

# CARAVAN CLUB OF SOUTHERN AFRICA WORKING MANUAL

AS AT YEAR 2021

## WORKING MANUAL INDEX

<u>Subject Matter</u>	<u>Page</u>
<a href="#"><u>Affiliation</u></a>	2
<a href="#"><u>Awards</u></a>	2
<a href="#"><u>Benefits</u></a>	4
<a href="#"><u>Bye-Laws</u></a>	4
<a href="#"><u>Caravan Parks</u></a>	4
<a href="#"><u>Constitution</u></a>	4
<a href="#"><u>Convention</u></a>	4
<a href="#"><u>Entrance fees</u></a>	5
<a href="#"><u>Finance</u></a>	6
<a href="#"><u>Honorary Legal Adviser</u></a>	7
<a href="#"><u>Insignia</u></a>	7
<a href="#"><u>Insurance</u></a>	7
<a href="#"><u>Membership</u></a>	7
<a href="#"><u>Membership lists</u></a>	9
<a href="#"><u>National Council</u></a>	8
<a href="#"><u>New Regions</u></a>	9
<a href="#"><u>Overseas Members</u></a>	9
<a href="#"><u>Patrons to the Club</u></a>	9
<a href="#"><u>President and Vice</u></a>	9
<a href="#"><u>Public Publications</u></a>	9
<a href="#"><u>Rallies</u></a>	9
<a href="#"><u>Records</u></a>	10
<a href="#"><u>Referendum</u></a>	10
<a href="#"><u>Regional affairs</u></a>	10
<a href="#"><u>Regional Committees</u></a>	10
<a href="#"><u>Regional Honorary Members</u></a>	11
<a href="#"><u>Sponsorship</u></a>	11
<a href="#"><u>Stationery</u></a>	11
<a href="#"><u>Subscriptions</u></a>	11
<a href="#"><u>Guide lines and criteria for Caravaner of the year</u></a>	11
<a href="#"><u>Guide lines and criteria for the Meritorius Award</u></a>	12
<a href="#"><u>Guide lines to ensure a successful Committee</u></a>	13
<a href="#"><u>Specific duties and responsibilities of Committee portfolios</u></a>	13
<a href="#"><u>Recommended procedure for disciplinary actions</u></a>	16
<a href="#"><u>Guide lines for hosting a National Convention</u></a>	18
<a href="#"><u>Guide lines for hosting a Rally South Africa</u></a>	22
<a href="#"><u>Guide lines for holding a Stop and Stretch</u></a>	23
<a href="#"><u>Secretaries' Manual</u></a>	25
<a href="#"><u>Imali procedures</u></a>	33
<a href="#"><u>Treasurers' Manual</u></a>	35
<a href="#"><u>Tours and Special Events</u></a>	38

## **AFFILIATION**

The National Council will look into affiliation or association with other clubs and associations.

## **NATIONAL AWARDS**

### **2.1 Merit Ties**

A Merit Tie will be awarded to any Chairman who is still Chairman on 31<sup>st</sup> October of the specific year of election, such presentation being made by the Provincial Councillor of the Province of the Club.

A Member elected as Chairman after an AGM shall wait two months before being awarded a Merit Tie.

A Merit Tie will also be awarded to the Chairman of the Touring Committee.

### **2.2 National Rally Awards.**

When the Regional Committee is informed by a Member that he will be celebrating a certain number of National Rallies, this should not just be accepted by the Committee, but the said Member's discs shall be physically counted before the National Award is presented. In this way a list could be kept of that Member's National Rallies and the Secretariate informed accordingly when requesting insignia for National Awards.

Should a Member celebrate with a Region other than his own, the Region handling the celebration shall count the said Member's discs and confirm such number to the said members own Region.

It is necessary for the Regions to submit to National Council lists of National Awards to Members. This will be the responsibility of the Regional Committees.

In addition to the National Rally disc, all National Awards in respect of National Rally milestones (i.e. bronze disc for 10<sup>th</sup>, silver caravan for 25<sup>th</sup> etc.) will be awarded. A National Award of a "gold" caravan will be issued to Members in respect of their 50<sup>th</sup> National Rally and for every 25<sup>th</sup> National Rally attended thereafter.

### **2.3 Eric Hoffmann Award**

Members having served as President, Vice-President, National Councillor, Members of National Committees, Provincial Councillors, Regional Committees, Branch Committees (prior to the formation of a Region) and Ad Hoc Committees (prior to the formation of a Region) qualify for the Eric Hoffmann Award.

Members, who serve for another ten years on Committee after receiving their Eric Hoffmann Award, will be presented with a bar to be added for every ten years thereafter.

Eric Hoffmann Awards shall bear the name of the Convention venue and date of presentation.

The following rules are applicable to the presentation of the Eric Hoffmann award.

The qualifying Member must have completed 10 years of service (either unbroken or accumulated periods of service) on a Regional Committee or having served as a National Councillor or Provincial

Executive of the CCSA at the date of the appropriate AGM prior to the date of presentation at the Convention. In other words, when the Award is presented at Convention in March of any year, the period of qualifying service (i.e. 10 years) would have already been completed at the date of the previous AGM.

Portions of a year resulting from a Member being co-opted onto a Committee during a year, or resigning from a Committee during a year, will be counted in completed months. Where more than one such period is served, the months will be accumulated towards the Award, and provided a total of 10 years has been completed at the date of the appropriate AGM prior to the Convention, the Award may be presented, failing which the Member must wait until the next Convention.

The award of additional bars for each 10 years of additional service on Committee or in office will be treated in similar manner i.e. the service must be completed at the date of the appropriate AGM prior to presentation.

#### **2.4 Don Collins Cup**

This is for growth of the Regions over the period 1st January to 31st December of each year. (Number of Members as at 31st December over the number of Members as at 1st January). This is worked out by the Secretariate annually.

**2.5 Albert & Annatjie Edeling Cup**- This is for the highest retention of Members over the period 1st January to 31st December. (Count of number of paid-up Members over the number at 1st January). This is worked out by the Secretariate annually.

**2.6 Piet & Dina van der Walt Trophy** - This is awarded to the Region who is responsible during the preceding year for the most widespread publication in both official languages, and the way in which the Region puts forward its achievements at the end of the year. (Taken over the period Convention to Convention). The National Council will decide upon the Region to receive this award.

**2.7 Bertie & Connie de Kock Trophy** presented to the Region with the highest number of payments through from 1st July to 31st August.

**2.8 CCSA Area D Rally Attendance Trophy** presented to the Region with the highest percentage Rally attendance over period 1st January to 31st December of each year.

#### **2.9 Special Groupings**

Any Region and/or 'Province' (as defined) wishing to introduce a special award to confer upon Members of such Region(s) and/or Province and/or National, shall be required to submit a full motivation to the appropriate Regional Committee for recommendation to and approval by a Provincial Meeting of the Province concerned. Such approval shall be submitted to the next National Council Meeting of the CCSA for noting and endorsement from a National perspective prior to implementation.

Such 'Special Groupings' at present include:

Natal: Derek Clarke Award - Member must have completed 12 years' membership of the CCSA and have completed 100 rallies with a Region(s) in Natal.

Western Cape: Wolseley Jacobson Award - requirements as for Derek Clarke Award.

Northern Regions: Johannesburg and Districts Award - requirements as for Derek Clarke Award.  
Dan Lehmann award for 25 years' membership

#### **2.10 Road Courtesy Award**

Any member wishing to propose that one of these certificates be awarded to a fellow Caravaner, should submit to the Regional Committee a detailed submission surrounding the circumstances which would suggest that such a fellow Caravaner would be deserving of one of these awards. On approval of such a submission by the Regional Committee, the details and recommendation will be forward to the

Provincial Executive Council for final approval. On receiving notification of such a certificate to be awarded, the National Council shall make available the required relevant certificate. It must be noted that the award of these certificates should not be automatic. The simple guideline is a deed that is considered to be completely beyond that which normally is expected from a Caravaner.

## **2.11 Honorary Life Membership**

### Procedure

Nominations may come from any Region, but the home Region should make positive or negative comment. This nomination should go to a Provincial Meeting where it would be fully discussed, and voting done by ballot. The Provincial Meeting may or may not propose this nomination to National Council. However, should the Provincial Meeting send in a proposal and the home Region does not agree they may then send in their recommendation to National Council as well. National Council's decision will be final.

These nominations may be sent in at any time but must be received not later than the date set for submission of the next Convention's Agenda.

