



# HANDBOOK

## 2013-2014

Introduction	1 - 2
Headquarters	3
Data Protection Act	3
Telescopes	3
Library	3
The Bill Sutherland Award	3
Committee 2013-2014	4 - 5
Programme 2013-2014	6 - 7
Constitution	8 - 9
Rules	10 - 11
Child Protection Policy	12 - 15
Equal Opportunities Policy	15 - 16
Volunteering Policy	17
Where To Find Us	18
Observing Site	19 - 20



## **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 almost certainly makes CAS the largest formally, constituted amateur astronomical society in the UK. Members are drawn from all walks of life and a wide geographical area: South and South West Wales, and into the West Country. Despite the cost of travel involved, members attending meetings usually number over 60 and on several occasions during the year over 100.

A series of talks is held on alternate Thursday evenings September to July at Cardiff University Physics and Astronomy Department, from 7:30pm to 9pm. Cardiff University has a world-class astronomy department and the Society receives tremendous support from everyone there, led by our own President Professor Walter Gear. 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 is able to attract the very best speakers from all over the UK and beyond.

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 at the Thursday meeting in the University. In addition members may also borrow society telescopes by arrangement.

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

The society maintains a very comprehensive website – [www.cardiff-astronomical-society.co.uk](http://www.cardiff-astronomical-society.co.uk) - where the latest information regarding forthcoming society activities can be found. In addition, members can access their own area where minutes of every committee meeting since 1975 can be found as well as lots of information relating to CAS matters. There are links to many other sites relevant to astronomy as well as information regarding the

current skies, making this a vital resource for planning members' observation sessions. There are also links to our twitter and facebook 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.

We have trips to locations of astronomical interest and other social occasions such as the summer and Christmas meals. The Observers' Club meets at the Black Cock Inn at Castle Heights at 8pm on the last Friday of each month, irrespective of the weather, where beginners and experienced astronomers meet each other to chat about things astronomical and even, if possible, 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 in many locations around South East Wales. We currently stage about 20 such events per year and always welcome more volunteers to help this rewarding project. We would particularly welcome volunteers who are willing to give a short talk. We also participate in events such as National Science Week and StarGazing Live and contribute to television and radio programmes.

The map on page 18 shows the location of the Cardiff University Physics and Astronomy Department where the talks are held. It is 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. Maps on pages 18 - 20 show the locations of the CAS observatory at Dyffryn Gardens and the observing site at Castle Heights Golf Course.

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 members and the suggestion will be 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.

Subscription rates remain at: Adults £15.00 Juniors £2.50 Family £20.00, due on September 1<sup>st</sup> and prompt payment is much appreciated.

**A warm and friendly welcome promised for all!**

## **HEADQUARTERS**

Cardiff School of Physics and Astronomy  
Cardiff University  
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 12" Meade LX200 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, 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 2013-2014

### PRESIDENT

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

### VICE-PRESIDENT

Professor M Edmunds  
Cardiff School of Physics and Astronomy  
Cardiff University

### CHAIRMAN

Roger Butler  
11 Castle Road, Tongwynlais, Cardiff.  
CF15 7JQ.  
Tel: 029 2081 0965  
email: Chairman@cardiff-astronomical-society.co.uk.

### VICE-CHAIRMAN

Martin Chick  
Myddlyn, Clôs Cefn Glas, Rowan Gardens,  
Llantwit Fardre. CF38 2BS  
Tel: 01443 206 594  
Mobile: 07971 547 820  
email: Vice.Chairman@cardiff-astronomical-society.co.uk

### ASSISTANT SECRETARY/ PUBLIC EVENTS ORGANISER

Theresa Cooper  
8 Nant Lais, Corntown, Vale of Glamorgan.  
CF35 5SA.  
Tel: 01656 646 920  
email: Assistant.Secretary@cardiff-astronomical-  
society.co.uk  
Public.Events.Organizer@cardiff-astronomical-  
society.co.uk

### SOCIAL SECRETARY

Rosa Adams  
37a Devon Place,  
Newport. NP20 4NW.  
Tel: 01633 257997  
Mobile: 07720 118004  
Email: Social.Secretary@cardiff-astronomical-  
society.co.uk

