



2019-20 HANDBOOK FOR MEMBERS



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THE SOCIETY

Background to CAS

The Cardiff Astronomical Society (CAS) 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, near Cardiff. The Society has continued to develop its activities since then and acquired CIO (Charitable Incorporated Organisation) status on 31 October 2016. Its stated objectives are "*to advance education in the science of astronomy and related subjects for the public benefit by furthering the knowledge of its members, promoting and conducting observations, and by providing facilities for active participation in astronomical observation*". The Society's Registered Charity Number is 1169953.

The Society is managed and guided by a Committee to whom various powers and functions have been delegated by a board of Trustees. Society membership has grown over the years and now stands at more than 250, making CAS one of the largest amateur astronomical societies in the UK.

Fortnightly talks

Talks are held on alternate Thursday evenings (from 7:30 p.m. to 9 p.m.) between September and July at Cardiff University's Physics and Astronomy Department. These talks are well supported with between 60 and 100 members, from Cardiff and the surrounding area, in attendance. The talks programme is varied, and the aim is to cater for all interests, at whatever level; beginner to advanced. Details of the current talks programme are available on the Society's website. The Society continues to attract the very best speakers from all over the UK. Recent speakers have included regular broadcaster and all-round astronomical enthusiast Professor Jim Al-Khalili, University of Surrey, Chris Lintott (host of BBC's *The Sky at Night*) and Oxford Professor Allan Chapman. Allan's annual talk to the Society is always eagerly anticipated. The Society retains close links with the Astronomy Department at Cardiff University; this support is much appreciated and highly valued.

Members are encouraged to make every effort to attend the talks as it is useful to have a large audience as this makes it easier for the Society to continue to attract the best speakers. We also welcome volunteers, from

the membership, who are happy to share their enthusiasm and expertise on a particular subject, by giving other members a short talk.

The map on page 18 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 both bus and train routes. Ample car parking is available nearby.

Stargazing

As well as the talks, CAS holds regular observing sessions at our purpose-built observatory within Dyffryn Gardens, approximately five miles west of Cardiff (the map on page 19 shows the exact location of the CAS Observatory).

At the Observatory, members (and often the public) can view the sky with the help of experienced observers and by using of some of the Society equipment, including an 11-inch Celestron telescope, which is housed within the observatory. Most months, we also arrange, irrespective of the weather, an evening 'Star Party' for beginners and those unfamiliar with the night sky. These evenings are informal and normally (weather permitting) start with a naked eye sky tour. They allow beginners and experienced astronomers an opportunity to meet and chat about '*things astronomical*' and, if possible, do a spot of observing.

The Observatory is also the venue for 'Solar Viewing' on nominated Saturday mornings throughout the year.

Public events

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. Information about forthcoming events is placed on the CAS website, and we always welcome volunteers to help with this rewarding activity. You don't necessarily need to know a huge amount about astronomy as an enthusiasm for the subject and a willingness to help are all we are looking for.

We also participate in events linked to national and local stargazing events and have a close relationship with National Museum Cardiff, the Brecon Beacons Mountain Visitor Centre (situated in a major "dark skies" area in Wales) as well as Cardiff University, and several members of the CAS Committee regularly contribute articles and photographs to popular

astronomical publications and participate in television and radio programmes.

Library

A comprehensive library of more than 300 books is available to all CAS members. New titles are added on a regular basis, either bought by the Society or donated. Suggestions for new books are always welcome. An up-to-date catalogue of the Society's library books is available on the Society's website and in a loose-leaf file held at the library located next to the lecture room we use for the fortnightly talks. Books are available for loan/return at just before and after the talks.

Again, the aim of the library is to cater for all interests, so a wide range of subject matter and material is available. Whether you're interested in black holes, galaxies or the history of rocketry, we're sure to have a book you'll enjoy.

Loan of telescopes etc

As well as books, members may borrow, by arrangement, Society telescopes, binoculars and tripods in order to get acquainted with various types before buying their own instruments. Contact any Committee member (see next page) for details.

Newsletter

A Society newsletter is published four times a year providing information on Society events and activities, articles on astronomy, forthcoming events and current phenomena in the night sky. The newsletter is available online to members, but a paper copy can be requested, if preferred. Individual CAS members are invited to contribute by sending appropriate material to the Society's Publications Officer at Publications.Officer@cardiff-astronomical-society.co.uk.

Website

We have a website – **www.cardiff-astronomical-society.co.uk** - which contains the latest information regarding forthcoming Society activities, links to many external sites relevant to astronomy, information regarding the current skies, and formal documentation relating to the Society. There are also links to our social media accounts where members can exchange information informally.

