



Causeway u3a

Members Handbook

2023 - 2024



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Chairperson's Introduction

Hello everyone.

A very warm welcome to our new look online handbook

We are now almost back to normal and have had a very successful year. Our Activity Fair in the Lodge Hotel at the beginning of September was very well attended. So too are our monthly meetings at which we are able to have some excellent speakers. These are held in the Lodge Hotel, Coleraine, normally on the first Thursday of every month. Christmas lunch again was excellent and this was held at the popular venue of the Royal Court Hotel in



Barbara Foster

Portrush. A word of caution though, we must remember that Covid is still with us so take care. Causeway u3a was founded in 1995 and has grown from 8 members to over 1,300, currently making it one of the largest in Northern Ireland. We aim to provide learning in an enjoyable friendly way for those of us in the so called Third Age – the retired and semi-retired. With grateful thanks to everyone who makes our u3a the success it is. Have fun and enjoy yourselves.

Barbara.

Other executive members of our Committee



Ken Canavan
Vice Chair



Alan Sharp
Secretary



Brendan Mullan
Treasurer



David Johnston
Membership Secretary

Section 1 – Social Activities

These play a very important role in our programme. Almost all the activities in this handbook have strong social and learning elements.

Programme of monthly meetings for 2023 - 2024

Meetings usually take place on the first Thursday of the month in the Lodge Hotel, Coleraine, beginning with an update on u3a activities, followed by short topical items and the main guest speaker. There is also a book exchange stall, and information desks for membership and Support Network advice. Refreshments are available from 10.30am.



A packed Lodge Hotel for the annual Causeway U3A Activity Fair. WK36KC02

Christmas Lunch

It's tradition to have lunch together to celebrate Christmas. Normally held on the first Thursday of December, at the Royal Court Hotel. Details will be circulated in our Newsletter.



Activity Fair

Annually on the first Thursday of September in the Lodge Hotel stalls are set out at which members can browse, enquire about, and join our range of activities.

Section 1 – Social Activities

Culture Group

To attend selected cultural activities such as theatre, opera, musical productions or author discussions. Events will be announced in the email newsletter.

Venue: Varies from meeting to meeting.

Day: As required by event. Start date: September

Contact: Jerry Sayers, culture@causewayu3a.co.uk

Cuppa 'n' Chat

u3a members always enjoy meeting for a friendly informal chat over a cuppa. Details will be given in our newsletter.

Contact: Sandra Cannon, cuppa@causewayu3a.co.uk

Facebook Group

This is a social media group limited to Causeway u3a members. It is used to share interesting material we see on the internet, photographs from u3a groups, discussions and announcements about u3a events and have some laughs.

Contact: Dave Gilbert, facebook@causewayu3a.co.uk

Sunday Allsorts Lunch Group

Lunch is organised in a different restaurant on the last Sunday of each month. Anyone interested should ask the group leader to include them in her list.

Contact: Pat Fulton, sundayallsorts@causewayu3a.co.uk

Trivia Quiz

This is run on a drop-in basis by members for members on Zoom using break out rooms to allow teams to compile their answers in private. We enjoy a sociable Tuesday afternoon with lots of banter.

Contact: Venie Martin, quiz@causewayu3a.co.uk

Cinema

The group selects films at local cinemas to enjoy together. After the film, members often go for a meal.

Venue and time: as required by events

Contact: Sandra Cannon, cinema@causewayu3a.co.uk

Section 2 – Holidays and Day Trips

Holidays and day trips are among our most popular activities. We organise annual spring continental and autumn home countries residential holidays as well as day trips to venues within the Province and across the border. Details of holidays and day trips are published in the regular Causeway u3a Newsletter sent to members.

We do not take lists in advance of the announcement, mainly in order to give everyone an equal chance of attending as the demand is often higher than the number of places. If you do not have email and you are interested in trips and holidays, please arrange an “Email Buddy” who will keep you informed.

Continental Holiday

The annual continental holiday has been a tradition in Causeway u3a for many years.

