

**Derbyshire Centre Marshalls Notes**

The following notes are to support you when running your rally during the coming season. The notes are presented in an order which reflects the activities and items to consider at the various stages of running a rally.

1. RALLY PREPARATION

**1.1 Rally Site**

Prior arrangements have been made with all landowners for a Rally to be held on their property on the dates shown, at the prices notified on the Rally Information Sheet. **This sheet will also show whether any free Marshals places are available** and information passed on from previous rallies via completed rally site Report Forms. This information could be out of date and should always be checked.

**Free Marshals Places.** For normal week-ends and Bank Holiday rallies the Rally Secretary will contact the landowner when booking the rally field and will establish whether the land owner is prepared to give free Marshals places. If the land owner agrees to give 2 free places, both marshals placed are free. If the land owner agrees to give only one free Marshals place, then the Centre will honour and pay for the second marshals place. If the land owner will not give any free Marshals places, then the Centre will cover the cost of one marshals place which can be shared between the 2 marshals. For rallies over 4 days and holiday rallies, there will normally be **no** free marshals places, unless the land owner specifically agrees to give free places. Therefore, the Centre will not normally give any free marshals places on these types of rally unless approved in advance with the committee.

**Please contact the landowner two weeks before the start of the rally** to let them know your time of arrival to the rally field. Not all landowners allow marshals to attend the rally field on the previous night free of charge and only the named marshals are covered by insurance for this night.

The actual field used for a rally may change from year to year. Please check with the landowner and make certain, which field and access to use, and check that it is possible to peg the site for the number of vans you intend to accept. Please discuss any limits you find necessary with the Rally Secretary or Assistant Rally Secretary if this is different from the details that have been advertised on the website. **If a rally must be cancelled due to unforeseen circumstances, this must only be done by the Rally Secretary contacting the Landowner and under no circumstances should be done by the Rally Marshals.**

Enquiries should be made about Out of Bounds areas during your site visit to the landowner.

**1.2 Rally Equipment** It is your responsibility to collect the equipment for your rally. Please liaise with other Rally marshals from immediate past rallies to arrange collection.

If you are unable to collect the equipment for your Rally, please make alternative arrangements, either with your fellow Marshal or amongst friends. If this is impossible, please let the Equipment Officer know in plenty of time to make alternative arrangements.

## 2024 Derbyshire Centre Marshal's Notes

When collecting equipment from the Rally, please endeavour to leave signs as late as possible in case of an emergency.

Any discrepancy in the Rally equipment should be reported immediately to the Equipment Officer.

Catering Equipment is available from the Equipment Officer. Please book well in advance and if you take extra equipment from the previous Rally, please let the Equipment Officer know. Please rinse/clean equipment before return.

PA Equipment is available from the Equipment Officer if booked well in advance.

### 1.3 RALLY BOOKINGS

**All bookings are now made online with members automatically receiving a confirmation email, however it is still encouraged that marshals communicate with members providing any additional information for the rally if not already published on the website.**

#### 1.3.1 Cancellations

If a member cancelled a booking, they are encouraged to use the cancellation form on the website, <https://www.derbyshirecentre.co.uk/cancel-a-rally> . If a member cancels directly with a marshal please advise the Treasurer [treasurer@derbyshirecentre.com](mailto:treasurer@derbyshirecentre.com) at the earliest opportunity with the details.

### 1.4 RALLY PLAQUES

For a normal weekend the rally plaque is a shield with one motif in the colour chosen for that rally Year. Special plaques can be ordered for bank holidays/holidays etc.

Place your order for the rally plaque with the Plaque Officer. Contact details for 2024 are Mob: 07427 627143 or email [plaqueofficer@derbyshirecentre.com](mailto:plaqueofficer@derbyshirecentre.com)

Please email or telephone (email preferred) the Plaque Office at least 28 days prior to your rally start, to order your rally plaque please advise of motif required for your Rally.

### 1.5 Rally BROADSHEET / INFORMATION SHEET

Brown rally envelopes are being phased out by the CAMC so where possible marshals should email the broadsheet/information sheet to members who are booked on the rally. If this is not possible then white envelopes should be used. In addition to a rally plaque the envelope should contain a broadsheet of rally information. This should include as a minimum the following information. An approximate location of the water and elsan avoiding where possible "as signed".

Out of Bounds should be included on your Broadsheet and also signed on the site.

- The nearest hospital with a casualty department. - Time of Flag

- Any other information relating to the rally and programme is left to the marshal's discretion.

## 2. RALLY WEEKEND/WEEK

## 2024 Derbyshire Centre Marshal's Notes

### 2.1 Setting Up

The site should be marked with enough places for the caravans expected, plus a few spare if possible, unless the site is particularly full, then Members should be allowed to choose their own pitch, saving one pitch if they wish to for a friend.

For health and safety reasons emergency vehicles should be able to gain access at all times to within 90 mts of any unit on the site. The minimum spacing for pitch markers is 9mts between caravan pitches and 14mts between rows of pitches. A minimum spacing between facing walls of adjacent caravans and motorhomes (the unit) of 6mts is required. Where a habitation unit has an awning attached to it, (Caravan/motorhome), the awning perimeter is classed as the end of the habitation unit and a minimum of a clear 6 metre gap should be left before the next habitation unit. The car should be parked close to the off side of the habitation unit and there should be 3mts clear between the car and the neighbouring habitation unit. If space permits, allow more room between units and rows.