### VICE-PRESIDENT

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

### VICE-PRESIDENT

Professor J. I. Davies  
Cardiff School of Physics and Astronomy  
Cardiff University

### SECRETARY

David Powell  
1 Tal-y-Bont Road, Ely, Cardiff. CF5 5EU  
Tel: 029 2055 1704  
Mobile 07907 847 163  
email: Secretary@cardiff-astronomical-society.co.uk

### TREASURER

Christine Saunders  
131 Manor Chase, Beddau,  
Rhondda Cynon Taff. CF38 2JF  
Tel: 01443 204 688  
email: Treasurer@cardiff-astronomical-society.co.uk

### PUBLICATIONS OFFICER

Ian Davies  
52 Heol Nant Castan, Rhiwbina,  
Cardiff. CF14 6RQ.  
Tel: 029 2062 0501  
email: Publications.Officer@cardiff-astronomical-  
society.co.uk

### MEMBERSHIP SECRETARY

Catrin Griffiths  
37 Rimini House, Lloyd George Avenue  
Cardiff. CF10 4DH  
Tel: 07866 979 575  
email: Membership.Secretary@cardiff-astronomical-  
society.co.uk

## COMMITTEE 2013-2014

### PUBLICITY OFFICER/ DARK SKY CO-ORDINATOR

Mark Major  
21 Magor Street, Newport. NP19 0GU.  
Tel: 07912 855 477

email: [Publicity.Officer@cardiff-astronomical-society.co.uk](mailto:Publicity.Officer@cardiff-astronomical-society.co.uk)  
[Dark.Sky.Co-ordinator@cardiff-astronomical-society.co.uk](mailto:Dark.Sky.Co-ordinator@cardiff-astronomical-society.co.uk)

### DIRECTOR of OBSERVATIONS

Bob Biss  
33 Arles Road, Ely ,Cardiff. CF5 5AN.  
Tel: 029 2055 1198

email: [Director.of.Observations@cardiff-astronomical-society.co.uk](mailto:Director.of.Observations@cardiff-astronomical-society.co.uk)

### CURATOR of INSTRUMENTS

Christopher Fluck  
1 Fairway Drive,  
Caerphilly. CF83 2NP.  
Tel: 029 2088 1241

email: [Curator.of.Instruments@cardiff-astronomical-society.co.uk](mailto:Curator.of.Instruments@cardiff-astronomical-society.co.uk)

### LIBRARIAN

Joan Thomas  
166 Albany Road, Roath, Cardiff. CF24 3RW.  
Tel: 029 2049 7594

email: [Librarian@cardiff-astronomical-society.co.uk](mailto:Librarian@cardiff-astronomical-society.co.uk)

### JUNIOR REP

Kayleigh Churchill  
34A Swansea Road,  
Merthyr Tydfil, CF48 1HT.  
Tel: 01685 382 866

email: [Junior.Representative@cardiff-astronomical-society.co.uk](mailto:Junior.Representative@cardiff-astronomical-society.co.uk)

### OBSERVATORY MANAGER

Robert Love  
10 Fronwen Terrace, Pen-y-Darren  
Merthyr Tydfil. CF47 9LD  
Tel: 01685 376844

Email: [Observatory.Manager@cardiff-astronomical-society.co.uk](mailto:Observatory.Manager@cardiff-astronomical-society.co.uk)

### ASSISTANT OBSERVATORY MANAGER

Claude Vallee  
66 Forest Road, Canton,  
Cardiff, CF5 1HQ  
Tel: 07749 415 122

Email: [Assistant.Observatory.Manager@cardiff-astronomical-society.co.uk](mailto:Assistant.Observatory.Manager@cardiff-astronomical-society.co.uk)

### COMMITTEE MEMBER

Chris Hughes  
67 Birchgrove Street  
Porth, RCT, CF39 9UU  
Tel: 01443 312 563  
Mob: 0791 585 6419

