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BYE-LAWS
RULES
GUIDELINES
and
POLICIES
of

The American Civil War Society Ltd

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ACWS LTD BYE-LAWS

Completely Revised August 1994

Adopted at AGM 20/11/1994

Last Updated January 2015

A. General

1. The name of the organisation is THE AMERICAN CIVIL WAR SOCIETY LIMITED (a Company Limited by Guarantee Registered Number 2610962 England) as registered at Companies House and the Business Names Registry, hereinafter called 'The Company'.
2. The Aims of the Company are: -
 - a) To organise, conduct and present historical displays, battle and/or living history re-enactments, costume balls or other presentations depicting various aspects of the American Civil War 1861 to 1865 and its environs.
 - b) To produce films, videos and other artwork and/or to publish books papers pictures and articles of an historical and/or educational nature.
 - c) Through these main activities to provide entertainment and interest for both Members of the Company and the public, to assist in the preservation or restoration of historical sites and battlefield monuments and to help raise money and support for charitable or other good causes.
 - d) Additionally, this Society declares it is a blackpowder/gunpowder using Society in its historical impressions and interpretations, limited to the ages of and use of weaponry from the flintlock (for the purposes of the American Indian and Revolutionary Wars only and later) and percussion periods of military history and/or any military weaponry in use during the period of the American Civil War 1861 to 1865.
3. The Company shall be non-profit making and all funds accruing to the Company shall be used for the purposes of furthering the aims of the company set out in paragraph A2 above and/or as authorised by the Memorandum and Articles of Association of the Company, by a General Meeting thereof or by resolution of the Board of Directors.
4. The Bye Laws and Rules of the Company are ancillary to the Memorandum and Articles of Association of the company and where any difference or contradiction arises then the Memorandum and Articles of Association take precedence.
5. Directorships and any other posts to which Members may be elected, co-opted or otherwise appointed shall be Honorary. The expenses and disbursements of such functionaries, if legitimately incurred in connection with their duties and if claimed, shall be paid from Company funds and proper and valid receipts provided for such expenses so paid for accountability. Expenses and disbursements in furtherance of Company business incurred by other Company Members or by any other persons or bodies acting on Company business by order or authority of the Board of Directors shall be paid, if claimed for, from Company funds in such manner and proportion as may have been arranged between the person(s) / body concerned and the Board of Directors. It shall be a principle of the Company's operation that no Member shall otherwise receive financial reward or profit from the Company or as a result of its activities, (save and except where expressly authorised by the Company at a General Meeting or by the Board of Directors and then only in furtherance of the Aims and Objectives of the company).

6. The Company shall have no political affiliations.
7. In the event of the Company ceasing to exist for whatever reason, after the settlement of any outstanding liabilities and debts, all remaining assets shall be distributed in accordance with the provisions of the Companies Acts unless the Members by a simple majority at a General Meeting resolve that such balance is distributed to such Military and/or historical charities or purposes as they may then resolve.
8. The day to day running and management of the Company shall be the responsibility of and shall be invested in the Board of Directors.
9. All Company correspondence shall (save where otherwise directed) be sent to the designated Post Office Box of the Company or such other address as the Directors may decide and advise the Membership.
10. All re-enactments and events presented by the Company shall take place in accordance with the current Code of Conduct issued by the Health and Safety Executive and other relevant legislation and subordinate rules and regulations applicable.
11. Every unit commander, staff officer, officer and NCO and Director shall be supplied with a copy of the Company's code of Conduct for Battle re-enactments as approved by the Health & Safety Executive.
12. A full list of Company officials shall be published at least annually in the Company's Newsletter.

B. Membership

1. Membership of the Company will not be refused on grounds of race, creed, colour, religion or sex although some restrictions may be imposed on the grounds of historical precedent relating to re-enacting matters.
2. No person under the age of 14 years shall be permitted to become a Full Member of the Company. Save in exceptional circumstances and as authorised by the Board of Directors and/or a General Meeting persons under the age of 16 years shall be required to take a non-combatant role. Persons under 18 years will be required to have and produce the consent of a parent or guardian. All full members shall sign the Company's form of Indemnity on joining or re-joining the Company. Full members' children aged 7 to 13 years may be permitted to participate in the Company's Junior Units.
For all children of full members who are their parents or guardians or who are in loco parentis, from birth to their 14th birthday, there shall be a membership category called 'Junior Member'. Any such child attending or likely to attend an event of the Company shall be recorded as a Junior Member by such parent/guardian on Junior Membership forms provided by the Membership Secretary. The purpose is to have a record of all on camp or at an event, for the safety of children and for the better management of the Armies. Junior Membership confers no voting rights at a General Meeting, costs nothing and has no financial obligation (as set out in Bye-Law B12). The Membership Secretary will issue Junior Members with Junior Membership cards.
(Junior membership, and henceforth Full Membership, added AGM Dec-2013)
3. No applicant shall be considered for full membership of the Company unless and until there has been deposited with the Membership Secretary a signed and fully completed Membership application form in the Company's current form and paid the required Membership fee. Acceptance of membership is discretionary to the Company, usually is for one calendar year or

part of a year at a time (unless otherwise determined at a General Meeting or by the Board of Directors) and is signified by issue of a current valid Membership Card. No new member shall be allocated to a particular unit until their application has been accepted by the Member Commanding that Unit.

4. The Board of Directors may reject an application for Membership without any reason or explanation or refuse a new Member membership of a particular Unit. Refusal or transfer of a Membership renewal must be notified in advance to the unit commanders affected and must be accompanied with an explanation.
5. Memberships will fall due for renewal on 1st January each year. Any current Full Member failing to deposit with the Membership Secretary their membership renewal and appropriate fee by 31st January of the relevant year may lose any military rank they may hold and may have their Membership renewal request treated as a New application at the discretion of the Board of Directors.
6. Each Full Member shall be entitled to such issues of the Company's Newsletter or Magazine as may be produced and issued during the period of the relevant year for which the Member has so joined, and to draw such ammunition (if licensed and authorised for the same) as may be issued by the designated Company Explosives/Safety Officer(s) for use at the Company's events.
7. Every Full Member shall be entitled to vote at a General Meeting. After a Full Member has been such for no less than 6 months that member may stand for election to a Company office or position provided always that candidate is adequately and properly qualified for the post in question (and/or trained as necessary in the case of a specialist or technical office or position).
8. The Annual Membership fee for any given year shall be decided at the Company's Annual General Meeting held immediately prior to the year in question. There shall be Individual, Couple, Single Parent Family and Family Memberships. A Couple is defined as two married or Common Law Partners living in the same household. A Single Parent Family is defined as one Parent, plus any Children living in the same household. A Family is defined as any number of members of the same family living in the same household.
9. A Registration Fee will, at the discretion of the Board of Directors, be levied at each event or re-enactment of the Company from all Members and Guests at the event, no matter where they camp or what they do. The minimum and maximum such registration fee shall be decided by the Board of Directors. A Family Membership Group, including Guest families, will never pay more than double the Registration Fee at an event.
10. All Members shall be subject to and shall abide by the Rules and Bye Laws of the Company as laid down by the Board of Directors and as approved by a General Meeting of the Company.
11. No person body or group shall be permitted to take part in any Company event or activity unless they are Members of the Company or have been permitted to take part by express authority of the Board of Directors which must be obtained in advance.
12. The liability of Full Members of the Company is, in accordance with its Memorandum and Articles of Association, limited. Every Full Company Member shall on joining the company undertake to contribute such amount as may be required on demand (not to exceed £10 on any one occasion) to the Company's assets if it should be wound up or dissolved whilst that person is a Full Member, for payment of the Company's debts and liabilities and of the costs

charges and expenses of such winding-up/dissolution, and for the adjustment of the rights of the contributors among themselves.

