



Your Committee has compiled this booklet. It is intended as a guide mainly for new Stewards, but we hope it will be of assistance to all Stewards who have kindly offered to run Midland Centre Caravan Rallies. A few weeks before the Stewards Meet the Rally Secretary will circulate the programme of rallies for the forthcoming year.

The first thing you have to do is decide on a venue or venues from the published list and, if possible, arrange who will be your Co-Stewards.

Next the procedure used at the Stewards Meet is as follows:-

1. *No rallies can be pre-taken prior to the meeting. If more than one member wants the same rally, then a cut of the cards will take place. Members who cannot attend the meeting may put his/her name forward to the rally secretary*
2. *Holiday rallies and Bank holiday rallies first then weekend rallies*
3. *One rally only first time round*
4. *All members may take as many rallies as they would like second time round. Again should more than one member want the same rally; a cut of the cards will take place.*
5. *The only exception from the above is for new sites – Where the member putting the site forward may wish to steward the rally*
6. *Junior committee will also get preference on the rallies they wish to run*

One of the first jobs after the Stewards Meet, and if your rally is to be held in the social season, is to find a local hall. **That's unless the Rally Secretary hasn't already done it.** Hall prices need to be obtained in writing to ensure that there is no unforeseen increase after you have held your social.

The Treasurer can reclaim VAT on competition prizes and children's sweets if you obtain a receipt with a VAT number. *Please always try to obtain a receipt.*

Indoor socials are usually from the end of August bank holiday through to the end of April.

In the few months before your rally, devise competitions and programme and arrange to have enough copies printed of both. Also purchase prizes, slip prizes and sweets, etc. *Please always try to obtain a receipt for the Treasurer.*

ABOUT SIX WEEKS BEFORE YOUR RALLY CHECK ON THE SITE. Find out from the Landowner which field you will be using and check where the elsan manhole is. Arrange water tap and check for any field problems, i.e. conditions, entrance, etc. If required, check availability of electric for Stewards and Thursday arrival.

Check location & telephone numbers of local Hospital, Vet, and Doctor. **This information is to be included in your rally programme or posted on the Notice Board.** *This information may already be available in your Rally Pack.*

Arrange, in advance, with the Social Secretary for any Social requirements. {i.e. Catering Equip, Bingo Machine} Field Equipment available from Field Equipment Officer {Gazebo's, Heaters etc}

Consult your rally information notes for details of where to collect/deliver your field equipment and signage. *(This may be the Equipment Officer, & not necessarily the Rally before, if you are running a Holiday Rally).*

Report any damage or loss of equipment to the appropriate officer immediately.

On arrival, sign route on to site as per rally book instructions. Extra signs at your discretion. If in doubt ask! **When signing please take extra care & be safe at all times.**

Sign field, as required, using Out of Bounds, Water & Elsan signs. Also erect the Flag Pole. Remember that the Flag is to be raised each morning and taken down each night and stored safely. The Red Caravan Club flag should be flown above the Yellow MCCC flag. *If a member has passed*

away, out of respect, fly the flag at half-mast. Remember the Notice Board & Fire Extinguisher. Remember the Welcome Banner, etc. Peg the field for placement of vans. Allocated space **30 ft** (where possible), but **at least 20 ft** between facing walls of adjacent caravans. Vans are to be parked offside front on peg. No awnings to awnings. Whenever possible, cars to be parked on blind side of vans.

Book in members when they arrive. Take payment for rally, plaque and social and **have attendance sheet signed**. When filling in attendance sheet leave site fees column blank until Rallier has paid. *{A small amount of change can often be useful. Cheques payable to MCCC – not to individuals}*

Please advise Centre Chairman or acting Chairman of new members and visitors as soon as possible. Try to park new members so that they are not left on their own. Introduce them to their neighbours, if possible.

Remember it is your rally, you are in control, but all Centre rules must apply. If in doubt, seek advice from Centre Chairman or any Committee Member.

FINANCIAL

The balance sheet is to be completed by stewards. If in doubt, seek help and advice from the Treasurer, if available, or any available committee member. They are there to help you!

Landowner is to be paid at the rate negotiated by the Rally Secretary - remember to get a receipt. The nightly amount to be paid and a form is included in the rally paperwork.

