



Camping &
Caravanning
Group



Rally Marshal's Guide



Boundless by CSMA

Camping and Caravanning Rally Marshals Guide

INTRODUCTION.

These notes are for the guidance of Rally Marshals, and their Assistants, and should be read in conjunction with the C&C Code of Conduct, bearing in mind that running rallies is 95% commonsense, and the other 5% the rules cover; or you contact one of the C&C Committee members.

It is important to remember that our rallies are normally run under an Exemption Certificate, granted to the Club by Natural England, the Welsh Assembly and the Scottish Parliament (copies are held within the Marshal's Area of the C&C section on the Boundless Volunteer Hub)

<https://volunteerhub.boundless.co.uk/interest-groups/camping-and-caravanning-group-marshals-area>

This allows us to use land without Planning Permission, up to a maximum of 5 days. Longer rallies on unlicensed land may need to gain prior approval from the local authority, who may grant dispensation from the need to apply for planning approval.

As most sites charge by the night the C&C Committee recommends that all rallies should refer to the number of nights on sites, this normally being limited to 5 nights.

Brief notes on rallies abroad, over 5 days and in National Parks are included in Sections 6, 7 and 8.

1. Five Day UK Rallies

1.1

Location and Date.

To aid publication in the C&C Handbook it is important to arrange the rally by the end of August of the preceding year.

If the rally is being run under the banner of a Local Group, then once it has been ratified the Group should submit details to the Member Communities team in Brighton using the on-line form, and a UK Rally Proposal Form be filled in and emailed to the C&C Committee. If the rally is being run under the banner of the C&C Committee then the proposal form should be submitted to the C&C Committee, for ratification before you make any final arrangements. In both cases this is to ensure that an area is not being over-rallied and that there are no obvious date clashes with other rallies in the same area.

| UK Rally Proposal Form | |
|---|---|
| Rally Information | |
| Rally Submitted by: | Date: |
| Name of Rally: | |
| Organising Group: | |
| Sponsoring Group Email: | |
| Rally Marshal Name: | |
| Rally Marshal Email: | |
| Rally Marshal Telephone: | Mobile: |
| Rally Marshal Postcode: | |
| Rally Start Date: | Rally End Date: |
| Number of Nights on site: | |
| Max Number of units: | Min Number of units: |
| Rally Details | |
| Rally Venue: | |
| Postcode: | |
| Map Reference: | |
| Is the rally taking place on a national park? | Yes No If the rally is taking place on a National Park you will need to submit an application to the Caravan and Motorhome Club to receive permission to do so. Please contact the Camping & Caravanning Group leader for more information or advice. |
| Site Fee: | £ Rally Fee (if Applicable): £ |
| Total estimated cost of Rally Per unit: | |
| Site Inspection | |
| Site inspection costs should be kept to a minimum and inspections should, whenever possible, be carried out whilst on holiday or attending other rallies. Inspections must be authorised by the Sponsoring Group Committee. | |
| Expenses are limited to a maximum of £100 | |
| Distance traveled in miles: | |
| Cost (35p per mile): | £ |
| Rally Attendance | |
| Reimbursement of mileage for Rally Marshal & Assistant Rally Marshal. Deputy Assistant Marshals will only be permitted to claim if the expected number of members attending is high or other specific features of the Rally warrant this. | |
| Rally Marshal | |
| Distance traveled in miles: | |
| Cost (35p per mile): | £ |
| Assistant Rally Marshal | |
| Name: | |
| Postcode: | |
| Distance traveled in miles: | |
| Cost (35p per mile): | £ |
| Deputy Assistant Rally Marshal | |
| Deputy Assistant Marshals will only be permitted to claim if the expected number of members attending is high or other specific features of the Rally warrant this. | |
| Name: | |
| Postcode: | |
| Distance traveled in miles: | |
| Cost (35p per mile): | £ |
| Camping & Caravanning Group Sponsored Rally:- | |
| Please send your completed rally proposal form to the Camping & Caravanning Group Leader and Member Communities at cagroup@boundless.co.uk | |
| Local Group Sponsored Rally:- | |
| Please send your completed rally proposal form to your Local Group Secretary and Member Communities at cagroup@boundless.co.uk | |



In all cases a Single Event Notice (SEN) **must** be completed and submitted to the Member Communities team in Brighton not less than 28 days before the Rally.

