



MEMBER'S HANDBOOK

MAY 2024

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Auto-Sleeper Owner's Club
a Company Limited by Guarantee
Registered in England and Wales
Registered number 4616969

Registered Office
Orchard Works Willersey
Worcestershire WR12 7QF

AUTO-SLEEPER OWNERS' CLUB

Auto-Sleeper Owners' Club is a Company Limited by Guarantee and not having a Share Capital. This means that, should the Club be wound up and have insufficient assets to meet its debts, the most that each member can be asked to contribute towards the deficit is £1, and every member guarantees to do so if required. If the Club were not a limited company, each member's liability would be unlimited.

CLUB HISTORY

John Cox started it all with a letter in "Motorcaravan & Motorhome Monthly" in June 1988 suggesting that a Club for the owners of motor caravans converted by Auto-Sleepers Limited of Willersey, near Broadway, might be popular. He had earlier spoken to Auto-Sleepers on the subject and their answer in favour of the proposal, together with a letter from the Managing Director, Mr. Anthony Trevelyan, which was also published in MMM, set things moving. On the basis of the response to these letters an acting committee was established, a constitution and rules suggested and help gratefully accepted from Auto-Sleepers.

The inaugural General Meeting and First National Rally, in April 1989, was attended by over 230 vans (around 500 people) and Membership then totalled about 650 people. A monthly Newsletter was instigated and small rallies arranged as a means for members to communicate, exchange ideas and enjoy themselves. These are very successful as are subsequently developed Regalia sales, a Technical Group and Club Website.

At the AGM in 2002 it was agreed by a majority that the status of the Club be changed from that of an unincorporated association to a Company Limited by Guarantee and not having a Share Capital. With professional advice, the Memorandum and Articles of Association were written and approved by the Committee on November 16th and were signed, as Subscribers, by the Club's two founder Vice-Presidents, Rita Daley and John Cox. Their signatures were witnessed by the President, Charles Trevelyan, who has been heavily involved from the earliest days of the Club. On December 13th 2002 the Club was incorporated and registered at Companies House with a registration number 4616969.

THE CLUB'S RULES AND OBJECTS

The Club's rules are contained in its Articles of Association and Bylaws, which are included in this handbook. By signing a membership application form, every new member agrees to abide by these rules.

The Clubs main objectives are set out in its Memorandum of Association as:

1. To arrange meetings, rallies and social functions for members.
2. To facilitate exchange of information amongst members on all matters of mutual interest.
3. To provide any additional services which may be of benefit to members.

The Memorandum also gives the Club the right to carry out a wide range of activities in support of these aims.

THE COMPANIES ACT 1985 AND 1989

COMPANY LIMITED BY GUARANTEE AND NOT HAVING A SHARE CAPITAL ARTICLES OF ASSOCIATION OF THE AUTO-SLEEPER OWNERS' CLUB INTERPRETATION

1. *In these Articles:*

"the Act" means the Companies Acts 1985 and 1989 including any statutory modification or re-enactment thereof for the time being in force.

"the Articles" means the Articles of the Club.

"clear days" in relation to the period of a notice means that period excluding the day on which the notice is given or deemed to be given and the day for which it is given or on which it is to take effect.

“Secretary” means the Secretary of the Club or any other person appointed to perform the duties of the Secretary of the Club, including a joint, assistant or a deputy Secretary.

“the United Kingdom” means Great Britain and Northern Ireland.

2. In these Articles;

“Company” means the Auto-Sleeper Owners’ Club, in these Articles referred to as “the Club”.

“Committee” means the Management Committee of the Club duly elected or co-opted in accordance with these Articles.

“Founder Vice-President” means a member of the Club who at the time of incorporation of the Auto-Sleeper Owners’ Club held the office of Founder Vice-President of the Club.

“Member” means a member of the Club.

3. Where appropriate to the context, words importing the singular number only shall include the plural number, and vice-versa, and words importing the masculine gender only shall include the feminine gender.

The regulations in Table C in the Companies (Tables A to F) Regulations 1985 shall not apply to the Company as the provisions of these Articles are as near to that form as the circumstances permit.

MEMBERS

4. Membership of the Club shall be open only to individuals who are current owners of Auto-Sleeper motorhomes or, under Article 6, the spouse or companion of any such individual. Membership of the Club shall cease immediately upon a member ceasing to be a current owner of an Auto-Sleeper motorhome. For the purposes of these Articles, possession of an Auto-Sleeper motorhome pursuant to a hire-purchase or similar credit agreement constitutes ownership.

4a. At their discretion, members of the Club may, at a general meeting appoint non-members, who have given exceptional service to the Club, to be Honorary Members as a mark of the esteem in which they are held. Individuals so appointed would be entitled to all the benefits and responsibilities of the Club, not including voting rights, but would pay no subscription. Such membership will continue until the individual concerned resigns or their membership is terminated under Article 9 of the Articles of Association.

