

# **THE CARAVAN AND MOTORHOME CLUB**

## **NORTH LANCASHIRE CENTRE**

### **GUIDANCE FOR RUNNING RALLIES**

#### **FOR RALLY OFFICERS**

**(REVISED EDITION 2021)**

#### RALLY OFFICERS

The Rally Officer must be a Centre Member. However, it is permissible for the Co Rally Officer to be a member of any Caravan and Motorhome Club Centre. All rallies require one rally officer and one co-rally officer. Larger holiday rallies or weekend rallies of more than 50 vans may have an increase of one rally officer. (497/7)

#### THE RUNNING OF RALLIES

Caravan rallies can only be run by virtue of an exemption certificate (no 57) granted to The Caravan and Motorhome Club. At Centre level this is vested in The Chairman who, if unable to attend the rally, can delegate his authority to another Officer, Committee Member or, failing this, a senior member of The Centre. Therefore, all rallies are run under the jurisdiction of The Centre Committee on behalf of The Caravan and Motorhome Club.

The Caravan Club red flag must be flown to show that the rally is taking place under an exemption certificate (if a rally is being run on a CAMC site you are not required to fly the flag.)

#### CHOOSING A VENUE

When choosing a venue, it must be ascertained that there is a water point, and an Elsan point, please note, Centres are not permitted to dig Elsan pits on land, even if the landowner agrees to this. If this is the only option offered, it may be advisable to look for an alternative venue. However, the landowner may provide the Elsan pit, where they will be responsible for the risk in compliance with H&S regulations and with guidance from the Environment agency. Access to the venue must be of a sufficient width. If a venue has not been used by the previous rally officer for 2 years, it is deemed that the rally field would revert to the Centre if not run thereafter, however if a rally field is to be rested then this is permissible if the reasons are explained to committee and there are reasonable grounds. (585/14)

#### RISK ASSESSMENTS

The Club places great emphasis on ensuring a safe environment for those attending club activities. To embed a culture of good practice, Rally Officers will need to produce risk assessments for their rallies, by having such assessments, this will assist in the consideration and reduction of risks. Whilst the completion of a risk assessment may sound an onerous and difficult process, it is in fact quite straightforward and can be completed by any

seasoned rally goer, there are no requirements for a Centre member to be qualified in Health and Safety practices. Once completed a copy should be sent to the Rally Secretary to be held in accordance with the Data Retention Scheme. And a copy must also be available on the rally, should anyone wish to read it. **(Risk assessment forms may be downloaded from the website)**

#### RALLIES OUTSIDE THE NORTH LANCASHIRE CENTRE'S AREA

Anyone wishing to organise a rally for the next season, that is outside The North Lancashire Centre boundary should inform the Rally Secretary. A 4B application will then be sent to the relevant centre for their approval.

#### RALLIES IN THE NATIONAL PARKS

If you are wishing to organise a rally in a National Park that is not being held on a Caravan site, you must inform The Rally Secretary of your intentions no later than May 1<sup>st</sup> of the year prior to your intended rally, this is to allow The Rally Secretary to apply for Planning Permission through the CAMC

#### USE OF LICENSED SITES, CL'S AND DURATION OF RALLIES

Rallies proposed at CL venues must have a separate access point to the field to that of the CL with a barrier of some sort between the two e.g. a fence or a hedge. The rally must also have water and elsan facilities separate to those of the CL. Under no circumstances should the facilities be shared nor access to the field be gained via the CL.

The exemption certificate covers rallies up to 120 hours only (5 days) thereafter planning permission must be sought unless the rally is on a commercial site or licensed land. Please note that a five-day rally must open and close 120 hours apart i.e. if the rally opens at 2pm it must close at 2pm

#### SITE FEES

This should be negotiated on a per van per night basis and not by lump sum per rally basis. This ensures that the rally officer only pays for van nights attended, plus making it easier to estimate the rally fee. It is normal practice to negotiate with the landowner for the rally officers to attend free of charge, however this is not always possible, especially on Caravan and Motorhome Club sites.