C. General Meetings

Subject to the Companies Acts and to the Memorandum and Articles of Association of the Company: -

1. An Annual General Meeting of the Company shall be held once every calendar year. Non members shall not be permitted to attend, except with the prior approval of the Board of Directors. Each member shall receive at least 21 days notice of any General Meeting (proof of posting to the current address of such Member as advised to the Membership Secretary being sufficient evidence of receipt of such notice) together with a copy of the proposed agenda/nature of the business to be transacted. Any matters of an important nature which arise and are not contained in the Agenda must become the subject of a further General Meeting. Such notices and other information and statements may be transmitted electronically to the e-mail address of the member as provided to the Membership Secretary. *(Amended AGM Dec-2013)*
2. No alteration or addition to the Rules or Bye Laws of the Company may be made except by a simple majority vote at a General Meeting of those Members present and voting together with proxy votes in accordance with the Company's Articles of Association. The Chairman shall have an extra casting vote in the event of a tie. Voting by those present at the Meeting may be by show of hands or by secret ballot either by the resolution of the meeting or by direction of the Board of Directors.
3. All proposals put before any General Meeting of the Company shall only be passed by a majority vote of those members present and voting together with proxy votes as in Clause 2.
4. In the event of there being more than one candidate for an elected office duly nominated, seconded and who has agreed to stand as such candidate in writing and received by the Secretary prior to issue of the Notice of the Meeting the person who shall be elected shall have the greatest number of the valid votes cast or if two or more candidates tie with a majority of such votes the vote shall be taken again immediately between only those tied votes candidates and if there shall still be a tie the Chairman of the meeting shall use a casting vote to decide the issue.

D. Board of Directors

1. The Board of Directors shall be elected annually at the Annual General Meeting and all Directors shall, on being elected, undertake to resign if not re-elected at the next following Annual General Meeting. To be elected and during office a Director must be a member of the Company. The Board of Directors will consist of not less than Chairman, Secretary and Treasurer.
2. The Directors are empowered to run, administrate and make decisions on behalf of the Company and to uphold Company standards in accordance with these Rules and Bye Laws and to ensure the safe, efficient and legal operation of the Company within the Companies Acts and other relevant legislation. The Board of Directors shall appoint or dismiss Members to or from non-elected positions within the organisation, and have the principal authority to negotiate or conduct relations with any persons or bodies external to the Company and to conduct financial matters on the Company's behalf.

3. Half or more of the Board of Directors shall constitute a quorum and the Board of Directors shall not have power to co-opt a greater number of non-executive Directors than the number of official Directors posts set out in Appendix 1 hereto.
4. Non-Directors (whether ordinary Members or other guests) may attend Board Meetings only by the permission and prior approval of a majority of the Directors.
5. The Board of Directors shall consist of some or all of the Directors posts referred to in Appendix 1 hereto. It is not mandatory for the posts in Part A of Appendix 1 to be Directors (other than Chairman, Secretary and Treasurer) and such posts can be filled by persons within Part B (Other Officials) and/or treated as such.
6. Proposals put before valid meetings of the Board of Directors shall be passed by a majority vote of those Directors present including due allowance for the Chairman's additional casting vote (see appendix 1). The Board can also come to e-decisions by e-votes. These requests must be sent to all Board Members electronically and allow a reasonable period of time to reply. The proposition to vote on must be clear and unambiguous and allow for either a yes/no vote or to choose one option from those put forward. Normally the Secretary will run and conduct an e-vote of the Board and declare the result of the vote promptly after the closing date. (*Amended AGM Dec-2013*)
7. Directors are required to give no less than 28 days notice in writing to the Chairman or Company Secretary of their intention to resign. Under such circumstances, if not falling at or on the Annual General Meeting, the Board of Directors shall be entitled to co-opt a replacement to hold office until the next General Meeting.
8. Retiring Directors and other office holders shall ensure that they shall be available for consultation and for assistance to their replacement Director/office holder until their assistance is no longer needed by the new Director or other office holders or 6 months from the replacement whichever is the sooner.
9. The Retiring Director is to retire and cease to hold office either at the expiry of the resignation period as above or on failure to achieve re election and the new Director takes-over and shall be responsible for that portfolio immediately he or she is in post.
10. Meetings of the Board of Directors shall take place on at least 14 clear days notice (save in the case of an emergency) and as often as the Chairman and/or the Secretary deems necessary but on a quarterly basis is the expected minimum number of such meetings each year. Each Director shall be supplied with an agenda for the meeting with the notice convening the same. Apologies for absence are to be forwarded in advance to the Company Secretary (save in the case of an emergency).
11. Other than as specifically provided for in paragraphs D1-10 and Appendix 1, the powers of the Board of Directors shall be as provided for in the Memorandum and Articles of Association and by the Companies Acts.
12. Army Representatives may be co-opted onto the Board by the Board of Directors, as they deem expedient and necessary.

E. Military Organisation

1. There shall be two forces (hereinafter referred to as Armies) representing the Union and the Confederacy. Each Army shall be divided into Units. In addition there shall be bi-partisan units including medical and pyrotechnics.

2. No new unit shall be permitted to be formed within either Army without the express authority of and upon terms and conditions determined by the Board of Directors.
3. The Military rank structure of the Armies shall be reviewed annually at a Meeting of the Board of Directors and both Army Commanders (or at such other times as may be necessary and expedient) and such Army Commanders shall on such matters be able to vote at the appropriate meeting (if not already Directors).
4. No person shall be appointed a Commissioned Military Officer in either Army save on the recommendation of the Army Commander concerned and with the approval of the Board of Directors.
5. No army Commissioned Officer shall be deprived of his rank or demoted save by the Board of Directors acting in concert with the Commander of the Army concerned.
6. To qualify as a recognised Army Unit the Unit concerned must have a minimum of 10 members on its rolls. Any unit or units fielding less than 10 Members at any re-enactment or event presented by the Company may, at the discretion of the Army Commander concerned, be merged with any other unit or units and the Army Commander shall appoint a Commander for that re-enactment or event to command such merged units. At the end of a season the Board of Directors and the Army Commanders shall be entitled to review the performance and attendance levels of Units and any found to comprise fewer Members than 10 or to turnout on a regular basis fewer than 10 may at the discretion of the Board of Directors and the Army Commanders (acting jointly) be disbanded or merged.
7. In the case of an officer or NCO being absent, his duties shall be undertaken by his immediate subordinate. If this is not practicable the relevant Army Commander will allocate an acting rank to a suitable private soldier and/or post into that unit an officer or NCO from another unit in that Army, but for that event only.
8. Any officer or NCO wishing to resign must do so in writing and give 28 days notice to the Company Chairman and relevant Army Commander, and Unit Commander (if applicable).
9. Army Commanders shall be elected annually at the Annual General Meeting by registered members of their respective forces only. Army Commanders shall be co-opted on to the Board of Directors if the Army Commander so wishes. The Army Commander always has the right of audience at Board Meetings. The Army Commander may nominate a representative, who the Board, at their discretion, will co-opt as a Director.

ACWS LTD BYE-LAWS – APPENDIX 1

COMPANY OFFICIALS AND OUTLINE DUTIES AND RESPONSIBILITIES

A. BOARD OF DIRECTORS

1. Official Directors Posts

The following are not definitive, and are merely indications of Company tasks and areas of responsibility. Where an office holder has statutory tasks under the Companies Acts etc., these are not set out in full. The Chairman, Secretary and Treasurer must be Directors. It is not mandatory for the other part A1 posts and/or job descriptions to be on the Board of Directors although desirable.

(a) Chairman

Responsible for upholding the Bye Laws and Rules of the company, takes the chair at any Board or meeting of Company members and has the casting vote in the event of a tie. Responsible for leadership of the company and its Members, keeping meetings in order, and ensuring proposals are put to a vote after a reasonable amount of discussion. He or she should have a thorough knowledge of the Bye Laws and Rules.

(b) Secretary

Responsible for recording minutes of all Company meetings and preparation and circulation of agenda prior to such meetings. Replies to/deals with all correspondence appropriate to the job, and that not otherwise specifically within the remit of another Director. Takes the Chair in the absence of the Chairman. Responsible for all returns and records to Companies House including sending financial returns. Keeps minutes books available for perusal by any Member.

(c) Membership

Responsible for keeping an accurate and up to date record of all company members together with pertinent details and issue of Membership cards. Organises signing-in roster at each Company event.

(d) Events

Responsible for seeking events and venues and negotiating them with sponsors. Arranges company events, visits sites to ensure adequate facilities available and manages the costings of such events. All projects or events undertaken on behalf of the company by any member or group of members acting on behalf of, or representing the company in any capacity must be authorised and co-ordinated by the Events Director. Responsible for ensuring camp sites duly co-ordinated and organised (via Army Commanders and/or camp co-ordinators).

(e) Treasurer

To produce accounts and full financial information on a regular basis as necessary for the Board of Directors to be able to come to management decisions based on sound financial advice. Responsible for keeping accurate and full account of all Company Financial transactions and to produce balance sheet and all other financial information for the purposes of the Companies Acts. Arrange for Auditing of accounts. Keep secure and control and the deposit and payment of funds with and by a reputable financial institution. Maintain a current record of all Company assets and materials and their locations. All Company financial transactions/business shall be co-ordinated through him/her.