4(b) Club Members who have attained 30 consecutive years of membership at the time of annual renewal of membership will be issued with a Gold Membership Card. They will continue to pay a full membership subscription and retain their benefits and responsibilities to the Club.

5. The subscribers to the Memorandum of Association of the Club and such other persons who are admitted to membership in accordance with these Articles shall be members of the Club. The Committee shall have the power to admit an individual to membership of the Club and no person shall be admitted as a member of the Club unless he is approved by the Committee. The Secretary shall keep an accurate register of members of the Club. Every person who wishes to become a member shall apply for membership on an application form approved by the Committee. The Committee may require existing members of the Club to submit a membership renewal form with effect from the commencement of a financial year of the Club (or such other date as the Committee may determine) and the Committee shall provide a membership card to each new member of the Club and to each existing member upon receipt from him of his annual subscription and any renewal form which the Committee may have required.

6. A spouse or companion of a member, and named as such by him, may also be a member with no additional subscription payment, and each shall have one vote. Any person who is a member by virtue of being named as a spouse or companion of another member shall immediately cease to be a member upon ceasing to be named as the spouse or companion of the naming member or upon the naming member ceasing to be a current owner of an Auto-Sleeper motorhome.

- 7.** All persons admitted to membership of the Club shall be deemed to have agreed to observe both the regulations contained in these Articles and any bylaws made by the Committee in accordance with these Articles.
- 8.** Family membership shall be open without further payment to relatives of members. Family members may attend Club events in the member's motorhome, but shall have no voting rights.
- 9.** The Committee shall have the right to refuse any application for membership or to terminate membership if, in the opinion of the Committee, such action is justified to maintain the reputation of the Club.
- 10.** A member may at any time withdraw from the Club by giving notice in writing to the Secretary. Membership shall not be transferable and shall cease on the death of a member provided that the death of a member who has nominated a spouse or companion as a member in accordance with Article 6 shall not affect the continuing membership of such nominated spouse or companion.
- 11.** The annual subscription shall be payable with an application for membership and thereafter on 1st January each year except that the first subscription paid by any member joining on or after 1st September shall cover membership up to the end of the following calendar year. At each Annual General Meeting the Committee shall recommend to members the amount of the annual subscription for the next following calendar year. The amount of the annual subscription shall be that which is agreed by the members at the Annual General Meeting and any change in its amount shall operate from the following 1st September.
- 12.** The financial year of the Club shall be the calendar year.
- 13.** Membership shall lapse if the annual subscription in respect of a calendar year is not paid by 10th January in that year.

GENERAL MEETINGS

- 14.** General meetings refer to the Annual General Meeting and any extraordinary general meetings.
- 15.** Members must produce proof of membership before they may be admitted to a general meeting.
- 16.** An Annual General Meeting shall be held before the end of May in each calendar year. The business to be conducted at such a meeting shall include a report by the Committee on the preceding year's activities, the presentation of accounts of the Club, the election of members to fill vacancies on the Committee and the appointment of an Honorary Examiner, who shall not be a member of the Committee, to inspect and verify the accounts.
- 17.** These Articles of Association may be amended only by a majority of three quarters of those members voting at a general meeting.

NOTICE OF GENERAL MEETING

- 18.** The Committee may call general meetings and, on written request signed by at least one tenth of the membership, shall proceed to convene an extraordinary general meeting. Such request shall specify the business to be discussed. No business other than that specified shall be transacted at an extraordinary general meeting.
- 19.** At least sixty clear days notice must be given to all members of any general meeting. The notice shall specify the time and place of the meeting and the general nature of the business to be transacted and, in the case of an Annual General Meeting, shall specify the meeting as such.
- 20.** The notice shall be given to all members.
- 21.** The accidental omission to give notice of a meeting to, or the non-receipt of notice of a meeting by, any member shall not invalidate the proceedings of that meeting.