CAS Committee

Contact email addresses for all members of the Society's Committee are in the "Who We Are" section of the website but the addresses for the main Committee posts are shown here:

Chairperson:

Chairperson@cardiff-astronomical-society.co.uk

Secretary:

Secretary@cardiff-astronomical-society.co.uk

Treasurer:

Treasurer@cardiff-astronomical-society.co.uk

Membership Secretary:

Membership.Secretary@cardiff-astronomical-society.co.uk

Observatory Manager:

Observatory.Manager@cardiff-astronomical-society.co.uk

Public Events Organiser:

Public.Events.Organiser@cardiff-astronomical-society.co.uk

Librarian:

Librarian@cardiff-astronomical-society.co.uk

Webmaster:

Webmaster@cardiff-astronomical-society.co.uk

Please note that:

- all emails will be automatically forwarded directly to the personal email address of the relevant officer
- for ease of recognition, photos of various members of the Committee have been put on the CAS website, and
- **the Committee is always pleased to receive suggestions from members as to potential improvements to our operations.**

Society membership

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 are £15 p.a. for adults, £20 p.a. for joint and family units and £2.50 p.a. for juniors.

Gift Aid

In late 2018, the Society received confirmation from HMRC that it was eligible to claim back Gift Aid in relation to appropriate payments received.

DATA PROTECTION ACT 2018

Certain Society members' details are kept on a computer. We abide by the Data Protection Act 2018 and the provisions of the European Union's General Data Protection Regulation (GDPR) which came into effect on 25th May 2018 when the Society introduced a formal Privacy Policy which is accessible on the CAS website.

Your personal details will not be shared with other Society members or with third parties, but we may be required, at times, to relate some information about membership to the Charity Commission. In the event of a member lapsing their membership, their details are removed from our systems within three months.

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 contribution 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 automatic-ally (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).

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

HELPING THE SOCIETY FINANCIALLY

The Society has affiliated with Amazon in a scheme where members making purchases from that company can do so via the CAS website (by clicking on the small icon at the foot of the left-hand sidebar). A percentage of the purchase price will go to the Society at no cost to the purchaser. We have also established a similar arrangement with the 'easyfundraising' scheme which involves over 3,000 different retailers including many top names such as Argos, Debenhams, eBay, Expedia, John Lewis, Next and Sainsbury's – further details are on the Home page of the CAS website.

CAS CONSTITUTION AND COMMITTEE RULES

Documents relating to the Society's Charitable Incorporated Organisation (CIO) and also the Committee's rules can be found in the "Important Documents" section of the Members' Area of the Society website (see the tab in the lower navigation bar of the website). The Society's Trustees and Committee encourage members to visit the website to view these documents.

The minutes of meetings of the CAS Trustees and Committee are also available in the Members' area of the website, but access is password-protected so that only Society members can access them. Details of how members can obtain the necessary password are shown on the website.

The Society's Trustees hold an Annual General Meeting in April. All paid-up members of the Society are encouraged to attend the AGM to receive reports about the Society's work in the previous calendar year, approve the Annual Report and financial statement (which will be submitted to the UK Charity Commission) and to help to formulate ideas for future CAS activities and practices.

THE SOCIETY'S FORMAL POLICIES

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. The named person is currently Philip Wallace.

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 Disclosure and Barring Service (DBS) procedure and, where appropriate, registered with the Independent Safeguarding Authority (ISA).

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 Trustees, 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 Trustees, Committee and volunteer members to be checked with the DBS/ISA 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 benefit.
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, in addition to the member, there is at least one adult present during activities with children/vulnerable adults
- Never give a child/vulnerable adult a lift in their car and never take a child/vulnerable adult to their (the member’s) home
 - 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. It is tempting to lift a small child up to the eyepiece of a telescope if the child is struggling to reach it, but this may be done **ONLY** by a parent, guardian or teacher acting in loco parentis

- 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 issue.
- 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 the Trustees and 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 Trustees will review this 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. Clause 9 of the Constitution declares “*Membership of the CIO is open to anyone who is interested in furthering its purposes.*” 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. Trustees and CAS Committee Responsibility

The Trustees and the Committee have a duty to promote and sustain equality of opportunity by:

- Monitoring incidents of discrimination through reports made to members, the Trustees and the Committee.
- Taking prompt action to stop harassment or discrimination as it is identified.
- To challenge discrimination when appropriate.

- Establishing and maintaining an environment free from harassment.
- Clause 9(4) of the Constitution details the mechanism whereby the Trustees may “*decide that it is in the best interests of the CIO that the member in question should be removed from membership*”.

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/or Website and thereby be aware of its contents and requirements. The Trustees will review this policy annually. Where it is apparent that anyone is not being offered equality of opportunity, the Trustees 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 Committee Chairperson and the Committee Secretary in the first instance. These officers have a duty to report to the Trustees 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 Committee Secretary.
- Report any concerns relating to the safety of equipment or premises to the Committee Secretary.

