



**The following notes are issued as an aid for you in running your rally during the coming season. The notes are presented in an order which reflects the activities and items to consider at the various stages of running a rally.**

## **1. RALLY PREPARATION**

### **1.1 Rally Site**

Prior arrangements have been made with all landowners for a Rally to be held on their property on the dates shown, at the prices notified on the Rally Information Sheet. This sheet will also show any information passed on from previous Rallies via completed Rally Site Report Forms. This information could be out of date and should always be checked.

The actual field used for a Rally may change from year to year. Please check with the landowner and make certain, which field and access to use, and check that it is possible to peg the site for the number of vans you intend to accept. Please discuss any limits you find necessary with the Rally Secretary or Rally Sub-Committee if this is different from the details in the Rally Book.

If it is necessary for you to arrange the digging of Elsan and waste disposal pits, £5.00 is available to pay the landowner if their assistance is sought.

Enquiries should be made about Out of Bounds areas during your site visit to the landowner.

### **1.2 Rally Equipment**

**It is your responsibility to collect the equipment for your rally.** (This will be available from the Rally specified on your Rally Information Sheet.)

If you are unable to collect the equipment for your Rally, please make alternative arrangements, either with your Fellow Marshal or amongst friends. If this is impossible, please let the Quartermaster know in plenty of time to make alternative arrangements. (Please do not arrange to collect equipment from *other* rallies yourself).

When collecting equipment from the Rally, please endeavour to leave fire extinguishers and signs as late as possible in case of an emergency.

Any discrepancy in the Rally equipment should be reported immediately to the Quartermaster.

Catering Equipment is available from the Quartermaster. Please book well in advance and if you take extra equipment from the previous Rally, please let the Quartermaster know. Please rinse/clean equipment before return.

PA Equipment is available from the Social Secretary if booked well in advance.



### 1.3 Rally Bookings

Rally booking slips will be received for several weeks prior to your rally either by post or by hand at Round the Flag on previous rallies.

Marshals should inform the Marketing Officer if further supplies of the First rallier leaflets are required based on the rally bookings. All first ralliers, registered with the Derbyshire Centre are to be provided with a leaflet with their rally information envelope. Marshals should contact the Marketing Officer before 7pm the previous Sunday to allow for delivery prior to the rally.

If your rally is limited please keep the Chairman or a Committee member, aware of how many places you have left so that it can be announced at Round the Flag prior to your rally. If the rally becomes full and/or there is a waiting list in operation please also notify the Chairman or a Committee member.

All rallies commence at 4.00 p.m. on Friday unless otherwise stated by the Marshals. Any difference in the starting time should be announced at Round the Flag on rallies a few weeks beforehand, and/or stated in the rally book.

### 1.4 Rally Plaques

Each Committee Member has a brochure of motifs available from our current plaque supplier from which you can pick your requirements in advance of the Rally. A normal weekend Rally is allowed a Standard Triangle with **one** motif in the colour chosen for that year.

If your Rally has been allocated a Special Plaque, for which other shapes and colours are available, then please contact the Secretary who will be pleased to advise on the cost of Special Plaques and the notification period required. **Special plaques should be ordered at least two weeks in advance.**

Please telephone the Secretary on the **Sunday evening prior** to your rally, **before 7.00pm**, to give your plaque order of number and motif required for your Rally. **Do not over order your rally plaques. Only order the correct number for the members attending the rally, and no more.**

The Secretary will order a Diamond Plaque for each Marshal with the rally details inscribed. The plaques will then be posted direct to the Marshal prior to the rally. If your rally is full or at a busy time of year please discuss ordering your plaques early with the Secretary.

### 1.5 Rally Envelopes/Broadsheet

Rally envelopes are available from the Rally Secretary and are pre-printed with space for the name, vehicle registration and rally fee. These are purchased at special rates so please use these in preference to buying your own envelopes.

In addition to a rally plaque the envelope should contain a broadsheet of rally information. This should include as a minimum the following information:-

- An approximate location of the water and elsan avoiding where possible "as signed".
- Out of Bounds should be included on your Broadsheet and also signed on the site.
- The nearest telephone box, hospital with casualty department, and local doctor.
- Time of Round the Flag
- Any other information relating to the rally and programme is left to the marshal's discretion.



**To cut down on costs, please make black and white copies only of broadsheets/information sheets. If you have to pay for copying then contact a member of the Committee.**

## **2. RALLY WEEKEND/WEEK**

### **2.1 Setting Up**

The site should be flagged with enough places for the caravans expected, plus a few spare if possible, and unless the site is particularly full, then Members should be allowed to choose their own pitch, saving **one pitch** if they wish to for a friend.

