



# **Running a Rally with The Caravan Club Devon & Cornwall Centre**



**The Chairman and Committee would like to thank you in advance  
for running a rally for the Centre.**

**The Devon & Cornwall Centre relies on volunteers giving up their  
time to ensure it continues to run for everyone to enjoy.**

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## ***Rally Checklist***

<b>Task</b>	<b>Completed</b>	<b>Notes</b>
Find suitable site		
Choose Assistant Stewards		
Decide on content of rally		
Liaise with Rally Secretary regarding site choice and dates		
Agree dates and prices with owner		
Secure 2/3 free pitches for Stewards and flag officer if possible.		
Find out if dogs are permitted & Dog walks nearby.		
Ensure site has chemical disposal point and Drinking Water Tap		
Complete contract with site owner or follow up with a email to site owner as confirmation.		
Complete pro-forma and send to Rally Secretary.		
Try and write as much positive information on proforma as you can. But remember word allowance - so key points would be great.		
Cost out any entertainment/socials, The Treasurer will be able to advise if required		
If site/entertainment/social etc. require a deposit in advance, ask Treasurer to send a cheque		
Organise other equipment, eg urns, party tents, marquee		
Choose plaque shape and content		
Order plaques from plaque officer 3/4 weeks in advance Minimum order 17 plaques.		
Obtain raffle tickets		
Check with site that all is well a week or two before the rally		
Be aware of the nearest doctors and vets		
Your paperwork will be sent from the Rally Secretary in time for rally		
Organise collection of your rally kit – <i>You will be notified with the information of where to collect and drop off</i>		
Rally envelopes are self-explanatory.		
<b><i>If in doubt, contact any committee member for assistance Enjoy your rally!</i></b>		

## FINDING A SITE:

### *Fundamentals of planning a rally*

- ✚ If you wish to run a rally or you know of someone who would like to run or assist on one or of a potential site, firstly contact the Rally Secretary and discuss your thoughts. The current Rally Secretary will then issue a Pro-Forma Rally Booking Form or, alternately, download one from the Centre Website; which should be completed and returned within one month. Producing the Rally Programme is an ongoing process, and more than 12 months' notice may be required to make sure dates and locations are suitable/available.
- ✚ For any rally dealing with a Local Authority or large organisation, liaison with the Rally Secretary is **strongly** advised.
- ✚ Any rally arrangements with a landowner outside the Centre boundary (ie not in Devon or Cornwall) must not be finalised until the Rally Secretary has confirmed the venue with the centre you wish to hold the rally in. (Caravan Club rule 4B).
- ✚ A Steward may withdraw his services from a rally, but has no authority to cancel or change the date of any rally published in the Rally Book, without prior approval from the Centre Committee; it is often possible that the Assistants or another Steward can carry on with the rally. In all cases of doubt contact the Rally Secretary before any announcements are made.
- ✚ The entrance should preferably be at least 3 metres wide with no sharp edges, (eg hinge pins) with a hard base for inclement weather and reasonably level. Please bear in mind the width of approach roads as long outfits may not be able to turn into narrow gateways. Direct access to an 'A' class road is not desirable.
- ✚ When calculating the number of vans which can be accommodated, the suggested maximum is 20 outfits per usable acre.
- ✚ Ensure an adequate supply of drinking water will be available; access to the point by car/motor home is desirable.
- ✚ If available, confirm whether toilets and other site facilities can be used.
- ✚ Waste water disposal should be either to a designated point on commercial sites or around the edges of the field; beware of not fouling watercourses.
- ✚ Chemical toilet disposal is usually available on commercial sites. Manholes may be used subject to local authority approval. Please check with the Landowner if using a field.
- ✚ Dry rubbish must be removed by ralliers unless designated points are available; this includes disposable nappies and like material which must not be dumped in the chemical disposal pit.
- ✚ Confirm availability and additional cost of electric hook-ups.
- ✚ Check whether dogs are permitted on site, and if so the arrangements for their exercise

