

The Caravan Club

East Kent Centre

Guide to Marshals



December 2010

The Committee would like to thank all the rally marshals for running rallies. It is hard, but extremely rewarding work and the Centre would not be able to put on such a wide and varied rally programme without the continued support of our marshals.

This booklet is intended to act as a guide and a reminder and also to keep you up to date with rally rules and regulations.

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1. THE RALLY FIELD AND INITIAL PAPERWORK

- 1.1 The Rally Secretary will negotiate the site fee with the landowner and will let you see all the correspondence regarding your rally. This will have the costs and any restrictions that the landowner may have made. The Rally Secretary will have checked the site for capacity, drinking water and waste disposal. He will also provide you with an Account Summary sheet, Payment sheets and Equipment Application Forms. These sheets are also available on the EKC website.
- 1.2 Complete the Rally Booking form (with details of the rally, assistant marshals, contact details, etc.) and return it to the Rally Secretary asap. When setting the time that the rally opens, allow yourself time to set up, mark out the site and position the EKC road signs.
- 1.3 Visit the site about six weeks before the rally and meet the landowner.
 - i Confirm timings, access, siting, out of bounds areas, etc.
 - ii Check the water supply and waste/elsan disposal arrangements.
 - iii Ask the landowner whether the site will be occupied by other users during the duration of the rally (eg. football clubs on school fields) and make arrangements to 'mark off' the rally field if necessary.
- 1.4 If there are any changes or additions from those advised by the Rally Secretary, get them confirmed in writing in case of problems later. If, after visiting the site, you believe that it has become unsuitable, contact the Rally Secretary immediately.

2. RALLY EQUIPMENT

- 2.1 Complete the Equipment Application forms, send one copy to the Equipment Officer at least 14 days prior to the rally. Then arrange how and when the equipment will be collected.

After the rally, give the second copy of this form to the Equipment Officer. If you have passed any of the equipment to the next or a future rally marshal, then please enter his/her name against the items on the equipment list.

Special care should be taken with the Gaz lamp glasses. Any breakages must be reported to the Equipment Officer who will arrange for replacements.

Rally Equipment

Box of Directional Signs etc.	4 Party Tents
5 mph Sign (large)	Gaz Lamp x 4
5 mph Sign (small) x 2	Gaz Lamp x 4 (small)
Caravans Turning Sign	Double Burner Gas Ring
Wooden marker Pegs	Electric Urns
Coloured Lamps (for Party Tents)	Double Electric Hob/Mini Oven
Generator (1,000 watt)	Tea/Coffee Urn Gas
Generator (750 watt)	50 Metres Blue Rope
Extension Leads etc.	Red & White Warning Tape
Maypole	Scissor Mop & Brushes
Bingo Set	Black Sacks
Flashing Cones x 6	Notice Boards x 2
Bain Maries x 5	Orange Buckets x 12
High visibility vests	

- 2.2 Centre Flags and PA Systems are carried by the Chairman and Vice Chairman.

3. THE RALLY

- 3.1 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.
- 3.2 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 and Chairman have a supply of 'I booked late' plaques. Return surplus plaques to the Rally Secretary to keep as spares.
- 3.3 If the rally is not well supported, the marshal cannot call off the rally or cancel a social. He should contact the Rally Secretary who will in turn notify the Centre Chairman.
- 3.4 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.

Important. Please note that the Caravan Clubs liability insurance only covers socials that are accounted for through the centre's books and where VAT is paid. Socials that are not accounted for in the centre's books are treated as private functions and are therefore not covered.
- 3.5 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.
- 3.6 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.

3.7 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

3.8 Expenses incurred for your rally may be reclaimed (i.e. petrol, phone charges and postage). Travel expenses will be at a rate of 30p per mile. Itemise your expenses on the summary sheet provided. Receipts **MUST** be attached.

Known additional costs for rallies (eg. Travel expenses to pick up party tents) should be factored into the rally social price. These costs can be a reason why a rally can make a loss

3.9 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.

3.10 Copies of the following documents will be displayed on the notice board and are also held by all committee members and carried with the centre flagpole and flag.

- Caravan Club Exemption certificate
- Caravan Club Liability Insurance

3.11 If the Marshal has been granted an extension to the social closing time, it is to be publicised in the rally letter.

4. WHO CAN ATTEND EKC RALLIES?

- 4.1 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**. If in doubt as to whether a rallier is a member of the Club, you can ask to see his/her membership card.
- 4.2 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, unless there is a valid reason advised by the committee.
- 4.3 All rally fees to be paid at the time of booking. Cheques should be made payable to 'The Caravan Club East Kent Centre.'

5. AT THE SITE

- 5.1 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.
- 5.2 The Marshal decides the siting of the vans, but generally allows 30ft (9m) between towing hitches and 50ft (15m) between. 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.
- 5.3 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. If you deem that the field is either too dangerous to drive on or there is a danger of the field being severely damaged by excessive movement, notify the Chairman/Vice Chairman who will then raise a yellow flag below the centre flag. This means that there is to be no unnecessary vehicle movement and if vehicles do have to leave the rally field, advise the driver that there is a possibility they will not be allowed back on and will have to park offsite.
- 5.4 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.
- 5.5 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.