#### APPLICATION TO RUN A RALLY

The Rally Secretary can be told verbally of a potential rally in order that the weekend is then reserved ahead of the relevant paperwork. As soon as the venue is confirmed with the landowner, the application form should be completed and sent to the Rally Secretary as soon as possible. Please ensure you have the space needed to pitch vans at the stated distance, this will determine the number of vans you can safely accommodate, If the rally does fill and there is sufficient space available. you can always apply to the Rally Secretary to increase the numbers; this is merely a formality that must be run past committee to ensure that the rally is covered for insurance purposes.

## COVID 19 RESTRICTIONS

All rallies organised for 2021, will need abide by the COVID-19 Restrictions in place at the time of the rally, Rally Officers are therefore requested not to include the cost of a plaque, printing and stationery, or tea, coffee etc for flag, when calculating the rally fee.

**If restrictions are lifted** and we can socialise more, the rally officer can always have a Jacobs join type social/flag.

## PRICING A RALLY

Rallies should not be priced up as a full rally or you will make a loss if you do not achieve the numbers. It is better to price the rally two thirds full. Please see the Financial Information to Rally Officers and The Guide to Pricing a Rally enclosed in the Rally Officer pack. It is always advisable to write to the landowner (enclosing a SAE) confirming the items agreed, i.e. date of the rally, arrival times of Rally Officers to set up, price, whether VAT is payable and that the rally officers are sited free of charge. Send two copies of the letter, one of which has a section at the bottom requesting the landowners signature and date of signing, and request that the landowner return the signed copy to confirm the agreement. This will erase any later problems regarding price increases etc. All socials must be priced separately to the rally fee (505/6).

## OPENING TIMES OF RALLIES

The time stated on the booking form is the time the rally should open thereby ensuring insurance cover. **DO NOT** allow friends to arrive early. Only rally officers (or someone standing in for a rally officer who can be there at the start) are covered prior to the opening of the rally. If you have anyone arriving early and you have the room (without affecting the landowner or roads leading up to the venue), put them in a holding area and only site them when the rally opens. If a holding area is not available, then you have the right to turn them away or you probably have no option but to let them onto the field and their pitch.

However, they **MUST NOT** unhitch their van or put their legs down until the rally is officially open. You should make it clear to them that they have arrived too early and you should then advise the Chairman or his representative of this fact so that they may see if the rallier has done this before. Habitual early arrivals can then be approached by the Chairman to draw attention to this.

## BOOKING FORMS

Booking forms should include the following wording: "If you require confirmation of your booking, please enclose a S.A.E or provide your email address" (if you have this facility to reply). The form should also include the words: "Is this your 1<sup>st</sup> rally?", "Is this your 100<sup>th</sup>, 200<sup>th</sup> etc. CAMC rally? And Membership number? Please note when releasing forms for later in the year you will need to request **Post dated cheques, to allow for the 6 months life span of the cheque.** In accordance with (GDPR) we are now required by CAMC to include the following wording on the booking form **or** the rally officer must **Display the printed card,** supplied by the centre, this statement is also included in the rally book.

*“Photography/Videography may be taken at our Centre events and rallies. The Centre and Club may use any photograph(s) and/or video(s) they take that include you, your party and/or outfit in all any media, including printed and electronic publications, e.g. websites, or promotional materials, in the advertising of its goods or services. The photograph(s) and/or video(s) may be stored for these purposes as well. If you do not want to appear in any shots, please advise the organiser if it relates to a specific event, or The Centre Secretary if for all events. They will do their best to accommodate this and ensure you are able to avoid the area being photographed/filmed.”*

**Booking forms** should be emailed or posted to **THE CHAIRMAN, SECRETARY, TREASURER AND THE RALLY SECRETARY**. No less than two weeks before they are due for release for committee approval (505/6). This extra time allows for the form to be checked and for the web editor to re-format it before going onto the website. Upon approval, the Rally Secretary (or another officer in his/her absence) will forward the form to the web editor requesting that it be posted on the website. The web editor will not display any booking forms on the website that have not been approved by the committee. You must provide the Chairman and Vice Chairman with sufficient copies of your forms for them to be put into the rally field books which are put out on rallies. If you do not supply the copies, your rally may not achieve the bookings you want.