- ✚ Always try to negotiate the lowest reasonable price for site use, and check whether VAT is included; aim for 2/3 of commercial rates (nearer the lower figure if there is no VAT receipt) bearing in mind the facilities available. Whenever possible obtain free pitches for Stewards and Flag Officer. **Remember that a VAT receipt must be obtained if VAT is payable.**
- ✚ Try to negotiate 3 free pitches. This will be for the Steward, Assistant Steward and Flag Officer. As site owners are trying to maximise profit it is becoming harder to get 3 pitches. If this is not possible – the Centre will cover the cost of the Assistant Stewards for those rallies of 11 or more vans. The Flag Officer can also claim expenses through Caravan Club Grant if required.
- ✚ As negotiations will be well in advance of the event, confirm prices, dates and other arrangements in writing or by email confirmation. Send a stamped, self-addressed envelope for the site to send their reply. Sites do change hands and problems are more easily resolved with written details.
- ✚ Due to the dangers of contamination, agricultural sites should have livestock removed at least **three weeks** prior to the rally, in accordance with HSE legislation.

### ***Duration and venue for rallies***

Weekend rallies normally start on Friday at the time the Steward has stated on his booking form, and end no later than the evening of the final day. An earlier start is acceptable when clearly stated in the rally book, but members should not arrive before the published start time **because it contravenes the terms of the Club's Exemption Certificate**. This rule allows rallies of less than 5 days (120 hours) to use venues other than licensed sites without the need for Planning Approval; no caravan should be on site longer than that. Longer rallies, exceeding 5 days, (excluding those within the licence conditions on commercial sites) are a special case which may require Planning Approval; liaison with the Rally Secretary in such cases is essential. If a member wishes to arrive midway through the rally it is generally accepted that it is from the start time that the rally originally started, unless agreed with the stewards. i.e. if the rally started at 12 noon on the Friday – Those wishing to arrive on the Saturday should be from noon onwards.

The Rally Secretary has to obtain permission to rally inside any National Park, even on commercial sites. These permissions take several months to secure, therefore permission must be sort by the end of May in the **PREVIOUS YEAR**.

**Rallies cannot be held on a CL.** If a rally is to be held on land where the site owner has an adjacent CL please seek advice from the Rally Secretary to avoid compromising the Club's Exemption Certificate.

## GUIDANCE NOTES WHEN AGREEING WITH SITE OWNERS:

- 1 Agree VENUE. i.e which field or pitches on a commercial site are to be used.
- 2 Obtain Site Owners VAT Number if applicable
- 3 OWNERS/CONTACT NAME
- 4 TELEPHONE NUMBER
- 5 Agree DATES for the Rally.
- 6 Agree the MAXIMUM Number of Vans that can attend the Rally.
- 7 Agree the NIGHTLY CHARGE per Van ATTENDING. Are they powered or Un-powered?
- 8 Confirm Electric Hook-Up.
- 9 Agree Number of USABLE PITCHES.
- 10 Confirm that DRINKING WATER & CHEMICAL DISPOSAL POINTS are on Site.
- 11 Agree any CHARGES FOR USE OF FACILITIES e.g. Hire of clubhouse, barn, etc..
- 12 Agree any SPECIAL CONDITIONS or FURTHER INFORMATION
- 13 Agree the Number of FREE PITCHES for Rally Officers and Flag Officer.  
**Try and get a least 1**
- 14 Prepare two copies                      One for Site Owner to sign and return.  
   One for their File.

These are only guidance notes and it may be necessary to alter/amend items 11, 12 and 13 as circumstances dictate.

**Remember to get as much as you can in writing or email as this will help if any questions or issues arise.**

## Rally Proforma Booking Form:

The form which you will fill in to inform the Rally Secretary of the details of your rally is very important and mostly self-explanatory. It is from this that the details will be published in the Rally Book are obtained; please print clearly so it can be easily read.

Ensure the directions given for finding the site are accurate. Do not use local names at junctions or roundabouts unless they are clearly named. If the site has been used before do not assume that the earlier directions still apply. Road layouts, numbers and signposts can all change from year to year – check carefully.

Give brief details about the theme or programme for your rally. The charge per night will be the price without VAT (the net price), together with a one-off rally fee of £1.00 per weekend – this rally fee is to cover incidentals such as sweets for the children, postage, telephone calls, photocopying, small prizes etc. An admin fee is also chargeable based on number of nights. This is based on the Treasurer's recommendation's, at each AGM. Details of these charges are available in your rally books and from the Centre Treasurer. Remember you must cost out any socials/entertainment you are intending to provide and add this to the booking form. **Please ensure you check these rates when costing your rally.**

If in any doubt, please do not hesitate contacting the current Treasurer.

