



HANDBOOK

2015-2016

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INTRODUCTION

Cardiff Astronomical Society was founded in July 1975 by Dr. Bob Owens and Dave Powell at an 'out of London' meeting of the British Astronomical Association held at Dyffryn Gardens. Dave Powell is still a member today as the Society continues to develop its activities, ably supported by a very active and enthusiastic committee. Membership has increased steadily over the years to more than 450, which makes CAS one of the largest amateur astronomical societies in the UK.

A series of talks is held on alternate Thursday evenings between September and July at Cardiff University Physics and Astronomy Department, from 7:30pm to 9pm. These meetings are well attended with between 60 and 100 members, from Cardiff, the surrounding area of South Wales and as far afield as the West Country in attendance. The programme is varied and comprises lectures, short talks and debates. The aim is to cater for all interests, at whatever level, beginner or advanced. The Society continues to attract the very best speakers from all over the UK and beyond, and in its 40th year, Dave, our Secretary has really 'pulled out the stops'. Cardiff University has a world-class astronomy department and the Society receives tremendous support from everyone there.

In addition we hold regular observing sessions at one of two designated sites, including our own observatory at Dyffryn Gardens. Members are able to look up at the sky with the help of more experienced observers and use some of the telescopes owned by the Society. For those who need help there is usually a naked eye sky tour to start the night off.

A comprehensive library is available for use by all members. The website will soon include an up-to-date list of library books available for loan, and we are working on a system to enable members to borrow these from the library following its relocation. In addition members may also borrow Society telescopes by arrangement.

A Society newsletter is published four times a year and this gives information on society events and activities, reports, forthcoming astronomical events, and current phenomena. Individual members are invited to contribute by sending material to John Richards, the CAS publications officer. The newsletter is available online to members and a paper copy may be requested if preferred.

The Society has an well established website and a new one is under development – www.cardiff-astronomical-society.co.uk - The current site contains the latest information regarding forthcoming Society activities. There are links to many other sites relevant to astronomy as well as information regarding the current night skies, making this a vital resource for members planning an observing session. There are also links to our social media accounts where members can exchange information informally. Members making purchases from Amazon can do so via the CAS website, in which case a percentage of the

purchase price goes into our funds, without incurring any cost to the purchaser. The Committee, and an external firm, are developing the new website, to replace the old one, and give our Society a fresh 'new look' for our 40th year and beyond. If any member, has suggestions about any new features they'd like to see, then please contact a member of the committee.

The Society organises trips to locations of astronomical interest as well as other social occasions such as the summer and Christmas meals. Also the Observers' Club meet at least once a month, irrespective of the weather at Dyffryn, where beginners and experienced astronomers meet each other to chat about things astronomical and, if possible, do a spot of observing.

The Society has a busy programme of astronomy outreach events, where we engage with the public, promoting an interest in astronomy with talks, demonstrations and observing sessions in many locations around South East Wales. We currently stage around 20 such events per year and always welcome more volunteers to help this rewarding project. We also participate in events such as National Science Week and StarGazing Live as well as contributing to television and radio programmes.

The map on page 20 shows the location of the Cardiff University Physics and Astronomy Department where the talks are held. It's easy to get to (just off Newport Road) and close to bus and train routes. Ample car parking is available nearby. If in doubt contact any Committee member (phone numbers on page 4 & 5). Please make every effort to attend as it is encouraging to have a large audience and makes it easier for the Society to continue to attract the best speakers. Also, we welcome volunteers who are happy to share their enthusiasm and expertise on a particular subject by giving members a short talk. Maps on pages 21 - 22 show the location of the CAS observatory at Dyffryn Gardens and the observing site at Mountain View Ranch.

The Committee is always pleased to receive suggestions from the membership as to potential improvements to our operations. Members are encouraged to use the suggestion box available at each Thursday meeting or to email any committee member, and these suggestions are discussed at the next committee meeting.

The all-inclusive policy of the Society in recruiting members means that the annual membership subscription is kept as low as possible, to ensure membership remains affordable to all. Current subscription rates remain at: Adults £15.00 Juniors £2.50 Family £20.00, due on September 1st and prompt payment is much appreciated.

A warm and friendly welcome is promised for all!

HEADQUARTERS

Cardiff School of Physics and Astronomy
Cardiff University
The Queens Buildings, The Parade, Cardiff. CF24 2AA.

DATA PROTECTION ACT 1998

Your membership details are kept on computer. They will only be used for the administration of Cardiff Astronomical Society and not disclosed to anyone who is not a member.

TELESCOPES

Apart from the Celestron C11 Edge HD DE-Lux SCT Telescope in the observatory at Dyffryn Gardens, the Society owns a range of telescopes and other observing equipment. Members are able to borrow portable instruments and tripods in order to get acquainted with various types before buying their own. Contact the Curator of Instruments or any other committee member for details.

LIBRARY

There are over 200 books, videos and CDs in the library available to members. New titles are added every year, either bought or donated: suggestions are welcome. A list of books can be viewed via our internet website or in a binder held in the library itself.

THE BILL SUTHERLAND AWARD

This award was set up in memory of Bill Sutherland an early member of CAS, who passed away in 1990. It is awarded each year at the AGM, to a CAS non-committee member who has shown outstanding enthusiasm for astronomy and the Society.

Work for the award can be of any astronomical or Society nature and may include (but not exclusively) things like observational drawings, photographs, CCD images, newsletter articles, and talks given to the Society.

