

AKARANA CARAVAN CLUB Inc.
HELPFUL SUGGESTIONS/GUDELINES
FOR RALLY CAPTAINS AND ASSISTANT RALLY CAPTAINS

These notes are suggested guidelines – not strict rules. Feel free to use your discretion and adapt.

Initial preparation and assistance

The venue/site is booked by the Committee's Rally Coordinator who will advise you the agreed rate per vehicle and the contact details for the venue.

You are very welcome to contact the Rally Coordinator, or any club member, for help or advice.

Preferably contact the venue and arrange a prior visit to check, confirming details such as arrival times, where to park, key pick-up etc. This also reminds the venue that we are coming.

Try to gather ideas of a range of things that are of interest and available in the local area.

Equipment

After the preceding rally finishes you should be given the club's rally materials

1. Plastic box - Defibrillator and First Aid Kit
2. Plastic box - Tea/coffee/milo/sugar etc. (refilled by supplies person at the rally)
3. Plastic box – Cleaning gear, rubbish bags. (refilled by supplies person at the rally)
4. Plastic box - Rally book/stationary/dice/bell etc
5. Plastic box – Toilet paper and paper towels
6. Black bag - Akarana signs, white board, small cones
7. Bag with flag and poles

The club has three gazebo domes. If you think they would be of use, ask the Rally Coordinator how to get them.

You can utilise the Rally Run Sheet, which is a useful checklist for you to personalise. It will help you keep on track. However, you may run the rally any way you are comfortable with.

Money matters

You will have received a cash float from the Treasurer for the purchase of any prizes or other requirements. Ensure that you get receipts for any items you wish to claim. Spend up to about \$25 each on the raffle prizes and the lucky van prize.

The raffle is not specifically required for club funds but rather to supplement any incidental rally costs such as prizes for games, etc.

Sharing information with members

Complete the 'Next Rally Template' for the bulletin and email it to the bulletin editor by the Thursday, at least 8 days before the rally.

Activities for the rally

Plan whatever you are comfortable with running e.g. competitions, a game or two, a quiz or music for the evening etc. Activities and competitions are not compulsory – indeed we have had successful rallies where there were no competitions or activities. If you have

Assistant Rally Captains, get them to help. A list of previous rally activities can be acquired from the Rally Coordinator or the Secretary.

Running the rally – *Refer to the Rally Run Sheet*

See above for rally equipment. Collect them from the previous rally.

Preferably arrive early to obtain the keys and check out the site as per the 'Rally Run Sheet.'

Remember that members are happy and willing to help you with anything you want – just ask.

Welcome members or visitors as they arrive. Get them to sign in the rally book. Direct them where to park (3m apart), advise where the tap is for water buckets. Use Rally Captain Assistants to help.

The initial morning tea – *Refer to the Rally Run Sheet*

The initial morning tea is a very important time. Members do enjoy their time together – usually at 9.30 or 10.00am. It is also an opportunity for you to share information and welcome visitors. If chairing and speaking at this session is a worry for you, others will help – just ask them. Also, check if the chairperson or any other members want to speak.

At the close of the rally – *Refer to the Rally Run Sheet*

Ask for assistance with any cleaning and arrange to get rally materials and supplies to the next Rally Captain. Return any venue keys.

After the rally – *Refer to the Rally Run Sheet*

Record key information in the Rally book: current holder of the 'Clanger' and the 'Stirrers Award', raffle and lucky van winners.

Write up a brief rally report ½ - ¾ of a page. Email the report to the next Rally Captain to paste into the Rally Book and to the bulletin editor, who may add a photo or two.

Thank you

All our members appreciate you running the rally.

Thank you very much.

16.05.23