If you require any centre equipment, check that it will be available and book it with the Field Equipment or Audio Officer.

It is the Steward's responsibility to collect and return all equipment requested, so ensure any costs incurred for transport will be covered within rally expenses. Travelling to and from the site is not a reclaimable cost, although special considerations may apply. If you feel this might be the case for you then please contact the Treasurer who will advise accordingly.



## SOCIAL EVENTS/CATERING:

What is your theme and what do you want to achieve – do not be over ambitious, make it simple. Not too expensive so that the social charge is prohibitive.

### Ideas for themes

- Pasty supper
- Cheese and Wine (or just provide the cheese etc)
- Cream tea
- Barbecue
- For winter rallies soup and roll
- Cider & Skittles
- Christmas (not for the feint-hearted)



If you plan to provide food leave your shopping until you have a clear idea of numbers. Make sure you over estimate the amount required per person as there is nothing worse than running out of food before everyone else is served. **REMEMBER – your social charge taken in must cover all costs – Factor in cancellations as this will reduce your social income!**

When it comes to preparing the food remember you can always ask for help from other ralliers, some have expertise in preparing food. Don't be afraid to ask for help if you need it – especially from your flag officer, who will usually have experience of this kind of thing!

Where are you going to prepare your food? Is it all going to be in your van? If so, space is likely to be an issue. Have you been given a room/barn/ etc.? Is there electric/gas available? Are there washing up facilities available? If not, how are you going to manage?

Have you considered ordering the tea urn etc. from the centre equipment officer. What about a marquee/party tent as your function area? If so, you need to consider getting, erecting it and dismantling and returning it afterwards. To erect the marquee, you will need at least a party of 8 people 4 being experienced at putting up the large marquee.

You can also charge a £1.00 per van for your petrol / diesel- this is for collection and returning the marquee back to its base.

### Buying the food etc.

Whatever you buy – keep the receipts as you will not be reimbursed without one! Don't be embarrassed to ask the shopkeeper for a VAT receipt, as he is obliged to provide one on request.

**Receipts must be shown for any expenditure regarding the rally. Any printed invoices must have Devon & Cornwall Centre as the customer.** There are Bookers cards available from Committee members for you to use – contact the Centre Secretary for who holds these.

Make sure you put in the programme, or on the notice board, if people are required to bring their own crockery, cutlery and glasses – this is preferable as they all do their own washing up this way!

### ***Social charges:***

Remember you **MUST** cover all expenses. This means that you are going to have to be as accurate as possible on your pricing. You must also remember that there may be an unfortunate case where a rallier or two may not arrive and therefore suddenly you will find that the income you were expecting for socials is going to be insufficient to cover the outlay. Therefore, it is recommended that you make a small overcharge, to err on the side of caution – if everyone turns up then your rally will have made slightly more profit than you expected – or you can add in some last minute prizes! **As per VAT notice 741a (available on HMRC website) you can only spend the NET amount taken in on a social charge. This amount is available on the bottom of column f on the Rally Return Spreadsheet.**

### ***Children (between 5 and 12):***

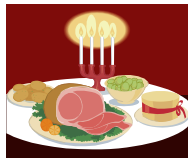
Must be charged for, usually half the price of an adult social charge. Children under 5 are usually free and teenagers are to be classed as adults, as they certainly don't eat less!!

If you are providing alcohol, remember you must also provide soft drinks for teetotallers and under 18's. These days it is cheaper and easier for the ralliers to provide their own drink.

If you are rallying on licensed premises, remember you must not allow ralliers to take their own alcohol as this could jeopardise the licensee's livelihood.

Don't forget, if you have a quiz as part of your programme you are going to have to provide prizes for the winners.

Remember – don't be too ambitious to start with



## Plaques:

The choice of motif on the rally plaques is made by the Stewards, by selection from the range of designs available; you can find them on the website of the plaque supplier. Look at the current D&C website and click on the link.