Following committee approval, booking forms may be released following the AGM for the next calendar year. (605/7). Pre- printed rally envelopes will be provided by the Rally Secretary for as long as supplies from CAMC are available, any unused official envelopes should be returned to the Rally Secretary. Ralliers can send stamped -addressed envelopes requesting that booking forms be sent to them when available. An envelope does not guarantee a pitch and pitches should not be held whilst awaiting return of a booking form (505/7). Pitches should be taken on a first come (completed form with fee) first served basis (get a place on the rally).

### **Information for rally officers regarding online bookings**

**For the purposes of data security rally officers will be given a North Lancashire Centre email address which can be accessed via webmail and will be used to receive bookings and communicate with centre members**

#### **Online Rally booking form:**

The rally officer will still submit a Rally booking form for approval by the committee.

Once approved the form will be made available to download from the website.

The web editor will create the bespoke web booking form on the website.

#### **Booking a rally on the web:**

Once the booking form has been completed the ‘submit’ button will send a copy of the form to the rally officer’s NLCC email address and to the treasurer’s email.

### Confirmation of booking:

It is important that all web bookings are confirmed. The form will say whether this is by text or email. If the booking cannot be accepted because it is full, and payment was by BACS you will need to contact the treasurer to advise.

Accessing your NLCC email Search Google for 'Web Wiz login' Select Web Wiz Customer login.

From the web wiz Customer login page select 'Webmail login' which will take you to the login page Enter your credentials which can be obtained from the web editor

### POST DATED CHEQUES/BACS

To ease the financial burden of members, rather than taking full payment for holiday rallies at the beginning of the year, especially for those rallies in the latter half of the year, it is sometimes advisable to take a non-refundable deposit and ask for the balance in the form of a cheque/bacs post-dated to a date no earlier than three weeks before the rally. Under no circumstances will these cheques be presented to the bank before the agreed date on the booking form. (509/17)

### BACS PAYMENTS

Rally Officers are requested to include "Our Preferred method of payment is by Bacs;" however, it cannot be stated that this be the only method of payment, booking forms should include the statement "are you paying by Bacs" and should include the Centres account name, number and sort code.

### BOOKINGS RECEIVED

Booking forms should be accompanied by the required payment. Reservations should not be accepted without payment and telephone bookings should only be accepted for bona fide reasons. Please report any infringements to the Secretary. Bookings can be made online through the Centre website or emailed to the rally officer if a bacs payment is being made. The Treasurer will inform The Rally Officer of all bac's payments received.

### CANCELLATION OF RALLIES

Rallies can only be cancelled with prior permission of the Centre Committee. If any rally officer is unable to run a rally because of last minute emergency the co rally officer should be able to take over the rally and the Committee would endeavour to find them a co rally officer to assist them. **The Rally Secretary** should be advised if anyone wishes to cancel a rally and it can then be taken to the Committee.

### FULL RALLIES

If your rally is fully booked, you must inform firstly the **Rally Secretary and then the Centre Secretary** as soon as possible. **The web editor** will then be advised by the Rally Secretary or the Secretary. If you can take more vans than you initially proposed, then you must apply to the Committee (via the Rally Secretary) to increase the numbers hereby gaining insurance

cover for the extra vans. Please note that a space does not have to be kept for the Chairman, but a telephone call to the Chairman when the venue is nearly full would be appreciated in case the lack of booking has been an oversight. (506/7).