(f) Communications

Responsible for compiling and keeping all Company publications, the management and production of Newsletter/Magazine and communication of information to the Membership.

(g) Health & Safety

Responsible for the training and supervision of safety, explosives and pyrotechnics staff, for the supervision of the procurement and distribution of ammunition and pyrotechnic effects, and liaison with Police, Home Office, Health & Safety Executive, Local Authorities and other Re-enactment bodies and groups on such matters. To deal with Health & Safety, security and explosives matters on behalf of the Company within the ambit of relevant legislation. Responsible for the preparation and maintenance of the Company's Risk Assessments.

2. Other Directors

Other Executive Directors may within the arrangements of the Memorandum and Articles of Association and these Rules and by laws be elected at a General Meeting, or co-opted onto the Board by the Board of Directors as the Board deem expedient and necessary. An Army Commander not otherwise a Director would normally and usually be expected to be a Director under this head in any event.

B. OTHER OFFICIALS

1. Explosives Officer

To assist the Health & Safety Director in regard to all Explosives matters. Must have close knowledge of the Code of Conduct and ensure all ammunition preparations issues and returns are carried out in accordance with Code of Conduct and Company Rules and "best practice" and that ammunition storage is safe, secure and compliant with legislation.

2. Assistant Safety Officers

To assist the Health & Safety Director and the Explosives Officer in regard to safety aspects of firearms (including Cannon) and site safety arrangements, including liaison/checking with individuals, Groups or Bodies at Company events as well as Company Members. Must have close knowledge of the code of Conduct and that events are conducted in accordance with it. To inspect camp sites, weaponry and ammunition for safety. The Assistant Safety Officers will work in close liaison with the Health & Safety Director and with each other. The Board of Directors empowers the Assistant Safety Officers (in the absence of the Health & Safety Director) to carry out all his or her role and function at a site and/or event, including to order any Member to cease any conduct (or take such steps as may be required to rectify the same) which in his/her considered opinion is or could be dangerous or lead to something insecure, and/or contrary to Company Rules and Bye Laws concerning any Health & Safety matter or handling/use of Explosives. They have the Board's Authority to order any Member or Guest acting dangerously in either regard to stop immediately and/or clear any weapon and/or leave the field of an event or venue. In the event of failure to comply with any such reasonable directions he/she may report such person to the Board of Directors for such action to be taken as the Board deems fit.

3. Pyrotechnics Officer

Responsible for advising on and procuring and operating or supervising the operation of all pyrotechnic effects including safety, storage and transport issues, and at the end of an event the clearance of the re-enactment site of all pyrotechnic effects and the restoration of the site as far as is practicable from their effects, under the overall supervision of the Health & Safety Director or Explosives Officer. Must have a close knowledge of the Code of Conduct and use of pyrotechnics conducted in accordance with it. Responsible for training, control and supervision of all Members involved with pyrotechnics. It is expected that the Explosives Officer, Assistant Safety Officers and Pyrotechnics Officer will have "Category 3 or mode B Licences" or equivalent suitable for their needs, functions and purposes. Those responsible for Safety (including not only Battle re-enactment and explosives matters but also regarding camps, fire precautions and the like) shall acquaint themselves either prior to an event or immediately they arrive with the layout and location of the site and all facilities and ensure that plans are made and briefings given as necessary to ensure compliance with Safety matters. This is likely to involve liaison with Camp Co-ordinator(s) and the Army Commanders and the Medical Officer.

4. Camp Co-ordinators

Responsible for maintenance of notice board with timetable at signing-in point and taking charge of any encampments at events. To ensure camps laid out correctly and supervised (in liaison with Army Commanders), safety requirements met and necessary "supplies" available as per Events Director's arrangements e.g. wood, water, toilets etc. Liaise and communicate as necessary on site and camp safety and security arrangements.

5. Army Commanding Officers

Will take charge of their Armies and of training and of activities for the event/show/battle including issuing orders of the day and/or instructions on timings (in liaison with Events Director). Responsible for arranging or delegating the arranging of the re-enactment and marshalling their forces and appointing acting ranks in accordance with Bye Law E.7. Responsible for commanding and leading their Army, for morale and promoting recruitment and retention of Members.

6. Unit Commanding Officers

Responsible for their units to their respective Army Commanding Officers, both at events and otherwise, training their personnel, morale, recruitment and ensuring that clothing and equipment is to a reasonable standard. Ensuring that all Members under their command are Company Members and are duly licensed as necessary and trained in use of their weaponry and drills and tactics.

7. Non Commissioned Officers

Supporting their C.O.'s in their various duties and standing in for them in case of absence. Marking left and right flanks of their units/taking charge of their cannon as appropriate. Be knowledgeable of drills and have ability to instruct/train. Set a good example.

8. The Medical Officer

In charge of the Company's Medical Service and responsible for ensuring that each event is adequately covered by qualified medical personnel from the Company. Maintains the accident book and makes contact with any existing medical facilities on site or nearby. Ensures that all First Aid/Medical Service personnel are in possession of current St John's/Red Cross First Aid Certificates or other equivalent or better qualifications and are provided with Medical Orderly Insignia for identification. Maintenance of First Aid Kits.

9. Medical Orderlies

Under Command of Senior Orderly, in complete charge of any injured Member at events until more qualified personnel are in attendance. To be a suitable qualified First Aider. Responsible for keeping Medical kits complete and readily available. (Posts in paras 7 and 9 are to be distinguished from Nurses and Medical Orderlies re-enacting the role of a Civil War Nurse or Medical Orderly and NOT carrying out a real first aid function).

10. Marketing

Reporting to the Board of Directors, responsible for creating and co-ordinating the company's strategic, and long term publicity and Public Relations Strategy. Responsible for co-ordinating the company's publicity and public relations for events, contacting and managing all contact with local and national media prior to events and all official comments to and contact with the media on behalf of the company. To deal with all Television and film production companies and to negotiate the media rights for the company. To deal with all commercial and sponsorship matters associated with events, where such activity falls outside the company's normal activities. To manage all promotional activity on behalf of the company. To raise awareness of the society both nationally and internationally. To pro-actively publish articles, features and other material from members of the company or others engaged in promoting the company. To ensure that directories and listings of events and re-enactors are kept informed of the company's activities. To co-ordinate with and co-operate with the Events Director in seeking events and venues. To protect and enhance the reputation of the company and to prepare and if necessary execute a damage limitation or defensive strategy where there is a risk of adverse publicity which may damage the reputation of the company.

ACWS LTD RULES

Completely Revised August 1994

Adopted at AGM 20/11/1994

Last Updated December 2013

Introduction

All Battle Re-enactments in the United Kingdom are governed by a Code of Conduct approved by the Home Office and the Health & Safety Executive. Both the Code of Conduct and the Company's Rules must be strictly adhered to. Failure to comply will result in disciplinary action and possible expulsion from Membership of the Company.

A. Membership

1. Whilst at the events and venues of the Company, and/or whilst holding out in any capacity that they are acting for or engaged in activity for the Company, members are required to conduct themselves to a high standard, to obey all reasonable and lawful commands given by the Officials of the Company in pursuance of their duties and to uphold the standards and reputation of the Company.
2. Former members who have failed to renew their membership for the current year will be refused participation at Company events.
3. All members are required to conduct themselves in an orderly manner. Dangerous or offensive behaviour likely to prejudice the good name for the Company may lead to suspension or withdrawal of Membership or such other sanction(s) as the Board of Directors may decide.
4. Officers and NCO's will be held fully accountable to the Directors for the conduct of members of their unit and guests under their command.
5. Only members, their families and guests will be allowed to camp at Company events and sites.
6. The minimum age for participating in Company events is 14 years old.
7. Women may participate fully in all events of the Company including being armed, equipped and dressed as men and in the ranks of units subject to:
 - a) Individual units being free to decide as they may wish on their own membership in this matter, and:
 - b) Women participating as soldiers must appear appropriately dressed and equipped to reasonable standards as the Board of Directors may determine, and be commensurate with the image and appearance of the unit they are re-enacting.
8. No member or guest will be permitted to participate in Company events without first having signed the Company's agreed disclaimer.
9. Participation by non-members at Company events is forbidden except for the following:
 - a) Members of other groups/units/societies invited by the Directors;
 - b) Guests introduced by existing members for one event only, but only with the express approval of their unit commander and a Director.
10. The Company reserves the right to revoke the membership of any member, or to impose such other discipline and/or sanction within its powers as the Board of Directors considers appropriate, who brings, or acts in a manner likely to bring the Company or its reputation into

disrepute. The Board of Directors shall have power to impose such sanctions as they deem equitable and expedient upon any person, or persons, who, in the judgement of the Board, has, or have, acted in contravention of these Rules. The Board shall also have power to expel and/or discipline members or other person(s) at events & venues of the Company whose conduct is found to be unsafe, unlawful, harmful, dishonest, unseemly, who breaks or fails to comply with the ACWS Bye-laws, Rules, Guidelines & Policies or who is convicted of a Firearms or Explosives Regulations offence. The principles of 'natural justice' shall be followed when determining such matters and the procedures and processes in order to deal with such matters are set out in the section headed 'Disciplinary Matters'.