Email: [Ordinary.Member.1@cardiff-astronomical-society.co.uk](mailto:Ordinary.Member.1@cardiff-astronomical-society.co.uk)

### COMMITTEE MEMBER

Jim Hennessy  
32 Leamington Rd  
Cardiff, CF14 6BX  
Tel: 0787 700 663

Email: [Ordinary.Member.2@cardiff-astronomical-society.co.uk](mailto:Ordinary.Member.2@cardiff-astronomical-society.co.uk)

**CARDIFF ASTRONOMICAL SOCIETY PROGRAMME 2013 - 2014****2013**

5 <sup>th</sup> Sept	Galaxies Common Sense, and Cosmology.	Prof Mike Disney, Cardiff University.
19 <sup>th</sup> Sept	Johannes Kepler 1571-1630	Dr. Allan Chapman, University of Oxford.
3 <sup>rd</sup> Oct	The Sun, a Biography	Dr David Whitehouse
17 <sup>th</sup> Oct	Observing the Moon	Dr Tony Cook, Aberystwyth University.
31 <sup>st</sup> Oct	The Herschel Space Observatory-the greatest Hits.	Prof Steve Eales, Cardiff University.
14 <sup>th</sup> Nov	Observing the Aurora	David Phillips, Hampshire.
28 <sup>th</sup> Nov	Choosing and using your Astronomical Telescope.	Adele Horton, Astronomia, Surrey
12 <sup>th</sup> Dec	Constructing the Mechanical Universe	Prof Mike Edmunds, Cardiff University

**2014**

9 <sup>th</sup> Jan	The Search for signs of Intelligent Life in the Universe.	Roger Butler, Cardiff Astronomical Society.
23 <sup>rd</sup> Jan	Observing Galaxies with Backyard Telescopes.	Martin Griffiths, Glamorgan University.
6 <sup>th</sup> Feb	Discovery of the Higgs Boson	Dr Simon Hands, University of Swansea.
20 <sup>th</sup> Feb	A Jupiter Odyssey	Andy Lound, Birmingham.

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.



## **CARDIFF ASTRONOMICAL SOCIETY PROGRAMME 2013 - 2014**

6 <sup>th</sup> Mar	The Changing Face of Astronomy over the last 30 years.	Guy Hurst, Basingstoke.
20 <sup>th</sup> Mar	How I Wonder what you are: The Birth, Life, and Death of Stars.	Dr Paul Ruffle, Jodrell Bank, Manchester.
3 <sup>rd</sup> Apr	Basic Astrophotography.	Dr Steve Wainwright, Swansea Astronomical Society.
17 <sup>th</sup> Apr	Annual General Meeting	Cardiff Astronomical Society.
1 <sup>st</sup> May	The Formation of Planetary Systems.	Dr Peter Hargrave, Cardiff University
15 <sup>th</sup> May	Amateur/University Astronomical Collaboration.	Graham Bryant, Hampshire.
29 <sup>th</sup> May	The Moon: what is, what was, what might have been.	Steve Balbus, Savilian Professor of Astronomy, Oxford University
12 <sup>th</sup> Jun	The Astronomical Society of Wales 1894-1914.	Dr Bryn Jones, London.
26 <sup>th</sup> Jun	Who keeps killing the Galaxies.	Dr Chris Fuller, Cardiff University.
10 <sup>th</sup> Jul	Three Short Talks.	Members of Cardiff Astronomical Society

# 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 1<sup>st</sup> 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 Director of Observations

Curator of Instruments

## **CONSTITUTION continued**

Director of Observations  
 Dark Skies Co-ordinator  
 Junior Representative  
 Librarian  
 Membership Secretary  
 Observatory Manager  
 Ordinary members (TWO - Term of office – one year only)  
 Public Events Organizer  
 Publications Officer  
 Publicity Officer  
 Social Secretary  
 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 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 placed immediately into this post. At the time of the Annual General Meeting, if an ORDINARY member has been placed onto a post of the Committee and wishes to retain the post, then they must stand for election in the normal way. 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

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.

