



LEICESTERSHIRE CENTRE HANDBOOK FOR MARSHALS

Thank you for volunteering to marshal a rally for the Leicestershire Centre.

These notes are intended to act as a guide for new Rally Marshals and as a reminder to the old hands.

It is also recommended that you ensure that you are familiar with the Centre rules in the rally book, as these can change from year to year.

If you encounter any problems in planning your rally, or as it is running, ask any Committee member for advice. We are here to help you.

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INITIAL PLANNING

Having selected a rally, you need to provide information to enable the rally book to be produced as quickly and accurately as possible. Initial planning is vital and must be done in the next two to three weeks.

Site Visit

If possible, make a visit to the site and meet the landowner. You will be able to see the field, entry, water and disposal arrangements to ensure that they meet requirements. You will also be able to decide on how many caravans you can accommodate, and how you will arrange them. The landowner will tell you of any events which coincide with your rally.

Check the route, as you will need to explain to others how to find your rally field (all directions should be from the centre of Leicester). Make sure that the information you provide is accurate and up to date. **DO NOT** simply copy the directions from the last time we used the venue. **To help those with Satellite Navigation, make every effort to include the postcode of the site in your route.**

Rally Programme

Your programme is your advertisement to excite other members to attend, so make it interesting. If you intend to put on something special, such as a communal BBQ or fancy dress, make it clear in your programme. Your programme will appear in the rally book, so members can decide what to bring to your rally.

Rally Marshal's Meeting

A meeting for all Rally Marshals is arranged annually to enable them to receive up to date information and to give you the opportunity to question the Committee on any aspect of running a rally where you need help. Please make every effort to attend this meeting.

You should bring your rally programme and your requests for equipment to the meeting.

Equipment

Standard rally equipment should be collected from the rally prior to the rally you are running, any additional equipment for example generator will need to be collected from the Rally Equipment Officer.

If you are unable to attend the rally prior, it is recommended that you liaise with the marshal

A standard kit is provided for all rallies containing: -

- Directional signs (yellow arrows) x 23 & Caravan turning signs
- Signs for use on site (pit, drinking water, rally marshal, 5mph, out of bounds x 3 etc)
- Pegs for indicating pitches x 54
- Leicestershire Centre Flags and flag pole plus a Yellow flag
- Fire extinguisher & Fire bell
- Rally board for attendance list
- Gas Tea Urn
- 3 x Teapots
- Measuring Rope – see below under 'Running your Rally/Siting vans'

You will need a small cylinder of gas with a regulator in order to use the urn.

Any other equipment, for example gas rings, amplifiers etc. must be ordered from the Rally Equipment Officer. A special form is provided. Equipment is let out on a first come first served basis, so put in your order early.

This equipment includes:-

Item	Qty	Item	Qty
Electric Tea Urn	1	Party Tent (Large)	4
Saucepans (Medium)	3	Party Tent (Small)	1
Saucepan (Large)	1	Light for Party Tents	5
Gas Rings	2	Extension Lead 25m	1
Spotlight for use on field	1	Extension Lead 4 Way	6
Disco lights on stand	1	Banner	1
Powered speakers & stands	2	Event Shelters	2
Mixing Deck & leads	1	Lights for the Event Shelters	2
Microphones	2	12V Battery	1
Music Laptop & Hard Drive	1	Extra Flag poles	2
Projector	1		
Honda Generator with handbook, spanners, lock & full petrol can (to be returned full)			1

It is the Rally Marshal's responsibility to collect and return the equipment from the Equipment Officer and to inform them of any problems or repairs needed.

Equipment must be checked on receipt and at the end of your rally. If any items are lost, damaged or dirty please let the Rally Equipment Officer know. Only if members properly care for items can we ensure that they are available.

It is most important that the flag is kept clean and dry. Do not let it dangle onto the floor when you take it down at night, or put it away wet. If it does get dirty, please report the problem so that it can be professionally cleaned immediately.

Special Rallies

Throughout the year we attend a number of special rallies with other Centres. At these rallies the marshal does not provide any social event, but may like to offer competitions. The marshal is required to site the caravans and liaise with the organisers to ensure that correct information is provided to members. In addition to normal equipment, you will need: -

InterCentre: 2 flags, 2 flagpoles and banner

National: 1 flag, 1 flagpole and banner

Please note that the marshal and assistant will be required to meet their own rally fees in full on these rallies.