If you are thinking of running a rally in a National Park, please see the additional notes later in this guide, (See Section 7). If you are holding a rally in an area where another Group are based, we ask you to notify that Group of your intentions. This will ensure that you do not clash with any events they are running and could also result in your rally participants being invited to events they are holding. Remember we are all members of the same Club.

1.2 Check the Site

Visit the site to establish its exact location and suitability, considering the types and sizes of units attending. Also check that the rally would not cause annoyance to local residents.

If the rally is on a commercial site, ask if the rally field is included in their Site Licence. If in doubt, ask for it in writing. If it is not, limit the rally to 5 nights only. If using agricultural land check that there are no restrictions imposed by the Ministry of Agriculture or the Welsh or Scottish equivalents.

Check with the site owner whether there are any restrictions they need to impose, such as arrival times or direction of approach.

1.3 Services Checklist

Check whether there is a drinking water supply and where it is situated.

Check how "grey" waste is to be disposed of.

Check where the chemical disposal point is and what type of fluid is required, since many sites now do not allow the use of "blue" fluids.

Check how they wish rubbish to be disposed of, and whether they recycle.

Obtain details of the local Hospital's Minor Injuries Unit, where the nearest Doctor is, where the shops are, and even things like vets, gas suppliers and dentists.

1.4 Bookings

Rally Booking Form

A Rally Booking Form must be completed for each unit booked. Photocopies welcome
UK Rallies that begin before the 31 March, ALL Continental rallies and Motorhome Shows can be booked as soon as advertised.
Bookings will open on the 5 January for all UK Rallies that begin after the 31 March.

Name of Rally

Members Name

Address

Postcode

Phone Number

Mobile

Email Address

Pitch Type Please enter X TENT TRAILER TENT MOTOR CARAVAN/HOME CARAVAN

Length/Size of unit

Do you Require Electric Hook-up (if available enter yes or no) YES/NO

Vehicle Reg. No.

Names of other Adults in your unit

Forename

Surname

AGE 0-4

AGE 5-8

AGE 9-12

AGE 13-15

AGE 16-17

If anyone in your unit has any mobility or dietary restrictions, or any other conditions that it would be helpful for the Marshals to be aware of, then please contact the Marshals directly.
Please also indicate on the back of this form, if you will be bringing any pets with you, or any other special points to note

Arrival Date

Departure Date

Total Nights on site:

Site Fees per night:

Total Site Fees:

Rally Fees:

Total Cost:

Will this be your first Rally with Boundless? YES/NO

Please send this form to the Rally Marshal with any rally fee payable, unless otherwise indicated in the Rally's description. Your booking confirmation and directions to the rally will be emailed to you, unless you also include a large S.A.E. with your booking.
All Site and Rally Fees payable on arrival MUST be paid to the Marshal in full and in CASH, unless otherwise indicated.
Please note: a specific continental booking form may apply on overseas rallies.
The information collected on this form will be used to facilitate your visit to this rally. Where appropriate your details will be passed to the compile and Marshals to process the booking. At any time if you wish to cancel your booking and have your data removed, please contact the relevant rally marshal.
In making this booking I accept that neither Boundless nor the event organizers' can accept any responsibility for any changes to the event or for any unfulfilled expectations that I/we may have, which are beyond their control.

SIGNED

DATE

boundless
CSMA

For rallies up until the end of March, bookings can be accepted at any time. For all rallies after 1st April, bookings should not be accepted until after the 5th of January. This is to ensure that rallies are not fully booked before the Handbook is published.

