

NOTES FOR RALLY MARSHALS FOR 2023

Thank you for organising a rally for 2023 and this year documents are being provided both by printed copy and email. A bank paying in slip will be enclosed also.

FINANCE DOCUMENTS

The finance documents are provided by the Treasurer and any issue over their completion, or organising the rally, please contact him as soon as possible before the rally takes place. Please complete these electronically, noting the Attendance List is within them set out to match our Database, wherever possible. It is asked that accounts are sent in promptly after the rally - any issues please discuss with Treasurer.

EQUIPMENT ROTA

A list has been completed showing who to collect your rally equipment from, and where it is scheduled to go to after your rally has finished. Please make sure you liaise with both rally marshals to avoid any issues in collection/passing on of the equipment. There is a list in the bag which should be checked by marshals and the Equipment Officer notified of any losses or damage.

OTHER EQUIPMENT AVAILABLE

Various other equipment is available on request.

SITE CONFIRMATION LETTER

There is a document that should be completed by yourself and the site to confirm the agreement for the rally. Please forward a copy of this, or email clearly showing agreement from the site, so the Centre can hold this in case of any issues, and if need be support you as our Rally Marshal.

RISK ASSESSMENT FORM

A basic Risk Assessment form must be completed for the rally and sent to the Centre Secretary before the rally runs - preferably by email so these can be stored. It is now a requirement from the Club for all marshals to do this, and the Centre has to hold copies of these for several years. Whilst Covid-19 is no longer the main issue in these assessments, it is still circulating and should be mentioned in the assessment if it applies (i.e. hall).

ATTENDANCE LIST

A copy of this is within the Finance Forms which the Treasurer holds against the accounts, a copy is also needed by the Centre Secretary to update the Attendance Database. Please send a copy of this also after the rally via email if possible.

A copy of names and car registration for identity should be given to the Rally Chairman so he/she is aware of who is on the rally, especially if any new members.

DATA PROTECTION

You are responsible for the collection and use of members information. Under data protection you should keep the information for the time necessary and then delete it.

Rally slips should be securely shredded after the rally unless there is any need to retain them. If you feel you have had a data breach and information may have been compromised, please advise what has happened to the Centre Secretary, as there is a process we have to follow with the Club in reporting this.