



# HANDBOOK

**Charity registration number: 1169953**

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## **INTRODUCTION**

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. The Society continues to develop its activities, recently applying and acquiring CIO (Charitable Incorporated Organisation) status. The Society is managed and guided by a Committee and a Board of Trustees. Membership has grown over the years and now stands at more than 350, making CAS one of the largest amateur astronomical societies in the UK.

Talks are 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 supported with between 60 and 100 members, from Cardiff and the surrounding area of South Wales attending. The programme is varied and comprises lectures, short talks and debates. The aim is to cater for all interests, at whatever level; beginner to advanced. Details of the current talks programme is available on the Society website. The Society continues to attract the very best speakers from all over the UK. Recent speakers have included 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.

As well as the talks, we also hold regular observing sessions at our purpose built observatory within Dyffryn Gardens, approximately 5 miles west of Cardiff. Members are able to view the sky with the help of experienced observers and by the use of some of the Society equipment, including an 11 inch Celestron telescope, which is housed within the observatory. We also arrange a monthly, informal, 'Star Party'. For beginners, or those unfamiliar with the night sky, these evenings normally (weather permitting) start off with a naked eye sky tour. Star Parties are held irrespective of the weather, and 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. The map on page 15 shows the location of the CAS Observatory at Dyffryn Gardens.

A comprehensive library, of more than 300 books, is available for use by all members. An up-to-date list of library books is available on the website, and books are provided for loan/return, at our fortnightly meetings. 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. As well as books, members may also borrow Society telescopes, binoculars and tripods by arrangement.

A Society newsletter is published four times a year providing information on Society events and activities, articles, forthcoming events and current phenomena in the night sky. The newsletter is available online to members and a paper copy can be requested, if preferred. Individual members are invited to contribute by sending material to the CAS Publications Officer.

The Society has a website – [www.cardiff-astronomical-society.co.uk](http://www.cardiff-astronomical-society.co.uk) - The site 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.

The Society organises trips to locations of astronomical interest as well as other social gatherings such as summer and Christmas meals. 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 a dozen events per year and always welcome volunteers to help with this rewarding activity. You don't necessarily need to know a huge amount about astronomy, an enthusiasm for the subject and a willingness to help is enough. We also participate in events linked to **National Science Week** and the BBC's **Stargazing Live**.

Members frequently contribute photographs to popular astronomical publications and participate in television and radio programmes.

The map on page 14 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 a Committee Member. Contact details are listed on the Officers and Trustees page on the website. 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. We 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 CAS outreach team with Tim Peake*

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 Thursday meetings or email a Committee Member. Suggestions received are discussed at the next meeting of the Committee.

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 shown on the website. Finally, our successful application to become a CIO, brings with it exciting possibilities to expand the facilities the Society provides, and maintain Cardiff Astronomical Society as one of the preeminent astronomical communities in the UK.

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

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## **HEADQUARTERS**

School of Physics and Astronomy

Cardiff University

Queen's Buildings, The Parade, Cardiff. CF24 2AA.

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## **DATA PROTECTION ACT 1998**

Your membership details are kept on computer. We abide by the Data Protection Act 1998. Your details will not be shared with Society members or 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 3 months.

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## **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.

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## **LIBRARY**

There are over 300 books in the library available to members to borrow. New titles are added on a regular basis, either bought by the Society or donated. Suggestions are always welcome. A list of books can be viewed on the website (**[www.cardiff-astronomical-society.co.uk](http://www.cardiff-astronomical-society.co.uk)**) or in a binder held in the library itself.

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## **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 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.

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## **FORWARD PLAN FOR 2015-2020**

Cardiff Astronomical Society (CAS) is now more than 40 years old in its current form, having grown from a small local group in Cardiff to one with membership of more than 350 covering large parts of South and Mid 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; i.e. promoting interest in amateur astronomy by holding outreach and observing events at facilities in National Parks, Schools, Museums etc.