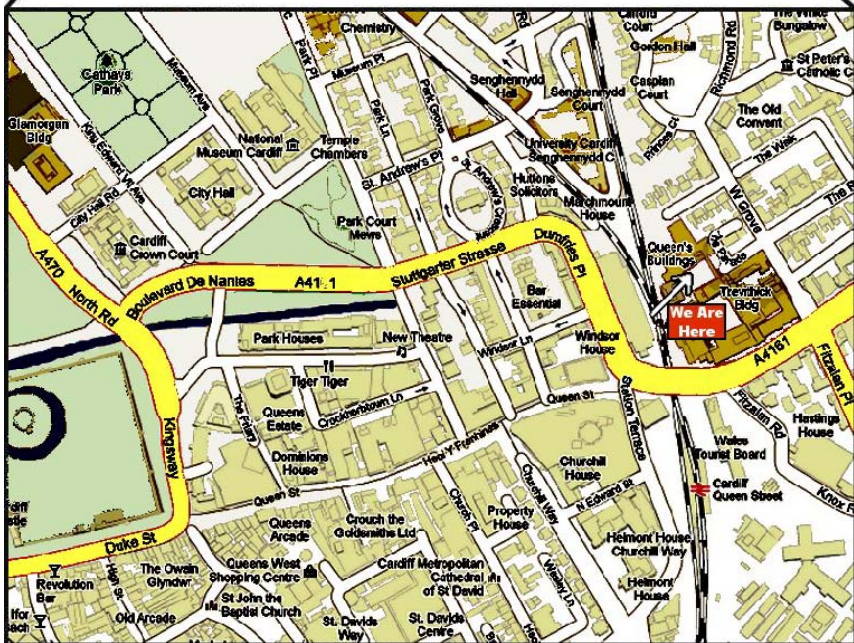
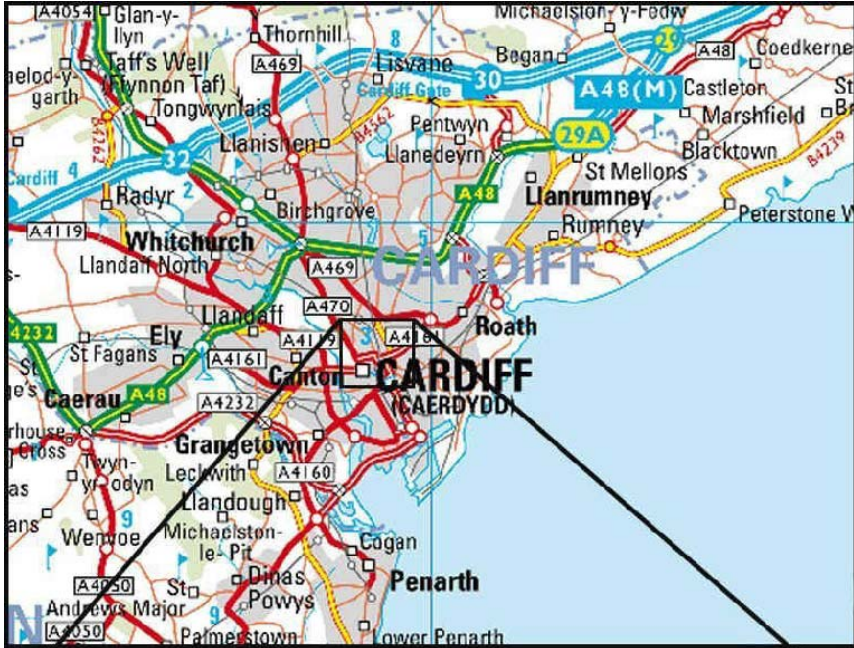
Indirect discrimination is not so obvious. An unnecessary condition or requirement may be imposed, which although applied to everybody, is more difficult for people from some groups in society to meet than others. This is indirect discrimination.

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.

