

Being a Marshal

If you have put your name forward to Marshal a rally then a **BIG THANKS** as we need more of you, without you, the willing volunteers there would be no rallies!

If you have volunteered to Co-Marshal you will be with someone who has run a rally before so they will take you through the ropes and advise you of what to do and what to expect. Use this opportunity to ask question if you are unsure of anything and you may feel confident enough to take the lead next time and Marshal!

Being a Marshal is fun and it can be very rewarding, however it's hard work and there are a lot of things to consider. You do have the full support of all of the committee of Durham Centre and if you are unsure or need clarification on anything then please do not be afraid to speak up and ask.

Please also take a moment to read 'Rally Rules', which you will find on the info page of our website.

Our Rally Secretary will have discussed with you which rally(s) you would like to Marshal or Co-Marshal or perhaps a Marshal has approached you direct to ask you to Co-Marshal.

Your telephone number and e-mail will be shown in our rally programme, handbook and website in order that anyone wishing to attend can get in touch with you. Please make sure that you do provide up to date details and check that they are correct on the Website, advise our webmaster of any amendments that are needed in order to keep contact details up to date on the website.

When you receive a booking form, text or email please acknowledge this to confirm with the member that they have a place on the rally. Check that all details have been provided, i.e. Name, how many are attending and details of children telephone (contact) number, caravan/MH or tent and registration number. CAMC membership number (all ralliers memberships numbers **MUST** be checked with CAMC by texting the membership number to 01342 477076 to confirm they are a member. Ensure you do keep a list of anyone booked, in case for any reason you need to speak with them prior to a rally (e.g. adverse weather and rally cancelled). If for any reason you do cancel your rally please let the webmaster know so that the details can be shown on the website. Holidays rallies over 5 days require a £10 deposit be paid, when acknowledging booking advise the member how to pay this either bank transfer or cheque to Rally marshal account all balance for holidays rallies are due 6 weeks prior to commencement.

You will receive a breakdown sheet from the Treasurer a couple of weeks before your rally is due to start. This provides a breakdown of weekend costs for the rally (and nightly rate as someone may only stay one night); the costs to go to the landowner and back to the centre will be shown on this. If there are any electric hook ups available this is usually on top of the fee quoted and will be shown.

The Marshal and Co-Marshal usually do not pay a rally fee, they attend free of charge however if the Marshal negotiates electric with the landowner then the Marshal will have to agree a price separately with the landowner for this and pay it accordingly.

Contact the rally marshal account holder a couple of weeks before your rally to discuss deposit and balances paid for holiday rallies. They will arrange to transfer the funds to you so you have all monies prior to your rally.

Landowner

It is the Marshal responsibility to check with the landowner prior to a rally taking place that everything is in order (e.g. in the case of adverse weather is the field ok and can the rally take place). It's good practice and polite to introduce yourself to the land owner prior to arriving, it's also an opportunity for you to ask any question if you have them and perhaps leave your contact details in case they need to speak to you about anything.

The contact details can be provided by our Rally Secretary. If you have made a journey to inspect the field (or to confirm the position) then you may be able to claim back your petrol for this, a petrol receipt must be provided as we can then claim back the VAT speak to our Treasurer.

Envelopes – itinerary

Obtain a supply of envelopes from the committee person responsible for holding them. You will need to produce a weekend itinerary to place in the envelopes and if you want you could place a for fun only quiz to go in here also.

It's a good idea to have a picture to colour or a simple fun only quiz, etc for the children Ages 0-4, 5-8, 9-12, and teenagers to complete if there are any on your rally.

Equipment

Speak to the equipment office about the equipment box for your rally which holds flags, field and external directional signs. Ensure you advise at least 3 weeks before if you do require any other equipment for your rally, gazebo, heater etc. as the equipment officer may need to go to the lockup to pick up extra equipment. If you find that there is any equipment missing, damaged, broken etc. then please report this to our equipment officer immediate.

You will need to liaise with the centre to confirm who last person to hold the centre defibrillator was and arrange to pick up, if they are attending your rally they may bring it with them at the start of the rally.

If you require any sports equipment speak with our sports officer and they will arrange this with you.

Rally

Some Marshals choose to get to the venue the night before with the landowners' permission of course, check with Rally Secretary if the extra night is free as some are. However, if there is a fee you will have to pay this yourself. The centre will not pay for any additional nights that you negotiate.

You will need to place the direction signs in strategic places to assist people with the directions into the site.

Elsan, Fresh water, 5MPH, H&S disclaimer, fire extinguisher, alarm bell, Rally Marshal and Co-Marshall signs need to be put out as appropriate.

