

The Caravan & Motorhome Club (East Dorset Centre)

RALLY OFFICERS GUIDANCE FOR RUNNING RALLIES

ISSUE 3 September 2020

RALLY OFFICERS

In order to encourage Rally Officers to volunteer to run a Rally, the Centre has agreed they should not be out of pocket by having to pay their own pitch fees. When free pitches are not available, the pitch fees will not be loaded to cover this. The Centre will make up the short fall and reimburse the Officers.

All rallies should have as a minimum of 2 Rally Officer Vans on site. This is for Security and Health and Safety reasons. (Leaving site and preparing for the event, or even Illness or accident preventing one of the Officers from attending.)

On all rallies, only 2 Rally Officers will be allowed when up to 40 outfits are attending. Above this quantity a third rally Officer can be added if required.

If the site owner offers only one free pitch then the Centre pays for the second Officer pitch.

If the site offers one free pitch for a certain amount of outfits and this is not reached. i.e. One free pitch for 20 outfits including Officers. If 19 or less outfits arrive on site (meaning no free pitch is given) then the Centre will pay for the 2 Rally Officers pitch fees.

The Rally Officer should display a sign in the front window of his unit with his mobile phone number displayed, so that he may be contacted in case of emergency, when off site.

MOBILE PHONE NUMBER

THE RUNNING OF RALLIES

Caravan rallies can only be run by virtue of an exemption certificate granted to the Caravan & Motorhome Club. At Centre level this is vested in the Chairman who, if unable to attend the rally, can delegate his authority to another Officer, Committee Member or, failing this, a senior member of the Centre. Therefore, all rallies are run under the jurisdiction of the Centre Committee on behalf of the Caravan Club. The Caravan Club red flag must be flown to show that the rally is taking place under an exemption certificate.

BOOKING AND BOOKING FORMS

Booking forms are available for every rally listed on our website www.eastdorset.org

They can be found below the rally details of a particular rally. It is important that they are correct and all necessary fields completed, or they may not be delivered to the Rally Officer. An Automated response message will be sent from the website to the rallier, stating that payment details will follow 4 weeks prior to the rally. The Rally Officer should also send a personal email acknowledgement of the booking as soon as the booking is received.

The Welcome letter (found with your rally pack) should be customised and be sent 4 weeks before the time of the rally via an email message to the rallier acknowledging their booking and the amount payable, including the Admin Fee, Rally Plaque and Rally Fee if applicable. The letter should contain any special instructions or details about the rally.

This Welcome message should also be copied to the Treasurer at eastdorsetbookings@gmail.com

This request for full payment should be sent 4 weeks before the rally.

Manual forms can be printed from the website for those ralliers who prefer to post their booking. Postal addresses can be obtained by phoning the Rally Officer.

Nearer the rally date the attendance list, should be emailed to each rallier.

PAYMENT FOR RALLIES

We are not asking for deposits on most weekend rallies but on longer holiday rallies or special events, they may be required. When payments are requested they should be made using Bank Transfer into the club account.

See Treasures Letter for further details.

Ideally all bookings should be made at least 4 weeks before the rally.

The Rally Officer will then inform you of the full amount payable and this should be paid as soon as possible but at least 3 weeks before the rally, by Bank Transfer.

CHOOSING A VENUE

When choosing a venue it must be ascertained that there is a water point, a toilet waste emptying point and that access to the venue is of sufficient width.

RISK ASSESSMENTS

The Centre's Risk Assessment Officer must carry out a R.A. for every rally, which must then be given to the Rally Officer before the event takes place. This R.A. must be available on each rally, for presentation if requested by the landowner, Health & Safety Official or the Police.

All Risk Assessments will be kept on file in the Centre records.

RALLIES OUTSIDE THE EAST DORSET CENTRE'S AREA

Anyone wishing to organise a rally for the next season that is outside the East Dorset Centre Boundary should inform the Rally Secretary. A 4b application will then be sent to the relevant Centre for their approval.

USE OF LICENSED SITES, CLs AND DURATION OF RALLIES

Rallies proposed at CL venues must have a separate access point to the field to that of the CL with a barrier of some sort between the two e.g. a fence or a hedge. The rally must also have water and toilet waste emptying facilities separate to those of the CL. Under no circumstances should the facilities be shared nor access to the field be gained via the CL.

The exemption certificate covers rallies up to 120 hours only (5-day), thereafter planning permission must be sought (by the Rally Secretary) unless the rally is on a commercial site or licensed land. Please note that a five day rally must open and close 120 hours apart, i.e. if the rally opens at 2 p.m. it must close at 2 p.m. Note: This does not apply to the Rally Officers who can arrive early to set up.

APPLICATION TO RUN A RALLY

If an individual member wishes to run a rally he can make arrangements with a site owner and then immediately inform the Rally Secretary in order that the weekend is then reserved ahead of the relevant paperwork.

