

Leek u3a

Group Leader's Guide 2026

Accidents: If an accident happens while your class meets, you **MUST as soon as possible** complete a summary of what happened in the Accident Book in Norton House foyer. First aid kits are available in each kitchen in Norton House and the Watson Centre. There is a defibrillator on the ground floor under the stairs in Norton House.

Emergency Contacts: In the group folder is an Emergency Contact Form for members, just in case of a problem. **It is essential that this is completed for all members, up-to-date and readily available at all times.**

Fire Procedures: Please familiarise yourself and your group with the Fire Procedures for the room/building you are in, including the nearest Fire Exits. Separate Fire Regulations are available.

Folders: Kept on the shelf in Norton House foyer.

Holidays. If you are going to be away, try to get someone in the group to take over for that week. Make sure they know what to do with the register and the purse, and how to access the building, if necessary.

Membership: After the first session, if a new person wants to continue, they must become a member of Leek u3a. Membership forms are available in the foyer of Norton House, or by contacting the Membership Secretary (u3amemsecleek@gmail.com). Completed forms and payment can be put in the red box in Norton House. Leek u3a membership is open to people who are retired or semi-retired.

Newsletters: Newsletters will be emailed to all those who have supplied their email address. For other members, copies will be available in Norton House and the Watson Centre.

Non-Attendance: If a member of a group does not attend for 3 weeks or more without giving a reason, then that person can be asked to leave the group to allow a new member from the waiting list to join. Please be aware of Safeguarding with a member who loses contact, and inform a Committee Member if the person appears to be vulnerable or at risk in any way.

Petty Cash

The cost of essential items can be reimbursed. Please check with a Committee Member before purchasing. Petty Cash forms are available in Norton House.

Photocopying: We have a photocopier at Norton House for u3a copying. To order copies, please leave your master copy and request details (the group name, number of copies needed, date required and your name) in the tray in Norton House foyer. (Members cannot use the photocopier themselves.) Please allow a week for copying to be done. To save paper, please ask members to share copies where appropriate. If you want to share information with members that doesn't need to be printed out, please send this by email.

Problems or Questions: The Groups Coordinator is your point of contact if you have any problems or ideas, so please do contact them if you have any questions (u3agroupsLeek@gmail.com).

Purses: These are provided for the collection of class fees. Leaders do not pay a class fee. Please do not collect loose change, and where possible swap notes for coins to help the cashiers who carry the cash to

the bank. In the purse is a small card to be filled in indicating the monies collected. This needs to be completed for the cashiers to do a cross-check. The Groups Coordinator will explain what to do with the purse.

Registers: All members of a group must be entered on the register. For a new group there will be a blank register for you to complete with members' details. After the first session, please place it in the 'Completed Registers' tray in Norton House foyer for the Membership Secretary, who will put a new register in the tray. You can add to this as necessary or delete those who no longer attend (unless they have explained they can't attend for a short while). At each session, please tick those attending. When this register is full, please put it in the tray so that a new one can be issued. ***All class members must be Leek u3a members to conform to insurance requirements. A non-member can attend one taster session free of charge.***

Rooms: Please ensure that rooms and kitchens are left as clean and tidy as found, or as you would wish to find them yourself. If you need to move the furniture around, please make sure you put it back how you found it at the end of your session. Classes must finish on time to allow the next class to begin promptly. The spare time between classes is shared time for the outgoing class to clear up, and the incoming class to set up.

Safeguarding: There is a separate Safeguarding Policy. Please be aware of any potential issues among your members, and report anything of concern to a Committee Member.

Subject Advisors: For many groups there are National Subject Advisors. Their names and contact number are listed in *u3a Matters* (national u3a magazine) or can be found on the u3a website (www.u3a.org.uk). Similarly, it can be useful to contact leaders of groups in other u3as to share experiences and advice.

Support within Leek u3a: If you need help at any time, please contact the Groups Coordinator (u3agroupsLeek@gmail.com).

Trips: If you and your group would like to visit an exhibition, gallery, garden, etc. as a u3a outing, these must be booked and paid for according to certain rules. Please see the separate "Social Events and Trips" guidelines, or ask a member of the Committee.

Waiting List: If your class becomes full, please start a waiting list and offer empty places to those interested on a first-come, first-served basis. If you can manage a larger group but don't have the space, ask the Groups Coordinator if there is a larger room available. Another option would be to encourage one of the group members to start an additional group.

Website: Each Group has a webpage on the Leek u3a website (leek.u3asite.uk). Please contact the Groups Coordinator if any changes are needed.

Wi-Fi: There is Wi-Fi in both Norton House and the Watson Centre. Please see the notices in each building for details of how to log on.

Thank You: To say thank you for sharing your time, enthusiasm and experience, there is an annual Leaders' Lunch. We look forward to seeing you there.

Good Luck with your Group, and remember we are here to help. Committee members' names and contact details are on the noticeboard in the foyer of Norton House and on the website:
leek.u3asite.uk