Always send an acknowledgement when a booking is made, giving details of the exact dates of the rally, instructions on how to find the site and briefly anything else you need to tell them.

Keep a record of all bookings made, including the names, addresses and numbers of all participants, their unit type and monies paid. These are for your and any Assistant Marshals use only and cannot be shared with others and should only be retained for the duration of the Rally.

1.5 Rally Plaques

We suggest that these are ordered as soon as possible before the rally. The C&C Committee have agreed a colour for each year (see the Marshal's Area of the C&C section of the Volunteer Hub for details). We can supply a list of companies. All plaques should include the Club's corporate identity.

We recommend that "first timers" rallying with the Club get a special badge, these are available from the C&C Committee.

1.6

Welcome Pack

This should be given to all units as soon as possible after their arrival. It should give details of what is happening on the rally, any “domestic” information and possibly some information about the area. It should also give details of any payment due from that member.

1.7

Signs

Any signs posted on the public highway should have permission from the local Highways Authority. Please keep the number to the absolute minimum for safety, erected just before the rally starts and removed as soon as is practical. Suitable signs are available from the Committee.

1.8

Pets

All pets on site should always be under control and on a lead. All “effluent” MUST be picked up and removed by the pet owner. Irresponsible pet owners can be asked to leave if these rules are not followed. **ANIMALS LISTED IN THE DANGEROUS ANIMALS ACT ARE NOT PERMITTED ON SITE.**

1.9

Generators

It is recognised that some members may need to use an external generator. However, these should not cause a disturbance to other attendees and, if allowed on the site, must not be used between the hours of 2000 and 0900.

1.10

Model Aircraft, Drones and Ball Games

The flying of drones, model aircraft, and kites is not allowed over the rally field. Ball games should be held well away from all camping pitches.

and Finally,...

Make contact with the site owner, prior to the rally to ensure that there have not been any alterations which may affect the access or instructions. About a month before should be adequate.

2. START OF THE RALLY

2.1

Before the rally starts set up any direction signs and on-site signs for the Marshal's and Assistant's units, water point, chemical point, rubbish containers, etc.

2.2

For guidance, peg out the area as applicable, so that there is approx.10 metres width for each pitch and, considering the length of units arriving, allow for a 5-metre fire lane at the front and back of each row for emergency vehicle access. This should give room for a car, caravan and awning. Remember that some units such as tents or trailer tents might be bigger, so take this into account. Also consider any member's special requests that have been brought to your attention. Children's “puptents” may be erected alongside the parents' unit and should be considered as part of the unit for spacing purposes. When members arrive and set up their pitch, ensure that there is a fire break of 3 metres clear space between each pitches' caravan/motorhome, awnings, tents, cars, gazebos etc.

2.3

Either you or your Assistant, should welcome all guests, ask to see their membership cards and escort them to their pitch. If possible be flexible, but in the end, you are in charge, and it is up to you to ensure that the minimum safety standards (as above) are met. Many Marshals provide a hot drink on arrival, which is normally very welcome.

2.4

A special welcome should be made to “first timers” at any of our rallies. You or your assistants should be prepared for questions on how things “work” whilst they are on site. It might be useful telling their neighbours they are new and introducing them.

3. DURING THE RALLY.

There are no “rules” on what activities are held during a rally. Some take advantage of events occurring locally, such as carnivals, whilst others arrange trips to places of interest. It is very much up to you, but please consider the type of people attending the rally.

Many find a small written quiz a way to while away a few minutes, especially if the weather is poor. Others organise a get-together as a welcome at the start of the rally, this is good practice and gives a chance for people to meet and introduce each other. This can include refreshments such as a cheese and nibbles evening. A coffee morning prior to leaving is a chance to present prizes, advertise future events and rallies and to present “First Timer” plaques.