B. Firearms

1. All members and guests are required to ensure that weaponry owned by them, or in their possession, is in a legal and safe condition and has been duly registered and proofed as necessary. Any weaponry found to contravene this regulation will not be permitted for use at Company venues and events. All members and guests are required to have all appropriate and current licences and permits for the use of weaponry and ammunition and for their use at Company venues and events.
2. Company members must obey the law at all times. Any illegal use of firearms and ammunition will result in immediate expulsion from the Company and possible prosecution.
3. The discharge of guns other than during battle re-enactments and events is forbidden except by authority of the Chairman, or the Health & Safety Director or Explosives Officer, or Assistant Safety Officers and/or an Army Commander.
4. No weaponry of any type (whether required to be licensed or otherwise) is to be carried off camp and/or battlefield or event limits (including parades) except on official Company business save when in transit to and from home.
5. Unsupervised weaponry must be kept safe and secure (preferably under lock and key) when at Company events and venues.
6. No member or guest shall drink or have drunk alcohol or taken any toxic, hallucinogenic or mood altering or any other illegal substance prior to a battle or event of the Company on that day, or during an event, or be affected by any of the same from a previous day, or be under the influence of any of the same and be in charge of a firearm or ammunition whilst so affected.

C. Ammunition

1. The use of blank ammunition other than that supplied, or expressly authorised, by one of the Health & Safety Director, Explosives Officer, Assistant Safety Officers or Pyrotechnics Officer, is strictly forbidden.
2. Unused blank ammunition (or the makings thereof) may only be taken from Company events by duly licensed members who have been authorised by the appropriate Officer (as listed in B3 above) to do so. All other unused blank ammunition, or the makings thereof, is to be returned to the appropriate Explosives, Safety or Pyrotechnics Officers before leaving the event or venue.
3. Members will ensure that ammunition is kept in a safe and secure cartridge box, pouch or container.

- 4.No ammunition will be issued to, or allowed to be used by, any member or guest who has not registered at that battle or event and who is not covered by appropriate black powder and/or shotgun certificates and/or licences and authorities required for the use of the same.
- 5.No 'live' ammunition of any description and no 'live' ammunition which has been converted into blank form will be permitted on site or to be used at an event at any time.

D. Safety during Battle Re-enactments and Events.

- 1.Firearms will not be discharged dangerously in close proximity to any other participant member or the public. Due safety distances will be observed and the rule 'if in doubt, do not fire' observed.
- 2.Loaded firearms must not be carried into, or used in, hand-to-hand combat.
- 3.Edged weapons will NOT be used in hand-to-hand combat.
- 4.Swords & sabres may be worn as appropriate and when realistic so to do with the approval of the Army Commander. Spurs may only be worn where appropriate to the impression and with the approval of the Army Commander. Bayonets axes and knives may be worn where appropriate to the impression provided they are safely secured and not drawn during battles or when it is unsafe to do so.
- 5.All other metallic edges weapons (e.g. knives, axes, spurs etc. save where permitted by D4. above are forbidden.
- 6.Capturing or taking away of battle standards or flags of any sort is forbidden.
- 7.Hand-to hand combat may only take place by prior permission of the Army Commanders.
- 8.All non-combatant personnel who are not attached to a particular unit are required to keep well behind their respective battle lines and in the vicinity of field hospitals etc., unless they are undertaking the duties of authorised medical personnel, or they have been expressly authorised by the Chairman, the Health & Safety Director, Explosives / Safety /Pyrotechnics Officer(s) and/or Commanding Officer(s).
- 9.No member or guest will be permitted to take part in a re-enactment or event of the Company if they have consumed alcoholic drink or illegal drugs and/or other intoxicating hallucinogenic or mood altering substances prior to or during the event on the day of the event, or are under the influence of any of the same. Any member found to have participated in a re-enactment of the Company in contravention of this rule may have their membership revoked and any guest will not be invited back.
- 10.Safety distances in front of and the clearance zones of fire for cannon when loaded and/or firing and/or pyrotechnic effects will be strictly observed in accordance with the Code of Conduct.
- 11.The use of ramrods to load ammunition during battle re-enactments and events is strictly forbidden except for clearing or dealing with a jammed or misfired weapon and then only under safety supervision and clear of, and to the rear of, any battle line and in safe manner and situation (save and except cannon, for which please refer to the Code of Conduct). Ramrods may, however, be used in certain very controlled circumstances when it is safe to do so e.g. closely supervised authentic firing displays/living history presentations or filming work where no re-enactors, the public or others are "down the line of fire."
- 12.No member or guest will be permitted to participate in re-enactments of the Company without first having attended the appropriate drill and training sessions.

E. Costume

1. When at events of the Company, either American Civil War costume or modern civilian dress will be worn. American Civil War costume should be worn in the authentic camps. Uniforms of other societies and organisations not in keeping with this period are not to be displayed or worn. 'Western' cowboy gear is NOT accepted as Civil War costume.
2. Uniforms of units are to be strictly adhered to. Individual interpretation outside the bounds of historical precedent supported by evidence is NOT acceptable. If in doubt, clear questions of uniform dress and equipment with the unit Commanding Officer first. Army Commanders have the ultimate right of veto and decision.
3. Members or guests who fail to uniform and equip themselves to Company standards will be refused participation at the events of the Company.

F. General

1. Members organising events for their unit outside Company activities must provide the Events Director with full details.
2. No article or letter will be published in any Company publication unless authorised by the editor and/or the Communications Director.
3. All camp sites, display sites and venues etc. are to be kept and left in a good and tidy state of repair and condition and litter and rubbish-free at the end of an event.
4. Post 1865 transport will not be permitted on authentic camps except to load and unload equipment and stores and then only for as short a period of time as is reasonably necessary for that purpose.
5. No open fires allowed in Family Camp areas (except domestic barbecues located and operated safely.) Only appropriate fuels in reasonable and safe amounts shall be used on such barbecues.
6. Members are required to be courteous to and considerate of others. Consequently chopping firewood after midnight or before 7 AM (when others in camp are trying to sleep) is not to take place. At midnight noise, singing, music and any loud activities are to cease (quiet conversations not disturbing others are acceptable) unless exceptional circumstances, previously sanctioned by the Board and Army Commanders, allow for a reasonable extension of the midnight curfew.
7. Children and/or youths (those under the age of 18) are the direct responsibility of their parent(s) or guardian(s). Disciplinary action within Society Bye Laws and Rules will be pursued in the event of breaches of these responsibilities and failure to control children/youths by the relevant responsible adult(s) in whose care and charge they are at events. Under-age alcohol consumption is not sanctioned or condoned by ACWS. However, provided that the children/youths are well behaved, cause no nuisance or disturbance to others and are directly supervised by their parent(s)/guardian(s)/responsible adult, then such activities are only acceptable in their Regimental Street lines, when the public are not present of an evening or within caravan/tentage/awning on the Family Camp. ACWS can accept no responsibility for children/youths' behaviour and it is the responsibility and duty of the relevant supervising adult to ensure good behaviour and discipline prevails. Groups of children/youths congregating away from their parent(s)/guardian(s)/supervising adult and consuming alcohol unsupervised, and/or changing into non-authentic dress, is not acceptable and will be a breach of these Rules.

8. Regiments may, within the confines of their own Street lines on Authentic Camps, not adhere to the strict authenticity guidelines when the event has finished for the day and the public have left, provided that they do not upset or interfere with the authenticity and re-enactment wishes of others in other tent-line Streets or elsewhere. Changing into any modern dress is however NOT acceptable (see Regulations and Guidelines regarding conduct on the Authentic Camps Section 2.) Behaviour must always be reasonable and considerate of others, but parties and events in such circumstances (sanctioned in advance by Unit Officer Commanding and Army Commander) are acceptable with these Rules.

