

## THE CARAVAN CLUB – CHESHIRE CENTRE NOTES FOR RALLY OFFICERS – APRIL 2018

The following notes have been prepared for your guidance and assistance. If you require any more information, do not hesitate to contact the Rally Secretary.

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### 1. Rally Accounts

Rally Officers should budget to make a contribution towards Centre running costs of at least £1.00 per van for a normal weekend, £1.50 per van for a Bank Holiday or mid-week rally and £2.00 per van for a holiday rally (5 night or more). The Centre depends on these contributions to keep functioning at its present standard. No money goes to Head Office except money invested, upon which the Centre receives interest. The money invested is returnable to the Centre on request. Each year, the Centre receives a substantial grant from Head Office.

On completion of your rally, receipts, invoices, and rally accounts must be returned to the Treasurer within 14 days. The Treasurer is required to remit to The Caravan Club, the tax due for your event, which must be included in the Centre Quarterly Return. If for any reason the accounts cannot be submitted within the required time, the Treasurer must be notified immediately by letter or telephone. Please ensure that where VAT has been paid, the details are entered onto the rally accounts, and VAT receipts are returned with the accounts, so that the Treasurer can reclaim it.

### 2. V.A.T.

It is essential to obtain full VAT invoices for all expenditure on which you want to claim back VAT. For expenditure of less than £250 a VAT invoice must contain the name, address and VAT registration number of the supplier. It must also identify the goods/services supplied, the date of supply and the VAT inclusive amount and the rate of VAT charged. For expenditure of over £250 a VAT invoice must include all of the above plus an invoice number, the name and address of the recipient (i.e. **The Caravan Club Cheshire Centre**) and the VAT exclusive amount and the amount of the VAT.

It is also important to obtain receipts for all non VAT expenditure so that the Treasurer and the Auditors can check your rally accounts..

### 3. Banking Rally Funds

Please enter all cheques received on a cheque remittance form. The procedures for Rally Officers are as follows:-

On receipt of a booking for a rally, ensure that the cheque is:-

- made payable to 'The Caravan Club Cheshire Centre'
- for the correct amount, as detailed on the booking form
- signed
- **NOTE (the Treasurer will NOT accept post dated cheques)**
- Add the rally reference number to the back of the cheque (ie 3.1 relates to the 1<sup>st</sup> rally in week 3).

Add cheque details on the Cheque Remittance Form (Membership No, Name of Drawer (person submitting cheque) and Amount of Cheque).

Send the Cheque Remittance Forms and listed cheques to the Treasurer at reasonable intervals so he/she can bank them. You can specify on the Cheque Remittance Form when you require return of money banked against your rally (default

will be between 2 and 3 weeks before your event). For special rallies e.g. Holiday/New Year, more than one refund of monies may be requested.

#### 4. **Equipment**

Rally Officers are responsible for collecting and returning equipment for their rally. Please contact The Centre Equipment Officer approximately 6 weeks prior to your rally to arrange the availability of equipment required.

##### Standard Equipment

1 Flag	1 Boiler
1 Flag Pole & 3 Ropes/Pegs	10 x Direction Signs
1 Jug	2 x Water Signs
2 x Rally Officer Signs	2 x 5 mph signs
2 x Elsan Signs	2 x Fire Buckets

##### Extra Equipment

Water Boilers	Double Gas Boiler Ring
Ladles	Large Soup Pans (Fish Kettles)

##### Games (Contact secretary if you wish to use any of these games on your rally)

Crown Green Bowls With Jacks	Skittles
Lawn Darts	Croquet
Petanque (Boules)	Hula Hoops
Skipping ropes	Sacks
Volly ball	Netball
5 a side balls (no goal posts or nets)	

The flag should be taken down during the hours of darkness if there is any danger of it being stolen.

#### 5. **Rally Programme Sheets**

Space should be made available in the programme for your rally to remind all members of their obligations to observe:-

- a) The speed limit (5 mph)
- b) Dogs on leads (maximum 10ft lead, as per Club rules)
- c) Disposal of rubbish
- d) Not to wash out toilets using drinking water tap
- e) Include emergency information if possible e.g local doctor, hospital, etc.

