

Suffolk Centre Rally Marshal Information for 2026

Rally Marshal Information sheet – updated for 2026 with information on all aspects of information for the rally.

Risk Assessment Form. These have to be completed and returned to the Centre Secretary, Diane Fitch, at secretary@suffolkcentre.co.uk. Please complete electronically as it can be saved easier rather than a written sheet.

Booking Confirmation Sheet. This should be used to make a booking with your site owner so information is clearly understood. A lot of marshals will just use emails but these need to have the full information of the booking for the Centre, so not the best to use.

Account Package spreadsheets. This comes from Will James, Treasurer, and any queries should be sent to him at treasurer@suffolkcentre.co.uk. The document holds the Account Sheet, some notes on completion, a form to print to enable a site receipt, attendance list and the form to complete for late cancellations/non arrivals.

If you are passing cash over to your site, this receipt should be completed and make sure if site is VAT registered to obtain their registration number.

PLEASE NOTE THE ATTENDANCE LIST HAS CHANGED. PLEASE USE THIS ONE AND NOT ANY OLDER VERSIONS.

The attendance list should be the one to use as this mirrors the information the Centre stores on members attendance and please make sure such items as Rally Marshal/Rally Chairman and any special rallies (i.e. 1st, 50th etc.,) are noted on the form.

The default sheet should be completed for any member having booked but who either cancels within 14 days or does not arrive with the information from the rally slip. Please retain or pass to Will the booking slip as proof of booking.

For paying in the balance of your rally please contact Will James to discuss best way to approach this as it is appreciated that bank branches are becoming fewer and harder to use. He will guide you through the best options available. Using your own bank account to pass on the money should be done with Treasurer approval only preferably prior to the rally starting.

Rally plaque order form.

Equipment List. Gives details of where to pick up equipment from and who will be collecting from you. Please make arrangements well in advance of your rally for this to avoid any issues. The equipment should be checked against the list when handing over and the marshal collecting should re-check on collection to be certain. Any damaged or lost items should be reported to the Equipment Officer (Ron King) as soon as possible.

If you have any questions or concerns please use email address: rallysec@suffolkcentre.co.uk because emails will now go through to John Meyrick who will be the Rally Secretary for 2026, this email address I am using today has been removed from the Centre email link.

Thank you once again

Regards, Alan Dobson