

GUIDELINES FOR EVENT MARSHALS

Event Pack

This will contain all the information you need relating to the event. If you have any questions, please speak to the Event Secretary or a member of the Committee.

Bookings

These will usually be received via the website online booking system. Any paper bookings **MUST** be entered onto the online system by the marshals. Marshals should also complete an online booking form.

Bookings should be taken on a first come basis and no discrimination should be made between West Dorset members and other Centres'.

If a member cancels and costs are incurred by the Centre, the member will be charged. If the Centre cancels the event, the whole payment will be returned.

As bookings arrive check the membership status by texting the membership number to **01342 477080**. CAMC will respond with either current member or unknown, if unknown returned, is advisable to speak to the member before the event, as they will not be covered by CAMC insurance.

Holiday Events – Weekend bookings can be taken if the site does not require full payment for the pitch for the duration of the holiday event, you will need to check with the site prior to taking any weekend bookings.

Payments

Relevant deposit should be made at time of booking to secure the pitch. Outstanding monies should be paid by the date stated in the event book and on the website. The Treasurer will update marshals on monies received.

Payments by cheque should be made payable to CAMC - West Dorset Centre.

Cash should only be accepted in extenuating circumstances and **MUST** be paid into the Centre's bank account.

NO monies are to be paid to landowners or sites; this **MUST** go through the Treasurer at **ALL** times without exception. All venue charges will be paid by the Treasurer via BAC's or cheque.

All attendees including marshals should be entered on the AB form.

Any costs incurred by Marshals should be included on the AB form with a relevant receipt. AB form should be returned to the Treasurer within 14 days of the event finish date.

Once all paperwork has been completed, booking slips should be destroyed as they fall under the Data Protection Law.

3 Weeks Before the Event Starts

Check with the landowner that everything is still ok for the event to go ahead. Arrange to collect the event kit.

A list of kit holders can be found in the event book, or someone attending your event may pick it up for you from the previous event. **It is your responsibility to arrange collection and return.** The kit contains pitch

markers, directional signs, notice board, flag, paperwork and other things to help you with your event. If you require other non-field equipment, please contact the Centre Secretary for a list and to arrange collection.

Check if the site requires total numbers attending within a time scale of the event start date and if they require payment by cheque. If cheque payment required, please arrange collection with the Treasurer.

Day of the Event

The event marshal units are usually sited on the first pitches as you enter the event site, defined by a 'rally office' sign and a 'caravans and motorhomes wait here' sign. If on a green field site, mark out the pitches, remember the 6-metre rule, pitching details can be found in the event pack. Erect the flag and set out directional signs. Place WD signs clearly at the entrance to the site. If the site is difficult to find, place WD signs at a junction further away from the entrance. In very bad weather or muddy ground, a yellow flag can be flown which means no traffic to move on site. The Centre flag **MUST BE** flown between the hours of dawn to dusk for the duration of the event to comply with CAMC insurance cover.

Once members start to arrive, show them to their pitch and help them site their unit if required. Members with tents should be sited at the end of a row. Pup tents are also permitted on Centre rallies and must be erected within the designated pitch of the unit. Members should call at the rally office and pay any outstanding monies if applicable and collect any relevant paperwork. When the event is held on a non-commercial site, there must always be an event marshal in attendance in case of an emergency, or you can nominate another member to stay on site on your behalf. This should be clearly marked on the notice board. Non-members are allowed to visit friends and family on site, but they must report to the rally office on arrival. Visitors may stay in their friends or family unit overnight.

Please Note: If members arrive the day before the event start date on commercial or green field sites, they are not covered by the CAMC insurance. A disclaimer letter is contained in the event pack which should be signed by the member and returned to the Centre Secretary.

