

## **RALLY MARSHALS INFORMATION SHEET (2013)**

### **PLEASE READ**

Inside this pack you will find all the information you require to run a rally. If you have any questions regarding finance speak to the Treasurer, any questions regarding equipment i.e. signs, boilers etc. speak to the Equipment Officer, any other questions please speak to the Rally Secretary.

For the 2013 rally programme the booking form for rallies has been maintained and this is for the following reasons.

- 1). It has been laid out in a format, which is easier for the Rally Secretary to work from when compiling the rally book.
- 2). To ensure all are aware of and comply with the many Health and Safety rules which affect rallying.
- 3). Extra details that are or may be required by The Caravan Club in relation to local planning regulations.

**I ask that you complete this form in full please and do not put as previous year as errors or omissions may arise.**

I have provided a guide on how the form should be completed, section-by-section, and why the details are required. I appreciate most of it is self explanatory but please take the time to read this guide.

#### **Name of rally and location address.**

Please enter the name you wish to call your rally and the full address of its location.

#### **Date of rally.**

The start and end dates of your rally.

#### **Map reference.**

Can be of benefit to those attending your rally and have access to Ordnance Survey maps. Also useful to the emergency services in case of an incident requiring their attendance as they should be more accurate and reliable than the postcode.

#### **Rally limit.**

Please ensure you are able to have 20 feet between facing walls of caravans for the number of vans attending. This is a Caravan Club rule and is there to comply with Health and Safety regulations in relation to fire hazard.

#### **Postcode of venue.**

Include if available. (See map reference).

**Directions.**

Please include full directions. Please ensure road numbers are correct, as they do change.

**Services.**

Include things like own sanitation essential, distance from shops etc. if applicable.

**Programme.**

Include details of social event etc. For Health & Safety regulations if food is being prepared the person in charge of the food must hold a current Food Hygiene Certificate and be present at the time the food is being prepared. Please attach a copy of the certificate if applicable.

**Rally slips to.**

This is for the name, address and telephone number of the marshal to whom the slips are to be sent.

**Rally start/finish time.**

Time you wish the vans to arrive and leave by.

**Marshals.**

List all marshals forename and surname only please.

Date marshals arriving and leaving the venue.

This is the date the marshals will arrive and depart the rally field. The Caravan Club will require this information if Local Authority planning permission is required.

**Contact name and address of venue.**

The Caravan Club will require this if Local Authority planning permission is required.

Please check with the Rally Secretary that the **DATE** you require **IS AVAILABLE** before making a final booking with the venue.

Please remember to leave a space for the Rally Chairman.

**Please do not assume your rally will automatically go into the rally book, please book the date with the Rally Secretary first.**

Your cooperation is appreciated.

*Alan*

Alan Green  
Hon. Rally Secretary.