



GUIDELINES FOR RUNNING A RALLY

(Issue 6a June 2014)

Please note that any changes/additions made to these guidelines during the coming year will be posted on the GOC website (www.gobuownersclub.org.uk)

General Thoughts:

- Preferably the rally should not be in a school holiday unless it is an 'adults only' site, or they can guarantee separation from holidaying families.
- Do not cover successive weekends.
- Consider a 5/6/7 nights rally over a weekend so that those still at work have a chance to attend over the weekend period. Longer or shorter rallies are quite acceptable.
- It is easier for you if you can have a deputy/ assistant(s,) especially during the event, so try to tap into the experience of others who have run, or helped on a rally.
- There is a 'gentleman's' agreement that rallies are not held over the 'Gobur Preview Weekend'.

Finding a Site – Sources of Information:

- Site Books for the Caravan Club, and The Camping & Caravanning Club.
- Tourist Information Offices for Local Site Information on Licensed Sites.
- Internet.

The Caravan Club will only process Rally requests through Headquarters, however, The Camping & Caravanning Club have a full range of information which can be accessed by contacting the Gobur Owners Club Chairman or Secretary.

The use of CL Sites and rally fields has been discounted for our form of rally because of difficulties with insurance cover and the provision of adequate numbers of pitches, toilets and hook-ups.

Co-ordinating the Rally within the Club Rally Programme:

- Discuss the date and venues with the Club Rally Co-ordinator to avoid overlaps.
- Bear in mind the possibility of sequential rallies in a geographical area so that a member travelling a long way could make a decent length of holiday to justify the cost of towing.
- Ideally, rally venues and dates for the following year would be available for inclusion in the December Newsletter. This gives a better chance for members to plan their year and send for booking forms early, thus helping your organising. If it is a short notice rally get details to the editor for the Newsletter A.S.A.P for inclusion in the next issue.

Approaching the Site Owner:

- Visit, telephone or write to the site owner to enquire his view on providing facilities for a rally. Bear in mind the following:
- Suggest 12 to 30 units [This is very much up to you how many units that you feel that you

can cope with] but point out that the exact number will have to be confirmed later.

- Obtain a cost per unit night [inclusive of electricity] for the period of your proposed rally. If possible ask if there can be a discount on the unit fee if it is only a single member occupying a unit.
- Ask if there is a minimum number of units to achieve a discount on the basic unit price.
- Enquire if there is a meeting room available for the morning coffee if the weather is inclement and if any charge would be made for this facility. Bear in mind that we would be providing the 'coffee morning' materials and hot water.
- Obtain details of the deposit per unit that would be required and the date when bookings would need to be confirmed and deposits paid. [See Administration Section]
- It is important to confirm with the site owner/manager that there are no restrictions on the type of towing vehicles that are allowed on to the site; on the bringing of pets to the site, or on arrival and departure times. If restrictions are imposed by a site owner/manager, or charges are made for pets or early/late arrivals, this must be clearly indicated on the booking form.
- Ensure that the site complies with the law regarding use by disabled persons.

Administration:

- Every rally should be financially self-sufficient and the rally organiser sets the rally fee per unit night. You should also include the rally charge.
- The rally charge is to cover your outgoings in organising the event and should include; postage, stationery, telephone calls, provisions for coffee mornings, and one or two gifts as prizes if you decide to run a quiz, plus a small amount for unforeseen contingencies. Experience has shown that rally charges vary between £3 & £5 and this seems to cover most eventualities; longer rallies will need a larger 'rally fee'.
- Financial Records - **A financial statement of the rally costs must be produced at the end of each rally and sent to the Club treasurer**, together with any profit. Your accounts should cover all activities of the rally where money has been received and paid out. If you have incurred a loss then the Club will reimburse you on the basis of reasonable expenses. [This requirement is to protect those running a rally].
- If you have to pay a deposit before receiving income send the deposit receipt to the treasurer for temporary reimbursement. When you receive money in from those attending the rally return the amount of the deposit to the treasurer.
- A list of members who attended the rally should be sent to the Rally Co-ordinator who will retain the information for 3 years (an insurance requirement).