ANNEX- Disciplinary Matters *(Added AGM Dec-2013)*

1. It is the responsibility of all members to inform a Board Director of any conduct by any person, whether a member or not, affecting the Company that contravenes clause 10 of these Rules.
2. (a) Such reports must be promptly passed-on to the Secretary or if he is not available, to the Chairman or the Treasurer at the earliest opportunity. If the incident is such that the Police Firearms Department should be notified of it, it is the duty of the Secretary to give such notice within 24 hours of his receiving the report. This step shall be taken in addition to any disciplinary action against the accused person as provided for below.

(b) If the incident or occurrence is considered not to be serious enough to merit a full sub committee hearing (in the Chairman's opinion, having conferred with the Secretary & Treasurer) and the accused person is content to accept the adjudication of the Chairman on the case, then the Chairman shall issue such warnings or admonishment as he deems appropriate, having conferred with the Secretary & Treasurer.
3. Otherwise the Secretary or Chairman shall convene a meeting of a total of three members of the Board of Directors to sit as a sub committee to consider the matter not later than the next full event of the Company or a Board Meeting (whichever comes first) after notification of the incident, such sub committee to ideally consist of Chairman or Secretary and two other Board members (but this will depend, at the discretion of the Chairman, on Board members immediately available for this purpose).
4. The Secretary or Chairman shall in the intervening period obtain statements in writing from both the accused and the accuser and, if necessary, from any witness(es) and will lay those statements before the sub committee when it meets.
5. The sub committee, having examined the evidence, may decide:
 - (a) That there is no case to answer, in which circumstance the accuser and accused will be informed by the Secretary that the matter is closed or
 - (b) That there is a case to answer, in which circumstance the matter shall be subject of a disciplinary hearing.
6. If it is decided that there is a case to answer then the above sub committee will reconvene and conduct the disciplinary hearing either at that full event or Board meeting if expedient or the next following such meeting/event.
7. At the disciplinary hearing all parties to the incident may attend in person and the accused may have with him a friend or adviser. If the accused does not attend he shall be entitled to receive a copy of the record of the hearing within 7 days of it having taken place or within 4 days of requesting the same, whichever is later. Anybody accused shall have written notice served on him not less than 14 days prior to the meeting of the sub committee hearing the

matter at his address according to the Company's current records and posting by first class letter post to that address shall be deemed good service.

8. This disciplinary sub committee will consider all written evidence as well as oral submissions when reaching their decision and the sub committee shall first decide whether the allegation has been proven or not. If it decides that the allegation has not been proven, it shall formally declare that the matter is closed. The accused shall be entitled to ask for notice to that effect to be given to the members by posting a statement to that effect on the Company's web-site, Members Section and the next following Newsletter and if he does so, such notice must be given promptly after the decision has been made.
9. If the sub committee decides that the allegation has been proven (in whole or in part) the disciplinary sub committee may impose one or more of the following penalties:
 - (a) A verbal warning
 - (b) A written reprimand
 - (c) Suspension of the right to attend the Company's events & venues for a stated fixed period of time
 - (d) Suspension of all membership rights for a fixed period of time
 - (e) Immediate termination of membership of the Company or, in the case of a non-member, of any right to make use of any of the Company's facilities & events.
10. All proceedings of the sub committee (and any appeal hearing) shall be fully minuted.
11. Any person who disputes any decision, whether as to a liability or penalty, by the sub committee, may appeal against that decision by serving upon the Secretary within 10 days of the hearing written notice of appeal and stating the reasons for such appeal.
12. As soon as practicable after receipt of such notice of appeal the Secretary will invoke the procedures hereafter set out to hear the appeal.
13. The appeal shall take the form of a re-hearing of the matter, so the appeal hearing shall not be entitled to enquire into the manner in which the disciplinary sub committee reached its decision. The appeal sub committee shall consist of another Board member as its chairman (being either the Chairman or the Secretary, whichever was not on the previous disciplinary sub committee) and two other Board members of the Company who have not in any way been involved with the matter previously. The appeal sub committee meeting shall take place in accordance with notification from the Secretary at the next following full event or Board Meeting of the Company (whichever comes first) and the same rules regarding attendance, representation, evidence and minutes taking shall apply as for the initial disciplinary sub committee hearing.
14. All decisions on disciplinary matters shall be reached by means of a vote by those Directors on the sub-committee attending and eligible to vote and a simple majority will decide the issue and if necessary the chairman of the meeting shall have a second or casting vote.
15. The person who is the subject of the disciplinary action shall not be entitled to vote on any aspect of the disciplinary action against him and such member shall have no recourse upon the Company for any subscription or entry fee paid.
16. The Board shall report to the next following Annual General Meeting any penalty imposed on any person as a result of such disciplinary action since the last Annual General Meeting.

AUTHENTIC CAMP REGULATIONS AND GUIDELINES

REGULATIONS AND GUIDELINES REGARDING CONDUCT ON THE AUTHENTIC CAMPS OF THE AMERICAN CIVIL WAR SOCIETY

(Adopted at AGM 2000)

The Regulations/Guidelines set out in this document are for members of the ACWS and their Guests who reside on or who come to the Authentic Camp areas on events of ACWS and on subsequent joint events of ACWS with other Societies.

1. NO VEHICLES TO BE LEFT ON THE AUTHENTIC CAMPS

- (a) Vehicles will only be allowed on an Authentic Camp to unload or load or for emergency purposes.
- (b) The length of time a vehicle should stay on an Authentic Camp is long enough to do the job, which should not exceed three hours.
- (c) No vehicle is to be parked or left in unauthorised areas of the authentic Camp after it has been used.
- (d) All vehicles will be parked in the appropriate designated car parking area away from the Authentic Camp or on the family camp.
- (e) Arrangements for parking vehicles for the disabled should be made by the Commander of the Regiment of which the disabled person is a member, but must balance authenticity and the practical necessity of the disabled person.
- (f) No vehicle should be returned to the Authentic Camp before the stated end of the event, except in an emergency.
- (g) No vehicle is to be used during any part of the day to ferry members to and from the Authentic Camps and the family camp (unless special circumstances apply) or elsewhere but arrangements are to be made for the disabled by Commanding Officers.
- (h) Members who attend the events on a daily basis should take their vehicles directly to the family camp or authorised parking place.
- (i) The only authorised vehicles that will be allowed on any part of the Authentic Camp are the Powder Wagon or Ambulance Service. No other vehicle will be allowed without prior permission from the Army Commanders.
- (j) Members who constantly disregard these Regulations will be called before the Board for censure or dismissal of membership or such other disciplinary measures as the Board considers appropriate.

2. UNIFORM/DRESS ETIQUETTE ON THE AUTHENTIC CAMPS

- (a) Members and Guests should be in the period uniform of the Regiment they represent or their period Civilian costume at all times whilst on the authentic Camp.
- (b) Members or Guests should not wear modern Civilian clothing at any time during their stay on the Authentic Camp, except when loading or unloading at the beginning or end of an event.
- (c) Members and Guests from the family camp who visit the authentic camps should be in period uniform or period Civilian costume at all times on the visit and whilst in the Authentic Camps or their vicinity.

- (d) Only period looking footwear should be worn. Modern shoes or hiking boots should not be worn.
- (e) No modern spectacles, reacta light, modern style tinted or sun glasses should be worn on the Authentic Camps. Where required, only period style eyeglasses should be worn.
- (f) Mixed dress (i.e. a combination of modern items of external clothing and period costume) should not be worn. Clothing should not be of modern material e.g. nylon etc. There should be no zip fasteners apparent. No face piercing furniture should be visible e.g. nose or lip ring or the like. Intelligent and sensible application of the principles of what was worn and used in 1860's North America is required in the interests of Authentic Re-enacting on or in the neighbourhood of Authentic Camps, when in uniform, out-of-camp and at Battlefield events.

3. SECURITY OF WEAPONS

- (a) No weapons explosives or ammunition are to be left unattended, unguarded or insecure at any time on camps. Explosives and ammunition storage is to be safe and comply with Best Practice requirements.
- (b) Stacking of weapons for display on camp will be guarded at all times with at least two members.
- (c) Do not leave your weapons inside your tent unguarded or not properly secured.
- (d) If members have to leave the camp area other than on duty they should leave all weapons (including knives and bayonets) in one tent with a guard (on a Regimental basis) or take them back to their vehicles and lock them securely and out of sight, or otherwise chain and padlock them in a manner agreed by unit armourers and/or Commanding Officers. The Society will not accept any responsibility for the loss of or damage to any weapons or any items of equipment or other personal belongings or vehicles.
- (e) Security to comply with Police and H&SE requirements is paramount, particularly when members of the public are about. Sentries are required. Members are required to be vigilant.