Successful group holidays have gone with Riviera Travel to Spain, Italy, Croatia, Germany and Sicily among many others.

Anyone interested should contact: Rosalind Pritchard, holiday@causewayu3a.co.uk

Details will also be announced in the Association’s Newsletter.



Section 2 – Holidays and Day Trips



Day Trips

These have proven to be extremely popular. Transportation is organised for the group – either by public transport or by coach, depending on the destination. There are usually at least two places of interest to visit each day and breaks for meals/refreshments are included. In many cases a professional guide is employed. In 2022-23 our day trips included Baronscourt Estate and Enniskillen with a cruise on Lower Lake Erne, Benburb Priory and Lissan House, and the Armagh Planetarium. We also visited Coleman's Garden Centre and Stormont, with fine dining in the Long Gallery, Glebe Hill, Churchill and the Glenveagh National Park and Ballyrobert Cottage Garden and Greyabbey House and Estate.

Contact: Ken Canavan, daytrips@causewayu3a.co.uk

Autumn Holiday

Members have indicated that they are interested in holidays in the home countries. Our 2022 holiday was in Kilkenny, visiting Lismore, the Dunbrody Famine Ship, the Kennedy Homestead and Cork. This year's holiday is in Harrogate visiting Ripon, Skipton and York.

Contact: Ken Canavan, daytrips@causewayu3a.co.uk

Lists are not taken in advance of the newsletter announcement.



Section 3 – Seminars and Short Courses

The acquisition of certain skills is beneficial to all of us as a group. We have focused on first aid, health and safety and IT skills. Normally each of our activities is run on a self-financing basis where members of the group share the full costs. In the case of these courses and seminars, Causeway u3a is subsidising them to ensure they are affordable for everyone.



Courses and seminars will be promoted through our bi-monthly newsletter which is sent by e-mail and places are offered on a first come basis.

Section 4 – The Age-friendly University

We are very fortunate to have a university located in our area and doubly fortunate that Ulster University at Coleraine has embraced the development of strong links with its community as part of its strategic plan. UU is committed to enhancing the lives of older members of the community through innovative educational programmes, research and civic engagement. The term “Age Friendly University” is the name of a global group of universities which share the same vision and it includes UU and Dublin City University.



The primary aims of the AFU group are:

- To encourage the participation of older adults in all the core activities of the university, including educational and research programmes.
- To promote intergenerational learning to facilitate the reciprocal sharing of expertise between learners of all ages.
- To ensure that the university's research agenda is informed by the needs of an ageing society and to promote public discourse on how higher education can better respond to the varied interests and needs of older adults.
- To enhance access for older adults to the university's range of health and wellness programmes and its arts and cultural activities.



Section 4 – The Age-friendly University

Examples of Cooperation between UU & Causeway u3a



Sport

The University Sporting Facilities have been made available to Causeway u3a for a wide range of sports. These include badminton, table tennis, outdoor tennis, and soft tennis. Contact Keith Browne, tabletennis@causewayu3a.co.uk

The extensive grounds of the University can be used by u3a and other community groups and there is a walking and running trail, with heritage stops.

Research

Causeway u3a members represent a valuable resource of volunteers for a number of research projects in Ulster University and Queen's University Belfast. Requests for participants are advertised on our website and in our Newsletter.

Seminars and Lectures

The English and History Departments at Coleraine invite Causeway u3a members to attend some of their lectures and seminars alongside regular university students. There are no examinations or credits for attendance and no fee is involved. If you are interested, please contact Alan Sharp, afu@causewayu3a.co.uk and he will give you further details of what is on offer this year. We hope to expand the programme beyond English and History in the future.



