

# THE CARAVAN CLUB - SOUTH LANCASHIRE CENTRE

## Guidance and Instructions for Rally Officers

### (G.I.R.O.)

(Last updated July 2008)

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#### GENERAL INFORMATION

Over many years this Centre has been very well served by a dedicated band of members who have been prepared to give up their time and weekends to run events for the Centre and its members. Our thanks go to these members - long may they continue to serve the Centre in this way. All this experience and the vast number of events the Centre has organised have produced a wealth of experience and knowledge, which should be made available to everyone. Your Committee, in compiling these notes, has taken the opportunity to bring into one document all the information, rules and advice previously held in Committee minutes, handbooks, instructions and some often handed on by word of mouth.

Our thanks go to everyone who has contributed directly or indirectly to this booklet and we hope that Rally Officers will find it of use and by following the guidance given will maintain the high standards of rallying in the Centre.

**NB. All "Centre Rules & Regulations" printed in the Centre's "Programme of Events" take president over this document.**

## **1. ROLE OF THE RALLY OFFICER**

### **What is a Rally Officer?**

A Rally Officer is a full Caravan Club Member and is registered with the South Lancashire Centre, who has applied for, and been given, permission by the Centre Committee to organise an event or rally on behalf of the Centre to whom the Rally Officer is responsible. Every Rally Officer organising an event or rally, can and should appoint another member of the South Lancashire Centre to assist in running the event or rally. **All Rally Officers MUST be registered members of the South Lancashire Centre.**

### **What authority has a Rally Officer got?**

The Rally Officer is authorised, on behalf of the Centre, to negotiate with Farmers, Site owners or Landowners for the use of their Land and to negotiate for the hire of Village Halls / Clubs for use at the event. Negotiations with Local Authorities are to be on an official basis and must be through the Secretary or Rally Secretary.

### **What liability has the Rally Officer got?**

If a Rally Officer follows these rules of guidance and the wishes of the land or hall owner, then as an agent of the Centre the Rally Officer will have no personal liability other than to properly account for the Centre monies to the Centre Treasurer.

### **What is the Rally Officer's role on the Rally?**

The Rally Officer, on behalf of the centre, has complete charge of the running of the event, except for Charing the Closing Ceremony which is the responsibility of the Chairman or the Chairman's Representative. The Chairman or Chairman's Representative is always available for advice and support and will guide the Rally Officer's in matters of misconduct or dispute.

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## **2. PREPARING FOR THE EVENT - previously authorised.**

Locate a suitable venue to hold a rally. Approach the Farmer / Landowner for the use of his land. The Rally Secretary can advise you on the going rates for use of land used for rallies in our area. The Caravan Club holds an "Exemption Certificate" issued by the Secretary of the Environment, which allows us to hold rallies of up to five days (120 hours) duration without Local Authority Planning permission. A copy of this Exemption Certificate can be obtained from the Centre Secretary or the Rally Secretary if it becomes necessary.

**Important Note:** The five days (120 hours) referred to above means 120 hours from the first van arriving on site to the last van leaving the site. The first van to arrive and the last van to depart are usually the rally officers. If it is the intention of the rally officers to arrive before the commencement of the 120 hours, and / or leave after the 120 hours, then the 120-hour rule has been exceeded. The Rally Secretary must be notified and planning permission will have to be obtained through The Caravan Club at East Grinstead before the rally can take place.

### **Rallies held outside the Centre Boundaries**

The Rally Secretary will obtain the proper clearance in writing from the Centre concerned. To apply for this clearance, the Rally Secretary requires full information regarding the location address and also the proposed site fee. It is most important NOT to agree to site fees, which are in excess of those paid by other Centres. If in doubt, avoid fixing you site fees until you have checked.

### **Sites used by Centre Rally Officers**

We must not over-rally sites. Normally two rallies per year will be allowed. Never use a site obtained by another Rally Officer without the clearance of that Rally Officer or the Centre Committee. Venues not used by a Rally Officer for two consecutive years may then be used by another Rally Officer but you **MUST** check with the Rally Secretary first before proceeding. **Important Note:** If the rally site is on the same land as a certified location (CL) or certified site (CS) it should be ensured that the rally will not encroach on the enjoyment of Members using the CL/CS.

- There must be a clearly defined boundary between the rally field and the CL/CS.
- There must be separate water and elsan points from those on the CL/CS.
- Access to the rally field must not be through the CL/CS.
- The operator of a CL/CS is not permitted to close in order to facilitate a rally.

