



**BEAVER AMBASSADOR CLUB**

**RALLY MASTER HANDBOOK**

**INTERNATIONAL RALLY**

**ADDENDUM**

**August, 2018**



*The BAC Rally Master Handbook covers the basics of any type of rally. This addendum lists additional items that are typical for International Rallies. Many times, they are held at fairgrounds vs. RV parks, are larger and thus have different needs. Plus, there is the board meeting, committee meetings and the corporate meeting to plan for.*

## **CONSIDERATIONS IN SELECTING A SITE**

- It is highly recommended that site selection start 2 years or more. A contract signed by the site manager is a necessity. Prior to you signing the contract on behalf of BAC, a copy of the contract should be sent to FMCA for liability review. As of September, 2018, contracts should be sent to Rachel Jochem at FMCA, email [rjochem@fmca.com](mailto:rjochem@fmca.com). Turn around is about 5 days.
- We need to park up to 100 coaches, preferably with water and electricity (at least 30 amp). Sewer hookups are a plus. It is critical that there be an adequate number of dump stations to handle the exodus; if not, honey wagon service will be necessary.
- The site must have facilities for dining, social hours, and seminars (if applicable). At least two seminars should be able to be held at one time; but only one of them needs to be large. It helps scheduling if the seminars do not have to be held in the dining area. It is best if the facility has buildings that can be used for these activities; if it does not, there must be space for the necessary tents. **Note that tents are very expensive** and that the need for them makes a rally site less attractive.
- We must be able to get a caterer for the rally. It is good if the site manager can recommend one or more caterers. If the facility requires us to use a caterer it designates, it is necessary to make sure that the cost and quality will be satisfactory. The same goes if the facility requires that it provide the social hour beverages and snacks. It is generally good if the facility can recommend providers for other services required (e.g., golf carts, entertainment).

## **SPECIFIC FACILITIES**

- You need a dining area sufficient to seat the expected number of people, and should have a stage.
- If you are having seminars, you will need to be able to hold two seminars at a time. The dining area can be used for one, however this complicates the scheduling because you have cannot start seminars until you have had time to clear the area from breakfast and must end seminars in time for the crew to set up for dinner. For this reason, it is best if you can make only limited use of the dining area for functions such as the corporation meeting.
- The dining area and at least the larger seminar room needs a sound system, and the latter should be one that permits a microphone to be passed to an audience member who is asking a question. If you can have a sound system in the second room, so much the better.



- Consider how visual aids will be projected in each of the seminar rooms. Using a wall as a screen may not be satisfactory. The rally site may be able to provide screens or tell you where you can borrow or rent them.
- You will also need a protected location for registration activities on the first day of the rally.

## **CO-RALLY MASTERS**

- You may have up to three Co-Rally Masters
- At least one Co-Rally Master should be computer literate, to generate the program, schedule, mini-schedule, roster, etc. (using Word and Excel)
- One should be from the area (if possible) that the rally is to be held.

## **BUSINESS MEETINGS PRIOR TO INTERNATIONAL RALLY**

### Board of Directors Meeting

- The Board meeting usually starts at 9:00 am on the day before the rally starts and can last through the afternoon.
- A conference table should be able to seat at least the 11 voting members of the Board and the Membership Director. Expect there to be an equal number of people who do not need to be at the table (but the ability to accommodate the 5 regional directors is desirable).
- Coffee, soft drinks, water and a light snack should be provided for the morning session. Soft drinks and water should be provided for the afternoon session.
- Lunch should be provided at approximately noon; provide for about 30 people. Sandwiches, chips and soft drinks/water or the equivalent are appropriate.

### Committee Meetings

- The Budget Committee usually meets for up to two hours starting at 1:00 pm the day before the Board meeting. The Rally Committee meets for approximately the same length of time immediately after the Budget Committee meeting.
- Soft drinks and water should be provided for both meetings. Snacks have sometimes been provided but are not required.
- If possible, the same facility to be used for the Board meeting the next day should be used for the Committee meetings. If a different facility is necessary, it should be able to seat about 11 people at the table for the Rally Committee meeting with about half that number of extras; 8 at the table and an equal number of extras will suffice for the Budget Committee.

### Dinner after the Board Meeting

- A no-host dinner should be arranged for about 6:00 pm after the Board meeting. Check with the President about preferences.



## Finances

- As of FY 2018, \$500 is budgeted to cover the costs of the Board lunch and refreshments for the Board and committee meetings at each International Rally. A total of \$1,000 is budgeted annually, assuming two International rallies per year. If the rally master desires, the Treasurer will pay for these costs. If the rally is purchasing soft drinks and water for other uses, it is usually most practical for the rally to just absorb the costs of these items.

## **VOLUNTEERS TO ASSIST BUSINESS MEETINGS**

- We have a few club members who have volunteered to help coordinate the extra needs for the business meetings prior to the rally. They would aid in planning the board meeting lunch/snacks/drinks as well as snacks/drinks for the committee meetings as needed. Agreeing to this help is at the discretion of the rally master. If you wish this assistance, check with the President for the names of helpers.