Sports Rallies

Usually in May, this rally is designated as Children's Sports and Members' Meeting (formerly Open Forum). The Sports Officer will be responsible for organising all sports events, and the Committee will conduct the Members' Meeting on Sunday morning - usually immediately after you conclude Flag.

A social event on Saturday evening and all other competitions are the responsibility of the marshal. As the Members' Meeting and Flag take time, it is traditional to provide tea and coffee beforehand on these rallies but not obligatory.

Holiday Rallies

Special plaques can be ordered for holiday rallies, lasting a full week or more and for Bank Holiday rallies.

Make your programme varied and interesting. Avoid a 'free and easy' or 'programme on arrival' as this will not attract the numbers you need to make a success of a holiday rally.

All holiday rallies require the full cost of the rally to be prepaid. Cheques should be paid in promptly. It is your responsibility to send requests for full payment before the rally. On no account should you accept cash payment on the rally itself.

Party Tents

The Centre has four party tents, which can be used for social events on the field. The tents are too heavy to be carried inside any caravan. Most 4 x 4 vehicles can only take the tents if fitted with a roof rack. Ideally a trailer is the best way to transport the tents.

It is essential that the party tents are booked in advance, and that instructions for erecting and packing away are carefully followed. At least eight people are needed to safely erect the tents. Please care for them and report even the slightest damage so that it can be dealt with promptly.

If, due to bad weather, the tents are packed when wet, please ensure the Rally Equipment Officer is made aware so that the tent can be properly dried.

PLEASE NOTE. The only form of heating at socials & other events will be provided by the club itself, either by the use of the venue's system, or in the case of party tents, with approved equipment which will be controlled by the Committee.

It is recommended that party tents should only be used at such times of the year when the temperature is likely to be suitable.

PREPARING FOR YOUR RALLY

Site

Keep in contact with your site owner. Make a visit to the field to check that the entry is adequate. Remember some of our members use long, twin axle caravans that cannot negotiate tight turns into or out of the field.

Make sure you have an adequate supply of drinking water which comes directly from the mains or that the correct type of pipe is used. Check on the chemical waste disposal arrangements. Ideally use a foul sewer. If in doubt, ask a Committee member to go with you to meet the landowner.

Entertainment

Most people like to have a competition for the adults, teenagers and children. Remember that children compete in age groups, and choose activities that they can take part in. The very young may need the help of their parents (or grandparents).

Most rallies feature a 'social' on Saturday evening, which might take the form of music, disco, a quiz or family games. However, it must be self-financing.

Professional entertainment has a cost and if you decide to book a professional entertainer, remember that the members attending the social must cover the fees.

Charge for the social per person NOT per caravan. Children can be charged at a reduced rate. The Club has amplification equipment for you to use but it is heavy and quite bulky and you will have to transport it. Choose music that appeals to all age groups. You will need to provide the music either by CDs, laptop, or any other digital means.

If you would like members to participate, perhaps by wearing appropriate clothing (fancy dress), make sure that you advertise the fact in the rally handbook. Remember, all socials are NON SMOKING.

Catering

There is no requirement for you to provide food during your social. However, if you do decide to feed other members, you must follow the rules of basic food hygiene.

- Do not smoke whilst preparing food, or where others are preparing food.
- Ensure that your hands are properly washed.
- Wear clean protective clothing
- Tie back long hair, or wear a hat or cap.
- Keep all utensils clean
- Do not use the same knife or chopping block for bread, vegetables, and raw or cooked meat.
- Cover food until it is required.
- Keep food cool and do not display for a prolonged period.
- Food, which is intended to be served hot, must be hot.
- Use only clean cloths for washing and drying up.
- Keep a separate towel for your hands, and use different sinks for washing hands and dishes.
- Do not allow any animals into the food preparation or serving areas.
- Use urns for heating water ONLY. DO NOT use the urn to make tea or coffee.

Some members have special dietary requirements. Try to ensure that all can eat the food you have prepared. Think about diabetics, allergies to nuts, colourings, spices, e-numbers, and nickel.

All can be catered for by simply keeping foods separate and allowing the sufferer to select what they may or may not eat. If in any doubt, ask.

Plaques

Click the **Rally Plaque (Marshals)** button on the website News Page. This will take you to the plaque supplier's website where you will see examples of the designs you can have for your rally plaque. You do not order directly with the supplier.

