

U3A Deepdene Policy and Procedures for all Physical Programs

Policy Principles

U3A Deepdene is committed to the value of lifelong learning through the establishment and maintenance of opportunities for participation in educational, cultural, physical and socially inclusive programs and activities.

Deepdene U3A adopts the principles of mutual aid which include:

- No payments are made to members for any services rendered
- U3A is self funded with member subscriptions and costs kept as low as possible
- Outside financial assistance is only sought if it does not imperil the integrity of U3A Deepdene.

Policy: Physical Programs for Members

U3A Deepdene provides a wide range of opportunities for member participation in activities tailored to those over 55 years which promote physical wellbeing. Most of these programs are provided in a similar way to other programs, by U3A members who have expertise in a particular relevant area.

1. Background

1.1 Physical activities and class leadership

A range of physical programs is offered by U3A Deepdene. This list is not exhaustive and may change on a term by term basis.

Some programs are conducted by members who are appropriately skilled and experienced and offered on a voluntary basis. They include classes such as:

- 'Hearty Walkers'
- Tai Chi
- Gentle Walking
- Table tennis
- Yoga
- Tennis
- Chiball
- Qigong

In some areas of popular demand, there may be a lack of U3A members who are appropriately qualified and experience.. These may include:

- Active Movers
- Gentle Introduction to Strength Training
- Balance and Strength
- Zumba
- Gentle Water Exercises
- Strength Training for Men

In instances where there is a demand for such programs which cannot be conducted by member volunteers and in order to manage the organisation's duty of care, U3A Deepdene has determined to contract appropriately trained class leaders who will be paid by U3A on invoice at an agreed rate.

Procedures:

1.1 Prior to participation in any physical activities, it is expected that member participants will:

- Complete the U3A medical form;
- Provide the contact details (and personal relationship) of two people who may be called in an emergency relating to the activity;
- Detail current medical information on the U3A enrolment form – this will be completed annually or after any significant health change, and
- Complete emergency information on U3A name tag in full.

1.2 Member-paid programs

Funds for these classes will be raised by a modest levy from class participants for each term in which they enrol. The amount calculated will be based on the number of sessions in the term which is usually eight. Where this is affected by a public holiday or an extra week of term, relevant costs will be determined by the program manager together with the course leader and detailed in the program for that term

It is expected that these payments will cover the costs for all paid classes and trainers will always be paid **on invoice to U3A Deepdene.**

1.2.1 Expectations for Management of Member-paid Programs

Where possible, paid trainers will be contracted from a professional organisation such as the Y. It is expected that this organisation will provide a copy of all relevant documentation to U3A for attachment to the agreement. This will include:

1. Statement of qualifications and experience of the trainer provided by the organisation.
2. A copy of professional indemnity certificate
3. Invoices for services provided

Where a trainer is employed outside the auspices of an organisation, U3A Deepdene will require the trainer to sign a contract and review the agreement annually. The contract will include a provision which requires provision of documents listed above.

2. Safety and Risk Management for Physical Programs

It is expected that all people who lead physical programs for U3A Deepdene, both voluntary and paid, will be inducted to the documented safety procedures prior to leading any programs.

2.1 Procedures

1. Course leaders (or appointed person) will check with course participants at the first session each term that they have completed all health-related forms prior to participation in their program.
2. Course leaders will be expected to provide evidence of completion of a current First Aid course. This may be already completed through the contract organisation. If so, a

copy of the certificate should be provided along with other required information and will be maintained on file by U3A.

3. Course leaders will provide evidence of completion of a course in use of a defibrillator and undertake a briefing on location of all U3A defibrillators.
4. Course leaders will request all participants to bring their U3A name tags, with relevant emergency details on back of tag, to every session. These will not necessarily be worn during the session but will be collected in one place at beginning of each session for easy access if required because of an incident.
5. Course leaders will be informed of the location of the U3A Safety book for full documentation of any incident.

3. Policy re managing a medical emergency

U3A Deepdene will maintain procedures at all times which are designed to support the safety of members. In the event of any medical emergency an ambulance will be called on behalf of the affected person.

3.1 Procedure for a medical emergency

All U3A members will sign a note on their initial membership forms, acknowledging that they are aware that an ambulance will be called if a course leader deems it appropriate. As noted on this form, all U3A members are encouraged to have an ambulance membership so there will not be an issue of payment.