



Midland Centre Stewards Guidance

This guide compiled by the Midland Centre Committee to help New Stewards run their first rallies and to remind our long-standing Stewards of the guidance we must follow when running rallies, which are conducted using the Exemption Certificate issued by Natural England to Caravan and Motorhome Club. (Some details may have changed over the years, as revised Centre Guidance is issued by CAMC.)

First and foremost, thank you for considering Stewarding or agreeing to Steward a Rally for Midland Centre. Without Stewards to run our events we would not have a Centre at all.

The first thing you need to do is to decide which Rallies you may like to run. Rallies are allocated at the Stewards meet. In the weeks before the Stewards meet which is held on a Rally, usually at The Holding Stables in Wilmcote (close to Stratford upon Avon), the Rally Secretary will make available a list of all rallies for the forthcoming season.

You may want to pick venues that are close to you or fall on a weekend you are free or want to hold a celebration. It is completely up to you. Some members volunteer to run rallies to coincide with Birthdays and Anniversaries so they can celebrate with friends.

It's always great to have some help over the weekend, so, it's worth mentioning to friends you meet on rallies that you are looking to run a rally and see if they would like to co-steward with you. Don't worry if you do not know many members in the Centre you will find members offer to help during the meet.

To keep things fair at the Stewards Meeting we have a few rules we follow to make things fair for all. These have been changed and amended over the years as things have changed.

Stewards Meet

No rallies can be taken prior to the meeting, except for special circumstances set out below.

Should you not be able to attend the meeting please let the Rally Secretary or Chairman know in advance which rallies you would like to run, and you will be given the same chance as those attending of getting to Steward the rallies you would like to run.

Should two or more members volunteer to run the same rally then all those who've put their name forward will be asked to draw from a pack of cards, the highest card drawn will take the rally (Ace is low). For members not attending the meeting a Committee Member will draw on their behalf.

At the meeting the rallies will be split - Holiday rallies will be offered first and then weekend rallies.

During the first round you may only put your names forward for one rally in each category. For example, you may put yourself down for a Holiday rally and a weekend rally.

You must be a Caravan and Motorhome Club member registered as Midland Centre member to Steward a rally. The clubs' rules do allow your co-steward's to be either members of another Centre or non-centre. Only the lead member on your membership may put forward to Steward a rally. Joint and Family members on your membership are not able to put their names forward to circumvent the one rally on the first-round rule.

For the second and following rounds you may put your name forward for as many rallies as you like, should more than one member put their name forward we will again cut the cards.

Should a new site be suggested by a member, then the member suggesting the site may opt to run the rally and it will not be included in the normal selection process. The Steward opting to run a rally they have suggested will still be able to put their name forward in the first round.

Some rallies may be requested in the previous year for special events by any member, and again the member asking for this rally be run, will be able to take this rally and still be able put their names forward in round one for other rallies.

The Junior committee will get to select ahead of time the rallies they wish to run. There are usually two junior rallies per year.

The senior committee will designate some rallies as Committee run. These are generally big events such as the AGM, Easter and the Christmas Party.

Once you have been selected to Steward a rally you will be asked to provide contact details for yourself and also for your co-stewards. If you do not have co-stewards, but would like some help, then let the Rally Secretary know at the meeting and we will do all we can to find you some extra help.

At this point you will also be asked to provide any extra information or a theme you may have planned for your rally. Don't worry if you have not decided on your programme as we can add these later. Please contact the Website Officer once you have decided and your rally details can be updated.

All of our rallies are available to book online. We ask Stewards to book online to their own rallies as soon as bookings go live. This will confirm we have your correct contact details, and the bookings are getting past any spam filters your email may have.

Preparation for your Rally

Most of our members book online and you will receive a copy of the booking. There will be some who give you "rally slips" on the field. There will be some people who call or email to book on. For those who call we prefer you encourage them to confirm their booking ideally via the online booking but at least via email.

Six weeks before your rally get in touch with the site / landowner. This may seem like a long time but sometimes it can take a few days to get in touch with the right person. This also gives you time to arrange to visit the site which we really encourage.

