



Guide for Marshals

(Revised June 2009)

Planning and Finance

1. The Rally Secretary will let you see all the correspondence regarding your rally. This will have the costs and any restrictions that the landowner may have made. He will also provide you with an Accounts Balance Sheet and Equipment Application Forms.
2. Visit the site about six weeks before the rally and meet the landowner. Confirm timings, access, siting, out of bounds areas, etc. If there are any changes or additions from those advised by the Rally Secretary, get them confirmed in writing in case of problems later.
3. Check the water supply and waste/elsan disposal arrangements.
4. Arrange for the collection (delivery) of papers. Ralliers should pay for their papers at the rally and not add paper money to their fixture/social fees when booking in.
5. Please complete the Equipment Application Form, send it to the Equipment Officer and arrange collection. If you collect equipment from the previous rally or pass it on to the next marshals, please let the Equipment Officer know.
6. Choose the motif for the plaque; the Rally Secretary has a book of designs. Ring him the evening following the closing date with the number you require. If your rally is a 'large plaque rally' (i.e. a special event – Valentines, Easter, Birthday, Bonfire, Holiday Rally, Harvest Supper, Christmas or New Year) choose the design at least two weeks before the rally.
7. If you have room, late or non-bookers may be accepted. They will not be entitled to a plaque unless you have a spare or to papers if they are delivered or pre-ordered. The Rally Secretary has a supply of 'I booked late' plaques. Return surplus plaques to the Rally Secretary to keep as spares.
8. The social programme must stand on its own financially. The cost of the hall, food, entertainment, VAT, etc. must be costed into the admission price.
9. No socials are to be arranged without being published in the Rally Book, except impromptu events that may be held as long as the charge does not exceed £2.00 (including VAT) per person. This will usually restrict such an event to a non-hall social or an extra social where the hall has already been paid for.
10. If a competition is to be run for all members, the following amounts may be spent from the rally fee on prizes. The cost of prizes does not come from social fees.

Up to 50 vans: £10

Over 50 vans: £15

Holiday rallies: £2 per day

11. Expenses incurred for your rally may be reclaimed (i.e. petrol, phone charges and postage). Itemise your expenses on the summary sheet provided. Receipts **MUST** be attached.
12. Cancellations – if you receive any information regarding the reason for non-attendance, please note this at the bottom of the summary sheet. This will assist the Treasurer when deciding whether a refund is to be made.

Who can attend?

1. Under the terms of the Exemption Certificate issued to the Club, only Club Members can attend rallies with their caravans. The practice of allowing non-members to attend a rally on a trial basis is no longer allowed. This does not stop visitors staying in a member's caravan providing the member **IS PRESENT**.
2. Rule 4(a) of the Rules Governing Centres states that:
*“All events organised by a Centre shall be open to **any** member of the Club, subject to accommodation being available. All members shall apply in advance.”*
This means that you cannot exclude someone for **any** reason.
3. All rally fees to be paid at the time of booking. Cheques should be made payable to 'The Caravan Club East Kent Centre.'

At the Site

1. HEALTH AND SAFETY – We have a duty of 'Health and Care' towards all persons on the Rally Field. The Marshals must complete an inspection of the site and assess the risk of possible injury. Any hazards identified are to be brought to everyone's attention and, if possible, marked or cordoned off.
2. The Marshal decides the siting of the vans, but generally allows 30ft (9m) between towing hitches and 50ft (15m) between rows (see sketch in the Rally Book). Allow more if space permits. Vans should normally be sited with the offside front corner over the peg. The Rally Secretary will ensure that marshals and their assistants are registered with East Grinstead. Should the main marshal need to leave the rally early and/or is no longer available, a new main marshal should be identified and they should telephone 01342 336707 and leave their details on the East Grinstead answer phone.
3. The movement of cars on wet grass must be kept to a minimum and should be stopped completely in very wet conditions. As the person in charge of the Rally it is your responsibility and the Committee will uphold the decision you make.
4. Visitors' cars and second cars should not be parked next to a caravan, but sited in a separate area, if possible, to allow access in case of an emergency.
5. Check that the noticeboard information is up to date. Add a list of known attendees in alphabetical order – add if they are Committee members, a Youth Council member, first ralliers, visitors from another Centre or non-Centre visitors. Give a copy to each Committee member present.

6. If a caretaker is involved, keep him/her informed of your intentions and activities. A gratuity of £10 may be paid in appropriate circumstances.
7. The Flag and Flagpole will be carried out by the Chairman or Deputy and will not be your responsibility.

Final Paperwork

1. Give the Rally Secretary a list of actual attendees, in alphabetical order, with initials, car registration and caravan, to aid identification for his/her register of names in the 'Colours' book.
2. Let the Rally Secretary have the names and addresses/telephone numbers, if known, of any suppliers or contacts that you have made, or any other information that may assist and benefit a future marshal.
3. Send the completed Rally Finance Listing and Summary Sheet, together with the booking slips, cheques, cash and any receipts, to the Treasurer.
4. Ensure that the booking slips have been completed in full.

Rally Route Signage

The following is an extract from a letter sent to all Centres by J A Bell, Executive Secretary of the Caravan Club, on 11 November 1997.

"We are able to erect such signs under a concession available in Section 5(1) of the Local Government (Miscellaneous Provisions) Act 1976. That concession depends upon discretion from the Local Authority concerned. By and large, we enjoy goodwill from Local Authorities in this matter. However, any Centre which encounters difficulty in this respect, should recognise that the Local Authority has the last word. If they impose any restrictions or conditions on rally signage, then that is their right. By all means try negotiating with any Council Official who raises objections on the grounds:

- a) That our signs help prevent drivers with caravans in tow getting lost and causing obstructions;
- b) That signs will be erected only shortly before the Rally and will be removed immediately all ralliers have arrived;
- c) That signs will be erected in such a way that footpaths, roadways or sightlines are not obstructed;
- d) That (and this is very important) signs will not be hung or stuck on any existing Highway Sign, not even on the pole supporting such a sign.

If Council Officials are not persuaded by such points then, alas, their decision is final.