

Severn Valley Group Rally Marshall's Responsibilities

Thank you for agreeing to Marshall a Rally not only on behalf of the Committee the Severn Valley Group Members.

- Now that you have agreed to Marshall a member of the Committee member will be appointed as you Liaison and helper.
- The Committee Member will be able to guide you through what equipment, signs, notices etc are required for this particular Rally. If the Equipment is held by another member the Committee member will ensure it is made available on the day of the Rally
- If you have no experience of Parking Up and Booking in your Committee member will run you through both Procedures and Booking In Forms and be available on the day to assist you if required.
- On the day of the Rally please arrive at least an hour before the start of the Rally to allow times to put out Rally Direction signs and other needed i.e. Elsan, Drinking water. This will also give you time to ask your committee member any questions and to organise yourself.
- Please remember that you are the first face members see when they arrive there are always question to answer. Please answer questions politely and if you do not know the answer refer them to your Liaison Committee member. Please do not engage into any discussion or disagreement that will put you in danger.
- Please take all Rally fees on arrival and ensure that the member has a current Membership Card. In the event that the member does not have a or Valid Membership Card then the Committee member will deal with the situation.
- Please enter all details on booking in Sheets as required and pass on Booking in sheets and Monies to Treasurer or Committee member. Please handout any Rally Info sheets and make members aware that Raffle tickets are being sold and will be drawn on the Coffee Morning
- Any visitors to site or cars being towed must be referred to your Committee member.
- Entertainment, Games and Catering will be organised between you and your Committee liaison you are free to help or be involved as much as you feel comfortable with, there is no requirement to do so.