



KYNETON
UNIVERSITY OF THE THIRD AGE

Guide For Tutors

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Introduction

Thank you for becoming a volunteer tutor with U3A Kyneton. Without tutors, U3A would not exist. We hope you will gain as much from volunteering your expertise as your students will from benefitting from it.

This guide is designed to assist tutors in planning and conducting courses. It is by no means comprehensive, but it aims to provide you with basic information about the role and direct you to places you can go to find out more.

Tutor Obligations

Even though all work for U3A is voluntary, we are not exempt from statutory obligations relating to privacy, health and safety, risk management, sexual harassment, bullying policies and procedures. The *Policies and Procedures* have recently been updated and were endorsed by the Committee on 12th January 2024. They can be found on the website via <https://u3akyneton.org.au/policy-documents/>. U3A Kyneton aims to provide a safe and secure environment and if a tutor becomes aware of a problem in any area, please report it to the President, John, via info@u3akyneton.org.au.

U3A Kyneton tutors are covered by appropriate insurance including personal accident and public liability when holding a session at a U3A Kyneton designated venue. *If a tutor is holding a session in their own home, please check your own public liability insurance to ensure your insurance includes public liability.* Please refer to **Policy No. 03 – TUTORS** in the *Policies and Procedures* documentation.

Budgeting

If any costs for preparing and/or holding a course incur, please obtain and submit an invoice to request reimbursement from the Course Coordinator please email u3akyneton@gmail.com who will pass the invoice directly onto the Treasurer for payment.

As a tutor, we ask that you consider the following:

- Be mindful of promoting a personal ideology or business interest;
- Demonstrate professionalism by being punctual and appropriately prepared for your classes;

- Where possible, adapt to those in your group who may have mobility, physical or cognitive issues;
- Create an environment that is welcoming, inclusive and accepting.

Website and Database

Our website <https://u3akyneton.org.au/> is the source of course information, enrolments, and membership. Tutors have special access through the website to our database (U-MAS). There you can see student lists for your courses, venue information, class dates and emergency contact details for each student.

You can use the database to check enrolments, send emails to your class or individual members and to print attendance lists. For instructions on how to do this, refer to the instruction advice on “Tutors” area on our [website](#).

The personal information gathered and stored on the site is collected for the purpose of managing U3A Kyneton. Tutors have a duty to respect the privacy of personal information contained in the database and to use it only in accordance with the [rules of the association](#).

Venues

Our main venue is the Red Brick Hall, 23 Yaldwyn Street West, Kyneton, Victoria, 3444. It is used for many courses. We do not have exclusive use of this venue and there is *no access on Tuesdays*, so it is essential that furniture is stacked away, with heating and lights turned off, chairs re-stacked etc. after each activity.

Other venues currently used in Kyneton are the Watts Pavilion meeting Room, the Masonic Centre, the Kyneton Toyota Aquatic Centre and the Buffalo Stadium in Woodend.

Some courses with smaller groups are held in private homes and others have negotiated space in local cafes and other locations. *If you intend holding your course in your home, please ensure that you have appropriate and current public liability insurance.*

Outdoor activities specify a meeting point from which the group can begin the activity or travel together to the area where the activity will be held.

If you have any concerns regarding the venue you are using, please contact the Course Coordinator to discuss other options via email:

u3akyneton@gmail.com.

Grants, Sponsorships, Donations and Unsolicited Proposals

Please familiarise yourself with the principles and procedures outlined in the *Policies and Procedures* documentation, specifically No.'s 18 and 19:

<https://u3akyneton.org.au/policy-documents/> . Grants for U3A Kyneton must be applied for in a consistent and logical manner and are generally given by Governments and philanthropical bodies. U3A Kyneton has a responsibility that monies are expended in an accountable manner.