### Guidelines

- a. Service on a National or at least on a Provincial level is a prerequisite.  
e.g. Provincial Representative or National Councillor or  
Organising a Convention or a Rally South Africa;  
Outstanding service on a Provincial basis through a Committee or a Provincial Meeting
- b. Preferably an Eric Hoffmann Award recipient - this is not a pre-requisite.

## **BENEFITS**

The Tow-in benefits is R150.

## **BYE-LAWS**

No Regional Committee shall have the power to promulgate its own Bye-Laws.

## **CARAVAN PARKS**

Caravan Parks which fulfilled the requirements of the standing committee will be given a CCSA plaque to display.

Regions are requested to be more careful and to pay more attention when issuing "Recommended Plaques" to Caravan Parks and that Parks so recommended should be regularly visited to ascertain whether a high standard is being maintained.

The plaque is to remain the property of the Club at all times and can be withdrawn in need.

The upgrading of the minimum standards will not be done for our Recommended Parks, but that these Recommended Parks must be inspected regularly owing to complaints that some were not being kept up to standard.

## CONSTITUTION

The cost of printing the Constitution shall be borne by the Regions.

The Constitution, Bye-Laws and Code of Conduct will be available to a Member on request.

## CONVENTION

Regions are required to notify the National Council of the names of Delegates and Observers Thirty Days before the proposed Convention.

Each Regional committee shall be responsible for the accommodation expenses of it's Delegates.

The costs of the hire of the Convention Hall, teas and similar refreshments shall be pooled together and then divided by the number of Delegates attending the Convention and each Regional Committee and Executive Committee shall be responsible for its pro-rata share.

The costs of travelling and accommodation in respect of the President, Vice-President, and the Secretariat, the Club's Honorary Legal Advisor and any specially invited guests shall be paid from the funds controlled by the National Council.

A contribution toward travelling expenses shall be made from a travel fund according to the rules decided upon from time to time, to ensure that ONE delegate from every Region, however distant, may be represented at National Convention.

Unofficial Observers in the Host Region will be allowed to sit in on the proceedings to enable them to get a better idea of the workings of the Club and include outside Observers at the discretion of the Executive Committee and the Host Region, if this is possible, so as not to encroach on the Delegates.

Conventions will be held within six months from the end of the Club's financial year end.

No matter dealing with amendments to the Constitution or Policy, shall be debated at the immediately following Annual Convention unless specifically referred to such Convention for report and review, or unless such further debate is requested by the National Council or by a Region and is agreed upon by a two-thirds majority of Delegates present at such following Annual Convention

At Provincial and Convention Meetings the pros and cons of proposals included on the Agenda shall be discussed and voted on only and therefore do not allow counter proposals to be nominated and discussed from the floor. A proposer should, however, be allowed to alter the wording on his proposal if it could assist to clarify the exact meaning of such proposal to other Delegates. The assistance of the Honorary Legal Advisors could be obtained to ascertain that a change of wording in a proposal will not change the contents of the proposal.

Any Region wishing to host Convention MUST, the year before, submit in time to be distributed with other proposals the following information -

- a. Venue
- b. Current accommodation costs
- c. Number of Delegates and Observers who can be accommodated
- d. Proposal for the feeding of Delegates and Observers
- e. Estimate of the itemised costs of the elements of Convention
- f. Distance from nearest Airport
- g. Proposed cost and method of transferring Delegates and Observers\_ from Airport to venue.
- h. All Conventions shall be held at economically sensible venues

## **ENTRANCE FEES**

The Entrance Fee to the Club shall be determined annually at one third of the current subscription rate approved annually at the Convention.

In order to provide an incentive to caravan park owners, caravan dealers and/or existing Club Members to sign on New Members, Regions are authorised to share all or part of the Entrance Fee payable by New Members, with the nominating park owner/dealer/Member.

## **FINANCES**

Regions may not have overdrafts.

The Financial Year End remains at 30<sup>th</sup> June.

Regions will bear the cost of postage and packaging for all Insignia

Regions must be financially responsible for placing and payment of Insurance Premiums on Regional equipment.

A budget containing a properly motivated proposed Subscription rate for the ensuing year must be distributed with other proposals for Convention, failing which an increase in excess of 10% in subscriptions will not be discussed.

Financial Reports MUST be included in the Regional Committee's Minutes, unless it is desirable to submit a separate Financial Report each time Minutes are submitted to the National Council

Regions are responsible for the payment of National Award Insignia - plaques, inserts, gold and silver caravans and 10th National discs. Regions also to be responsible for the cost of Eric Hoffmann Awards presented to their Members.

Hon Life Membership subscriptions shall be "free" to both National Council and Regions (i.e. no monetary transaction between the respective Region and National Council in respect of annual subscriptions). The Caravan & Outdoor Life Magazine is optional to them as with other Members and this cost should be borne by themselves.

All monies owing by Regions to National Council must be paid at the Office of the Secretariate OR by Bank Transfer, and the National Council shall be entitled to levy a penalty at the rate of 15% on any amounts owing by Regions which are not paid within 60 days of the unpaid statement.

All Regions are required to submit payment in respect of the Capitation share of subscriptions to the Secretariate simultaneously with the application form and/or the renewal schedule and relevant subscription invoices, as well as the cheque attached thereto. New Members and renewals will not be registered by the National Secretariate until and unless payment of subscriptions has been received. The National Council will in turn remit to the Provinces their share of the subscription payment made.

The costs of national matters to members on the National Council shall be carried by National Council

Copies of Minutes and Financial Statements shall be kept for a period as determined by the Receiver of Revenue from the date of conclusion of each of the Club's Financial Years. This decision is to apply to National Council, Provincial Meetings, Regional Committees and any Sub-Committee of the Club. It is also recommended that a file be kept with specific decisions or resolutions extracted from the Minutes.

Due to the implication of the CCSA being assessed for Tax on income derived from the consolidation of rent, interest earned on investments and non-core activities, the

apportionment of such tax liability be recovered on a pro-rata basis from National Council and those Regions or Provinces who have earned any income from such sources.

An equalisation fund has been established in order to enable every Region situated more than a pre-determined distance from the place where a Convention is to be held to send ONE Delegate to Convention without having to bear the full cost of travel to such venue.

The fund will be levied on all Regions in the CCSA, and it is important to note that the proposed fund is for TRAVEL costs only.

The fund will be administered by the National Council

## **HONORARY LEGAL ADVISORS**

The National Council shall in the case of need, consult and/or appoint a "Legal Advisor". The President, Vice-President and National Council shall be the Legal Advisory Committee of the Club.

## **INSIGNIA**

In future all small Insignia such as brooches, lapel badges etc should depict only the caravan emblem and no lettering, to avoid having two sets of insignia to be made in English and Afrikaans.

Regions can only obtain Club Insignia from National Council.

It shall not be permissible for any Regional Rally Disc to show advertising matter on the face thereof.

This does not refer to any special events, such as Tours etc in which the trade takes an interest and sponsors the supply of commemoration plaques, and/or such similar articles in respect of such special event or happening.

National Discs will be supplied to Regions at a cost, thereby saving wastage on this item.

KSA should appear on all Club stationery and Insignia, and the Club rondel should be shown on all stationery.

In order to obtain the selling price to Members for National Insignia a mark-up of 50% on cost should be applied. The price to the Regions would remain 20% below the selling price

Track Suits with the national colours and CCSA badge thereon shall be recognised as a National Track Suit sold throughout the Regions, and in addition a Regional badge or scroll may be affixed immediately below the National CCSA badge.

Regions will bear the cost of engraving of Insignia.

The green blazer and badge as we have always known it shall stay and the only scroll or bar added should be on a National basis, either Hon Life Membership, President etc.

The vetting of Regional Insignia shall be done by the Provincial Meetings.

The handling fee on Regional Insignia is 10%.

A separate price list of all Insignia will be supplied by National Council

## **INSURANCE**

Regions are responsible for placing and payment of Insurance Premiums on Regional equipment.

## **MEMBERSHIP**

The standard 3-part set invoices shall only be used in respect of Membership.

The issuing of receipts for payment of membership annual subscriptions shall be done on the membership card receipt book.

All application for Membership forms shall be printed bilingually.

No address shall be shown, as each Region shall endorse their name and address thereon.

After approval and processing of an application for membership, the Regional Secretary will endorse the Club Membership No. thereon.

The National Council will issue a block of Membership Nos. to each Region and only these numbers shall be used when allocating Membership Nos. to new applicants.