## **Access**

The access to the field must be wide enough to admit the largest tow-vehicle and caravans with an adequate safety margin. Access with a difficult turn-in should not be used if there is any possibility of damage to the longer vans. The police may ban a rally if access is off a main or busy road or on a bend.

## **Budget your charges**

Prepare an estimate of costs for Site and Rally and also any Socials or other events. Do remember the rules on V.A.T. and then, taking into consideration the ten-week rule, set your prices and prepare your booking forms.

## **Rally Cost**

Obtain quotations, in writing, wherever possible for; Site fees, Hall Hire fees, Refreshments & Newspapers. In the case of newspapers, it is only necessary to check the current prices so that you charge the correct amount. Any advance deposit required for halls or sites can be obtained from the Centre Treasurer.

## **Speed on Rallies**

The speed limit on the rally field is 5 MPH.

## **Ten Week Rule**

Booking forms for normal weekend events must not be issued to ralliers until ten weeks before the start of the event. This does not apply to Holiday Rallies or Easter and Bank Holiday events. This rule was introduced to give new members an equal opportunity to book weekend events. Four booking forms for the rally must be forwarded to the Centre Rally Secretary at least two weeks prior to the form being made available to ralliers. Forms for overseas rallies can be issued on 1st November in the year prior to the rally. This rule was introduced to facilitate ferry bookings. Forms for Holiday Rallies or Easter and Bank Holiday events can be issued once they have appeared in the Caravan Club Magazine.

## **Plaques**

The official Centre Plaque supplier is:

Wharfedale and Bowies  
Unit 31 Sunny Bank Mills  
Town St Farsley  
Pudsey  
West Yorkshire  
LS28 5UJ

Holiday plaques and special plaques can be ordered from our official Centre supplier or a supplier of the Rally Officer's Choice.

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## **3. RUNNING THE EVENT**

### **Equipment**

Obtain your equipment as shown in the equipment rally list. It is your responsibility to collect this IN FULL, from the last user on the list. Always check you have every item and that it is in good condition, if not; report the problem to the appropriate Equipment Officer and on the rally to the Chairman or the Chairman's Representative. If you are running a rally outside the centre, and the rally officer who is next to use that set of equipment is not on your rally. It is your responsibility to get the equipment back to one point in the centre area ready for the next person to collect from you.

### **Signs and Emergency Information**

Erect your rally direction signs. In certain locations this has to be cleared with the Local Authority prior to erecting, check with the Rally Secretary if you are in doubt. Signs should be well secured - if it was to fall on a member of the public we would be liable for substantial damages. Details MUST be given of the whereabouts of the nearest telephone for emergency use and also details of the nearest Doctor/Hospital must be readily available. This can be by use of a displayed notice or preferably, to be included in the rally information in the envelope.

### **Marking out the site**

Use a system of numbers, allowing 27 feet between van centres, which is the standard set by the Caravan Club. Always make provision near the Rally Office, normally number one peg for the Chairman or the Chairman's Representative. Do not site vans adjacent to the Chemical toilet emptying point or under power lines. Site your Rally Office clear of the entrance so that vans entering the rally do not queue back onto the roadway.

### **Centre Flag**

To identify the event as a Centre Rally the Centre Pennant should be flown. It should be noted that the Centre flag may only be flown at half-mast during the Rally with the permission of the Chairman or the Chairman's Representative.

### **Water Supply**

Set up and mark the water supply. This **MUST** be sited away from the disposal point for hygiene purposes.

### **Chemical Toilet Disposal Point**

The Chemical Toilet Disposal Point should be established in a position away from the vans and with the 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 ralliers unless arrangements have been made with the landowner.

### **Arrival of Vans**

Do not let vans coming on site block or delay passing traffic. In damp conditions, vary the route to the Rally Office to save damage to the land. Vans must be parked with right hand front corner of the caravan over the peg. Cars must be parked in the lines of the caravans so that the site has a neat and tidy appearance at all times. At 27 feet centres there is sufficient space for both awning and a car at the left-hand side of the caravan. Caravans having a reverse layout may be parked the other way around but within the general layout and the cars parked properly between the caravans.