Obviously some work comes to the attention of the awarding committee automatically (such as a newsletter article), other work by its nature may need to be brought to the attention of the awarding committee by its author (e.g. photographs).

Remember we are not necessarily looking for technical excellence but rather enthusiasm for astronomy and CAS, so enter your work for consideration for this award.

COMMITTEE 2015-2016

PRESIDENT

Professor W. K. Gear
Cardiff School of Physics and Astronomy
Cardiff University

VICE-PRESIDENT

Professor M J Disney FRAS
Cardiff School of Physics and Astronomy
Cardiff University

VICE-PRESIDENT

Professor M Edmunds
Cardiff School of Physics and Astronomy
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VICE-PRESIDENT

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COMMITTEE 2015-2016

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OBSERVATORY MANAGER

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ASSISTANT OBSERVATORY MANAGER

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Email: Assistant.Observatory.Manager@
cardiff-astronomical-society.co.uk

VACANT POSITIONS

The role of **Publicity Officer**, while currently being done by other members of the committee, is effectively a 'vacant' position. If you're interested to find out what this role involves, and perhaps volunteer, please contact our Secretary or another member of the committee for more details.

DARK SKY CO-ORDINATOR

Claire O'Connell
38a Dan-Y-Coed Rd, Cyncoed
Cardiff, CF23 6NB
Email: Dark.Sky.Co-ordinator@cardiff-
astronomical-society.co.uk

CARDIFF ASTRONOMICAL SOCIETY PROGRAMME 2015 - 2016**2015**

3 rd Sept	Astronomy with two million eyes.	Dr Chris Lintott, Oxford University.
17 th Sept	Astronomical Societies in Victorian Britain.	Dr Alan Chapman, Oxford University.
1 st Oct	Saturn: Lord of the rings.	Andy Lound, Planetary Society Birmingham.
15 th Oct	Journey to the Centre of the Earth.	Dr David Whitehouse Farnborough, Hampshire.
29 th Oct	The structure of the Cosmos - A matter of some Gravity.	Prof John Brown, Astronomer Royal for Scotland.
12 th Nov	Supernovae & Serendipity: The discovery of a type 1a supernova in M82, January 2014.	Dr Steve Fossey, University College London.
26 th Nov	Confessions of an Astronomer.	Prof Ian Robson, Royal Observatory, Edinburgh.
10 th Dec	The Star of Bethlehem.	Prof David Hughes, Sheffield University.

2016

7 th Jan.	The Great Quasar Debate 1963-1986	Prof Mike Edmunds, Cardiff University.
21 st Jan.	The Habitable Zone - A Defunct Idea?	Dr Martin Griffiths, University of South Wales.
4 th Feb.	Telescopes through the Ages	Dr Chris North, Cardiff University.
18 th Feb.	Timekeeping on Mars.	Dr Nik Whitehead, Swansea Astronomical Society.

CARDIFF ASTRONOMICAL SOCIETY PROGRAMME 2015 - 2016

3rd Mar.	From Holmdale to Planck: How the cosmic Microwave background has improved our understanding of the Universe.	Dr Rhodri Evans, Cardiff University.
17 th Mar.	William & Caroline Herschel: An 18 th century cosmic partnership.	Jonathan Hall, Bath.
31 st Mar.	Deep Sky Observing.	Callum Potter, Tewkesbury Glos.
14 th Apr.	Annual General Meeting (AGM)	Cardiff Astronomical Society
28 th Apr.	Astronomical Imaging with Bridge Cameras.	Dr Steve Wainwright, Swansea Astronomical Society.
12 th May	The closest & brightest Radio Galaxies.	Prof Mark Birkinshaw, Bristol University.
26 th May	The Winter Star Party-all Night Observing from 26 Degrees North.	Mark Radice, Salisbury.
9 th June	The Universe: There & back in 40 minutes.	Grant Privett, Wiltshire.
23 rd June	Deep Sky Astronomical Imaging under City Lights.	Nik Hart, Cardiff Astronomical Society.
7 th July	Three short talks.	Cardiff Astronomical Society members.

Please note that while we try not to alter the programme, occasionally changes have to be made, sometimes at short notice. We will do our best to inform you in advance, via the newsletter, WEB site or at meetings.

FORWARD PLAN FOR 2015-2020

CAS is now celebrating its 40th anniversary year in its present form, having grown from a small local group in Cardiff to one with an annual membership approaching 450 covering mainly a large part of South East Wales.

For the majority of this time it has operated as an information base, currently situated at the University in Cardiff, in what can be best described as a missionary role that's promoting interest in amateur astronomy by holding outreach and observing events at facilities in National Parks, schools, museums etc.

Four years ago, its role changed considerably by the establishment of an observatory at Dyffryn Gardens in the Vale of Glamorgan, just west of Cardiff, initially hosted by Vale of Glamorgan Council and now by the National Trust. To move forward subsequent to the Society's 40th anniversary it now requires to consolidate its role in 4 main areas.

