

**THE CARAVAN AND  
MOTORHOME CLUB**

**SOUTH YORKSHIRE CENTRE**

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**RULES AND GUIDELINES**

**FOR**

**RALLY MARSHALS**



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Revised April 2023

# RULES AND GUIDELINES FOR RALLY MARSHALS

## 1. THE RALLY SITE

This should be as level and even as possible with good access, a sufficiently wide gateway and firm evenly graded entrance. Exits to busy main roads or roads with limited visibility should be avoided. Where possible do not arrange rallies on Certified Locations and avoid arranging rallies on land adjacent to licensed sites (unless approved by the Local Authorities).

New sites for rallies must be visited and approved by at least two members of the South Yorkshire Centre (SYC) Committee or their representatives. In negotiating the fee to be charged, the organiser should be fully aware of the range of fees paid by the Centre, particularly for rallies outside the SYC boundary. If the fee required is greater than normal, this should be discussed with the Rally Secretary before reaching formal agreement.

If a rally is to be arranged outside the SYC area, it is necessary for the Rally Secretary to ask for approval from the Centre concerned (4b approval - Rules Governing Centres). Rallies held in the National Park areas must be submitted to the Rally Secretary for them to acquire approval before the 1<sup>st</sup> May of the preceding year.

A clear route to the rally field should be prepared for publication, including road numbers and postcode where possible.

The Caravan and Motorhome Club (CAMC) has a public liability insurance policy covering all caravan rallies. This policy protects the landowner against third party claims for negligence. **A disclaimer notice must be displayed at all rally and social events.**

## 2. SITING

The caravans must be sited with a minimum spacing of 6 metres between facing walls of adjacent motorhomes and caravans (the unit). A 3 metre clear space must always be maintained between an awning/pup tent on one side, or a car on the other and the next unit. For pegging out purposes we suggest 12 metres between units to allow for an awning and a car and a minimum of 17 metres between rows. Emergency vehicles should also be able to secure access at all times to within 90 metres of any unit on the site. Caravan tow bars should face downhill.

Whenever possible, provision should be made for the siting of disabled ralliers.

## 3. WATER SUPPLY

Ensure there is an adequate supply of safe drinking water.

## 4. SANITATION

- a) The arrangements for the disposal of waste water and the contents of chemical toilets must be agreed with the landowner.
- b) Chemical toilets **must not be rinsed out or brought near** the drinking water taps. Signs must always be displayed to this effect.
- c) Research has found that contact with cow and sheep faeces can result in being infected with E coli bacteria, However the following can greatly reduce if not eliminate any risk of contamination: When the proposed site has been chosen request that any animals are excluded from the site for three weeks before the event (the longer the exclusion the better).

d) Unless alternative arrangements have been made, ralliers must take all dry waste home. Please indicate this on the information sheet.

## 5. RALLY FEE

The rally fee should be calculated to cover the site fees, plaques, postage, printing, organising and administrative expenses, prizes, VAT and any other expenses. The fee should also include an allowance for replacement and maintenance of equipment and for Centre administration of £3.50. All Rally Marshals, when estimating costs, should ask the advice of the Treasurer or Rally Secretary when costing a rally. (see back "Example of Costing a Rally").

## 6. PLAQUES

'Rally Marshal' and 'Assistant Marshal' plaques are automatically ordered by the plaque coordinator and will be dispatched with the rally plaques to the marshal by the supplier.

The Chairman or their representative will present 'First Rally' and 'Fellowship' plaques to those members who qualify.

The Sales Equipment Officer has a range of plaques available for sale including: Baby's First Rally, Happy Birthday, SYC Visitor and Year plaques.

## 7. DETAILS FOR RALLY BROCHURE

Rally Marshals are asked to provide details of their rallies for inclusion in the SYC brochure and it is essential that this information is handed to the Rally Secretary on the form provided **as early as possible**, and no later than the **1<sup>st</sup> of SEPTEMBER**. Failure to meet this deadline may result in a Rally not being added into the CAMC rally supplement.