PROCEEDINGS AT GENERAL MEETINGS

- 22.** Any member wishing to propose a resolution for consideration at the Annual General Meeting must submit the resolution, in writing with the signatures of proposer and seconder, to be received by the Secretary on a given date not less than forty-five clear days before the meeting. The Committee shall have a discretion whether or not to allow a resolution submitted by a member to be proposed at an Annual General Meeting and the Committee shall be under no obligation to give any reason for its refusal to allow a resolution to be proposed. All resolutions which the Committee allows to be proposed, together with the names of members nominated for the Committee, shall be circulated to members with the agenda not less than twenty-eight clear days before the meeting.
- 23.** Any member raising a matter under Any Other Business may do so for discussion only.
- 24.** The quorum for any general meeting shall be at least forty members present in person at the time and place announced for that meeting.
- 25.** In the event of there being no quorum present within fifteen minutes of the advertised starting time of an Annual General Meeting, or extraordinary general meeting called by the Committee, the meeting shall be re-convened within twenty-eight days to such time and place as the Committee may determine, when the members present shall constitute a quorum.
- 26.** In the event of there being no quorum present within fifteen minutes of the advertised starting time of an extraordinary general meeting required by the members, the meeting shall be abandoned.
- 27.** The Chairman of the Club, or in his absence the Vice-Chairman, shall preside as Chairman of any general meeting. If neither the Chairman nor the Vice-Chairman be present within fifteen minutes after the time appointed for holding the meeting, those Committee members present shall elect one of their number to be Chairman and, if there is only one Committee member present and willing to act, he shall be Chairman.
- 28.** If no Committee member is willing to act as Chairman, or if no Committee member is present within fifteen minutes after the time appointed for holding the meeting, the members present and entitled to vote shall choose one of their number to be Chairman.
- 29.** The meeting shall appoint members as tellers to count the votes cast by any show of hands or poll, and to declare the result of such vote to the Chairman.
- 30.** A resolution put to the meeting shall be decided on a show of hands unless before, or on the declaration of the result of, the show of hands, a poll is duly demanded. Subject to the provisions of the Act, a poll may be demanded.
- a. by the Chairman; or
 - b. by at least two members present at the meeting.
- 31.** Unless a poll is duly demanded a declaration by the Chairman of the result of a show of hands and the making of an entry to that effect in the minutes of the meeting shall be conclusive evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against the resolution.
- 32.** The demand for a poll may, before the poll is taken, be withdrawn, but only with the consent of the Chairman and a demand so withdrawn shall not be taken to have invalidated a show of hands made before the demand was made.
- 33.** A poll demanded on any question shall be taken forthwith, and the result declared before the close of the meeting.
- 34.** In the case of an equality of votes, whether on a show of hands or a poll, the Chairman shall be entitled to a casting vote in addition to his vote as a member.

VOTES OF MEMBERS

35. On a show of hands, every member who is present in person or by proxy shall have one vote. On a poll every member present in person or by proxy shall have one vote. Postal votes shall not be permitted

35.a The appointment of a proxy shall be in writing in any form which the Committee may from time to time approve.

35.b A proxy attending a General Meeting can only accept appointments from a maximum of two members.

35.c A notice stating how a proxy may be appointed, and the date by which this appointment is to be received by the Secretary, shall be sent to members with the notice calling the General Meeting. Any appointment of a proxy not received by the due date shall be invalid.

35.d If, after appointing a proxy, a member wishes to withdraw that appointment, he must notify the Secretary in writing before the commencement of the meeting

MANAGEMENT COMMITTEE

36. The business of the Club shall be conducted by an elected or co-opted Management Committee of up to twelve members who shall act as Directors of the Company. The first Committee members shall be those individuals who were members of the committee of the unincorporated association known as The Auto- Sleeper Owners' Club immediately prior to incorporation of the Company and each such individual shall for the purposes of articles 37 and 39 be deemed to have been elected or co-opted as a Committee member on the date when and in the manner in which he was elected or co-opted to the committee of the unincorporated association known as The Auto-Sleeper Owners' Club.

37. Four Committee members shall be elected at each Annual General Meeting to serve for a term of three years. Any Committee members retiring at the end of this term may offer themselves for re-election.

38. Any Committee member retiring at the Annual General Meeting before completing his term of office shall be replaced by election for the remainder of that term.

39. Any casual vacancy for a Committee member arising during the year may be filled by co-option by the Committee until the next Annual General Meeting, at which time the co-opted member may seek election for the remainder of the term only.

40. Nominations for Committee, with the written consent of the member nominated and signatures of the proposer and seconder, must be submitted to be received by the Secretary on a given date not less than forty-five clear days before the meeting at which an election is to take place.

41. If, by the closing date, there are more nominations for the Committee than there are vacancies, the Secretary shall prepare voting papers, in alphabetical order, of the names of those nominated. Only members present in person at the Annual General Meeting shall be entitled, but not obliged, to vote for as many candidates as there are vacancies. The candidates receiving the greatest number of votes, up to the number of vacancies, will be declared elected. In the event of two or more candidates receiving an equal number of votes, the Chairman of the meeting shall have a casting vote.

42. The Committee shall appoint its members to such roles as it may think fit. These must include Chairman, Secretary and Treasurer. The Secretary shall by virtue of that appointment act as Secretary of the Company.

43. The Committee may appoint Sub-committees for specific purposes and appoint the Chairman of any such Sub-committee. Members of Sub-committees must be members of the Club but need not be members of the Committee save that at least one member of any Sub-committee must be a member of the Committee and he shall be responsible to and report to the Committee.