Project	Target
DYFFRYN / NATIONAL TRUST	
Agree proposed lease to allow Society to develop and expand its role on a planned basis	March 2015
Agree use of facilities, particularly Cory Centre	March 2015
Formalise access for Society members and public in mutual interest of Society and National Trust	March 2015
Ratify all safety responsibilities for access and use of site related to astronomy use	March 2015
Develop joint publicity procedures to promote events especially junior interests	March 2015
Further improve and maximise use of site for Society members/general public for observing/astrophotography	March 2015
Agree revised information signage in accordance with National Trust policy	March 2015
Review concept of improving the current observatory facilities to include housing a large Dobsonian telescope	D u r i n g 2016

OUTREACH

Continue to liaise with public bodies i.e. National Museum Wales, National Parks, NRW, schools, local authorities and other organisations to set up local events promoting astronomy to the interested public	Ongoing
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Actively pursue involvement with the Welsh Assembly and local authorities regarding “Dark Sky Issues” centred on preserving the environment for Ongoing astronomy and conservation of resources. Also link with other active bodies ie Campaign for Dark Skies, registered ‘Dark Sky Parks’ and other Dark Sky Communities in South Wales.	Ongoing
Encourage schools and other interested extra mural educational social bodies to take advantage of facilities available from the Society, particularly those based at Dyffryn	Ongoing

EXTERNAL LINKS

Maintain links with professional and voluntary organisations to ensure parallel developments in national astronomy interests i.e. UKMON, RAS, SPA, BAA, FAS.	Ongoing
Maintain and/or establish links with other astronomical societies by visits, events etc	Ongoing
Consider formal links to ‘Charities Commission’	End of 2015
Liaise with other grant aiding bodies to take advantage and develop Society facilities using any accessible external finance.	Ongoing
Set up and maintain a fully operational and up-to-date web site providing information to members and the interested public	Immediate
Continue with established links with the BBC and associated publications regarding events linked to national strategies and also promote Society using their advertising facilities	Ongoing
Develop social media links such as the Society Facebook page that can be utilised fully by all members as an information point and also to encourage junior members to be involved with the Society	Immediate
Publicise Society activities and events in the local press, and notify the press in a pro-active way of any interesting astronomical events in South Wales e.g. meteor showers etc.	Immediate

EXTERNAL LINKS – EDUCATION PROGRAMME

Continue to provide lectures and talks to Society members using the current facility at Cardiff University.	Ongoing
Maintain links with the Physics and Astronomy Department in Cardiff University and other local education centres to further Society expertise in astronomy matters	Ongoing
Use available Society expertise, to encourage and to promote interest in practical astronomy and associated disciplines.	Ongoing

CONSTITUTION

1. **Name**

The Society shall be named the Cardiff Astronomical Society.

2. **Aims**

The Society shall be an organization to stimulate public interest in the science of astronomy; to further the knowledge of its members and to promote and conduct research and observations.

3. **Membership**

Membership shall be open to all persons interested in astronomy.

4. **Subscriptions**

The amount of the annual subscription (and any reductions for juniors etc) shall be proposed by the Committee and shall be subject to the approval of the general membership at an Annual General Meeting, or at an Extraordinary General Meeting.

5. **Financial Year**

The financial year of the Society shall commence on 1st March

6. **Meetings**

(a) An Annual General Meeting shall be held in the Spring of each year. Such meetings will be devoted primarily to the reports of the Committee Members and any necessary election of Committee Members for the next session.

(b) Ordinary meetings shall normally take place once per fortnight, September to July, at the Society's headquarters, unless the Committee should decide otherwise.

7. **Committee**

(a) The Committee shall be comprised of a **minimum of 10 posts** made up of the three Essential Posts and at least seven Non-Essential Posts. Posts should be filled by adult members of at least 18 years of age.

(b) The Committee shall be made up of the following posts:

ESSENTIAL POSTS

Chairman

Secretary

Treasurer

NON-ESSENTIAL POSTS

Assistant Secretary

Assistant Observatory Manager

Curator of Instruments

CONSTITUTION continued

Director of Observations
 Dark Skies Co-ordinator
 Junior Representative
 Librarian
 Membership Secretary
 Merchandising Officer
 Observatory Manager
 Ordinary members (TWO - Term of office – one year only)
 Public Events Organiser
 Publications Officer
 Publicity Officer
 UKMON Co-ordinator
 Vice Chairman

Additionally, the Committee may also, at its discretion, create or dissolve Non-Essential Posts.

(c) All Committee members (other than the two ORDINARY Members) may remain in post without the need for annual re-election, unless an application is made by any of the membership.

(d) For each Committee meeting there shall be a quorum which shall be the greater of half of the Committee membership or **eight** Committee members.

(e) The Committee shall meet at least once per quarter.

(f) The Committee shall be the management and administrative body of the Society and will be responsible for its activities.

(g) No person shall stand for election without his/her prior consent.

8. Liability Insurance

The Committee, at its discretion, may purchase Trustee Liability Insurance from Society funds.

9. Headquarters

The Headquarters address of the Society shall be published annually in the Member's Handbook.

