

West Wales Centre Guidance To Rally Marshals

RUNNING A RALLY

The Rally Marshal is in charge!

If help or advice is required **BEFORE** the rally takes place, please contact the Hon Rally Secretary for assistance. **DURING** the rally please contact any Committee Member. The Marshal is responsible for arranging the rally and programme of events, including Flag. (See **Guidance to Rally Marshals-Suggested Procedure for Flag.**)

NUMBER OF ASSISTANTS

Up to 10 vans	NO Assistants	100 to 149 vans	3 Assistants
11 to 49 vans	1 Assistant	Over 150 vans	4 Assistants
50 to 99 vans	2 Assistants		

TYPING & PHOTOCOPYING

Any difficulties in preparing/copying rally paperwork, please contact a Committee Member.

SITE ARRANGEMENTS

Check all site facilities and entrance/exit points etc, with the landowner/manager **AT LEAST 4 WEEKS BEFORE THE RALLY**, Any **FORESEEN** difficulties, particularly with traffic, please contact the Hon Rally Secretary as soon as possible. At this time plan your sign-posting from **ALL** directions (do not presume that rallygoers are familiar with the site).

Tents

Pup tents are to be erected in the awning space but for rallies that are 5 days or over tents are allowed but they must have their own pitch and **MUST** be charged for as a caravan and a rally fee charged, plus if they don't have Caravan Club Membership they will be the responsibility of the full member they booked with and if the full member leaves the field the persons in the tent **MUST** go with them.

RALLY/SOCIAL EVENTS

EVERY effort should be made to make these events **SELF-FUNDING** and **AVOID MAKING A LOSS**. Hall hire (please also see separate **Guidance Sheet**) is to be paid for by members **ATTENDING** the event (do **NOT** automatically charge all rallygoers, they may **NOT** wish to attend).

SITING CARAVANS ON SITE

Marshals must mark out the site using the siting pegs provided in the Basic Kit. See separate Guidance Sheet for measurements and minimum safety distances required between caravans.

CARAVAN CLUB MEMBER IDENTIFICATION

Only current members of the Caravan Club are allowed to tally with West Wales on the Gower. Entry onto the rally field can be refused in the absence of an appropriate Membership Card. If in doubt **ALWAYS** contact a Committee Member for advice.

VISITORS

All visitors **MUST** report to the Rally Marshal on arrival and, if necessary, park their vehicles where instructed. They must be informed of the **5MPH SPEED LIMIT** on the rally field.

RALLY ENVELOPE

This is prepared in advance from your Rally Attendance Form and will list member's name, vehicle registration, date of arrival/departure and number in party, also rally/site fees and electric costs (when available). The envelope will contain the Rally Marshall and assistants "Welcome Letter", and any other relevant information (Elsan point/manhole and dry rubbish disposal).

RALLY/SITE FEES

Fees are to be collected from the members on arrival onto the rally field. Cheques to be paid to **THE CARAVAN CLUB WEST WALES CENTRE** and **NOT** to individuals. Marshals and assistants are free (see number of assistants above) unless otherwise notified by the Hon Rally Secretary- please see the relevant **LANDOWNER'S/MANAGER'S AGREEMENT SHEET**. The Site Fee is to be entered under **Expenditure** on the Rally Return Sheet. Please keep costs to a minimum and try **NOT** to spend all of the rally fee income.

RALLY MONIES

After the rally, please return **receipted counterfoil** with accounts and relevant **expense receipts** to the Hon Treasurer **WITHIN 10 DAYS**. **The balance money is to be paid into Centre's bank account** using the bank paying-in slip supplied. During the Rally **DO NOT** keep large sums of money in one place, please distribute between your assistant(s) or the Hon Treasurer, if on site. Don't forget if you think you might need a West Wales Cheque to pay for the rally please contact the Hon Treasurer in advance so you can collect one.

VAT

PLEASE DO NOT PAY VAT UNLESS THE LANDOWNER CAN PROVIDE A VAT RECEIPT. If VAT receipt is **NOT** available, please pay the VAT direct into the Centre's bank account.

FIRST-TIME RALLYGOERS

Please make an extra effort to welcome new rallygoers, they will probably need assistance in setting up and understanding what happens during a Rally, especially Flag. Arrange for the Chairman or Committee Member to present them at Flag with their First Time Rally Plaque.

