



### Leaders Checklist

Name of Group	SOFT TENNIS
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Leader Details	
Name	CHRISTINE ANN SMITH
Member of Mansfield and District u3a	<input checked="" type="radio"/> Yes <input type="radio"/> No
Email	Sillymoor@gmail.com
This will only be used to set up a blue bird on the webpage and will not be used in any adverts for this group	
Telephone Number	07859 249086
Are you happy to have your phone number included on the webpage and in Newsletter	<input checked="" type="radio"/> Yes <input type="radio"/> No

Short Description of Group this information will be used for the entries on the Website and in the Newsletter
AN EXCELLENT WAY TO HAVE A LAUGH AND KEEP OR GET FIT PLAYED ON A BADMINTON COURT WITH TENNIS RACQUETS AND LARGE SOFT FOAM BALLS.
Day, times and frequency of the Meetings
2ND TUESDAY IN THE MONTH @ 2PM

If Venue is to be used please give details

Name of Venue	OKTMEE KATSUNE CENTRE
Address	JUBILEE WAY SOUTH. MANSFIELD.
The Venue should ensure that invoices for room rental are sent directly to Sheila Pegg – Group Treasurer – <a href="mailto:sheila.pegg@sky.com">sheila.pegg@sky.com</a>	

If the Group is to be held at your home please give details below

Address	N/A
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Group page on Website

Do you want to be able to update your webpage on a regular basis

Yes  No

If yes how often

Monthly  6 Monthly  Yearly

If no the webpage will be set up with just basic information about the group and your email will be used for the blue bird contact button – your email will not appear on the webpage

Date paperwork completed

Date	18/03/2024
New Leaders Handbook given to Group Leader	
Risk Assessments / Facebook Crib Sheet / Webpage Instructions	

Thank you for volunteering to run this group without Group Leaders who are will to give up their time and put in the effort needed, the u3a could not function

Stella Hall

Group Convenor

Mansfield and District u3a

Email

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