Care should be taken not to position caravans under power cables or lines and a clear 6 metre gap should be left between habitation units and buildings.

Marshals should place centre signs at the immediate approach to the site, but care should be taken with the positioning of these signs as Derbyshire County Council have objected to them being placed on their road signs. Please ensure that all centre signs are removed from the highway immediately after the last caravan has arrived.

Marshals should place Flashing Lights at Entrance Gates from dusk until 10.30 p.m. to guide outfits on to the site. It is necessary to sign the Marshals' Van, Water, Elsan and Out of Bounds on the site.

The notice board should be placed on a pole for ralliers to see.

The notice board should contain a copy of Centre Rules, Spacing requirements and Committee details

### 2.2 ARRIVALS

Most rallies commence at 10-00am on Friday unless otherwise stated by the Marshals and close at the time set by the Marshals on Sunday, unless any constraints have been set by the landowner.

Caravans should not arrive after 10-30pm on Friday. Marshals need not accept vans outside these limits, but it could be beneficial to allow caravans to arrive earlier on large Rallies to prevent congestion at peak times.

New ralliers should be introduced to a regular Member sited near them. The Centre's way of positioning their caravan should be explained to them on arrival. Generally, make them welcome. You should make the Chairman or their representative on the rally aware that there are first ralliers present and who they are. The Chairman or a Committee Member will visit them during the Rally to welcome them to the Centre and will present them with a First Rally Plaque at Flag.

Caravans should be parked with tow bars facing the same direction with the front offside corner of the caravan on the marker. Care needs to be taken when positioning Continental caravans with the door on the offside and it is acceptable that

## 2024 Derbyshire Centre Marshal's Notes

they be parked with the nearside rear corner of the caravan on the marker, or an awning width gap from the marker.

Marshals should always endeavour to create a neat display of caravans.

A member may pitch a tent of a size not exceeding 48sq.ft floor area to be used for sleeping purposes only. The tent is to be sited at the side of the Caravan and if not possible, at the Marshal's discretion. Play or Storage tents are not permitted. Tents must be struck as soon as possible on the last day of the rally. Members are not allowed to solely pitch a tent for camping purposes without pitching a caravan.

Please give a list of new rallies and visitors to the Committee Member carrying out the Flag Duty.

### 2.3 ADVERSE WEATHER

Very occasionally weather conditions may be so bad that vehicle movement is likely to result in excessive ground damage. Under these circumstances all vehicle movement will be halted by flying a "YELLOW FLAG" on a flagpole (Rule 19 refers) Please discuss the situation with a committee member first of all to decide on acceptable criteria for vehicle movement (e.g. none, work only, off the field and stay off etc.) Restrictions include four wheel drive vehicles. The important factor is to minimise any damage to the land and this is of paramount importance. The damage remains after we have left - landowners remember this.

Members needing a 'Tow Off' "donates a fixed amount (usually £2 for each car or caravan) to pay the Recovery Driver or for the chosen Chairman's Charity.

Some landowners will assist in 'Towing Off' with a tractor as it causes less damage to the field than our own 'Recovery Vehicles'.

### 3. RALLY PROGRAMME 3.1 Rally Events

This is entirely at the Marshal's discretion. The Committee have however laid down the following rules to guide Marshals:-

Bingo games for non- cash prizes of nominal (low) value are permitted as part of a rally social activity. Bingo games for cash or higher value prizes shall not be held at rallies.

Raffles, Bonus / lucky ball and 50/50 draws can only be carried out with the prior permission of the Committee. Please apply at least one month before the Rally and give details of the use that the profits will be put to.

Car competitions need three months' notice due to insurance consideration. Solo car competitions are not allowed under any circumstances (Caravan Club Rule).

Trailer tents are permitted but must be sited correctly, when erected, on a marker. It is preferable due to the variations in trailer tent design that when sited the main entrance door faces the same way as all the rest of the caravans on the rally.

### 3.2 SOCIAL EVENTS

Social events must be self-supporting and must be costed completely separately to the rally. Some members of the Centre are pleased to lay on music for a social

## 2024 Derbyshire Centre Marshal's Notes

event. Please ask the member involved a few weeks prior to the rally if they would do it.

The Committee will consider claims for losses caused by cancellation of a Rally due to weather conditions, etc.

Alcoholic drinks may be allowed at socials, but please check that the owners of the hall have no objections and also that if a licensed bar is available, members attending do NOT consume their own drinks. It is important that the Broadsheet shows exactly what is intended, i.e. No drink/own drink/licensed bar. It is also important that drinking at socials causes no offence.

Check with the owners of the hall and familiarise yourself with permissible numbers, fire regulations and particularly the presence of heat and smoke detectors and fire escapes/exits.

Any electrical equipment being used (e.g. PA/disco) should comply with current safety regulations. Some venues may ask for certificates of compliance. Always use RCDs/ELCBs on mains supplies.

