

WHITTLESEA U3A

UNIVERSITY OF THE THIRD AGE

WHITTLESEA U3A PROVIDES COURSES AND
ACTIVITIES TO FULFIL THE NEEDS OF RETIRED
AND SEMI-RETIRED MEMBERS OF THE
WHITTLESEA COMMUNITY
MEMBER INFORMATION AND WELCOME PACK 2020



Whittlesea U3A Inc. P.O. Box 1157, Lalor, VIC. 3075 **Peter Lalor Campus / Office** 34
Robert St Lalor, 3075 9464 1339 or 0404 119 189 Office Hours Mon, except Monthly
Morning Tea days: 9:30 – 3:30
Mon, Monthly Morning Tea days: 12:00 – 3:30
Tue, Wed & Thu: 9:30 – 3:30 Fri: 9:30 – 12:30

info@whittleseau3a.org.au <https://whittleseau3a.org.au>
May Road Campus/Office
2b May Road, Lalor, 3075 (Behind the Lalor Library)
Office Hours Tue: 12:00 – 4:00 Thu: 10:00 – 4:00

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WELCOME TO WHITTLESEA U3A AS A RENEWING OR NEW MEMBER FOR 2020

The U3A movement is a unique and exciting organisation which provides life-enhancing and life-changing opportunities. Retired and semi-retired people over 50 come together and learn together, not for qualifications but for its own reward: the sheer joy of discovery! Add to this the delight of making new friends and sharing interests with old ones.

Members share their skills and life experiences: the learners teach, and the teachers learn, is our catch cry, and there is no distinction between them.

2020 BRINGS MANY NEW AND INTERESTING COURSES. AS WELL AS THE TRIED AND TRUE WE OFFER LOTS OF PHYSICAL ADVENTURES BOTH IN AND OUTDOORS, ART, CRAFT, PHOTOGRAPHY, DISCUSSION GROUPS, LANGUAGES, IT, LITERATURE, MUSIC & MUCH MORE

Please read the following as it has vital information that relates to you as a member of WU3A:

Membership

Thank you for joining the Whittlesea U3A, you are now ready to get started.

Viewing courses

You may have already enrolled into an activity or looked at our Website or Course Handbook. However our course list is always available at <https://whittleseau3a.org.au/courses-activities/> Always check for new courses that may have been added after you have enrolled. The courses are available for viewing as a list or on a monthly calendar.

You are now ready to enrol in a course

Make note of the course description and pre-requisites. Some classes may require experience or competency levels before admitting new enrollees. Other classes may require certain materials or equipment and these will be listed with the course pre-requisites.

Please be aware that some courses are “sequential” which means you cannot join after the course has started. Enrolling is easy and can be done online using “UMAS” or in person by calling into the U3A Office. “UMAS” allows all our members with computer and internet access to enrol themselves in courses and amend their personal details e.g. if you move house or change

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email/phone details. Of course, those without such access are able to complete the enrolment forms and update information forms manually and mail them to the office or drop in to submit them in person.

We strongly encourage all members to familiarise themselves with UMAS, it will save you time by not having to go into the office and wait in a queue and also reduce the workload for our already very busy office staff. Enrollment can be done online or in person by calling into the U3A office.

Our tutors/activity leaders and class members are all there to support each other. However, as a member you are fully responsible for the state of your health and you must take all reasonable steps not to place yourself or other members in danger. You are required to only participate in courses/activities you are physically able to undertake.

Limit on number of Courses

At the main enrolment period in December members are initially restricted to a limited number of courses.

Delete yourself from a course

If you wish to delete yourself from a course you may come into the office, phone the office or email the office or course coordinator.

Welcome to Your U3A Course

This your Member Information and Welcome Pack is supplemented by your Welcome Kit, sent late January by email or post, will confirm your course allocations and courses on which you are on the wait list. Your tutor/leader or course coordinator will email you prior to the commencement of your course giving details of date, time, place etc. and what you need to bring.

Name Badge

Each member is supplied with a Name Badge for the current year. On this tag you will have your emergency contact name and contact details. This data is held in your member details in UMAS and printed on your badge. It is very important to complete these details when enrolling so they are available in case of emergency. Please always wear your tag to any of your WU3A classes, events or functions.

Communication

Our Website and Emails are our main forms used to communicate with our members. It is

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important to keep up to date with your emails – most people check their letterbox every day, so you should get into the habit of checking your emails regularly as well. It is also important to carefully read and understand emails – don't just scan quickly, you may miss important information. Courses are held to assist members navigate around our Website and How to Enrol. The office volunteers are always on hand to assist.