You will as a minimum need to know where fresh water and elsan disposal point are located. A visit to the site makes this much easier to understand and will also give you the chance to walk around the site and understand any hurdles you may have such as access, shape of field and tight or difficult local roads that you may need to let attendees know about prior to arrival.

When you contact the landowner, you can also check access times and if you are planning to arrive on the day before the rally opens you can confirm they are happy with this. You will also need to confirm the costs that you will have been given in your paperwork following the Stewards Meet. Also, please double check the payment method the site would prefer. The club prefers to pay via bank transfer, but we can also do cheque and cash. Please confirm with the Centre Treasurer how the site would prefer payment.

At this stage you can also start to promote you rally. After visiting the local area, you may find local attractions or pubs that may be interesting. The Centre has a Facebook Group which is great for telling our members what is happening and may well increase your bookings. If you are a Facebook user and have joined the group, you can post all this yourself. If you are not a user or would prefer not to do

this yourself let the Rally Secretary and/or the Centre Secretary know, and they will post this for you and also answer any questions that come in.

You can also start to think about your Rally Programme. A template is on the website to download. It is a good idea to email this to those who have booked in the week before the rally so that those attending can plan their weekend. It also reminds people who may have forgotten that they booked. Weekend rallies officially open at 4pm on Friday although most Stewards, where they have been able to arrive early can open earlier than this. Communicate to those booked on what time you plan to open.

You should also have printed copies available at the rally. If you do not have access to a printer, then let the Rally Secretary know and we can arrange printing for you.

If you want to run competition and arrange prizes at the rally you have a budget to do this. You can spend up to £20 for rallies of up to 15 units, for rallies larger than this you can spend an extra £0.50 per unit.

You can use this for prizes, children's sweets, tea and coffee or anything else you can think of ... for example during the warm evenings of Summer 2022 several Stewards used their allowance to provide Pimm's on Friday evenings get together. Please collect receipts for anything you spend and submit with rally paperwork.

Also, put some thought into the equipment you may need. The basic rally equipment (signs etc) will be available at the end of the rally the weekend before your rally. If you are there you can collect the equipment before you leave. Don't worry if you are unable to attend the previous rally, just let the Rally Secretary know and we will help make sure you get the equipment with the minimum of fuss.

The Centre also has other equipment you can use. We have coffee and tea pots and gas burners that you may wish to use, and a whole host of sporting equipment we can have available for your rally. We also have some catering equipment, bingo machines and event shelters available, just ask the committee and we will help sort this for you.

On the Rally

When you arrive think about where you position yourselves and the Co-Stewards. You will need to be able to see who is arriving throughout the rally, and making sure you can be easily seen. Most Stewards position themselves as close to the entrance as possible, where feasible.

Once you have arrived and set up you will need to sign the route to the site. The rally equipment has various left, right and straight on signs that you can tie to lamp posts and other signs. You only need to sign the route as its listed in the digital rally book and online but if you have knowledge of the local area and think additional signs may benefit those attending then at your discretion add additional routes or signs.

Please take precautions while putting signs out on public roads and do not take risks with your personal safety.

On site we have a flag and a welcome banner, on almost all rallies both are displayed. Exemption Certificate regulations state that the club using the site must be identified, CAMC Centre Guidance says we must display our flag at all times weather permitting.

In addition to this we have speed limit signs and signs to show the water taps, elsan point and Stewards location. These should also be displayed.

You will also find in the equipment small flags to mark pitches. Ralliers should park their unit with the front offside corner at the marker. We have to follow Natural England's guidance on spacing and to help achieve this there is a measuring wheel with the weekend and holiday equipment.

The regulations say that adjoining sides of units must be a least 6m away from each other. As a rule of thumb if you place the markers 12m apart you will have more than enough separation, if those attending are not putting up awnings this can be safely reduced to 9m. There is a diagram at the end of this document. This can look complicated to start with but please ask if you have questions. Further information on siting units is at the end of this guide.

Traditionally the Centre Flag is flown at half-mast should a Centre Member have passed away before the rally. This is not possible with our new lighter feather flag but as this is an important tradition, you will find a black band that attaches the flag for these purposes. There are also yellow and red bands that signifies that no vehicle movement is permissible on site due to weather conditions.