- 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 CAS 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 must be supervised by an adult at all times.
- The requirements of any disabled visitors must be considered within the constraints imposed by the site.
- Access to an emergency telephone and First Aid facilities must 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 must 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

- The locations of equipment should be advised to attendees because the event will take place in conditions of minimal light and any potential trip hazards must be identified. Telescopes, either CAS property or privately owned, must be operated only with the prior approval of CAS representatives or the individual owners.
- The use of laser pens or pointers should be thoroughly discouraged, but if needed for instructional purposes, must be used only by someone with a proper appreciation of the possible hazards.
- Guidance should be given regarding the 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 CAS Observatory requires prior arrangement with the Observatory Manager or his/her nominated representative and normally would require training in the operation of the equipment.

OUTREACH EVENTS

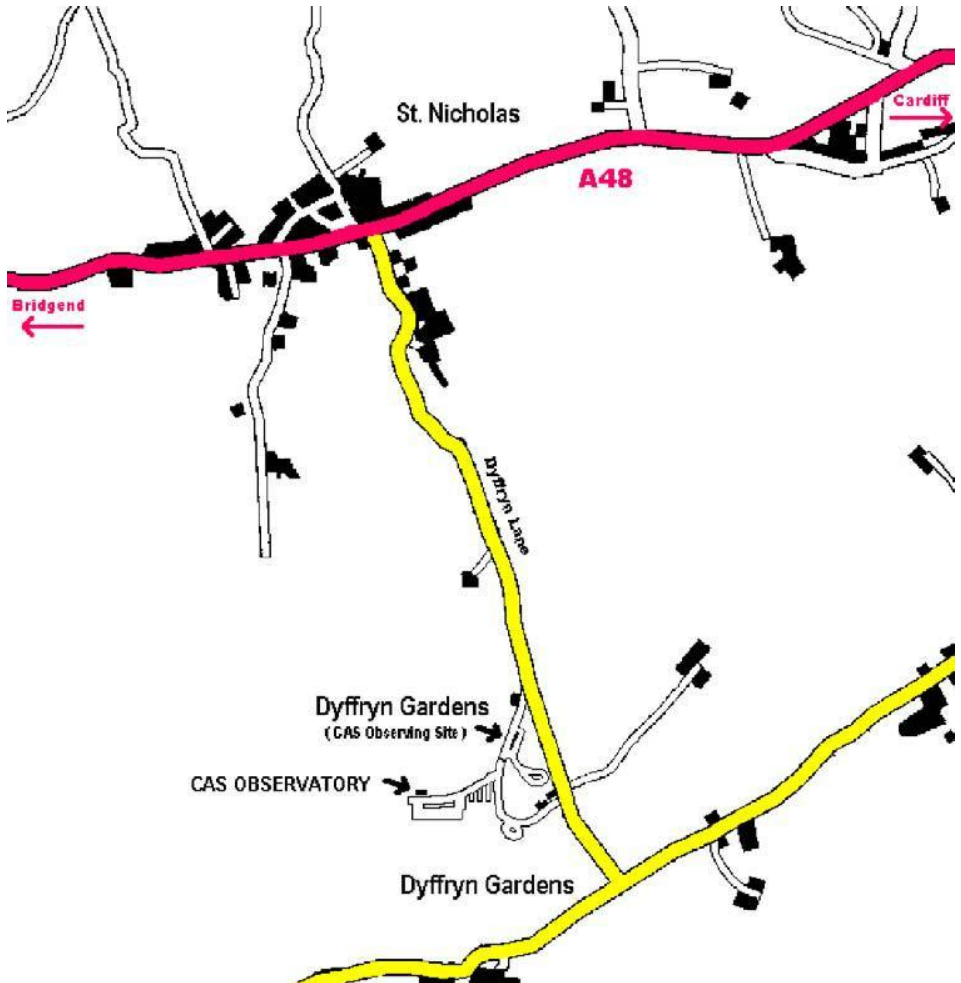
The officer responsible for setting up and organising outreach events must ensure, so far as is reasonably practicable, that, other than for safety matters purely related to astronomical equipment, the organisations involved e.g. National Trust, National Museum of Wales, National Parks, NRW, schools etc) have in place proper Health and Safety procedures and if an employer has carried out a 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

1. Volunteers shall be recruited only 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 Society'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. The individual will also have the opportunity to influence the Society's 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 Society.
 9. The Trustees of the Cardiff Astronomical Society will review its policy annually, concerning insurance, reimbursement for out-of-pocket expenses, working conditions and other benefits to volunteers.
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CAS OBSERVATORY LOCATION

at 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, CF5 6SU

Latitude: 51°26'39"N (51.4441666)

Longitude: 3°18'18"W (-003.305000)