



WERRIBEE REGION INC.

UNIVERSITY OF THE THIRD AGE

38 550 617 454

VISITOR POLICY

Version	Date	Author

References:

- A. Privacy Amendment Act 2012
- B. Occupational Health and Safety Act 2004 (VIC)
- C. *U3A Werribee Rules for an Incorporated Association*

Introduction

There may be instances where a class/activity receives visits from persons who may or may not be members of U3A Werribee Region Incorporated (Inc). To assist Group Leaders/Coordinators of classes/activities this policy document has been written to provide the procedures to be followed when a class/activity receives a visitor(s).

Visitor Criteria

A visitor to U3A Werribee Region Inc may attend up to two "Try Out Visits."

To monitor visit status the Group Leader/Coordinator is to enter the visitor(s) name(s) in the class/activity Attendance Sheet including the number of visits.

Once these two visits have occurred the Group Leader/Coordinator is to inform the Courses Coordinator so that this information can be entered into the Courses Coordinators log to ensure this criterion is being adhered to.

Once the visitor has attended the two try out visits and has decided to become a member of our U3A the Group Leader/Coordinator is to provide the visitor with a U3A Werribee Membership Application Form to complete. If the visitor requires further information on membership they are to contact the Membership Coordinator.

Note: A visitor may only attend up to two visits consisting of either two to the one class/activity or one visit each to two different classes/activities.

Visitor Type

There are three types of visitors applicable to this policy document consisting of a:

- Non U3A member of the public,
- U3A Werribee member, and

- U3A Organisation member.

Non U3A Member of the Public

- A non-accompanied visitor who has contacted the Courses Coordinator and/or Group Leader/Coordinator prior to the visit and is approved to attend. If the person(s) has contacted the Membership Coordinator in the first instance, then the Membership Coordinator is to refer them to the Courses Coordinator.
- Non accompanied visitor who turns up at the class/activity without notice. Attendance is at the discretion of the Group Leader/Coordinator. If the course/activity is full, visitor can be placed on a wait list and informed when a vacancy occurs.
- A visitor accompanied by a U3A Werribee member of that class/activity. Prior to attendance of the visitor the U3A Werribee member is to inform the Group Leader/Coordinator for approval prior to the visit occurring.

U3A Werribee Member

- A U3A Werribee member wishing to try out another class/activity. Prior to attendance the U3A member is to inform the Group Leader/Coordinator for approval prior to the visit occurring.

U3A Organisation Member

- A visitor from another U3A who wishes to try out a class/activity who may wish to join as an associate member. Prior to attendance approval from the Courses Coordinator and/or Group Leader/Coordinator is required prior to the visit occurring. If the visitor requires further information on U3A Werribee associate membership, then they are to contact the Membership Coordinator.

Restrictions

All visitors are welcome to attend U3A Werribee Region Inc classes/activities except where the Group Leader/Coordinator has identified the following:

- **Hire and Non-Hire Venues**
 - Class/activity has reached the maximum number of attendees allowed in a room as directed by a hire or non-hire venue operator.
 - Where social distancing cannot be maintained in the class/activity. Also, where there is insufficient space between attendees to allow free movement of an activity such as Line dancing, Yoga or Tai Chi.
 - Class/activity has exceeded the ability of the Group Leader to communicate effectively with attendees.
 - Where the number of attendees has exceeded their ability to see without obstruction, training aids such as a White Board and/or projector screen.

- **Private Homes**

- Group Leader/Coordinator has identified that the number of attendees has exceeded the capacity of the area where the class/activity is being held.

Special Considerations

- **Carer.** A person who provides assistance to a U3A Werribee member to enable them to participate in a class/activity may, whilst in support of that member, continue to attend the class/activity without the time constraints imposed under Visitor Criteria.
- **Life Limiting illness.** Visitor identified with a life limiting illness who is still able to participate in a class/activity may, with the permission of the Group Leader/Coordinator and approval from the Committee of Management continue to attend the class/activity without the time constraints imposed under Visitor Criteria.

Responsibilities

U3A Werribee Region Inc Committee of Management is responsible for:

- Developing, adopting, implementing, and publishing this policy.
- Monitoring and revising this policy as and when necessary.

If you have any questions about this document, please contact the Secretary at:

Secretary

U3A Werribee Region Inc.

Post: PO Box 1264, Pacific Werribee Plaza, Wyndham VIC 3030

Email: sec@u3awbee@hotmail.com

Authorisation

Approved by U3A Werribee Region Inc Committee of Management.

Records Management

This policy document is located at:

U3A Website. <http://www.u3awbee.net.com.au>

Related Policies

- Privacy Policy.
- Health and safety Policy.

Review: This document to be reviewed every twelve months.