It is desirable that Site on Arrival is announced at previous Rallies. The **minimum** spacing for flags is 10 yards (9.2 metres) between Caravan Pitches with 15 yards (13.8 metres) between rows of pitches, if space permits, allow more room between vans and rows. This can be reduced on **hard-standing** sites where awnings are not possible. Typical measurements being 8 yards (7.3 metres) between pitches and 12 yards (11 metres) between rows.

Care should be taken **not** to position caravans under power cables or lines.

Marshals should place centre signs at the immediate approach to the site, but care should be taken with the siting of these signs as Derbyshire County Council have objected to them being placed on their road signs. Please ensure that all centre signs are removed from the highway immediately after the last caravan has arrived.

Marshals should place Flashing Lights at Entrance Gates from dusk until 10.30 p.m. to guide outfits on to the site. It is necessary to sign the Marshals' Van, Water, Elsan and Out of Bounds on the site.

The fire extinguishers and notice board should be placed at the flagpole.

Using the form provided, the notice board should contain the Attendance List for the Rally showing the names of Members attending along with the vehicle registration number, centre, first ralliers and Committee. Adverts may be placed on the Notice Board at the Marshal's discretion, but must be dated.

### **2.2 Arrivals**

All rallies commence at 4.00 p.m. on Friday unless otherwise stated by the Marshals and close at the time set by the Marshals on the Sunday, unless any constraints have been set by the landowner.

Vans should not arrive after 10.30 p.m. on Friday. Marshals need not accept vans outside these limits, but it could be beneficial to allow caravans to arrive earlier on large Rallies to prevent congestion at peak times.

Members arriving after 4.00 p.m. on Saturday can pay a reduced fee (less Friday night's site fee) unless the Rally is a fixed price one.

New ralliers should be presented with a first rally booklet and should be introduced to a regular Member sited near them. The Centre's way of siting their van should be explained to them on arrival. Generally make them welcome. You should make the Chairman or their representative on the rally aware that there are first ralliers present and who they are. The Chairman or a Committee Member will visit them during the Rally to welcome them to the Centre and will present them with a First Rally Strip at Round the Flag.



## 2.2 Arrivals cont'd.

Caravans should be parked with tow bars facing the same direction with the **front offside corner of the caravan on the flag**. Care needs to be taken when siting Continental caravans with the door on the **offside** and it is acceptable that they be parked with the nearside rear corner of the caravan on the flag, or an awning width gap from the flag.

Marshals should always endeavour to create a neat display of caravans.

Dormobiles used as separate sleeping accommodation should be sited on a separate pitch and charged an extra Rally Fee.

A member may pitch a tent of a size not exceeding 48sq.ft. floor area to be used for sleeping purposes **only**. The tent is to be sited at the side of the Caravan and if not possible, at the Marshal's discretion. Play or Storage tents are not permitted. Tents must be struck as soon as possible on the last day of the rally.

Trailer tents are permitted but must be sited correctly, when erected, on a flag. It is preferable due to the variations in trailer tent design that when sited the main entrance door faces the same way as all the rest of the caravans on the rally.

Please give a list of new ralliers and visitors to the Committee Member carrying out the Flag Duty.

The Centre Flag must be taken in at sunset and should not be flown during bad weather. If you find the Flag is handed over in a wet condition, please dry it before storing it in the equipment container.

## 2.3 Adverse weather

Very occasionally weather conditions may be so bad that vehicle movement is likely to result in excessive ground damage. Under these circumstances all vehicle movement will be halted by flying a "YELLOW FLAG" at the flagpole (Rule 19 refers) - all committee members carry a yellow flag for this purpose. Please discuss the situation with your committee member first of all to decide on acceptable criteria for vehicle movement (e.g. none, work only, off the field and stay off etc.....). Restrictions include 4wd's. The important factor is to minimise any damage to the land and this is of paramount importance. The damage remains after we have left - landowners remember this.

Members needing a 'Tow Off' "donates" a fixed amount (usually 50p for each car or caravan) to pay the Recovery Driver.

Some landowners will assist in 'Towing Off' with a tractor as this causes less damage to the field than our own 'Recovery Vehicles'.



### 3. RALLY PROGRAMME

#### 3.1 Rally Events

This is entirely at the Marshal's discretion. The Committee have however laid down the following rules to guide Marshals:-

No bingo games.

Raffles only with the prior permission of the Committee (please apply at least one month before the Rally and give details of the use that the raffle profits will be put to).

