



Cardiff Astronomical Society

Volunteer Policy and Procedures

Version 1.1

23 October 2025

Document History

Date	Author(s)	Version	Comments
30 th July 2024	M Bradley	1.0	Document completely rewritten for clarity.
23 rd Oct 2025	M Bradley	1.1	Addition of detail to role of Volunteer Manager.

Introduction

1. This document states the rules and policies relating to the use of Volunteers by Cardiff Astronomical Society.
2. CAS Committee welcomes all Volunteers regardless of age, gender, or importantly knowledge of astronomy. All Volunteers are welcome from those just starting out with their interest in the subject to those with a professional astronomical qualification.
3. Due to legal and insurance reasons, Volunteers **must** be members of the Cardiff Astronomical Society.
4. Volunteers will have the support and approval of the Cardiff Astronomical Society Committee and can present their views to the Committee on all aspects of the Society's work.

Events

5. The Committee will designate one individual to manage Volunteers for each event (Volunteer Manager). This individual will normally be the event organiser or most appropriate Committee member.

6. The designated Volunteer Manager will provide direct support of individual Volunteers.
7. The Volunteer Manager at any event must be conversant with the CAS Safeguarding Policy and the relevant risk assessment. They must make sure that all policies are complied with and that risk mitigations are observed for insurance and legal purposes.
8. At an event the Volunteer Manager will be the single point of contact between the host and the Volunteers at the event.
9. If there are any complaints, or expressions of dissatisfaction, made regarding the event or the CAS Volunteers, this should be reported to the Volunteer Manager who should inform the Committee.
10. Volunteers will be encouraged to provide each other with mutual support.
11. Before assisting at an event, all Volunteers must read and abide by the responsibilities of volunteers, particularly the CAS policy on children and vulnerable adults and CAS Equal Opportunities Policy. The Volunteer must inform the Volunteer Manager when the documents have been read and may ask any appropriate questions for clarification. A record is kept of Volunteers who have read these documents.
12. At any event the Volunteer Manager has the final say in any disputes or decisions.
13. All Volunteers will be covered by the Employers Liability Insurance Policy taken out by CAS and will be made aware of the insurance policy before undertaking any voluntary work.
14. Volunteers are entitled to reimbursement of out-of-pocket expenses agreed prior to the event and in accordance with the CAS Finance Policy.
15. The Committee will keep under constant review the benefits and costs of the Volunteers to the Society.
16. This Policy will be reviewed annually by The Trustees of the Cardiff Astronomical Society.

M Bradley

Treasurer and Trustee

23 Oct 2025