44. The Committee may from time to time make, amend or repeal bylaws governing the conduct of the Club, its members and its activities.

45. The Committee shall maintain appropriate accounts in the name of the Club with recognised clearing bank(s). The Committee shall make and enforce such rules as seem to it appropriate from time to time for the operation of any bank account in the name of the Club provided that in respect of each account cheques and similar payment orders shall be signed by at least two persons nominated for the purpose by the Committee or drawn from a class of person specified by the Committee save that when telephone or internet banking facilities are available the Treasurer is authorised to operate the accounts using either of those facilities.

PRESIDENT AND VICE-PRESIDENTS

46. Following each Annual General Meeting, the Committee may appoint a President to hold office until the conclusion of the next following Annual General Meeting. The President need not be a member of the Club. The President may attend and speak at general meetings and meetings of the Committee but shall have no voting rights.

47. At their discretion, members of the Club may, at a general meeting appoint members to be Vice-Presidents. Such appointment shall continue whilst the persons so appointed remain members. Vice-Presidents shall not by sole virtue of that appointment be members of the Committee, and shall have no voting rights other than as a member of the Club. They may however, as members of the Club accept election or co-option to the Management Committee. Founder Vice- Presidents may attend meetings of the Committee in an advisory capacity only.

REMUNERATION OF COMMITTEE MEMBERS

48. Committee members shall not be entitled to any remuneration other than the reimbursement of expenses necessarily incurred on behalf of the Club. The cost of travelling to and from Committee or Club meetings shall be regarded as expenses necessarily incurred on behalf of the Club.

INSURANCE

49. If the Committee considers it appropriate, and without being under any duty to arrange insurance or any type or extent of insurance cover, the Committee may arrange such insurances as it deems appropriate to cover the physical assets of the Club and the liabilities at law of the Club, its Committee, officers, members and employees, whilst engaged upon the business of the Club or activities on behalf of the Club authorised by the Committee.

PROCEEDINGS OF THE COMMITTEE

50. Subject to the provisions of these Articles, the members of the Committee may regulate their proceedings as they think fit. Meetings of the Committee shall be arranged by agreement of its members, and shall be called by the Secretary. It shall not be necessary to give notice of a meeting to a member of the Committee who is absent from the United Kingdom. Questions arising at a meeting shall be determined by a majority of votes. In the case of an equality of votes, the Chairman shall have a casting vote.

51. The quorum for the transaction of the business of the Committee shall be five members present and entitled to vote.

52. When there are vacancies for Committee members, the remaining members of the Committee may continue to act, but, if the number of remaining Committee members is less than the number fixed as a quorum, the remaining members may act only for the purpose of filling vacancies or of calling a general meeting.

53. Unless he is unwilling to do so, the Committee member appointed as Chairman shall preside at every meeting of the Committee. If for any reason the Chairman is unable or unwilling to preside at a Committee meeting, then the provisions of clause 27 of these Articles shall apply.

54. The Committee member appointed as Chairman of the Committee shall by virtue of that appointment act as Chairman of the Club.

55. All acts done by a meeting of Committee members, or of a committee of Committee members, or by a person acting as a Committee member shall, notwithstanding that it be afterwards discovered that there was a defect in the appointment of any Committee member or that any of them were disqualified from holding office, or had vacated office, or were not entitled to vote, be as valid as if every such person had been duly appointed and was qualified and had continued to be a Committee member and had been entitled to vote.

56. A resolution in writing signed by all the Committee members entitled to receive notice of a meeting of Committee members or of a committee of Committee members shall be as valid and effectual as if it had been passed at a meeting of Committee members or (as the case may be) a committee of Committee members duly convened and held and may consist of several documents in the like form each signed by one or more Committee members.

COMMITTEE MEMBERS' INTERESTS

57. Provided that he has disclosed to the Committee the nature and extent of any material interest of his, a Committee member shall not, by reason of his membership of the Committee, be prevented from being a party to, or otherwise interested in, any transaction or arrangement with the Club and shall not be accountable to the Club for any benefit which he derives from his disclosed interest.

58. A Committee member shall not vote on any resolution concerning a matter in which he has, directly or indirectly, any interest or duty which is material and which conflicts or may conflict with the interests of the Club. A Committee member shall not be counted in the quorum present at a meeting in relation to a resolution on which he is not for any reason entitled to vote.

59. For the purposes of Articles 57 and 58 above, a Committee member shall be taken to have the interests which any person connected with him has. For the purposes of this Article, the Acts shall determine the categories of persons with which a Committee member is connected.

60. If a question arises at a meeting of Committee members or of a committee of Committee members as to the right of a Committee member to vote, the question may, before the conclusion of the meeting, be referred to the Chairman of the meeting and his ruling in relation to any Committee member other than himself shall be final and conclusive.

