

## **St Mary's Caravan and Camping Club**

### **Guidance for Rally Marshals**

1. As rally marshal you will be required to try and arrive at the site in time for the start of the rally and if possible before other members arrive. Ensure that you have the camp direction signs available so that you are able to clearly mark the directions to the rally site from the nearest main road. You will need to do this in conjunction with the 'Club Rallies' information leaflet' which members, guests and visitors will be following.

2. As Rally Marshal you have the authority to site units in allocated pitches. This will probably not be necessary on most rally fields but where space is limited or if a lot of units are expected then you will need to site units as they arrive to maximise the use of the available space.

Units must be pitched so there is at least 3 metres (10 feet) between adjacent outfits in any direction.

Units must be sited so that they do not restrict access to any other unit or any area in case of emergency.

3. On sites where servicers and facilities are not obvious I will be necessary for the Rally Marshal to show members the location of the water tap and chemical toilet emptying point and to inform them of any special requirement for the rally. The rally marshal should be aware of any activities or events which are planned for the rally.

4. In case of any emergency on site the Rally Marshal should have the following information available:

The address and postcode of the rally site in case the emergency services need to be contacted.

The address and postcode of the nearest hospital with an accident and emergency department.

5. The Rally Marshal should ensure that the holders of any rally equipment have made arrangement to get the required equipment to site. The equipment which needs to be considered is:

- Fire buckets
- Camp direction signs
- Flag and flagpole
- Notice board
- Community Tent
- Toilet tent, portable toilet and fluid.
- Gas light with gas cylinder
- Patio heater regulator and gas cylinder

6. As rally marshal you will need to ensure that the camping fee is collected from members and the site fee is paid to the landowner. The camping fee collected from members is that which the booking secretary has agreed with the landowner plus an addition 50 pence per unit per night to cover Club administration costs.

Ensure that only the appropriate site fee is paid to the landowner as the additional administration fee needs to be passed over to the Club treasurer.

7. The Rally Marshal is responsible for ensuring that no litter or rubbish is left behind after the rally closes and that any other arrangements made with the landowner are complied with.