C&C Rally Summary Report

| | | | | | |
|-----------------------------|---|--|--------------------|-----|--|
| Event Name | | | | SEN | |
| Location | | | | | |
| Dates | From | | Depart | | |
| Attendance Nos. (Mandatory) | Number of Pitches: | | Number of Members: | | |
| | Note: Members are considered to be all those living at the same address as the member | | | | |

| | | | | |
|--|-----------|-----------|------|------|
| Site Amenities (Delete ratings that are n/a) | Excellent | Very Good | Good | Poor |
| Comments: | | | | |
| Site / Pitch Conditions | Excellent | Very good | Good | Poor |
| Comments: | | | | |
| Activities | Excellent | Very Good | Good | Poor |
| Comments: | | | | |
| Social Atmosphere | Excellent | Very Good | Good | Poor |
| Comments: | | | | |
| Overall Assessment | Excellent | Very Good | Good | Poor |
| Comments: | | | | |

| | |
|---------------------|--|
| Additional Remarks: | |
|---------------------|--|

| | | | |
|----------------------------------|--|------|--|
| Name (Marshal or Deputy Marshal) | | Date | |
|----------------------------------|--|------|--|

Please download this form, complete accordingly, save with title: C&C Rally Summary Form - [rally name] - [month year] and submit via email to: ccgroup@boundless.co.uk

4. AFTER THE RALLY

4.1

Collect all the signs and walk around the field making sure nothing has been left behind.

4.2

Check the venue is vacated in accordance with the Exemption Certificate.

4.3

Complete a simple set of accounts, as specified in the Finance Section, (See Section 5) and forward this to the Treasurer of the Group sponsoring your rally.

4.4

Submit the attendance of members and guests that attended to Member Communities and a brief report about the rally to the C&C Committee on the Rally Summary Report Form, plus the completed Rally accounts on the Rally Account Form.

Members are all those individuals living at the same address as the member. Membership numbers are not required.

5. FINANCE, ACCOUNTING & REPORTING

5.1

General Principles

The framework for funding and accounting for all club activities is described in Section 3 of the Club Handbook.

All Rallies should, wherever possible, aim to be self-financing. Site fees which should be paid by to the site owner by the Rally Marshal. Occasionally, (mainly continental rallies) site fees will be required to be paid directly to Agents. Other expenditure (e.g. Room hire) and claimable expenses will be paid by the sponsoring committee.

At the end of the rally, a simple 'income and expenditure' account should be drawn up (an example is attached). This should be submitted to the sponsoring Group's Treasurer and copied to the C&C Committee Secretary for reference. Information from rallies help the C&C Committee to prepare and justify budget requests for the following year.

5.2

Income & Expenditure

5.2.1.

Site fees

In the case of UK Rallies, the Marshal may act as the 'agent' for the site owner and collect the site fees from members for payment to the Site Owner.

These are to be shown in both the Income & Expenditure columns so that their effect can be taken into overall consideration when assessing the value of the rally to members.

In the case of Continental Rallies, the collection of site fees and payments for ferries etc. is handled directly by the Bonded Agents. No entry for these fees or services should therefore be made in the Rally Account. (See more in Section 6)

5.2.2.

Rally Fees and other Income.

Marshals will calculate the amount of the Rally Fee to be provided by the participating Members (i.e. costs incurred to provide barbecues, morning coffee breaks, competition prizes, rally plaques, etc.). Marshals, in recognition that they are 'working' throughout the rally, are not expected to pay rally fees, but may do so if they choose.

Income and expenditure on raffles should also be included unless the raffle is being run separately for a specified charity or external purpose, in which case all income and costs may be excluded from the Rally Account.

Generally, the aim should be to break even, however, if planning estimates are not met, deficiencies can be claimed from the sponsoring Group's Treasurer via the normal expenses claim form. Similarly, surplus money should be transferred to the sponsoring Group's Treasurer for inclusion in his/her Group accounts return.

At the Marshal's discretion all non-perishable surplus goods purchased for a rally should be retained for future use or transferred to the sponsoring committee for use on another rally. Receipts should be attached to the Rally Account to clarify the figures.

5.2.3.

