



# NOTES FOR RALLY MARSHALS / COORDINATORS

Revised September 2019

## PLEASE READ

1. Whilst AAOCC rallies have always been characterised by an informal and friendly approach, there are requirements that must be fulfilled so that the club complies with the law and with the guidance issued by the relevant government department to those organisations holding a Touring Caravan Exemption Certificate.  
The Committee has published a Code of Conduct in the Rally Handbook so that all members can have clear knowledge about what is expected of them to ensure enjoyable & safe rallies.
2. The authority for the conduct of a rally is vested by the Club in the Rally Marshal (RM) / Coordinator or his / her appointed deputy.  
*(SEE Para. 9b of the Constitution and Para. 1 of the Code of Conduct.)*  
You may have an Assistant Rally Marshal (ARM) / Coordinator either of your own choice or appointed by the Rally Secretary.
3. As Rally Marshal / Coordinator, you are responsible for ensuring that all those present at the rally abide by the Code of Conduct, the Caravan Code, the Countryside Code and the Coastal Code so please make sure that you are familiar with them.  
If an infringement is observed or reported, deal with it as soon as possible by a direct and friendly approach to the member – this is usually sufficient. Check the facts carefully if you haven't observed the infringement yourself. If there is a complaint from local people, deal with it promptly and politely – offhand responses by rallying organisations to local complaints are the commonest cause of bad reports to the relevant government department or local authorities.  
If anybody persistently refuses to abide by the Code of Conduct, report it to any committee member present and record what has happened on the back of the Attendance Sheet. It will then be up to the committee to decide on any further course of action.  
*(SEE Para. 13 of the Constitution.)*
4. **RALLY PROGRAMME.**  
This is chosen and arranged by you and the ARM and can include as much or as little in the way of events, socials, competitions, raffles etc. as you wish. If plans include professional entertainment, hiring halls or anything that will commit the club to payments to outside bodies, **CONSULTATION** with and approval by the club committee must be sought **FIRST**.  
**Only the committee can make bookings for the club.**
5. **FEES.**  
Fees may be paid by cash or cheque as indicated in the Rally Handbook. They are charged to rallier's as follows:  
  
**Rally fee:**  
Currently £4.00 per rally to cover expenses and plaques.  
It must be paid by cash or a cheque together with site fees to the RM by the member on arrival at the rally. *(SEE Accounts section)*  
  
**Site fees:**  
Fee per night for length of stay and payable on arrival at a rally in cash or by cheque payable to the AAOCC if stated for that rally in the Rally Handbook.

**Social fees:**

These cover entertainment, hire of halls, food, outings etc, (except where the club is covering the cost) if any or all of these are provided.

They must be calculated to cover all possible outgoings and can be charged per capita or per outfit, whichever is fairest to everybody.

The fees or deposits already paid and totals due should be entered on the rally envelope.

**6. RECORDING ATTENDANCE.**

The Rally Attendance Sheet is used to record the number of occupants of outfits attending, fees due and paid etc. It MUST be forwarded to the Membership Secretary at the close of the rally.

**7. RALLY INFORMATION SHEET.**

You are responsible for compiling this and it MUST contain the following information:

**Programme details:**

Times and locations for group events, full information about anything rallier's may be asked to bring (mugs for flag, cutlery for a group meal etc.) Don't take it for granted that 'everybody knows'.

Names and car registration of all people attending. Committee members and first time rallier's must be indicated.

Nearest hospital with accident & emergency facilities. Address and telephone number.

**Other useful information;**

Not essential but details of local vet, Calor gas supplier, caravan spares dealer, local doctor, tourist information can all help ralliers.

**Waste disposal.**

If there are any special requirements by the site owner, these must be made known.

**8. BEFORE THE RALLY.****Equipment;**

Fill in the Equipment Form in as soon as possible and forward to the Equipment Officer. He / she will liase with you to confirm availability and arrange transport as necessary.

The Equipment Officer has the final say on what can be supplied.

You MUST inform the Equipment Officer at the end of your rally about the onward location of equipment that you have used.

**Plaques;**

Phone the secretary of the club at least 14 days beforehand, who will supply the quantity required. Don't over order, as this can be costly to the club. The cost of plaques will be paid out of the rally surplus by the Treasurer once a year, so please take this into account, when claiming expenses.

**Site owners;**

Never forget that the club is the guest of the owner, they are a useful source of local information if you are running a rally away from your own area.

Contact the owner at least a fortnight beforehand to confirm numbers likely to attend.

Check ground conditions with the owner if there is bad weather just before the rally.

**Rally envelopes.**

Fill in the front of the envelope ready for giving to each outfit on arrival.

It should contain the rally information sheet, the plaque, and competition (if set) and any other items such as tourist leaflets that you may wish to include.

Telephone first time ralliers before the rally to introduce yourself, welcome them and answer any queries they might have.

