

ROYALE COACH CLUB

Rally Planning Manual

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RALLY GUIDELINES

One of the outstanding benefits enjoyed by club membership is participation in Royale Coach Club (RCC) rallies. The executive committee has prepared these guidelines for Rally Masters to help assist them in planning for future rallies. Each rally will be a different and unique experience!

1. DETERMINING WHERE - Our members often have ideas on locations for each of our two annual rallies. Rally Masters should be familiar with the location and should inspect each of the venues during the planning process.

2. SETTING DATES - Keep in mind major holidays, as well as the FMCA and Prevost Prouds rally dates so there is no conflict. Check with our Coach Conversion and Transportation Sponsors to avoid conflict with their other commitments, and to determine their personnel attendance and show coach site needs. Dates may also be influenced by local events in the area selected. The length of a rally may depend on the location, but typically plan on 4-7 nights.

Prices fluctuate by season so ask the campgrounds to give their seasonally adjusted rates before choosing your dates. Final rally dates should be approved by the 1st VP.

3. ACCOMMODATIONS - Try to reserve a campground at least one year in advance for approximately 30 coaches. Make sure the campground is Big Rig "super" friendly. It is preferred that all sites have 50 amp, water and sewer connections. If 50 amp full hookups are not available, advise the attendees in the rally flyer. The campground should have a rally building for breakfasts, dinners and meetings that can accommodate 60+ people. Find out if the campground can accommodate buses with trailers. If there is not room on the site for a trailer, see if they have a designated trailer parking area.

Obtain a **WRITTEN CONTRACT** from the campground, and insure that it is clear what is included and how the final costs are determined. People frequently arrive early or extend their stay. Those arrangements are to be made directly by each individual and are not to be included in the rally fee. Make sure the campground will honor the rally rate for early arrivers or late leavers.

4. MEALS - Ask the campground Manager for a recommendation of caterers in the area. Select menus for each meal served. If you are planning a cocktail hour, make arrangements with the caterer, if possible. Meals at restaurants can be planned based on your schedule of daily activities.

Always ask for the final date required to guarantee the number and entrée selections, and for any minimum charges. Note that the "Actual Final" number will usually be lower than the latest commitment you have from rally participants. Breakfasts are sometimes poorly attended, particularly if held earlier than 8am. Include the guests, if applicable.

5. COMPS - Be sure to ask for comps for the Rally Masters and/or bus drivers for meals and activities. Most places will do this; however you must ask for it.

6. PET SITTER - Make arrangements for a pet sitter for any day(s) the group will be away from the campground for more than 4 hours. The pet sitter fees are at the pet owner's expense.

7. ENTERTAINMENT - If possible, provide the names of local golf clubs where attendees could play during free time

8. POLICY ON ALCOHOL - Rally fees and sponsor fees SHALL NOT be spent on alcoholic beverages (beer, wine, spirits). Members are permitted to "B.Y.O.B." to campground activities as long as it is permitted by the management of the facilities. You can also make arrangements for a "Cash Bar".

9. TRANSPORTATION - Prevost Car Company, our Transportation Sponsor, has agreed to support two Royale rallies per year by providing \$5,000.00 per rally for tour buses for transportation to events. Contact Ryan Piercy at Prevost as soon as the transportation requirements are known, up to a year in advance if possible, in case there are other special events in the area which would make it difficult to get buses at the last minute. Prevost will help select the candidate bus companies and give this list to the Rally Master. The Rally Master will then contact the leads from this list and select a company that best suits the rally's needs within the \$5,000 budget. The bus company will need to know the location, date, pick-up time, and duration of each trip.

Ryan Piercy: Office: 581-628-0256 Cell: 336-389-7856 Email: ryan.piercy@volvo.com

See Addendum: Club Sponsor Guidelines for further details.

10. SPONSOR DONATIONS - The club treasurer will invoice the Coach Conversion Sponsor for their contribution approximately ninety days before the rally. Review a copy of the Club Sponsor Guidelines addendum for more information.

Credit for support from our Coach Conversion and Transportation Sponsors should be given in anything published about the rally.

The sponsors' representatives should make commitments for the meals and entertainment at least thirty days prior to the rally. The Rally Master should solicit those reservations in time to make arrangements with the caterer.

11. VENDORS – A vendor is a person or company that supplies goods and/or services during a rally for a fee. Rally Masters may contact vendors to participate as Associate Sponsors. Review the addendum: Associate Rally Sponsor Guidelines for more details.