Inclusive Charging option

Marshals have the option to charge an inclusive nightly rate for the rally, instead of a site fee and a fixed rally fee. On the rally account, the site and rally fee elements are separated out to provide complete transparency.

Example: £1 added to the nightly site fee rate, the amount of rally fee contributed by a member attending for the full duration of a 5-night rally will be £5. If, however, a member can only attend for 2 nights, the contribution will only be £2.

5.2.4.

Marshals' Claimable Expenses

This element may appear in different parts of the sponsoring Group's account. Separating expense claims into the areas shown below will help Treasurers to reconcile individual claims.

- Expenses claimed for a site visit, including completing the required Risk Assessment.
- Expenses claimed for travelling to/from the event as appropriate.
- Expenses necessarily incurred during the event which are not included in the Rally Fee.

When completing this section of the form, Marshals should make a compensating entry for any deficiency or surplus shown in the "Rally Fee" section to arrive at the total financial support provided by the committee.

5.2.5.

Participation

Marshals are required to show on the rally account the number of members attending the event, divided into two basic categories, Members and Non-members including day visitors. Members are considered to be all those living at the same address as the member. This helps the sponsoring Committees justify the financial support given and assists with the preparation of next year's budget request and future planning

5.3.

C&C Rally Marshals' Expenses

5.3.1.

General Guidance

In principle, no member should be 'out-of-pocket' when organising an event for the benefit of fellow members, therefore, expenses may be claimed from the sponsoring committee according to the criteria detailed in Appendix A of the Club Handbook. The proposed expenses are to be approved by the sponsoring committee **in advance of the rally.**

The following notes on expenses should be treated as guidelines on what may be deemed to be maximum claim levels rather than entitlements.

The C&C Committee has agreed that both the Marshal and Assistant Marshal(s) may claim eligible expenses to ensure that at least one Marshal can be on site to help always provide the security and safety of the site for members. Exceptions to this rule are acceptable, i.e. when all Marshals wish to attend a communal off-site event or if adequate security already exists, e.g. on a Commercial site.

To encourage new marshals, the C&C Committee may agree to sponsor the costs of a 'trainee' marshal who attends a rally as an observer, with the expectation that they will progress to full marshalling the following season. Subject to this having been agreed by the C&C Committee prior to the rally, the trainee's travel and, if necessary, their rally fee BUT NOT THEIR SITE FEES, can be reclaimed from the C&C Committee Treasurer upon the submission of a standard personal expenses claim form.

Details of the current travelling and subsistence rates can be found in Appendix A of the Finance Guidelines of the Club Handbook.

5.3.2.

Claimable expenses

5.3.2.1.

Most UK rallies are sponsored by Boundless by CSMA Local Groups who are responsible for reimbursing the following expenses claimable by authorised Marshals and Assistant Marshals for approved events in accordance with the currently agreed expense criteria.

Expense claims should be submitted to the sponsoring Group Treasurer (either the Local Group or the C&C Committee Treasurer).

- Travel costs to and from the rally site which may include any ferry, bridge, tunnel or toll fees.
- Subsistence for a one-night 'stop-over' on route were agreed to be essential.
- The cost of a planning visit to the site, which should include the completion of the Risk Assessment, before the event if approved in advance by the sponsoring committee.
- Essential travel costs in support of activities taking place during the rally. These include the collection of rally materials, medical visits, etc., but not the Marshals' personal leisure outings.
- Personal site fees for the duration of the rally are at the Marshals' own expense, although it is anticipated, in many cases, that Marshals will have negotiated free places to cover this.

5.3.2.2.

The event proposal, via the online or downloaded Rally Proposal Form, must include estimates of the likely costs of the rally and organiser's expenses. These must be submitted to the sponsoring committee in advance of the event taking place and ideally by the middle of the year before the rally to allow the sponsoring Group's Treasurer to incorporate these costs into that Group's budget request for the following year.

At this stage, the sponsoring Group, or, if appropriate the C&C Committee, can be asked to approve a special subsidy for the event, i.e. because there is a need to encourage support for a rally of a new type or in a new area etc. The Club Treasurer is to be notified of any proposed subsidy.