#### FIRST RALLY PLAQUES

These will be presented by the Chairman (or his representative) at “flag”. Please give the Chairman advanced notice as if he is not booked onto the rally, as he will need to ensure that a plaque is given to his representative on time, **please see note regarding Plaques for 2021**

#### PATHFINDER PLAQUES

These are given for finding a new venue and will be awarded to the rally officer by the Chairman or his representative. New venues are either venues which have never been used before or have not been used for 5 years, i.e. a plaque would be given in the 6<sup>th</sup> year since it was last used (496/7)

#### RALLY PLAQUES

**Please note due to COVID-19 guidance NO rally plaques are to be ordered or issued in 2021**

Plaques must be ordered using the standard order form (minimum of 14 days prior to the event) which are available on the Centre website via the link to “**Wharfedale Bowties**” who are the approved supplier to the North Lancashire Centre. All additional motifs are at extra cost and postage is payable. The triangular plaque is for weekend rallies, but larger plaques may be ordered for holidays (rallies of 5 days plus) but only if the extra cost is covered by the rally fee. In addition, up to 3 Rally officer’s bars/plaques may be ordered, please note there is a small additional cost for Rally Officer plaques but not bars, the number required is to be entered onto the order form. The plaque company will only accept orders on their official order form, either by post or by completing the downloaded form from their website

#### SPECIAL RALLY PLAQUES

**Please note due to covid 19 guidance NO special plaques may be ordered or presented in 2021. However, a note of special rallies must be made, and plaques will be ordered and presented in 2022, Please ensure the Rally Secretary is made aware of any outstanding special plaques required.**

Special rally plaques can only be ordered if authorised by the Centre Committee at least 10 weeks prior to the event. Special rally plaques for 100<sup>th</sup>/200<sup>th</sup> rally etc. for North Lancashire Centre members are only obtainable from the **Plaque Coordinator** with at least 30 days’ notice. It would be of assistance if you could give advice regarding whether the ralliers want just their Christian names or Christian and Surname on the plaque and ask them to write down the exact wording required on the plaque. **The Chairman should also be advised** that there will be an anniversary celebration on the rally in order that he may gather some information about the ralliers for his or the Chairman’s representative’s presentation speech.

## EQUIPMENT

Please ensure that the relevant equipment form (available on the website) is sent to the **Committee** at least 10 weeks prior to the event. Most rallies will only need Kit One which consists of flagpole, urns, teapots, signs and pegs. One urn should be sufficient for approx. 40 vans. If you need another one or extra teapots, please state on the form

Please note The Centre are no longer required to supply fire extinguishers for use on rallies.

## SIGNPOSTING

This should only be necessary near to the venue and only the official Centre signs must be used. Please give as many directions as possible including postcode for satellite navigation if appropriate, on the rally booking form, to avoid unnecessary signage.

## CENTRE FLAGS

The red flag must be flown on rallies to show that the rally is taking place under the exemption certificate of the Caravan and Motorhome Club. The Centre flag maybe flown beneath it if safe to do so. (if a rally is being run on a CAMC site you are not required to fly the flag.) All flags must be **taken down and stored away safely each night**.

A **yellow flag** that restricts **ALL** vehicle movement can be raised at the discretion of the Rally Officer after making the Chairman or his representative aware of this decision.

## SITING OF CARAVANS AND TOWING VEHICLES

Please site as per the drawing in the Centre handbook using the Caravan and Motorhome Club ruling. Please ensure that the Rally Officers caravans are set away from the entrance, to avoid any queues of vans back onto the roadway.

## THE CHAIRMAN OR REPRESENTATIVE

To be sited near to the rally office. If the Chairman is not on the rally, people should be made aware of who his representative is. The Chairman or the Chairman's representative will assist the rally officer on matters of, discipline, rules conduct or behaviour of ralliers.

## MOTOR CARAVANS

When the towing vehicle is a motorised caravan it must be booked in as a separate outfit if it is to be used for living or sleeping purposes on the rally.

## SOCIALS

Accommodation should be suitable for the members attending. Socials must be self-supporting financially and should be priced separately from the rally fee on the booking form.

