

Rally Marshal's Checklist

Choose a venue and a date:

- Contact Rally Secretary to check suitability of venue and/or availability of date (new venues will need to be vetted by members of the committee)
- Work out the castings
- Complete the 'triplicate' and send it to the Rally Secretary

When the booking slips arrive:

- Transfer ralliers details to attendance list
- Any deposits paid by cheque should be passed to the Treasurer asap (cheques expire after 6 months)

Before the rally:

- Order the rally plaques from the Plaque Coordinator no later than 1 month before the rally
- Arrange for collection of Field Equipment and, if necessary, Audio Equipment. Also find out who to return equipment to and when.
- Arrange for the Defibrillator to be made available from the Chairperson
- Check you have sufficient rally envelopes from the Rally Secretary
- Prepare Welcome sheets to go in the rally envelopes together with plaques and competitions
- Obtain competition and raffle prizes – remember to keep receipts

Before the start of the rally:

- Put out direction signs
- Put out fresh water, Elsan and disclaimer signs
- Erect the flagpole
- Mark out the pitches – 12m between pegs and 17m between rows
- Sit back and wait for the ralliers to arrive!

Preparing for Flag:

- Select competition winners, gather together prizes and prepare for raffle.
- Liaise with the Chairman, or his representative, to provide details of number of vans, no-shows, visiting centres and first-time ralliers. Also, hand over the Marshals' plaques.
- Usual order of events- thanks, competition winners, lucky van, birthdays (if appropriate), kids sweets (if appropriate), Chairman, raffle.

After Flag:

- Collect in all signs
- Collect in the pitch marker pegs – this can be done earlier in the rally if desired
- Dismantle the flagpole
- Pass on Field Equipment and, if appropriate, Audio Equipment to the relevant committee member or their nominated representative. Please inform the relevant committee member who has received the equipment from you.
- Ensure everyone gets off the field safely.

And, finally:

- Prepare the Rally Account Sheet and pass it to the Treasurer within 3 weeks of the end of the rally.

Notes:

- For more detailed information and guidance please refer to Rules and Guidelines for Rally Marshals 2018.