## **BUDGET**

- BAC provides a grant of \$10,000 for each International rally. These funds can be provided whenever you need them.
- If it is necessary to rent a tent, the Club is generally prepared to defray \$5000 of this cost. Even with this, tents are an expensive way to go, and in case of wet weather or very hot weather they can be a particular problem. Avoid the need for a tent if possible.
- Manufacturer support is not certain, so keep in mind that the rally needs to be self-supported.

## **BAC PAYMENTS TO THE RALLY**

- BAC will pay \$150 of the rally fee for members of the Board (President, Past President, Regional Vice Presidents, National Director, Alternate National Director, Secretary, Treasurer, Membership Director and Beaver Tales Editor) and also the Directors.

The rally will pay three (3) rally fees for Rally Master and Co-Rally Masters. You may have three Co-Rally Masters, but the regulations allow for only three rally fees paid by the rally, divided up as the Rally Masters see fit.

- BAC will pay three (3) nights early arrival for the President and Treasurer and two (2) nights early arrival for the other Board members, members of the Budget Committee, the Rally Committee and others whom the President designates as necessary for reports at the Board meeting. Contact the President to get a list of those expected in as early arrivals.
- If a family has two persons serving in two different positions concurrently, each of which has early arrival paid for them, only one set of early arrivals will be paid by the club. No family shall receive more than one total rally fee.



## **CATERING**

- Typically, rallies have provided breakfast and dinner each day. The breakfasts can be a mix of full breakfasts and light (or Continental) ones; the latter is especially appropriate on the last day of the rally when people are leaving.
- Be sure to make arrangements for table and chair set-ups, public address system and other items the caterer may be able to provide.
- TABLES, CHAIRS AND LINENS - If the rally site does not have its own tables and chairs, you will need to rent them. The site may be able to suggest a supplier. Find out if the caterer will provide linens; if not, make arrangements for them. (We had very good luck with disposable plastic tablecloths.)
- MEAL SETUP AND CLEANUP - You may find that the caterer handles this, but if not, have sign-up sheets at registration.

## **DECORATIONS**

- Recruit a volunteer to handle this or get one of your co-rally masters to do it. You will normally want a centerpiece for each table and something for the stage.

## **GOLF CARTS**

- You may need a few golf carts; the number varies with the size and layout of the facility.

## **REGISTRATION ISSUE/WAIT LIST/HOLDING TWO SPACES FOR NEW MEMBERS**

International rallies hold two spots for new members, with the following administrative guidelines would be followed:

- A new member is identified as someone processed for BAC membership after the publication of the issue of Beaver Tales (BT) in which the rally appears, *but prior to the rally becoming full*. This would allow a new member who did not have the opportunity to see BT before the rally became full to get one of the two spots.

Any new member is processed as any other reservation. Once a wait list is started the new member is placed on the wait list in order of reservation received.

- Sixty days before the rally, the top two new members on the wait list would take the two held open positions. Other new members would maintain their current wait list position and join the rally as spots became available.



- However, if a new member in one of the held spots becomes eligible for a regular rally spot, thereby freeing a held spot, the next new member on the wait list is entitled to one of the two held spots.

- To provide an example:

Four new members are on the wait list, in positions 7, 8, 12 and 15;  
The rally can have 100 sites; sites 99 and 100 are held open;  
New members 7 and 8 take the two held sites, 99 and 100;  
New members 12 and 15 remain on the wait list;  
An attendee cancels; the person on wait list #1 takes that site;  
Another attendee cancels; the person on wait list #2 takes that site;  
Same thing happens four more times, wait list #3-6 take sites;  
Yet another attendee cancels. This time wait list #7's turn is up,  
but #7 has taken held spot #99. So wait list #7 (spot #99) moves  
into a regular site, and new member #12 moves into held spot #99

- If either of the two held spots were not filled, they would be filled by the next regular wait list name.
- Check with your VP and President for further clarification.

## **SENDING OUT EARLY RALLY INFORMATION**

- About 4-6 weeks before the rally, email (snail mail as necessary) directions and any other information you want folks to know before they arrive. (The obvious example is if you want holding tanks empty and/or fresh water tanks full upon arrival.)
- If you have made arrangements for coach washing and/or detailing, tell them about the arrangements.
- Remind people of when the first rally activity will take place and tell them what is available with regard to arriving early or leaving late.
- Give them the address for receiving mail, and if it is a PO Box, also provide a physical address that can be used for UPS or FedEx packages.
- Ask for a reply to confirm receipt. Some people will have changed email addresses since registering. Send by snail mail if you have not confirmed receipt within a week or so.

## **SCHEDULE**

- Budget Committee Meeting (two days before rally starts)
- Rally Committee Meeting (follows the Budget Committee)
- Board Meeting (the day before the rally starts)



- Note: remember to inform early attendees about the schedule for the committee and board meetings, especially if they are newer members. They may wish to attend but not know the usual schedule.
- First-timers meeting.
- Corporate meeting. (We have typically held this the morning of the last day of the rally.)
- Vendor Day (Optional)
- Seminars (Optional)

Club related: history, website, forum, how to put on a rally

BAC members have a wide range of interests. i.e. photography, facebook, computers

Maintenance roundtable discussions have been well received.