Activities at a Glance

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning	Running Ukulele Guitar Beginners Running	Pilates 1 Pilates 2 Poetry Reading Science & Society	Art (Flowerfield) Badminton (UU) Yoga Creative Writing	Creative Writing Rambling Cuppa & Chat Singing For Fun	Art (Agherton) Ballroom Dancing Bridge (play/learn) Bridge (online) Calligraphy
Afternoon	Sequence Dancing Swimming & Aquafit Spanish (Absolute Beginners; Beginners; Advanced) Table Tennis (UU) Astronomy Photography Current Affairs (Mon) Garden & Environment	Nordic Walking Table Tennis (Bushmills) Craft French Whist	Bridge (beginners) Irish	Current Affairs (Thursday) Nordic Walking Short Mat Bowling Wine Appreciation	Tennis Short Ball (UU) Tennis Outdoors (UU)
Evening				Flower Arranging Mindfulness Reading	

OTHER AD HOC ACTIVITY GROUPS – [Christmas Lunch](#); [Cinema](#); [Continental Holiday](#); [Culture Group](#); [Cuppa 'n' Chat](#); [Day Trips](#); [Facebook Group](#); [Golf](#); [Irish Holiday](#); [IT Skills](#); [Sunday Allsorts Lunch](#); [Trivia Table Quiz](#).

Principles of the u3a Movement

The u3a Movement is non-religious and non-political and has three main principles:

The Third Age Principle

- Membership of a U3A is open to all in their third age, which is defined not by a particular age but by a period in life in which full time employment has ceased.
- Members promote the values of lifelong learning and the positive attributes of belonging to a U3A.
- Members should do all they can to ensure that people wanting to join a U3A can do so.

The Self-help Learning Principle

- Members form interest groups covering as wide a range of topics and activities as they desire; by the members, for the members.
- No qualifications are sought or offered. Learning is for its own sake, with enjoyment being the prime motive, not qualifications or awards.
- There is no distinction between the learners and the teachers; they are all U3A members.



The Mutual Aid Principle

- Each U3A is a mutual aid organisation, operationally independent but a member of The Third Age Trust, which requires adherence to the guiding principles of the U3A movement.
- No payments are made to members for services rendered to any U3A.
- Each U3A is self-funded with membership subscriptions and costs kept as low as possible.

