

**WALLY BYAM CARAVAN CLUB INTERNATIONAL  
INTERNATIONAL RALLY COMMITTEE JOB DESCRIPTION**

COMMITTEE NAME:	<b>Building Security</b>	COMMITTEE #:	<b>205</b>
RESPONSIBLE TO:	1st Vice President	AREA:	II
EFFECTIVE DATE:	July 5, 2011		

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**RESPONSIBILITY:**

The Building Security Committee is responsible for providing rally security at entrances to buildings where the international rally events are held and keeping unauthorized persons from entering.

**COORDINATE WITH:**

Rally Manager and Entertainment Chair

**SPACE ARRANGEMENT:**

Room, 100-125 sq. ft. (room with key if appropriate)

**EQUIPMENT NEEDED:**

6 chairs.

**SUPPLIES NEEDED:**

“SECURITY” badges.

**COMMITTEE REPORTS:**

Provide the Rally Committee final report to Copy Center by day before end of rally. Turn in Cargo Inventory Control Report with cargo boxes (if any) to Property Logistics at end of rally.

**GENERAL OPERATING PROCEDURES:**

1. Requisition needed supplies and services through Executive Committee Members.
2. Recruit sufficient Committee members to staff all events requiring security.
3. Prepare schedules and assign duty; recommend 3 hour shifts every other day.
4. Committee chairs that need special security should submit a written request to the Building Security Chair in advance of the international rally or should arrange to meet this demand within their own committee.
5. Assign a chief of building security for each day to circulate and assist other building security volunteers.
6. Instruct building security volunteers to be friendly, sympathetic but firm, aware of the importance of their jobs.
7. All building security volunteers must wear “SECURITY” badges.
8. Admit only those with proper identification.
  - a. REGISTERED MEMBERS AND GUEST WILL HAVE THIS IDENTIFICATION:
    - Members--WBCCI badge with rally ribbon attached.
    - Guests---Guest badge with rally ribbon attached.
    - Youth (6-19 years):
      - Children/grandchildren of members--WBCCI badge with rally ribbon attached.
      - Children/grandchildren of guests---Guest badge with rally ribbon attached.
  - b. WBCCI MEMBERS ATTENDING THE IBT MEETINGS OR DELEGATES MEETING:
    - Members must have their WBCCI badge and are allowed to attend the meetings only.
    - They are not permitted admission into any other venues.
  - c. GUESTS AND OFFICIALS NOT REQUIRED TO PAY RALLY REGISTRATION:
    - Official guests--Guest badge with guest ribbon attached.
    - Visitors—Visitor’s badge with performance indicated and rally ribbon attached.
    - Judges—Judge’s badge with date indicated on badge and judges ribbon attached.

- Airstream staff—Airstream Service Personnel badge, no ribbon.
  - Tow Car and invited Vendor Personnel—Plastic identification badge, no ribbon.
- c. DAY PASS ATTENDEES:

- Must have correct color wrist band for the day:

Sunday	Blue
Monday	Orange
Tuesday	Green
Wednesday	Yellow
Thursday	Red
Friday	Purple
Saturday	Pink

9. If the person does not meet criteria listed above, the person is questioned and a temporary pass is issued OR they are turned away as unauthorized to attend the event. Caution is recommended. Common sense dictates action taken.