

The Motor Caravanners' Club

South and West Wales Group



Hosts Rally Information Booklet

This edition dated 28/12/14

Introduction

This booklet is only intended as a guide to hosting and could not hope to cover all situations at venues or issues and problems encountered. Use your own common sense and judgement to resolve any problems and if necessary you can contact the Chairman, Rally Officer or any member of the Committee for their advice or assistance.

Above all, hosting should be an enjoyable experience therefore organise your Rally to allow each of you some free time to chill out and do what you want to do.

Rally Organisation Guide

1. Meet with Venue contact and ascertain:
 - a. The area/s that we are to park in and that the site is fit to use, e.g. not a boggy site etc.
 - b. Drinking water point.
 - c. Elsan emptying point and any flushing water.
 - d. Can we use their domestic refuse facilities?
 - e. Any key code numbers, keys etc required
 - f. Latest time to vacate site on last day.
 - g. The use of any venue facilities and arrange a time to secure these facilities after Rally.
2. Put up road signs to guide members into venue. Note: Putting MCC signs on any Trunk (Main) Road Lamp Posts, Road signs etc is an offence and the signs may be removed by the Trunk Road Agency. Put the signs on local sign posts, walls, tree trunks, fences, floor etc.
3. Prepare drinking water tap and put up sign.
4. Prepare Elsan point and put up sign, if required, cover or cone area.
5. Erect Club Banner, put out notice board and suggestion box.
6. Decide how you are going to park vans and book them in. When they arrive marshal vans into their positions and advise them of your booking in procedure. All membership cards to be shown.
7. Organise your Raffle, Coffee morning Etc. and advise members if they are to bring their own drinks and seating. Host do the refreshments and raffle, but it is normal that, if there is a committee member present at the rally they will give plaques to new members, any topical information and a farewell speech etc.
8. If required marshal vans out of site.
9. Collect all road signs. De-commission and make safe Elsan and fresh water points and collect signs in. Litter sweep and secure area.
If using a hall: - clean hall, kitchen and toilets etc.
Secure hall.

10. Complete Rally paperwork and finances as per the examples in this book or the laminated copies in the rally box. Money collected, receipts and completed paperwork can be given to any committee member on your rally. **Hosts are NOT to pay the venue;** it will be paid by the treasurer following ratification of the paperwork and to maintain an audit trail.

11. All fees paid are non-refundable and vans leaving the Venue early, before their paid for nights, must be advised that they are to apply to the Group Committee for a refund of unused nightly fees.

Hosts are to amend their booking in form by putting a line through the original "number of nights" paid for and write in the number of nights actually stayed, amend the total and/or the combined grand total to the new figure. On the reverse of the sheet put the amended line number in with the reason for their early departure.

No refund can be considered if the totals are not amended as the venue would have been paid for those early departures.

Hosts General Information

1. For each rally hosted you get a free voucher to redeem against future rallies you attend. Vouchers are given out each January.
2. All Members are to abide by the ruling of the Rally Hosts, notwithstanding health and safety issues.
3. Hi Visibility jackets/waistcoats must be worn when marshalling vans.
4. Arrive at the Rally Venue early enough to set up your reception area. Host wanting to arrive the night before their Rally must obtain prior permission from the Venue contact. Contact Rally officer in advance for their details.
5. Parking can be an emotive subject - park vans as per diagram enclosed if possible; in all instances of restricted or difficult parking situations, common sense prevails and hosts park vans as they see fit.
6. Should the venue be unusable through flooding etc then contact the Web Master, Rally Officer,

Chairman or any committee member to enable them to put out a message on the website and/or contact members to advise them of this.

Whoever you contact advise them that arrangements must be made to get the "Hosts Box" to one of the hosts of the next rally and that they may need to be contacted if they were intending to pick up the hosts box from the cancelled rally

Contact Details are in the group rally book.

7. Consideration must be given to wheelchair disabled especially on grassed areas. They can arrange, in advance, parking close to venue exit.
8. Visitors or our group members, arriving with no membership card or an out of date membership card, (as they may be awaiting their new card etc), can be allowed onto the rally, site as a visitor, but their full details must be taken and given to our secretary for confirmation of their current membership.
9. Hosts can allow a non member to attend a Rally as a "taster Rally" providing they are satisfied that their intention is to join the club.