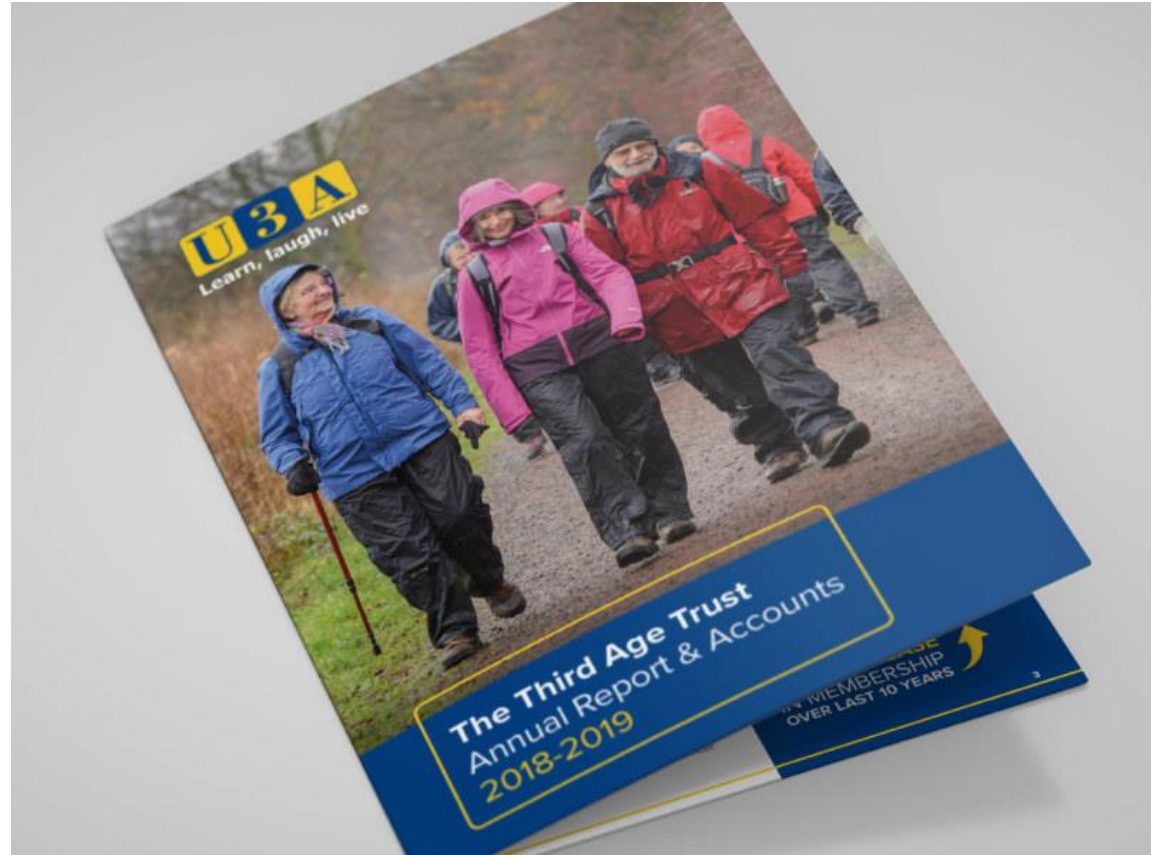
The Third Age Trust

The Third Age Trust is the national representative body for The University of The Third Age movement in the UK providing a wide range of support services to existing U3As. In addition it helps to develop new U3As and to raise the profile and increase awareness of the movement throughout the UK.

The Third Age Trust looks after all the u3as in the UK, providing educational and administrative support. The Trust is overseen by a Board of Directors, to which any u3a member may be elected.

Each year the Trust holds an Annual General Meeting which is attended by members; issues affecting the whole movement are discussed and voted on as well as any Board elections taking place. As part of the Annual General Meeting, the Trust creates and publishes a report and accounts.

Causeway u3a is part of this wider u3a movement, which started in France in 1972 and was adapted for the UK in 1981. Within the whole of the UK, there are, at the time of writing, 1057 u3as with over 450,000 members. While each group is autonomous, u3as are registered with the Third Age Trust, the national representative body.



u3a in Northern Ireland

There are 26 u3as in Northern Ireland, with approximately 8,000 members. The newest is Ards Peninsula, which held its first meeting in May 2019 and has over 100 members. Members of the NI Regional Executive Committee (NIREC) are selected from the local u3as and meet regularly. Stuart Pollard and Brendan Mullan, members of Causeway u3a, are members of NIREC. NIREC organises Spring and Autumn Regional Meetings as well as several training events to which all u3as are invited. NIREC also organises several inter u3a events such as a summer school, choir song fest, bridge congress and quiz. There is co-operation with similar groups in the Republic, with members of both groups accepting invitation to events of mutual interest.



In November 2016 at the celebration in London to mark the 1000th U3A, Northern Ireland were represented by 5 Regional Trustees together with the last surviving u3a Founder of the UK's first u3a, Eric Midwinter (at back). Former Causeway u3a Chair, Stuart Pollard, is at right.

A safe and supportive u3a

Health and Safety

As mature adults, it is the duty of every member to exercise responsibility and to take reasonable care of their own health and safety and that of other members (HSW Act 1974 Sec 7).

Causeway u3a will endeavour to provide a safe environment for our activities by:-

- Using suitable premises for meetings and events;
- Ensuring that any equipment provided is safe and that the user is trained
- Making members aware of the evacuation procedures in the event of a fire or other emergency situation.
- Providing first aid training for members on an on-going basis.
- Ensuring that personal baggage, cables etc are tidied away and spillages are cleared immediately to avoid slips and trips.

Group leaders or persons leading an outdoor activity have additional responsibilities and have had additional training.

Causeway u3a Policies

Policies that govern our actions are found [here](#) on our website.

Actions and Reports

- In the case of medical emergencies or personal injuries, the first action is to get the necessary medical support: First Aid and/or the ambulance.
- Group Leaders need to keep details of the ambulance service phone numbers and the post code of the venue or location.
- All accidents, injuries and illness at u3a meetings or events should be reported immediately to a member of the Committee.