4. CAMP FURNITURE ON AUTHENTIC CAMPS

- (a) Tents are to be of canvas and of a style or type appropriate to the 1860's. Tents that are left open during the day should not have any modern items on show in them for the public to notice. They should be covered up under a blanket or similar covering. Open tents are to visibly comply with 1860's authenticity requirements.
- (b) Any chairs, tables, boxes or other items on view to the public should be of period design.
- (c) Fire Buckets: there is to be one fire bucket full of water per four (4) tents on the Regimental street – these are Health and Safety guidelines and will be adhered to. Regular checks will be made. Regimental commanders are to ensure compliance.
- (d) Water containers that are in view should be made of wood or pottery. Plastic containers covered in canvas, wine demijohns and any other non-authentic water containers that are used on camp must be put away from prying eyes, well hidden inside a tent.
- (e) Non authentic ground sheets should be hidden from view at all times.
- (f) No radios, tape recorders, portable TV's or portable CD players should be seen or heard on the Authentic Camp. Discreet usage out of sight with earphones is permitted. No generators or fridges of any other modern electronic items are allowed on camp, if they are obvious,

outside a tent, or can be heard or perceived outside the tent inside which they may be used. Still cameras (used discretely) and with prior permission Video Cameras suitable disguised are permitted. Mobile Telephones are to be kept hidden and used discretely. Modern prams, pushchairs or other modern child transport or toys and/or modern invalid scooters or wheel-chairs are not appropriate either. Do not ruin the “impression” by obvious use of such items. Remember, you represent your Society, your unit, and your part of history. Please do not look silly or let your appearance down. This applies to **everybody**, including care and control and the behaviour of and proper supervision of children.

5. GENERAL TIDINESS

- (a) Only one fire pit per Regiment is allowed without prior consent from the Army Commander. Fire pits are to be at the head of streets and in a safe space.
- (b) All fires must be extinguished and the ground must be properly and fully restored before you leave the camp after the event with all ash rubbish and debris extinguished and safely disposed of.
- (c) Drinks tins and other litter waste of rubbish should be put in rubbish containers inside your tent out of the way or the bags could be placed in a hessian sack on a small pole or in a wooden barrel or box outside your tent. Avoid drinking out of unauthentic containers.
- (d) At the end of an event, rubbish must be placed in suitable containers (e.g. black plastic bags) and, before leaving the event, put in a skip if provided or a nominated Rubbish point or other appointed place.
- (e) Camps are to be kept clean, neat, tidy and safe. All members are responsible for ensuring hazards are minimised. Anybody noting something dangerous or a fire not in a fire pit is to take appropriate and safe action, calling for help/raising the alarm as necessary.

Remember. These are your Authentic Camps. Do not spoil the impression by being obviously unauthentic. Do not risk your own or anybody else’s health and safety and security. Work together in co-operation to get it right. The only people in an authentic Camp in modern day dress and appearance should be members of the public visiting when the camps are open to the public.

You represent YOUR Society, YOUR Unit, and YOUR part of history. Please do not let yourself, or anybody else, down.

HEALTH & SAFETY GUIDELINES

OF THE AMERICAN CIVIL WAR SOCIETY

Adopted May 2005

1. FIRE RISKS

- a. No open fires allowed in Family Camp Area (except domestic barbecues located and operated safely)
- b. Fire buckets, filled with water, are to be provided in Regimental streets in the Authentic Camps, minimum 1 bucket per 4 tents
- c. Candles must always be in enclosed candle-lamps when lit
- d. No lit candles or naked flames shall ever be inside a canvas tent left unsupervised at any time.
- e. Each Regiment will have an appointed fire warden responsible for fire safety and practice drills and who checks the area/tents are clear when fire alarm sounded in camp (whistles blown vigorously). S/NCO present will have a roll-call as soon as possible at assembly point at far end of street (gun line) subject to fire fighting arrangements
- f. Gas burners/gas powered camping stoves and/or paraffin heaters or paraffin lamps will only be lit in a tent when the tent is attended and will never be left unattended. Solid fuel heating stoves must have a chimney and be supervised and safe at all times. Adequate ventilation must always be provided for such items.
- g. Care must be taken to ensure external fire hazards e.g. dry grass or corn stubble in a field or risk of sparks from fires or cannon etc. are guarded against.
- h. Open fires (one only per Regiment) are to be at head of tent street between A frames and officers tents, with due allowance for adequate space to minimise fire risks. Open fires are to be guarded and supervised at all times whilst lit. Turf will be removed and stored safely for replacement and surface reinstatement at end of event.
- i. 'A' frame tents to be no less than 18" apart and wall tents to be no less than 3 ft apart, both on ALL sides, to minimise risk of fire spreading (or such greater distances as may in the circumstances be appropriate).
- j. Fires should be sited to reduce the risk of heat damage or combustion to surrounding objects.
- k. Fires shall be lit using conventional methods only e.g. manufactured lighters in reasonable numbers. In no circumstances are flammable accelerants to be used (lighter fuel, paraffin, petrol etc.)
- l. Only competent adults are to tend a fire, NOT children.
- m. At least one filled water fire bucket is to be placed readily available to a fire at all times.
- n. Lanterns can be left unattended if they are safely suspended from a secure stake or pin. Lanterns must be kept at a reasonable distance from any combustible material.
- o. Lanterns using liquid fuel are only to be refilled when un-lit, in an adequately ventilated area (outside a tent or vehicle) and using manufacturers recommended fuel only.

2. TRIP HAZARDS

- a. Fire pit holes - with or without fire in it - must either be roped and pinned off or attended to ward-off this danger
- b. Firewood must be kept in a neat pile and not left strewn around as a trip hazard
- c. Tent Guy ropes are to be so laid out as to minimise risk of trip hazards. Lanes must be left for pedestrians to walk through safely and where several tents grouped together using guy ropes (e.g. officers streets) are put up, it must be obvious which gaps are encumbered by guy ropes and which are the clear pedestrian route through
- d. Risk areas are to be lit at night by a lamp and troops should only use Regimental streets and colour lines for passage, not try and cut through tent rows because of the added trip risk at night
- e. Members must keep whatever area they are using clean and neat and tidy and not leave kit, equipment and property strewn around to avoid trip risks. This also enhances good military order and discipline.

3. THE PUBLIC

- a. Must be kept off the battlefield (double rope and pin and guard boundaries) and other hazards and away from the gunpowder store (guarded and "no-go" area roped and pinned). When public on authentic camps fires must be supervised and attended. The Public must be guided away from hazards and kept to Company streets and colours lines.
- b. In authentic camps either each army or each Regiment (as appropriate) will ensure there is adequate camp security and provide a Site Manager to supervise (such as H&S rep, or Provo Guard or whoever Army Adjutant designates). By this means Public visitors also have a point of contact/someone with whom to talk.
- c. Spectators children and pets, primarily dogs, must be warned before the battle that its noisy especially cannons and ground charges, and to keep children and dogs under control/on a lead and NOT to come nearer than the rope furthest from the battle, and not to pick anything up off the battlefield, and to stay behind the ropes at all times until the event is over and the battlefield cleared. Guards must also ensure this is so.
- d. Care and consideration must be given to the elderly and those with disabilities, and any risk assessments of a site or venue must include consideration of disability access issues.

4. GUNPOWDER/EXPLOSIVES

- a. Must only be handled and distributed by properly licensed Members.
- b. The gunpowder store must be cordoned off (ropes and pins) and display warning signs and have suitable fire fighting equipment available and be guarded by two ACWS Members at all times when it contains any gunpowder. Guards are to have whistles or other communications devices so that they have means of alerting others in case of emergency.
- c. Regiments shall be responsible for having a suitable, secure and fire/spark hazard free area for making up rounds at events
- d. The storage and transport of gunpowder shall only be by means of H&S authorised safe storage containers suitably hazard labelled
- e. Pyrotechnic effects and ground charges shall be the responsibility of the Pyrotechnics officer and team. Laid charges prior to a battle shall be suitably guarded. Trip hazards e.g. firing

wires laid on ground and holes in ground surface from blown charges, shall be avoided and holes filled in made safe as soon as practicable. The storage handling and firing of pyrotechnic effects shall be in accordance with all relevant H&S Explosives Rules and in a safe manner and shall cause no harm or injury to members of the public and their property.