As members arrive you should collect payment. The Centre's preferred payment is card payment via our SumUp card reader. This can take traditional chip and pin, and also contactless cards. Apple and Google pay will also be accepted. If a member really wants to pay with cash, you can accept this but we do not accept cheques for rallies.

The card machine is very easy to use and has its own SIM card so does not need connecting to a phone. It will probably need charging if passed to you at the end a rally. It charges via a USB charger; the cable is with the machine and can be plugged in as you would charge your mobile phone. We will show you how it works before your rally but if you want to try it ahead of time any of the Stewards running a rally before yours will be happy to let you have a go with it.

Traditionally Stewards have asked you to sign in on arrival. Signing in is not strictly needed but you must have a list on site of everyone on site which must be sent to the Treasurer at the end of the rally. These forms can be downloaded from the website. You can fill these in electronically and print of or hand write. It makes things much easier if this is alphabetical by surname.

Please make sure you make the Chairman (or Vice Chairman / stand in) aware if you have first time ralliers on the rally. If you do have new members on a rally please try and make them welcome, try where possible to site them close the Stewards and introduce them to members you know. Before Sunday morning the Chairman will need to know how many units you have on the rally. This should be broken down by how many are Midland Centre Members and how many are visitors and the Centres they represent.

During the Winter Social season, which is usually from after August Bank Holiday until April the Rally Secretary may have booked a local hall for evening socials. We make a charge for ralliers attending socials in village halls. The charge is £2 per night, per adult. Don't worry if this does not cover the cost of the hall. We charge the same for each venue and some will make a loss, and some will result in a surplus and over the winter season it evens itself out.

If you want to provide food or other entertainment you can charge extra. We only ask that you keep the costs sensible and value for money. Try and let ralliers know in advance what you have planned and expected costs. Most will be happy not to have to cook so will welcome whatever you have planned.

At the end of your rally

Closing flag is usually held on Sunday morning, generally at 11am but this can be varied if needed.

Traditionally the Stewards have provided tea, coffee and biscuits using the Centres urns and pots. During 2022 we are trialling making this optional. You can ask ralliers to bring their own drinks, or for smaller rallies possibly use your allowance to boil kettles. We now have a pump dispenser flask available which takes 2 to 3 kettles of hot water. You can of course ask for the club's equipment.

The Chairman runs closing flag. You will be given the opportunity to speak but this is purely optional - so if you are not happy to speak to a group there is no pressure. The Stewards usually thank the landowner for the use of the facilities and also their Co-Stewards and anyone else who has helped over the weekend. Again, this is completely optional, and you can say as much or as little and you want.

Following closing flag please collect all signs and equipment and have ready for the next Steward or whoever is collecting the equipment.

The Stewards or Co-Stewards should be the last to leave at the end of the rally. If for any reason you cannot stay until the end, please speak to the Rally Secretary and we will find a committee member to look after the site until all are ready to leave. The last person should make sure the site is left tidy and free of litter.

Weekend rallies usually close at 4pm, if the site needs us off earlier, please make sure everyone attending knows in advance.

Before the end of the rally, you will also need to complete the Rally Accounts form. This can be downloaded from the website, but we can also provide you with a copy. The form is reasonably easy to complete but ask if you need any help.

The Treasurer will generally pay the landowner via bank transfer for the site fees, so please try to sort the rally accounts and let the Treasurer and/or Chairman know so payment can be arranged. (We generally try to pay the landowner before the Rally Stewards leave the site). The costs will be detailed on the rally paperwork given you at the Stewards meet. Please also try to ensure that Landowner receipt has been completed by yourself and the Landowner.

The last thing you need to do is pass over paperwork and any cash received, ideally to the Treasurer, or if he/she is not available the Chairman or a committee member. The Treasurer and Statistics officer (at time of writing both positions are covered by the same person) will need copies of the attendance list confirming who has attended and any payments received.

Rules Governing Rallies

General

Weekend Rallies normally commence at 4.00 pm Friday. However, the Rally Steward has the discretion to open earlier on the Friday, please let members attending when you are opening the rally. Weekend and Bank holiday rallies are limited by the following rule.