When to Call 999

You should call 999 in the event that emergency medical assistance is required in a life-threatening situation following a serious accident, injury or illness. This includes, but is not limited to:

- | | |
|-------------------------|-----------------------------|
| • Loss of consciousness | • Fitting/concussion |
| • Major blood loss | • Severe allergic reactions |
| • Chest pains | • Choking |
| • Difficulty breathing | • Drowning |
| • Severe burns/scalds | |

Causeway u3a Support Network

This is the sub-group of Causeway u3a which aims to provide practical support for u3a members, or those wishing to become members, who have difficulty attending events and/or participating in the activities due to health problems, transport arrangements or caring commitments.



Examples of support that our Support Network can offer

- Signposting local community and voluntary groups which can assist.
- Ensuring that, wherever possible, the venues we use are accessible for disabled members.
- Permitting the attendance of an accompanying friend or carer who need not be a u3a member.
- Considering the individual visual and hearing needs of the members.

Advice when talking to people with hearing difficulties

- Make sure you have gained their attention before you start speaking
- Face the person and maintain eye contact
- Speak clearly, but not loudly or very softly
- Don't mumble, don't cover your mouth
- If you are making a presentation, always face the audience when you are speaking; do not turn away to look at slides or a white board.

Further Information

Contact Pat Fulton, comm14@causewayu3a.co.uk

All personal information provided about members or potential members requiring support will be considered confidential and will be handled with sensitivity.

Communication with Members

As well as communication with each other through our meetings and group activities, Causeway u3a uses several other methods for communication between its members, including:

- Website
- Chairperson's updates
- Fortnightly newsletters via email
- Causeway u3a website
- Email
- Causeway u3a Facebook page
- Print, paper and postage

We are conscious that some members use electronic methods such as email and the website more than others. We recognise that those who do not use such methods will need to receive important information in printed format.

These items go to all members in the printed format:

Notice of the AGM

Our fortnightly newsletters and news of which we have short notice go out in email format. We also publish these items on our website.

However, we are trying to cut down on paperwork!

Therefore, we encourage members to help us communicate via the web and email wherever possible. Electronic communications are more rapid and cheaper than sending paper through the post. They also minimise the work that volunteer members need to do in printing, sorting, putting into envelopes and posting information that could be sent electronically

If you do not use the internet contact our Support Network Group and they may be able to organise an email “buddy” for you.



Communication with Members

Website

Our website, www.causewayu3a.co.uk, is regularly updated with details of all activities. It also gives other useful information, for example copies of our policies and procedures and a page of useful links to local, national and international resources.

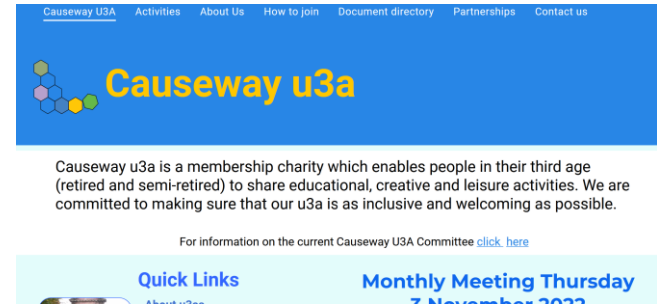
Email

If you haven't already done so, please give your email address to the Membership Secretary. If you don't use email at present, you could ask a member who has email to be your email "buddy" who will pass on information.

Causeway u3a is conscious of data security and its Beacon email system is GDPR compliant when it allows committee members and group leaders access to membership information that they need.

