST SEMESTER
11 JULY	START OF SECOND SEMESTER
23 SEPTEMBER	GRAND FINAL
1 NOVEMBER	MELBOURNE CUP
25 NOVEMBER	COURSES CLOSE

We have a number of Jewish members who may observe Jewish holidays which fall on week days.

## Services provided to members by reception

Reception staff can provide general information, record apologies, and, for members without computer access, register new members, change contact details, and enrol members in courses.

## Services provided to tutors by reception

Reception staff will provide access to rolls for each day and record any apologies that have been notified. Photocopying is available.

## The role of tutors

No tutors are paid at U3A and all are contributing their personal time and effort.

Glen Eira U3A aims to provide a variety of courses that will interest members, but cannot guarantee the quality of courses provided by volunteers.

Should you be concerned about a course or the behaviour of a tutor, you should speak to the tutor, and if the matter cannot be resolved, contact the course coordinator on [courses@gleneirau3a.org.au](mailto:courses@gleneirau3a.org.au) .

Since U3A is run by volunteers, we do not encourage members to give presents to tutors. If members decide to give a small present to a tutor, we want to stress that students are not required to contribute to the cost of a gift and the total value of any gift should be low.

## **Volunteering**

There are many opportunities to volunteer at U3A. They include:

- Offering to tutor a course
- Becoming a member of the management committee
- Helping with the reception desk
- Assisting with administrative or computer roles
- Gardening
- Contributing personal skills such as public relations, facilities management etc
- Assisting with events

Let the reception desk, or a committee member, know that you are interested.

## **Medical incidents**

In the case of a collapse or serious injury, the tutor or office will ring the ambulance on 000. The emergency contact recorded on name tags will also be notified.

In the case of illness, the ill member should advise how they wish to be assisted.

If there is an incident which may raise potential medical issues, the member should be encouraged to consult their own doctor.

## **Incident reporting**

Every accident, illness or incident that occurs at the U3A campus, or other venues used by U3A, should be documented. Forms are included in class rolls. The completed form, including the names of witnesses, should be forwarded to the Secretary of Glen Eira U3A within 24 hours.

## **Safety risk**

Any member who identifies a safety problem should advise reception.

## **Insurance**

Glen Eira U3A is insured with the Victorian Managed Insurance Authority. Anyone making a claim for injury sustained at Glen Eira U3A should advise the secretary on [secretary@gleneirau3a.org.au](mailto:secretary@gleneirau3a.org.au) and will be provided with a VMIA claim form.

## **Fire and emergency evacuation**

In the case of fire or emergency, tutors will direct members to evacuate by the quickest and most direct route. In the main building, the assembly areas are the front car park. Once evacuated, tutors will check the roll to ensure everyone is safe.

## Personal information

Tutors will not share your personal information with other class members unless you have given explicit permission.

## Governance of Glen Eira U3A

Glen Eira U3A is an Incorporated Association governed by a Committee of Management elected annually by members. The Committee sets future directions, makes policy, and monitors operations. Details of committee members are provided on the website and on the noticeboard. All committee members are volunteers.

## Policies

The policies that apply at Glen Eira U3A are published on the website at [www.gleneirau3a.org.au](http://www.gleneirau3a.org.au).

## Maintenance of facilities

The Glen Huntly campus is maintained by the committee of management. Any concerns about facilities can be directed to the President at [president@gleneirau3a.org.au](mailto:president@gleneirau3a.org.au).

Cleaning is done through a commercial contract. Gardening is done by volunteers.

## Disputes

Any disputes between members must be notified to the secretary on [secretary@gleneirau3a.org.au](mailto:secretary@gleneirau3a.org.au).