#### 6. **Caravan Club Notepaper**

Caravan Club Notepaper is not available for use by Centre Members following a ruling by East Grinstead in September 1990. Rally Officers who require letters written on Club Headed Notepaper should contact the Hon. Secretary or Hon. Rally Secretary, who will write the letters on their behalf.

#### 7. **Rally Plaques**

Plaque details (shapes, motifs, colours etc) to help in deciding what is required for the rally are now stored on line at [www.baypress.org.uk](http://www.baypress.org.uk). Triangular plaques are standard for ordinary weekend rallies. Diamond plaques are issued for holiday and mid-week rallies, however, a Rally Officer running a rally of 5 nights or more may, if they wish, choose a rally plaque for the ralliers that is not diamond shaped. All rally plaques must be ordered via the Plaque Officer, with whom orders should be placed 17 working days prior to the rally. Sports plaques and other special plaques should be ordered earlier than this due to long deliveries. First Rally plaques, Multiple Rally plaques and Official Children's Sports plaques are provided by the Centre, so don't need to be ordered by the Rally Officer. It is advisable not to order more plaques than bookings received for the rally, to keep the expenses down.

8. **Junior Committee**

If the assistance of the Junior Committee is required, please contact the Junior Chairperson.

9. **Motorised Competitive Events**

Motorised competitive events must not take place during a rally, unless insurance for the specific event has been obtained through the Committee and a suitable area, clear of the rally area, can be provided.

10. **Marquees**

If you are planning to use a marquee during the rally, contact the Centre Secretary to advise of your intention and to check on insurance cover. This may be arranged by the Centre on your behalf, but only if known well in advance.

11. **Sports**

Anyone considering running Official Children's Sports or National Warm-Ups should contact the Sports Officer.

12. **Sponsorship**

The Centre Advertising and Sponsorship Officer must be notified of any proposals for sponsorship e.g. trophies, sports kit, etc. so that all activities can be co-ordinated. In this way it can be brought to Committee for approval.

13. **First Ralliers**

An acknowledgement of booking should be sent to each First Rallier, using the standard letter enclosed. Further copies can be obtained from the Hon. Rally Secretary. It is suggested that Rally Officers introduce First Ralliers during the opening flag to enable everyone to meet them.

14. **Rally Officers**

Rally Officers must not be changed without prior permission from the Committee. Please advise the Hon. Rally Secretary, who will seek approval as appropriate. Two rally officer families per rally is standard, if you require more rally officers please contact the rally secretary who will seek approval from the committee.

15. **Cancellation of Bookings**

A member canceling a booking with the Rally Officer at least 14 days before the rally commences, should receive the return of money paid, less any irrecoverable expenses applicable to that booking e.g. cost of plaque, cheque or postage, etc. The above guideline could still apply for cancellations made within the 14 days, at the discretion of the Rally Officer. Non arrivals who do not contact you beforehand should not receive a refund. (see section 28 below)

For longer rallies such as Christmas, New year and holiday rallies, a lot of expenses need to be paid out or committed far earlier than 2 weeks prior to the rally. Therefore refunds can only be paid to the extent that rally funds allow. If you operate a non – refundable deposit system to secure a place, this must be clearly marked on your paperwork. A refund of a deposit in these circumstances is at the discretion of the rally officers.

16. **Cancellation of Rally**

No Rally Officer may cancel their rally without prior permission from the Committee via the Rally Secretary.

17. **Signposting**

Only official Centre direction signs should be used, which are provided as part of the rally equipment (see 4.). Officially, direction signs should not be displayed on the public highway, except by the AA and RAC, but if they are, please do not use nails for fixing and ensure that all signs are removed at the end of the event. In the interests of road safety, advance warning signs should be erected at least 100 metres before the site entrance. The CC signs should be at least 2 metres above the ground and 0.6 metres away from the edge of the road.