## 8. RALLY SOCIALS

When booking a social hall, determine the licensed capacity of the hall. Due to the fire hazard in overcrowded halls, the attendance at a social is restricted to the licensed capacity of the hall and the Rally Marshal should ensure that this restriction is rigidly enforced. No alternative rooms are to be arranged for children on any rallies unless part of the programme i.e. Kids Clubs.

For outdoor socials the Centre has 3 event shelters available at a cost of £20 each, per rally (to cover the cost of repair and replacement). Please factor in this cost as you would for a hall or marquee.

The programme for the family social evening is left entirely to the Rally Marshal. Committee approval is required for evening socials extending beyond 11 pm.

**A disclaimer notice must be displayed at all social events along with a 'no smoking or vaping' notice.**

The following general rules should be observed:

- (a) Ensure that you or the person you entrust to operate the equipment fully understands how to handle, unpack, set up, operate and re-pack the equipment.  
or  
Seek assistance from someone who has previous experience (Committee Members or other Rally Marshals).

Under no circumstances must persons under 13 years of age be allowed to operate the centre equipment unless being supervised by an adult.

Please respect all equipment at all times and ensure that it is returned in the correct manner, i.e. all equipment switched 'off', transit clamping screws in position and cables etc. coiled neatly in their respective boxes (**IF IN DOUBT, ASK**). Store in a dry place and protect from damp at all times.

- (b) Allow time to arrange the equipment and furniture before the social commences, keeping exits clear and unlocked.
- (c) Check how to use any appliances e.g. heating and ventilation equipment etc. with the caretaker before the event.
- (d) Display 'Out of Bound' signs where necessary.
- (e) Check the premises with an assistant and/or caretaker, noting any damage **before** and **after** the event in case the South Yorkshire Centre should be blamed. Two adult Committee Members are required to undertake the inspection at teenage events.
- (f) Do not exceed the booked hire period, unless it is with full approval of the caretaker, etc.
- (g) Licensed bars should **not** be arranged for rally socials unless it is a condition of hiring the premises. Include this information on the rally programme.
- (h) Catering requirements will be arranged by the Rally Marshal.

## 9. RALLY BALANCE SHEET

The Centre Treasurer will issue a balance sheet to each Rally Marshal either electronically or by post as requested. This should be completed and returned as early as possible and certainly **WITHIN THREE WEEKS** from the end of the rally. If a delay is anticipated, please seek the Centre Treasurer's advice as soon as possible.

**IT SHOULD BE NOTED THAT VALUE ADDED TAX (AT THE CURRENT RATE) IS PAYABLE ON THE WHOLE OF THE RALLY FEE, SOCIAL FEES, AND ALL REFRESHMENTS SUPPLIED (REGARDLESS OF WHETHER FOR AN ADULT OR CHILD). THIS MUST BE TAKEN INTO ACCOUNT WHEN COMPLETING THE BALANCE SHEET.**

Receipts with the VAT number should be obtained for rally purchases. For items under £10 this need only be a till slip with the supplier, date and item written on by the Rally Marshal, but for items over £10 VAT can only be reclaimed if a tax invoice is produced.

Fasten all receipts and vouchers to the balance sheet and return to the Treasurer. The number of caravans must be entered on the balance sheet. Where possible, VAT will be reclaimed by the Treasurer.

## 10. RALLY EQUIPMENT

The Rally Marshal is responsible for:

- (i) all equipment required for the rally should be ordered and collected from and returned to the appropriate Quartermaster, unless instructed otherwise. The Quartermaster needs to be aware of where all equipment is at all times, if equipment is passed on, please let the Quartermaster know.

- (ii) obtaining rally envelopes from the Rally Secretary;
- (iii) ensuring all equipment is in good working order (preferably before the event) and should **report all defects to the Quartermaster** so that repairs and renewals can be arranged and recorded.