10. Hosts are allowed an "Entertainment Allowance" of up to £25 for a weekend Rally and £35 for a 3 or more day duration Rally, higher allowances, in exceptional circumstances, are allowed contact treasurer in advance. Please remember to put on the notice board any entertainment you intend to run during the weekend.

11. Fires or Barbecues must not be lit without the permission of the Venue Contact. Note the position of any fire appliances on the site.

12. Visitors to the Rally Field must firstly obtain permission from the hosts and then park away from the vans to avoid blocking fire lanes.

13. Strictly no members are allowed into the Venue site until the publicised start time of the rally, this is to comply with the clubs Insurance Regulations.

14. On arrival advise members, through the notice board, verbally or on a welcome sheet, of the domestic waste disposal procedure i.e. take home or use venue facilities.

15. As far as possible ensure members do not rinse their grey water or Elson tank at the drinking water tap.

16. Due to Insurance regulations no loose club gas bottles are to be carried in motorhomes therefore, coffee morning refreshments will only be provided by the club when the venue includes a suitable building with electricity for the Urns, at all other times members bring their own drinks to the coffee morning.

17. The Coffee, tea, squash, biscuits etc should be in the hosts' box, if it requires replenishing purchase what you need, attach receipts to final paperwork and take your money. This money does not come out of your entertainment allowance.

18. Should the hosts decide to organise something special or find that there is something special going on in the area, please advise the committee ASAP to enable it to be publicised in the monthly magazine and/or put on the website.

19. Strictly no saving of parking spaces, if people wish to be parked together then **they must** arrive together. The only exception to this rule is that a space is

reserved near the hosts vans for the Insignia Officer.

20. It is not mandatory to prepare a rally information sheet but it will make information more readily available and booking in quicker and can also show emergency information such as details of Doctor, Dentist, Vet, Hospital etc.

21. All members attending Rallies have a responsibility for their own health and safety. The Hosts have a collective Health and Safety responsibility to all attending their Rally, therefore hosts should carry out a common sense risk assessment of the venue ensuring that there is nothing obvious that could cause harm to members attending i.e. Broken glass, manhole Elsan emptying point not covered or coned etc. Make safe any hazards found.

22. Members park at their own risk. The group cannot be held financially or otherwise responsible for matters beyond their control. Ref: Minutes No 71.

23. Dogs must be on a lead at all times on the Rally Field. Dog fouling is an offence and visually offensive, therefore pets must be kept under control at all

times and exercised away from parked vans ensuring owners "pick up" after them and legally disposing of the pickup.

24.Noise pollution: Noise must be kept to a reasonable level at all times. Members returning to their vans after 11:00 Hours must do so as quietly as possible. No generators before 0900 Hrs or after 22:00 Hrs

25. No ball games, kite flying or any activity that could put motor homes at risk are to be allowed near the vans.

26.Speed limit on rally site limited to 5mph.

27.Any mail in the suggestion box is to be handed to the Secretary or any Committee member present.

28.It can become very tiresome to hosts when members barrack or hassle them over club issues that they have no control over. Should this happen to you, ask them to write their complaint out and put it in the suggestion box or send it to the committee and politely ask them to leave you in peace.

29.Should you have a larger than expected influx of vans to your rally, additional hosts cannot be seconded on a free hosts position.

This booklet was prepared for the Motor Caravanners' Club,

South and West Wales Group.

Amendment 4.

20th March 2018



Rally Hosts... KEN & JULIA + RICHARD & SONIA

HOSTS COMPLETE GREEN SECTIONS ONLY

Rally venue LAMPETER R.F.C. Date JULY 26th - 28th No. of Units 19

RALLY COSTS	
Site Fees	
Cost per night	£ 6.00
No. of Nights	36
	£ 216.00
Rally Fees	
Per person	£ 1.00
No. of Persons	38
	£ 38.00
Extra Charges e.g. hook up / skip etc.	£ //
TOTAL	£ 254.00

INCOME	
Cash	£ 244.00
Vouchers	£ 10.00
Cheques	£ //
SUB TOTAL	£ 254.00

Extra Income	
RAFFLES	£ 76.00
Other: Please specify	£ 10.00
<u>VISITOR DONATION SEV-HALL</u>	