## RAFFLES AND FUNDRAISING EVENTS

Anyone wishing to organise a raffle / bonus ball etc. for the nominated Centre Charity, must approach the Rally Officer to request permission to do so. Any other raffles etc. require the prior permission of the Committee.

#### WALKS ON RALLIES

When organising a walk, people must be informed prior to the walk that participants take part at their own risk. People should be advised regarding the length and scale of difficulty of the walk and whether it is suitable for prams, wheelchairs and young children. Advice should be given regarding suitable clothing and footwear required and if food and drink is necessary.

#### DOGS AND CATS ON RALLIES

As stipulated in The Centres General Notes, Dogs and Cats must be kept under proper control and on a lead not exceeding **2 metres** in length. Due to recent events it is now required that when dogs are fastened up outside a caravan, they must be secured on a **fixed lead of not more than 2metres (not an extending lead)** by a screw type stake which is fastened into the ground within the caravan/awning boundary. **Rally officers** are asked to inform the Chairman or his representative if they believe this requirement is not being adhered to, the matter will then be dealt with as deemed necessary.

#### COMPETITIVE MOTORING EVENTS

Any event of this kind should have prior approval of the committee. **CAR TREASURE HUNTS** have been prohibited by The Caravan and Motorhome Club Headquarters.

#### GENERATORS

Generators may only be used between the hours laid down in General notes no27 (AGM 2009)

#### DRONES

It is a ruling of the Caravan and Motorhome Club that **Drones must not be flown from or in the vicinity of a rally field.** Rally Officers must inform the Chairman, or his representative should anyone be found to be ignoring this ruling.

#### CHEMICAL TOILET DISPOSAL POINT

This should be established in a position away from the vans and with approval of the landowner. Chemical toilets and waste containers **MUST NOT** be cleaned or filled from the fresh water tap.

#### RUBBISH DISPOSAL

This is to be taken home by the individual rallier unless other arrangements have been made with the landowner.

#### CANCELLATION AND NO SHOWS

The rally fee less £3.00 administration charge will be refunded on cancellations more than 10 days prior to the event. If less than 10 days, then the £3.00 again will be deducted in addition to any expenses incurred e.g the price of the plaque etc. If a rallier fails to show up on the rally, then the whole of the rally fee will be forfeited.

#### BACS PAYMENTS

Please include the following information on your booking form to allow payment by BACS  
Payment references the applicable WEEK number for the rally, surname and initial.

The **sort code 09 01 52** The **Account name is Caravan Club North Lancashire Centre**  
**Account number is 56009708**

Once bookings have been received stating payment by BACS, please contact The Treasurer for confirmation of receipt, when sending cheques received to The Treasurer prior to the rally, please include BACS payments in the total amount.

#### YELLOW FORM

Please do not confuse the **“Amount due to Treasurer”** with the amount of **rally surplus**. The rally surplus is only reached when the VAT has been deducted from the **“amount due”**.

#### CENTRE CHARITY

The Centre Charity chosen for this Chairman’s time in office is **The Ashley Foundation**, this is a local charity based in Blackpool, which gives support to homeless people. It would be appreciated if rally officers could help The Centre to raise funds for the charity, however this is only a polite request for help and is therefore not a requirement of organising a rally.

If you do hold any fund-raising Events on your rally, please can you hand all monies or cheques raised for the charity to **The Treasurer** who will keep a record of all donations.

#### PROBLEMS

Please note that if you have any problems of any kind there is always someone to help you:

**On the rally** – The Chairman or his Representative are there to help resolve any problems or disputes.

**Financial** – The Treasurer will assist with any financial matters.

**In the future** – If you need any help or advice with any aspect of running a rally please contact The Rally Secretary.

**Please note all forms relating to the running of rallies are available to download from the website**

**RALLY SECRETARY, ON BEHALF OF THE COMMITTEE OF THE NORTH LANCASHIRE CENTRE.**