Other forms of regular communications are our regular Newsletter and Quarterly Magazine. Each one designed to keep you up-to-date with all of our classes' special news and achievements and generally everything of interest to you the member. These will be also available in hard copy for those of you without computer, internet or printer access.

One Day Events

Where a fee is applicable, one day events need to be paid prior to the day of the event. If we have not received your payment by the due date you will be taken off the attendance list and the next person on the waiting list will be offered a position. If you have been taken off an event list you will receive an email – if you wish to be reinstated in the event you will need to contact the office. Course fees can be paid online using PayPal or at the office.

Some activities may attract a small fee, for a contribution toward end of year activities. For example, Trivia Night End of Year Breakup. This cost will be disclosed in the Course Description on the WU3A website or advised by the Tutor/Leader when you join.

Attending Your Course

Before attending any course:

1. Enrol on line or at the office – you cannot just “turn up” unless trying out the course for a week or two by agreement with the tutor/leader.
2. Ensure you pay any class fees, if applicable.
3. Ensure that your tutor/leader mark your name off the attendance list
4. Ensure you are wearing your Name Badge with Emergency Contact Details completed.

Tutor/Leaders of courses & activities spend many hours preparing for your course and this does not come without planning, preparation & paperwork. As a courtesy we expect each member to attend their enrolled course and assist the Tutor/Leader when they can, don't leave without all the table & chairs being packed up, or with cups still to be washed.

As long-term courses are usually held over approximately thirty-four weeks we would expect that members attend most of the sessions. This prevents the tutor/activity leader having to recap

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too often to those who have missed a number of sequential class sessions. Thereby potentially impacting the rest of the class.

Your Tutor/Leader will arrange a method for you to put in an apology for non-attendance either via, phone call, or email or text message.

U3A Buddy

Your tutor/activity leader will introduce new members as and when they join a class. Ask your tutor/leader about the Buddy System if it is your first time in that particular class.

They will nominate one of the more experienced class members to *buddy-up* with you but help you become familiar with the WU3A processes as well.

Temporary Vacancy

If you know you are going to be away for a minimum of 4 weeks, we may offer a member on the waiting list a temporary vacancy to give them the opportunity to enjoy the course for a short period (depending on the nature of the course). Please arrange this with your tutor/activity leader ahead of time.

Members who are offered a temporary vacancy of 4 weeks or more will not lose their place on the waiting list, but the next temporary vacancy will be offered to the next person on the waiting list.

Waiting List

Unfortunately, members may find themselves on the “waiting list” for a course. We do encourage members to enrol to enable us to assess the popularity of the course so that the Tutor/leader can be asked to run another session, or we can organize a new tutor/leader to take the members off the waiting list

Course Etiquette

- When you enrol in a course, put the start date in your diary or calendar so you don't forget.
- If you change your mind about a course, or no longer wish to attend, let the office or course coordinator know immediately so that someone on the waiting list can take your place.
- Turn off your mobile phone at the start of a class or make it silent. Do not take calls in class unless in an emergency.
- Always wear your Whittlesea U3A identification tag when attending classes. (ensure that your Emergency Contact Details are completed on the tag).

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In accordance with our Code of Conduct <https://whittleseau3a.org.au/wp-content/uploads/2018/09/Whittlesea-U3A-Code-of-Conduct-Policy.pdf> all students are expected to show respect for tutors and other persons involved with the class and not disrupt a class by any inappropriate behaviour.

We are not open every day

WU3A classes may be held Monday – Sunday but not usually on Public Holidays. Classes are also not held on Thursday 20th August 2020 which is our AGM. All members are encouraged to attend to acknowledge the outgoing Committee and welcome and support the newly elected committee for 2020/2021.

Our Volunteers

Whittlesea U3A is run completely by volunteers, such as our tutors, office staff, committee, catering team, course coordinators, publicity & Newsletters, IT, UMAS & Website etc. Our volunteers are the backbone of WU3A. Without them our organisation could not exist.

Don't forget to give them a Thank You every now and then. All members are encouraged and welcome to assist as a volunteer for Whittlesea U3A, whether as a tutor/activity leader, in the office or supporting our member communications teams.

About Tutoring

Course Tutors and Activity Leaders are the most important part of our volunteering team as they offer all the Fun, Adventure and Learning - without tutors there would be no U3A. All of our tutors volunteer their skills and time so if you have a skill or passion that you would like to share, please consider offering a class. You might like to offer an additional or similar class to one currently on offer, or you might like to offer something altogether different. Many of our classes have waiting lists and we are always looking for more Tutor/Leaders.

For the vast majority of classes, there are no qualifications required. Some exercise classes and classes such as Tai Chi and Yoga may require qualifications, but otherwise all you need is a willingness to share your interests and passions with others.

