

ALFA ROADRUNNERS GUIDE FOR WAGON MASTERS And ASSISTANT WAGON MASTERS Revised: June 1, 2014

This was prepared to aid membership/hosts in planning and running a chapter rally. One of the first things to remember is that **you are not attempting to “out do” any past rallies**, but to add your personality and originality to your own rally. This idea has been very successful and thus creates a lot of new and different experiences for our members.

As Wagon master, you will wear many hats - Planner/Scheduler/Promoter/Dreamer/Organizer/Marketer/Cheerleader

You do not want to be A Pack mule/Negative/Worrier/Procrastinator/Non attentive to details/Forgetful.

Wagon Master Responsibilities:

This Wagon Master Guide will help you achieve these two stated objectives.

Choosing and arranging a rally location:

Six months to a year before the rally the Wagon Master will chose the exact rally location. This proposed location will be presented to the Board and approved. It may be an RV park, fairgrounds, open land, etc. Determine what amenities are furnished and what is available. For example, what utilities are furnished, is there a pavilion or room to use if the weather is bad, are there tables available, water/sewer/electric 30/50 amp., cable, Wifi, etc. Provide the campground an estimate of the number of RV's you expect. (Final number will be confirmed later.) Officers can help you estimate this figure.

Rallies normally range from four to six days in length. Know what the area has to offer to set the length of the rally.

Know up front if any additional charges are expected by campground before agreeing to any contract. Get everything in writing. Many campgrounds have written forms with everything spelled out. If this is not available, then you should send a letter to the Manager of the campground, spelling out everything that has been agreed to. The President can assist you in this area if you request his/her assistance.

Coordinate the planned date of the rally with the Board:

Since other rallies in the planning stages, make sure your dates have been approved before finalizing any plans with the RV Park. If dates need to be changed, clear these changes with the Board before finalizing with the RV Park or other venue.

After approval by the Board on exact dates, make arrangements with the park for the rally.

1. Evaluate the sites to ensure that there is enough room in every site for a 40' Alfa with the big slide and/or an Alfa 38 foot 5th wheel.
2. Agree on a per night price. Make sure in advance if there are any additional charges for other benefits such as a clubhouse, wi-fi, cable TV etc.
3. Have everything in writing before you make a commitment! Ask the Board to review if you have any questions or concerns;
4. Check with the local tourist bureaus and Chamber of Commerce to find:
 - local events during the rally, e.g., festivals, fairs, museums, etc.;
 - local scenery and attractions;
 - possible special activities, e.g., golf, hiking, canoeing, etc.;Plan these activities, if any, with choices so the choices, cost, etc. can be shown on the Event Registration Form.

Registration Form: The Registration Form is developed with the help of this guide samples. Provide the information to the President or webmaster who will post the information on the web site under Events. The registration form should also be provided to the Newsletter Editor for publication.

The following information should be included on the registration form.

1. Dates and time of rally;
2. Name, location, phone number, and directions to the campground. (include the GPS co-ordinates)
3. Wagon Master Fee is \$_____ (for morning coffee, donuts or other items, Wagon Master dinner). Best to have first night of rally.
4. Other fees for activities if payment is required in advance.
5. Reservation return address (your mailing address).
6. Cut-off Date for registration-This date may be driven by the campground management. They will usually give you a date they must know the exact number of rigs which will attend.
7. Due date needed for campground deposit and how payment should be made.

The President will:

Send Registration Form & Rally information to other Alfa chapters.

Note: Alfa Roadrunners have first priority if campground space is limited, then other Alfa owners and SOB's (some other brand).

As Registration Forms are received:

1. Make a copy of the checks before depositing. (This will provide you with a record of money received.)
2. If you choose to keep additional records using a computer, the President/Treasurer can give you a sample format to use;
3. Make sure EVERYONE (All attending parties) has signed the "hold harmless"

statement. We must be diligent and make NO EXCEPTIONS that would jeopardize the liability risk, the safety and security of our members, our officers and our club;

4. Due date needed for campground deposit (if any) and who the check should be addressed to.

Determine if campground wants you to collect the first night's stay or all camping fees. Do they expect you as wagon master to collect this and forward to them. **Note: If they want/will do it, let them- It makes your job much easier and reduces the club's responsibility.**

Month Before Rally:

1. Create a list of registered attendees, dates they will attend, rig size/slides and power requirements;
2. Send a copy of the list and the attendee deposit checks to the RV park. (if you have accepted responsibility for making reservations and collecting the first nights deposits or all camping fees)-Again it is best if you have the host park accept all reservations and collect all monies directly from attendees;
3. Call the RV Park to reconfirm your reservation & provide the most recent count.
4. You can then compare your list of attendees with the park's list of registered rigs for the rally;
5. (Optional) Door prizes-Wagon master should not worry about door prizes. This issue can be discussed with the Board before rally;
6. Activities-local attractions and internal functions such as meals, games, tours, etc.;
7. Assemble the welcome bag to include latest copy of the rally agenda as well as information of local interest items from Chamber of Commerce and Name Sign for coach;
8. Make any necessary arrangements with local restaurants if a meal is planned;
9. Check inventory of coffee supplies and paper products (costs can be reduced if people are willing to bring their own dinnerware, coffee cups, etc.);
10. **Make sure you have coffee pots and all supplies from the previous rally (know they will show up).**
11. Entertainment- Use the talent in our club. Skits, lip-sinc or stand up comedy. Do not use the same people as previous wagon masters chose. Spread the wealth-try and seek out ways to involve members or guests who have not been involved before.

