



[www.matlockareau3a.org.uk](http://www.matlockareau3a.org.uk)

Attached here is the whole of the coordinators Handbook. It appears a daunting document, but most of it you will never need. It is a reference document. If you are a new coordinator and want a hard copy then please get in contact with the chair.

Essentials you may need are section 6 ...incident report forms and section 11, risk assessments

### **TABLE OF CONTENTS**

1. Introduction from the Chair
2. Member Code of Conduct
3. Handbook for Group Leaders issued by National u3a
4. Policies Precis
5. Insurance Policies and questions
6. Incident Report forms ...Mau3a and National u3a
7. Useful contacts for Mau3a
8. Finance procedures and income and expenditure sheet
9. Equipment available for members and booking
10. Possible venues for meetings
11. Risk Assessments Mau3a and National