For each Membership No. the National Council will provide one each of the following items - Transfer Pennant and Rally Fixture list. Transfer Pennants will be invoiced at cost. Immediately after a Membership application has been approved, one of each of the above items will be supplied to the Member.

As soon as a Region has utilised 50% of block numbers against new applications, it is advisable and strongly recommended that the Regional Secretary apply for a further block of numbers, insignia and literature etc. This will enable every Region to maintain continuity in the registration of newly-elected Members.

When a Member is transferred from one Region to another, the Region which originally collected his subscription will not be liable for any pro-rata payments to the new Region. They will, however, be responsible for his Magazine subscription for the current year where applicable.

National Council will ensure that sufficient copies of Transfer Forms are made and distributed to all Regions.

Identity (ID) numbers must be included on application forms.

Regions are to help National Council to get ideas to increase Membership.

Should one member of a family die the other might be forced to resign from the Club. Later he or she may be in a position to rejoin the Club but wish to retain their old number (for sentimental reasons). He or she may be given their original number but be processed as a New Member with Entrance Fee etc'.

A Member whose subscriptions has lapsed and has been renewed after 31st December shall either be considered a New Member and shall be liable for Entrance Fee together with pro-rata subscriptions or shall be reinstated in which case the Member shall be required to pay the full year's subscription outstanding.

Regions should put in writing why each member has left the Club so as to give National Council a guide in analysing membership losses



## **MEMBERSHIP LISTS**

Requests for the names and addresses of Members for advertisement purposes (such as Site Owners) shall not be granted.

## **NATIONAL COUNCIL**

For purposes of identification, the National Council Members should have specific name badges and flags.

At National Rallies, the South African flag and the CCSA flags must be flown. Alternatively, an approved banner is acceptable.

Flags for Regional Chairmen are to be flown when they are present at Rallies.

National Council should use their discretion on whether each National Councillor has a flag or not. Flags at Rallies should be kept to a minimum.

National Council will continue to promote and co-ordinate the scheme, whereby benefits are obtained for Members in the form of Club discounts from firms who handle Caravaners' requirements and that this be made available to Members on a National basis. This can also apply to Caravan Parks, especially those who carry the Recommended CCSA Plaque.

Convention and National Council minutes must be sent to all Regions not later than 28 days after such Meetings.

## **NEW REGIONS**

The amount given to a New Region shall be agreed upon between the Mother Region and the New Region with assistance from the Provincial Executive.

## **OVERSEAS MEMBERS**

National Council at present enrolls overseas visitors as Members of the Club. Regions will act as agents for the National Council in enrolling visitors who tour the country.

The amount of membership to be charged to Temporary Members National Council will be left to the discretion of the National Council.

## **PATRONS TO THE CLUB**

The only possible Patron for the Club will be the Minister of Tourism.

## **PRESIDENT AND VICE-PRESIDENT**

The President and Vice President have executive status and may attend any meeting of the Club ex-officio.

## **PROVINCIAL MEETINGS**

Anything of interest to the Club may be discussed at Provincial Meetings. No vote can be taken on National matters.

## **PUBLIC PUBLICATIONS**

No articles intended for publication in the public domain shall be disseminated before being approved by the National Council.

This ruling refers to any matter to be published above the name of the Caravan Club of Southern Africa on matters of national interest and/or on matters affecting the interests of the Caravan Club of Southern Africa generally.

Provincial Councillors will be responsible for the dissemination of articles intended for public publication with particular emphasis on that Province's area of jurisdiction.

All information to be added to the Website must be forwarded to the Website Manager,

## **RALLIES**

The National Council, when requesting Rally Fixtures for the coming year shall supply Regions with a date for the National Rallies. This would assist greatly in placing Regional Rallies and will obviate many changes, as National Rallies are held on the same weekends.

The decision as to when to hand out Rally Discs at National Rallies is at the discretion of the Regional Committees.

All Regions shall fly the Country's National Flag at Rallies or an approved banner.

No firm shall be allowed to prefix their name to any CCSA function, thus losing our identity.

A demarcation map should be put out reflecting all Rally venues for the benefit of all Club Members.

The first evening preceeding the first day of the National date published shall be considered the first night of the Rally.

The selection of National Rally dates shall be decided upon by National Council but considered by Convention.

Everything earned from Rally SA would go to the Region hosting such Rally SA.

Rally SA is a National Rally and will be an additional National Rally and furthermore would be the only one which would qualify for a National Rally disc on that weekend. Regions not attending Rally South Africa may have a Regional Rally over that weekend.

Rally Fixture Lists must be submitted to the National Council on or before 30 September of each year, duly checked and collated by the Provincial Councillor, and that they be advised to members by not later than 15 December of each year.

## **RECORDS**

Rally attendance records for National, Regional and Provincial rallies for every member of the CCSA are kept on a data base to be held at the CCSA Head Office

## **REFERENDUM**

In case of need, the National Council shall have the power to call for a National Postal Referendum from each Regional Committee.

- a. If Government/Provincial or Municipal Legislation has an immediate adverse impact on the Club, its members or in the operating or general function of the Club, or
- b. Any matter which will have an immediate adverse effect on the continued existence of the Club.

## **REGIONAL AFFAIRS**

Clubs within clubs will not be encouraged by the Club.

Any Region who has less than eleven (11) paid up members shall at the following Annual General Meeting dissolve the Region, or in conjunction with their respective Mother Region and Provincial Council, they may form themselves into a Social Committee.

Such a decision to be ratified at the following Convention.

A Region not meeting the required minimum members by the cut off date of 31<sup>st</sup> August will be notified in writing by the Provincial Executive of the pending disillusion or recommended migration to a Social Committee.

In the event of such a Social Committee reaching a membership of fifteen (15) members or more they may apply to have their Regional status re-instated.

All Regional insignia flags shall be retained by the Social Committee and may not be used until such Social Committee reaches Regional status.

The Social Committee shall retain all its financial assets which may only be used for the betterment of their members. A Social Committee shall be bound to the Constitution and Bye-Laws in all respects and they shall be responsible to their Mother Region and/ or Provincial Councillor..

## **REGIONAL COMMITTEES**

As a general rule in the event of a tie in the voting of any Regional portfolio, the Acting Chairman shall conduct three (3) ballots, and if at the end thereof there was still a tie in the voting, the Acting Chairman will draw lots to reach a decision

National Council will send only one copy of Minutes to Regions during the Financial Year and this will be sent to the official Regional address.

Copies of the Minutes with Financial Statements shall in future be forwarded to the following:

- a. The Secretariate,
- b. National Council
- c. Provincial Councillor for the Region

The minimum financial records to be kept by Regions is to be in accordance with the documents which are included in the Treasurer's Manual.

## **REGIONAL HONORARY MEMBERS**

Regions will be responsible for the payment of capitation for Honorary Regional Members.

## **SPONSORSHIP**

All forms of sponsorship and advertising in Regions should be kept to a minimum and shall be strictly controlled by Regional Committees under the guidance and direction of the Provincial Executive who, in turn, shall be authorised to negotiate sponsorship on a National basis for the benefit of all Members of the Club, and for the Club as a whole.

## **STATIONERY**

Regions are to pay for all stationery, invoice books, membership cards etc.

## **SUBSCRIPTIONS**

Convention will decide on subscriptions and cannot be changed by the Regions.

Subscriptions for a New Member is calculated on a pro-rata basis depending in which quarter the Member joins e.g.

July/September	-	Full amount
October/December	-	75%
January/March	-	50%
April/June	-	25%

Capitation Fees will be based on a pro-rata basis

The cut off date for payment of subscriptions will remain the 31st August of each year but the National Council shall automatically write off any unpaid members remaining on the books on the 1st December.

## **GUIDELINES AND CRITERIA FOR CARAVANER OF THE YEAR**

Nominations for Caravan of the Year should specifically refer to recent commitments and achievements for the preceding year.

The following criteria shall apply:

- a. The nominee must have actively promoted caravanning for, and within, the CCSA.
- b. He/she should have promoted the image of the Club on a Regional/National and/or International level.
- c. The activities, for which the member is being nominated, must not have been for personal achievement, satisfaction, or gratification.
- d. The nominee should have promoted good fellowship and goodwill amongst members, both Regionally and Nationally.
- e. The award will not automatically be presented each year, but will only be presented at the sole discretion of the National Council.
- f. The award will be open to all members of the CCSA.
- g. The motivation to come from a Regional Committee or Provincial Meeting.

The Caravaner of the Year should be an appreciation award presented in recognition of a member's contribution and commitment to the Club and its members.

The closing date for the submission of nominations will be the same date by which items for Convention are required to be submitted.