**NOTE: Do not carry out repairs unless competent to do so.**

If emergency repairs are carried out, please advise the Quartermaster and claim expenses incurred as a separate item on the balance sheet.

The equipment is in four categories as follows:

- (a) **The normal field equipment** includes:

The Caravan and Motorhome Club flag, the Centre flag and red restricted movement flag, pole, pegs, box of signs, fire extinguisher, siting pegs and measuring tape.

- (b) **Audio equipment** includes:

Music systems, microphone/roving microphone, headphones, microphone stands, bingo machine (mains), disco lights, smoke and snow machine.

**This equipment should not be left unattended even in the social hall.** See notes in item 8 'Rally Socials' concerning use of the above equipment.

- (c) **Special Equipment** includes: (subject to availability)

Tea Boilers (Gas)	Stirring Paddles
Cooking Boilers (Gas)	Soup Ladles
Tea Boilers (Electric) – Large and small	Double Regulators (propane)
Large Tea Pots	Amber Lights
South Yorkshire Welcome Banner (for special events)	
Holiday Banner	

With Committee approval a generator may be hired for certain events.

- (d) **Sports Equipment**

A range of sports equipment is available for use on rallies. Please see the Sports Officer or a Committee member for details and give as much notice as possible.

**Please Note:**

- (i) SYC special events/rallies will have priority for allocation of equipment.
- (ii) SYC equipment will not be loaned out for private or non-CAMC events.
- (iii) For holiday rallies abroad, separate insurance cover may be required. Please confirm with Centre Treasurer.

**11. RALLY PROGRAMME SHEET**

Each member attending a rally is given a programme which should include:

- (a) Acknowledgement of the site owner
- (b) Details of the rally and socials

- (c) Location of water supply, disposal points for waste water and chemically treated sewage.
- (d) Areas which are out of bounds
- (e) Reminders of rally rules e.g. animals on leads, **5mph** speed limit, taking your dry waste home etc.
- (f) **The following notice must be shown -**  
*“As a reminder Parents or Guardians are responsible for supervising any children (those under 18) staying with them on the rally. Any unacceptable behaviour by adults or children on this rally will be subject to rule 4 of the South Yorkshire Rally Book”*

## **12. FIRST AID ARRANGEMENTS**

Ralliers should carry their own First Aid box for minor injuries/illness. Subject to availability a defibrillator may be available for use on rallies and would be available for collection prior to the rally from the Chairperson. Where possible the location and telephone numbers of the nearest hospital A&E and dentist should be included on the rally programme sheet.

## **13. IN CASE OF FIRE**

A fire extinguisher should be kept by the flag pole. It is, however, the responsibility of all members to carry their own fire extinguisher and to ensure it is in correct working order.

## **14. RED FLAG**

- (a) To avoid damage to the rally field in bad weather conditions the Rally Marshal will fly the 'Red Flag' to restrict movement of vehicles on the field.
- (b) Should the field be in such a bad condition, consider whether the rally should go ahead or be cancelled.
- (c) If there is an opportunity to use hard standing, make use of that area.

## **15. END OF RALLY**

- (a) Collect all signs and equipment and hand them over to the next Rally Marshal or Quartermaster's home address or as instructed.
- (b) Clear site of litter and check for damage. Please report any damage found to a committee member a.s.a.p.
- (c) To assist visitors when visiting a rally, it is recommended that no rally directional signs should be collected in until the Sunday on a weekend rally or one day before a holiday rally finishes

## **16. GENERAL**

- (a) The Rally Marshal and any appointed assistant must be either a full or family/joint member of the Caravan and Motorhome Club. The Rally Marshal must be a member of the South Yorkshire Centre. It is recommended that there should be only one named assistant for an ordinary weekend rally. If more than one assistant is required, Committee approval should be requested.
- (b) Rally Marshals or Assistant Marshals between 75-80 years of age should be aware that the CAMC Personal Accident Insurance is restricted to death and permanent disabling injuries or loss of limb and loss of sight only, as per Caravan and Motorhome Club instructions.
- (c) The Rally Marshal and one Assistant Marshal (or a joint Rally Marshal) are not expected to pay the rally fee (often the landowner will not charge for the Marshal's caravan).