After approval is given, details of the event should be submitted to the C&C Committee for inclusion on the Boundless by CSMA website and publication in the C&C Handbook as appropriate.

All expenses are paid with the approval of the sponsoring committee who have the discretion to set a maximum limit in advance if they deem it necessary.

Extract from Appendix A of Club Handbook.

ALLOWABLE EXPENSES FOR BOUNDLESS BY CSMA COMMITTEES

| Purpose | Eligibility | Expenses Allowable | Limits and conditions |
|----------------------------------|---|---|---|
| Planning & Attending Club events | Organisers and hosts authorised by the relevant Committee | Travel and meals Telephone calls Postage Stationery, printing and photocopying relating to the event | Reasonable costs, within the above limits, relating to reconnaissance, planning and running events, or developing member benefits, e.g. C&C site inspections where incurred costs should be built into the event budget. At the discretion of the relevant Committee these may include the cost of attending the event, if this is the key to the event's success and provided the cost is also included in the budget. Costs of overnight accommodation would not normally be allowed. |

Rally Marshals' Guide

C&C RALLY ACCOUNT FORM

GROUP.....

| Rally Name | Date |
|------------|--------------------|
| Marshals | Assistant Marshals |

| | INCOME | EXPENDITURE |
|---|----------|--------------------------|
| Site Feesunits @E..... per night, for nights | | Site Fees |
| Rally Feesunits @ E..... | | Rally Plaques |
| | | Catering |
| | | Stationery |
| | | Prizes |
| | | Other |
| TOTAL INCOME | £ | TOTAL EXPENDITURE |
| | | £ |
| | | Surplus/Deficit |

Charge to Sponsoring Committee (Claim forms attached)

Rally Marshals' Guide

| | | |
|------------------------------------|-------------------|----------|
| Pre- Rally Expenses | | |
| Marshal's Expenses |miles @ 35p | |
| Asst Marshal's Expenses | miles @ 35p | |
| Deficit from Rally Expenses | | |
| Total charge to group funds | | £ |

Participation

| | |
|--------------------------------------|--|
| Number of units | |
| Members (including Day visitors) | |
| Non-members (including Day visitors) | |

Signed..... Approved by.....

Date..... Date.....

Notes

C&C Rally Account Form Revised November 2024

C&C Rally Account Form Revised November 2024

6. CONTINENTAL RALLIES.

Investigation of Continental sites

All potential new Continental Rally sites should normally be inspected before use by the organiser. It is expected that, unless specifically approved otherwise by the C&C Committee, site visits should be made whilst the organiser is attending a current Continental Rally, whilst on route or returning from a Continental Rally or whilst abroad on other business.

Mileage claims from the 'base' site to and from potential sites is permissible as indeed are mileage deviations from the outward or return journey if attending a continental rally. If potential sites are considerably further away than a day's travel, then overnight subsistence is also claimable. Prior to any preliminary visits, cost estimates must be submitted to the C&C Committee, who may limit these expenses to a fixed sum.

The Rally Marshal should decide where and when they wish to run a Continental rally and then approach one of the approved agents, currently either Select Sites or Alan Rogers, to assess whether the site is known to them or if they can recommend another in the chosen area.

When the sites and dates are arranged they should complete a Rally Proposal Form for Continental Rallies and forward it to the C&C Committee for approval by the end of **JUNE** in the year before the rally year.

After they have received approval from the C&C Committee they can then confirm the dates with the chosen agent and complete the SEN.

If the marshal wishes to do an additional site visit, it should be done with the C&C Committee's approval, and preferably whilst they are on holiday or at a Continental rally. Expenses for these visits will be limited to £100.

Generally, the rules for running continental rallies are very similar to those for UK rallies. If you are considering running a continental rally, it would however be advisable to speak with a member of the C&C Committee as they will be able to provide you with help and guidance to make the organising easier.