RULES

1. The Society shall consist of ORDINARY, HONORARY, JUNIOR (aged 16 and under) and ASSOCIATE members. JUNIOR members under the age of 14 must be accompanied at all times by an adult. ORDINARY members shall have the right of attending and voting at all meetings of the Society; of proposing candidates for election to the Committee; and of serving, if elected, on the Committee or in any office of the Society. ORDINARY, HONORARY and JUNIOR members have the right of receiving newsletters and notices issued during membership.
2. ORDINARY and JUNIOR members shall pay an annual subscription. This shall become due on the first day of September annually. Members whose subscriptions are in arrears by over three months will be removed from the Society's records (except in exceptional circumstances when the Committee may, at their discretion, waive this rule).
3. HONORARY memberships may be awarded at the discretion of the Committee
4. **a)** The two ORDINARY Committee Members may stand for one year only, after which they must stand down. One year must elapse before they are eligible for re-election as ORDINARY members.
b) If, during the year a suitable vacancy arises on the Committee, then an ORDINARY committee member may be co-opted immediately into this post. At the time of the Annual General Meeting, if an ORDINARY member has been co-opted onto a post on the Committee and wishes to retain the post, then they must stand for election in the normal way and the requirement to stand down at end of the session would not apply. However, those members would be required to stand for election at the AGM.
5. The election of Committee members will take place at the Annual General Meeting.
6. The Committee has the right to co-opt members for a special purpose.
7. The Committee may fill any vacancies that might arise until the next Annual General Meeting.
8. The Society can, at the discretion of the Committee, have a PRESIDENT and up to three VICE PRESIDENTS. The incumbents of these posts are not eligible for election to the Committee, nor do they have voting rights – unless they are also fully paid-up members. The Committee, at their discretion, may change the incumbents of these posts at any time, or when the incumbent stands down.
9. Before each Annual General Meeting the Society will issue to each ORDINARY and HONORARY member of the Society a Newsletter which shall cont-

tain the names and posts of the Committee. Any members wishing to apply for Committee membership shall complete a nomination form, supported by not less than two ORDINARY members, which must be received by the Secretary not less than **fourteen** days before the date of the Annual General Meeting.

10. The Committee shall, upon a requisition signed by not less than ten ORDINARY members of the Society, convene an Extraordinary General Meeting. A notice of the date and object of such an Extraordinary General Meeting shall be sent to each member of the Society not less than **seven** days before such a meeting, and no business shall be considered other than that for which it was convened.
11. The accounts of the Society shall be made up to the last day of February in each year and audited by one individual, excluding any serving member of the Committee.
12. In the event of dissolution of the Society, such property or effects shall be disposed of by gift. Such gift shall be for the benefit of astronomy in general and not for the benefit of any individual. The disposal shall be determined by the vote of an Extraordinary General Meeting.
13. No rule or point of constitution shall be altered except by the majority vote of the ORDINARY members present at an Extraordinary General Meeting convened for that purpose. A copy of these amended rules/points of constitution shall be sent to each ORDINARY and HONORARY member.
14. In the absence of the Chairman and Vice Chairman, the Committee shall be chaired by a Committee Member elected by the Committee.
15. Special meetings of the Committee shall be called by not less than five Committee members whose names shall appear on the summoning notice, together with the stated reason for the meeting. No minutes shall be read at a Special Meeting, and no business other than that stated on the agenda shall be transacted.
16. The Committee, as the management of the Society, reserves the right to refuse membership or to revoke membership of any person or persons who act against the aims or interests of the Society. Before effecting the exercise of this power, the Committee shall in writing indicate to the person concerned why it is contemplating exercising the power and shall afford the person concerned an opportunity to make representations in writing before the Committee reaches its decision.
17. Minutes shall be kept of Committee meetings, Annual General Meetings and Extraordinary General Meetings of the Society.

CARDIFF ASTRONOMICAL SOCIETY POLICY ON CHILD PROTECTION AND THE PROTECTION OF VULNERABLE ADULTS

STATEMENT

Cardiff Astronomical Society is committed to fulfilling its duty of care to children, young people and vulnerable adults with whom it comes into contact. This will be achieved by promoting, creating and maintaining a culture and environment that safeguards their safety and welfare.

The Society recognises its duty to comply with legislative requirements to work with the appropriate agencies in protecting children and vulnerable adults and to ensure that any suspicions or allegations of abuse will be taken seriously and responded to in a swift, appropriate and confidential manner.

Any member of the Society who has concerns about the welfare of a child or vulnerable adult, and which may indicate physical, emotional and sexual abuse or neglect, is required to report such concerns to the named person responsible for protection issues.

Those members of the Society who come into contact with children, young people and vulnerable adults at Cardiff Astronomical Society events will be made aware of the Protection Procedures and Code of Conduct. Those who come into regular contact with children, young people and vulnerable adults will also be checked through the Criminal Records Bureau procedure and, where appropriate, registered with the Independent Safeguarding Authority.

However it is the nature of the work of the Society that children and vulnerable adults do not attend activities without the supervision of a parent, guardian, teacher or other appropriate adult. Cardiff Astronomical Society Committee members and volunteer members should not be responsible for looking after children and should not therefore find themselves in a situation where they are alone with a child. Furthermore children do not attend on a regular basis, thereby reducing the risks of abuse from regular contact.

It is not therefore necessary for Cardiff Astronomical Society Committee and volunteer members to be checked with the Criminal Records Bureau as a matter of course.

Procedures and Code of Conduct for Cardiff Astronomical Society members who come into contact with children and vulnerable adults

TYPES OF ABUSE

1. Physical

Where a person receives physical hurt or injury that is not accidental.

2. **Sexual**

Where a person is the basis of sexual gratification from people exploiting the vulnerability of children or vulnerable adults.

3. **Emotional / Psychological**

Where a person is adversely affected by persistent or severe rejection or lack of affection, or persistent taunts or threats.

4. **Neglect**

Where a serious impairment to personal health or development is caused by lack of care and attention and exposure to any kind of danger.

5. **Financial Abuse**

This includes theft, fraud, pressure around wills, property or inheritance, misuse or misappropriation of benefits.

6. **Racial and Homophobic Motivated Abuse**

Whilst not classified as an individual category of abuse, racially motivated abuse can take any of these forms and this needs to be noted additionally in situations when the victim perceives abuse to have been racist in its intent. Homophobic incidents are usually motivated by hatred or fear of homosexuality.