UMAS (U3A Membership Administration System)

Members can Log On, amend their details and enrol in courses. Our Volunteer System Administrators have spent many hours writing Instructions from Joining as a New Member, to Paying Membership subscriptions, enrolling in courses and payment for one day or short courses. This information can be found on our Website, <https://whittleseau3a.org.au/>

If you have any queries that remain unanswered please contact the office.

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Other Important Information for new and returning members

Summary information on all venues

This can be found online at <https://whittleseau3a.org.au/venues/>

A more detailed information sheet on Peter Lalor Secondary College and May Road, including amenities, safety and emergency procedures will be provided at those campuses and an on-line version can be found at:

https://whittleseau3a.org.au/u3a_venue/peter-lalor-campus/

https://whittleseau3a.org.au/u3a_venue/may-road-campus/

Rules of Association

Whittlesea U3A is governed by Rules of Association of U3A Network Victoria.

WU3A policies and Information Links

- **Membership Terms and Conditions**

The purpose of the Terms and Conditions is to outline the obligations of our members when joining or re-enrolling in Whittlesea U3A

- **Code of Conduct**

This purpose of the Code of Conduct is to outline how our organisation conducts itself in regard to working with our volunteers. It demonstrates our organisation's duty of care and broadly outlines our commitment to supporting and recognising the volunteers within our organisation.

- **Whittlesea U3A Constitution**

The constitution is based upon the Consumer Affairs Victoria Associations Incorporation Reform Act 2012 RULES For WHITTLESEA U3A INC, A0042367P

- **Privacy Policy**

The purpose of Privacy Policy is to set out members' privacy rights and to document the framework that Whittlesea U3A will apply when collecting, storing and using members' personal information.

- **Risk Management Policy**

The purpose of the Risk management Policy is to identify potential risks to Whittlesea U3A Inc. and its members and to document our approach to managing identified risk

- **Excursions and Events Policy**

The purpose of the Excursions and Events Policy is to document the framework that will be followed when organizing trips and events advertised through Whittlesea U3A Inc. Network and is subject to change with consultation of Whittlesea U3A President and Committee of Management.



- **Grievance Policy**

The purpose of the Grievance Policy is to clearly enunciate how our organisation will approach volunteer grievances, concerns or complaints. It also outlines the approach taken to complaints or grievances about a volunteer or his or her actions. It also serves as a guide to grievance procedure from complaint stage to resolution stage.

- **Sexual Harassment Policy**

The purpose of the Sexual Harassment Policy is to set down Whittlesea U3A Inc.'s process for resolving sexual harassment cases from initiation to completion.

- **Copyright Policy**

The purpose of the Corporate Policy is to let members' be aware of copyright regulations for themselves as well as the Whittlesea U3A organisation when downloading from the internet.

- **Bullying Policy**

The purpose of the Bullying Policy is to outline Whittlesea U3A Inc.'s position on bullying and to document the process for responding to a report of bullying.

- **Borrowing of Resources Policy**

The purpose of the Borrowing of Resources Policy is to detail the process for the borrowing of Whittlesea U3A Inc. resources and is subject to change with consultation of Whittlesea U3A President and Committee of Management.

- **Anti-Discrimination Policy**

This purpose of this document is to set out Whittlesea U3A Inc.'s anti-discrimination policy and the governance structures, responsibilities and processes to give effect to the policy and ensure the organisation complies with its obligations under the legislation.

This policy aims to foster an organisation's culture that maximises access to membership and grows organisational performance.

Contact Details

Phone: 9464 1339 or 0404 119 189

Email: info@whittleseau3a.org.au

Mailing Address:

Whittlesea U3A Inc.

P.O. Box 1157

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Peter Lalor Campus / Office

34 Robert St

Lalor, 3075

(Opposite Ryder St)

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Thu: 10:00 – 4:00

Important Dates for 2020

Thursday 20th August 2020 Whittlesea U3A AGM (no classes held this day)

TBA

Tutor/Leader Meetings throughout the Year

Member Christmas Function - December 2020

Various Class Organised functions throughout the Year

U3A classes are not held on these Public Holidays 2020

27 th January 2020	Australia Day	9 th March 2020	Labour Day
10 th April 2020	Good Friday	13 th April 2020	Easter Monday
25 th April 2020	Anzac Day	8 th June 2020	Queen's Birthday
25 th September 2020	Grand Final Holiday	3 rd November 2020	Cup Day

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School Holidays 2020

Term	Start	End
1	3rd February 2020	27th March 2020
2	14th April 2020	26th June 2020
3	13th July 2020	18th September 2020
4	5th October 2020	27th November 2020