Rallies up to 5 days: These rallies are organised under a Paragraph 6 exemption to the 1960 Act and must be completed within 120 hours from the first caravan arriving to the last caravan leaving the

field. The Rally Steward, who will be involved in setting up in advance and clearing up afterwards, is able to arrive on-site one night earlier and depart one night later, thus extending the 120-hour limit: however, this privilege, which should be exercised sparingly, is for only one outfit occupied by the Rally Steward and any other persons travelling with the Rally Officer in their outfit.

Stewards may ask for proof of Caravan and Motorhome Club membership at any Rally. This can be physical card or digital card on the Club app. Only members of CAMC are allowed to stay overnight in their own unit.

The centre now has a lightweight feather flag which incorporates the CAMC flag and the centre flag. The Exemption certificate regulations and centre guidance require this to be displayed so that we can be identified.

Where we are rallying on un-licensed land and using CAMC Exemption Certificate the site must always be supervised. If the Stewards leave the site, they must ensure the Co-Stewards, or another member, takes responsibility for the site.

Should another rally be taking place on the same site as Midland Centre this is acceptable as long as the different clubs are clearly separated.

The rally book is now digital and can be downloaded from the website on to your iPad or tablet, or printed if you prefer.

If a Steward feels a member's behaviour or the behaviour of a member's children or pet is causing a nuisance, the Steward is permitted to ask a member to cease the behaviour or leave the site.

No Stewards to cancel a rally without a committee decision.

Booking, payment and arrival

For weekend rallies online or telephone bookings must be received by the Steward of the rally not later than the Monday before the rally, otherwise you will not be notified if a rally has been cancelled or the location changed.

Holiday Rallies or Special Events sometimes use a separate paper booking form because a deposit is required, there may be specific site information that needs to be communicated to the Ralliers and payment arrangements are usually different (eg. Site fees paid in advance).

On any limited rally, a £5 non-returnable deposit must be paid online, or your place cannot be reserved. Bank details will be provided.

Where rally fees are payable in advance, no refunds will be given if you cancel within 7 days prior to the rally and your place cannot be reallocated.

On arrival, you will be expected to pay any appropriate fees, including VAT, (unless otherwise stated) to the Stewards. Additional payments may be required, including VAT, if a social or other entertainment's have been organised.

Payment on weekend rallies is by card using the centre card machine on arrival. Cash may be accepted. Cheques are not accepted on weekend rallies. Payment for holiday rallies and special events is by bank transfer or cheque in advance.

Yellow signs with MCCC on will be displayed as prominently as possible on the approaches to the site. Directions given should be used in conjunction with a larger scale map and the rally book. DO NOT RELY SOLELY ON SAT NAVS.

All members, upon arriving on site, should report to the appointed Steward before pitching their unit. Any visitors should also report to the Stewards on arrival.

One pitch only may be reserved for a friend, providing it is not required by another member. Extra pitches can be reserved at the discretion of the Stewards. On some rallies where siting is difficult reserving of pitches may not be possible.

Safety on Site

All vehicles are restricted to WALKING PACE (Max 5mph) on site and learner/unlicensed drivers are not permitted.

Units, excluding guy ropes, must be 6 metres apart from adjacent units. This is to allow sufficient emergency access and to provide a fire break. Vehicles may be parked between units, provided that a 3-metre clear space is left within the 6-metre gap at all times.

Children's pup tents are classed as an integral part of a unit in the same way as an awning when they are occupied by children and when no appliance with a naked flame is used in or close to them. This means that a child's pup tent is not required to comply with the 6-metre rule and can be pitched close to the parents' unit. Only one pup tent is permitted per caravan, to be situated to the rear of the caravan provided this is not a vehicle access route.

Bearing in mind the danger of FIRE, the Committee consider it necessary for every van to be equipped with an approved type of FIRE EXTINGUISHER and simple FIRST AID KIT. ALL RALLIERS ARE REQUIRED TO PLACE A BUCKET OF WATER/FIRE EXTINGUISHER AT THE TOW BAR OF THEIR CARAVAN.