Outdoor socials are to be governed by the marshals and smoking is at their discretion.

All committee run rallies and events will have an automatic no smoking policy inside event shelters or halls.

### 4. CONDUCT ON THE RALLY FIELD

It is the duty of each Marshal and Committee member to ensure that members obey the Caravan Country Codes.

They should ensure that dogs are not allowed to become a nuisance and that they are always on a lead when out of the caravan.

They should confine the playing of ball games of any type and kite flying to areas away from the caravans.

They should watch that children and adults do not damage walls, trees or buildings around the site. Damage is always remembered by the landowners the next time we wish to use their land for rallies.

Damage caused by children and adults attending a rally or social is not covered by the Centres or Caravan Club insurance. In the event of damage, it will be the responsibility of the centre member whose family causes the damage to pay to have the damage put right.

Marshals should ensure that the Elsan disposal is well signed and the toilets are not washed or filled at the drinking source.

Waste water may generally be disposed of at the perimeter of the field (in the hedge bottom or base of a stone wall) and provided this is done discreetly most landowners find this acceptable. Some sites (e.g. Elvaston Castle ShowGround) insist that waste water is not emptied around the edge of the site but is flushed down the "Elsan Manhole" to keep the system clear. Whatever the requirements are please put it on the rally broadsheet / information sheet

## 2024 Derbyshire Centre Marshal's Notes

They should ensure that all excessive noise ceases at 11.00 p.m. A Committee Member will assist marshals in enforcement of this rule if required.

Speed restrictions must be enforced (Rule 1 refers) Please be firm but polite to a member who breaks this rule. Speeding must be reported to the Committee for action against the offender. Only fully qualified licensed drivers are allowed to drive on the rally field. A learner motorcyclist is allowed to ride to and from their caravan to the site entrance only. Children on cycles should be stopped if riding in a fast or reckless manner.

Police or press should be directed to the Chairman or Vice-Chairman if attending the rally in an official capacity.

### 5. RALLY CLOSE

At all times on a rally the marshalling team is responsible for the rally.

Marshals do not have to be present on the site at all times. It is of course desirable that they are there when member's units are arriving (or departing) in order to welcome ralliers, collect any social or other fees and to ensure that all arrivals are Club / Centre members. Outside these times, the marshals and co-marshals may choose to leave the site.

If the Marshals perceive that there is any form of security or health and safety risk in the area, then it is desirable that if they leave the site, that a responsible Centre member is left in charge of the site, and who has the contact numbers for the marshals. At all times when the marshals are off site, a contact number should be left on the rally field and accessible to all, so that they can be reached if required. This could be on the broadsheet or at the flag or at the marshal's van. At all times on a rally the marshalling team is responsible for the rally, regardless of their location. The marshals set the finishing time of their rallies. The marshals must be the last to leave the site to ensure that all members are covered by the Centre's insurance policy.

Terminate the official programme at around 2-00pm (earlier in winter season), where acknowledgements can be made, prizes presented and the chairman or a Committee member be allowed to make their comments, and give out notices, etc.

It is a good idea to invite the landowner to Flag.

Flag may be held on a Saturday night or during the course of Sunday.

The Chairman or Committee member taking flag, would like to receive the following items after flag. An up-to-date attendance list of people attending the rally for the Statistics Officer. Please ensure that any non-attendees have a clear line through their name(s) but still leaving their name(s) in a legible form. Please also ensure that car registration numbers are correct on the sheet.

If any site details are incorrect or you have any comments on the site, please complete the site amendment form and return to the Rally secretary. This is a necessary source of information for future marshals and indicates whether this is a

## 2024 Derbyshire Centre Marshal's Notes

suitable site for the future. Some regular sites still have no recorded details to help future marshals.

If the above are not ready, then please ensure that they are completed for the following weekend's rally. This is important in order to avoid a backlog for the Officials concerned at the end of the year.

### **6. RALLY ACCOUNTS & FINANCE 6.**

#### **1 Rally Fee**

Rally fees are now collected online and the landowners are paid by the Treasurer via agreed payment methods. Only fees to collect on the rally would be for socials or EHU if provided and not included in the Rally fee.

Landowner receipts whether VAT or not should be sourced by the marshal prior to the end of the Rally.

VAT is payable on all of the rally fees collected and only the parts covered by a VAT receipt for outgoings can be reclaimed. Please try and get a VAT receipt from the landowner for all site fees, many of the landowners we deal with are in fact VAT registered and could give you a VAT receipt - please ask. If this is not possible please ensure you at least get an ordinary receipt, signed by the landowner, for the monies paid over for the Rally.

Any function organised by the rally marshals must be financially self-supporting, in that it must be financed out completely by the rally marshals and separate from the rest of the rally.

Expenses can be reimbursed for marshals towards the costs of the broadsheet only with supporting receipts. Claims should be raised with the Treasurer with 2 weeks of rally close.

#### **6.2 ACCOUNT FORMS**

Account forms are no longer used as all payments are made online and in advance of the Rally. The Treasurer will advise of the amount paid to the landowner for checking the receipt. Rally attendance sheets can be used to record any additional monies collected.