Phone the Plaque Officer with your order (quantity, colour and motif and wording). The phone number is to be found on the Committee page of the website. Weekend rallies have a triangular plaque, but you can choose the colour of both the plaque and the lettering. All plaques have the Centre name and Caravan Club logo around the top two sides. The date and venue are usually printed along the bottom.

To ensure you receive your plaques by the Wednesday just before the start of the rally you now need to order them by the Wednesday, two weeks earlier. This gives the supplier TEN working days.

You will be able to amend your order, or even cancel it by the following Wednesday, i.e. FIVE working days.

Plaques for Holiday and Special Rallies must be ordered two weeks in advance. You can choose the shape for your plaque in addition to your own design.

Do not over-order plaques, as they are expensive. Anyone who books on after plaques are ordered, may come to the rally, but will not automatically receive a plaque.

Rally Programme

You will need to provide a detailed programme for the rally. Show the times at which events will take place, when you want competitions handed in.

In addition you need to indicate the location of drinking water and pit and the nearest hospital.

Some marshals, particularly at new sites or holiday rallies also show the location of the nearest

large supermarket.

Remind people of the speed limit (5 mph) that dogs must be kept on a lead and that members are responsible for their own children.

Your programme will look better if word-processed, but it is not essential.

RUNNING YOUR RALLY

On-line Bookings

When on-line bookings are sent to you, please remember to send an email acknowledgement to the rallier.

Don't forget to regularly check your spam folder in case any bookings go astray.

Signs

All directions should be made from the centre of Leicester. Place signs where they give drivers adequate warning of any turnings. Try to find a road sign about 100 metres before a turn, and tie your sign onto that but do not cover any information on other signs.

On fast roads, allow more warning, or even put repeater signs out. Right hand turns must be signed well in advance.

Not every member lives in or passes through Leicester to get to your rally. Look at the map, and the entry to your site. Place extra signs at any junction members may be using, especially if your site is near a known landmark.

If your rally is held at a known tourist attraction, e.g. a zoo, park or museum, members may need to pass the attraction or one of its entrances to reach your field, place straight on signs clearly to ensure that no-one turns into the wrong gate.

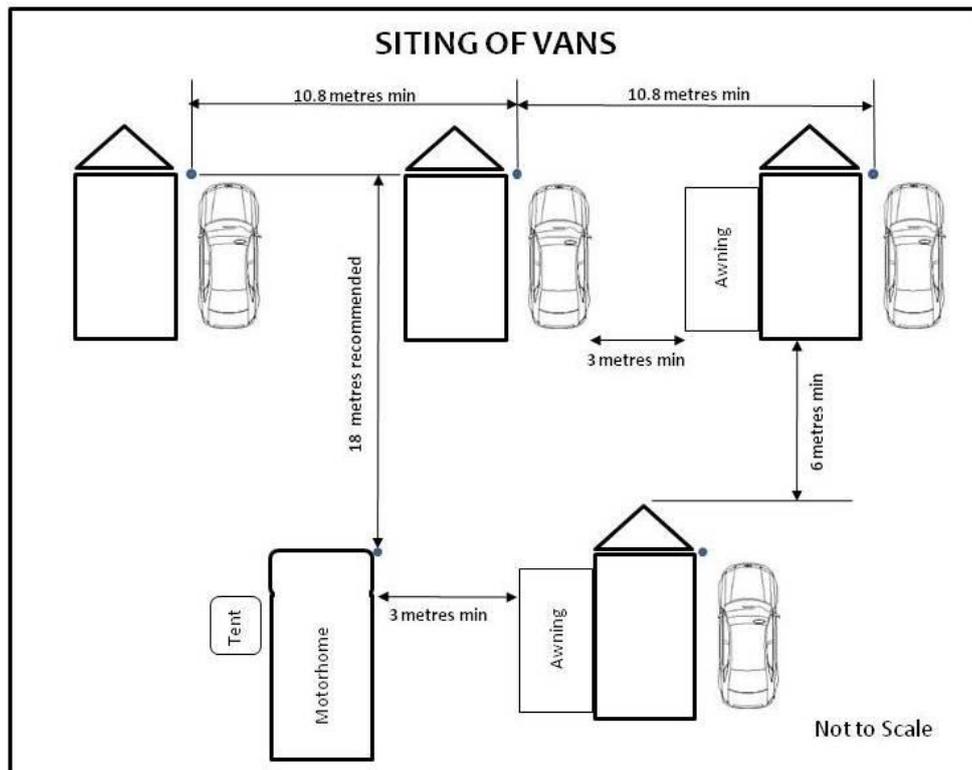
Think about the new rallier, or the visitor, will they know where the field is? Sometimes a straight up sign to reassure others that they are on the right road is very helpful - particularly if the field is a distance from a major road.

