

# Planning Your Rally

## Getting Started

- 1.1 Choose your Site.
- 1.2 Discuss dates (usually 5 to 7 days) and pitch price with site owner.
- 1.3 Ask another member to be your Assistant RM/Booking Officer.
- 1.4 Complete the online ["Offer to Run a Rally"](#) form.

## Your Rally Programme

In it's simplest form a rally is just a gathering of members with no organised programme, an ad hoc programme may develop as the rally progresses, this is perfectly acceptable. If you do decide to include some programme options, here are a few suggestions.

- 1.1 1st day is always tiring, consider providing a welcome cup of tea or coffee for your ralliers on arrival and a simple welcome supper, perhaps fish & chips brought to site. This is an opportunity to introduce your rally programme.
- 1.2 Free time is important, try to include at least one free day and one free evening.
- 1.3 Provide a list of local places to visit, local markets are always popular, you may be able to organise a group visit.
- 1.4 Consider social activities, such as a BYO BBQ, Boule match, short guided walk.
- 1.5 In van Hospitality is popular with ralliers and if placed early in the programme, is a good way for new ralliers to meet members, planning sheets can be found on ["Resources"](#) page..
- 1.6 A morning coffee briefing can be useful on the 1st day but this should be avoided as it limits time to explore the area. Instead consider an informal gathering after dinner each evening, when members can bring their own "refreshments" and share their days experiences.

## The paperwork

- 1.1 Most of your Ralliers will have applied to join your rally via the online system and you will have all their relevant details in the application including outfit details, dates staying and ICE (**In Case of Emergency**) contacts. You can watch a short video tutorial "Managing Applications on the Membership System" on the ["Website"](#).
- 1.2 You will need to provide a **"Programme Options"** form for ralliers to complete. This will need to include their names and any elements with a cost.
  - 1.2.1 The Rally Fee.
  - 1.2.2 Number of night staying multiplied by pitch fee.
  - 1.2.3 Any meals.
  - 1.2.4 Any events.
  - 1.2.5 A total payable and payment due date.

Also; programme options without cost but where numbers taking part are required i.e.

- 1.2.1 Hospitality
  - 1.2.2 Games
  - 1.2.3 Guided walks.
- 1.3 You will need to produce a **"Programme"** document that includes.
    - 1.3.1 Site address and directions, access & departure time conditions.
    - 1.3.2 Daily events list.
    - 1.3.3 If you have arranged a meal, you will need to provide a document with **"Menu Choices"**
  - 1.4 Most Important, keep your documents short and simple.

## The Rally Pack

You will need to make up a Rally Pack, this may include.

- 1.1 A list of rally attendees. This list is automatically generated by the Membership System, you can discover how to print this and many more useful documents for Rally Marshals by visiting the "Video Tutorial" webpage and watching "[How to Access the Really Good Stuff](#)".
- 1.2 Your Rally Programme document.
- 1.3 A list of local services. Doctors surgery & Hospital, Veterinary surgery, Churches, Grocery Stores, Caravan Service depot.
- 1.4 The site may have an information station or you could visit the local Tourist office to obtain leaflets on local attractions.
- 1.5 Some RMs provide a Rally Plaque memento but this is entirely optional.

## The Rally Finances

1. If you are intending to collect money from ralliers to pay the site fees or meal costs, there are two options for handling rally finances.
  - 1.1 Use an ICFR specific personal account, most banks allow multiple current accounts that can be quickly set up using your banking app. Rally funds should be kept separate from personal money. By signing the offer form you confirm that funds held in that account belong to the relevant ICFR members and cannot be considered to be part of your personal estate.
  - 1.2 Use your ICFR Area account, discuss with area treasurer.
  - 1.3 Your Assistant/Booking Officer may have a suitable account.
2. Your other options is to handle no money for the rally.
  - 2.1 Arrange with the site that they will allocate specific pitches for the rally and accept individual booking from ralliers, who will pay the site directly.
  - 2.2 If dining out on the rally, arrange with the venue that ralliers will settle their own accounts.
3. Keeping track of your finances
  - 3.1 Create a simple spreadsheet. Most members will be familiar with the basics of a spreadsheet and this is all you need, the Programme Secretary can help to set it up.

## The Website

Your rally will have it own page on the website, the Webmaster needs your input.

1. The information you give in the Offer form will be used to promote your rally. The outline you give will be the main text on the page. You can send additional information at any time, to keep your page relevant.
2. There are several links on each rally page.
  - 2.1 The location of the rally on the Rally Map for that season.
  - 2.2 The Caravan Site website. If you have this send it to the webmaster.
  - 2.3 Your Programme document.
  - 2.4 Your Programme Options document.
  - 2.5 The Apply Now link to the Membership System
  - 2.6 The number of Places Left on your rally will be displayed, please keep Webmaster update.

## The Membership System

1. Managing your rally applications.
  - 1.1 You will receive an email automatically generated by the System when an application is made.
  - 1.2 Please respond to these emails in a timely manner.
  - 1.3 You can watch a short video tutorial "Managing Applications on the Membership System" on the "[Website](#)".
  - 1.4 On the website there is another video tutorial "Accessing the Really Good Stuff" this explains how to find and use some useful resources for RMs such as a Bcc list of email addresses for the group, an arrivals list with car and caravan details and much more.

## The Programme Secretary

1. The Programme Secretary is there to help you with.
  - 1.1 Planning your rally.
  - 1.2 Completing the online "Offer to run a Rally" form.
  - 1.3 Helping you find the resource you need.
  - 1.4 How to keep your rally details updated.
  - 1.5 Communicating with rally applicants and site owners.