Car competitions need three months' notice due to insurance consideration. Solo car competitions are not allowed under any circumstances (Caravan Club Rule).

Milk and newspapers are no longer provided on rallies.

#### 3.2 Social Events

Social events must be self-supporting and must be costed completely separately to the rally. Profits to be disposed of at the conscience of the Marshal (or loss). It is hoped that centre members will take only a reasonable operating cost for their work and not seek to make profit from their fellow members by such action. Some Members of the Centre are pleased to lay on music for the social and they may be willing to work for a flexible fee to help with the costing of tickets for such events.

The Committee will consider claims for losses caused by cancellation of a Rally due to weather conditions, etc.

Alcoholic drinks may be allowed at socials, but please check that the owners of the hall have no objections and also that if a licensed bar is available, and then Members attending do NOT consume their own drinks. It is important that the Broadsheet shows exactly what is intended, i.e. No drink/own drink/licensed bar. It is also important that drink at socials causes no offence.

Check with the owners of the hall and familiarise yourself with permissible numbers, fire regulations (particularly the presence of heat and smoke detectors) and fire escapes/exits.

Any electrical equipment being used (e.g. PA/disco) should comply with current safety regulations. Some venues may ask for certificates of compliance. Always use RCDs/ELCBs on mains supplies.

The allocated prize money/catering allowance in the Rally Fee is for use on the rally and for the potential benefit of all ralliers and must **not** be used to support the social costs, as all Members attending the Rally do not attend social functions.

A smoking policy should be considered for all socials, whether indoors or outside. As from July 1<sup>st</sup> 2007 it is now illegal to smoke in indoor public areas – this includes all indoor social events whether in village halls, marquees or tents. Outdoor socials are to be governed by the Marshals and smoking is at their discretion. All committee run rallies and events will have an automatic no smoking policy.



#### 4. CONDUCT ON THE RALLY FIELD

It is the duty of each Marshal (and Committee Member) to ensure that Members obey the Caravan Country Codes.

They should ensure that dogs are not allowed to become a nuisance and that they are always on a lead when out of the caravan.

They should confine the playing of ball games of any type and kite flying to areas away from the caravans.

They should watch that children and adults do not damage walls, trees or buildings around the site. Damage is always remembered by the landowners the next time we wish to use their land for Rallies.

Marshals should ensure that the Elsan disposal is well signed and the **toilets are not washed or filled at the drinking source.**

Waste water may generally be disposed of at the perimeter of the field (in the hedge bottom or base of a stone wall) and provided this is done discreetly most landowners find this acceptable. Where a pit has been dug for elsan disposal let your ralliers know whether or not you are happy for them to empty their waste water into the pit - for obvious reasons. Some sites (e.g. Elvaston Castle Show Ground) insist that waste water is not emptied around the edge of the site but is flushed down the "Elsan Manhole" to keep the system clear. Whatever the requirements are, please put it on the Rally Broadsheet.

They should ensure that all excessive noise ceases at 11.00 p.m. A Committee Member will assist Marshals in enforcement of this rule if required.

**Speed restrictions must be enforced** (Rule 1 refers). Please be firm but polite to a Member who breaks this rule. Speeding must be reported to the Committee for action against the offender. Only fully qualified licensed drivers are allowed to drive on the rally field. A learner motorcyclist is allowed to ride to and from their caravan to the site entrance only. Children on cycles should be stopped if riding in a fast or reckless manner.

Police or press should be directed to the Chairman or Vice-Chairman if attending the Rally in an official capacity.

#### 5. RALLY CLOSE

At all times on a rally the marshalling team are responsible for the rally.

Marshals do not have to be present on the site at all times. It is of course desirable that they are there when members units are arriving (or departing) in order to welcome ralliers, collect rally fees and to ensure that all arrivals are Club / Centre members. Outside these times, the marshals and co-marshals may choose to leave the site.

If the Marshals perceive that there is any form of security or health and safety risk in the area, then it is desirable that if they leave the site, that a responsible Centre member is left in charge of the



site, and who has the contact numbers for the marshals. At all times when the marshals are off site, a contact number should be left on the rally field and accessible to all, so that they can be reached if required. This could be on the broadsheet or at the flag or at the Marshals van.

At all times on a rally the marshalling team are responsible for the rally, regardless of their location.

The marshals set the finishing time of their rallies. The marshals must be the last to leave the site to ensure that all members are covered by the Centre's insurance policy.