Income to Centre must be given to the Treasurer or senior member of Committee as soon as possible.

You are able to claim an amount to cover the cost of the purchase of Prizes, children's sweets and Refreshments for the rally. Please retain all receipts and pass on to the Treasurer with balance sheet. The amount is advised in the rally pack. Please adhere to these figures. Holiday and Bank Holidays rallies may differ. For information regarding Holiday Rallies please contact the Treasurer.

SOCIAL

As a rule of thumb, a *non-catered* social charge of £1.50 is made per adult (those aged 18 years and over) to cover the cost of the hall. We reserve the right to charge 50p for children (under 18), 0-5 free.

Remember to keep a count of all numbers attending for seating and maximum allowed by fire regulations.

Following these guidelines some socials will lose money and some will make a surplus. Remember that after Vat £1.50 becomes £1.25 net. More advice from Treasurer.

If you decide to cater on your rally you can make further *reasonable* charges to cover your outlay. Please endeavour to offer good value for money. Again please obtain receipts.

During the rally, please post on the Notice Board copy of people attending the rally, preferably in alphabetical order, and including Christian names. At the end of the rally this sheet is to be passed to the **Plaque Officer**.



The End of your Rally.

Rally Stewards are usually the last to leave the field, having collected and checked all Centre Equipment and made it presentable for the Stewards of the following Rally.

If you are unable to stay until the end of your Rally, please make someone responsible for field. Check for litter and closure of gate.

Finally, for detailed information regarding your Rally, please refer to your Rally Secretary's information sheet.

We do hope these notes have helped Stewards, especially first time Stewards. But don't forget, your Committee are there to help. If you are in any doubt, do not hesitate to ask.

The Midland Centre Chairman and Committee would like to express their thanks to you for Stewarding a Rally or Rallies, as without you offering to run the Rallies the Centre would be lost.

RULES GOVERNING RALLIES

1. Rally Slips must be received by the Steward of the Rally not later than the first post **Monday**, otherwise you will not be notified if a Rally has been cancelled or the location changed.
2. Signs with Midland Centre (MCCC) on will be displayed as prominently as possible on the approaches to the site. Directions given should be used in conjunction with a larger scale map. Do not rely on Sat Nav alone.
3. On arrival, you will pay Rally, Site and Plaque Fees, including VAT, (unless otherwise stated). You will also be required to sign the rally sheet, when you pay. Additional payments may be required, including VAT, if social or other entertainments have been organised.
4. To receive a plaque, make sure you order one when booking into a rally at least 7 days in advance to guarantee receiving one. The appropriate fee must be paid on arrival on site.
5. **One pitch** only may be reserved for a friend, providing a member does not require it. Extra pitches can be reserved at the discretion of the Stewards.
6. Only when plainly stated in the details of the Rally may a member arrive before or stay on after the completion of a Rally. **EARLY arrivals with the CONSENT of the Stewards ONLY.**
7. Weekend Rallies normally commence at **4.00 pm** Friday, Bank Holidays or 5-day Rallies at the discretion of the Stewards. They will end at the discretion of the Steward and /or the Chairman, having regard to the time of year and weather conditions. If in doubt - ASK.
8. Avoid undue damage to the entrance and site by unnecessary use of vehicles in bad weather. When a **YELLOW FLAG** is flying **ALL** vehicle movement **ON** or **OFF** the field is **FORBIDDEN** unless permission is given. If towing is necessary owners or drivers of all towing vehicles are exempt from any liability whatsoever.
9. No vehicles to be driven by unlicensed or learner drivers, or caravans towed by learner and unlicensed drivers. **THE SPEED LIMIT on the RALLY FIELD is STRICTLY WALKING PACE.**
10. **ASK YOUR VISITORS TO REPORT TO STEWARD'S VAN ON ARRIVAL.**
11. Ralliers must ensure that their children do not cause damage to trees, fences, farm buildings, equipment, stock, cars and caravans, etc. Ralliers are fully responsible for the behaviour of their children and guests.

Should damage be incurred then the FULL cost will be demanded from the parents or guardians. Please adhere to any Out of Bound signs.