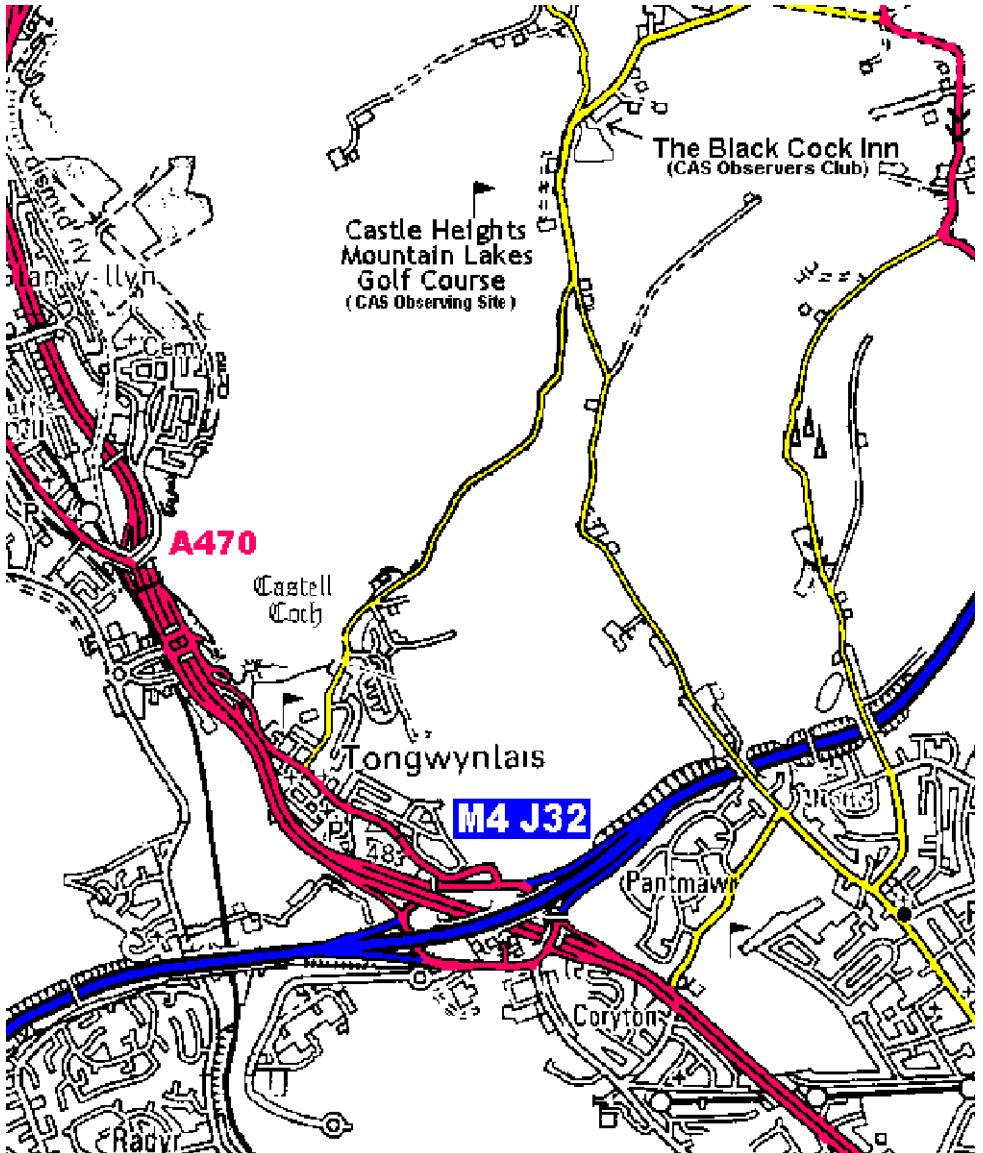
## **CARDIFF ASTRONOMICAL SOCIETY VOLUNTEERING POLICY**

1. Volunteers shall only be recruited from the membership of the Cardiff Astronomical Society
2. 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 organisation's work.
3. 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.
4. The designated volunteer manager will provide direct support of individual volunteers.
5. Volunteers will be encouraged to provide each other with mutual support.
6. All volunteers will be fully informed about the rights and responsibilities of volunteers.
7. 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.
8. The Committee will keep under constant review the benefits and costs of the volunteers to the organisation.
9. 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

