

Thank you from the Rally Secretary

The Committee would like to thank ALL the rally marshals for running a rally. It is very hard, but extremely rewarding work & the centre would not be able to put on such a wide and varied calendar without your continued co-operation.

This booklet is intended to act as a guide & a reminder OR update rally rules & regulations to you the Marshals.

If you require any further assistance do not hesitate to contact me or any other member of the Lincolnshire Centre Committee.

Any equipment owned by the centre is available for you to use free of charge, some of the equipment we have available is listed in this booklet. For a more comprehensive list or to request equipment please contact the Special Equipment Officer. All we ask is that it is returned in good working order & if for whatever reason it is damaged you inform the Special Equipment Officer so they can get it repaired for the next marshal to use.

Please make yourselves aware of the new rules & procedures - these include the Site evaluation form, the new signage for fire regulations & the requirements of fire extinguishers.

Happy Ralling

Regards John



Rally Marshalls Handbook



A guide to assist Rally Marshalls with organising & running a rally

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24 - CHILDREN'S ACTIVITIES AT CLUB RALLIES

It has long been established that Club Members retain responsibility for their children at Club activities, which include Rallies conducted under the auspices of The Club. The relevant instruments of legislation are the Children's Act 1989 and the Police Act 1997.

Three points that may need consideration:

- Children's events should be restricted to children over the age of eight, unless they are under the direct supervision of their own parents.
- If a marquee, or building, is used to house the children's activities, it should be noted that it would be regarded as 'on premises' according to the legislation.
- No individual should supervise children's activities for more than two hours per day.

For further information, if required, you should contact the Youth Liaison Officer.

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1 LOCATING A SITE

- a - Access: This is important when the site is on a busy road.
- b - Measure the site for vans. Refer to 2 for further details.
- c - Check the water supply, it is desirable that this is on the site or very nearby.
(If private borehole a copy of the current test certificate would be advisable)
- d - Ensure an adequate method of chemical toilet emptying is available.

2 SITING

The Fire Safety Regulations state that there **MUST** be 3 clear Metres between each pitch & 6 clear Meters between rows
E.g. The largest vans & awnings & average car width it would give you a distance of 12 Metres peg to peg within rows & 14 Metres Peg to peg between rows. If no awning were to be erected i.e. Hard standing then these distances can be reduced - however the legal fire limits still remain.

Gazebo's - Rally Marshals are entitled to refuse permission for the use of Gazebo's together with full awnings, if they are of the opinion that the rally field has restricted space.

22 - CATERING / SOCIALS

Whilst rallies do not fall into the area of the Health and Safety at work at 1974 the committee advises all Rally Marshals who provide meals should have at least one participating adult, preparing food to have a 'food hygiene certificate'.

23 - GENERATORS

More and more generators are being used. These should be limited to the following times:

Morning 0900 -1100

Afternoon 1500 -1900 or Dusk

given completed to the Treasurer. The membership numbers are important not only for ensuring that bona fide members attend, but also maintaining membership records & Friendship Scheme.

21 - PERSONAL ACCIDENT INSURANCE

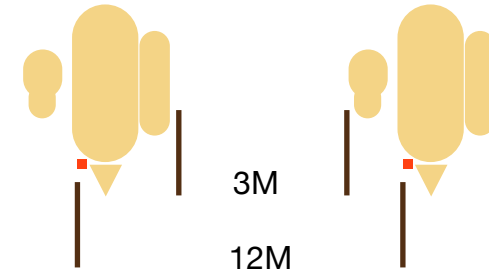
Personal Accident Insurance covers all Rally Marshals up to the age of 80 provided free of charge by the Caravan Club whilst carrying out their duties. But a proviso exists for marshal's aged between 75 & 80, that is, to retain cover of the insurance if they so wish, they must fill in a Declaration of Health form available from the Centre Secretary, this will be submitted to the Club's Insurance department by the Centre Secretary.

You will also be issued with two forms:

- 1 - 'Incident' form which should be sent to the Insurance Services, The Caravan Club, East Grinstead House, East Grinstead, West Sussex. RH19 1UA.
- 2 - 'Injury to Person' form, which should be used in the event of any accident, this should be sent to the Health and Safety Officer at the above address.

If possible please forward a copy to the Centre Hon. Secretary, to give information and awareness for the committee. (Insurance maybe in question).