The shape of the plaque is fixed for normal weekend rallies. Holiday rallies (over 5 days) can choose any available shape, and the Plaque Officer. Please find their name and telephone number in your current rally book they will confirm the price so you can charge the ralliers.

However, there is no different colour choice for holiday rallies the colour is chosen at each AGM, via the current chairman for all the plaques throughout the year in their office. The Easter, Christmas and New Year and Business rallies are the only other exceptions where shapes can be different from standard if the Steward so desires, unless Committee approval has been obtained. All plaques presented to Stewards are at the cost of the Centre, but all rally plaques are to be charged for – the current cost for a weekend rally plaque is to be £1.10 plus VAT. The treasure will advise you of the cost of any unusual holiday plaques, or any other inquiries.

Don't forget to order your stewards & assistant stewards' plaque at the same time; that you order all your other plaques required for your up and coming rally, the minimum plaque order at present is 17, plus P&P. At this present time some current rallies do run at a bit of a loss, this is no fault of the rally stewards. We have no choice if 10 vans request a plaque you have to order the minimum of 17.

Your plaque requirements **MUST** be notified to the Plaque Officer with at least fourteen working days' notice. Special shaped plaques require twenty working days' notice. Earlier orders may be required for Bank Holidays. The Plaque Officer should **NOT** have to contact Stewards. When on holiday the Plaque Officer will make arrangements for cover. After the rally any unused plaques should be returned to the Rally Secretary.

Remember to order First Meet plaques if you have any first time ralliers (although you may wish to check with your Flag Officer first as they may well carry spares with them) and also check to make sure that none of your ralliers are celebrating a milestone rally, e.g. 50, 100, 200 etc. rallies they have done. If this is the case then this plaque will need to be specially ordered, in advance as well to be given out at flagpole.



## RALLY KITS:



A rally kit consists of equipment to help you run your rally smoothly and efficiently it comprises:

- **D&C small triangles**

These should be placed strategically on the approach to the site to give directions to incoming ralliers. The best places are at junctions and roundabouts off main roads.

- **Warning “caravans turning” sign.**

This sign should be placed 100 metres to the left of the site entrance to warn traffic that long vehicles may be crossing in front of their road ahead

- **Drinking water only signs**

These should only be placed next to the drinking water tap and not near the Elsan tap

- **Chemical toilet signs**

These should be placed at the designated Elsan point

- **Dogs on lead signs**

These should be put in a prominent place, usually around by the stewards’ van – some venues don’t mind well behaved dogs off leads.



- **5 mph signs**

These should be placed at the entrance of the site so vehicles entering adhere to the speed limit.

- **Steward’s signs**

These should be placed outside the stewards’ vans so people on arrival can distinguish the stewards from other ralliers.

- **The Flagpole**

This should be erected away from anything that it could damage if it falls over. To erect it you should use the 3 wooden pegs supplied and keep the lines taut. Also try not to put the flags away damp.



- **Marker flags**

These should be used to mark out the rally field with sufficient distance between units

- **Tow rope**

This should be used to help a stuck unit back to safety and also to prevent a unit from spinning and damaging the rally field

- **Yellow flags**

These should be used to show that the steward deems that movement on the rally field is restricted due to inclement weather and damage may be caused to the rally field

- **Red flags**

These should be used to show that the steward deems that movement on the rally field is forbidden due to inclement weather and damage may be caused to the rally field

The Rally Equipment Officer will contact you prior to your rally to let you know the details of how you are going to receive your rally kit. At this time, he will also let you know how the Rally Kit is to be returned.



There are several available rally kits, most of them distributed around the two Counties with Stewards who regularly run rallies.

## CENTRE RALLY EQUIPMENT:

In addition to the standard equipment used on every rally the centre has various equipment, that can be used to aid and support your rally. This is useful when planning the social aspect of your rally as it can give you extra space, somewhere to gather and allow more options to your rally programme. This equipment needs to be pre-booked by the Steward with the Rally Equipment Officer (name supplied in your current rally book) to ensure they are reserved for your rally.