18. **Safety**

Speed limit signs (5 mph) should be erected at the entrance to the field and enforced at all times. On arrival and departure of caravans, consideration should be given to the control of traffic, especially if the site is directly onto a main road. In dull weather and at night it is advisable for anyone on traffic control to wear 'Diddy Jackets' Children should not be used to control traffic. Caravans should be positioned as in Section 20 to allow easy access in case of emergency.

19. **Siting**

If space permits, caravans should be sited in a single line around the field. A distance of 6 metres should be left between the back of the caravans and the boundary, to enable vehicular movement around the perimeter, leaving the centre free as a recreation area.

**There MUST be a minimum space left clear of 6 metres (20 feet) between adjoining outfits (car, caravan and awning) in any direction.**

It is however recommended that 6 metres (20 feet) is left between facing walls of adjacent caravans, while still ensuring that a minimum of 3 metres (10 feet) is left clear between adjacent outfits(car, caravan and awning). A 20 foot space would allow a car to be parked in the space alongside each van without encroaching on the 10 foot minimum clear space that has to be kept. If an awning or sun canopy is erected the space between facing walls of adjacent caravans will need to be greater than 6 metres (20 feet) to accommodate a car, caravan, awning and a 3 metre (10 foot) space. This minimum 3metre (10 foot) space must be left clear throughout the rally and must not be encroached upon. This means that awnings, canopies, tarpaulins or windbreaks must not be used to join caravans together.

A minimum distance of 4 metres (13 feet) between lines should be allowed for easy access of emergency vehicles

These are minimum distances and should be increased if possible e.g. on holiday rallies. Also, be aware of other obstacles, e.g. overhead power cables, etc. To site vans correctly sometimes take a little effort, but it is well worth while. The recommended method is to put the off side corner of the van on the peg. This means the driver can site him/herself with the minimum of effort and achieve a correct line.

20. **Socials**

When running socials, please ensure that the licenses limit is not exceeded. NO SMOKING Bye-Law must be enforced and a high level of hygiene if preparing food for a centre event must be maintained. The Chairperson of the rally would appreciate seats at the social being saved for his/her use unless otherwise requested. SFX should be added to all rally write ups wishing to use special effects such as disco lighting. No smoke or steam machines are permitted.

21. **Advertising**

Extract from the Caravan Club Bye-Laws, Section 16(A) states: 'The Club reserves the right to take disciplinary action against any member who in the opinion of the Executive Committee, is responsible for canvassing, advertising directly or indirectly, or offering articles for sale, other than on behalf of the Club, at any meeting of members'.

22. **Conduct**

Any serious misbehavior during the rally must be reported immediately to the Rally Chairperson.

23. **Yellow Flag**

Rally Officers and the Rally Chairperson can restrict movement of vehicles by displaying a yellow flag. When the yellow flag is flying, vehicles must not be moved without the authority of the Rally Officer. A yellow flag is carried by all Rally Chairpersons.

24. **Rally Officers Gifts**

A gift is only presented for the first rally organized by each Rally Officer in the year.

25. **Towing Off**

The Rally Officer will use his discretion to decide when towing by tractor or four-wheel drive is necessary. All tows will be at the member's own risk and no responsibility for damages will be accepted by the owner or driver of the towing vehicle, the Club, Centre or landowner. Members should be responsible for hitching and un-hitching their own caravans.

26. **Number of Caravans Attending**

The actual number of caravans attending is the figure that should be shown under this heading on the rally accounts.

27. **Non Arrivals at Rallies**

Members who do not cancel their booking with the Rally Officer at least 14 days before the rally and who do not attend the rally, should not receive the refund of any money paid. The money paid by non arrivals should be entered on the left hand side of the rally accounts.

28. **Rally Chairman**

The Rally Chairman's caravan should be sited next to the Rally Officers unless he / she requests to be sited elsewhere and should be signed CHAIRMAN with the sign provided. Rally Officers are reminded they must reserve a place for the Centre Chairman or his / her representative. E.g. if your rally limit is 30 vans, it is suggested that when you have received 29 bookings (you can create a waiting list), you contact the Centre Chairman to establish who has been nominated to Chair your rally. (Rally Chairs are decided at committee meetings for the following 2 months). Thank you.