Terminate the official programme at around 2.00 p.m. (earlier in winter season), where acknowledgements can be made, prizes presented and the Chairman be allowed to make his comments, and give out notices, etc. It is a good idea to invite the landowner to 'Round the Flag'. Flag may be held on a Saturday night or during the course of Sunday.

The Chairman or Committee Member taking the Flag, would like to receive the following items, place back in the plastic wallet, after the Flag:-

#### 5. Rally Close cont'd.

- An up-to-date Attendance List (Notice Board copy will suffice) and all the rally slips of people attending the rally for the Statistics Officer in the envelope provided, with the exception of non-attender slips if they have not paid which will be passed to the Treasurer. Please ensure the list clearly shows 1st ralliers, visitors and that any non-attendees have a clear line through their name(s) but still leaving their name(s) in a legible form. Please also ensure that car registration numbers are correct on the sheet. Quite often your attendance list will already be in the notice board before ralliers begin to arrive, so please, try not to forget to amend the list before handing it in!!

- A completed Account Sheet with surplus cash for the Treasurer together with slips of non-attendees who have not paid in the envelope provided.

- If any site details are incorrect or you have any comments on the site, please complete the Site Amendment Form for the Rally Secretary. This is a necessary source of information for future Marshals and indicates whether this is a suitable site for the future. Please return. Some regular sites still have NO recorded details to help future Marshals.

- Please return surplus Rally Plaques and first rally leaflets for the Secretary in the plastic wallet provided.

If the above are not ready then please ensure that they are completed for the following weekend's Rally. In past years these have taken too long to be handed in and have resulted in quite a backlog for the Officials concerned at the end of the year.

## 6. RALLY ACCOUNTS & FINANCE

### 6.1 Rally Fee

The Rally Secretary has already indicated to each Marshal the amount of Fee to collect and the amount to pay the landowner.



The Rally Fee is the total of the Site Fee paid to the landowner plus Centre administration plus VAT.

All people attending the Rally, including the Marshals, must pay the normal Rally Fee. Only the National Chairman and Vice-Chairman and their ladies are exempt from this rule.

VAT is payable on all of the Rally Fees collected and only the parts covered by a VAT receipt for outgoings can be reclaimed. (Whether this is for the site fees paid to the landowner or for any prizes you have purchased for your rally). Please try and get a VAT receipt from the landowner for all site fees, many of the landowners we deal with are in fact VAT registered and could give you a VAT receipt - please ask. If this is not possible please ensure you at least get an ordinary receipt, signed by the landowner, for the monies handed over for the Rally.

The Centre Administration Fee is used to pay:-

- (a) The Centre Expenses )
- (b) The cost of Plaques ) Paid from the surplus handed to the treasurer
- (c) Marshal's Souvenirs )
  
- (d) Telephone calls (please give itemised list with account)

#### 6.1 Rally Fee cont'd.

- (e) Stationery (pre-printed envelopes available from Rally Secretary).
- (f) Printing - please do not pay large amounts for printing as this is available in the Centre via contacting the Committee, but please give as much warning as possible if this is required.
- (g) Postage (please give itemised account).
- (h) Petrol/Derv - car expenses are reimbursed for Marshal's usage in connection with organising their Rally. (Not travelling to the Rally). This is usually the cost of petrol/derv and oil used. The Treasurer will sanction the pre-payment of this expense in the case of a site visit for a Holiday Rally. Contact the Treasurer if a site visit is needed.
- (i) Equipment - please give itemised list of any equipment (batteries, gas etc. available from the Equipment Officer) used.
- (j) Pit and water charges - these are reimbursed in full at a maximum of £5.00 available for pit excavation.
- (k) Catering and prizes up to a maximum of 20p per caravan unless otherwise stated. VAT receipts necessary for all prizes.

Please pay all cheques received before the Rally to the Treasurer who will return cash on request just before the Rally.

Any function organised by the Rally Marshals must be financially self-supporting, in that it must be costed out completely separate from the rest of the Rally.



## **6.2 Account Forms**

You have been supplied with a standard Account Form on which the Rally accounts must be made out. If you wish to receive a copy of the completed form for yourself and your co-marshal when all payments have been made by the Treasurer, please indicate on the envelope provided.

It is important that all marshals sign the account form.

The Treasurer will explain the account form at the Marshals Meeting. Any Committee Member will be pleased to assist if any help is needed during your Rally. Also there is a sample accounts sheet and explanation sheet attached to these notes.

It is helpful to remember that the left-hand side is for all monies received by the Marshals and the right-hand side is for all monies paid out. Please indicate on the account sheet the souvenirs you wish to have presented along with the statistics information.