Under the new Data Protection Law any photographs taken for use on social media or in the production of the event book must have agreement by the members. **PLEASE** check they have agreed to this on the online booking form or on the reverse of the paper booking form. If neither is completed, please check with the member and record their agreement prior to any photographs being taken (an Appearance Release form is contained in the pack)

Charges for the Event

There is an admin and event fee of £5.00 including Vat (this usually goes to the Centre funds but may be used when supplying tea and coffee at a Centre news update gathering). The nightly fee charged must be those agreed with the site. Commercial sites which need full payment in advance will be clearly shown in the event write up. Some events are eligible for a subsidy from the Centre if funds are available, (ask the Treasurer or a Committee member for details), however you should, where possible, try and recuperate any subsidy by running a raffle or some other fund-raising event. You do not have to set out to make a profit from the event, but you should not knowingly run an event at a loss to the Centre without permission from the Committee.

Socials and Fundraising

Any expenses incurred by the marshals should be presented to the Treasurer with a completed expenses claim form (available from the Centre Secretary) with receipts attached. No monies will be re-imbursed without a receipt. Please keep purchases separate from your own shopping. No equipment may be purchased without prior permission of the Committee.

Supplying Food and Alcohol to Members

If you are re-selling food and alcohol, the cost of the social must be plus Vat. The budget to spend on food and alcohol is pre-Vat. You should not charge a member more than the social costs. If you are supplying alcohol during a social, a special T.E.N licence may be required. There is usually a cost which needs to be included in the social costs (contact the Centre Secretary for more information). Teenagers over 15 are classed as adults. Under 18's are not allowed alcohol. If alcohol is included in a social cost, under 18's should be charged accordingly. When supplying food, it is advisable to wear protective gloves in the preparation and distribution of the food.

If on a site with a licensed bar, only drinks purchased there can be consumed on site. Members are **NOT** permitted under any circumstances to take alcohol onto these licensed premises.

Running a Raffle

The cost of raffle tickets is usually £1.00 for a strip of 5. Prizes that are purchased should be covered from sale of tickets and all receipts must be submitted to the Treasurer. Special one-off prizes can be £1.00 for one ticket. Bonus ball: £10.00 is usually kept for Centre funds and the remaining money is paid out to the winner. All monies collected from members on an event should be accountable to the Treasurer with receipts.

Centre News Update Gathering

This normally takes place on Sunday morning where members gather to hear the results of any competitions, extend thanks to those who have run the event, welcome visitors and new members and announce forthcoming events. This sometimes takes place on Saturday night if a social or event is being held. Any members with birthdays or anniversaries are normally presented with a card at the Centre news update gathering; cards are available from Committee members if attending the event or if purchased by the event marshal, should be included on the expenses form. Please advise the member taking Centre news update of any birthdays or anniversaries.

End of the Event

The event marshal should be the last unit to leave; they should check the site is clean and no damage has been done and report to the site when leaving.

Any damaged or missing kit items should be reported to the kit officer as soon as possible.

Do you have a Favourite Site?

Speak to the Event Secretary to see if an event would be possible.

General Rules on an Event

Members should always have their membership card on them.

Visitors must report to the rally office on arrival.

Speed limit on the event field is a maximum of **5MPH. (walking pace)**

Noise should be kept to a minimum after 10.30pm or the stipulated time on commercial sites. Green field site time is 11.00pm.

Children are the responsibility of their parents and should **not** be allowed to play ball games near other units.

Dogs should be on a lead at all times no longer than 3 metres in length. They should be exercised away from the event field and not near a children's play area. Mess should be cleared up straight away and disposed of appropriately. Dogs should not be left untended in units or cars in hot weather.

Generators must **not** be allowed to run unattended at any time and **only** used between 9.00am and 6.00pm and for a maximum of a 3-hour period during that time.

Drones, model aircraft and kites should **not** be flown in the vicinity of other units or overhead power cables. Any injuries sustained during an event should be reported to the Marshals and an accident form completed (Accident report form is contained in the event pack).

Marshals are expected to always conduct themselves in a professional and friendly manner

As an event marshal it is your responsibility to make sure people abide by the rules