Should there be a successful candidate in any year, the award would be announced the citation read, and the trophy presented to the recipient or the delegate from the recipient's Region during that year's Convention proceedings or, where appropriate, at the social gathering thereafter.

That the "runner-up" should receive an appropriate plaque in recognition of their nomination and as an appreciation for their commitment to the Club.

## **GUIDELINES AND CRITERIA FOR THE MERITORIOUS AWARD**

The award shall be known as the CCSA "Meritorious Award" and shall be regarded as the Club's most prestigious award, to be considered alongside the Club's other senior awards of Honorary Life Membership and Caravaner of the Year. In this regard the Meritorious Award should NOT be seen as a "consolation" award in the event of a nomination of Honorary Life Membership or Caravaner of the Year being unsuccessful.

The award will take the form of an appropriately engraved plaque on a wooden base or shield.

A Meritorious Award will usually only be considered where there is clear evidence of sustained meritorious service to the CCSA and its members over a period of at least 10 years of membership.

Generally such meritorious service would have been at a National or at least a Provincial Level and should include evidence that the nominee has;

a. Served on the National Council for 5 years as a National Councillor or as a Provincial Councillor on the Provincial Meeting, and in either capacity shall have rendered distinguished service to the Club, Province and Regions. It should be noted that sustained exemplary service at a Regional level may also be considered but this will require clear evidence of exceptional service, bearing in mind that the Meritorious Award is a National Award - for meritorious service to the Club and not just to a Region.

b. In addition to the above to have served the CCSA and his/her Province as a convenor/organiser of more than one of the following CCSA events/activities: A Convention; Rally SA; a Provincial Rally; a National or International Tour; or some other high profile general public event such as Outdoor Expo's; charity events (such as the Tow-a-Ton-of-Toys); Stop and Stretch project, etc. The nominee shall have actively promoted the aims, objects and image of the Club both within the Club, at least at a National or Provincial level, as well as outside the Club to the general public; and shall have served "caravanning in the true sense of the word. Such activities must not have been for personal achievement, satisfaction or gratification.

c. Any other special circumstances as is fully motivated and may be deemed by the National Council to be of an exceptional nature.

The award will be considered as approved at the sole discretion of the National Council upon consideration of a written submission by a Regional Committee or Provincial Meeting. It should be remembered that this is a "high honour" award, which is conferred in recognition of sustained exceptional service to the CCSA.

The closing date for the submission of nominations will be the same date by which items for Convention are required to be submitted.,

More than one Meritorious Award may be approved and conferred in any one year if this justified.

If there is a successful nominee in any year, the award will be announced, the citation read, and the

plaque presented to the recipient or the delegate during that year's convention proceedings, or, where appropriate, at the social gathering thereafter, or if the recipient is not present at the earliest opportunity thereafter.

The award is open to all members of the CCSA.

## **GUIDELINES TO ENSURE A SUCCESSFUL COMMITTEE**

Committee membership in any club or organisation must be a "pleasure". Committee Members must be on committee because they want to be and because they enjoy what they are doing! Committee work must not be a burden!! Nor must there be inward resentment to giving up time for committee affairs!!

With this thought in mind, the following guidelines are set out to ensure that we have a happy and successful committee.

Committee Members shall be expected to-

- a. Give full support and loyalty to the aims and objects of the Caravan Club of Southern Africa.
- b. Support unequivocally the majority decisions of the Committee, irrespective of their own views and sentiments, and not to discuss such decisions outside of the Committee.
- c. Participate fully in the activities of the Committee of the Club.
- d. Refrain from discussing Committee affairs with any person who is not a Committee Member of that Region or a National or Provincial Councillor save where it is necessary to justify a Committee decision.
- e. Refrain, where possible, from discussing Committee affairs other than at Committee meetings.
- f. Give full support to fellow Committee Members and not allow any personal differences to interfere in their service to the Committee as a whole.

## **SPECIFIC DUTIES AND RESPONSIBILITIES OF COMMITTEE PORTFOLIOS**

The following specifications are provided as a guideline to assist Committee Members to perform their specific committee duties efficiently and effectively.

They are to be read in conjunction with, and are additional to, the general responsibilities and expectations required of all Committee Members as outlined in the document entitled "Guidelines to ensure a successful Committee".

With these thoughts in mind, the following shall be the duties and responsibilities of each Office Bearer.

### **Chairman**

A Regional Chairman shall be expected to-

- a. Preside over all meetings and gatherings of the Committee and/or Members of the Region and to display leadership in all the activities of the Committee and/or Region.

- b. Give guidance to the other Members of the Committee in regard to their duties and responsibilities, and to encourage their full participation in all activities of the Committee.
- c. Ensure that all Committee and other meetings of the Region are conducted with decorum and in due harmony and to ensure that all members are encouraged to participate fully in all debates and discussions.
- d. Ensure that all matters discussed, and decisions taken at meetings of the Region and all activities of the Region are in compliance with the Constitution. and/or Policy decisions of the CCSA.
- e. Ensure that adequate records of proceedings (minutes) of all Committee and other meetings of the Region are maintained by the Secretary (or nominee) and that copies of all such records are sent monthly (or annually in respect of the Annual General Meeting) to the Secretariate and to the Provincial Councillors of the Province concerned.
- f. Ensure that complete and accurate records of all financial transactions of the Region are maintained by the Treasurer (or nominee), and are presented at the monthly meetings of the Committee; that an annual statement of accounts and Balance Sheet is prepared, audited and presented to the Annual General Meeting; and that copies of all such Financial Statements are sent monthly (or annually in respect of the annual statements of account) to the Secretariate and to the Provincial Councillors of the Province concerned.
- g. Delegate responsibilities, where appropriate, to the Vice-Chairman or other members of the Regional Committee.
- h. Be seen to show interest in all organised functions and activities of the Region - both at Rallies and elsewhere.
- i. Represent the Region, and therefore the Club, at all formal or official functions and activities requiring such representation.
- j. To attend as far as is possible, all Provincial Meetings and Conventions of the Club.
- k. Strive constantly for continued harmony and friendship within the Region, and to pursue vigorously the aims and objectives of the CCSA at Regional level.

### **Vice-Chairman**

A Regional Vice-Chairman shall be expected to-

- a. Deputise for the Chairman whenever required.
- b. Give full backing and support to the Chairman and Committee on all matters which have been decided by a majority vote of members present at a Committee or General Meeting of the Region.
- c. Assist the Chairman in all matters delegated to the Vice-Chairman.

### **Secretary**

A Secretary shall be expected to-

- a. Ensure that adequate records of proceedings (minutes) of all Committee and other meetings of the Region are maintained and ensure that copies of all such records are sent monthly (or annually in respect of the Annual General Meeting) to the Secretariate and to the Provincial Councillors of the Province concerned.
- b. Prepare a Rally register for each Rally in conjunction with the Chief Rally Marshal.
- c. Attend to all telephonic or written enquiries to the Region and to maintain an adequate reference and filing system.
- d. Keep a record of, and attend to all incoming and outgoing correspondence, including the referencing and filing thereof.
- e. Maintain a complete and accurate record of all Members in the Region and to send out subscription invoices annually.
- f. Allocate a Membership number to New Members, and to send to such Members a welcome letter, a copy of the Constitution, Club pennant etc.
- g. Assist both the Chairman and Vice-Chairman at Rallies, or whenever required.

### **Treasurer**

A Treasurer shall be expected to-

- a. Ensure that all payments due by the Region are verified and paid timeously, and that all income due or accruing to the Region including subscriptions, is received and accounted for.
- b. Ensure that complete and accurate records of all financial transactions of the Region are maintained and are presented at the monthly meetings of the Committee; that an annual statement of accounts and Balance Sheet is prepared, audited and presented to the Annual General Meeting, and that copies of all such Financial Statements are sent monthly (or annually in respect of the annual Statements of Account) to the Secretariate and to the Provincial Councillors of the Province concerned.
- c. Maintain an accurate and comprehensive record of all equipment belonging to the Region and to calculate annually the "book value" thereof for Balance Sheet purposes.
- d. Maintain an accurate and comprehensive record of all stocks of insignia including discs and Regional awards belonging to the Region, and to calculate annually the "cost value" thereof for Balance Sheet purposes.
- e. Ensure that all funds of the Region are invested to the ultimate benefit of the Region.
- f. Prepare working budgets for Special Rallies and other functions as required by the Committee.
- g. Advise the Chairman and Committee on all matters relating to finance and to assist the Chairman wherever possible.

