

SUFFOLK CENTRE RALLY MARSHALS INFORMATION SHEET (2018/2019)

PLEASE READ

Inside this pack you will find all the information and paperwork you will need to run your rally/rallies for 2018 and booking forms for 2019.

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. As there have been some changes please read through this information.

2018

The enclosed equipment list shows where you can collect your rally equipment from and who to pass it to. Please make sure contact is made in plenty of time for this collection and handover. If you have any difficulty please contact Mark Terry, Equipment Officer.

One point that has been raised is allowing a space for whoever is going to be Chairman for your rally. Please include this in your calculations until you are told who this will be. This is usually arranged by Centre Chairman with Vice Chairman and committee.

Please make sure that the direction signs are clear and visible, checking also that they are allowed. It is suggested that they are collected in as soon as possible, unless reasons for leaving them up, to avoid them being taken. Also, the signs around the rally field for drinking water and waste disposal are important to be clear and visible. When collecting in equipment there will be a checklist in the bag – if for some reason items have been damaged or lost please let the marshal collecting know, and contact Mark Terry so they can be replaced.

If, for some reason, there are issues with the rally which may lead to cancellation, please let me know as soon as possible.

Addition for 2018 – You will find in your envelope information with regard to photographs and videos taken on the rally field that may subsequently find their way onto either the website, in leaflets, or in the Club Magazine (should an entry be sent to them). Please display this prominently at your rally, perhaps by pointing this out in your rally information on arrival, giving members the opportunity to excuse themselves from any photographs should they so wish. Photography of those under 18 years of age can only be used with a signed parental/guardian form (available from committee).

2019

If you wish book in a new or previously used venue for 2019, please check with me that the **DATE** you require **IS AVAILABLE BEFORE** making a final booking with the venue. The rally booking forms can be found online within the Website or I can email you a copy. If this can be completed online and returned this will assist preparation of the book and avoid any errors from handwritten ones. A copy is enclosed in this pack as to the information asked for. By your completion of this, to comply with the GDPR regulations from May 2018, it is deemed you are giving your consent for given information to be used. Verbal additions/amendments will not be accepted – please email any such instructions. A “dummy” email address can be provided for the rally – it will link to your personal email but means that your personal email address is not given in the handbook.

Please do not assume a rally will automatically go into the rally book, please book the date with the Rally Secretary first. The draft programme for 2019 will not be posted on the website until after the AGM has taken place. Dates can be provisionally held while final discussions may be taking place.

The programme form should be fully completed, do not put as last year as errors or omissions can occur.

Programme form:

- 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.
- 4). Please complete the form fully, not forgetting contact numbers.

New or non-rallying members. There has been a lot of discussion on how to attract new and non-rallying members to come along to the rallies we put on. All rallies should cater for all members, be they families, couples or single people and many are obvious by a theme/venue, but we are asking marshals to be aware of descriptions when completing the form. A quiet weekend may still be putting on tea/coffee or get together – try and be as descriptive as possible as to what you are providing. If you are within walking or local distance of attractions, add them into the description. Are there footpaths and/or cycle trails local to your venue? Is there a good local pub or restaurant?

Confirmation letter: Once you have agreed the venue/price/date please send three copies of the confirmation letter to the land or venue owner. One you sign which they keep, the other two copies to be returned to you signed by the land or venue owner. Please send one copy to the Rally Secretary with the programme form and retain the other for your information. This will assist in any price disputes later or if due to unforeseen circumstances that the rally has to be taken over by another marshal. One copy is provided which you can photocopy.

Responsibility: Whilst we welcome any family onto the rallies, it should be recognized that whilst marshals are responsible for the venue and siting of vans, they are not responsible for the children of ralliers. Parents should be aware of where they are and that they are supervised on any equipment etc., which may be available on any rally. In case of any query or incident, the person acting as Rally Chairman must be consulted.

You can contact me either via email at: rallysec@suffolkcentre.org.uk or by telephone (see rally book). Periods when I may be on holiday I will let the committee know and will make arrangements for cover in order to book in dates.

Any other questions please ask. Alan Dobson, Rally Secretary

NOTES FOR MARSHALS WITH REGARD TO NEW GENERAL DATA PROTECTION REGULATIONS IN EFFECT FROM MAY 2018

New regulations come into force with which the Centre has to be compliant under instructions from the Club. For marshals this will mean:

Keeping information on members booking on your rallies only as long as is necessary. Once the rally is run, details passed to Treasurer etc., and no further action, this should be deleted. Rally slips should be securely disposed of i.e. shred. Should you wish to keep a record perhaps of those attending for past history of your rally, then only keep the minimal information – keep names for example, deleting membership numbers and car reg – anything that could be used to identify ralliers.

If any device that information is stored on is either lost, stolen or believed hacked, this should be reported to Committee immediately, as we will need to report to the Club a possible data breach.

Over the coming months this information will be distributed as best as possible via our Newsletter, Website and Facebook with further information to that put in the 2018 handbook in the 2019 edition.

For the 2019 programme, should you put a rally into the book, it will clearly state that by the completion of the information that your permission is given for such entry. Should you wish a specific email address for your rally, rather than putting in your personal one, this can be provided for you.

The Centre is not yet at the point of on-line bookings, although we know ralliers do forward their booking slips by email as well as posting, so if you would rather go down the route of an email address only, with no postal address, please contact me. I can always put in the programme for postal address to contact Rally Secretary. Again, all emails should be deleted once actioned/printed. We need to keep things running as smoothly and easily as possible whilst still abiding by these data rules.