### The centre has:

1 Large Marquee in Trailer
1 20 x 20 Marquee in Trailer
1 2.3 Kw Generator
1 Gas Space Heater
3 Gas boilers
2 Electric boilers
2 Coleman Shelters

### **Audio Equipment**

1 CD Player
1 Box of Miscellaneous CDs
1 PA Amplifier
2 Black Speakers
2 8" Loud Speakers
2 Speakers with stands
2 Speaker stands
2 Cream coloured speakers
Old PA System in wooden box
Bag containing various wire connectors

### **Sports Equipment and Games**

1 Large Connect 4 in bag.
2 Volley Ball Net with poles
Netball Kits
Football Kit
2 Plastic Hockey Sticks
2 Sets of Metal Boules
2 Netball posts, bases and 5 Netball hoops
1 Netball
1 Volleyball
3 Rounder bats
Sports markers
2 Lawn Darts
1 Box containing Cornish/Lawn Skittles
Triominos
Cycling Competition Apparatus
Bingo



## PRE-REQUISITE ARRANGEMENTS:



**Flagpole:** The Chairperson (or the person deputising for him/her as Flag Officer) will preside over the Flagpole Ceremony, the timing of which is to be agreed between the Steward and Flag Officer before they arrive on the rally field. If possible, it is advisable to speak to the Flag Officer before compiling the rally information sheet to check that they are able to perform the flagpole ceremony at the time you have chosen. Remember encourage new meets to flag pole,

### *Taking Bookings*

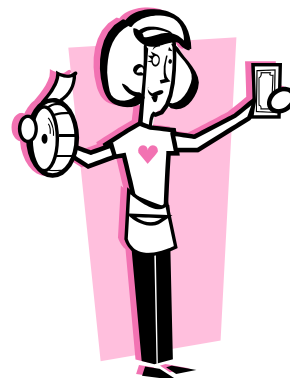
As you begin to get sent to you it pays to keep your rally lists updated to keep an eye on costs, plaque numbers and deposits. Remember to keep a space for your Flag Officer even if you have members of the Committee booked on. The nominated Flag Officer will notify you.

Please ensure deposits are sent to the Treasurer regularly to ensure the cheques are banked. The Treasurer will give you a receipt for your records. **Please ensure your rally number has been written on the back of any cheques or vouchers sent in!**

: Notify the Rally Secretary when the rally is full, so that Flag Officers may be informed, announce it at future flagpoles and put the information on the D&C website.

### *Motorised Competitions*

The Centre borrows a caravan to use for Driving and Reversing practice and competitions. Anyone wishing to hold a driving and Reversing rally please contact the Rally Sec for more details. Applications must hold current driving licence and be a centre member.



### *Raffles and Draws*

These are optional and may be held to raise money for the Centre. The exception to this is when the rally is a Charity rally, e.g. Ladies Charity or Chairman's Rally when it will be designated as

Charity Raffle only. The Steward may supply a maximum of five prizes out of the raffle monies if enough prizes are not donated. It is advisable to wait and see how many prizes are donated before purchasing any. Remember you will need to buy raffle tickets!

***Always ensure you obtain a receipt for any such items as VAT is reclaimable.***

## ON SITE:

Stewards may lay out the site as they so wish. The overriding responsibility is that it is essential for emergency services to have access to any part of the site, should the need arise. Tow cars should be parked on the offside of the caravan. Extra vehicles and tents must not hinder this access, with tents being pitched in the awning space.

Example: Awning – Caravan – Car.



***SPACING:*** the standard spacing recommended is 10m between pegs in a row, (offside front to offside front corner of caravans) and 15m between rows of pegs. These are the minimum requirements and for guidance only; allow plenty of space if it is a large site. In a rectangular layout it is preferable to 'stagger' pegs so that caravans in alternate rows are sited midway between those of the row in front. A rectangular layout is the easiest to set out, but there is no reason why any other style may not be used eg. A circle or horseshoe. Whatever layout is chosen it is not desirable for caravans to overlook each other's windows. On commercial sites where electric hook-up is being used the spacing may be closer or you have no option but to use the sites layout. If close to a building the first marker peg must be at least 6m from the building.

***WET SITES:*** On extremely wet surfaces movement should be kept to a minimum. Stewards may request drivers to travel at a slower pace and vary the path they use by marking with pegs, moving these from time to time to alter the route. In exceptional circumstances, the Steward may find it necessary to allow no vehicular movement whatsoever; in this case he will inform all ralliers, and a flag will be put in full view. The colour flags are detailed on page 10.