Requests for support or involvement in research and other projects will only be considered where:

- The proposal aligns with the values and priorities of U3A Kyneton and the U3A movement in general.
- There are demonstrable potential benefits that will flow to some or all the following:
 - U3A Kyneton; U3A Network Victoria; the U3A movement; the older population.
- The proposal represents an efficient use of U3A Kyneton resources and does not impose undue workloads or resource commitments or conflict with other existing commitments.
- Sponsorships and donations may be obtained from businesses, organisations and individuals. It is important that sponsorships are approved by the committee.

Communication

Your first “port of call” for any matters relating to courses with the U3A Kyneton Committee is the Course Coordinator who can be contacted via u3akyneton@gmail.com.

The database has an email facility that you can use to communicate with your students. Any queries can be directed to the Course Coordinator via the email above.

Many tutors, particularly of monthly or short courses, email their students a few days prior to each session. This assists with good attendance and prompts those who cannot attend to inform you. They can do this by replying to your email, through UMAS, thereby allowing you to retain a level of privacy. Students can also use UMAS directly to give notice of absence. (Some tutors are happy to give their personal contact details to students for this purpose, and this is entirely up to each individual tutor.)

If you need to cancel a class, please inform students and the Course Coordinator as soon as possible.

If you are unable to attend a scheduled class and wish to nominate a person to run the class on your behalf, it is important that that person is registered with us as a co-tutor.

The website has a “Photographs” area to post activities and our ‘private’ (members only) Facebook page is open to any member to do the same.

Printing and Copying

U3A Kyneton has an account with the Kyneton Copy Centre, 58 Mollison Street, Kyneton. When using this service please remember to give them your name, the course code and the name of the course for inclusion on their invoice. Please discuss your printing and copying needs with the [Course Coordinator](#) prior to the commencement of your course.

Intellectual Property (Copyright)

Materials used in classes are subject to the rights of the copyright owners. Please ensure the rights of copyright owners are not infringed.

Equipment

A range of Audio-Visual equipment is available for use in the Red Brick Hall.

Please contact our Equipment Coordinator to set up the TV and/or computer for your course, or to discuss your needs via email prior to the first session of your course: u3ak.equipment@gmail.com.

Health and Safety

Ensure that you are familiar with our Health and Safety Policy and Procedures that are published on our website. All incidents concerning members (and/or guests) need to be reported whether occurring inside or outside a leased venue (or offsite) used by U3A Kyneton. A record of the incident may be a requirement for insurance purposes. The Incident/Accident report form is available via the Tutor's Tab/Button on the U3A Kyneton Website. If you have any queries, please contact the Course Coordinator. Copies of the form can also be found in the Red Brick Hall cupboard.

In the event of any emergency, contact 000. *Please note that if a member is involved in an accident and is unresponsive, the 000 Emergency number needs to be called immediately.*

Use commonsense to limit risk by carrying out a safety assessment before the commencement of each activity. Please, always be alert and mindful to identify and reduce or rectify risks.

Don't forget to notify the Course Coordinator via email:

u3akyneton@gmail.com to complete an *Incident/Accident Report Form*. *The*

form can be found on the [Tutors button on the website](#)

(<https://u3akyneton.org.au/tutor-resources/>). The Course Coordinator will be able to provide hard copies if required.

Days of Catastrophic Fire Rating

All U3A activities, without exception, will cease when the Fire Danger Rating is “Catastrophic”.

Enrolment and Payment for Courses

We ask that tutors not to enrol in their own courses (unless there is a fee e.g. an excursion to an out-of-town exhibition) as this may prevent another member from taking part and automatically generates an invoice where the course attracts a fee. The primary **Tutor for a course is also not expected to pay for their own course(s)** unless they are an equal participant with the other members as sometimes this takes up a place if numbers are limited. If you are unsure, please don't hesitate to discuss the matter with the Course Coordinator via email: u3akyneton@gmail.com.

Conclusion

We hope you find your role as a Tutor at U3A Kyneton to be rewarding and enjoyable.

Tutors are the absolute lifeblood of U3A and without you our organisation could not exist.

Please accept the appreciation of the Committee and members and know that your contribution is highly respected.