In 2010, its role changed considerably by the establishment of a permanent 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, it now requires consolidating its role in 4 main categories. These categories are: **Project work**, **Outreach**, **External Links** and **Education Programme**. To see a list of tasks in each category and how each is progressing, members are encouraged to visit the Society website at:

**[www.cardiff-astronomical-society.co.uk](http://www.cardiff-astronomical-society.co.uk)**

## **HONORARY AND ESSENTIAL COMMITTEE POSTS**

Cardiff Astronomical Society (CAS) became a Charitable Incorporated Organisation (CIO) on 31<sup>st</sup> October 2016. Listed below are the Presidents, Vice-Presidents (all Ex-Officio) and posts designated as 'essential members' of the Committee. Personal details (including pictures) of the members of the Committee, both essential and non essential, are listed on the website. Please visit:

**[www.cardiff-astronomical-society.co.uk](http://www.cardiff-astronomical-society.co.uk)** for further details.

### **PRESIDENT**

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

### **VICE-PRESIDENT**

Professor M Edmunds  
School of Physics and Astronomy  
Cardiff University

### **VICE-PRESIDENT**

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

### **VICE-PRESIDENT**

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

### **CHAIRMAN**

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

### **SECRETARY**

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

### **TREASURER**

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

## **HELPING THE SOCIETY**

Funding is an important aspect of what any Society can provide to its members. The Cardiff Astronomical Society has affiliated with Amazon in a scheme where members making purchases from Amazon can do so via the CAS website. A percentage of the purchase price goes into our Society funds, without incurring any cost to the purchaser. To help the Society, why not visit our site and click on the Amazon icon, located on the left navigation bar.



## **CIO CONSTITUTION AND CAS COMMITTEE RULES**

Documents relating to the Society's Charitable Incorporated Organisation (CIO) and Committee rules can be found on the Society website. They are located in the *Members documents* section, accessible from the *Members Area* section on the top navigation bar. The Committee and Trustees encourage members to *visit*:

**[www.cardiff-astronomical-society.co.uk](http://www.cardiff-astronomical-society.co.uk)** to view these important documents.

## **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.

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# **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.

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## **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) have in place proper Health and Safety procedures and if an employer has 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.
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## **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.
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### **MESSAGE TO MEMBERS**

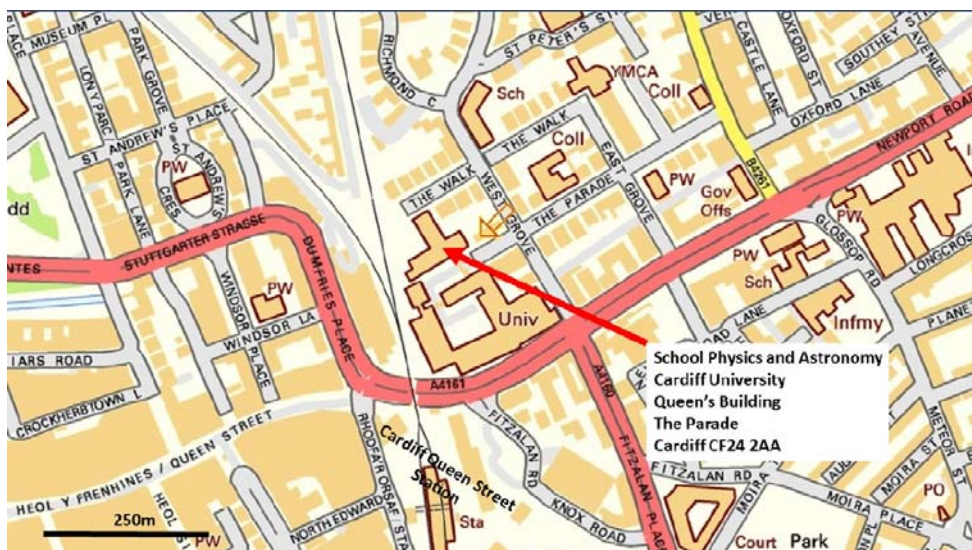
Some of our Society outreach events are arranged at comparatively short notice, and therefore may **NOT** be mentioned in the newsletter. The Committee therefore encourages members to consult the website -

**<http://www.cardiff-astronomical-society.co.uk>** and our social media accounts regularly, to see the details of any new events organised, or amendments to an existing event.

