

KMVU3A Inc Course Etiquette Procedure

In all classes to create a comfortable learning and social environment all members should follow these procedures:

- Ensure that your attendance has been recorded on the class attendance list for each week that you attend class. This is for class management and insurance purposes.
- Arrive early to help set-up if you can; it should not be the same members doing this.
- Arrive in time for the class to begin promptly. If you know you will be late on a regular basis, please make sure your class leader is aware of this.
- If you will be absent for one week or several weeks during a term, let your class leader know in advance.
- If situations arise between members that cause discomfort or distress in a class, it should be addressed privately between the members concerned to reduce embarrassment.
- If the issue is on-going and cannot be resolved by those involved and there is no change to the behaviour, then the class leader can refer it to the committee for further action.
- Avoid talking during class when others are speaking or a presentation/activity is taking place, as many can have hearing difficulties and chatter in the background makes it even more difficult to hear or concentrate.
- Ensure all venues are left clean and tidy. It is everyone's responsibility to help with the cleaning up.
- If necessary, a roster system can be implemented by the class leader to assist with both set up and clean up.

Classes are invariably relaxed, fun and are enjoyed by everyone, and that happens by being thoughtful, courteous and respectful to everyone in the class and in the U3A.