### **Chief Rally Convenor**

The Chief Rally Convenor shall be expected to-

- a. Select a Chief Marshal for each Rally fixture and to offer advice and assistance to the Chief Marshal in the planning and organisation of the Rally - this will probably necessitate attendance at a "Marshals' Meeting" prior to the Rally fixture.



- b. Ensure that the rules and policies of the Region and the Club are adhered to, especially with regard to advertising, sponsorship, raffles etc.
- c. Maintain a "watching brief" over the Rally and to offer assistance if and when difficulties arise, either with Members or with the Park.
- d. Ensure that all Rally equipment necessary for the Rally is handed to the Chief Marshal in good order and is accounted for and returned at the end of the Rally.
- e. Report to the Chairman and/or Committee any damages to, or loss of, equipment that may occur.

### **Smous**

The Smous shall be expected to-

- a. Safeguard all stocks of insignia during and after Rallies.
- b. Maintain accurate and comprehensive records of all stocks of insignia, including purchases and sales.
- c. Attend all Rallies and to be available at the appointed time for the purpose of promoting the sales of both Regional and Club Insignia and, if unable to attend a Rally, to make suitable arrangements for a substitute Smous.
- d. Furnish the Treasurer with a summary of insignia sales after each Rally, and to pay to the Treasurer the proceeds of all sales.
- e. Make recommendations to the Committee on purchases of insignia, including new items.
- f. Provide the Treasurer with an annual summary of insignia stock, including the cost value thereof for inclusion in the annual Balance Sheet.

### **Scribe**

The Scribe shall be expected to-

- a. Report on functions and activities of the Region through the medium of the Regional newsletter, Club Website or other media.
- b. Promote the Region through the medium of the Regional newsletter and the Caravan & Outdoor Life Magazine or Club Website.
- c. Attempt to obtain advertising support from the advertisers and sponsors for the Regional newsletter.

### **Public Relations Officer**

The Public Relations Officer shall be expected to-

- a. Promote the aims and objectives of the Club and the Region at every opportunity and at every level.
- b. Welcome New Members to the Region, especially at Rallies.
- c. Maintain regular contact with all Caravan Dealers within the Region.

# **RECOMMENDED PROCEDURE TO BE ADOPTED IN DISCIPLINARY ACTION AGAINST A MEMBER**

## INTRODUCTION

We are not here interested in and this will not deal with small or minor transgressions by a Member which only warrants a word of warning by a Marshal or Committee Member.

## SERIOUS MATTERS

If a report of a serious breach of the Constitution or Bye-Laws or of behaviour detrimental to the good name of the Club is received by a Marshal or anybody else, he should IMMEDIATELY advise the Chairman or in his absence, the Vice-Chairman. The Chairman should then call together as many Committee Members as can conveniently be reached, for the purpose of gathering what may be termed "evidence".

The Complainant or person reporting such misbehaviour, together with witnesses should then be invited to relate what happened and it is suggested that they should be admitted to the Meeting one by one and not altogether. Notes of what is said should be kept.

Thereafter the person accused of misbehaviour should be asked whether he would like to relate his side of the happening and he should be fully informed of what was said against him although it is not necessary to let him know who reported him. Obviously this will sometimes be necessary such as when the misconduct was directed at a particular person, for instance, assault. The accused should be informed that the misconduct complained of is serious and might affect his future position of the Club.

If the accused person elects to state his version of what happened this should again be taken down and read back to him after he is finished. If he elects not to speak, this should also be noted.

If the conduct complained of is of such a nature that it is advisable to ask the accused Member to leave (for instance a Rally venue) and if he is in a condition to do so, by majority decision of Committee Members present, this can be done **BUT NO DECISIONS SHOULD BE TAKEN IN ANGER.**

Later, as soon as possible, a special Committee Meeting should be called (unless an ordinary Meeting is due within a few days) and the accused Member must be invited (in writing) to attend.

At this Meeting the matter complained of must again be put to the Member concerned and he must again be invited to state his case. He may be questioned in order to clarify certain points but not bullied.

Thereafter the Member concerned should be asked to leave the room, leaving the Committee to debate the issue. All votes should be recorded.

The Committee may decide to -

a. Give the Member a warning

b. Suspend him for a specific period which means he is not entitled to Club Benefits for that period e.g. may not attend Rallies) See Bye-Law B5.6.2.9

c. Recommend to Provincial Committee that he be expelled from the Club. In this case a complete transcript of the total proceedings together with the recommendation and reasons therefor, **MUST** be sent to the Secretariate as soon as possible. The Regional Committee may not expel a Member. Pending Provincial Committee's decision, the Member may be suspended.

d. Under "disciplinary action" as referred to in B.5.6.2.9 It is understand that a Member may be cautioned or warned or confined to his caravan for a cooling-off period or asked to leave a Rally.

e. Misconduct will usually take place at a Rally or other gathering of Club Members. If it should take place at an open gathering of caravans e.g. whilst on holiday, I suggest that the transgressing Member should be called away and spoken to privately. Notes should be kept and the matter referred to the Committee who may then proceed as in clauses 3 and 4 above.

f. Where a Regional Committee member is accused of being in serious breach of the Constitution or Bye-Laws, or of behaviour detrimental to the good name of the Club, such Regional Committee member shall, for purposes of application of the disciplinary procedures referred to in paragraphs 2 to 5 above, be deemed to be an ordinary Regional member and shall temporarily be relieved of his/her Committee member status until such time as the accusation has been investigated by the Regional Committee and finalised; either at Regional, Provincial or National Council level, as the case may dictate.

g. Where the spouse of an accused member is a Regional Committee member, or a member of the National Council, such spouse shall be required to recuse themselves from all meetings at which the accusations are investigated, discussed, deliberated, recommended and/or resolved (at whatever hierarchical level, as provided for in the Constitution and/or Bye-Laws (i.e. 7.2.17, B,5.6.2.9) It would be extremely difficult, and indeed embarrassing, to all officials involved, to deal with such matters objectively in the presence of the accused members' spouse.

h. Where the accused member is the Chairman of the Region, such member shall immediately upon being notified of the accusation, hand over the responsibility for the Region to his/her Vice-Chairman as contemplated in paragraph 6.1 above, and shall continue to be relieved of such office, as well as Committee member status, until such time as the matter has been resolved, at the appropriate hierarchical level in terms of the Constitution and Bye-Laws. shall also be applicable.

In such instances, and for purposes of applying paragraphs 2 to 5.2 the Vice-Chairman of the Region (or another elected Committee member) shall assume responsibility for the Region as Acting Chairman for the duration of the investigation, and until such time as the matter is finally resolved.

Where the accused member is the National or Provincial Councillor, such member shall, immediately upon being informed of the accusation and the charges levelled against him or her, temporarily relinquish their appointment and shall be deemed to be an ordinary Regional member until such time as the accusation and the charges have been fully investigated by the Regional Committee or the appropriate body depending on the nature of the accusation, and finalised/resolved at the appropriate level in terms of the Constitution and Bye-Laws, as the case may dictate. Paragraph 7.2 shall also be applicable. The applicable Regions in the respective Province shall elect a replacement councillor from amongst themselves who shall act in his/her stead for the duration of the investigation and until such time as the matter is finally resolved.

## **GUIDELINES FOR HOSTING NATIONAL CONVENTION**

National Council express appreciation to Regions who host Convention and the following guidelines are suggested so that arrangements may run smoothly to the benefit of all concerned.

Convention being a National event, the host Region makes the arrangements on behalf of National Council and it is essential that there is a very close liaison between them.

Provided the host Region and National Council through the Secretariate work very closely together, there should be no problems with the organising of Convention.

### Selection of venue

The host Region must as soon as possible after being nominated, select a Venue which has sufficient facilities to accommodate the requirements of a Convention and make the initial booking. It must be ensured that the Venue can adequately provide the required Conference Hall, facilities for the meals and accommodation for the required number of Delegates and Observers. The tariff should be ascertained for all the services including accommodation, hire of conference facilities, meals etc. This must be conveyed to the Secretariate as soon as possible in order that it may be established whether a possible lower tariff can be negotiated by National Council. Sometimes different but suitable alternatives can be negotiated at more beneficial rates that can be evaluated/

Details of the layout and seating arrangements for the Convention itself and meals and whatever other gatherings are necessary will be advised to the host Region by the Secretariate.

Once the menus etc. have been confirmed by the Secretariate, these details must be confirmed with the service provider in writing.