DISQUALIFICATION OF COMMITTEE MEMBERS

61. Any person shall immediately cease to be a member of the Committee and any Sub-committee without the necessity for any notice if he:

1. becomes prohibited from being a director of a company for any reason: or
2. becomes of unsound mind: or
3. becomes bankrupt or makes any arrangement or composition with his creditors generally; or
4. is absent from meetings of the Committee for more than 12 consecutive months without the consent of the Committee.

SECRETARY

62. Subject to the provisions of the Acts, the Secretary shall be appointed by the Committee members for such term as they may think fit, and any Secretary so appointed may be removed by them.

MINUTES

- 63.** The Committee shall cause minutes to be made in books kept for the purpose:
- a. of all appointments of officers made by the Committee; and
 - b. of all proceedings at general meetings, and at Committee and Sub-committee meetings. The names of the members attending Committee and Sub-committee meetings shall be recorded in the minutes.

ACCOUNTS

- 64.** The Committee shall cause accounting records to be kept in accordance with the provisions of the Acts.
- 65.** No member shall (as such) have any right of inspecting any accounting records or other books or document of the company except as conferred by statute or authorised by the Committee or by ordinary resolution of the Club.

NOTICES

- 66.** Any notice to be given to or by any person pursuant to these Articles shall be in writing except that a notice calling a meeting of the Committee need not be in writing.
- 67.** The Club may give any notice to a member either personally or by sending it by post in a prepaid envelope addressed to the member at his registered address or by leaving it at that address, provided that where two or more members share an address any notice shall be deemed validly given if sent to all such members in the same envelope addressed to all of them. A member whose registered address is not within the United Kingdom and who gives to the Club an address within the United Kingdom at which notices may be given to him shall be entitled to have notices given to him at that address, but otherwise no such member shall be entitled to receive any notice from the Club.
- 68.** A member present at any meeting of the Club shall be deemed to have received notice of the meeting and, where requisite, of the purpose for which it was called.
- 69.** A notice shall be deemed to be given at the expiration of forty-eight hours after the envelope containing it was posted.

INDEMNITY

- 70.** Members of the Committee, officers, members and employees shall not be liable (other than as members) for any loss suffered by the Club as a result of the discharge of duties and/or activities authorised by the Committee except insofar as such loss arises from their respective wilful default, and they shall be entitled to be indemnified by the Club for authorised expenditure and financial liabilities necessarily incurred in the discharge of these duties and activities.
- 71.** Subject to the provisions of the Acts but without prejudice to any indemnity to which a Committee member may otherwise be entitled, every Committee member or other officer or Honorary Examiner of the Club shall be indemnified out of the assets of the Club against any liability incurred by him in defending any proceedings, whether civil or criminal, in which judgment is given in his favour or in which he is acquitted or in connection with any application in which relief is granted to him by the court from liability for negligence, default, breach of duty or breach of trust in relation to the affairs of the Club.

BY-LAWS: INTRODUCTION

Members joining the Club or renewing their annual subscription agree to obey the Club's Articles of Association and any Bylaws contained in this document or notified to members through the Newsletter. Members also undertake to contribute such amount as may be required, not exceeding £1, to the assets of the Club in the event of it being wound up whilst members, or within one year after ceasing to be members, for payment of the debts and liabilities of the Club contracted before ceasing to be members, and of the costs, charges and expenses of winding-up the same, and for the adjustments of the rights of the contributions among themselves.

GENERAL

- 1.** All correspondence on Club matters should be addressed to the Secretary or to the relevant officer of the Club.
- 2.** Any difference of opinion or ambiguity relating to the Club's Articles of Association or to these Bylaws, or to any matters arising, should be addressed in writing to the Secretary for decision by the Management Committee.
- 3.** The Club's headed notepaper, approved by the Committee to comply with the requirements of the Companies Acts 1985 and 1989, should be used for official correspondence from the Committee members to members of the Club or outside organisations. It may not be used by other Club members, e.g., Rally Marshals, without the permission of a Committee member.
- 4.** Membership cards for the current year must be carried at all club events and produced for inspection on request

RALLIES: CODES OF CONDUCT AND PRACTICE FOR RALLIES

The Club holds Exemption Certificates issued by Natural England and equivalent authorities in Scotland and Wales which enables the Club to hold rallies on sites not licensed by a local authority. Many Club Rallies take place under this provision. Specific codes of conduct apply to the Certificate.

- 5. BOOKING:** Members wishing to attend a rally should complete the relevant booking form, which is part of each month's Rally information, and return it to the Rally Marshal with the appropriate site and rally fees. It is advisable to book early. Booking forms for the annual AGM Rally are included with the relevant Club magazine.
- 6.** All rallies start at 12 noon unless otherwise stated in the Rally information. Members are asked not to arrive at the rally before the starting time.