PLEASE NOTE: IF ANY OF THE SAFETY RULES ARE BROKEN THE PUBLIC LIABILITY INSURANCE COULD BECOME INVALID



3 SITE FEE

This has to be negotiated with the landowner; there are several ways this can be made, lump sum, donation to charity and price per van per night. The latter two methods are simpler to work out the rally fee, a lump sum can result in the rally making a loss or high rally fee if the rally lacks support.

When the site & fee have been agreed, a letter confirming this should be sent to the landowner.

4 LOCAL INFORMATION

- This information should be published in the rally letter to ralliers
- a - Doctor if possible, or nearest Hospital with casualty department.
 - b - Inform ralliers on rally letter the postcode of the site, this is essential to emergency services if they required.
 - c - Notify the local Police and Fire Station
 - d - Inform ralliers to where the Fire Extinguishers are located. i.e. Flagpole, marshal's van, near gate.
 - e- Local functions that maybe of interest to ralliers.
 - f - Nearest shops (and or Fish & Chip shop).

5 FORM FOR THE RALLY BOOK

This could be filled in similarly to other entries.

Give the correct Post Code and Map Grid Reference. i.e. OS 134/149368, this information maybe used for Sat Nav. or by the emergency services if called.

When filling rally start time 'earliest time of arrival' allows you time to mark out the site & position the signs. If the site is small, a limit to the number of vans attending should be noted.

If you limit the rally, do not exceed this number, as this will affect the insurance cover.

6 IMPORTANT CHECKS

Please keep the Rally Secretary informed of the rally attendance - if you fill the rally the Rally Secretary will pass this information onto the Website & Newschat editor as well as making sure it is conveyed at flag.

3 or 4 weeks before the rally it is desirable to check the site and make sure the landowner has not forgotten you, should the site become unusable, through weather or otherwise, the Rally Secretary should be contacted immediately and an alternative site found.

HEALTH & SAFETY

18 - FIRE EXTINGUISHERS

2 x Fire Extinguishers **MUST** now be placed within 90m (100yds) of any van, therefore 2 sets (4) of Extinguishers maybe required on larger rallies.

Fire Point signs **MUST** be erected where the extinguishers are located, signs are provided and are part of the rally pack.

19 - SITE EVALUATION FORM

A simple Site evaluation form has been produced and **MUST** be completed prior to the rally commencing. Most of the generic risks are listed & there is space to note any potential hazards applicable to your rally.

This form must be displayed in the Marshals window & enclosed with the rally returns for our files.

20 - ANIMALS / E COLI 0157

Should animals have been on the field in the 28 days prior to the rally it is essential that this fact be highlighted in the rally letter/ programme issued to attendees.

16 - ATTENDANCE LISTS

You will be supplied in the Rally pack a form for listing attendees which should include the names of all ralliers attending the rally, (including the marshals details) There are also columns for listing 1st time ralliers, visitors, and MEMBERSHIP numbers. Please ensure all details are filled in correctly as this form is checked by the auditors and is also used to collate the attendance details for the Friendship Scheme. The form should be forwarded to the Treasurer as soon as possible after the rally.

17 - After The Rally

- Site:-Make sure the site is left at least as clean as it was when you arrived.
- Non-Attendees:-Members who fail to arrive forfeit the £2 booking fee
- Rally Report:- Complete the rally report and forward to treasurer. If you are willing to run the rally again please inform the Rally Secretary.
- Rally return:-Draw up the balance sheet, bank surplus money and send the accounts with the paying in slip to the treasurer

If the rally is not well supported the marshal cannot call off the rally or cancel a social' he must contact the Rally Secretary, who will in turn notify the Centre Chairman (a quorum of the Committee may be called to make a decision on the rally).

If a limit is put on the rally refer to 5.

All rallies that exceed or are likely to exceed a duration of 120 hours require planning permission. The time starts when the first rally marshal or assistant arrives on site until the last van (including marshal) leaves.

7 - ACCOUNTING FOR THE RALLY

In calculating the amount charged to each member attending the rally, the following should be taken into account.

Site Fee. The amount you have agreed to pay the landowner for each van. If you have arranged to pay a lump sum for use of the land, you must divide this sum by the number of vans attending, to arrive at the cost per van.

IF THE SITE FEE IS TO BE DONATED TO A CHARITY PLEASE CONTACT THE TREASURER FOR ADVICE. THIS IS A MUST.

If you are arranging socials and/or refreshments you should calculate the costs of ingredients, and the hire of the hall. Then divide the total amount by the numbers attending the event.