### **Visitors Cars/Second Cars**

If you have space, set aside an area near the entrance for second/visitors cars. All visitors **MUST** report to the Rally Officers who have total jurisdiction over where they park their vehicles. To avoid accidents, vehicles must be controlled and the 5-MPH site speed limit observed. Where you cannot accept extra vehicles you can insist they park off the site.

### **Barbecues**

Ralliers must ask the Rally Officers for permission to light barbecues. Only authorise these with the permission of the site owner and with due consideration to the risk of fire and inconvenience from smoke to other ralliers

### **Generators**

Generators must not be allowed to annoy or inconvenience other ralliers. They may only be used on rallies with the express permission of the Rally Officers.

### **Wet Sites**

When the site is wet and it is necessary to avoid damage to the land, the Rally Officer has the authority to instruct ralliers that they will be unable to return their vehicles to the site if they remove them during the course of the rally. E.g. to go shopping or to the social and in extreme cases. A yellow flag will be flown which means that NO vehicles move at all except in dire emergency.

### **Towing Off**

The use of tractors or four-wheel drive vehicles to get vans on or off a site does happen, but payment of other than the cost of fuel is not allowed and the position regarding the liability of the drivers in case of accident is far from clear. The present advice is that the drivers normal insurance does not cover such towing unless previously agreed and covered.

### **Unusable Sites**

If at the last moment the site is found to be unusable, contact the Rally Secretary or any Officer of the Centre for help and guidance. Other fields in the vicinity may be available.

**Always notify the Chairman and Rally Secretary of any change of venue, change of Rally Officers or cancellation of any event. This must be done before the event takes place to enable the Rally Secretary to notify the Caravan Club for insurance purposes.**

### **Tents and Awnings**

It is advisable to check with the landowner when booking the venue whether tents are acceptable and if not this should be indicated on the rally booking form sent to ralliers. Where space is available, a properly made awning OR a tent (2 meter square max) will be allowed on normal weekend rallies and holiday rallies providing the tent is in the area normally designated for the awning. In the interest of safety and accessibility in the event of an emergency, Tents and awnings must never be allowed to obstruct roadways

through caravans. Properly made toilet tents are allowed in addition to awnings but in some cases, due to the surface of the site, Rally Officers may have to ban the use of all tents and awnings.

### **Motor Caravans**

Where in addition to the caravan, the towing vehicle is also a motor caravan and both are used for sleeping purposes, the Rally Officer must be told because the site fees may be payable on the basis of vans/vehicles, occupied at night.

### **Sleeping In Cars**

Sleeping is not allowed on South Lancashire rallies.

### **Noise on Rallies**

Noise from C.D. players, Radios, T.V.'s, Parties etc. MUST be kept to a minimum after 10.30.

### **Dogs / Cats**

Domestic animals must be kept under proper control and on a lead of no more than ten feet when in the vicinity of caravans. Animals should not be allowed to foul in the vicinity of the rally field.

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## **4. ACTIVITIES ON THE FIELD**

### **Raffles/Auctions**

Please apply to the Centre Committee for permission to organise raffles or auctions on your event. In the past there have been some years with so many of these events that ralliers have rightly complained. We wish to encourage Rally Officers to hold these activities but wish to avoid over-use.

### **Donkey Derby & Video / Film Horse Racing Events.**

Clearance through the Centre Committee MUST be obtained for these type of events which are a commercial enterprise and may need Local Authority permission and licence.

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## **5. SOCIALS AND DANCES**

### **Programme of Dances etc**

Rally Officers are asked to provide a varied programme of dances, children's games etc, to cater for all members attending the Social/Dance.

### **Attendance**

Please keep within the authorised attendance level as agreed by the Fire Officer for all halls. This figure can be obtained from the person you book the hall with. Overcrowding does not help create a happy and friendly social. Overcrowding can result in prosecution and the loss of the hall in the future. Fire exits **MUST NOT** be obstructed in any way and Fire exit doors **MUST NOT** be locked while the hall is in use. Fire regulation for the hall must be complied with at all times; failure to do so could result in prosecution for the organisers of the event and the owners of the hall.

### **Drinks**

Where the hall is licensed **NO OTHER DRINKS** must be brought into the hall. Where the hall is unlicensed, ralliers are not allowed to bring drinks into the hall without the owners permission and the Rally Officers will then give permission to the ralliers. To allow unauthorized drinking would put the hall owner at risk and lose the Centre a venue.