NON-ARRIVALS

Would Marshal's please forward any rally envelopes for Non-Arrivals to the Hon Treasurer with their rally returns sheet. But no need to return cancelations envelopes.

FLAGPOLE SITING & CENTRE FLAGS

The flagpole should be positioned a safe distance away from Marshal's caravan but in close proximity. The Caravan Club and Centre Flag **MUST** be flown for the duration of the rally, to assist arriving members and visitors to locate the rally field but the flags **MUST** be taken down at night and re-hoisted first thing every morning.

ELSAN (CHEMICAL) DISPOSAL POINT

In the absence of a permanent Elsan point/manhole, please arrange with landowner/manager where a pit should be excavated. Remember that this will take some time and you will need appropriate tools (or ask the farmer). Please inform the members where the Elson point is situated.

LOCAL AUTHORITY/EMERGENCY SERVICES VISITS

These are usually "on spec" and unexpected. Please inform landowner/manager and a Committee Member to be present during the visit **AS SOON AS POSSIBLE**.

FLAG

Flag is usually held on Sunday morning at 11am. For more information, please see **Guidelines For Marshal's- Suggested Procedure for Flag**. Tea, coffee and Calor gas are provided by the Centre as part of the Basic Rally Kit. All other items e.g. biscuits, sugar, milk, sweets for the children (max.....each) and Slip Draw/competition prizes (max.....to be spent on both prizes) are paid out of the Rally Fee. **PLEASE PASS ANY SURPLUS ON TO THE NEXT MARSHAL.**

COLOURED FLAG SYSTEM (for poor ground conditions)

Flags will be hoisted to inform members of controlled vehicle movement on site, and is at the Marshal's discretion. **YELLOW FLAG = LIMITED MOVEMENT....RED FLAG = NO MOVEMENT.**

It may be necessary for caravans to be towed on or off the site using 4-wheeled drive vehicles volunteered by members (N.B. This **MUST** be organised and supervised by the Marshal).

BASIC RALLY KIT

Either the Marshall or his/her assistant **MUST** collect the basic kit from the **PREVIOUS MARSHAL**. If additional kit is required then the Centre Equipment Officer must be contacted **AT LEAST 10** days prior to the rally to arrange for collection. Any shortages in the kit e.g. poles or fixings for the marquees etc. should be reported to the Equipment Officer **AS SOON AS POSSIBLE**. Please make sure all of the rally kit stay's together, even if you do not require the entire kit for your particular rally, please take the complete kit with you to pass on to the next Marshal as a complete kit

The **BASIC KIT** contains the following items: Marshal/Assistant Marshal(s) signs, Gas cylinder (for gas cylinder re-fills obtain receipt and enter in Rally Returns Sheet under "Expenditure"), gas urn, flags & flagpole, siting pegs, assorted jugs, assorted signs (Drinking Water, Toilet Emptying, 5mph, Dogs on Lead, Pick up Dog Poo, Report to Marshal and Direction signs. Please check you have correct direction signs for your rally and make sure all are returned to the Basic Kit.

ADDITIONAL KIT (available on request from the Centre's Equipment Officer)

Extra gas/electric urns, siting pegs, gas cylinders, direction signs, disco system, bingo machine, PA system, traffic cones, barrier tape/poles and gas hob.

FAILURE TO ATTEND RALLY

If a rallygoer fails to attend the rally (without an explanation) please forward the unused rally envelope(s) to the Hon Treasurer together with your Rally Return Sheet, or give to a Committee Member on the rally field.

END OF THE RALLY

Marshals should ensure that the rally field is left exactly as we found it on arrival and clear of any rubbish etc. Also **ALL** signs including WWCC direction signs (Elsan and drinking water signs) plus plastic siting pegs should be collected and returned to Rally Kit. Any paperwork (information) or envelopes etc. not used can be returned when possible to the Hon Rally Secretary to save on printing costs.

Finally, please thank the landowner/manager when paying for the rally for their hospitality and assistance before you leave the site.

THE COMMITTEE WISHES TO THANK YOU AND YOUR ASSISTANTS FOR YOUR TIME AND EFFORT IN ORGANISING THE EVENT, WE HOPE YOU ALL HAVE AN ENJOYABLE TIME.