7. NATIONAL PARKS.

If the chosen venue for any Rally is in a National Park Authority, then permission must be obtained from that Authority. This is done through the Rally Clearing House run by the Caravan & Motorhome Club.

Notification of the Rally must be made to the C&C Committee by **February** of the year proceeding the date of the Rally. Authority should be granted by **August** of the year prior to the rally. It is very unlikely that a rally of 28 days will be authorised. Once authorisation has been obtained, then the normal rules for running a Rally apply, subject to any arrangements specifically requested by that Authority.

8. SIX TO TWENTY EIGHT NIGHT RALLIES

In general, the Club is authorised under the Exemption Certificates held, to hold rallies for members lasting up to 5 days without getting anything more than the landowner's permission. However the Certificates also permit rallies up to 28 nights provided that the following are observed:

- 1/ The Rally can be no longer than 28 nights.
- 2/ Notice of the Rally is given to the relevant Local Authority.
- 3/ If the Local Authority objects then their requirements must be met or the rally must not proceed.
- 4/ As the land must be occupied by the Club to meet these requirements, it will be necessary for the Marshal to enter into a formal rental agreement with the land owner.

9. LINKS/CONTACTS TO THE FORMS REQUIRED.

Before you can access any of the links below, you must have a Boundless by csma website account and be signed in as a member, once you have signed in the links below work.

Rally Proposal Form and Rally Account Form:

<https://volunteerhub.boundless.co.uk/interest-groups/camping-and-caravanning-group-marshals-area>

SEN: <https://volunteerhub.boundless.co.uk/events/sen-forms>

Personal Expenses Claim Form:

<https://volunteerhub.boundless.co.uk/>

C&C CODE OF CONDUCT

The General Code of Conduct has been adopted by the Boundless Camping & Caravanning Committee. Any member attending a Boundless rally is deemed to have accepted and agreed to be bound by this code and to acknowledge that it must be complied with by any companion or guest. Rally marshals have the authority to request a member to leave a rally for persistent disregard of the code.

GENERAL

Attendance at rallies held under the authority of Boundless by CSMA's Certificate of Exemption is to be open only to current members of Boundless by CSMA. Where a rally promoted by Boundless or one of its Groups is held under other authority, members and others attending are expected to comply with this Code of Conduct. Proof of membership is to be shown on request. One named person (the rally marshal) is to be responsible for the conduct of the rally.

SAFETY ON RALLY SITES

All vehicles are restricted to 5mph on the rally field and learner drivers are not allowed. Pitches should be set at 10 metres between pegs, subject to marshal discretion, and units sited to ensure a fire break of 3 metres clear space.

A 6-metre roadway must be left clear for emergency vehicle access between rows. Units should be sited as directed and should not exceed 20 to the acre.

Towing vehicles should normally be parked at the side of the unit.

Open fires are not generally allowed, except by permission of the marshal.

The use of barbecues should also be agreed with the marshal and should be sited well away from units, awnings, tents, vehicles, etc, raised from the ground and suitable fire precautions taken.

It is strongly recommended that all units carry an approved fire extinguisher and/or blanket and that everyone should be aware of how to use the equipment they have. It is also considered good practice for a suitable container of water to be sited in front of each unit and that members should have a first aid kit. A fire extinguisher approved to British Standards Institute and/or Fire Officers Certificate standards will be held on site.

BEHAVIOUR

Respect should be shown for the landowner's property: trees, fences, buildings, equipment and stock. All pets must be always kept under control and not allowed to be loose on the site. All animals must be on a lead, recommended length of lead when tethered is a maximum of 2 metres. All animals should be exercised away from the site.

Flying kites, model aircraft and drones the use of catapults, airguns and similar equipment is not permitted. Ball games should not be permitted among or close to the units. Where possible the marshal will designate an open space well away from the units as a play area. Noise should be kept to an absolute minimum.

The use of radios, televisions, generators etc, must not be allowed to cause nuisance to others. Cars should always be used with discretion. Generators should not be used between 8pm and 9am.