GENERAL ORGANISATION

- 7.** All Club members, Family members and day visitors attending Club rallies or other Events must observe the Code of Conduct and Practice of the Club and the Motorhome Code, the Countryside Code, and the Seashore Code, which are included later in this handbook, and any site regulations.
- 8.** Club rallies may be organised only with the approval of the Rally Coordinator acting on behalf of the management committee.
- 9.** Members organising a rally, called Rally Marshals, will be responsible for the conduct of the rally and for ensuring that members attending comply with the Code of Conduct.
- 10.** Attendance at Club rallies is restricted to Club members and family members in an Auto-Sleeper Motorhome. Honorary members only may attend in a Motorhome or caravan of a different manufacturer. No form of "temporary" membership for one particular rally is allowed, nor is it permitted to join at a rally for the purpose of attendance at that one rally.

- 11.** The number of persons permitted to sleep in one Motorhome at a Club rally is limited to the number for whom sleeping accommodation is provided in that Motorhome.
- 12.** Small tents (sufficient to sleep two children) are allowed at the discretion of the Rally Marshal who **MUST BE CONSULTED** before the tent is erected.
- 13.** Rallies using the Exemption Certificate must not last more than 120 hours, from the first arrival to the last departure.
- 14.** Rallies using the Exemption Certificate should not be organised jointly with another club.

FAMILY AND FRIENDS

- 15.** Members attending a rally may entertain friends as day visitors subject to prior approval of the Rally Marshal. Visitors must report to the Rally Marshal on arrival.
- 16.** All Club members, family members and day visitors attending Club rallies or other events must comply with any instructions given to them by the Rally Coordinator or the appointed Rally Marshal.
- 17.** All Club members, family members and day visitors attending Club rallies or other events must observe the Club code of Conduct, the Motorhome Code, the Coastal Code and any site regulations, as appropriate.

VENUE FOR RALLIES USING THE EXEMPTION CERTIFICATE

Rally Marshals are asked to:

- 18.** Avoid arranging rallies where the local authority has decreed the area to be unsuitable or inappropriate for caravanning activity.
- 19.** Avoid arranging rallies on land adjacent to licensed sites unless approved by the local authority.
- 20.** Avoid rallies on sites adjacent to Certified Locations/Sites unless the proposed rally site is clearly differentiated and the risk of interference with local people and other users is minimal.
- 21.** Site motorhomes at a rally so they do not unduly interfere with the activities of local people, their privacy or their enjoyment of their property. Also take care not to interfere with the enjoyment by others of the landscape, natural beauty or nature conservation of the area.
- 22.** Display the Auto-Sleeper Owners Club name when a site is in use.
- 23.** A copy of the Exemption Certificate will be available to all rally marshals.
- 24.** Rallies organised on sites licensed by the local authority shall conform to the regulations of the site concerned.

FREQUENCY AND TIMING OF RALLIES

- 25.** Rally Marshals are advised to avoid the over-use of any venue, taking into account its position and general suitability, impact on the locality of numbers of vans and, in National Parks, advice given by the relevant National Parks Officer.
- 26.** It is recommended that rallies should not be organised on successive weekends at the same venue.
- 27.** It is also recommended that the arrangements of successive five day rallies in holiday areas at peak periods involving members moving on from one rally to the next is avoided, unless the movement of outfits is spread over a period to avoid nuisance to other road users.

ROAD SAFETY AND ACCESS

- 28.** In popular holiday areas at peak holiday periods (e.g.. Bank Holidays) it is suggested that movement of Motorhomes should be arranged, if at all possible, outside the periods of heaviest road use to avoid inconvenience to other road users.
- 29.** Venues chosen should be situated on good access roads of sufficient width to enable members' outfits to pass other traffic without difficulty.
- 30.** The access into the Rally field should be at least 3 metres wide , easily negotiable and clearly indicated.
- 31.** Where possible avoid selecting a venue where the access is directly onto a busy 'A' class road.

SAFETY ON THE RALLY SITE

- 32.** The speed of the vehicles on the rally site should be restricted to 5 mph.
- 33.** Emergency vehicles should be able to secure access to any unit on the site.
- 34.** Rally Marshals shall therefore space units 6 metres, or 20ft, between facing walls of adjacent motorhomes.
- 35.** Space between motorhomes must not be obstructed by the use of awnings, small tents or wind-breaks, cars or trailers, or any other additional equipment. The Rally Marshal has the discretion to park or pitch additional equipment as he sees best in the interests of the safety of the rally.
- 36.** Open fires are not in general allowed, except with the permission of the Rally Marshal and in a place agreed with him. Barbecues should also be agreed with the Rally Marshal, and sited well away from the vans and awnings, etc.
- 37.** It is strongly recommended that all motorhomes carry a suitable British Standard Institute and/or Fire Officers' Certificate approved fire extinguisher, and that every one should be aware of how to use the one they have.
- 38.** It is also advisable that each motorhome should have a first aid kit.