## WHERE TO FIND US

**NOTE:** From the 27<sup>th</sup> October 2016 there is a new security system in place at Cardiff University, which affects entrance to Cardiff Astronomical Society (CAS) talks at the School of Physics and Astronomy.

You are therefore advised to gain entrance to the building before 7:30pm. If you arrive after this time, Cardiff Astronomical Society cannot guarantee you access to the building, and you may miss the talk.



CAS Meetings at

**Trevithick Lecture Theatre - T/2.09**

School of Physics and Astronomy

Cardiff University

Queen's Buildings The Parade

Cardiff

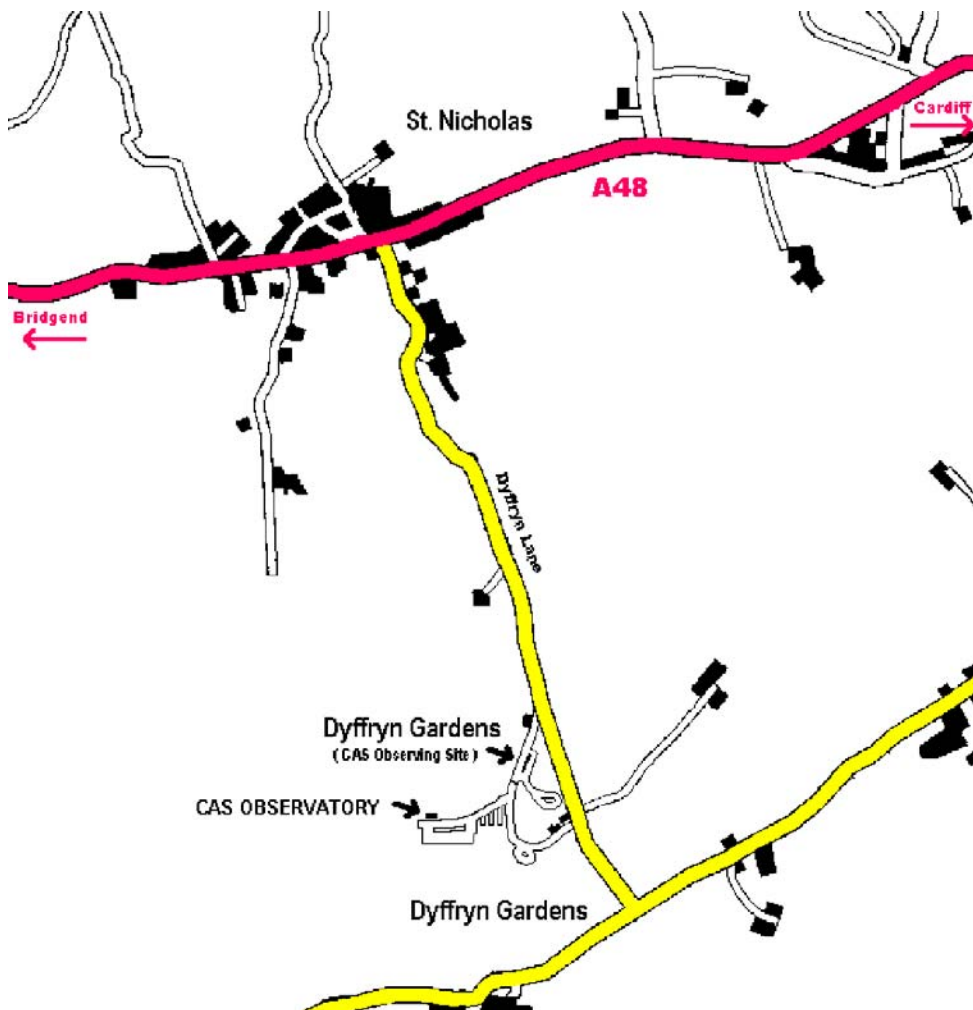
CF24 3AA

**All talks start at 7:30 pm (see note above)**



## OUR OBSERVATORY

### 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)