7. **Domestic Abuse**

Domestic abuse is a serious crime which must be treated as seriously as any other crime. Victims of domestic abuse may also be vulnerable adults as defined in this policy.

DEFINITION OF A CHILD

A child is defined as any person aged under the age of 18.

DEFINITION OF A VULNERABLE ADULT

A vulnerable adult is an individual who is or may be in need of community care services by reason of mental or other disability, age or illness and includes those who may be unable to either take care of themselves or protect themselves against harm or exploitation.

People with learning disabilities, mental health problems, older people and disabled people may fall within the definition of “vulnerable adult” particularly when their situation is complicated by additional factors such as:

- Physical frailty
- Chronic illness

- Sensory impairment
- Challenging behaviour
- Social problems
- Emotional problems
- Poverty
- Homelessness
- Substance abuse

RESPONSIBILITIES OF INDIVIDUAL MEMBERS

Members in contact with children or vulnerable adults must:

- Ensure all children and vulnerable adults are treated with respect and are encouraged to speak up if they have any concerns
- Ensure that if a child or vulnerable adult is not accompanied by a parent, guardian, carer or teacher acting in loco parentis, that the consent of the parent, guardian or carer has been given for any activity which is supervised by a member of the Society.
- Ensure that the child or vulnerable adult observes the safety advice set out in the Society's Volunteering Policy.
- Ensure that whenever possible there is more than one adult present during activities with children/vulnerable adults, or if they are alone with a child/vulnerable adult, work in the open or near paths that are within sight or hearing of others.
- Avoid giving a child/vulnerable adult a lift in their car and avoid taking a child/vulnerable adult to their (the member's) home. If such a situation is unavoidable and is carried out with the safety of the child/vulnerable adult in mind, every effort should be made to get parental/guardian/carer permission first. If this is not possible members should let them know as soon as possible.
- Be aware that physical contact with a child or vulnerable adult may be misinterpreted. For this reason members must not engage in rough physical games, horseplay, or touch a child/vulnerable adult in an intrusive or sexual manner.
- Not make sexually suggestive remarks to a child or vulnerable adult, even as a joke.
- Be prepared to challenge unacceptable behaviour and ensure that any suspicions or allegations of abuse are recorded and reported to the named person responsible for dealing with protection issues.
- Declare that there is no reason why they should not work with children and vulnerable adults.

- Declare any past criminal convictions or pending cases and any complaints of abuse made against them.
- Have a criminal records check if they come into connection with children on a regular and unsupervised basis in the course of the activities for the Society.

ROLE OF THE NAMED PERSON

- To receive information from volunteers, children, young people, vulnerable adults, parents or carers who have protection concerns and record it.
- Assess information promptly and carefully, clarifying or obtaining more information about the matter as appropriate.
- Consult with a statutory or child protection agency (local authority children's services, or the NSPCC help line), to test out any doubts or uncertainty about the concerns.
- Make a formal referral to a statutory Protection agency or the Police.
- The named person will inform members of the Committee of any allegations made and the action taken.

It is NOT the role of the named person to decide whether a child has been abused or not.

POLICY REVIEW

The Cardiff Astronomical Society Committee will review its policy annually and update and amend as necessary.

CARDIFF ASTRONOMICAL SOCIETY EQUAL OPPORTUNITIES POLICY

1. Statement of Intent

Cardiff Astronomical Society is committed to taking positive steps to promote and sustain equal opportunities in all areas of its work. Article 3 of the Constitution declares "Membership shall be open to all persons interested in astronomy."

Equal opportunities will underpin every aspect of all its operations and no one will be treated less favourably on the grounds of race, colour, nationality, ethnic origin, impairment, political or religious beliefs, gender, marital status, sexual orientation, language, HIV status, age or any other conditions or requirements which cannot be shown to be justified.

2. Responsibility of Individual Members

Cardiff Astronomical Society expects that all members should be aware of his or her behaviour towards others. Everyone should be treated equally, appropriately, with dignity and respect. At all times people's feelings will be valued and respected. Language or humour that people find offensive will not be used e.g. sexist, racist, or homophobic jokes or terminology that is derogatory to someone with an impairment. Everyone should ensure that they do not behave in a way that could be regarded as harassment, discriminatory or offensive.

3. Committee Responsibility

The Committee has a duty to promote and sustain equality of opportunity by:

- Monitoring incidents of discrimination through reports made to members and the Committee.
- Taking prompt action to stop harassments or discrimination as it is identified.
- To challenge discrimination when appropriate.
- Establishing and maintaining an environment free from harassment.
- Rule 16 of the Society's Handbook details the mechanism whereby "the Committee reserves the right to refuse membership or to revoke membership of any persons who act against the aims and interests of the Society."

4. Implementation

This policy will be implemented and monitored accordingly.

All members of the Society will receive a copy of this policy via the Handbook, Newsletter and Website and thereby be aware of its contents and requirements.

The Committee will review this policy annually. Where it is apparent that anyone is not being offered equality of opportunity, the Committee will take immediate steps to address the matter and amend the policy as appropriate.

5. Definitions

Direct discrimination is generally an obvious and easily identifiable form of discrimination. It occurs when an individual is treated differently for example because of their race, colour, impairment or sexuality and where such treatment is less favourable than he or she would otherwise have received.

Indirect discrimination is not so obvious. An unnecessary condition or requirement may be imposed, which although applied to everybody, is more difficult for people from some groups in society to meet than others. This is indirect discrimination.