Open fires are not permitted on the rally field. Sky lanterns or similar are also not permitted. The use of gas cylinders to supply a caravan via an external barbecue supply point is not permitted.

Drones are not to be used on rallies without permission being obtained from CAMC.

Adverse Weather

Avoid undue damage to the entrance and site by unnecessary use of vehicles in bad weather. When a YELLOW BAND is attached to the Centre Flag, ALL vehicle movement ON or OFF the field is forbidden unless permission is given by the Stewards. When a RED BAND is attached to the Centre Flag absolutely no vehicle movement is allowed.

Anyone requesting a tow on the rally field does so on the understanding that in all cases the owner/driver of the towing vehicle does not accept any responsibility whatsoever for any damage however caused to the stranded vehicle or its owners or occupiers. Responsibility for damage will in all cases rest with the owner/ driver of the stranded vehicle.

General Behaviour

The good name of the Club, Centre and Caravanning will be better enhanced by the standards we maintain. Site vans tidily around the perimeter or in lanes, paying attention to the figure at the end of

this document. Park your car on the blind side of the van and keep the area around your van clean and tidy. Pull forward a few yards on leaving and check to see you have left no litter behind.

Ralliers must ensure that they and their children do not cause damage to trees, fences, farm buildings, equipment, stock, cars and caravans, etc. Ralliers are responsible for the behaviour of their children and guests. Should damage be incurred then the full cost will be demanded from the parents or guardians. Please adhere to Out of Bound signs.

The riding of bicycles between the caravans and any sports or activities likely to cause a nuisance and or damage are NOT allowed. Ball games are permitted only with the agreement of the Stewards or Committee, on an open space well away from caravans.

Dogs and other pets must be kept under control at all times. No animal is allowed to be loose on the site and must always be on a lead not longer than three metres if outside a unit. Dogs are not allowed into organised social events or halls unless they are registered assistance dogs. Members must remove any droppings left by their pets.

Noise should be kept at a minimum from radios, televisions and other sources such as generators, and there should be no noise whatsoever between 11pm and 7am. The practice of flying flags and other items from poles or similar will only be permitted during daylight hours.

The use of generators will be restricted to 2 hours use between the hours of 10.00 am and 6.00 pm only, and not to be a nuisance to your neighbours. Stewards and or Committee excluded from above times where the use is for social purposes. Only fully silenced and smokeless units may be used.

The club considers the use of e-cigarettes (vaping) the same as cigarettes and as such, all legal requirements should be adhered to in their use during a club event.

Public Health

All units must have their own sanitation and toilet facilities, unless the Rally book states the site has its own facilities.

The contents of chemical toilets must not be disposed of on the site except into the disposal point identified by the appointed Steward. Toilets or their tanks must not be rinsed or filled at the rally drinking water supply.

Members attending a rally must take their refuse home with them if receptacles are not provided.

Please ensure you are aware of any current health advice regarding COVID related rules and restrictions.

Units and Spacing – Further Guidance

In August 2022 CAMC made two significant changes to the Centre Guidance.

From August 2022 CAMC has decided to allow tents on Centre Rallies. This is not something we have had to manage before, and it will be a learning curve.

The Committee will be checking with sites that they will accept tents on site and any sites that will not allow tents will be display in the Rally book.

If you have a tent booked onto your rally and have questions or concerns then please get in touch with the Chairman, Secretary and / or Rally Secretary.

At the same time CAMC has looked at the rally diagram we currently use, supplied by Natural England. This is now considered outdated; we believe this was originally drawn in the mid 1980s.

The guidance on spacing will not be amended but the way we deal with continental units with the door on the office side will now be relaxed. These can now be sited either way around.

