



## A Guide to Organising a Rally

Organising a rally can be great fun, very rewarding and an opportunity to meet new, like-minded people. So why not organise one in your area? A rally doesn't have to be anything complicated; it's simply a means to get people together with the objective to have fun. Sometimes it only involves a few boats, that doesn't matter.

As a rally organiser, you can claim a refund of your berthing fee if the rally is organised away from your home berth/marina. Simply let the Rear Commodore (Cruising) know.

- Before choosing the date for the rally, consider tide tables for efficient passage making and entry/exit to and from the proposed destination.
- Check availability for the venue(s) and make a provisional booking; 15 boats and 40 people are the default numbers to book (maybe less for some venues); tell the marina operator that you will confirm the numbers etc. a couple of days before the event; if a booking deposit is required, liaise with the Treasurer to obtain the funds. Don't commit your own money. Ensure the deposit is refundable in the event of cancellations and that the deposit money is then recovered from members attending the rally.
- Confirm the dates with the Rear Commodore (Cruising) as soon as you can in the New Year. Prepare a Rally Notice at least 2 months before the event and send it to the Rear Commodore (Cruising) and the Webmaster for publication. Include the caveat regarding safety and Skipper's responsibility (see the pro-forma).
- Most members now book rallies via the online booking form so remember to confirm their booking when received. Make a list of applicants, boat name and length, skipper's name and contact phone numbers together with any menu choices (if applicable).

- If bookings are low one month before the event, **DON'T PANIC**. Lots of members wait until the last minute before booking. Advise the Rear Commodore (Cruising) and the Webmaster if appropriate so that additional publicity can be given.
- During the last 2 weeks prior to the event, send an Email to all participants giving the list of boats and crew expected and any other info they might find helpful. A couple of days before the event, send a list of boats and their lengths to the marina; also advise the restaurant (if applicable) of the final headcount and menu choices.
- Invite one of the participating boats to be your Deputy and check they will be arriving early enough to help!
- Keep an eye on the weather forecast. If you have any concerns, discuss options with the Rear Commodore (Cruising) or any Committee member attending. As a guide, if the wind is likely to be force 6 or above, the event should be cancelled. Email attendees to advise them that a final decision will be made the evening before. If the event is cancelled, everyone should be informed ASAP by telephone.
- On the day, arrive in plenty of time so you can organise berthing and meet/greet all participants with your Helper. If this means arriving a day early, the additional berthing fee will also be reimbursed.
- Many rallies feature a "drinks & nibbles" get-together on or near the rally boats but you are under no obligation to do this; if you do elect to organise one, remind participants in your final pre-rally communication that they need to bring glasses, drinks, nibbles or whatever with them.
- Remember to keep a record of the menu choices when selected in advance and take it with you to the restaurant; this will help with the inevitable loss of memory that seems to afflict participants on the night
- If the restaurant expects a single payment, ensure all diners have paid (cheques made payable to Bavaria Owners Association) and that a cheque book and signatory will be available in the restaurant to settle the bill. If no signatory is available pay by credit card and submit the invoice to the Treasurer for settlement. Expenses can normally be settled by electronic bank transfer within 24 hours of receiving the "Receipt"
- Once everyone has arrived, relax and enjoy the party!

These are guidelines only and if you have any questions or queries feel free to contact any member of the committee via the committee web page.