Harassment is defined as unwanted or abusive or insulting behaviour towards another individual. It causes that person to feel threatened, humiliated or harassed. Harassment may occur on a number of grounds including race, colour, impairment or sexuality.

CAS STATEMENT OF SAFETY CONSIDERATIONS AND POLICIES

POLICY STATEMENT:-

- Provide and maintain premises and equipment that are safe and fit for purpose.
- Ensure safety and absence of risks to health in relation to use, handling, storage and transport of society assets.
- Provide training, instruction and supervision where necessary to ensure safety of members and visitors.
- Monitor effectiveness of health and safety provisions operated within the society.
- Keep all operational safety provisions and policies under regular review

RESPONSIBILITIES:-

- Responsibility for Health and Safety is shared between the Chairman and Secretary in the first instance. These officers have a duty to report to the committee on matters of health and safety and any instances of injury, ill health or 'near misses'.
- It is equally a duty for everyone engaged in society activities to exercise responsibility and care in prevention of injury and ill health to themselves and to others who may be affected by their acts or omissions.
- No person shall, in the interests of Health and Safety, intentionally interfere with or misuse anything owned by the society.

MEMBERS OF THE SOCIETY MUST:-

- Report any incident of accident or injury to the secretary or the committee.
- Report any concerns relating to the safety of equipment or premises to the secretary or the committee.
- Not attempt to service or repair equipment unless they are qualified to do so.
- Not permit access to premises or use of equipment by the public if they have any doubts regarding safety.
- Seek advice if they have any doubts as to how to operate equipment safely.

THE COMMITTEE MUST:-

- Not allow access to premises or use of equipment by the public if they have any doubts regarding its safety.
- Publish guidelines and advice relating to the safe use of equipment and premises and draw members attention to such guidelines, rules and advice.

- Conduct a Health and Safety review of all premises and equipment at least once per year preferably just prior to the AGM.
- Ensure that a Health and Safety review of any site visited as part of an Outreach event is conducted in conjunction with the site operator regarding Astronomy requirements.
- Make available a First Aid facility plus an emergency phone at the society's prime site at Dyffryn Gardens.

OBSERVING SESSIONS, EVENTS, SPONSORED BY CAS:-

- Any children present at events should be supervised by an adult at all times.
- The requirements of any disabled visitors should be considered within the constraints imposed by the site.
- Access to an emergency telephone and First Aid facilities should be available on site.

SOLAR OBSERVING:-

- The sun is inherently dangerous to view without proper equipment and this must be pointed out to all persons present at the event.
- Only telescopes, whether owned by the society or others and properly fitted with approved solar filters and sighting scopes, will be admitted as part of the event.
- Telescopes set up for viewing the sun should not be left unattended at any time.
- People should also be advised that open exposure to the sun is not advisable without proper protection i.e. sunscreen, hats, clothing etc.

DARK SKY OBSERVING:-

- Locations of equipment should be advised to attendees as the event will take place in conditions of minimal light and any potential trip hazards identified.
- Telescopes, either CAS property or privately owned, should only be operated with prior approval of CAS representatives or the individual owners.
- Use of laser pens or pointers should be thoroughly discouraged, but if needed for instructional purposes, should only be used by someone with a proper appreciation of the possible hazards.
- Guidance should be given regarding parking of vehicles at the events and the use of vehicle lights.
- If the event is jointly organised between CAS and another body, then full consultation must take place prior to the event regarding safety issues.

- Use of the observatory requires prior arrangement with the observatory manager or his nominated representative and normally would require training in the operation of the equipment.

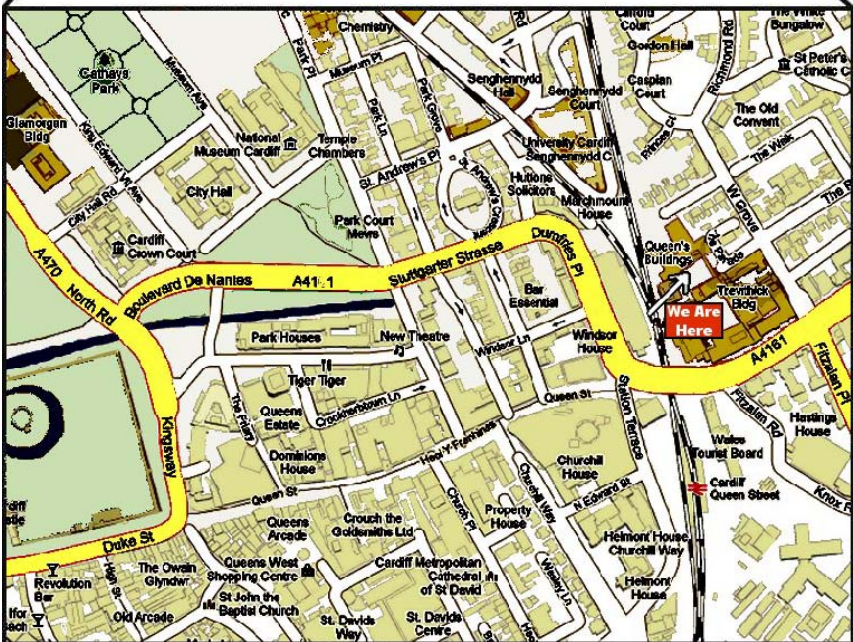
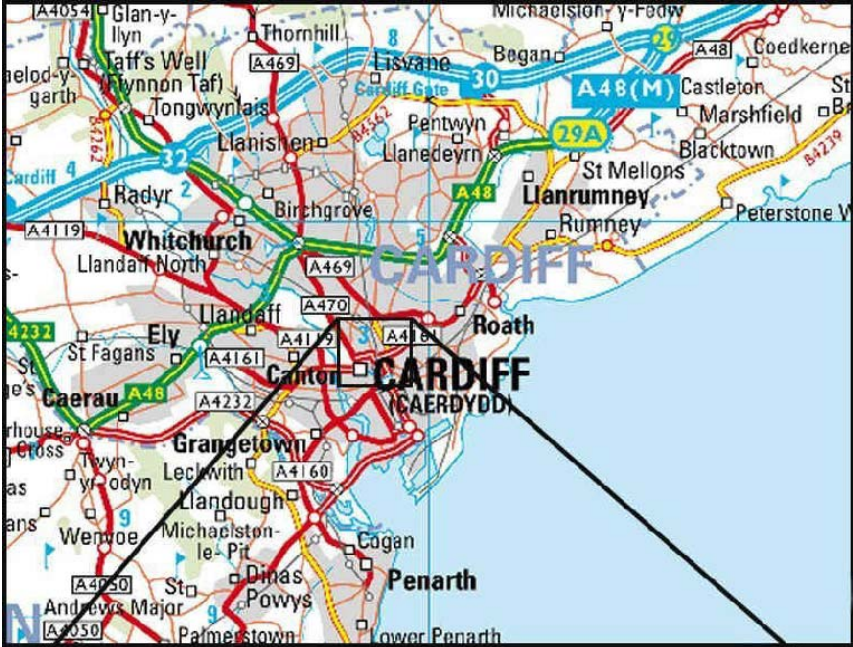
OUTREACH EVENTS:-