PRICING A RALLY

It is normal for the Rally Secretary to negotiate a price per van per night with the landowner and then a Contract/Booking Form is sent to the landowner for agreement and signing. The contract will contain any special conditions applied by the landowner and a copy will be supplied to the Rally Officer before the rally takes place.

OPENING TIMES OF RALLIES

The time stated on the contract or in the Rally Book is the time the rally should open thereby ensuring insurance cover. DO NOT allow friends to arrive early. Only rally officers (or someone standing in for a rally officer who is unable to be there at the start) are covered prior to the opening of the rally. If you have anyone arriving early and you have the room (without affecting the landowner or roads leading to the venue), put them in a holding area and only site them when the rally opens. If a holding area is not available then you have the right to turn them away or you probably have no option but to let them on the field and onto their pitch. However, they MUST NOT unhitch their van or put their legs down until the rally is officially open. You should make it clear to them that they have arrived too early and you should then advise the Chairman or his representative of this fact so that they may see if the rallier has done this before. Habitual early arrivals can then be approached by the Chairman to draw their attention to this.

CANCELLATION POLICY FOR RALLIERS

If a rallier has to cancel a booking the following rules will apply:

- 1) Deposits are always non-refundable unless the Committee decides otherwise.
- 2) The Centre Committee will consider a full refund if you cancel a rally due to ill health or bereavement but this is at the Centre Committee discretion.
- 3) Cancellation up To 7 days prior to the rally will be reimbursed at 50% and less any costs involved.
- 4) Cancellations after 7 days prior to the rally will be at the Centre Committee discretion and less any costs incurred. (with the exception of 2 above)

CANCELLATION OF RALLIES BY THE CENTRE

Rallies can only be cancelled with prior permission of the Centre Committee. If any rally officer is unable to run a rally because of last minute illness/emergency the Assistant Rally Officer should be able to take over the rally. The Committee would endeavour to find them a new Assistant Rally Officer to help them. The Rally Secretary should be advised if a Rally Officer wishes to cancel a rally and it can then be taken to committee. All deposits are refundable.

FULL RALLIES

If your rally is fully booked you must inform firstly the Rally Secretary and Website Officer as soon as possible. The website can then be updated to that effect. If you are able to negotiate more spaces this should be advised and the website can be updated accordingly.

FIRST RALLY PLAQUES

These will be presented by the Chairman (or his representative) at "flag". Please give the Chairman advance notice as if he is not booked on to the rally, he will need to ensure that a plaque is given to his representative in time.

RALLY PLAQUES

If a rally plaque is required this must be indicated on the Booking Form. On arrival at the rally, the rallier wanting a plaque should hand a Stamped Addressed Envelope to the Rally Officer. The Rally officer will then order the plaques and use this envelope to post the rally plaque at a later date.

EQUIPMENT

The Rally equipment officer will plan the allocation and distribution of Rally Kits at the beginning of each year. This will be recorded on a spreadsheet and each Rally Officer will receive a copy with his pack of information which will be emailed. There will also be a copy in the rally kit.

Other equipment such as shelters and urns etc. can be obtained from the Centre Equipment Holding Officer.

SIGNPOSTING

This should only be necessary near the venue and only official Centre signs must be used. Please give as many directions as possible on the rally write-up description so that as little signage as possible is required.

CENTRE FLAGS

The red CAMC flag must be flown on rallies to show that the rally is taking place under the exemption certificate of the Caravan Club. The Centre flag may be flown beneath it if safe to do so. All flags must be taken down and stored away each night. A yellow flag (in the rally kit) that restricts ALL vehicle movement in inclement weather can be raised at the discretion of the Rally Officer.

SITING OF CARAVANS AND TOWING VEHICLES

Please site as per the pitch spacing rules issued by the CAMC. A copy is available on the website and in the rally kit.

Please ensure that the Rally Officers' vans are set away from the entrance so as to avoid any queues of vans back into the roadway.

SOCIALS

Accommodation should be suitable for the members attending. Socials must be self-supporting financially and should be priced separately from the rally fee. Price to be advised in advance if possible, or on arrival if not.

GENERATORS

Generators may only be used between the hours of 9-00am and 6-00pm after obtaining permission from the Rally Officer

CHEMICAL TOILET DISPOSAL POINT

This should be established in a position away from the vans and with the approval of the landowner. Chemical toilets and waste containers **MUST NOT** be cleaned or filled from the fresh water tap.

RUBBISH DISPOSAL

This is to be taken home by the individual rallier unless other arrangements have been made with the landowner.

PROBLEMS

Please remember that if you have any problems of any kind there is always someone to help you:

On the rally - The Chairman or his Representative are there to help resolve any problems or disputes

Financial - The Treasurer will assist with any financial matters

Rally - If you need any help or advice with any aspect of running a rally please contact the Rally Secretary.

RALLY SECRETARY

ON BEHALF OF THE COMMITTEE OF THE EAST DORSET CENTRE