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Value Added Tax (VAT): VAT is applicable on all Rally Income therefore when costing a rally the VAT must be taken into consideration. eg. A rally charging £18.00 per van will allow a £15.32 spend per van.

Costing a Rally:

Example: 20 outfits at a two-night rally: £3.50 per night Hall
£8.00 per hour:
20 Outfits @ £7.00 = £140.00 to site owner (Divide
by 18 - See page 8)
5 hours Hire of hall @ £8.00 per hour = £40.00 -
divide by 18

Site Fee per Van	=	£7.78
Hire of hall	=	£2.22 to Hall management.
Add Food @ £2.00 per van	=	£2.00
Add Plaque @ £0.50	=	£0.50
		=====
		£12.50.per van (ex vat)
Add the VAT @ 17.5%	=	£ 2.19 per van
		=====
Rally Fee	=	£14.69

Minimum return to Treasurer must be: 20 x £2.19 = £39.42

13 - CONDUCT

The marshals are reminded of Club and Centre Rules, especially dogs and the 5MPH speed limit, an effort should be made to see that ralliers adhere to them.

14 - ACTION FOR MISCONDUCT

The marshal should refer to the senior official (Rally Secretary) regarding action to be taken for persistent offenders of Centre rules.

15 - MEMBERSHIP CARDS

If in doubt as to whether a rallier is a member of the Club you can ask to see his/her membership card.

TELEPHONE BOOKINGS - It is advisable to take all details / filling in rally slip or ensure the member brings his/her membership card and rally slip to site.

(In the past some Tel. Bookings have been from non-members of the Club)

8 - OFFICIALS COSTS (Rally Marshall)

Rally Marshals (two Places) do not have to pay the rally fee; this applies to weekend rallies only.

9 - INFORMATION ON ENVELOPE

- a - Name.
- b - Car Number.
- c - Rally Fee
- d - Electric hook-up (if applicable).

10 - RALLY EQUIPMENT

Arrange to collect the equipment from the Rally Equipment Officer or another rally with the co-ordination of the Rally Equipment Officer.

11 - FLAG

The Centre Flag should be taken down each evening and put in a safe place.

12 - SIGNS

Please store rally signs in the kit bag. Direction and safety signs should be placed strategically to allow members easy flow to the site. Remove direction signs when all ralliers have arrived. Caravan turning signs should also be used (if required) at the end of the rally.

Receipts/Invoices: Please obtain VAT receipts where possible as the centre can reclaim VAT on certain goods providing the receipt shows the suppliers VAT registration number. In all cases where the purchase is equal to or exceeds £100.00 the VAT element must be shown on the receipt.

Cheques: All cheques received must be made out to: **The Caravan Club Limited, Lincolnshire Centre**. It is not sufficient to write "Caravan Club Lincolnshire Centre.

Cancellations: Please ensure that the rally slip from members cancelling their rally are included with the return sent to the Treasurer

Paying In Slips. Please ensure you only use the paying in slips allocated to your rally. Additional slips are available from the Treasurer.

Rally Return: Rally returns should be forwarded to the Treasurer within 10 days of the rally ending. If you require any assistance in completing your rally return, do not hesitate to contact the Treasurer.

RALLY EQUIPMENT

Rally Equipment Bag
Lincs Flag
Flagpole/guyropes 3 pegs
Flagpole carrying bag
Rally marshal sign
Visitor Sign
Water Sign
Pit Sign
Toilet Washing Sign
5 mph sign
Gas regulator & hose
Ranging poles (4) & bag
2 x Fire Extinguishers minimum
Fire Point Sign
Fire Assembly Point Sign
Fire Extinguisher Sign (Dry Powder)
Fire Safety Sign
Coffee pot
Teapot-Large
Gas Boiler
Direction signs:
 Right hand qty 5
 Left hand qty 5
 Straight on qty 5

SPECIAL RALLY EQUIPMENT

Marquees qty 2
Disco machine
CD players
Amplifiers
Speakers
Microphones
Generators 1 x 2.5 Kw 3 x 600w
Tripod Flood Lights (single & double lenses)
Security fencing & metal stakes
Sledge Hammers & Spades
Children's Bouncy Castle
Children's Craft Material

Sports equipment (various)
Goal posts
Volleyball nets
Netball posts
Balls
Full Sports Kit in Lincolnshire Colours

etc