

## Procedure for non-members at Cheltenham U3A

### Reciprocal Members

A reciprocal member is a person who is not a member of Cheltenham U3A but is a member of another U3A. A reciprocal member can join **one** group within Cheltenham U3A and attend any of their events (subject to the approval of the group leader). If a reciprocal member wishes to join a second group or to attend other events, then they need to become a full member of the Cheltenham U3A. [This is in line with the policy of most U3As within Cotswold Link region.]

All U3A members are covered by insurance provided by the Third Age Trust, irrespective of which U3A they belong to, therefore if they are attending an interest group with a neighbouring U3A they would be covered, as they would if they were attending a 'home U3A' event.

Procedure:

- The reciprocal member will pay any fees that are due for the group they attend.
- The person's Home U3A and membership number will be recorded on the U3A group's attendance register.
- The group's name will be written on the reverse of the person's membership card.

### Prospective members

A prospective member can attend **one** U3A Open Meeting and **one** Group Meeting, in addition to a New Members meeting, before joining and paying their subscription fee.

Prospective members will be covered by the liability insurance provided by The Third Age Trust whilst in attendance.

Procedure:

- The person will pay any fees that are due for the events they attend.
- If the person is attending an Open meeting, they will be asked to record their name on a form that will be available on the information table and will be marked as a prospective member.
- If the person is attending a group meeting their name will be recorded on the group's attendance register, marked as a prospective member.

### U3A members and companions/carers

Individuals should take full responsibility for their own participation in U3A interest groups and events. Should the situation arise when a member no longer feels confident that he/she can participate fully without needing help, it will be necessary for that person to be accompanied by a companion/carer who will be covered by the liability insurance provided by The Third Age Trust whilst in attendance. Members cannot take responsibility for another member's care as this could be deemed to be outside our insurance cover if any injury or damage resulted. [Taken from Third Age Trust Committee Reference File 28/01/16.]

Procedure:

- The member will pay any fees that are due for the events they attend but their carer will attend free of charge.
- If the person is attending an Open meeting, their carer will be asked to record their name on a form that will be available on the information table.
- If the person is attending a group meeting, the carer's name will be recorded on the group's attendance register, marked as a "carer".

### Other situations

Circumstances not specifically covered by this policy should be agreed by the committee on a case-by-case basis before the non-member attends an event, in order to ensure the requirements of the liability insurance policy are complied with.

Author: Marion Collighan

Policy agreed on 3<sup>rd</sup> December 2019