

ITEM	CENTRE RULES FROM HANDBOOK	COMMITTEE GUIDANCE	DISCRETION
ACCOUNTS		Should be sent as soon as possible after a rally with all receipts to the Treasurer	Treasurer will take into account late returns if this has been discussed prior to the rally.
ACCOUNTS - ADMIN FEE CHARGING		Under Treasurers notes announced annually the charge at the AGM - currently £1 per van. Rally Marshals and Rally Chairman are exempt from this payment	
ACCOUNTS - ATTENDANCE LISTS		Information should be on a need to know basis. Marshals should retain the full list for the rally and pass with the account to Treasurer. A copy can be passed to your Rally Chairman, minus the membership number - communication as to what is wanted - but at least provide details of special ralliers, visitors etc. List should show those cancelling within 14 days/non arrival	Should a marshal wish to provide the ralliers with a list of those on the rally this should be minimal information - name, centre, special rally? and car reg.
ACCOUNTS - LATE CANCELLATIONS/ NON ARRIVALS		There is a sheet in the Treasurers paperwork to complete and return with account for those cancelling within 14 days of the start of the rally or not arriving. Return this completed with information asked for along with the rally slip, this is proof they have booked on the rally. A £10 payment will be requested by the Treasurer.	There is usually discretion over a First Rallier on this occasion.
BALL GAMES, KITE AND DRONES - UPDATE FOR 2019	Ball games and kite flying are not permitted in the vicinity of vehicles and units. Drones must not be flown on the rally field or within 50 metres of a person, vehicle or building not under your control.		AGREED AT AGM 2018 FOR 2019 HANDBOOK.

CENTRE EQUIPMENT		Dealt with by Equipment Officer. A list will be in each Marshals Pack of where to collect this and who to pass it to. It is the marshals responsibility to contact each other to facilitate an easy handover. Any missing items must be reported to the Equipment Officer.	
CYCLES	Cycles may be ridden on the roadways of the rally field at the marshals discretion, but not between the vehicles and units.		
DOGS	Dogs must be kept on a lead of no more than 3 metres in length and exercised away from the vicinity of the units. When tethered they must be confined to a radius of three metres from the unit.		
EMAIL ADDRESSES		Marshals are asked to provide their email address when completing the rally information sheet. This will be kept by Rally Secretary for quick and easy contact. Marshals can also be provided a "rally specific" email which will be published in the handbooks for members to contact marshals direct.	
EXEMPTION AND INSURANCE CERTIFICATES		Should your site wish to see copies of the exemption certificates and insurance cover for rallies, please email the Centre Secretary for copies.	
FIRE BUCKET	Members are recommended to have a fire bucket either by the A frame or axle of their vehicle.		
FLAG/FLAGPOLE		The Centre flag/flagpole must be in position throughout the rally period. It consists of the Club and Centre Flag. By this means it identifies the rally as running under the Clubs Exemption Certificate. If need be for safety the flag should be taken down overnight and returned to position the next day.	

GAZEBO'S/EVENT SHELTERS		Gazebo's / event shelters should not be erected alongside any unit. Centre event shelters can be erected for rally use by marshals - not siting them near any unit.	
GENERATORS - UPDATED FOR 2019	Portable generators for personal use are permitted at the discretion of the rally marshal. Owners must be in attendance whilst their generator is in use and they should not normally be used before 9 a.m. nor after 4 p.m. on any day. In emergencies outside these times, it is at rally marshal's discretion.		AGREED AT AGM 2018 FOR 2019 HANDBOOK.
MEMBERS DETAILS - UPDATE FOR 2019		Any information on members held on computer should be deleted when the rally and account have been finalised. Any marshal feeling their system may have been hacked must notify the Centre Secretary immediately as a possible data breach. The Centre has written instructions from the Club as to the process that must be followed.	
RALLIES - USE OF VEHICLES FOR TOWING		Should it be necessary to use tractors or four-wheel drive vehicles for the movement of any vehicle in adverse weather conditions, The Caravan & Motorhome Club, The Centre, Rally Marshals, owners or drivers of the towing vehicles will not accept responsibility for any damage.	