12. The riding of bicycles between caravans and any sports, games, flying of kites or other activities likely to cause a nuisance or damage to vans are NOT allowed on the Rally Field
13. Dogs must not be allowed to roam uncontrolled and must be kept on a lead at all times on the Rally site. Leads not to be more than 3 metres in length. Dogs are not allowed into organised social events / halls (unless guide dogs)
14. Keep noise to a minimum at all times, especially after **23.00 hrs.**, so that your neighbours are not disturbed.
15. The good name of the CLUB, Centre and Caravanning will be better enhanced by the standards we maintain. Site vans tidily around the perimeter or in lanes with all tow-bars facing the same direction. Park your car on the blind side of the van and keep the area around your van clean and tidy. Pull forward a few yards on leaving and check to see you have left no litter behind.
16. Bearing in mind the danger of FIRE, the Committee consider it necessary for every van to be equipped with an approved type of FIRE EXTINGUISHER and simple FIRST AID KIT. All caravans to be at least 20 feet apart, where possible. No awnings to be facing each other. All ralliers are required to place a bucket of water/ extinguisher at tow-bar of their caravan.
17. SMALL TENTS no more than 1.3 metres high, and no more than one per van, may be sited at the rear of the van, WITH THE PERMISSION OF THE RALLY STEWARDS. (Toilet Tents excluded).
18. Your own sanitation is required at Rallies. The Disposal Pit to be used for chemical toilets only. Dry rubbish to be taken home. Toilets or their tanks must NOT be rinsed or filled at the Rally Water Supply.
19. Stewards may ask for proof of Caravan Club membership at any Rally.
20. All cheques and P/Os made payment to: **The Midland Centre Caravan Club** and not to *individuals*.
21. No Stewards to cancel a Rally without Committee decision.
22. Where Rally Fees are payable in advance there will be an administration fee of £1.00 if cancelling within 7 days prior to the Rally.
23. GENERATORS. The use of generators will be restricted to 2 hours use between the hours of 10.00 am and 6.00 pm **ONLY**, and NOT to be a nuisance to your neighbours. Stewards and or Committee excluded from above times where the use is for social purposes. Fully silenced and smokeless units only to be used.
24. RALLY BOOKS will be posted as soon as available to FULL MEMBERS ONLY who have been a member for at least 5 years or who have attended a rally during the previous 12 months. A rally programme card will be posted to all other members. Books will be available for collection on the rally

field. A book will also be sent to each NEW FULL MEMBER when Registration Card is received by the Secretary.

25. Anyone requiring a TOW on the Rally field must obtain a disc from either the Equipment Officer or Chairman, and pay the appropriate fee. The disc then must be exchanged for a Tow. The disc can then be exchanged for the same fee, by the owner of the towing vehicle.
26. Any **LIMITED RALLY** must be **PREPAID** or a place cannot be reserved.
27. Rally booking – in slips must not be sent to stewards before 6 weeks prior to the start of a rally. Pre – paid e.g. holiday rallies exempt from this restriction.

Notes

Useful information when providing tea & coffee

- Generally tea & coffee are to be provided at Sunday Flag. This should be between 11:00 and 12:00 at the discretion of the stewards. Other days/times at your discretion
- Tea & coffee pots are clearly marked
- It's recommended that the pots are washed before use.
- Light the Urn approximately one hour before the event. Do not leave unattended. Use the non slip Urn stand provided; make sure the Urn is stable before lighting.
- Strength of tea is dependent on brand. As a guide 8 -10 tea bags are recommended
- Strength of coffee is dependent on brand. As a guide we recommend 6-8 dessert spoons.
- If you are unsure on the strength why not try a cuppa first. You have earned it.
- Sugar is best in a bowl for self service. Provide teaspoons.
- It's worth having separate spoons for tea & coffee
- Milk is best in a jug for self service
- Quantity of milk required is dependent on the size of your rally
- When children are attending, a jug of squash is a good idea
- A selection of biscuits is expected at Flag. Quantity should be measured on the size of your rally
- Please wash out pots when finished with
- Be safe at all times, Urn gets very hot so can the pots
- Never pour hot drinks into cups whilst being held. Put the cup on a flat surface before pouring.