12. LIABILITY INSURANCE - FMCA carries general liability insurance that covers FMCA, its chapters and members. The coverage protects FMCA and its members from parties outside FMCA, such as someone who sues for damages (injury or property) allegedly caused by FMCA. Coverage for chapters extends to them when the rally is held in a contained area such as a campground. Coverage for activities outside such areas would NOT be covered - for example, if members of a chapter go out to dinner.

FMCA will issue a certificate listing a park or campground as an "additional insured" if the campground requests it. FMCA guidelines suggest Rally Masters should NOT volunteer this coverage. If the campground specifically requests it, arrangements can be made by contacting Chapter Services, 1-800-543-3622 at least 30 days prior to the rally.

Vendors or service providers who participate in a rally should provide the Rally Master with a certificate of insurance. Details of required coverage are available in the Summary of Insurance Coverage from FMCA. Commercial vendors and service providers are NOT covered under FMCA's insurance policy.

Liability issues can be very complex. The full Summary of Insurance Coverage can be obtained by contacting Chapter Services, 1-800-543-3622.

13. ROLLING RALLY - If you are planning a rally in two locations, allow ample time for travel before the next club activity, keeping in mind that not all attendees like to leave early in the morning. Print directions to the next location and appoint a leader and a tail-gunner.

14. GUESTS - Non-member guests are welcome to attend the rally, if sites are available. As noted in the Standing Rules of the RCC:

- All Royale Coach Club rallies are "open" rallies for non Royale Coach Club members (guests). Guests of said rally must be current FMCA members in good standing with a Class A motor home.

- Guests must be invited by a current Royale Coach Club member that is in good standing and attending said rally.
- Royale Coach Club members may invite one guest coach to said rally.
- Guests may attend a total of two Royale Coach Club functions that are promoted on the club's website.
- Guests will be required to pay an additional fee of \$35.00 to attend said rally. This fee will go directly to the club treasury.
- At any Royale Coach Club rally, Royale Coach Club members will have attendance priority over guests.

15. RALLY REGISTRATION FORM - The registration form should be emailed at least 90 days before the rally. Select a theme for your rally and prepare a registration form that includes the following information:

- Campground name, address and phone number
- Details of utilities available - 50 amp, 30 amp, water, sewer, dry camping, etc.
- Directions to campground - i.e. exit number off the highway, etc.
- Rally dates, fees and registration deadline date (suggest at least 30 days prior to rally, and at least 15 days before the restaurant and entertainment confirmation deadlines).
- Instruct attendees to make their own arrangements directly with campground for early arrival or extended stays. Give them the rate the campground quoted.
- A description of activities, meals, entertainment, free time, etc. Note any special events that require special dress, potlucks, etc.
- Rally Master's names, address, e-mail address and phone numbers. Include mailing address of registration form, if different from above.
- Ask if a "first timer". (Anyone who is a RCC member and has not yet attended one of our rallies).
- Provide space for member's FMCA number, address, phone number, and email address.
- For Guests, provide a space to list their sponsor's name. (Guest of: _____)
- Be sure to note that non-member guests must pay an additional \$35.00 fee.
- Rally fees are based on two (2) people per coach. Establish a fee for an extra person in coach, and a fee for single person in coach.
- Ask if a pet sitter is required and for how many pets.
- Note on registration form that in the case of cancellation, they may be reimbursed for expenses that are not committed at the time of cancellation.

Registrations are accepted on the postmarked date basis. Date and list the registrants as you receive them. Note in your records all first timers and guests so they can be recognized at the rally. Send an email confirmation to all registrants. **Note:** In case of limited availability, as stated in the Standing Rules, RCC members will have preference over guests.

16. RALLY FINANCIALS - Rallies can involve over \$25,000 in income and expenses. If financial records are kept organized, the reporting and auditing as required by FMCA will be an easy task. Use a copy of the Rally Fee Calculation Worksheet to estimate the rally expenses. Add 10% (or at least \$25.00 per coach) to

cover any unforeseen contingencies. Although the Rally Master does not pay a rally fee, be sure to include the expenses for the Rally Master. The anticipated contribution from our Coach Conversion Sponsor is included in determining the rally fee. The 2nd VP must review the Rally Fee Calculation Worksheet before the rally fee is announced.

- The Rally Master should contact the club treasurer for instructions on handling the rally income and expenses. Maintain receipts for all expenses.
- If the Rally Master needs funds to pay event or campground deposits before rally registration begins, they may request an advance from the club treasurer.
- After the rally, use the Rally Financial Report Worksheet to record and report the rally financials.