### **Chairman or Chairman's Representative**

A place should be reserved at the Dance/Social for the Chairman or his Representative and Family.

### **Children (age 12 and under)**

Rally Officers should remind parents (where necessary) that it is their responsibility to keep their children under reasonable control thus allowing everyone to enjoy the Social evening. It should be noted that children 12 years of age and under will be classed as children for the purpose of members wishing to attend socials.

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## **6. CHAIRMAN AND CHAIRMAN'S REPRESENTATIVE**

### **Notification**

Rally Officers will be informed at least 2 weeks before your Rally forms are due out, if the Chairman will be attending your rally. If this is so he will personally carry out the Committee duties. However, should the Chairman be unable to attend, he will appoint a Committee member to represent him on your rally and you will be informed by letter 2 weeks before your Rally forms are due out. You should keep one place available for the Chairman or the Chairman's Representative, but you can be assured that this matter will be dealt with as quickly as possible.

### **Siting**

Site the Chairman or the Chairman's Representative adjacent to the Rally Office, normally on the first peg. This will identify the Chairman's van on all events by its position.

### **Role of Chairman or the Chairman's Representative**

The Chairman, as the Executive Officer of the Centre or the Chairman's Representative will run the 'Closing Ceremony' and appoint the necessary speakers. The Chairman or the Chairman's Representative has the **authority** to overrule the Rally Officer's decisions if the Centre or the Caravan Club image or reputation is at risk in any way. The Chairman or the Chairman's Representative will assist the Rally Officer's on matters of discipline, rules conduct or behaviour of ralliers and will be the intermediary on the rally with the press, radio or local dignitaries.

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## **7. CLOSING CEREMONY**

The Chairman or the Chairman's Representative will take charge of the 'Closing Ceremony' which is the way the Centre officially thanks the organisers, covering the following items:-

- Welcome to all ralliers.
- Welcome to ralliers from visiting Centres
- Rally Officers announces the winners of prizes.
- Thanks to the Prize-giver and to the Landowner.
- Centre announcements.
- Thanks to the Rally Officers.
- Rally Officers reply.

### **Gifts for Games and/or Spot-prizes etc**

Rally Officers will decide what gifts/presentations are necessary and provide these from the rally funds.

### **Birthdays or Anniversaries**

The Centre recognises children's birthdays as the only ones where a suitable gift may be given. Other birthdays can be acknowledged with cards at the discretion of the Rally Officers.

### **100th to 1,000th plus Rallies**

All awards for achieving these landmarks in rallying are made by the Centre and paid for out of Centre Funds. Rally officers should notify the Chairman or the Chairman's Representative as soon as possible in advance if a rallier states on the rally form that such an award will fall on your rally. The Chairman or the Chairman's Representative will bring the award to the rally.

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## **8. AFTER THE EVENT**

### **Departure of Rally Officers'**

As responsible persons, Rally Officers should normally be the last to leave the site, to make sure that it is left clean, tidy and safe. However, if this is not possible, another rallier **MUST** be designated to carry out these tasks and to report to the Rally Officers.

### **Site**

Always ensure that that the site is left clean and to the standard we would expect if it was our own property. The goodwill of the Landowners is essential if we are to continue to obtain sites.

### **Chemical Toilet Disposal Point**

Fill in Disposal Point and tidy the surrounding area. Obviously arrangements of this nature will have been made with the Site Owner when arranging your rally with regard to Toilet waste disposal.

### **Damage to entrance, gates or any part of the site**

If you are aware of any damage to the rally site either before or during the rally, inform the Chairman or the Chairman's Representative. Should you receive a claim for cost of repairs to a gate etc, reinstatement of the field or any part of the site, please do NOT comment – simply acknowledge the letter and pass it for the attention of the Centre Secretary.

### **Equipment**

If the next user has not collected the equipment please ring the 'Equipment Officer' as soon as possible after your rally/event. Retain the equipment until advised on disposal by the 'Equipment Officer'.

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## **9. EQUIPMENT**

### **Saleable Equipment**

The Club and Centre saleable equipment will be available on most rallies from the Centre sellers. The Chairman carries a supply of Centre Pennants and other items of equipment if one of the sellers is not attending the rally.