Insurance:

- The club liability insurance requires that the names of any person(s) visiting a rally member on the site be notified to the rally organiser; preferably before the visitors arrive.

If there are any difficulties regarding insurance please contact the chairman, treasurer or a committee member.

Booking Forms:

- The Secretary will provide you with a sample Booking Form the format of which you are strongly urged to follow as it has been proven over several years.
- Please send forms to all those who apply, even if this initially exceeds the number of rally spaces. Create a waiting list if you receive more deposits than the number of available pitches and advise those who are on the reserve list of this fact.
- To ensure fairness requests for booking forms received by e-mail should not be answered until the first posted request has been received.
- Booking Forms should indicate the available facilities e.g. electric hook-ups, toilets, showers, etc.
- Returned Booking Forms **MUST** have the full names of all members attending the rally to ensure compliance with our insurance policy.
- Final dates for receipt of deposits and full payments are best set so that you receive the monies at least four weeks before you have to make payments to the site. This allows time for cheques to clear and any other problems to be resolved.
- Remember to advise on the form that those members wishing to come to the site before the rally start or to stay afterwards must make their own arrangements directly with the site, **but also inform you to avoid confusion over pitches on arrival.**
- Ensure that applications for places on your rally are only made by current club members.
- Places on a rally can only be considered booked when you have received a completed booking form together with the required deposit and assuming that places on the rally are still available.
- Please cash the deposit and balance cheques as soon as possible. If cheques are **not** banked reasonably quickly, the associated member will be concerned that their cheque may have been lost in the post.
- If a rally is fully subscribed, any additional members wanting to attend should be put onto a 'reserve list'. Then, if someone has to cancel attendance (due to unforeseen circumstances), the next applicant on the list is given the opportunity to join the rally.
- If a member chooses to go independently to the same site as the rally (because the rally was fully subscribed) they may at your discretion, pay the rally fee & join in the rally activities, providing that there were no members on a 'Reserve List'. This covers the situation where you discover, perhaps shortly before the rally, that the number attending previously agreed with the site, may in fact be increased.
- **Please keep the Rally Co-ordinator and Club Webmaster up to date on rally numbers.**

Rally Activities:

- Apart from the coffee meeting every morning there are no set events for a rally and what you organise is entirely up to you and your helpers. The following have been successful: Quiz, American Supper with activity, fish and chip supper (on or off site), a dinner at a local pub, skittles, visits to places of interest. Please stress in your advert, booking form, welcome letter and on site notices that all these activities are optional.

The Rally Welcome Pack:

- Most organisers find it useful both to themselves and members to produce some form of 'Welcome Pack'. This usually contains the following: a Welcome Letter covering details of the rally activities, their costs and payment arrangements, reminders of when to bring mugs and chairs to events and any special site features and/or information; a list of the names, home counties and car registration numbers of the members attending the rally; quiz sheets, if one is being undertaken and tourist leaflets and maps, which can usually be begged from the local tourist information centre.
- It is also suggested that the Welcome Pack is done in a large envelope with the recipients names printed clearly on it, these then can double as name labels for the member's to display in their caravan window.

Rally Notice Board:

- This is best sited at your unit on arrivals day(s) and then moved to the area where coffee is being held during the rally, as this is the time when members are most likely to want the information.
- The Notice board should show a summary of activities, be used to post reminders and to display other information e.g. tourist literature when you can only get one copy. Information on the location of doctors, vets, shops and churches, with their opening times, would be useful as they are often requested.

Other Thoughts:

- If the rally is only a small group and there is no suitable room for coffee then a large frame tent and a gazebo work quite well as a shelter for the morning gathering.
- The Club has two electric hot water urns which may be available for your rally; contact the webmaster for information. However, hot water in flasks provided by the campers themselves is ideal substitute.
- Take one or two extra mugs for the welcome cup of tea/coffee in case you get a large number of arrivals together.
- Some GOC sign posting is helpful in finding the site, if you cannot make your own contact others who have run a rally to find out what can be borrowed.

If in doubt, nervous, or just needing guidance telephone the Chairman or Secretary.