

ITEM	CENTRE RULES FROM HANDBOOK	SUFFOLK COMMITTEE GUIDANCE (to Marshals)	DISCRETION
ACCOUNTS (Rally Finance Form)		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		For 2026 the Administration Fee will remain at £2 plus VAT per unit per rally. (£2.40 including VAT)	
ACCOUNTS - ATTENDANCE LISTS (tab in Rally Finance Form)		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. This list has been revised to match the Attendance database, do not use previous copies. Please copy the Attendance tab to secretary.suffolkcentre@gmail.com.	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 - RALLY Marshal EXPENSES		Marshals can charge ralliers for expenses incurred in organising the actual rally - postage, paper, ink, envelopes outside of the normal sundry expenses (tea/coffee etc). Any other personal expense is at the Marshals discretion if charged to the members attending.	
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. The Committee will assess whether a £10 payment should be requested by the Secretary.	There is usually discretion over a First Rallier on this occasion. There is also discretion applied regarding the £10 charge, for example re illness. The Committee will assess as necessary.
ACCOUNTS - PAYMENT FOR RALLIES		Payment for rallies, unless pre-paid, has in the past been cash only. During the pandemic the Centre allowed members to pay by bank transfer (BACS), this is now in use for Easter and Thorpeness or with prior agreement with Committee. A SumUp trial* was run in 2025, enabling Marshals to send a link to Ralliers to pay in advance. (See 27/12/24 email from Will James, Treasurer explaining the process) * Julian can provide details.	
ACCOUNTS - CHARITY FUNDRAISING		The Committee asks any Marshal who is organising any fundraising apart from the Chairmans Charity of EAAA, to notify the Committee of their intention, and the name of the organisation, prior to the rally running. This should be noted with the account paperwork. Full details of everything raised can then be given to members at the AGM. Note: unless agreed by the Treasurer, for EAAA and any other charity, no raffle prizes should be purchased and offset against raffle sales income. In other words, raffle prizes should be gifted.	
ATTENDANCE LISTS		A (new) specific form is provided within the accounts package provided by the Treasurer in the Packs. This is to be used. Please mark Marshals/past chairman/visitors as this information is used in the Suffolk Attendance Database. Completed forms should be sent to the Secretary.	
BALL GAMES, KITE AND DRONES	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.		
DEPOSITS/FULL PAYMENTS ON RALLIES		Following updated guidance from the Club, any Marshal needing to forward a booking form asking for deposits/full payment must clearly indicate on the form the terms for any refund. How much, when and under what circumstances. Contact Rally Secretary if unsure.	
DOGS	Dogs must be kept on a lead of no more than 2 metres in length and exercised away from the vicinity of the units. When tethered they must be confined to within your own pitch, and not be able to go into your neighbours area or any rally roadway		Please follow any instructions given by your Rally Marshal.

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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. Insurance covers damage to landowners property, members rally at own risk or in taking part in events.	
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 / pop-ups 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	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.		
MEMBERS DETAILS		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, Suffolk Centre, Rally Marshals, owners or drivers of the towing vehicles will not accept responsibility for any damage.	
RALLY BOOKINGS		The trial run of Marshals acknowledging bookings was not deemed a success. From 2020 Marshals did not have to do this, but may carry on if they wish to do so. Members should be contacted if rally is full. Marshals can have a specific email address to use for members to send slips	
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 will be both emailed and provided in printed form.	
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		A specific order form for rally plaques will be provided. It will show if a rally is due a small plaque for members or is entitled to order large plaques for all attending.	Liaise with Chris re design for suggestions, if not send your own to him as early as possible.
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/rally helpers if required.
RISK ASSESSMENT FORMS		Marshals are to complete a basic Risk Assessment form that will be supplied. Where appropriate anything to cover Covid precautions should also be listed. This should cover all aspects of the rally/rally field and any issues that may be encountered. A copy must be forwarded to Centre Secretary as the Centre has to hold a copy of this.	

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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.
SPLITTERS FOR EHU ON RALLIES		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.	
TENTS	Suffolk Centre does not allow tents on rallies other than those being used by family members and sited within the area normally occupied by any awning.		
VAT ON RALLY ACCOUNTS	The Centre has to charge VAT as we supply a "service" to members.		
VEHICLES ON RALLY FIELDS/SPEED	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.		
YELLOW FLAG		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.	Any member with a disability should be accommodated if at all possible

# **USE OF SPLITTERS FOR EHU ON RALLIES**      UPDATED NOVEMBER 2023

Club information, email received: "I can confirm the Clubs stance regarding the compliance 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.