



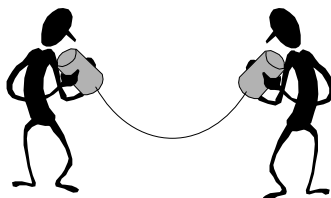
Thanks for showing an interest in  
being a rally marshal.



The details enclosed will  
hopefully give you an idea of what  
is involved.



Remember your regional  
coordinators are there to help you  
so get in touch if you have any  
questions



# 1. Choosing a site and date

Choosing a site that will please everyone is not easy, some like all singing all dancing affairs others like something more sedate. There is no "perfect" site so its best to make sure the basics are right and the rest will follow.

The site you choose should be of a good standard consider the following:

## **Essentials**

- Do they take rallies
- Ease of access
- Are children allowed, is there a play area
- Standard of toilets/showers/pot wash
- Other utilities such as electric hook up/water points/waste water/ CDP
- Level and size of pitches/cost of a suitable pitch
- Are dogs allowed, is there a dog walk area

## **Nice to Have**

- Shop, basics or Aladdin's cave
- Food services, café/restaurant/takeaway
- Pool/leisure facilities/games room.

If you already know of a good site that fits the bill that's great, if not your regional coordinator may know a good site in the area that you can use.

Choose the dates that you want to hold your rally and then contact your regional coordinator, they will make sure it doesn't clash with another rally close by (with this in mind it may be a good idea to choose a couple of dates for your rally). All being well they will get in touch with the site secretary who will call the site to make a provisional booking, negotiate fees etc.

The site sec will let you and the regional coordinator know if the site can accommodate your rally.

## 2. How to prepare

You don't have to do anything! However most marshals provide a welcome pack for each unit attending, enclosing details of local amenities, literature on local attractions or details of what's on in the area over the course of the rally. If you're looking round the area start collecting material for a rally pack.

You could include something to keep the kids (of all ages) occupied, colouring pages a quiz or puzzle of some kind.

An itinerary of any events you have planned, where and what time they will begin. Remember the weather may curtail some activities so have a contingency plan.

Why not try one of the following:

- ❖ A simple get together
- ❖ Quiz night
- ❖ BBQ
- ❖ Theme night/fancy dress
- ❖ Organised trip or walk
- ❖ Sports day (egg n spoon, 3 legged races, wellie throwing)
- ❖ Coffee morning and raffle draw

The possibilities are endless, just use your imagination, but remember a small success is better than a big failure!

The social secretary can help out with ready made quizzes, if you need help give them a call.

An allowance of 50p per unit per night (weekend rally only) will be paid to the marshal to cover costs of paper, folders etc and prizes. If a raffle is held it should be self funding so you may want to see how many tickets are sold before splashing out on a Cadac or 3-way fridge for first prize!!

Note from the Treasurer – Please keep your receipts, as these will be needed to verify your cost so the allowance can be paid

### 3. What Next ?

To advertise your rally submit a piece to the Contours editor to appear in the magazine and maybe on the website, your regional coordinator will also mention it in their article.

You don't have to worry about bookings, directions for those attending the rally or any of the financial side of things the site secretary will take care of these issues for you.

The Treasurer will inform the Rally Marshal who will bring the cheque for payment to the site; this will normally be a Committee Member attending the rally.

As a rally marshal you should, if possible, be first on site to welcome members attending. Tea, coffee and squash could be offered along with a helping hand if it is required.

The regional coordinator will bring the play/party tent or arrange for it to be brought to the rally. There is usually someone attending who has helped put it up before so don't worry.

Your role is to aid the smooth running of the rally, don't be afraid to ask for help or advice from the regional coordinator or the committee or any club member for that matter.

Don't forget a rally should be fun for you too.

### 4. What's in it for me ?

A lot of work (are you sure that's the right quiz answer?).

A lot of worry (Believe me you can't do anything about the weather!).

A lot of fun (meeting old friends and new)

Oh and you do get 2 free nights paid for by the club.  
NB this is for weekend rallies only