***STEWARDS:*** the caravans of the Stewards and Assistant(s) should be positioned convenient to the entrance, but not so near to cause congestion or tailbacks onto a public road at peak arrival times. On commercial sites Stewards vans should not inconvenience other users.

***FLAG OFFICER:*** a site should be reserved next to the Stewards or in some other prominent position for the Centre Chairperson or the nominated representative Flag Officer, should they wish to avail themselves of it; electric hook-up should be offered to Flag Officers, if available.

***FLAG:*** The Flagpole should be set up in a prominent position, but with sufficient space around it to accommodate the gathering for the flagpole ceremony. The flag **MUST BE** left flying at all times when rallying on a field and can be taken in at sunset and during inclement weather if rallying on a commercial site.



**SAVING SPACES:** although the Centre does not approve of this practice, it is not uncommon! Ralliers wishing to be sited together should take the trouble to arrive together. If Stewards are asked to reserve spaces, they are entitled to refuse to do so. However, if they wish to oblige, they do so entirely at their own discretion.

**CARS:** should, wherever possible, be parked along the offside of the caravan, not in front or behind where it could cause congestion and block emergency access. Extra cars should be advised to park where not blocking any access route.

**TENTS:** small tents may be erected only with prior permission from the Rally Steward. They must not cause any obstruction or nuisance, and must be sited adjacent to the caravan within the pitch area of the outfit to which it belongs. Any rallies of 5 days or more can accept tents in their own right as long as they are Club Members but must occupy their own pitch.



**GENERATORS:** are tolerated at the discretion of and specific prior notification to the Steward on arrival at the rally. Those wishing to use one should normally be sited near the edge of the rally field to cause minimum nuisance to other ralliers, and can only be used 9am – 9pm under supervision with consideration for others.

## **Security**

Stewards are requested to ensure that whenever possible the rally field is not left unattended, especially during the hours of darkness. If for any reason all Stewards need to leave the site concurrently they should obtain a willing volunteer to stand in for them. On non-commercial sites it is essential that all visitors report to the Stewards on entering the rally field; please request members to comply with this regulation.

## **Discipline**



Members are responsible for the conduct of their families and visitors. If a Steward considers that someone is breaking Club or Centre rules, he should report the matter to the Centre Chairperson or Flag Officer, who will decide what action is to be taken. It is preferable for this to be acted on immediately so that it can be sorted out without having to be referred to the committee.

## **Health and Safety**

Stewards should obtain information about the local availability of medical services that can be called if required.



Stewards of the competition, fireworks and other similar events which involve members participating or spectating at events must ensure that they are safely controlled and marshalled. Adequate safety precautions must be made, cordoning off areas for spectators. These must be advised on the information sheet, and backed up verbally and physically if necessary. For fireworks and bonfires, the prevailing winds and local weather forecasts may assist Stewards in their selection of sites. Smoking (including “vaping”) and naked flames for cooking or heating are **FORBIDDEN** in all Centre marquees.

**In the case of any accident on site that involve the Centre. The Flag Officer must be informed of the incident as he or she carry accident forms which must be filled out.**

## THE FLAG OFFICER:

- A Flag Officer will be either the Centre Chairman or his or her representative.
- Every rally will be nominated a 'Flag Officer' by the Chairman. If there is a committee member able to attend, however, this cannot always be adhered too.
- Occasionally if no Committee member is available to take 'Flag' then the Chairman will usually ask the Stewards of the rally for a list of any Past Chairmen attending. On very rare occasions the 'Flag Officer' has been selected from the most senior member at the rally.
- The 'Flag Officer' will give support and advice to the Stewards & help to sort out any problems that may occur during the rally.
- Stewards **must always** keep a space on a rally for the 'Flag Officer' and site him/her near to the Stewards and the sign put near his van so that Ralliers can find them if necessary.
- The plaque for the Stewards should be given to the 'Flag Officer' on arrival so that they can be presented at 'Flagpole'.
- At sometime during the rally the Stewards may be invited by the 'Flag Officer' to be entertained as a thank you for organising and putting on the rally. This is not always the case so the flag officer can present a bottle of wine to each couple stewarding, as a Thank You.
- At 'Flagpole' the Site Owner and Stewards are thanked and presented with a plaque, other Centre business is usually announced.
- Usually the stewards will give the Flag Officer any information regarding birthdays, anniversaries, special events to be announced at Flagpole.
- Often the Flag Officer will go to a new meets van to welcome them to the rally and the Centre, therefore it is a good idea to make them aware of where these meets are sited.
- Any problems on the rally that cannot easily be sorted by the Steward must be reported to the Flag Officer who will be able to take it back to Committee or deal with it as they see fit.