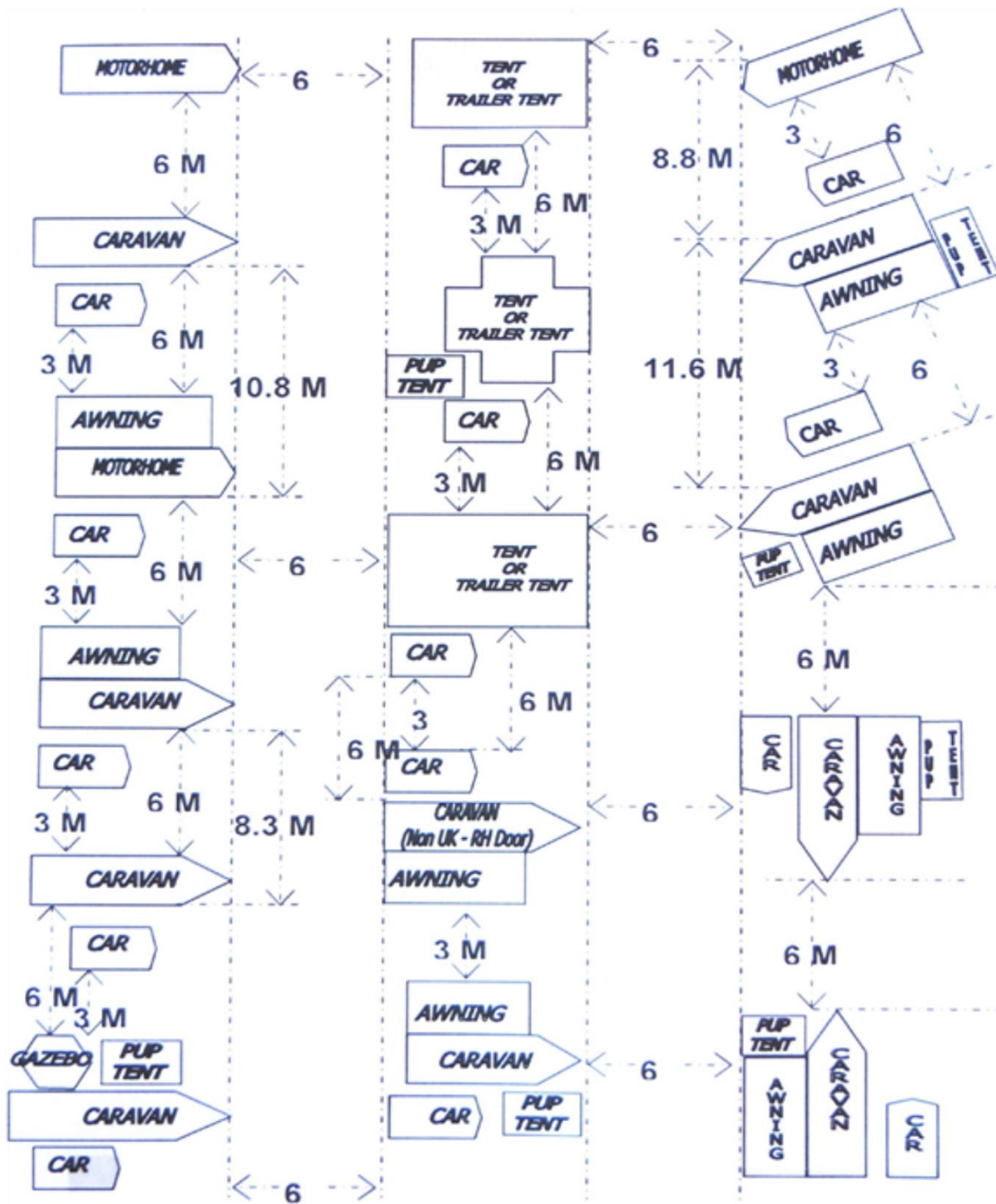
For simplicity the Committee recommend that we generally plan to stick to our current guidance which is to place all A frames / motorhome cabs facing in the same direction. But should site layout or rally attendees preference be to site a continental unit the other way around this will be fine.

Please remember, that should you have two units with their doors facing each other, the 3m between awnings or canopies is even more important.

Please note this guidance is for continental and units with an offside door only and is not an excuse to site UK nearside door units the wrong way around.

The following page has the diagram which shows how all units should be pitched.

Rally Unit Spacing Diagram



This diagram is reproduced from the Natural England Guide to 'Camping and Touring Caravan Exemption Certificates'.