

Rally Officers Checklist

Before	
Find a venue, if within National Park, discuss with Rally Sec before proceeding.	
Negotiate a price with the landowner and enquire about free organiser place(s) (remember to ask about VAT).	
Complete rally proposal form on the Centre website.	
A bookings spreadsheet will be created for your rally and shared with you using the Gdrive.	
Order plaques at least 2 weeks before the rally.	
Arrange any Centre equipment needed.	
Create a small budget for the rally, consider social activities (feel free to discuss with the Treasurer)	
Complete risk assessment for Rally (basic one can be found on Gdrive)- ask for help if unsure.	
Send a pre-rally email 1 month before the rally. Complete rally envelopes, write rally letter and envelope quiz.	

Arrival / Set up	
Place rally signs 50m in either direction on the main road.	
Peg out the rally field if necessary.	
Locate and sign water point.	
Locate and sign chemical disposal/waste water point.	
Erect flag pole (red flag on top).	
Inform any committee member present of any new ralliers.	

During	
Hold an opening 'Flag'. Welcome ralliers & advise of any planned activities.	
Remove rally signs once everyone has arrived.	
Hold a closing 'Flag'. Advertise future rallies	

After	
Request an invoice and send it to the Treasurer.	
Complete accounts page on the rally spreadsheet and send receipts to the Treasurer.	
Arrange return of equipment.	

Rally Officers Guide

This is a guide to help you run a successful rally.

If you are running a rally on an existing site, please skip ahead on to the relevant information.

For organising a rally at a new venue:

Find a venue

- Check entrance and exit of the site. Vehicle gates should be no less than 3m wide and check that there is clear vision in both directions. Try to avoid site entrances with a severe dip, located on a crest of a hill or blind corner etc.
- Check the dates with the Rally Secretary. Days/times: you are normally limited to a maximum of 5 nights (120 Hrs) unless on a commercial site. Starting times are your choice (agreed with site).
- If your venue falls within the National Park let the Rally Secretary know as soon as possible so they can consult with the Club HQ.
- Negotiate a price per night with the land owner. Enquire if they are VAT registered (if not you will have to add the VAT to your nightly fee, this is currently 20%). Inform them that you will require a receipt for all monies paid to them, including their VAT registration number - if registered.
 - You may negotiate with the landowner that the Rally Officer's do not pay a site fee but remember that is an arrangement between you and them. (Otherwise the Centre will currently cover the cost of 1 Rally Officer, you may wish to split this with your assistants if you have one).
- Decide what social activities, if any, you wish to take place.
 - Is a hall required? (Or just the Centre shelter) include this in your budget.

Complete the rally proposal form on the Centre's website.

Info for all RO's

A bookings spreadsheet will be created for your rally by the Rally Sec or Treasurer and they will share it with you using the Gdrive. The Rally Sec, Secretary & Treasurer will all have access to this spreadsheet, as well as you. Bookings received via the online forms will be forwarded to you via email. You may receive the odd paper booking form in the post. Cheques need to be sent to the Treasurer, but please liaise with them directly. Add your bookings on to the spreadsheet, the Treasurer will update the money periodically as it is received. The Secretary can take any information required for the Centre records, after the rally, from this spreadsheet. There is an example risk assessment which you will also have access to on the Gdrive. Please complete this for your rally and save it to the Gdrive. You may find that only minimal changes need to be made to the generic version, but it will need the top sections completed.

Plaques can be ordered from Love it Lasered (on Facebook) or contact Michelle on 07903 705900. Let her know what image (you can use anything!), and what wording you would like. We recommend the Rally name and the month & year e.g. Early Birds. January 2023. Please give at least a fortnight's notice.

You do not pay for the plaques, the invoice is sent directly to the Treasurer, but you must take into account the costs in your budget, plaques work out at 70p each.

Sending a pre-rally email to your ralliers a month before your rally starts is good practice. **It is essential that you send it BCC for GDPR.**

We recommend you include the following information

- Any need to know information - if they need to bring anything specific e.g. for a caravan decorating competition for Christmas or if you are holding a raffle and would like donations.
- Are you putting on an event that you need numbers for? e.g pie & peas.
- A reminder to make payment (which is expected 4 weeks before the rally), a reminder of nightly price, the Centre's BACS details and the rally's payment reference (as determined by the Treasurer).
- A reminder of the directions and rally opening time.