- The officer responsible for setting up and organising Outreach events must ensure that other than for safety matters purely related to astronomical equipment, the organisations involved i.e. National Trust, NUM, National Parks, NRW, schools etc etc have in place proper Health and Safety procedures and if an employer, have carried out risk assessment according to HSE guidelines. This particularly applies to car parking and guiding of the public in, out of necessity, dark areas.

CARDIFF ASTRONOMICAL SOCIETY VOLUNTEERING POLICY

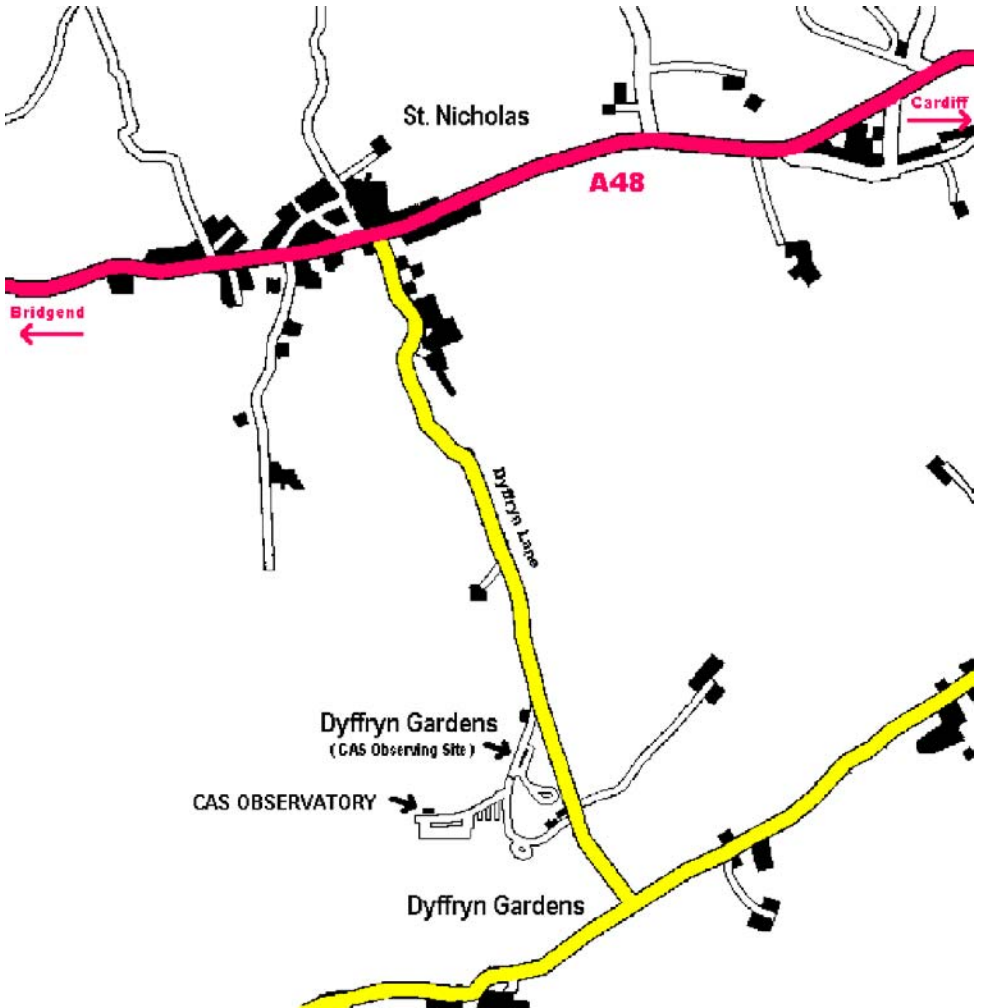
- Volunteers shall only be recruited from the membership of the Cardiff Astronomical Society
- Volunteers shall have the support and approval of the Cardiff Astronomical Society Committee. Volunteers shall have the opportunity to represent their views to the Committee on all aspects of the Society's work.
- The Committee will designate one individual to manage volunteers for each event. This individual will normally be the event organiser or most appropriate Committee member. They will have opportunity to influence the Society policy on volunteering.
- The designated volunteer manager will provide direct support of individual volunteers.
- Volunteers will be encouraged to provide each other with mutual support.
- All volunteers will be fully informed about the rights and responsibilities of volunteers.
- All volunteers will be covered by the insurance of Cardiff Astronomical Society and shall be made aware of the insurance policy before undertaking any voluntary work.
- The Committee will keep under constant review the benefits and costs of the volunteers to the Society.
- Cardiff Astronomical Society will review its policy annually, concerning insurance, reimbursement for out of pocket expenses, working conditions and other benefits to volunteers.