- f. Records of all gunpowder transactions must be kept at all times and gunpowder will only be issued on the basis of "got proper current licences, then sign for it and you can have it BUT no licences = no gunpowder".
- g. Combatants will only be allowed to use gunpowder cartridges after adequate instruction has been given and the soldier is deemed competent.
- h. All unused ammunition must be returned by acquire only licensees to designated supplier or store.
- i. Ammunition/explosives must be guarded at all times and never left unattended.
- j. Used cartridge papers (e.g. collected from the battlefield) shall NOT be placed on the campfire - they may contain black powder residue.
- k. Ammunition/cartridges shall be made of safe amounts of gunpowder for the weapon in which they are to be used. Weapons will never be overloaded. Cartridges will be made of light paper glued and/or folded. Staples, heavy duty tape, sellotape will not be used. Only gunpowder will be loaded down rifle or pistol barrels - no paper or wadding.

5. BLADES/WEAPONRY

- a. Saws axes and other sharp implements used around fires must be put away safely when not in use and not left lying around. Only competent adults should use them and NEVER children under the age of 14.
- b. Swords and bayonets may only be drawn during a re-enactment and as part of a proper military procedure. All swords guns bayonet's and knives will be put away securely and not taken off camp during a re-enactment W/E. Particular attention to NOT taking blades or weapons into a civilian environment (e.g. down the pub on Saturday night) notwithstanding you are wearing 1860's dress/uniform
- c. Bayonets and knives (Bowie Knives) may not be drawn during a battle. They must be tied to the person so they do not come loose and become a danger.
- d. Wood cutting equipment shall only be used for the purpose the tool was intended for and must be kept in a serviceable and safe condition.

6. GAS BOTTLES AND CANISTERS

- a. Reusable gas bottles with isolation valve (that is a gas bottle that you can turn the gas off at the bottle) may be changed with in a tent providing there is adequate ventilation (i.e. tent flap open).
- b. Reusable gas bottles, which are empty, should be stored away from any heat source or naked flames.
- c. Gas canisters (that you use and throw away) must not under any circumstances be changed within your tent. They must be done in a safe area away from any tents or buildings.
- d. Gas canisters should be disposed of in accordance with the manufacturers instructions and NEVER burnt.
- e. At no time should any gas cylinder or canister be changed while the appliance is still alight.

- f. Only competent adults should change gas bottles or canisters and manufacturers instructions must be followed at all times.

7. WEAPONRY

- a. Firearms and edged weapons i.e. rifles, handguns, knives, swords and bayonets etc. are the owner's responsibility and shall be kept secure at all times.
- b. Current licensing laws must be observed at all times.
- c. Weapons that requiring licensing (Firearms/Shotguns etc) may only be used by authorised persons in possession of the correct valid license.
- d. No firearm or edged weapon (gun, knife or sword) should be left unattended.
- e. When not in use all weapons should be secured away from the general public.
- f. Only weaponry that has been deemed to be in a safe and usable condition shall be allowed on the battlefield or used at an event.
- g. All weapons are subject to inspection at any time by the CO or his designated representative or ACWS H&S Officer.
- h. Cleaning of weapons should be carried out as per the manufacturers guidelines. Any cleaning products used should only be used as directed by the manufacturer.
- i. It is recommended that all cleaning products used shall be in date and have a readable label showing what is inside the container.
- j. Take extra care when using solvents. Avoid naked flames or contact with skin.
- k. In the event of an accident with any cleaning product or solvent refer to the manufacture's guidelines and take the relevant action. If in doubt contact the Medical Officer.

8. CONSUMPTION OF LIQUIDS

- a. Troops 'in the field' (i.e. re-enacting) must carry full water bottles of good quality drinking water. Care must be taken not to de-hydrate, especially when undergoing physical exercise and/or in warm weather. Officers/NCO's need to ensure troops (and themselves) regularly drink enough water. Also, in the event of a burns, a ready supply of water is useful in treatment .
- b. Drugs and other illegal substances (other than prescribed "over-the-counter" medicines) must not be consumed at any time. The consumption of alcoholic substances and/or being under the influence of drink, drugs or intoxicating or mood altering substances whilst in possession of or handling weapons and explosives is expressly prohibited and can lead to instant dismissal from the Society. The consumption of alcohol is only acceptable after battle or training or work for the day is done and when weapons and explosives are cleared away and locked up. Consuming alcoholic substances after midnight (i.e. when the next day starts) is prohibited and any camp noise must decrease to a low level in order that others may sleep undisturbed.

9. OTHER MATTERS

- a. Medical Cover is available from the qualified medical team. Whistle blasts during a battle indicate a real casualty ("no duff"). Everybody stops what they are doing until the casualty is identified and the medics attend and deal with the problem. First Aid kits are with each army HQ usually or at signing in point, and then with each gun line during a battle. The overnight medical cover is at the tent in the authentic camp with the brightest lamp showing (up a tall

flagpole). The medical kit from the family camp is to go to the commentary box during a battle. A large yellow flag with a blue H on it indicates the Field Hospital.

- b. Those in charge of units on a battlefield will not pass in front of a gun line within the 25 yards danger area of the muzzles unless by agreement with the artillery AND the guns are unloaded (NEVER in any event when loaded). Every effort must be made not to march over ground charges and their detonation wires, but if inevitable, then warnings must be given to troops to mind the wires/ground charges.
- c. Safe distances for firing - never closer to firing Infantry weapons than 15 yards, or cavalry and artillery = 25 yards - must always be maintained. Infantry must stand still and not run about if caught by charging cavalry in the open - to give the cavalryman a chance to manoeuvre round you.
- d. Before commencing battle each army commander will ensure the site for the battle is safe and clear of anybody or anything that should not be there.
- e. At the end of a battle/any firing exercise - all weapons will be checked by (i) capping off and (ii) springing rammers. Artillery pieces will be swabbed. Pistol chambers will be visually checked to ensure they are empty. Re-enactors will clear the field (in a line) by walking the ground and pick up all cartridge papers and litter, paying especial attention to removing any undischarged ammunition or any lost property
- f. Before occupation of a site by ACWS Event Organiser, Events Director or other person responsible e.g. H&S representatives, will check it is safe for use and its purposes. Relevant responsible officer will carry out a specific-to-site risk assessment and ensure re-enactors are briefed as necessary via the chain of command
- g. Vehicles movements on any campsites must be slow and careful. Care must be taken to avoid collisions with people and property on campsite environments. Drivers must exercise extreme caution.
- h. Campsites are provided with fresh clean (potable) drinking water at a water point, wood for authentic camp cooking fires, a rubbish skip and adequate toilet facilities. The chain of command is responsible for ensuring all participants are aware of the locations and arrangements. H&S representatives are responsible for ensuring safety and cleanliness arrangements are satisfactory.
- i. Care must be taken when rain makes grass slippery and/or mud prevails on a re-enactment site. H&S representatives must ensure appropriate safety measures are put in place promptly.
- j. Care must be taken at all times to prevent or mitigate against theft. Weapons and ammunition, kit and equipment may be particularly attractive. Unlicensed members of the public must not handle weapons and ammunition. ACWS Members must take care and be vigilant. Cars and Caravans must be locked when not in use/occupied. Tents are more difficult to secure but closing flaps so that contents are not visible and having spare personnel acting as camp guards - particularly when the public are about - is mandatory.
- k. Any site that has been recently used by animals (especially dogs or sheep) must be treated with care to ensure droppings do not cause crypto sporidium contamination to re-enactors and visitors to the event
- l. At the end of an event, all rubbish must be removed from site or put in the rubbish skip. All fires must be safely and fully extinguished and fire pits dampened down and turf properly replaced and watered down. The site must be left in pristine condition when ACWS departs.

Each re-enactor will be responsible for ensuring the part he/she occupied/used is put in this state before the go home.

- m. All accidents/incidents (however caused) shall be recorded in a unit's accident book.
- n. Only closed top "Zippo" style lighters or matches kept in a safe/secure container are to be used. Open or disposable type lighters may become contaminated with black powder and shall not be used.
- o. All members but especially those who are regularly in contact with loud noises at events (e.g. artillery crew, infantry, explosives officers, cavalry) are warned that continued exposure to such loud noises makes them at risk of impairment to hearing over time. Participants at events do so at their own risk, but are reminded to wear appropriate ear protection, such as ear plugs. Bright coloured visible ear defenders and ear muffs are not recommended for authenticity reasons.