- 5.6 If a caretaker is involved, keep him/her informed of your intentions and activities. A gratuity of £10 may be paid in appropriate circumstances.
- 5.7 The Flag and Flagpole will be carried out by the Chairman or Deputy and will not be your responsibility.
- 5.8 Private generators may be used, but are not to be used excessively which may cause annoyance to other ralliers, if possible generators should be positioned away from caravans to lessen the noise. They are not to be used between 9pm and 9am.
- 5.9 It is recommended that Marshals site their caravans at or near the entrance to the site so they can welcome ralliers and monitor access to the site.
- 5.10 Make sure that the site is left at least as clean as it was when you arrived.

6. RALLY PAPERWORK

- 6.1 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.

An attendance list is to be given to the Chairman and other committee members at the beginning of the rally.

- 6.2 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.
- 6.3 Ensure that the booking slips have been completed in full.
- 6.4 Send the completed Rally Finance Listing and Summary Sheet, together with the booking slips, cheques, cash and any receipts, to the Treasurer. Please ensure that the rally slip(s) from any member(s) who cancel their rally are included with the paperwork sent to the Treasurer.

7. GUIDE TO THE COMPLETION OF RALLY PAPERWORK

7.1 Because we are part of the Caravan Club, we come under the Club's VAT number.

- All income received for a rally is subject to VAT. (VAT is already included in the rally fee which is calculated by the Rally Secretary.)
- Income received for a social is also subject to VAT. When calculating your social fee you must deduct VAT from the total to find out how much you can actually spend. If the social fee were £4.00 then the VAT content would be 60p at 17.5% and would mean that you have £3.40 to spend.
- VAT can be claimed back on certain social expenditure where a VAT receipt is provided. VAT cannot be claimed back on food purchases.
- If you are using a hall or other premises for the social, your social charge must cover the cost of this AND any food you are supplying or entertainment you have to pay for. The Rally Secretary will tell you the VAT status of the premises and if it is Vatable, you will need to add in the VAT to calculate your social charge.
- Some schools are now charging a fixed fee for the weekend which includes the use of the hall. If this applies to a rally you are running, ask the Treasurer how much of this fee is going to be allocated to the hall and include this in your social cost.

7.2 Marshalls are not responsible for paying for any premises used. This will be done by the Treasurer.

7.3 You will receive the Fixture Marshal Account Summary and payment sheets from the Rally Secretary. These can also be found as Excel spreadsheets on the EKC website under Marshals Accounts. If you use the spreadsheet from the EKC website, look at the bottom of the page. There are two "headings". One says Summary and the other says Sheets 1-4.

7.4 The first sheets to fill in are the payment sheets. If you are able to fill these sheets in on a computer it will add up the columns for you. If you are filling the sheets in by hand, you will need to add these columns yourself. This sheet enables you to check the cash & cheque amounts that you actually have. (If the rallier hasn't written the method of payment on their rally slip, it would be helpful if you could do this.)

Venue: Folkestone		Fixture No: 1500		Dates: 5th-7th July 2010				Marshal: John & Chris Allen		Sheet No: 1		
	Name	Fixture Fee	Social		Social		Social		Total Amount Paid			
			No.	Amount	No.	Amount	No.	Amount	Cheque	Cash	Voucher	(Refund)
1	John & Chris Allen	14.50			2	9.00			23.50			
2	Darren & Karen Burch	14.50			2	9.00	3	6.00		29.50		
3	Kevin & Michelle Bailey	14.50			2	9.00	4	8.00	23.50	8.00		
4	Gary & Nicky Fisher	14.50			2	9.00	2	4.00		27.50		
5	John & Pearl Forrest	14.50			2	9.00			24.50			-1.00
6	Derek & Sandra Homan	14.50			2	9.00			23.50			
7	Eileen & Keith Killick	8.75			2	9.00				17.50		
8	Margaret & Kevin Kinchin	14.50			2	9.00				23.50		
9	Brian MacKender	14.50			1	4.50			19.00			
10	Peter & Sue Smith	8.75			2	9.00			20.00			-2.25
11	Alan & Sue Clark	14.50			2	9.00			9.50	9.00	5.00	
12												
13												
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16												
17												
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19												
20												
21												
22												
23												
24												
25												
Sheet 1 Totals		148.00	0	0.00	21	94.50	9	18.00	143.50	115.00	5.00	-3.25
(If necessary C/F to Sheet 2)		260.50							260.25			

Please indicate if a rallier cancelled or did not stay the number of nights paid for.

Enter Rally Fee & Social Fee in the appropriate columns.

If you are given a cheque for the wrong amount and it is less than it should be, the rallier can pay the difference in cash. Their entry would then show a cheque & cash amount.