RALLY BOOKINGS - NEW FOR 2019		Members will have the opportunity to obtain a receipt of their booking if a slip is posted and they either supply an email address or s.a.e. With neither, it will then be up to members to monitor their booking.	Announced at AGM.
RALLY CHAIRMAN		A space should be allowed for the person chairing your rally. This is decided between Chairman/Vice Chairman normally in the New Year and you will be told as soon as possible. If possible arrange to site your Rally Chairperson near to marshals.	
RALLY MARSHAL PACKS		This are distributed at the Natter and Chatter meeting (rallies around that date will be sent out individually). They will contain information from Rally Secretary/ Treasurer and Equipment Officer	
RALLY PLAQUES - FIRST RALLY		The Centre provides a specific 1st Rally plaque for new Suffolk Centre members. A check can be done via the Centre Secretary and membership database to confirm membership.	Should you wish to give plaques to visiting members of other Centres or Club members, we do have visitor to Suffolk Centre plaques available. This will be in addition to their basic rally plaque.
RALLY PLAQUES - GENERAL		Plaques for the rally are ordered through our supplier - currently Chris Stammers. An order form and details will be in the marshals packs. You can contact for design etc., as soon as you wish but numbers must be with Chris at least 2 weeks before the rally. For 2019 all rallies will have a small rally plaque, larger plaques will be supplied for rally marshals only. Please only order the amount required. If you wish to have larger plaques for all on your rally, please put request to committee in plenty of time before ordering.	Liaise with Chris re design for suggestions, if not send your own to him as early as possible.

RALLY PLAQUES - SPECIAL RALLIES		Should a member indicate they wish to take a "milestone" rally plaque (1st, 50th upwards) this should be told to the person taking the Rally Chair so they have them ready. These are presented to the rallier at Flagpole	
RALLY SLIPS FOR 2019 - NEW INSTRUCTION		Slips for 2019 are being redesigned to take into account, on signing, that members have read and accept the new Privacy Policy and Centre rules from the 2019 Handbook. Rally slips should be destroyed by the marshals as soon as the rally/ account is finalised. Also see section Late Cancellations/Non Arrivals	
RESERVING PITCHES	A member may, at the discretion of the rally marshal, reserve adjacent pitches.		Rally Marshals may save spaces for Rally Chairperson/disabled members if required/ rally helpers
SPACING OF CARAVANS		We are instructed via General Letters to Centres from Club offices that there should be a minimum spacing between facing walls of adjacent units of 6 metres. There must also be 3 metres clear between outfits taken to mean the unit, an awning, pup tent and a car. Also a distance of 6 metres between any wall/building and wall of the unit. Emergency vehicles should be able to gain access so suitable roadways should be maintained. A descriptive layout will be available in Rally Marshal packs, and/or direct from the Rally Secretary.	Some sort of distance measure is advisable as pacing across a field can have different results depending on the person.

<p>SPLITTERS FOR EHU ON RALLIES - NEW ADVICE RECEIVED</p>		<p>Please see details at the end of this document. This is information that has come through via Region/Club for those rallies with access to EHU. This covers marshals and members.</p>	
<p>TENTS</p>	<p>At the discretion of the Rally Marshal, and subject to The Caravan and Motorhome Club Rules governing tents, a small 2-man pup tent may be sited in the area usually occupied by the awning. Should a porch awning be erected a tent may be placed in the vacant area. The tent should not extend beyond the length of the caravan hitch or motorhome, or the depth of the awning.</p>		
<p>VEHICLES ON RALLY FIELDS/SPEED</p>	<p>A vehicle may only be driven on the rally field by a holder of a full driving licence and valid insurance which entitles them to drive that class of vehicle. All vehicles are restricted to a speed of walking pace on rally sites.</p>		
<p>YELLOW FLAG</p>		<p>When the rally field is wet and unsuitable for cars a yellow flag will be displayed. Under these circumstances members are requested not to take their cars/vehicles on or off the rally field without the permission of the Rally Marshals.</p>	<p>Any member with a disability should be accommodated if at all possible</p>
<p>EDITION 1 - DATED NOVEMBER 2018</p>			
<p>FURTHER INFORMATION;</p>			
<p>USE OF SPLITTERS FOR EHU ON RALLIES</p>			
	<p>Club information, email received: "I can confirm the Clubs stance regarding the compliance</p>		

with the 'Electrical wiring regulations' and the updated requirements is that a cable supplying a caravan must be of one single length, without any connections (including splitters). These rules are the current wiring regulations and information is also stated in the Sites Directory, that no cable connections joining two or more cables together are permitted. Guests are welcome to have an electric cable plugged in from their outfit into their awning, like many do for heaters etc."

We also have information via Region that splitters do not comply with the current wiring regulations and as a result any damage caused by using such a splitter either to the caravans or the supply side i.e the landowners property, would be the responsibility of the centre to pay for and rectify etc and any insurance would be null and void both personal and with the club.