A little thought will stop accidents from happening, and prevent members who have overshot a turn from arriving in a grumpy mood.

Siting vans

Caravans are sited such that the car is parked on the opposite side to the awning. The pitch marker is positioned at the front right hand corner of the van. This ensures that the driver can see the peg when driving into position.

There are no hard and fast rules about how to position caravans. The position caravan on the field is at the discretion of the marshal.



However, a minimum distance of 18 metres must be left between each row and 10.8 metres between vans. You must leave at least 3 metres clearance between awnings/tents or any other part of the outfit and any part of the adjoining outfit. Most people will stagger the lines of caravans, not only to prevent staring into each other's windows, but also because it makes moving vehicles easier in the event of an emergency.

If the Rally is on a Commercial Site and using their licensed pitches (so not on an adjacent rally field), we are not using the Exemption Certificate. So if we are using a Commercial Site's licensed pitches we would abide by the rules of the site.

Club Requirements

In order that the members attending the rally are insured, the Caravan Club Rules state that the flag must be flown during daylight hours, and a list of all members attending must be displayed at the base of the flagpole.

We ask members to book in advance to ensure that the list is correct at the day of the rally. If you do have latecomers, or members arriving without a booking, you **MUST** add their name to the list immediately.

Flag and what goes with it

The time of flag is at the discretion of the marshal, and should be arranged to give sufficient time for thanking all those who have contributed to the success of the rally. Usually flag is held at 11:00 on Sunday morning.

Shortly before flag the Centre Chairman, or designated Committee member, will visit your van to ask if you know of any birthdays or anniversaries. He/she will explain the order of events at flag, and help with any problems you have.

At flag, you thank the members for attending, and your team for the work they have done. Do not forget to thank anyone else who has contributed to your rally - perhaps you have had help with catering or the entertainment. You do not have to give these people gifts, although this is an option.

Announce the winners of any competitions you have run, and prizes should be available for each winner. It is customary to provide sweets for the children.

You decide whether or not to hold a raffle. There are recognised causes that can be supported, and usually a representative of the group responsible will take over and run the raffle for you. Acceptable causes are:-

Centre Charity, Children's Christmas Party, Sports or Club Equipment.

Under no circumstances can money be raised for any other reason.

AT THE END OF THE RALLY

Returning equipment

Check with the Rally Equipment Officer as to how the equipment should be returned. When rallies follow each other, it is usual for the next marshal to take the equipment from your rally immediately after flag. However, this is not automatic, and unless you are told otherwise, **YOU** must take all the equipment you have used back to the Rally Equipment Officer's home.

All equipment should be checked for damage at the end of the rally, and all items must be thoroughly cleaned.

Any special equipment you have requested, amplifiers etc, must be returned to the Rally Equipment Officer, unless you are given express instructions to the contrary by him or her.

In the interests of hygiene it is vitally important that urns, teapots, saucepans and other cooking utensils are cleaned and dried before returning them.

Site/landowner

Please ensure that a cheque to cover the cost of the site fees is obtained from the Treasurer or if he is not on the rally a cheque will be available prior to the rally or from the officer taking flag. Please also ensure that a receipt for payment is obtained and if VAT is being paid, a VAT number is on the receipt. Occasionally, where prepayment has been collected by commercial sites, a bank transfer can be made direct to the site rather than a cheque. Cash payments **should not** be made to landowners and all monies less Marshals' allowance/expenses should be paid to the Treasurer for banking.

If you have questions regarding the finance of a rally then please contact the Treasurer for help and advice.

Leaving the Field

Before you go, walk around the field to ensure that no litter has been left. Check for pegs remaining in the ground and any items that could be a hazard to the animals on their return.

Ensure that the gate is closed and securely fastened.

