



The Auto-Sleeper Owners' Club

www.asoc.uk.com

Guide for Rally Marshals

Before booking a Rally, please contact the Rally Co-ordinator for approval of date and venue.

A Marshal

The administration and supervision of a rally is carried out by a marshal. It is usual in ASOC for a marshal to be a couple together in one van, however occasionally the marshal is actually two single people each in their own van. It is ASOC's policy that a marshal should be entitled to a free pitch on the rally; in this context the Club recommendation is 1 Marshal for up to 20 vans, 2 for up to 40 and 3 as an absolute maximum.

A Rally

A rally is a meeting of club members to camp and socialise. Rallies can be held in the UK and Europe, they are the initiative of individual club members who voluntarily and at their own expense identify a suitable site, make all of the arrangements and are on site to conduct the rally.

Camping in Motorhomes in the UK is regulated by the Caravan Sites and Control of Development Act 1960. For land to be used as a caravan site it must have a caravan licence and planning permission for the use; many such sites exist and we refer to them as 'Commercial Sites'.

The first schedule to the 1960 Act contains paragraphs that detail cases where a caravan site licence and planning permission is not required. ASOC is able to conduct rallies under the terms of two of these paragraphs on what we call Green Field sites:

Paragraph 6 Exemption ASOC have been granted a paragraph 6 exemption certificate. The time spent on site is strictly limited to 120 hours (5 days), this includes any setting up time required by Marshals. The rally has to be supervised by a member of ASOC and only permanent members of ASOC can attend.

Paragraph 4 Exemption ASOC is a member of the Association of Caravan and Camping Exempted Organisations (ACCEO). ACCEO hold a para 4 exemption certificate that can be used (on application) by member clubs. ASOC have to have a marshal who is a personal member of ACCEO to supervise activity on site, ACCEO have to enter into a legal contract with the land owner and also consult local councils before using the site - and not use it if the council objects. ASOC can spend no more than 28 days at a time at these sites.

If the site is within a National Park, permission would need to be granted by the National Park Authority. This procedure can take at least a year and would be dealt with by the Rally Co-ordinator. A local authority can remove exemption from a site and/or an organisation if they receive a complaint or objection.



Guide for Rally Marshals

Rally Venue

The minimum requirement for a rally site is a fresh water supply and elsan emptying point.

i) Commercial Sites the conditions laid down by the site warden should be observed. Some commercial sites have a separate area used for rallies, which would be classed as a 'Green Field' site.

ii) 'Green Field' Site rallies will be held under the terms of an Exemption Certificate (paragraph 6 exemption). If setting up for a 5 day rally cannot be achieved within the 120 hour time frame, a Marshal may seek, as a private individual, permission from the land owner to camp for up to two days, using their own insurance cover. ASOC does not use Green Field sites for rallies outside the UK.

Siting Motorhomes

On a Commercial Site, units should be sited in accordance with the pitches agreed with the site warden.

On a 'Green Field' site spacing is important. The minimum distance allowed between Motorhomes in all directions is 6m (20ft) to enable access for emergency vehicles and safe evacuation if necessary. For this reason, vehicles should ideally be facing the same way and in neat lines.

When marking out the site, remember to allow space for each Motorhome. 3m (10ft) for width and up to 8m (26ft) for length. If space is tight, the length calculation can be reduced, if shorter vans are booked on the rally.

Please reserve pitches near to facilities for disabled members and electric hook ups where requested.

Things to Consider

- Whether a booking fee or deposit is required. If so, please check procedure with the Rally Co-ordinator
- The site fee and electric hook up charges per night
- The availability of free pitches for Marshal/s
- The condition of the land – soft ground should be avoided at all costs
- Location and flow of Fresh Water Point – if slow, congestion may arise
- Chemical Toilet Emptying facility – if water is not available, suitable water containers need to be provided to rinse cassettes. Under no circumstances are cassette toilets to be rinsed out using Drinking Water taps
- The availability of toilets on site
- The disposal of rubbish – if there is no rubbish disposal point, provide bags for members to take rubbish home



The Auto-Sleeper Owners' Club

www.asoc.uk.com

Guide for Rally Marshals

- The whereabouts of dog exercise area
- Whether the site has a room suitable for 'communal use' - if you wish to use a Club urn, please reserve with the Rally Co-ordinator

Information for Ralliers

- Site address, including post code – also required in the event of an emergency for the relevant services.
 - Address and phone number of the nearest:
 - Doctor
 - Hospital/A&E Dept
 - Dentist
 - Vet
 - These details should be displayed prominently or given to all ralliers in 'welcome envelope'
- Location of
 - Shops
 - Pubs/Restaurants
 - Bus Stop
 - Railway Station
 - Local attractions

Rally Costing

To comply with Club policy, ensure the rally at least breaks even.

Receipts are required for all items costing over £20 and for other items wherever possible.

Site Fee

The charge made by the site, per night, multiplied by the number of nights of the rally. In some cases this may also include electrics, otherwise show the cost of electrics separately.

Some sites do not charge Rally Marshals for a pitch during a rally. If a charge is made, the cost should be added to the site fee paid by ralliers. Calculate this by dividing the cost of Marshal/s pitches by the anticipated number of participants and add to the site fee.

Rally Fee

The rally fee is designed to cover the cost of extras provided during the rally such as light refreshments, bin bags, envelopes etc. as well as small admin expenses incurred in arranging the rally plus rally plaques at £1.00 each (min order 25). Rally plaques are ordered through the Rally Co-ordinator once the Rally has been confirmed and paid for by the club treasurer.



The Auto-Sleeper Owners' Club

www.asoc.uk.com

Guide for Rally Marshals

Travel expenses are not paid by the Club. Purchases of equipment or large expenditure is subject to prior approval by the Rally Co-ordinator.

Raffle

A raffle may be organised, but is not a requirement. To comply with the Gambling Act, raffle tickets may only be sold to Club members during the rally. Proceeds are to be sent to the Club, although the cost of raffle ticket books and the purchase of prizes can be reimbursed from the proceeds.

Rally Refreshments & Meals

It is customary to hold a 'get-together' on the first evening of a rally with light refreshments to introduce first time ralliers and announce any planned arrangements. A similar event can be held on the last evening/morning.

A meal may be arranged on site or at a local Pub/Restaurant. On site it is important all food is prepared and/or handled by adults. The use of Barbeques is permissible with site owner's permission and providing they are sited at least 6m from any van if used in a group barbeque. Individuals use a barbeque at their own risk.

Organised meals and/or entertainment are optional extras to be paid for by the ralliers in addition to the site and rally fees.

Publication of Rally

Details of rallies are usually announced in the Club Magazine two months beforehand and bookings cannot be taken until this notice appears. Prepare a rally 'advertisement' in a similar format to others in the magazine, identifying the location, dates, Marshal's details, price and directions, plus any other information thought to be beneficial. Send to the Rally Co-ordinator as soon as possible. If the Marshal is prepared to accept payment for the rally by bank transfer as well as by cheque, he can say so in the advert and ask members to contact him for bank account details.

Once the rally has been confirmed, the Rally Co-ordinator will send 'Rules for Rally Marshals' and an agreement letter to be signed by the Marshal, along with other relevant documentation.

Please remember rallies should be as much enjoyment for the Marshal/s as for participants.

The Rally Co-ordinator or any member of the Committee will be happy to answer any queries or concerns and attendees on rallies are always more than willing to assist in any way.