## Key contact details

Main contact number 9572 0571

Position/Role	Name	Email
President	David Collier	<a href="mailto:president@gleneirau3a.org.au">president@gleneirau3a.org.au</a>
Secretary	Del Stitz	<a href="mailto:secretary@gleneirau3a.org.au">secretary@gleneirau3a.org.au</a>
Course Coordinator	Chris Perera	<a href="mailto:courses@gleneirau3a.org.au">courses@gleneirau3a.org.au</a>
Treasurer	Jo Brown	<a href="mailto:treasurer@gleneirau3a.org.au">treasurer@gleneirau3a.org.au</a>
Office staff and IT enquiries	Rachel Van Run	<a href="mailto:enquiries@gleneirau3a.org.au">enquiries@gleneirau3a.org.au</a>

## Terms and conditions for membership in 2022

I confirm that I am a person of 55 years of age or above, who is retired or semi-retired and supports the purposes of Glen Eira U3A.

I note that my membership will not be effective until I have paid the annual membership fee in 2022.

I hereby consent to the following terms and conditions:

### Expectations of members' conduct

1. Every member of Glen Eira U3A has the responsibility to:
  - respect the beliefs, needs and background of others;
  - act and speak respectfully;
  - understand and follow the organisation's guidelines, policies and procedures;
  - carry out all activities in an appropriate manner;
  - work cooperatively for the benefit of all members;
  - maintain positive relationships;
  - care for the property and possessions of the organisation and members;
  - help create an inclusive environment;
  - report actual or potentially unsafe situations or conduct; and
  - wear a name badge to assist in the governance of the organisation.

### Data privacy and security

2. All applicants seeking membership are required to provide their personal details and an email address and a mobile phone number.
3. Members should advise any changes in their enrolment details immediately via the membership management system (UMAS), or by phone or email to the office.
4. Membership data in UMAS will be stored in an Australian data centre and may be accessed by tutors, office volunteers and committee members.
5. Glen Eira U3A will apply best endeavours to protect any personal data supplied from loss, unauthorised access, amendment or corruption.

### Communication

6. Glen Eira U3A will communicate by email to keep members informed about classes and activities, and appropriate community news.
7. Glen Eira U3A provides information about its activities via a website ([gleneirau3a.org.au](http://gleneirau3a.org.au)).
8. Content provided through links on the website to other companies or organisations are not necessarily endorsed by Glen Eira U3A.

### Fees

9. Annual membership fees will be as advertised in the U3A website or through other means.
10. Some activities may attract additional fees which will be clearly identified.
11. Fees must be paid before the commencement of courses and activities for the year. Any enrolment with fees unpaid will be deleted.

12. Refunds are not usually available. Please contact the Secretary if you have unusual circumstances.

#### **Absences**

13. If a member is going to be absent for more than three (3) face-to-face consecutive classes, or three Zoom classes that has a class limit, they must notify an absence, or advise the tutor/course leader to maintain their place in the class.

14. If a member fails to attend six (6) consecutive weekly classes or three (3) consecutive fortnightly classes other than for reasons of illness their place may be offered to someone on the waiting list.

#### **Photos and recording**

15. Glen Eira U3A reserves all rights to film, photo and video classes and activities, and will endeavour to respect members' privacy if known. Glen Eira U3A may use photographs and/or videos of members for advertising and/or publicity purposes. If members do not wish for any photographs and/or videos to be used, they must make requests known at the time the photo or video is taken.

#### **Health and safety**

16. Glen Eira U3A may call a medical attendant or ambulance in the case of an emergency affecting a member. Any expense incurred will be the responsibility of the member affected.

17. Tutors and authorised volunteers are insured by VMIA for injury to themselves and their property when performing their duties, or if they breach their professional duty.

18. Every care is taken by Glen Eira U3A to ensure the safety of participants.

19. Some activities may expose members to risks that could lead to injury, loss or medical consequences, in which case members accept personal responsibility and liability. Members are only insured by VMIA for injury that occurs as a result of negligence, or breach of professional duty.

#### **Governance**

20. Glen Eira U3A is governed by a Committee of Management elected annually by members.

21. The Committee of Management may make or change policies or procedures from time to time and advise members accordingly.

22. Glen Eira U3A is a member of the U3A Network Victoria and participates in the Network Council and other Network activities from time to time.