Total Income = £ 340.00

Hosts Costs b/f = £ 24.20

Balance = £ 315.80

FOR OFFICIAL USE ONLY	
Site Fees	£
Hall / Room Hire	£
Electric Hook Up	£
Skip Hire	£
Total due to site =	£
Extra Costs to group	
Entertainment	£
Buffett	£

Hosts Expenditure	
Top ups	£ 6.60
<u>TEA - SUGAR BISCUITS</u>	
Prizes	£ 12.80
<u>WINE + CHOC</u>	
Other: Please specify	£ 4.80
<u>LUCKY VAN (WINE)</u>	
Total Hosts Expenses	£ 24.20

Hosts Signature
KR Roberts



SOUTH & WEST WALES MOTOR CARAVANNERS CLUB



VENUE/DATE LAMPETER RFC July 26th-28th HOSTS KEN & JULIA + RICHARD & SONIA

Site Fee PuPn £ 6.00

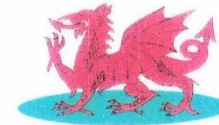
Rally Fee £ 1.00

Extras (Specify) £ N/A

	VAN REG. NO.	NAMES	MEMB'SHIP NUMBER	GROUP	NO. OF NIGHTS	RALLY FEE	SITE FEE	EXTRA COSTS	TOTAL	1st* RALLY	
1	FCY 214 J	PETER & OLIVE WEST	64201	AVON	2	2	12	-	14		
2	PCY 14 P	TUDOR & ANDREA SWIFT	73589	S & WW	2	2	12	-	14		
3	BR 08 FRB	JOHN & EARLYS GREEN	92165	"	2	2	12	-	14		
4	CU 06 TFR	ROGER & PAMELA OWEN	48928	"	2	2	12	-	14		
5											
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AMOUNTS FROM PREVIOUS PAGE/PAGES					=						
COMBINED GRAND TOTALS					=						



SOUTH & WEST WALES MOTOR CARAVANNERS CLUB



VENUE/DATE LAMPETER R.F.C. July 26TH HOSTS KEN + JULIA RICHARD & SONIA

Site Fee PuPn £ 6.00 Rally Fee £ 1.00 Extras (Specify) £ N/A

#	VAN REG. NO.	NAMES	MEMB'SHIP NUMBER	GROUP	NO. OF NIGHTS	RALLY FEE	SITE FEE	EXTRA COSTS	TOTAL	1st* RALLY
1	KL 07 BRF	JACK & JUNE JONES	59364	S & WW	2	2	12	—	14	
2	FC 08 BPC	CYRIL & SILVIA SMITH	47253	"	2	2	12	—	14	
3	BU 08 TRC	JOHN & EVA ROWE	68132	"	2	2	12	—	14	
4	HX 09 HUV	FRED & SONIA DAVIES	76216	"	2	2	12	—	14	
5	CN 04 KRA	CLIVE & CYNTHIA REES	54024	"	2	2	12	—	14	
6	WX 84 M	ROY & JOY EVANS	96246	"	2	2	12	—	14	
7	LUP 07 DRF	KEITH & RUTH HARRIES	54037	"	2	2	12	—	14	
8	EJ 11 FOC	KEN & JEAN WILLIAMS	79856	SEV VALLEY	2	2	12	—	14	*
9	FAC 93 T	DARREN & SHE THOMAS	44645	SEV VALLEY	2	2	12	—	14	
10	FJ 14 BUR	PAUL & JUNE HOWIE	32864	S & W.W	2	2	12	—	14	
11	T 417 ORF	DEREK & DAWN HOWELS	57646	"	2	2	12	—	14	
12	K 70 SUE	MEIRION & SIAN EGSWORTH	98635	"	2	2	12	—	14	
13	LBX 291 C	ERIC & LINDA M ^C ADOOY	87424	AVON	1	2	6	—	8	
14	PRU 21. P	HWEL & AMANDA GEDDES	75212	S & WW	2	2	12	—	14	
15	EJ 09 JOY	STEVE & JANICE HUGHES	97434	AVON	1	2	6	—	8	*
TOTAL AMOUNTS THIS PAGE =					28	30	168	—	198	2*
AMOUNTS FROM PREVIOUS PAGE/PAGES =					8	8	48	—	56	—
COMBINED GRAND TOTALS =					36	38	216		254	2*

