Malmesbury and District u3a

Temporary Membership (Taster Sessions)

Purpose

We give Temporary Membership to ensure that everyone attending a u3a group or meeting is covered by our insurance. Non-members can attend up to three meetings as "taster sessions" before they decide if they want to join. There is no charge.

Process

Non-members attending a group / monthly meeting.

- Group Leaders will be supplied with Temporary Membership forms, as will the person taking names at the monthly meetings.
- The non-member will be asked to complete a Temporary Membership form when they arrive, preferably including an Emergency Contact number.
- They must be advised that they can only attend a maximum of three taster sessions in total. After that, they need to join Malmesbury and District u3a if they want to participate.

Retention:

- The form will be retained by the Group Leader for three months. (This is the maximum time at which an insurance claim could be made). There is no need to add the information to Beacon.
- Should an Incident occur and involve this member, a separate Incident Form and Procedure applies, in which case this form should be retained with the Incident report

Restrictions:

- Our insurance does not allow us to recruit temporary members for one-off trips (see Outings guidance), or to fill a coach.
- Our insurance does not cover non-members regularly going to u3a meetings; Group Leaders need to ensure this does not happen.
- Our insurance does not cover people under the age of 18, so they cannot become temporary members or go to u3a meetings.