17. CANCELLATION POLICY - In the event a person cancels, they may be reimbursed for expenses that are not committed at the time of cancellation.

18. BANNERS, FLAGS, ETC. – The club has the following materials that are available for use.

Several large “Royale Coach Club” banners were donated to the club by Richard Wilson. These, along with the “Prevost” banner, can be used at the park entrance, in the meeting room, or in the parking area. We also have an American flag, Canadian flag, and flag poles to be used at the club meeting. These items should be boxed and passed on to the next Rally Master at the end of the rally.

The club president keeps a supply of “First Timers” ribbons to be worn by members during their first rally. If possible, collect the ribbons at the end of the rally for reuse, and return them to the president.

19. COACH WASHING – The Rally Master can decide whether or not to set up an optional coach washing service. It should not be a part of the rally fee, but paid for by those who use the service. Some RV parks have restrictions on coach washing, or limit which companies can operate in the park – check with park management before making arrangements.

20. COMMUNICATION – Good communication with the rally attendees will contribute to the success of the rally. The Webmaster, at this time Bo Reahard, sets up an attendance list on the website and maintains this list indefinitely – let him know as registrations are received so he can keep it updated. At your request, he can forward emails to those registered at any time, before or during the rally. In addition, some Rally Masters set up an email group as registration forms are received and send email blasts directly. Use whichever method is most convenient for you.

21. RECORD KEEPING – At the beginning of the planning stage, start a notebook or a set of file folders or use whatever method you are comfortable with. You will be keeping track of many bits of information. The last two pages of this document are a journal that you can consider using.

22. BUS DRIVERS AND TOUR GUIDES– Provide bus drivers with a detailed travel itinerary. Rally Masters should be familiar with routes in order to assist bus drivers, if necessary. Have cash available to tip the bus drivers and tour guides. If unused meal or activity tickets are available, they can be offered as extras. The amount of the cash tip is dependent on the length of the trip and the level of service provided. For drivers, the amount can range from \$25 for a short trip, up to \$100 for a day long trip with multiple stops. Tips for tour guides are also discretionary based on length of the tour and the level of service – consider \$1 per person as an average.

23. RALLY TIME - Be prepared for a great time! Use these suggestions:

- Ask a club member to help with bottled water availability on bus trips.
- If you have a pet sitter, arrange a meeting with coach owners to meet the sitter.
- Ask several members to help with the registration package which should include:

- Agenda for the rally
- List of attendees
- Meal tickets indicating choice of entrée, if applicable
- Campground map and area map
- List the location of nearest hospital, Wal-Mart, vet, churches, etc.
- Emergency procedures and emergency telephone numbers

24. AFTER THE RALLY –

- Send “thank you” letters to campground staff, sponsors, and other contributors and vendors.
- Use the Rally Financial Report to submit a detailed financial report and all receipts to the treasurer within 15 days of the conclusion of the rally. Send a copy of the report to the 2nd VP.
- If you have any suggestions to improve these “Rally Guidelines” send them to the club president.

Primary Club Sponsor Guidelines For The Royale Coach Club (RCC)

The RCC shall have two primary sponsors: a Coach Conversion Sponsor and a Transportation Sponsor.

Coach Conversion Sponsor

- Sponsor provides:
 - \$5000 per rally for each of two rallies per year. RCC Treasurer will invoice sponsor 90 days prior to the rally start date.
 - A technician at each rally to provide coach service. Parts and labor will be billed to the coach owner.
- Club provides:
 - Two campground sites for display coaches. The sponsor may request sites for additional show coaches at their own expense. The Rally Master will make the arrangements with the campground for the sites.
 - Rally meals and entertainment for up to three sponsor representatives, some of which may be spouses, and one technician. This number can be modified at the discretion of the RCC board with the sponsor's input.
 - Sponsor introductions and recognition at the initial rally gathering and at the rally business meeting.
 - If requested by the sponsor, a special meeting scheduled by the RCC at the rally for the sponsor to make a presentation to the attendees.
 - Recognition on the RCC's website, and a link to the sponsor's website.
 - A full-page advertisement in each issue of the RCC's newsletter.
 - An invitation to join the RCC to any person purchasing a sponsor's coach.
 - Exclusive right to advertise coach conversions and coach service at rallies. No other coach conversion company will be permitted to advertise.

