

QUICK-START NOTES TO RUNNING A C&C RALLY (To be used in conjunction with the Rally Marshal Guide for further information)

Welcome

If you are new to running a camping and caravanning rally for CSMA, then the C&C Committee welcomes you, and thanks you for your support and enthusiasm.

So whether new to rallying or experienced, we hope you will keep this guide to remind you of the basic planning and expenses procedures that apply.

At first glance you may think there is too much to know and too many rules, but really it's all very simple though we suggest that the best way to learn about running a rally is to have been on one and talked to the rally marshals involved. There are also no rules about how you make an event 'your own' and you'll find that CSMA rallies differ in style and content, depending on the marshal involved.

Members Only

A CSMA rally is a member's benefit and restricted to members and their families only. This means that every unit on site must be occupied by a CSMA member, and non-member guests units are not permitted. This applies to all rallies, whether UK or overseas, whether on private land or commercial sites.

Rallies in the UK

If rallies are held on commercial sites, they can be held for any number of days. More often, rallies are held on farmland or dedicated rally fields, so they fall under special Government rules that allow temporary planning permission.

This permission is shown by the Exemption Certificates, granted to the CSMA by Natural England, The Welsh Assembly and the Scottish Government, on behalf of DEFRA (available on the club website) which allow land to be used without planning permission for a maximum of 5 days, or, with some restrictions, for up to 28 days.

All Rallies – Planning a rally, location, dates and cost

The Rally location dates and its marshals must be approved by the Sponsoring committee, usually your Local Group, at its Committee Meeting and annotated in the minutes. If you are not associated with a local group you should seek approval of the C & C Committee, though do speak to your local C&C Committee member (details in the inside front cover of the C&C Rally Handbook).

The inclusion in the minutes provides authorisation for the reimbursement of expenses incurred as well as giving insurance cover under the CSMA, this covers the marshal and assistants and their partners.

Check the site

With prior approval from your committee, visit the site if not already known to you, to establish the exact whereabouts of the field being offered, bearing in mind the different types of units attending - caravans/motorhomes/trailer tents/tents.

If the rally is to be held on a commercial site and a rally field is offered, make sure it is covered by the sites licence unless you intend to rally under the Exemption Certificate. Establish arrival times, direction of approach, points of entry, drinking water taps, waste water and chemical disposal points and rubbish disposal, including the recycling policy.

The Year Before

1. To start your plans, define the location and the length of rally you want and find a site with the facilities you need – be it a basic field or one with toilets and hook-ups etc. then discuss your Rally idea with an existing rallying member that you feel confident to work with and ask them to be your Assistant Marshal and agree the details together.

2. Talk to the owner about the dates, space and pitches required and cost per unit night. It is expected that marshals seek free pitches for both, them-selves and assistants; if this is not available you will have to fund your own pitch fees. Try and agree a discount rate but never charge members at a higher rate than the usual site rate.

You also need to set the Rally Fee which should cover the cost of plaques, any catering, prizes and social activities, in the UK this is normally between £4 - £6 depending on the activities planned. The Rally Fee should be set to make the rally self-financing; travelling expenses should not come from the rally fee but from the sponsoring group funds.

As soon as your outline arrangements for the rally are clear, it will be necessary to reach an understanding with the landowner/site manager as to the terms of use and have an agreement on paper.

3. You should then submit your plans, possibly using a Draft proposal form to the sponsoring group for approval also inform the C & C Regional Co-ordinator to ensure no other rallies are happening in the same area at the same time.

4. Complete the details for the handbook and website on a Rally Proposal Form and send to Group Secretary and/or web master.

5. Taking Bookings – Once the event is promoted, make a record of bookings received and send an acknowledgement letter/e-mail giving details of start and finish times and dates of rally together with more detailed instructions on how to find the site. This letter should welcome the member but also include a 'disclaimer' such as 'In making this booking you and your party accept that neither Boundless by csma nor the event organisers can accept any responsibility for any changes to the event nor any unfulfilled expectations which you may have, which is beyond their control'.

You should record the bookings with first and last names, membership numbers, names and ages of children, car registration details and colour, also if this is their first rally with the CMSA not just your group.

1 – 2 Months before the Rally

1. Check with the owner that everything is still alright and if necessary, revisit site (prior approval from group required for funding travel costs) to check Risk Assessment details

2. Order Rally Plaques – order the required number of rally plaques you can choose the shape and motif, but the colour should be that designated for the present year (e.g. 2013 is red) it should also include the csma club motif. There are also special rally plaques for first timers and thank you plaques for the marshals and assistants that are held by the group or available from the C&C Committee.

3. Decide what you need and arrange a date and time to collect the rally Equipment.

4. Complete Event Notification Form and Risk Assessment form and Email to Club Activities.

5. Prepare any quizzes or competitions

One week before Rally

1. Prepare Lists of members attending and all forms required for the rally.

2. Prepare welcome and information letter.

3. Buy any Catering items (tea, coffee etc.) required for the rally.

4. Buy raffle tickets (if required) and prizes.

Rally Set Up Day (usually the day before the rally opens)

- 1.** Meet with the site owner and clarify any points required. Should an insurmountable problem arise that requires the rally to be cancelled, it should be possible to phone most of the rallier's before they set off.
- 2.** Plan the site layout for the vans expected, pitches should be 10 meters between vans to ensure a fire break of 3 meters clear space, a 5 meter roadway between pitches must be left clear for emergency vehicle access.

Before the Rally Start Time on the 1st day of the rally

- 1.** Erect the flag and any signs needed e.g. direction, marshal, drinking water, chemical toilet disposal, wastewater and any hospitality tents required.
- 2.** Once the rally opens, welcome arrivals and escort them to a pitch, trying to be as flexible as possible to ensure those who want to be together can be together. Offer new arrivals a drink (Tea or Coffee) and collect fees and distribute rally envelopes which should contain a welcome letter, rally plaques, quiz sheet, if possible, a list of all attendees and their hometown and information required for the rally.
- 3.** Hold welcome event that evening to help rallier's to get to know one another, usually offering Tea & Coffee and perhaps a biscuit. Welcome everyone 'formally' and make any announcements relevant to the rally.

During the Rally

- 1.** Hold any functions arranged for the rally.
- 2.** Maintain a presence and be available to members if they have a problem and assist if possible.
- 3.** Collect any outstanding rally and site fees.
- 4.** Hold farewell event (Coffee Morning) to thank members, present prizes and promote future rallies.

After the Rally

- 1.** Pay site owner and collect any signs erected and take down flag.
- 2.** Email Rally Account sheet to Group treasurer, copied to C&C Committee Secretary.
- 3.** Email attendance Record to Group Secretary and Club Activities in Brighton
- 4.** Keep planning next year's rallies
- 5.** Help any new assistant marshal to plan one of their own next year.