Erect the flag (If at any time during your rally the weather changes and the field becomes water logged then erect the Yellow Flag, which advises all ralliers that they can't move their cars without the permission on the Marshal in order to stop any potential damage to the field due to adverse weather conditions)

Keep the defibrillator in your caravan as it must not get damp, if you leave the field for any time then ensure your co-marshal has the defibrillator and the sign is moved from marshal van to co-marshal so everyone knows where the defib is held at all times.

Peg out the field to the legal requirements:

- Caravans and cars must be pitched in allocated positions. Space between facing walls of adjacent caravans will be a minimum of 6 meter's. Therefore the distance between pegs for siting of caravans will be 8.3 meter's. If allowing for awning space the pegs will be 10.8 **Details and diagrams are on Rally marshal page** on the website if needed.
 - (b) Cars must be parked at the nearside of the caravan. Extra cars to be parked as directed by the Rally Marshal.
 - (c) Under no circumstances must vans with awnings be situated so that the awnings face each other.
 - (d) The pitch must be kept in a neat, tidy and safe condition. On departure the pitch must be left clean and tidy.

It is at the Marshals own discretion if they want to provide any food or entertainment during their rally. If you do want to do this then you can charge a Social fee of £2.00 per adult and £1 per child under 12yrs however, you must notify the ralliers of this and have it included on your itinery and on the rally details. If there is a room available that you wish to use and it incurs a charge ensure you discuss this with the Chairman re costs and they will advise of current guideline as the centre may be able to cover the cost of room hire.

Entertainment could be a simple quiz, bingo, dominoes, darts etc. things we used to do with our families.

If you have anything that you want to promote about your rally (theme night, fun and game in the awning/gazebo, BBQ etc.) and you want people to know about it, contact the Webmaster and advise him of the details you would like included on the website about your forthcoming rally. You may also want to add something to our Facebook page to promote your rally.

Once your rally is full please advise webmaster so that the booking button can be removed and the website updated.

If the landowner has imposed minimum numbers and your rally booking have not reached this (or you only have a very low number of bookings) within two weeks of the commencement please speak to our rally secretary and or chairman as the rally may need to be cancelled. Landowners need to be informed at least 2 weeks before to keep a good relationship with them of any cancellations so they could possible let the field to someone else. Once again inform webmaster if the rally is cancelled.

Welcome

When vans start to arrive it is the Marshal (and or Co-Marshal) responsibility to welcome the ralliers onto the site and advise them where they can find the Elsan and Fresh Water

supply. Take monies and hand out envelopes, good idea to have some change and a container to put money in.

It is up to you as the Marshal to decide if you wish to have a get together on Friday evening or the first night as it's a good way for everyone to find out who is on the rally and if there are any visitors or new ralliers then these can be introduced to integrate them into the group. This might just be a quick chat around the Marshal's caravan depending on the weather.

Either the Marshal or Co-Marshal must be on site at all times throughout the duration of the rally.

End of Rally

Flag usually takes place on Sunday morning however, if you are having a gathering on Saturday evening you may wish to do flag then when you have majority of people present. Flag is where you will make announcements – who have won the fun quiz, hand out van prizes that members have donated remember to thank them for doing this, and thank the landowner and Co-Marshal. If anyone is celebrating a birthday or anniversary it's a nice gesture to give them a card so worth keeping a supply in your caravan.

If there is a committee member on the rally ask them if they will present rally plaques to both Marshal and Co-Marshal, and any first time ralliers, (if no committee member there a past member will do this) and read out the next few rallies that are in the programme.

Complete the rally breakdown sheet that you were provided with from the Treasurer and both Marshal and Co-Marshal need to check the details then sign and date. Hand over the required amount of payment to the Landowner and request a VAT receipt if possible as we can claim back the VAT (VAT is quite a substantial amount for the club if we can claim it back). Lots of landowners now request bank transfer which the treasure will do once you have handed all monies over. If you have purchased anything for the rally or have incurred any expenses keep the receipts and hand these into the Treasure also. **The money for our centre must be with our Treasure within 4 weeks of you running a rally.**

Remove all direction and information signs and place back in the equipment box and take the flag down ready for the next Marshal. It's a good idea to walk the field once everyone has left and check that nothing has been left behind and no rubbish is on the field.

As soon as possible after your rally ensure you send our Rose Bowl officer a full list of Durham Centre Attendees on your rally, as they collates the details for the end of year Rose Bowl Award.

Remember

Enjoy the rally, have fun that's what it's all about a gathering of likeminded people getting together.

If you are unsure of anything please ask any member of the committee and they will be more than happy to go over anything that you need. And once again **Thanks** for your help and support as without it the rally could not take place