Transportation Sponsor

- Sponsor provides:
 - Tour buses for transportation to rally events up to a value of \$5000 per rally for two rallies per year. Rally Master will contact sponsor with transportation needs as early as possible and sponsor will work with Rally Master to provide bus transportation.
 - If transportation costs are less than \$5000, the sponsor, at their sole discretion, may choose to pay the difference to the RCC following the rally.

Transportation Sponsor (continued)

- Club provides:
 - Rally meals and entertainment for up to four sponsor representatives, some of which may be spouses. This number can be modified at the discretion of the RCC board with the sponsor's input.
 - Sponsor introductions and recognition at the initial rally gathering and at the rally business meeting.

- If requested by the sponsor, a special meeting scheduled by the Club at the rally for the sponsor to make a presentation to the attendees.
- Recognition on the club's website, and a link to the sponsor's website.
- A full-page advertisement in each issue of the club newsletter.
- Exclusive right to arrange bus transportation at rallies, after receiving information from the Rally Master on transportation needs. If the cost of the bus transportation exceeds \$5000, the sponsor will be reimbursed the difference from rally funds.

Notes:

- Additional sponsor representatives, in addition to those included above, may attend by paying the actual cost of the meals and activities.
- Sponsor fees and attendance information (reservations for the meals and entertainment) must be submitted to the rally master at least 30 days prior to the rally.
- Any fees or charges levied by the rally site operator (campground manager) for advertising, merchandising or displaying items for sale will be borne by the sponsor.

Associate Rally Sponsor Guidelines For The Royale Coach Club (RCC)

- At each individual rally, one or more associate sponsors (AS) will be permitted, provided:
 - The AS is not a direct competitor to either the Coach Conversion Sponsor (CCS) or the Transportation Sponsor (TS)
 - Both the CCS and TS agree that the AS may offer services to the rally. The RCC may not overrule any objection by either the CCS or the TS. The Rally Master is responsible for lining up any AS. The Rally Master will email the RCC Board with information regarding an AS under consideration. After the Board has agreed to an AS, the Rally Master will then email the CCS and TS, prior to their rally, to obtain their agreement to allow an AS.
- Associate Sponsor Provides:
 - A contribution of products, services or cash to the rally.
- Club Provides:
 - A table or other location where the AS may offer tasteful printed advertisement for their business, in reasonable quantity, to rally attendees. The Rally Master and 2nd VP (or the highest level officer at the rally if the 2nd VP is not attending) will be the final arbiter of what is considered appropriate.
 - An opportunity for the AS to make a brief presentation at an appropriate time during a rally event. The Rally Master and 2nd VP will determine the timing and length of the presentation.
 - When appropriate, a special meeting scheduled by the Rally Master where the AS will make a more lengthy informational presentation to the rally.

Royale Coach Club - Journal for setting up Rallies

This rally planning form may be used at the discretion of the Rally Master. It can be useful to:

- Remind you of arrangements that have been made, or that need to be made.
- Store contact information for the various vendors providing rally services.
- Serve as a table of contents if you are keeping a file or notebook for rally planning.
- Pass on to a future rally master as a helpful guide, or to...
- Give to a substitute rally master in case you are unable to complete the rally planning.

Campground Information

Campground _____

Phone # _____

Contact _____

Website _____

Cost per night per site _____

Total Deposit sent _____

Total Bill to be paid at Rally _____

Use of clubhouse room? Yes ____ No ____

Are site numbers assigned for the Rally by the campground or by the Rally Master? _____

Bus Company Information

Company _____

Phone # _____

Contact _____

Website _____

Cost _____

Pick up area at campground arranged with management?

Amount of tip for drivers to be paid for by club. _____

Activities planned by Rally Master

Pot Luck (attach plan)

Campfire gatherings (attach plan)

Tech Talks (attach plan)

Other items (attach plan) Royale Rally Guidelines - Revised July 2014.docx Page 7 of 7

(Make as many copies of this page as needed for the number of meals or activities.)

Food Vendors at Campground

Company_____

Phone # _____

Contact _____

Cost per person _____

Total cost _____

Menus (attach to form)

Who is setting up for each meal? _____

What is the vendor providing with the meal. (attach to form)

Does the rally master need to buy and provide anything? _____

Restaurants

Company_____

Phone # _____

Contact _____

Cost per person _____

Total cost _____

Will there be a cash bar or table service? _____

Menus (attach to form)

Will we be using a bus to get there? _____

Does the rally master need to buy and provide anything? _____

Activities included in rally fee

Company_____

Phone #_____

Contact_____

Cost per person _____

Total cost_____

Will we be using a bus to get there?_____

Description of activity. (attach to form)