

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

COMMITTEE NAME: **Rally Arrival Team**
RESPONSIBLE TO: 3rd VP
EFFECTIVE DATE: October 2019

COMMITTEE # **420**
AREA **4**

RESPONSIBILITY:

Greet all members as they arrive to the staging area. Provide registered members with packets supplied by IR Committee and assist non-registered members by providing a map to Check-In and instructions to go there to register after they are parked.

COORDINATE WITH:

Rally Manager and other committees such as Electric, Water, Sewer, Vintage Club, Flea Market and Caravan leaders as required for coordination of parking.

SPACE ARRANGEMENT:

none

EQUIPMENT NEEDED:

Shelter, temporary or otherwise for RAT members
Coolers for potable water
Golf carts for parking escort
Radios for communication
Tables and chairs as necessary
Measuring wheel

SUPPLIES NEEDED:

Site maps, office supplies, stickers for location numbering, stickers for pump out schedule, team hats, traffic flags, directional signs and parking aids including but not limited to yellow ropes, yellow tow straps, colored ribbons.

COMMITTEE REPORT:

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. Secure team members for RAT team:
 - a. Recruit sufficient committee members to staff shifts from 8a-8p on parking days and for on demand parking on remaining days of rally; also, to provide traffic control duties to other committees as needed.
 - b. Train as necessary, especially new members.
 - c. Keep team informed prior to and during rally.
2. Establish the layout of grounds, e.g., staging, solar, generator, accessibility-challenged, vendor/exhibitor:
 - a. Working from site maps and confirmed or committed site utilities, determine staging area(s), site parking areas, fire lanes, traffic lanes and circulation patterns.

- b. Provide bicycle and vehicle parking at event venues.
 - c. Provide accessible parking at event venues for physically challenged participants.
 - d. Develop RV site layout on 17' - 20' centers and with consideration, where applicable, to waste tank pump trucks.
 - e. Minimize length of electrical circuit and water pipe with respect to availability of site electrical and plumbing utilities.
 - f. Recommend dog walk areas for each RV parking section.
 - g. Recommend portable toilet placement location(s) for parking areas most distant from washrooms.
3. Establish and coordinate arrival times for caravan leaders.
 4. Coordinate with Vintage Club chairman for the Vintage parade.
 5. Create work schedule for Rally Arrival Team for daylight welcome and parking daily and after 1300 hours local time on Sundays.
 6. Welcome arriving attendees to bullpen.
 7. Provide attendees with their information packet containing rally ribbons, dinner tickets, maps and any other info provided by IR Committee.
 8. Provide parking services appropriate to the attendees' registration.
 9. Capture parking locations as attendees are parked and provide locator information to Computer Services on a daily basis.
 10. Coordinate with Vendor Committee for camping space and/or outdoor vendor space.
 11. Provide traffic control assistance to any committee requiring this service.
 12. Provide arrival services for arrivals after normal parking days.
 13. Provide updated rally data daily in electronic worksheets to the team.
 14. Provide contact number signage for arrivals after normal parking hours.