Each pitch should be left clear of litter at the end of the rally. A careful check should be made before leaving that nothing has been left behind.

PUBLIC HEALTH

There must be clear differentiation between drinking water taps and taps provided for cleaning toilets. The two uses must never overlap. No part of any toilet may be taken to a drinking water tap. If a separate tap is not provided a container of water should be taken to the disposal point for cleaning the toilet. The arrangements for the disposal of wastewater and chemically treated sewage must be agreed with the landowner. Wastewater should not be allowed to foul the ground. It should be collected in a suitable receptacle and disposed of as directed.

Members attending rallies of short duration can reasonably be asked to take their refuse home with them. On rallies where refuse is to be collected however, refuse receptacles should be used. The marshal should ensure proper disposal by the landowner or collection by the local authority or engage a contractor who has given an undertaking to dispose of refuse at a licensed site under the direction of the manager. Under no circumstances should refuse be emptied into a toilet disposal point.

RALLY BOOKINGS

To ensure greater equality for all members to be able to book, the UK Boundless Caravan rallies that begin after 31 March will only open for booking from the appropriate date shown on the Boundless website C&C page, which will be updated each year according to the Handbook circulation dates. UK rallies before 31 March, the continental rallies and the motorhome show rallies are available to book as soon as they are advertised. Rallies will not be available on the online booking form prior to this date. Bookings at cancelled rallies cannot be carried over to another rally and all fees collected must be returned to the member.

Rallies will be removed from the online booking form once capacity has been reached. Please check the caravan rally listings on the Boundless website for more information.

Please be mindful that our Boundless Caravan Rallies are organised and run by volunteers. They give up their own free time to organise Rallies on behalf of their fellow members. Rally Marshals may be on another rally and/or overseas when making your booking.

Please indicate on the rally booking form how many nights you wish to stay for. (Part-bookable rallies only). Full payment may be required up to one calendar month prior to the rally start date.

Your booking will be provisional until a rally booking form and deposit are received by the Boundless caravan rally marshals.

ADDITIONAL NOTES:

The Rally Marshall must ensure that all members are aware of The Countryside Code, The Caravan Code and Marine Conservation Society.

The Rally Marshall or the sponsoring Group Committee will take reasonable steps to satisfy themselves that the site to be used is not subject to a relevant order under paragraph 13 of the First Schedule to the 1960 Act (for caravans), or an Article 4 direction under Schedule 2 to the Town and Country Planning (General Permitted Development) Order 1995 (for caravans and camping), and that it is not one where planning permission has been refused or where enforcement action has been taken.

The Rally Marshall will agree to move from and avoid any site to which the local authority maintains a valid objection and will not hold Rallies on sites adjacent to certificated locations/sites unless the proposed site is clearly differentiated and the risk of interference with local people and other users is minimal.

The Rally Marshall will take reasonable steps to ensure that the siting of units (a caravan, motor home, tent or trailer tent) does not unduly interfere with the activities of local people, their privacy or their enjoyment of their property. They will also ensure that the siting of units does not interfere with the enjoyment by others of the landscape, natural beauty or nature conservation value of the area, particularly in areas designated for their landscape or wildlife qualities.

The Rally Marshal must ensure local people should be able to carry on their normal activities when Rallies are in progress. They should take reasonable steps to minimise disturbance and will investigate and deal with the causes of any complaints made. Care should also be taken not to damage the site or the surrounding locality.

The Rally Marshal will take steps to ensure that travel from major roads to a proposed site is not likely to cause undue disruption or difficulties for other road users. Access to the site must be suitable for the number and likely size of units attending the meeting. The arrival and departure of units should be arranged to minimise disruption to other road users.

We hope this booklet has been useful. If you have any further queries or suggestions please get in touch with the C & C Committee, details of which can be found on the Club's website.

The Camping & Caravan Committee.

<https://volunteerhub.boundless.co.uk/interest-groups>

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