- (d) Please be mindful that as Rally Marshal and Assistant you are the first impression people will have of a SYC rally.
- (e) Unless the rally is sitting on arrival, ralliers are permitted to save only one pitch.
- (f) The Rally Marshals, at their discretion, may ask members for proof of membership. A membership enquiry can be sent to the Caravan and Motorhome Club via text on 01342 477076 or 01342 477080. Text the membership number being queried and a reply of "Current Member", "Ex Member" or "Unknown" will be received.
- (g) Only one admin license for the online booking system will be allocated per rally which will be to a lead Marshal.
- (h) Only Caravan and Motorhome Club members are allowed to book on Centre rallies.
- (i) The Rally Marshals, where necessary, may approve, refuse or designate suitable areas for barbecues.
- (j) Please dry the Centre Flag(s) before storing if taken down wet.
- (k) All cheques must be made payable to the South Yorkshire Centre Caravan and Motorhome Club and not to the Rally Marshal.
- (l) If the Rally Marshal and named assistant leave the rally field, they should appoint someone to deputise on the field or leave a contact telephone number in their absence. Information to this effect should be displayed at the rally van.
- (m) If unsure of the suitability of planned activities, please discuss them with the Rally Secretary. Any event involving motor vehicle competitions requires special insurance cover.
- (n) Committee approval should be requested for the hire of professional services i.e. entertainment, catering etc.
- (o) Committee approval must be received before car boot sales are arranged.
- (p) With the exception of continental rallies, bookings must not be accepted until the current South Yorkshire Centre brochure has been issued.
- (q) Please read and work to the rally rules in your Centre brochure and familiarise yourself with these notes when planning or running an event.

Revised and approved by

THE SOUTH YORKSHIRE CENTRE COMMITTEE

April 2023

**EXAMPLE OF COSTING A RALLY** (For Guidance Only)

The following example considers an “average” rally of 30 outfits attending a normal weekend rally.

NOTES	ITEMS	COST PER OUTFIT
1	Prizes	1.00
2	Rally admin. including petrol, telephone, gratuities, printing etc.	1.00
	Centre expenses to cover: the administration of the Centre, purchase & repair of equipment, contribution to Queen & Retinue, Celebration Rallies & other misc. expenditure.	3.50
	Site cost per weekend (variable)	16.00
	<b>SUB TOTAL</b>	21.50
	<b>VAT @ CURRENT RATE</b>	4.30
	<b>TOTAL</b>	25.80
3	<b>Suggested Rally Fee</b>	<b>£26.50</b>

**DO NOT FORGET TO ADD VAT AT THE CURRENT RATE TO THE COST OF THE SOCIAL FEES AND ALL REFRESHMENTS SUPPLIED.**

**NOTES:**

1. **Prizes** are to cover the following:

Lucky Van, Children’s sweets and competitions

1 or 2 - 5 years and under

1 or 2 - 6 to 8 years

1 or 2 - 9 to 12 years

1 or 2 - Teenagers

1 or 2 - Adults

On small rallies it may be necessary to reduce the number of prizes.

Rallies with special competitions are to be treated separately.

2. **Administration** is to cover the Rally Marshal’s “out of pocket” expenses. Therefore the Rally Marshal will need to adjust this figure according to the circumstances i.e. distance to the rally, access to printing, rally size,

3. **The Rally Fee** is rounded up to the nearest 50p for convenience.

If in any doubt contact the Treasurer or Rally Secretary.