## 9. ARRIVAL ON SITE.

The RM and ARM need to be on site well before the opening time of the rally to:

- Place direction signs and mark out pitches.
- Inform the owner that you have arrived.
- Sign drinking water point and CCEP.
- Sign you're own and the ARM's outfit.
- Erect the club flag or display a club sign so that the organisation occupying the site can be identified. (*Relevant government department requirement*)

## 10. PITCHING;

The distance between outfits in the Code of Conduct is a minimum to allow for vehicles and awnings, be more generous if space is available.

Club canvas must be pitched far enough away from outfits and any neighbouring properties to avoid noise disturbance.

Welcome members as they arrive - make sure that new ralliers are looked after and helped if necessary.

It is customary to offer everybody a 'Welcome Cuppa' on arrival.

## 11. DURING THE RALLY.

Oversee the running of the rally programme, ensuring full communication with all present. At least one member of the marshalling team should be on site at all times if the rally is on unlicensed land. (*Relevant government department requirement*)

Ensure that you collect all monies due.

Ensure that people are nominated to write rally reports.

## 12. EMERGENCIES.

Make sure you have access to a mobile phone or a call box so that the emergency services can be made if necessary.

Inform a committee member of any accidents; damage to club equipment or anything else that those responsible for running the club should know about.

Observe ground conditions in bad weather; make alternative arrangements for parking if the ground is cutting up. If conditions such as noticeable damage become evident or continued use of entrance may inhibit outfits leaving the site at the end of the rally then halt all vehicle movements on site immediately and ensure Red flag is flown on the club flag pole.

## 13. CLOSE OF RALLY.

- Pay site fees to the site owner or obtain bill for Treasurer to pay.
- Make payments due to anybody else. (For gas for heating club canvas etc.)
- Ensure club equipment is packed away properly and distributed as agreed with the Equipment Officer.
- INFORM the Equipment Officer who has taken which item for what destination.
- Ensure that everybody leaves site safely.
- Check the field for litter.
- When you get home, forward the Accounts to the Treasurer and the Rally Attendance Sheet to the Membership Secretary.

## 14. ACCOUNTING.

There are two copies of the Accounts sheet, one to be forwarded to the Treasurer and one for you to retain.

Fill in the boxes as appropriate for your rally to show cheque and cash payments received and payments made.

If you have run a raffle or similar where no expenditure from funds has been made, enter the amount received in the donations box in the receipts column.

If club money has been spent, an entry in both columns is required.

When you have received all monies, paid all charges or made arrangements for the site owner to be paid by club cheque and completed the Accounts Sheets, any remaining cash can be

paid by personal cheque made payable to the AAOCC and included with members' cheques for site fees and forwarded to the Treasurer.

Accounts must be completed and sent to the Treasurer within 14 days of the close of the rally.

Charges to ralliers breaks down as follows:

**Site fees:**

This is the amount payable either by cash or cheque as published in the Rally Handbook or as informed by the Rally Secretary.

Sometimes the amount may include an element towards hall hire or similar.

The Rally Marshal / Coordinator must take site fees when members arrive on site. This should avoid any discrepancies of who has or who has not paid.

**Rally fee:**

This is the amount that the club charges each member outfit, which is currently £4.00.

**Social fees:**

These fees are to cover any charges for food, entertainment or anything else that is provided and not covered by site and rally fees. If advance expenditure is small and out of your own pocket, this need not be shown in the accounts. If club funds are used, then all receipts and payments must be recorded and receipts retained. Consult the Treasurer, use a supplementary sheet if necessary and show the final totals on the Accounts sheet.

**Deposits and advance payments in full:**

A deposit may be required for those club rallies involving heavy forward expenditure. RECORD the date received and the amount for all deposits on the Rally Attendance Sheet. If received more than a month before the rally, forward to the Treasurer, if less, retain and include with the accounts. ALL deposits received must be shown in the accounts. Where payment in full is required by outside bodies, their booking conditions will apply to deadlines for payment and to any refunds that may be required.

**Cancellations:**

The Treasurer may make a return of cheque or refund if a member gives 14 days or more notice of non-attendance at a rally. The deposit will be retained if less than 14 days notice is given.

*SEE Para. 5 of Code of Conduct, advance payments in full.*

## **15. YOU'RE EXPENSES.**

The following items may be charged as expenses to be taken from the rally fees if you choose to do so. The amount charged should not exceed the fees received.

- A basic £3.00 for extra gas, beverages, biscuits for welcome cuppas and refreshments at Flag, more if necessary on larger rallies.
- £3.00 per night to anybody providing gas for heating club canvas for a full evening.

**Receipts are required for the following:**

- Photocopying and stationery costs for Rally Information Sheets.
- Small prizes for competitions.
- If there are any comments about your rally site (good or bad), please pass them on to the Rally Secretary or another member of the committee.

All best wishes for a successful rally and may the sun shine.

## **AAOCC COMMITTEE.**