PUBLIC HEALTH

- 39.** There must be a clear differentiation between drinking water taps and water supplied for the cleansing of chemical closets. The two must never overlap.
- 40.** The arrangements made for disposal of waste water and chemically treated sewage must be agreed with the land owner and must take full account of the need to safeguard water supplies and to prevent pollution of rivers and streams.
- 41.** Ralliers must utilise their own chemical toilets properly charged with one of the recommended chemical fluids.
- 42.** The contents of the chemical toilet must not be disposed of on the rally site except into the disposal point agreed with the land owner.
- 43.** Similarly waste water must not be disposed of except as agreed in paragraph 40 above. It is recommended that members collect waste water from the motorhome waste water outlet in a receptacle, and do not allow it to overflow and foul the ground.
- 44.** The Rally Marshal is asked to give special consideration to the disposal point 16 requirements at the time of the initial survey. He should bear in mind that the disposal point should not be sited;
- a. adjacent to a brook, spring, stream or river.
 - b. adjacent to a well, borehole or other entrance into the ground.
 - c. in an area used as a gathering ground for water supply purposes, unless authorised.
 - d. in the same area more than once in a season.

Potential rally sites found in the category (c) above should be avoided unless arrangements have been made with the River Authority. If a Rally Marshal is particularly anxious to utilise such an area the River Authority should be consulted in every case as early as possible and its advice sought concerning waste disposal methods.

45. Any excavated disposal points should be filled in with the excavated earth at the conclusion of the rally and, where possible the disturbed turf replaced.

46. Members attending rallies of short duration can reasonably be expected to take their refuse home with them.

47. On rallies where refuse is to be collected, refuse receptacles should be used, and the subsequent disposal of the contents in proper manner should be arranged with the land owner. In particular the Rally Marshal is asked to ensure that either;

- a. the land owner undertakes to ensure the proper disposal of the refuse.
- b. the Local Authority is requested to collect.
- c. where an entrepreneur is engaged, he is asked to give an undertaking only to dispose of the contents upon a licensed site under the direction of the site manager.

Under no circumstances should refuse be emptied into the disposal point for waste water and chemically treated sewage.

48. Sites used for Club events must be left clean and tidy. The Rally Marshal shall ensure that the site is clear of litter after the rally.

GENERAL BEHAVIOUR

49. Respect should be shown to the land owner's property, trees, fences, farm buildings, equipment and stock.

50. All animals are to be kept under control, and must not be allowed to run loose on the field. The recommended length of lead when tethered is a maximum 10 feet and the animal must be exercised away from the motorhomes.

51. Flying kites and model aircraft and the use of items like catapults or air-guns as well as ball games should not be permitted among, or close to, the motorhomes. If possible the Rally Marshal should arrange an open space well away from the motorhomes for games.

52. When the ground is wet the movement of motorhomes must be minimised to prevent damage to the field.

53. Club equipment may be used only with the permission of the Rally Coordinator, another Committee member, or the appointed Rally Marshal.

NUISANCE

54. Local people should be able to carry out their normal activities when rallies are in progress and disturbance should be minimised.

55. Noise from radios, televisions, generators and other sources should be kept to a minimum for the comfort of other caravanners, on site as well as for the people who live and work nearby. Generators should only be used between 10am and 2pm, or at the discretion of the Rally Marshal.

56. The Rally Marshal, together with the Rally Coordinator (if necessary) or the Management Committee of the Club, will treat any complaints seriously and will take steps to investigate and deal with the cause of complaints.

FORMER MEMBERS

57. Members leaving the Club may continue to receive the Club magazine until the end of the year for which their subscription has been paid. They may then continue to purchase the Club magazine, at such price as the Committee may decide.

58. Former members whose purchase of the Club magazine has not been continuous from the time of their leaving the Club shall not have this right

59. Former members who continue to purchase the Club magazine have no right to attend Club events.

THE MOTORHOME CODE (Based on the Caravan Code)

1. Members should make sure that their motorhome is regularly maintained and that the Maximum Technically Permitted Load Mass (MTPLM) is not exceeded, so that it is always safe, both on the road and on a site. The base vehicle should be serviced in accordance with the manufacturer's instructions, and that the agent or dealer should be asked to carry out the annual SMMT inspection and service on the living accommodation.