#### Booking of Accommodation

The Secretariate will communicate the required information to all the Regions and in due course obtain the details of Delegates and Observers who will be attending. They will then communicate this information direct to the host Region. (For this purpose the name of the contact person at the venue must be conveyed to the Secretariate). There should be one person from the Host Region dealing with the Venue.

#### Sponsorship

The host Region should establish from the Secretariate whether any sponsorship has been offered for Convention and also convey to them details of sponsorship which has been offered to the host Region. If no sponsors have offered, on consultation with the Secretariate, it should be agreed which organisation should be approached for sponsorship.

#### Invited Guests

National Council will decide upon guests to be invited, particularly the Guest of Honour, which invitation will be sent by the National President. Certain invitations will be sent by the Secretariate to attend Convention and others to attend only the banquet and cocktail party. The host Region will submit to the Secretariate the names and details of guests they would like to have invited i.e. Mayor, local sponsors etc. and Members of organising Committee with the agreement of National Council The host Region will also submit the name(s) of nominee(s) to serve as Chaplain for the Convention.

#### Programme

The host Region should draw up a provisional programme giving details of items etc. which they must submit to the Secretariate who will advise on any required alterations which must be made on the programme. The venue must be advised details of the confirmed programme so that the Convention may run smoothly.

Any sponsor presentation i.e. presentation film etc. should be during the cocktail party should the cocktail party be sponsored. Of course this would not be possible if this were a Civic event.

The draft programme for the meals must be detailed showing times allowed for each speaker including the Guest Speaker (who should be advised of the speaking time required) and any other speeches which should be made, as well as the time allocated for the serving of the meal. Where possible the speeches should be made first and the dinner served afterwards.

Speeches and presentation should if possible take no longer than one hour.

## Photographs

Arrangements must be made for the official photograph to be taken before the commencement of the Convention on the Saturday morning so that as little time as possible is wasted on this. The photographer must be booked well in advance by the host Region

The photographs must be mounted with Caravan Club of Southern Africa on the top followed by "..... Annual National Convention", the date and venue, and must be available to the Delegates prior to the termination of the Convention.

All Delegates in future will be supplied with a photograph - they will not be given an alternative. If the photographs are not sponsored, these will be charged to the Region.

## Music

If dancing is to be arranged the music must be advised exactly what is required of them and the times when they must provide music. They must also be advised what food and drinks will be served to them. The PRO in the Host Region must make certain that they are told what to do, and be reminded that he is not there to enjoy himself but to ensure the smooth running of the function.

If the band is not sponsored, the cost of this should be divided and included with the cost of the meal, which costs are charged to the Regions.

## Speeches

These should be limited to the President who must at the same time introduce the Guest Speaker if any, as he is the guest of the President.

It is essential that the times laid down in the programme are strictly adhered to in order that events do not run late.

## Drinks

A price-list of all drinks should be placed on each table to facilitate the ordering of drinks from the stewards.(where applicable)

## Transport

The host Region will receive from the Secretariate details of the times of arrival and departure of the various Delegates and Observers and must then make arrangements for transport to and from the airport, station etc.

## Awards

The following Awards will be made during Convention -

Merit Ties to all new Chairmen  
Trophies for various achievements

The following Awards will be presented during the evening meal -

Honorary Life Membership  
Eric Hoffmann  
Charter and flag for any New Region - the new Chairman to make a speech

Reading of citations for Honorary Life Members is not necessary as the Award has already been approved by National Council. Names will have been read out during Convention for the above Awards.

### Lunch

If possible this should be served in one room and as speedily as possible. There should be a separate table from which drinks are served.

### Expenses

The host Region should draw up a budget of expenses which will be incurred with the holding of the Convention. Delegates and Observers' accommodation, banquet, lunches, teas etc. are paid for by the Regions. Travelling expenses for the Regional Delegate may be subsidised from a National Fund.

The Secretariate when sending out the Preliminary Notice will ascertain the number of Delegates and Observers attending the various meals, which costs will be included in total with the return of the relevant forms to the Secretariate. This list will then be sent to the host Region, who in turn will include the tickets for both the lunch and the banquet of paid-up Delegates and Observers in their hand-outs.

The host Region will submit the budget to National Council and together they will work out in detail which expenses should be covered by sponsorship and which by contributions by Regions etc. The Secretariate will inform the National Council of all expense allocations.

It is essential that arrangements are made for all expenses incurred by the Convention to be totally covered well before the date of Convention.

Any amounts received from sponsorship etc. which are in excess on completion of Convention must be passed on to National Council

The Secretariate is the contact point for the host Region and they (the Secretariate) in turn must communicate all information to National Council who will make the final decision in all cases.

The National/ Provincial Councillor under whose jurisdiction the host Region falls must be kept fully informed and involved. He must be permitted to attend all meetings regarding arrangements for Convention, as well as receiving copies of minutes, letters etc. with regard to these arrangements.

Copies of these minutes, letters etc. must also be sent to the Secretariate who in turn will submit these to the Sub-Committee.

The Region wishing to host Convention must, timeously submit in order to be distributed with other proposals the following information -

- a. Venue
- b. Current accommodation costs
- c. Number of Delegates and Observers who can be accommodated
- d. Meal arrangements if different from above
- e. Current cost of meals
- f. Distance from nearest Airport
- g. Proposed cost and method of transferring Delegates and Observers from Airport to venue and vice-versa

## **RALLY SA GUIDELINES**

## The Region

The Region willing to host Rally SA must be capable of running such a large Rally. The Region must be able to supply enough marshals to allow everything to run smoothly. If the Host Region cannot supply all the marshals then help must be asked for from neighbouring Regions. The Host Regions should be financially strong enough to cover any initial expenses.

## The Venue

The venue must be carefully considered. With a large number of caravans in attendance, the park must have sufficient sites and space available for Members to rally comfortably and safely. There must be enough refuse bins and water points, which are clearly marked, available - the refuse bins to be cleared on a regular basis. Ablutions must be able to handle the volume of traffic throughout the Rally period. Facilities of the venue should be advertised fully in advance e.g. electricity. Food outlets, if offered, should be strictly controlled by the Host Region and should be advertised prior to the Rally.

## Tariffs

Tariffs should be carefully compiled, remembering the Members travelling long distances to attend Rally SA and while it is an opportunity for the Host Region to possibly accumulate much needed funds, no excessive charges should be made. The full tariff including site fees, Rally fees and any other, must be advertised well in advance so that Members are aware of the exact cost of the Rally. No extra Rally or other fees should be collected at the Rally.

## Sponsorships

An attempt should be made to obtain sponsors to assist with the following - Special Rally disc, printing of the programme, hiring of a marquee if required, any prizes, handouts for Members when arriving, refreshments etc for any official functions. All major sponsors to be arranged through National Council and the Secretariate in order that we do not have opposition clashes.

## Entertainment

A varied programme should be offered. This would vary from venue to venue. Sufficient marshals must be available to handle all forms of entertainment.

## Advertising

The success of any Rally of this magnitude depends on pre-planned advertising well in advance. This can be achieved via TV, Caravan & Outdoor Life Magazine, radio broadcast, correspondence to all Regions detailing the programme.

## Traffic Control

A good working relationship should be built up between the Host Region, the local Traffic Department and Provincial Traffic Department to assist with the influx of caravans into the area. Caravans should be allowed to enter into the park as quickly as possible so as not to interfere with normal traffic flow outside the park.

## Official Opening

As this is a National event and the highlight of the Rally programme, the President and/or the Vice-President should conduct the proceedings.

## Security

Arrangements must be made for security of finances collected during the Rally. The gate to the entrance of the park should be manned at all times and the park patrolled if possible.

### Parking

With payment made up front before arriving at the Rally, sites could be pre-allocated and this could allow Regions to park together, thus avoiding large groups arriving together in order to park together. Caravans should be parked so that in an emergency such as fire, illness etc, car and caravan can be moved quickly. Space should be left so that people can walk safely without fear of injury.

### Insignia

A very tight control on this must be kept to avoid over-commercialising the Rally e.g. Non-Club vendors must be strictly controlled. Rally SA insignia should be on offer from the Host Region only.

Adequate provision should be made for the display of all Regional flags representing those Regions attending - one flag per halyard.

### First Aid

Qualified persons should be in attendance during the Rally.

### Fire Extinguishers

There must be sufficient fire extinguishers strategically placed throughout the park.

### Rally SA Meetings

Regular meetings must be held with regard to progress, problems etc. These meetings must be attended by the Provincial Representative responsible for the Host Region. Should any problems arise there are experienced people available to assist. Minutes of these meetings must be sent to National Council

It is the feeling of this present Committee that Regions should still be allowed to host Rally SA and that the above would be of assistance to any future Host Region.