WHERE TO FIND US



OUR OBSERVATORY AND OBSERVING SITES

Dyffryn Gardens



CAS Observing Site at Dyffryn Gardens Car Park

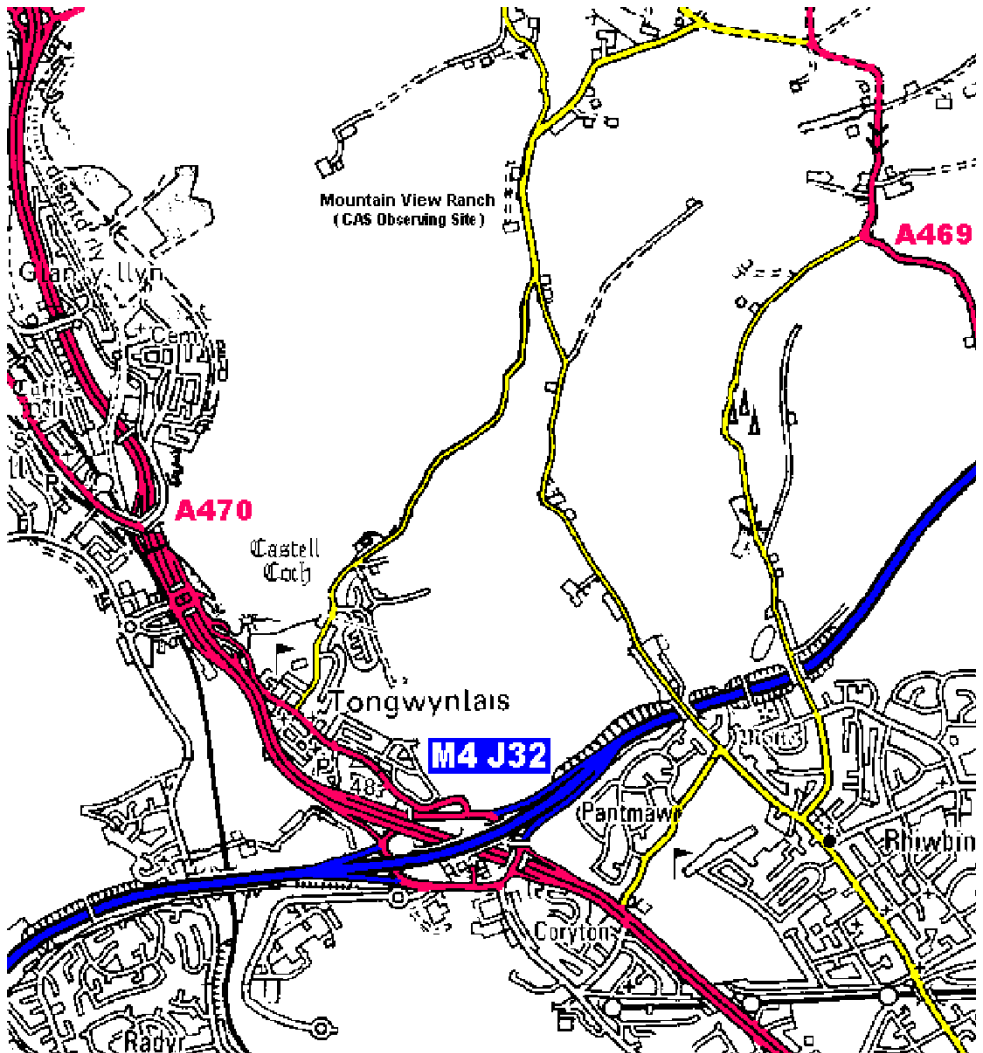
Latitude: 51°26'46"N (51.446027)
Longitude: 3°18'09"W (-003.302440)

CAS Observatory at Dyffryn Gardens

Latitude: 51°26'39"N (51.4441666)
Longitude: 3°18'18"W (-003.305000)

OUR OBSERVATORY AND OBSERVING SITES

Mountain View Ranch



Bottom Left: CAS Observing Site at Mountain View Ranch

Latitude: 51°33'09"N (51.552437)
 Longitude: 3°14'16"W (-003.237702)

If you have a TomTom sat nav, there is a POI file for CAS sites on our web site at:-

<http://www.cardiff-astronomical-society.co.uk/CASTomTomSatNav.zip>

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Web Site: www.cardiff-astronomical-society.co.uk email: info@cardiff-astronomical-society.co.uk