THE PAPERWORK

Accounts

Complete the Rally Account sheet to show the number of vans, the amount of money received, the amount to be paid to the site owners. All monies collected must be passed to the treasurer minus the allocated marshals' allowance but must provide receipts to cover amounts. **Accounts and attendance list to be returned to the Treasurer.**

Ensure that the accounts are correct and handed to the Treasurer as soon as possible after the rally. If he/she is present at your rally, he/she will help you to complete the paperwork. If he/she is not present, pass the accounts to an attending officer. **NO MONEY IS TO POSTED.** If there are no free places offered by the landowner then the Centre will subsidise **one** place. This shall only apply to rallies of 15 vans or more. You **MUST** mark your account sheet clearly that you have done this to enable the Treasurer to keep track.

You need to account for how your marshals' allowance was spent, and you should attach V.A.T. registered receipts. If you do not spend all the allowance, return the surplus to the Centre. All account sheets to be signed by both sets of Marshals.

Your social should be self-financing, but NOT profit making. Provide details of your expenditure if you hire a hall or any equipment for which VAT is payable.

When a social is run on the field, and the costs are solely for food, which is divided by those attending, no accounts are required.

List of Members Attending

Attendance lists should be displayed on the notice board under the flag, highlight all Committee Members, including youth committee, and their positions for the benefit of any new members or visitors attending the rally.

This list should then be sent with all accounts to the treasurer at the end of the rally noting any cancellations. Attendance lists are available to **download** from the website for you to fill in and return by email.

Members who have cancelled and incurred charges, you should give the treasurer the booking forms.

Pre-Paid Rallies

If you are running a pre-paid rally, you must ensure that you receive payment with the slips. All money should be paid to the Treasurer.

Keep a list of those who have paid, and the dates on which payment was received.

New Year and Holiday Rallies

For a holiday rally, those who wish to attend will be asked to pay a deposit at the time they put in their slips. However, a number of stage payments will be required, and it is your responsibility to ensure that reminders are sent and are collected in full **FOUR WEEKS** before the start of the rally.

If you accept a late booking, insist that payment is made in full. In some cases, numbers are confirmed with the site owner and cannot be increased after a certain date.

Payment by Cheque

Make sure that cheques for all rallies are made payable to **The Caravan Club, Leicestershire Centre**. If the payee is not correct the cheque may not be accepted by the bank. Return any incorrect cheque and ask for it to be corrected.

Cheques for the Inter Centre Rally should be made payable to the Centre hosting the rally.

HEALTH AND SAFETY

Bad Weather

Bad weather on rally sites and severe rain can be a recipe for accidents to happen. Not only will cars slip, tearing up the field and creating a greater risk to others, but they will also damage the field, which may lead to us not being welcome in future.

As soon as the rain begins to cause the field to become slippery, or the entrance to be reduced to wet mud, raise the yellow flag on the flagpole, so that it flies just beneath the centre flag.

The yellow flag is a sign that cars must not be used. The rule applies equally to 4x4 drivers. Avoid all movement until it is time to leave the rally field.

Discuss the procedure for removing vans with a Committee member. A small number of 4x4 drivers will be asked to help to move all caravans to a safe point where they can be rejoin their tow cars. This reduces the number of vehicles moving on the field and ensures that vans can be moved slowly without spinning wheels unnecessarily. A donation of £2.00 is usually offered to the drivers to compensate for fuel used.

Fire

Fire Extinguishers should be placed at the bottom of the flagpole with the fire bell.

Only try to move those vehicles that are in danger if you can do so without putting your own lives at risk.

As a marshal, your responsibility is to stop people trying to be heroes.

Call the fire brigade, and then keep the rest of the members away from the fire.

Minor Injuries or Illness

Everyone should carry a simple first aid kit in their caravan to treat their own minor injuries.

Major Injuries or Illness

In the event of someone becoming seriously ill or receiving a major injury that obviously needs medical attention, do not hesitate, Dial 999 and call an ambulance. Time is of the essence, so make sure that you can accurately describe the symptoms and direct the ambulance to the rally field.

If you dial 112 on a mobile phone the emergency services will know exactly where you are via GPS signal from the phone.

The medical services will need to know the name, address and date of birth of the victim, so you will need to ensure that close relatives are available to give the details. It goes without saying that the emergency vehicles need access between the caravans.

Your responsibility should a major injury or illness be reported to you, is to get the emergency services on scene as quickly and efficiently as possible, and then to inform the Chairman or Committee member attending your rally and ensure that the patient or relative fills out an incident report form which can be obtained from the chairman or acting chairperson.

And finally,

Enjoy your Rally.