### **Rally Equipment**

You will be allocated equipment as per your application form or as informed by the appropriate 'Equipment/Sports Officer' at least fourteen days prior to your rally. Sets of equipment are identified by a colour. This **MUST** be collected from the previous user as shown in the annual equipment list. To ensure that all the equipment in one set stays together, all the set must be collected, even if some items are not required on your rally/event. If you are running a rally outside the centre boundaries, and the next person who requires the equipment is not attending the rally, then you should make arrangements for the equipment to be returned and assembled at one point within the centre. The next rally officers must then collect the equipment as soon as possible. Please check the equipment and report missing items or faults to the Equipment Officer, and the Chairman or Chairman's Representative at your rally. It is important that any losses are discovered and reported immediately. There are additional items of rally equipment not included in the normal sets. The additional items are shown on the 'Request to run a Rally/Event' form and should be requested when you fill in this form.

### **Catering Equipment**

These comprise the following:-

- Gas Boilers – with standard rally equipment
- Electric Boilers – should be requested as additional equipment
- Food Boiler - should be requested as additional equipment

There are some very important rules concerning catering equipment, which **MUST** be followed in the interest of food hygiene to avoid the danger of food poisoning. They are as follows:-

- Always wash out thoroughly before and after use.
- Store equipment without lids in place.
- Clean taps very carefully before and after use.
- Wash again before use.
- Check all gas connections before lighting.
- Do not move boilers/urns when full of hot fluids.

Please treat all catering equipment with extreme care. It is very easily dented or handles/taps broken off and it is expensive to replace.

### **Amplification Equipment**

The Centre has built up a number of quality Amplifiers and C.D players. These **MUST** be treated with care so **PLEASE DO NOT**

- Interfere with the internal workings.
- Change types of plugs on leads.
- Store in wet places, e.g.: canopies in the rain
- Drop or bang heavily.

Please report any damage or deficiencies to the Equipment Officer. Problems on the day should be referred to the Chairman or the Chairman's Representative.

### **Sports Equipment**

The Centre has equipment for use as follows:-

- Netball post and ball
- Five-a-side football post and nets.
- Volleyball nets and ball
- Tug-o'War rope

This equipment MUST be ordered well in advance of your rally, preferably on your application to run the event/rally, but if not, at least two months prior to the event/rally. It must be noted that it is the responsibility of the Rally Officers to collect and return the sports equipment to the Centre Sports Officer and that **it is NOT the responsibility of the Sports Officer either to take or return equipment to and from your event/rally.**

### **Private Hire**

Centre equipment is NOT available for hire or use outside Centre approved activities/events.

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## **10. APPLYING FOR NEXT YEAR'S RALLY**

### **Application Forms**

These are available at the beginning of each year from the Rally Secretary. The Rally programme will extend to the 31<sup>st</sup> March of the following year. Application forms should be completed in full, especially the full postal address of the venue and the agreed price per van per night. This is required to ensure that Centres are paying the same price for a given site and if the venue is not within our boundary's we have to declare it on the 4b application to the appropriate Centre.

### **Provisional Approval**

This will be given at the next monthly Committee Meeting after receipt of your application unless your site is outside the boundaries when the Rally Secretary will have to obtain 4b\* clearance from the Centre concerned. For rallies of over 120 hours (5 days) duration from the time the first van arrives until the last van departs, ( first and last van is usually the rally officers), and for all holiday rallies, clearance through the Caravan Club will be necessary. For rallies held in National Parks, clearance from the Caravan Club will be necessary, and request for such rallies must be forwarded to the Rally Secretary by 1<sup>st</sup> May each year for the following year.

### **FOR EVENTS OUTSIDE THE CENTRE PROVIDE SPECIFIC SITE LOCATION DETAILS AND FIELD CHARGES.**

\* 4b clearance means 'Permission to hold a Rally within the boundaries of another Centre' as per the rules in the Caravan Club handbook.

### **Final Approval**

The programme will be authorised at the Committee Meeting after the Annual General Meeting and passed for printing in the Handbook. The final date for submitting rallies is 30<sup>th</sup> September but please submit your rallies as early as possible.

### **Additional Events to the Approved Programme**

Only in exceptional circumstances and with prior written approval of the Committee, will additional events be added to the completed Centre Programme.

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## **11. FINANCE – TREASURER'S INSTRUCTIONS**

All instructions can be found in file "Rally Income and Expenditure Ver x .xls". The latest version of this file can be obtained from the Centre web site, [www.southlancscentre.co.uk](http://www.southlancscentre.co.uk) or from the Centre Hon. Treasurer.