Facebook Page

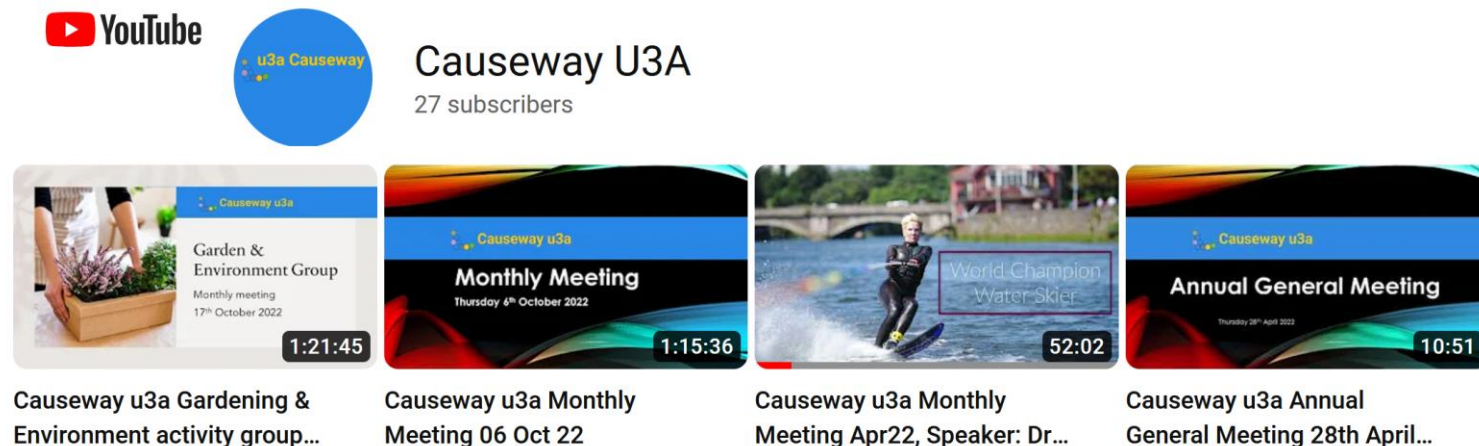
[Causeway u3a Facebook page](#) is used mainly for social networking, and also for announcing events.



Communication with Members

YouTube Channel

We post helpful training videos about Zoom and videos of events you may have missed on this channel. Click [here](#) to visit our YouTube channel or contact Brendan Mullan zoom@causewayu3a.co.uk



You can contribute

Have you got news for members?

If you have information about an activity, or other local happenings that you think might interest members, send it by email to newsletter@causewayu3a.co.uk or web@causewayu3a.co.uk for possible inclusion in the newsletter and website.

Membership of Causeway u3a

Our policy is to have a low annual membership fee, with charges set for each individual class or activity, so that members pay only for those activities in which they participate.

Causeway u3a's membership year runs from April 1st to March 31st of the following year. New members can join Causeway u3a at any time of the year.

Membership fees for April 2023 to March 2024

The annual fee for members is £10.

Anyone not renewing their membership by 1st June will have their contact details removed from our system.



Membership Card

Valid until 31 March 2023

Sammy McSample

Your Membership Number 9999

Membership card

A membership card is issued to new members on joining

How to pay

The methods of payment which Causeway u3a accepts are:

Bank transfer or Cheque
We may add other methods soon.

We strongly recommend paying by bank transfer as this helps to cut administration costs and keep membership fees low. Please put your Membership number as the reference on the bank transfers. There are downloadable forms and guidance documents on our website to assist those joining or renewing their membership. You can also contact the membership secretary by email at membership@causewayu3a.co.uk

Causeway u3a Committee 2023 - 2024

Name	Role	email
Ken Canavan	Vice Chair	vicechair@causewayu3a.co.uk
Nigel Creighton	Committee member	comm13@causewayu3a.co.uk
David Eastwood	Committee member	comm5@causewayu3a.co.uk
Barbara Foster	Chair	chair@causewayu3a.co.uk
Patricia Fulton	Committee member	comm14@causewayu3a.co.uk
Paul Girvan	Committee member	pgirvan@icloud.com
David Johnston	Membership Secretary	membership@causewayu3a.co.uk
Brendan Mullan	Treasurer	treasurer@causewayu3a.co.uk
Mary O'Hare	Activity Co-ordinator	comm11@causewayu3a.co.uk
Alan Sharp	Secretary	secretary@causewayu3a.co.uk