Do not assume that people will “just show up to help”. You should ask them.

Everyone who attends a rally is happy to assist, but ask ahead of time to be sure it happens.

Remember-do not be the pack mule, you are the Ringleader!

Remember the 5 P's **P**rior **P**lanning **P**revents **P**oor **P**erformance!

Week Before Rally:

1. Call the RV park to confirm receipt of your list and deposit checks (if you kept that responsibility);

2. Make sure there are no problems.
3. Make final comparison between the people the campground has registered and your registrations.

One Day Before Rally:

1. Arrive at the site in advance of the rally (preferably at least one day early);
2. Arrange a grouping of RV parking spaces with the management according to rig size and when the member is leaving. (So early departures do not leave a hole in the group sites that will be filled by the park with non-members.) Clumping rigs together provides better visiting than having rigs in a line down the row;
3. Work out any final details with the management;
4. Obtain brochures and packets from the Chamber of Commerce, Visitors Center, etc. (Pick what looks to you like the best attractions - too many are confusing);
5. Make any final reservations for special events;
6. Make final arrangements to use the meeting room and/or pavilion as needed;
7. Set up the club bulletin board and banner for the daily schedule of events;
8. Double check the Rally Activity schedule and make any changes necessary;
9. Develop an alternate plan (indoor facility) in case of inclement weather.

First Day of Rally:

1. Greet new arrivals. We are a 'hugging' group. Set the tone by passing out hugs.
2. Explain that badges need to be worn at all times;
3. Be sure you have a signed Hold Harmless for every person attending the rally;
4. Appoint the SHERIFF. Explain the duties if necessary:
 - a. During the rally no one is to know who the Sheriff is;
 - b. The Sheriff watches and keeps notes of anyone not wearing a badge;
5. The Sheriff also watches for humorous or unusual things to use to 'press charges', i.e. someone arrived during Social Hour creating a disturbance, someone 'snuck' a badge to their spouse, a person ate a goody and didn't offer to share. Remember to KEEP IT LIGHT AND FUNNY.
 - a. At the meeting, the Sheriff 'reads the charge'. Then the Judge (usually the spouse of the Sheriff) asks if there were any extenuating circumstances to be considered.
6. Whatever the person says, the Sheriff (or Judge) can 'ham it up'. Then the Sheriff (or the Judge) assesses a fine (*usually a quarter*). Monies collected go to a local charity or association.
7. Appoint someone to keep notes during the rally and give you the write up for web site publication before they leave the last day.
8. Remind people who have volunteered of their commitment to help.
9. Keep President informed of any issues or problems that need his/her attention.

Sit back now and enjoy the fruits of your labor. Things are now mostly on Autopilot. You can do some last minute tweaking but not much. Start enjoying your fine work

organizing the rally. So many times the first time wagon master will say “gosh, I did not know how much fun this was, I am glad I did it”.

Assistant Wagon Masters:

The wagon masters may choose another couple from the club to be assistant wagon masters. At the desecration of the wagon masters the following jobs can be assigned to the assistant wagon masters or other club members.

1. Preparing coffee and clean up.
2. Setting up tables & chairs for dinners.
3. Have a photographer and scribe (write a paragraph or two on your experience for that day) for each day. Use this to create a rally review for the newsletter.
4. Bundle brochures for area attractions according to the day they will be used.
5. Parking assistance to help as people arrive on move in day.
6. Appoint a social director prior to the rally. This person could arrange card games/table games after dinner.

Examples of activities:

Ask everyone to bring \$5.00 wrapped gift. Draw numbers and start with person who drew #1 select a gift unwrap it. #2 then can steal #1's gift or choose a new one. If #1's is stolen then they choose again etc. Until all gifts are unwrapped.

Choose an art or craft project that would involve everyone.

These are examples of what the social director could use to get club members involved. These are a few of the jobs that can be assigned to assistant wagon masters or other club members.

During Rally:

1. Have coffee ready each morning by the set time or decide on a 'bring your own coffee'.
2. Have donuts, rolls, coffee cake, etc. ready by the set time (unless you decide not to have them). Ask for volunteers to pick up daily if necessary.
3. Ask for volunteers to provide social hour snacks (or just let it work itself out).
4. Post the daily schedule for the next day's events.
5. Make final arrangements for special activities, i.e., potlucks, meal out, group games, outings, etc.
6. Watch to see that everyone is having a good time and is involved. If someone hangs back:
 - a. try to involve them;
 - b. ask them to help you;
 - c. work to help them feel a part of the group;
 - d. remember, THIS IS A SOCIAL CLUB. Our goal is to build friendships.
7. Get the evening activity going.

- a. start the campfire if one is wanted;
 - b. start up games if they are desired (Mexican train - dominoes, card deck bingo, a puzzle, whatever people brought) or entertainment;
8. If the weather causes us to spend a lot of time inside, arrange for events to be held in the clubhouse or other enclosure. Have a back up plan that includes indoor events;
9. Small impromptu get-togethers after the end of the day's activities is an area where First Timers often feel that they are 'not invited' to participate in. Be sure everyone knows where the group is meeting and that everyone has been invited.

Immediately after the rally:

1. Check to be sure everything at the RV Park where we were assembled has been left in good order. Make sure floors are cleaned and kitchen has been properly cleaned. Do not try and do this yourself-**ask for volunteers**;
2. Send the President the completed & signed registration forms;
3. Send the Newsletter Editor the rally write up to include what occurred at the rally, i.e., activities, humorous or interesting stories;
4. If there are any wagon master funds that were not used, forward to the Treasurer.