If someone overpays by cheque, you can refund the overpayment from the cash that you have & show it as a minus in the refund column.

There is a column to show payments made by voucher.

Venue: Folkestone		Fixture No: 1600		Dates: 6th-7th July 2010				Marshal: John & Chris Allen		Sheet No: 1		
Name	Fixture Fee	Social		Social		Social		Cheque	Total Amount Paid			
		No.	Amount	No.	Amount	No.	Amount		Cash	Voucher	(Refund)	
1 John & Chris Allen	14.50			2	9.00			23.50				
2 Darren & Karen Burch	14.50			2	9.00	3	6.00	23.50				
3 Kevin & Michelle Bailey	14.50			2	9.00	4	8.00	23.50	2.00			
4 Gary & Nicky Fisher	14.50			2	9.00	2	4.00			27.50		
5 John & Pearl Forrest	14.50			2	9.00			24.50			-1.00	
6 Derek & Sandra Horman	14.50			2	9.00			23.50				
7 Eileen & Keith Killick	8.75			2	9.00					17.50		
8 Margaret & Kevin Kinchin	14.50			2	9.00					23.50		
9 Brian MacKender	14.50			1	4.50			19.00				
10 Peter & Sue Smith	8.75			2	9.00			20.00			-2.25	
11 Alan & Sue Clark	14.50			2	9.00			9.50	9.00	5.00		
12												
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16												
17												
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20												
21												
22												
23												
24												
25												
26												
Sheet 1 Totals		148.00	0	0.00	21	94.50	9	18.00	143.50	115.00	5.00	-3.25
(If necessary C/F to Sheet 2)		280.60						280.26				

Please indicate if a rallier cancelled or did not stay the number of nights paid for.

7.5 The next sheet to fill in is the summary sheet. Again, if you are able to fill this in on a computer, the calculations will be made for you once the relevant numbers and prices are entered.

THE CARAVAN CLUB, EAST KENT CENTRE					
MAISHAL	John & Chris Allen		FIXTURE No.	1500	
TELEPHONE No.			VENUE	Folkestone	
ASST. MAISHAL	John & Paul Forreast		DATES	5th - 7th July 2010	
TELEPHONE No.			No. OF CARAVANS	11	
FIXTURE MARSHALS ACCOUNT SUMMARY					
INCOME			EXPENDITURE		
No. Nights	No. Vans	Fixture Fee	All receipts to be enclosed		
1	2	8.75	17.50	SITE FEES (CASH)	
2	9	14.50	130.50	SOCIAL EXPENSES	
3			0.00	PIZES	
4			0.00	CARSTAKER	
5			0.00	PHONE CALLS	
FIXTURE FEES TOTAL			148.00	TRAVEL	
SOCIALS -				MARSHALS ADVANCE DETAILS -	
	Number	Social Fee		-----	
	21	4.50	94.50	-----	
	9	2.00	18.00	-----	
			0.00	OTHER ITEMS -	
SOCIALS TOTAL			112.50	Garage/Fuel	
				5.00	
OTHER ITEMS -			0.00	EXPENDITURE TOTAL	
			0.00	5.00	
MARSHALS ADVANCE (Cheque)			0.00	CHEQUES TO TREASURER	
MARSHALS ADVANCE (Cash)			0.00	143.50	
			0.00	CASH TO TREASURER	
			0.00	107.00	
			0.00	VOUCHERS TO TREASURER	
			0.00	5.00	
OVERALL TOTAL			260.50	OVERALL TOTAL	
			260.50	260.50	
Please ensure that the income and expenditure totals agree.					
MARSHALS COMMENTS					
SIGNED <i>CM Allen</i> DATE 8.7.2010					

This shows the calculation for the Rally fee income. Enter the relevant rally fees, the number of vans attending, etc.

Enter any social fees and the number of participants.

THE OVERALL TOTAL SHOULD BE THE SAME FOR BOTH COLUMNS ON THE SHEET.

Fill in any expenditure.

Receipts must be submitted for any expenditure other than a payment to a caretaker

Fill in the total amount for cash, cheques and vouchers

7.6 If you are still unsure of how to deal with any aspects of rally finance/paperwork, please contact the Treasurer - before the rally if possible. If you have any queries after the rally, please ask. It is much easier to deal with issues at the time rather than a week or two later when the Treasurer receives the paperwork.

8. 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:

1. That our signs help prevent drivers with caravans in tow getting lost and causing obstructions;
2. That signs will be erected only shortly before the Rally and will be removed immediately all ralliers have arrived;
3. That signs will be erected in such a way that footpaths, roadways or sightlines are not obstructed;
4. 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.

9. PERSONAL ACCIDENT INSURANCE

Personal Accident Insurance covers Rally Marshals and is provided free of charge by the Caravan Club whilst carrying out their duties.

If any accidents occur during the course of a rally, you will be issued with an incident form in which details of either personal injury or damage to property must be recorded.

The completed form should be returned to the Centre Hon. Secretary.