## **GUIDELINES FOR HOLDING A "CCSA STOP & STRETCH"**

To avoid unnecessary waste of time and energy it is very important to determine firstly if a Stop & Stretch will be feasible on the route, i.e. does the route carry heavy holiday traffic, and secondly is there a suitably safe site available.

### OBJECTIVES

- a. To promote the Caravan Club of Southern Africa by offering this service to fellow caravaners.
- b. To encourage fellow caravaners to stop for a few minutes to relax and regain concentration before continuing on their journey.
- c. To distribute CCSA pamphlets and attach promotional sticker to caravan if permitted by owner.
- d. To supply refreshments free of charge.
- e. To assist where possible with any minor repairs. (e.g. supply and replace fuses, light bulbs, and check and repair wiring between vehicle and caravan etc).



## DATES AND VENUES

### VENUE

The choice of a bad site will have a negative effect on what CCSA is trying to achieve.

Points to consider when choosing a site:

- a. As permission **MUST** be obtained from the local Provincial Traffic Authorities to use any roadside area, consult with them as to the choice of site.
- b. The oncoming traffic must be able to see the site from a reasonable distance to enable timeous signalling and braking distances.
- c. Vehicles leaving the site must have a clear view so as to pull out safely.

The site should have ample space:

- a. Allow for a number of rigs to pull right off the road so that the normal flow of traffic is not affected by parked vehicles.
- b. Parking for volunteers' vehicles etc
- c. Ample garbage bins. Site to be clean at all times.
- d. Toilet facilities. (Portable Hire Toilets).

### DATES

The date decided upon should depend on the traffic flow in the area where Stop & Stretch is to be held. (Normally the day Gauteng schools close plus the day thereafter).

Whether it will be feasible at the end of the holiday period will depend on how the dates coincide with weekends or Public Holidays etc.

Consult with local Provincial Traffic Authorities about traffic volumes and dates.

### CONTACTS

#### 1. Provincial Traffic Authority

- a. Permission to hold Stop & Stretch on a public roadside.
- b. Permission to display banners and signs advertising the project and the Club.
- c. Request assistance with choice of site.
- d. Request that Traffic Officers be in attendance for duration of the project for traffic control etc.
- e. Request the use of radio communication system for emergencies.
- f. National Road Safety Council.
- g. Request any assistance and literature available.

- h. Media.
- i. Radio, Television and Newspapers.
- j. Get as wide a coverage as possible to inform the holiday maker what to expect and to recognise the project as they approach.

#### NATIONAL COUNCIL

- a. A budget (of expected expenses) should be submitted to National Council.
- b. Obtain from The Secretariate promotional stickers and pamphlets before the end of December for Stop & Stretch projects to be held the following year. An Income & Expenditure Statement, supported by documentation to be submitted to National Council within 30 days after Stop & Stretch event.
- c. Club Members / Volunteers.
- d. Persons assisting at the project should be requested to wear Club clothing and name badges where possible and should be neat at all times.
- e. Alcohol should not be consumed at the site by volunteers. This would give a very bad image.
- f. Any person volunteering to help with the project should get recognition of some sort i.e. Special disc for brag board.

## **PROCEDURES AND WORKING MANUAL FOR REGIONAL SECRETARIES**

### Block of Numbers

Membership numbers are obtainable from the Secretariate, and are ordered in multiples of 10 i.e. 10, 20, 30, 40, 50. Only the numbers allocated to you may be used. When you are getting low on numbers, please contact us and a further "Block" will be given.

**Please Note** - On no account must you continue with the numbers after you have used the last allocated number.

### New Members

- a. Member to complete an Application Form in full, including ID number and be proposed and seconded.
- b. Entrance Fee and Subscription to accompany each Application for Membership Form.
- c. Send the **Application Form** and a copy of the completed payment form to the Secretariate. **This is essential** as both are required for our records.
- d. Payment for renewal of subscriptions plus New Members must accompany the Application Form and copy of the completed payment form.
- e. New members to be introduced at chairmans tea of the first rally that they attend.
- f. Membership Card, if received from National Secretariate, to be given to the new member together with a CCSA Pennant, Yearly Sticker and any other insignia or literature which may have been supplied to the Region. These to be given at Chairmans tea with their introduction to the region.
- g. It is most important to remember that Entrance Fee and Subscriptions must always be paid together. The Entrance Fee and Subscription could change from year to year and Regions are informed of these amounts via Circulars from Secretariate.

It is suggested that when a Member joins in the last quarter of the year i.e. April to June that he be requested to pay the Entrance Fee, the quarter's amount plus the annual Subscription for the following year.

**Note – Entrance Fee** remains the same throughout the year.

Capitation will be charged pro-rata and Regions will also be informed of these amounts via Circulars.

Letter/email of welcome to New Member

Each Regional Committee is free to use whatever phraseology it deems desirable when welcoming a New Member to the Region, but it is most necessary, in the Member's interest, to include the following ultimate paragraph in such welcome letter/email -

"Members are reminded that they should advise their Regional Secretary immediately, should their residential or postal address change. Such notification will protect the rights, privileges and benefits of a Member, should he or she come under the administration of a sister Region".

Capitation Fees are charged on all New Members, renewals and reinstatements.

Renewal of Membership (Annual)

Special care must be taken to ensure that Invoice copies are sent to the correct source (one to Member, one to Secretariate and one intended for your own records should the Member not pay timeously, the extra copy sent to you is a Reminder to the Member).

Invoices for Membership renewals are done by the Secretariate and sent to you by the middle of May of each year.

Invoices to be prepared and posted or emailed not later than 1st June of each year. Only the **ORIGINAL** is posted to the Member, and the **REMINDER** only posted if payment of Annual Subscriptions has not been received by the 31st July. If payment is received before this date, then destroy **REMINDER** and proceed as detailed in the Manual under **NEW MEMBER** (except no Insignia is provided).

For your convenience we have included your Regional address on the Annual Subscription Invoices. All other invoices made out by yourself must include this information.

Remember all copies other than the **ORIGINAL** Invoice are kept by the Regional Secretary, **UNTIL PAYMENT IS MADE BY THE MEMBER.**

If no payment is received by the 31st July, then a letter or email should be sent "**REMINDER TO PAY ANNUAL SUBSCRIPTIONS**" (see below).

If no payment is received by the 31st August, then post a letter or email headed "**NOTICE OF REMOVAL FROM CLUB'S NOMINAL ROLL**" (see below).

Please note that all changes of address, reinstatements etc must be correctly advised, and not only be left to be picked up from the Invoices.

Please list names, Membership Nos and Invoice Nos when sending Invoices to the Secretariate

Letter/email - "REMINDER TO PAY ANNUAL SUBSCRIPTION" (for Annual Subscriptions not paid by 31st July)

Dear .....

According to our Regional records, you do not appear to have paid your Annual Subscription for the Financial Year beginning 1st July this year.

We bring this to your attention as your failure to remit the amount of R..... before the 31st August of the current year will result in the removal of your name from the Club's Nominal Roll.

We feel sure however that you would like to preserve your rights and benefits of membership, and anticipate that your remittance will follow this reminder.

Please do not hesitate to contact the undersigned regarding any matter on which you are doubtful.

Yours sincerely

Hon Secretary ..... Region, Caravan Club of Southern Africa

Letter/email – “NOTICE OF REMOVAL FROM CLUB'S NOMINAL ROLL” (For Annual Subscriptions not paid by 31st August)

Dear .....

Further to our letter dated ..... it is with regret that I have been instructed to advise you that, as you have failed to respond to the reminder for Annual Subscription, and according to the Club's Constitution, your name has been removed from the Club's Nominal Roll, as from the date hereof, and you are advised that you no longer enjoy the rights and benefits of membership to the Caravan Club of Southern Africa.

However, should you wish to be reinstated, please do not hesitate to contact the undersigned who will be only too pleased to assist you in the correct procedure to ensure the restoration of your rights and benefits of membership.

Yours sincerely

Hon Secretary ..... Region, Caravan Club of Southern Africa

RESIGNATIONS

The same procedure applies for actual resignations and Members struck off for non-payment.

When advising of resignations, please advise the secretariate very clearly of such resignations or non-payments. This is done by sending us the National Council invoice copy with "Cancelled" or "Resigned" written across it. This is important as the invoices are required for our records.