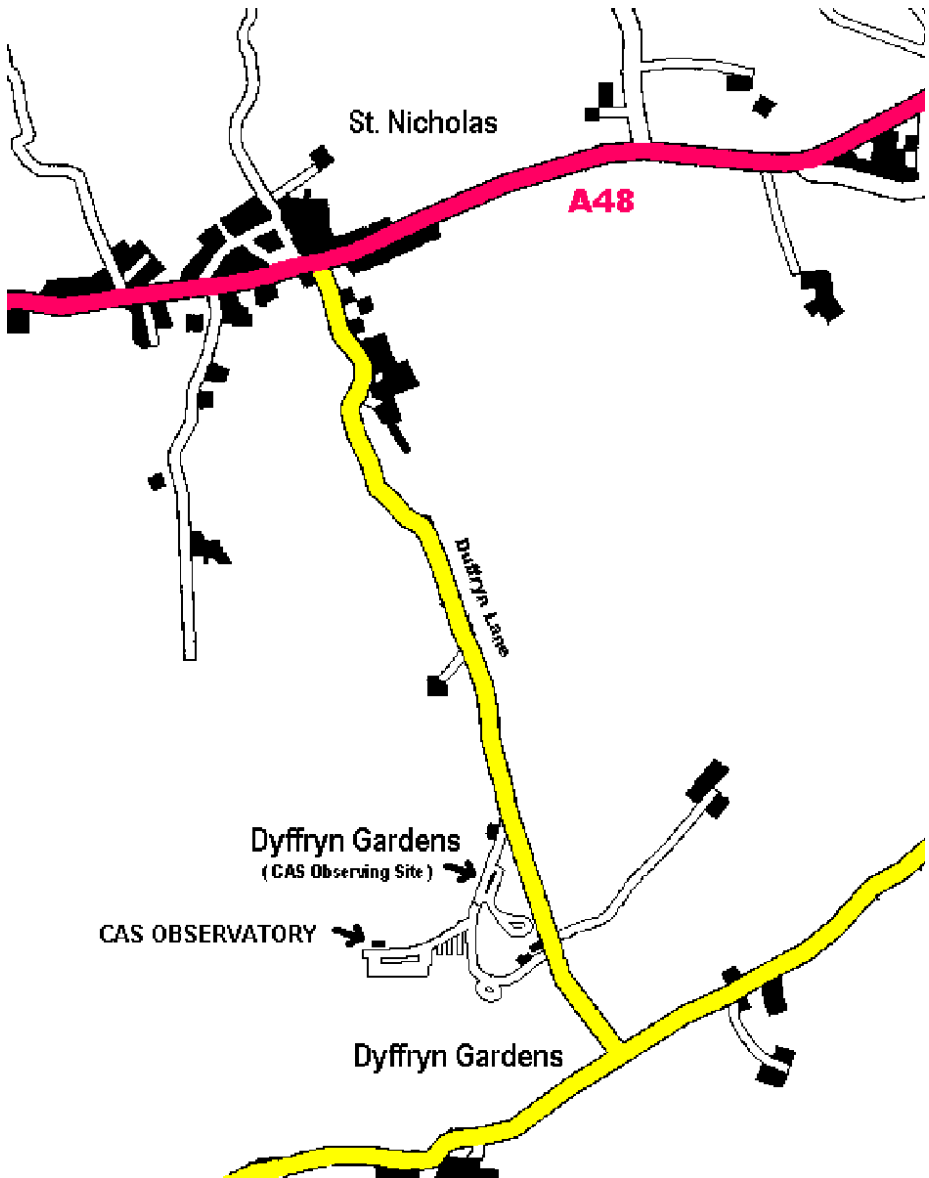


**Bottom Left:** CAS Observing Site at  
**Castle Heights Golf Course**

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>



CAS Observing Site at  
**Duffryn 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)



© 2013 Cardiff Astronomical Society

Web Site: [www.cardiff-astronomical-society.co.uk](http://www.cardiff-astronomical-society.co.uk) email: [info@cardiff-astronomical-society.co.uk](mailto:info@cardiff-astronomical-society.co.uk)