2. When touring in the motorhome, members should;

- a. Pitch on private land only with the express permission of the owner.
- b. On any site, follow the site rules on pitching, and place the motorhome where it will not interfere with the convenience or enjoyment of others.
- c. Use the vehicle with care to avoid damaging turf. Holes should not be dug unless absolutely necessary and any turf removed should be replaced.
- d. Dispose of any rubbish only where indicated on site. If no receptacles are provided, as on some rallies or small farm sites, seal any rubbish in a plastic bag and take it home or to any recognised disposal point.
- e. When using a site which is not provided with toilets, use your sanitary equipment (usually a chemical closet with appropriate fluids) and dispose of the contents only at the point provided for this purpose. If burial is necessary as perhaps on private property, this should not be done near any water course. NB Drinking water taps must never be used for the rinsing toilet or waste water tanks.
- f. Do not allow waste ('grey') water to foul the ground; make sure that a suitable receptacle is placed to collect it and empty it as necessary. If no disposal point for grey water is provided, fouling must be kept to a minimum by distributing it over a considerable area, such as along a hedge.
- g. Keep any children and pets under control in order to cause the least disturbance to others. Dogs and similar animals should be kept on a lead at all times and exercised away from the area occupied by motorhomes, caravans or tents. Smaller animals, such as birds, etc., may be kept in cages.
- h. Drive slowly and quietly on site and observe all the speed limits and one- way systems, even when using a bicycle.
- i. Respect the privacy and peace of others by keeping all mechanical, instrumental or vocal noise to a minimum. Generators should not be used between 6pm and 9am other than with the permission of the warden, site manager or rally marshal.
- j. Ensure that any laundry outside the motorhome is displayed as discreetly as possible.
- k. Keep the pitch neat and tidy. There should be no equipment outside the motorhome, other than what is necessary or appropriate. When leaving, members should make sure that their pitch is as clean as (or cleaner than) it was when they arrived.
- l. Observe the Country, Coastal and Seashore Codes.

3. At all times, both on the road and on site, members should show courtesy and consideration to all comers so that goodwill of the general public is maintained. Observe the Countryside and Seashore Codes. Special care should be taken by members when “wild camping” to ensure that they are not obstructing other vehicles, interfering with anyone’s view, or causing a nuisance in any way that might give the Club and motorcaravanning a bad name.

Further information and advice on the MTPLM and other weights, together with details of the annual SMMT inspection and service, are given in the handbook supplied with each Auto-Sleeper Motorhome.

CODE OF CONDUCT FOR ORGANISED WALKS & CYCLE RIDES

This code shall be applied when Members at a Club organised event are invited to join in a group walk or cycle ride.

Walks must not be organised exclusively on Public Roads where there is no pavement. The walk leader should appoint another person to follow at the rear of the group. Help drivers to see you, wear or carry something light, bright or fluorescent in poor daylight conditions. When it is dark the front and rear walkers should wear reflective materials.

When walking on roads use the pavement if there is one and marked crossings wherever possible. Where there is no pavement walk facing oncoming traffic, crossing to the other side before sharp bends. Take special care on narrow roads, keep close to the side of the road, be prepared to walk in single file and be aware that the traffic may be moving very fast.

The Organiser must point out that all cycles must be properly equipped and road legal and that members are responsible for the roadworthiness of their own cycles. Encourage riders to have the correct gear, light coloured or fluorescent/reflective clothing to help other road users to see them. Fitting a bell is recommended to warn others of your presence. If cycling at night or in bad weather conditions, lights must be used at the front and back of every cycle as well as a rear reflector.

The ride leader should appoint another person to follow at the rear of the group. Both persons should be wearing fluorescent or reflective clothing. Other road users must be considered at all times and riders must ride in a responsible manner, as defined in the Highway Code. Members take part in the ride at their own risk.

THE COUNTRYSIDE CODE

Respect other people

Consider the local community and other people enjoying the outdoors

Leave gates and property as you find them and follow paths unless wider access is available

Protect the natural environment

Leave no trace of your visit and take your litter home

Keep dogs under effective control

Enjoy the outdoors

Plan ahead and be prepared

Follow advice and local signs

The full code is available at

<https://www.gov.uk/government/publications/the-countryside-code/the-countryside-code>

SEASHORE CODE

Explore responsibly

Leave animals where you find them.

Carefully lift and replace any rocks you move and leave attached seaweed in place.

Seashells nurture an interest in nature amongst children, so if you want to take a couple home only take empty open shells (like limpets and mussels) and leave the shells that can provide a home for hermit crabs (like whelks and periwinkles).

Keep it tidy

Take your rubbish home - don't bury it or burn it

Poop your dog's waste then bin it responsibly

Watch with care

Watch quietly from a distance, especially near birds and seals with pups

Control your dog and keep it on a lead near birds and seals

Mind your step

Keep to established paths and dune boardwalks

If you dig holes in the beach, please fill them in again

Don't climb up or go near the top or bottom of a cliff

Check tide times to avoid being cut off

Keep away from soft sand and mud, and beware of slippery rocks