## RALLY RETURNS/FINANCE:

**Bookings:** Stewards must receive a £5.00 Cash, Voucher or cheque, non-returnable booking fee from all ralliers. Ensure that any cheque or Postal order has been correctly made out to 'The Caravan Club, Devon & Cornwall Centre', and not to the Steward or the site owner. If a Steward has received cheques from ralliers in advance of the rally, these **MUST** be sent to the Treasurer at least on a monthly basis. This is to ensure that the cheques do not expire before they can be banked and also so that the rallier does not receive an unpleasant surprise 5 months later when the

cheque they had forgotten about suddenly clears their bank account! In all cases a receipt will be sent to the Steward by the Treasurer which will be dealt with on the Rally Remittance sheet when the paperwork is completed at the end of the rally.

**Payment for rallies:** Ideally ralliers should pay with cash on arrival, enabling the Stewards to pay the site owner during the rallying weekend. The alternative method of payment is by cheque; when cheques are received the Stewards the **rally number and membership number** of the rallier should also be entered on the reverse of the cheque. Please also ensure that the cheque is correctly completed, ie words and figures agree, with date and signature added. The membership number of ralliers, particularly visitors, should **ALWAYS** be obtained.

**Charges:** to enable the Centre to function it is essential that rallies make a surplus. When considering the charges for your rally please take into account the following:

- ✚ The rally fee as currently set out by the treasurer's recommendations, held at each AGM
- ✚ The admin fee – This **MUST BE** returned in full to the Centre
- ✚ The net site fee
- ✚ Socials or other events involving expense, should be self-financing with the costs shared by those attending
- ✚ The Centre Chairperson or his nominated Flag Officer is excused all charges except for rally plaques, socials, refreshments, & electricity.
- ✚ The Steward and Assistant(s) are excused all charges except rally plaques (other than those presented), electric hook-ups (unless negotiated). If it has not been possible to obtain agreement of the landowners for these free places, please contact the Treasurer or Rally Secretary for advice.
- ✚ VAT collected **IS NOT PROFIT** and cannot be used to offset expenses



**Expenses:** Should be kept to a minimum.

- ✚ Stewards out of pocket expenses such as printing, competition prizes etc. should be reimbursed through the rally fee charged providing a VAT receipt has been obtained.
- ✚ Please remember that the cost of fuel for attending your own rally cannot be reclaimed
- ✚ When a site charge includes VAT they should always be asked to provide a VAT receipt, otherwise the Centre cannot reclaim it. **This will result in the rally making a loss.**
- ✚ All purchases (if VAT able) must be covered by a VAT receipt. The vendor is obliged to produce such a receipt on request. Any invoices must have Devon & Cornwall Centre as the customer.
- ✚ Charges for raffle tickets (and any prizes purchased) should be deducted from the proceeds of the raffle, not from rally funds.

**Accounts:** Should be sent to the Hon. Treasurer **within 21 DAYS** of your rally finishing, this includes the completed:

- ✚ Balance Sheet
- ✚ Remittance Sheet
- ✚ Attendance Register
- ✚ Cancellations/Non-arrivals sheet
- ✚ All VAT receipts
- ✚ All surplus monies as shown on the Balance and Remittance Sheets
- ✚ Vouchers received
- ✚ Booking slips need not be returned but please destroy accordingly 6 weeks after your return has been submitted.

The Committee need these figures returned in timely manner. The Committee will be left no option but to pursue outstanding/owed monies or returns.

**Please ensure your Rally return has been sent to the Treasurer with 21 DAYS of the Rally ending.**

**This enables the Centre Committee to accurately run the centre.**