We have lots of members who will give a craft class. There should be no cost to attendees above materials when given by a BAC member. Since classes are usually limited, having more than one is a good idea.

Vendor Seminars – depending on the locale, there may be vendors locally that would do a seminar.

## **RALLY PROGRAM**

- You will need:
  - Schedule
  - Roster
  - Menu
  - Area info: Hospital, Walk-in Clinic, Vet, Grocery, Laundry, etc.
  - Information regarding internet access
  - Thank you for donations from vendors
- The club now has a binding machine. (Tim Bentley has it.) Because much of the information for the rally book is not finalized until just before the rally starts, you will need to make the copies and assemble the books at the last minute. Recruit volunteers to help assemble the books.

## **RALLY BAGS**

- In addition to what is listed in the Rally Master Handbook:
  - Motorhome Windshield Card
  - Maps of the area and/or publications from the Chamber of Commerce/Tourism



### **Donated goodies**

Don't forget the BAC Important Emergency Procedures (printed on bright paper)

## **REGISTRATION TABLE FIRST DAY OF RALLY**

- You will need registration volunteers. Usually, registration lasts for several hours. You will need 2-3 tables for sign in/pick up rally bag, sign-up sheets for craft classes (which are usually limited), tours and for volunteering clean up (if appropriate). Provide pencils and small pieces of note paper so volunteer times chosen can be written down to take with them.
- Print copies of the roster with the information the registration volunteers will need (e.g., name, any amount to be collected for unpaid rally fee, indication if early arrival fees are to be paid by BAC or the rally).

## **FIRST TIMER'S MEETING**

- Plan a gathering for first-timers the afternoon of registration day. (If there is an afternoon gathering for all participants, have it just before that.) Consult the First Timer Hostess for what is desired. Invite the officers, and any other attendees as to the time and location. Also, the hostess may want you to reserve tables for first-timers at the first night's dinner. First Timers are invited to eat before everyone else.

## **OPENING CEREMONY**

- It is traditional to have a presentation of the colors at the opening ceremony. The rally site may be able to help you get an appropriate unit from a local high school junior ROTC program, Boy Scouts, etc. Also included would be the Pledge of Allegiance and the National Anthem (including Canadian).

## **ENTERTAINMENT**

- It is traditional to have entertainment each evening of the rally. The local tourist bureau and the site management may have suggestions, and you may be able to get ideas from the internet.

## ***Things to Consider***

## **COACH SERVICES**

- People often like to have their coaches washed or detailed at a rally. The rally site may have restrictions on who can come in and may have a service that does it.





## **OVERFLOW**

- Decide if you will be able to accommodate coaches beyond the advertised capacity of the rally, perhaps in off-site or dry camping overflow locations.

## **LADIES LUNCHEON**

- A light lunch of soup and salad or a tea has been well received in the past. Once it was held at a restaurant with a local boutique hosting a fashion show. It is a pay event with sign up at registration.

## **GOLF**

- We have traditionally had a golf outing on one day of the rally. Recruit one of the golfers to locate a local course and make the necessary arrangements. Try to pick a day when conflict with other rally activities is minimal.

## **CANCELLATION DATE**

- It is a good idea to put a date in the rally ad after which a full refund of the rally fee is not guaranteed. There are several reasons for this. First, it will encourage people who are going to cancel to do so before the last minute. Second, if you end up with a waiting list, an early cancellation gives someone on that list more time to make arrangements to attend.

## **PARKING**

- If the rally is responsible for parking, it is important that the incoming coach receive a nice welcome and a friendly smile.
- A follow-me person, with or without a golf cart, will take the coach to their parking area.

## **DOOR PRIZES**

- Letters to Camping World, Pilot/Flying J and perhaps some of our Club sponsors may yield door prizes or gift certificates.

## **AUCTIONS**

- In the last few years, the International Rallies have incorporated auctions to benefit either a charity or the rally (in keeping with the idea of being selfsupporting). If you plan to have one, it is a good idea to let members know a few months ahead so they can plan items to donate to it.



- These may be silent auctions or you may also have an actual auction, which in the past, has been well received and enjoyed by all.

## **DINNER BLESSINGS**

- Recruit one or more members to say a blessing before dinner. The person should be respectful of the fact that we have people of different faiths among our members.

## **BEAVER NIGHT**

- Beaver Night was once traditionally a steak night. Now, we just plan a really nice dinner for the last evening meal of the rally.

## **MOTORHOME VENDORS**

- If you are in an area where a dealer can bring show coaches, plan to have spaces for them to park (at their own expense). Dealers can discuss with Rally Master other items they may need. i.e. a place to set up a sales table, etc.

## **DEPARTING CARAVAN**

- In the event that this rally is prior to an FMCA Family Reunion, it is generally a good idea to let the local police know about plans for the caravan(s) to FMCA to depart, because they may want to suggest a route and may be willing to clear the way so that departure is smooth. The National Director (or Alternate) can handle this, but you should find out who the police contact is and let him or her know.