CHILD PROTECTION POLICY

Adopted March 2007

Policy Statement

The ACWS has a duty of care to safeguard all children and young persons involved in re-enacting with the Society. ACWS policy is to safeguard the welfare of all children and young persons at its events and venues by protecting them from physical, sexual and emotional harm or from neglect.

Good Practice Guidelines

All members should be encouraged to demonstrate behaviour of an impeccable nature in order to protect themselves from false allegations.

Definitions

For the purposes of this Policy:-

17. Child means any person up to and including the age of 13 years
18. Young person means any person of age between 14 and up to 18 years
19. Disabled person means any person of any age with any medical physical or mental disability that impairs them and for which they have been so Medically Certified.

ACWS does not allow children “on to the field” to partake of battles and events. Only those 14 and 15 year olds who have passed through a prior approval process are permitted “on to the field” (as above) in controlled circumstances. Age 16 and above, Members are allowed full participation in ACWS activities subject to training and other qualification requirements.

Good Practice Examples

- 1) Always avoid private/unobserved situations (especially in a one to one situation)
- 2) Treat all children and young people equally – show no favouritism
- 3) Treat all children and young people/disabled adults equally and with respect and dignity and acknowledge their right to personal privacy
- 4) Secure parental consent (in writing if practicable) to administer emergency first aid and any other medical treatment if the need arises
- 5) Avoid being drawn into inappropriate attention seeking behaviour e.g. tantrums and crushes
- 6) Keep a written record of any injury that may occur, along with details of any treatment administered

Practices to be avoided

1. Avoid spending excessive amounts of time alone with any child/children or young persons: always have other people present, or at least within sight and hearing of others close by
2. Never engage in rough, physical or sexually provocative games, including horseplay
3. Never involve any young person in any hand to hand combat during battle situations (This should be policed by ALL NCO's and Officers)
4. Never engage in any form of inappropriate touching (this includes the practice of searching the dead on a battlefield re-enactment)

5. Never share a tent with a child or young person unless that person is a family member or with parental consent (if applicable)
6. Never allow children or young persons to use inappropriate language or behaviour unchallenged
7. Never make sexually suggestive comments to a child or young person or in their presence, even in fun
8. Never reduce a child or young person to tears, or hit them, even as a form of control or punishment
9. DO NOT do things of a personal nature for children/disabled adults young persons that they can do for themselves
10. Never allow allegations made by a child or young person to go unchallenged, unrecorded or not to act upon such allegations

N.B. Sometimes it may be necessary for members to do things of a personal nature for children and/or young person if they are young or disabled. These tasks should only be carried out with the consent of the child or young person and the parents or guardian or person in “loco parentis” at the event.

Incidents that must be recorded

1. If any member accidentally hurts a child or young person
2. If a child/young person seems distressed
3. If a child/young person misunderstands/misinterprets something a member may have done or said

Members associating with children/young people

If any adult member spends time with a child/children or young persons in any official capacity, the Society should obtain his/her consent for a Criminal Records Bureau check on that adult member. The highest standard of propriety and behaviour is required when dealing with children. Young persons must also be treated with respect and propriety, in accordance with their age, ability and maturity.

Responding to Allegations and Suspicions

It is not the responsibility of any member of ACWS to decide whether or not child abuse has taken place. There is, however, a responsibility to act on any concerns through contact with the appropriate authorities. The Society assures all members that it will fully support and protect anyone, who in good faith, reports a concern that another member is, or may be abusing a child, young person or disabled person (whether physical, emotional or sexual abuse or neglect).

A Member or members of ACWS, observing injuries which appear to be non-accidental, or who are told anything significant by a child or young person, MUST report their concerns to a member of the Board of ACWS, who in turn will share the information (on a confidential basis) as soon as practicable with all the other Members of the Board there present at the event/venue with a view to (a) taking such action within the powers and responsibilities of ACWS as they deem appropriate and (b) referring the matter on to specialist agencies if appropriate.

Where there is a complaint against a member there may be:

- a criminal investigation
- a child protection investigation

- and/or a Society investigation.

The results of any police and/or child protection investigation may influence a Society investigation, but not necessarily. All such matters or issues, when arising, are for the Board of Directors of ACWS to deal with and address as above (or such Directors as are present at the event/venue).

Confidentiality

Every effort should be made to ensure confidentiality is maintained for all concerned. Information should be handled on a need-to-know basis. This includes:

- a) The parents or guardian of the child or young person who is alleged to have been abused
- b) The person making the allegation
- c) Social Services and/or Police
- d) The alleged abuser
- e) The Board of Directors of ACWS

Social Services and/or Police advice should be sought on who should approach the alleged abuser. Information should be stored in a secure place with limited access to designated people to conform to data protection laws.

Internal Enquiries

ACWS Board of Directors should make any decisions as to whether the alleged member should be suspended or expelled from the Society or otherwise dealt with pending evidence or a decision from the appropriate authorities. THE WELFARE OF THE CHILD AND/OR YOUNG PERSON AND/OR DISABLED PERSON SHOULD BE OF PARAMOUNT IMPORTANCE.

Allegations of Previous Abuse

Sometimes allegations of abuse may be made some time after the event. The Society should act as above.

Action if bullying is suspected

- 1) Take all signs of bullying seriously
- 2) Encourage all children to speak and share their concerns. Listen to them – let them speak
- 3) Investigate all allegations – never “turn a blind eye”
- 4) An appropriate person will be designated to speak to both victim and bully(ies) as selected by the Chairman and/or Secretary or any other Board member in the absence of the above
- 5) Keep records of all that was said by everybody concerned
- 6) The findings will be reported to the Board of Directors of ACWS as a whole

Action towards the Bully

- 1) Talk with Bully(ies), explain the situation and speak about the consequences of their actions
- 2) Seek an apology to the victim
- 3) Inform the Bully’s parents/guardian
- 4) Encourage Bully to change their behaviour
- 5) Keep a written record of all action taken

Information for Social Services/Police about suspected Abuse

Ensure that this information is as helpful as possible. Include:-

- 1) Child's or young person's name, age and date of birth
- 2) Child's or young person's home address and telephone numbers
- 3) Child's or young person's regiment, battalion and Officer in charge
- 4) Whether person is making known their own concerns or is making it on behalf of someone else
- 5) Nature of the allegation
- 6) Description of any injuries including behavioural differences
- 7) Details of any witnesses and any witness statements
- 8) The child's or young persons account of what happened
- 9) Details of the alleged abuser
- 10) Any referral to Police/Social Services should be confirmed in writing as soon as possible

EQUALITY AND DIVERSITY STATEMENT

Adopted June 2007

The American Civil War Society is strongly committed to equality for all sectors of the community, and to ensuring that equality is incorporated into all aspects of the Society's development.

Its policy is to ensure that all members, families, clients and members of the public are treated with equity and respect, regardless of their age, gender, sexual orientation, marital status, social/economic status, race, ethnicity, religious belief or disability as required by the Equality Act 2006.

The Society is committed to everyone having the right to enjoy their re-enacting hobby in an environment free from intimidation, harassment or abuse.

All members have the responsibility to oppose discriminatory behaviour and language, and foster a culture that enhances the contribution of all members to the positive vision of the Society.

Although ACWS re-enacts a period of history where certain types of discriminatory behaviour were considered acceptable, this must not be reflected in member's general demeanour and attitudes (unless it is depicting appropriate period behaviour and with the consent of all parties). The Society will deal vigorously with any incidents which breach this policy, in accordance with its disciplinary procedures.

DISABILITY ISSUES STATEMENT

Adopted June 2007

The issue of disability falls under the Disability Discrimination Acts of 1995 and 2005 and it is the duty of all organisations to address disability issues which may affect their services, members and the general public.

In the area of re-enacting, it is clear that a member with a disability should not be treated any less favourably than an able bodied member, without adequate justification. Where necessary reasonable adjustments should be made to assist members to participate in the activities of the Society and where possible, safe and appropriate roles should be found to offer members and prospective members, (bearing in mind the requirements of the historical presentation required) and the venues and events which the Society attends.

However, it must be noted that adjustments which compromise health and safety of the member, other members or the general public are likely to be considered unreasonable, as are those which detract from historical authenticity and accuracy, or cause a fundamental alteration to the provision of the performance or presentation required by the Society.

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