For further advice, please contact the Rally Sec, who will also happily proof read any emails before they are sent.

Confirm any new ralliers with the Centre Secretary.

Available centre equipment includes; flag pole & flags, feather flag, direction & caravan turning signs, gas/electric boilers, tea/coffee pots, notice boards, water & elsan signs, mains extension cables. Entertainment/sound full mains music system; large & small, battery powered megaphone, and a portable P/A system, (music systems can also be used as a P/A).

Equipment can be arranged through the Rally Sec. All equipment should be returned ASAP after the rally, or if being passed onto another rally, the incumbent Rally Officer and the Rally Sec must be informed as to its new location. Faulty or damaged equipment must be reported to the Equipment Officer.

Work out a simple budget and take into account VAT and plaques into your costs, try to achieve a small profit (approx. £1/van) to cover Centre running costs. You will need tea, coffee, biscuits & milk for Flag. At closing Flag, historically Rally Officers have held a 'Lucky Van' whereby 1 or 2 vans receive a small gift, just for attending. The first winner is often asked to write a rally report.

You will be provided with some pre-printed envelopes for your rally. Rally Officers normally write a welcome 'letter' containing information about the rally - the time Flag is planned for, if there is a social then where and when. Any useful local information - is your rally being ran in conjunction with a local event? Does rubbish need to be taken home or is there a disposal point?

We also normally advertise the following 5 rallies (depending on space on the page). For any advice, please ask a committee member. You may wish to create a competition to put in your rally envelope. You will need to advise ralliers when the competition entries need to be returned, giving you time to mark them before closing Flag.

Rally set-up: place rally signs at least 50 m from the rally in each direction, and remove them when all units have arrived. It is against the law to fix signs to road or other traffic signs.

Mark out the rally field. Allow 6m between pitch pegs for units and 11m between roadways or rows of pitched pegs. If pitching rows, try to stagger them where possible. There is a marker rope available with the rest of the equipment.

Locate and sign up the fresh water and chemical disposal points. Waste or grey water can usually be disposed of around the perimeter of the rally field but away from any water courses (check with site owner), or it can be designated and signed accordingly.

Erect the flagpole, hang the Caravan and Motorhome Club flag at the top with the Centre flag below it. A plain yellow flag prohibits vehicle movement and should only be flown when conditions are poor. Flags must be raised in the morning and flown throughout the day, but taken down at night - this is to minimise wear and tear.

Centre sales equipment. We will try to have these items at your rally, or you can contact the responsible committee member directly.

Inform any committee member present of any new ralliers.

Flag 'speeches' are held to open and close the rally. New ralliers will be welcomed and presented with a New Ralliers plaque and gift at the opening Flag (usually by an attending Committee member). Optionally - during closing Flag a committee member will give thanks and present Rally Officers plaques to the officers, (sometimes this may not be possible so consider asking someone to do this for you).

Any refreshments (biscuits / cakes etc) must have their ingredients displayed when being served.

What if's:

If someone fails to turn up? A refund is at the discretion of the committee, please direct anyone to the Centre's

cancellation policy.

Vehicle Incident? Leave to the people involved to sort out.

An irate member of the public? Stay calm and ask him/her to put their complaint in writing to the Centre Secretary. If they want an immediate response see if there is a committee member on site.

Breaches of rules? Centre Rule 3, and Procedural Rule 34 & 35 apply and can be found in the Centre Rally Handbook.

Serious incidents: Once the event is over, prepare a short report for the committee.

Medical: Contact doctor or ambulance.

Fire: do not put yourself or anyone at risk, wait for the Fire Service.

Animal welfare via the local vet.

Under no circumstances should Rally Officers admit liability to property owners.

After the rally, leave the rally site as you found it, or to the land owners satisfaction. Arrange for the Centre equipment to be returned or passed on for the next rally. Complete the accounts form on the spreadsheet and send any receipts to the Centre Treasurer ASAP (within 1 week of rally if possible). Photographs of the receipts can be emailed and originals passed on at a later date. Request that the landowner sends an invoice to treasurer@cumbria-centre.co.uk. This will then be settled directly by the Treasurer.

Please remember that the committee are always available to offer advice and support if needed.

Thank you for running a rally on behalf of Cumbria and North Lancashire Centre; the committee are grateful for your efforts.