A list of the names, Membership numbers, and Invoice numbers should also be sent making absolutely certain that you mention that the Members must be removed from the Nominal Roll

Your Regional Invoice copy must also be marked "Resigned" or "Cancelled" but should be retained in case the Member reinstates, then you have all the information required.

REINSTATEMENTS

A reinstatement of a Member may be processed at any time when a Member has paid his subscriptions after being struck off for non-payment.

If this is done during the same year (July to June) the Member is just charged for the current subscription and given his original Membership number.

If, however, he resigned or was struck off during the previous year/s, he has an option of either rejoining the Club by then paying Entrance Fee and subscription and being treated as a New Member with a new number etc. or he may pay arrear subscriptions, thereby retaining his original number. In this case he need not pay Entrance Fee.

The Secretariate and must be advised by writing "**Reinstatement**" across the Invoice/payment form when effecting the reinstatement.

Change of Addresses

When a Member advises of his change of address, please make out a correct CHANGE OF ADDRESS FORM with a copy to the Secretariate

Please remember to include correct Postal Codes.

No changes of address must appear on Subscription Invoices to these Offices to be processed. All Changes of Addresses must be on the correct forms. These may be obtained from the Secretariate or typed by yourself, using the correct format

For transfers out, the name of the Region to which the Member is being transferred must be noted on the change of address form please. This is very important and for your convenience most towns are included in the list of Magisterial Districts sent to you.

When transferring a Member out of your Region please send a copy of the Invoice to the Region concerned so that they have all the information on that Member.

Each month a list of all the Changes of Addresses are compiled into a list and sent to each Regional Secretary. Please for your own advantage, go through this list and if there are any discrepancies please advise us. This does assist you if by any chance you have not been advised of a transfer from another Region.

If a Member or his wife dies, please advise us so that his Membership details may be changed. This also should be advised on a Change of Address Form. If the wife wishes to remain a Member after the death of her husband, please indicate her initials.

CHANGE OF ADDRESS AND TRANSFER FORM

REGION.....

Copy to - Secretariate

Copy to – (If transfer to another Region, give name of that Region)

Transferred to ..... Region

Re: Mr/Mnr .....

Mem No/Lid Nr .....

Previous address

Vorige Adres .....

.....

.....

New Address

Nuwe Adres .....

.....

.....  
Subscriptions/Bydrae .....

Signed .....  
REGIONAL SECRETARY

of ..... REGION

LETTER/Email - "CHANGE OF ADDRESS" (if no change of Region)

Dear .....

Thank you for your letter dated .....advising of your change of residential/postal address. This letter confirms that our records have been amended accordingly.

Yours sincerely

Hon Secretary ..... Region, Caravan Club of Southern Africa

Letter/Email - "CHANGE OF ADDRESS" (if change of Region)

Dear .....

Thank you for your letter dated .....advising of your change of residential/postal address. This letter confirms that our records have been amended accordingly.

Please be advised that your change of domicile now places you under the administration of the ..... Region of the C C S A.

Should you suffer any interruption of Club benefits or rights, the name and address of your new Regional Secretary is -

.....

.....

May we wish you well in your new Region, and trust you will continue to enjoy yourself as a Member of the Caravan Club of Southern Africa.

Yours sincerely

Hon Secretary ..... Region, Caravan Club of Southern Africa

Supplies

Written application or confirmed email requests shall at all times be made to the Secretariate for any requirements of National Insignia or Stationery.

When any National Presentation Insignia (Award Insignia) is required, please submit full details of recipient to whom presentations will be made i.e. Christian names of husband and wife and surname, plus Membership No.

Bronze Discs are sent out for 10 National Rallies, and Plaques are presented together with an insert for 25 National Rallies with a silver caravan. Thereafter inserts are supplied for 50 Nationals (75,100,125,150 etc) with a gold caravan. If the Member has not yet received a Plaque for his 25th Award, the Region will be supplied with the Plaque plus the applicable inserts.

Insignia will not be supplied to individual Members, but only to Regional Committees, who will then be responsible for Members' individual requirements. The ordering of such insignia is usually done through the Regional Secretary or the committee member in charge of celebrations.

Because of problems experienced with post in the past if insignia is to be posted it will only be sent to the Region's official address.

Regions may not keep a stock of Presentation Insignia. The only exception to this are 10th National Rally Discs. Regions may have these, but only up to a maximum of 10. The details of to whom these were presented must be sent to the Secretariate.

If a Member for some reason or other does not attend the Rally to receive his Award, the Secretariate must be advised. If then this Award is given to someone else here again the Secretariate must be advised as this information is required to keep our National Award records up-to-date.

All accounts for supplies emanating from the Secretariate shall be paid by the 25th day of the month following rendition of such Invoice or on receipt of Statement.

### IMPORTANT REMINDERS

Application Forms **must** accompany Invoice/payment forms for New Members sent to the Secretariate.

Postal Codes **must** be included on all addresses.

Payment forms **must** be sent to the Secretariate detailing invoices sent together with the renewal subscriptions, New Members and reinstatements.

A Member should preferably belong to the Region in which he is resident. This is simply for administration purposes. He may, however, join and rally with whichever Region he wishes.

Copies of your Regional Minutes and Financial Statements must be sent to the Secretariate monthly. These are required for our records.

These Minutes and Financial Statements should also be sent to your Provincial Councillor.

The Secretariate must also be included on your mailing list for your Annual General Meeting Agenda, Minutes, Chairman's Report and Year-end Balance Sheet.

After each Rally we require a record of the number of caravans present on the form provided (see page 13) (to be in the running for the CCSA Area D Rally Attendance Trophy).

When the Member pays subscriptions after 31st August, please reinstate in the usual way.

Imali has become part of our Club's activities, and we therefore include herewith, the Imali Procedural Chart for your records, which we have been using for the past couple of years.

Finally if there is any problem, large or small, which you may be having with any aspect of your secretarial position, please do not hesitate to contact us. We will be only too pleased to assist you, as by so doing it may mean that things are sorted out without causing undue extra work either for yourself or for these Offices.

### RALLY ATTENDANCE TROPHY

I ..... Chairman of .....

Region hereby attest to the correctness of the following information -

Rally date .....

venue .....



National/Regional .....

Number of caravans -

Region .....

Region .....

Region .....

Region .....

Region .....

Region .....

Region .....

Region .....

Region .....

Region .....

Region .....

Region .....

Region..... \_\_\_\_\_

Total ..... \_\_\_\_\_

Signed .....  
CHAIRMAN

N.B. The onus is on you to return this form after each Rally.

## IMALI PROCEDURAL CHART

Regions and Secretariate to appoint a **Co-ordinator** who must understand the **Rules and Procedure** which are as follows:

### ELIGIBILITY

Only Members with a valid **Membership Card** may participate.

New members without membership cards are **Not Eligible**, therefore new application must be speedily processed.

Non CCSA Visitors and guests may not participate - as they do not have a membership number.

It is important that membership numbers are accurately recorded on the entry form.

The coordinator must see the membership card to verify the membership number.

The procedure must be kept simple and hassle-free, therefore no mistakes or deviation from the agreed rules

### SALES ENTRIES

- a. Complete the Official Entry Form. **No Substitutes will be permitted.** See enclosed Master copy.
- b. A Member pays to the Coordinator R5.00 per entry.
- c. A Member may purchase any number of entries.
- d. The membership number must be **clearly** written on the entry form in the space provided.
- e. The numbers must be clear as they will be used to make the draw. We do not want any confusion between 6's and 0's or 8s and 5's, or 7's and 9's etc.
- f. The judges will not be drawn into disputes due to uncertainty. Therefore an unclear number will be disqualified.
- g. We suggest that only **cash** should be accepted to keep the Imali hassle-free. Cheques and credit cards could lead to administrative problems.
- h. The Member must answer the question on the entry form.
- i. All sales will conclude at the National Rally, and in time for the Regional draw to be announced and paid out at the Chairman's gathering.
- j. Sales may be made at any time between National Rallies.

### DISTRIBUTION OF INCOME

- a. 40% of monies collected to be paid out at the Regional draw.
- b. 25% to the Regional Winner.
- c. 15% to the Region's Funds.

- d. 60% of monies collected to be deposited into the National Council account.

Once all monies have been deposited by all the Regions, it is to be redistributed as follows:

- a. 50% into National Council's Account, to run the Club.
- b. 40% to be paid out as the National draw to the 1st, 2nd and 3rd winners - 25%, 10% and 5% respectively.
- c. 10% to be retained which will be used for the **JACKPOT DRAW** to take place on the National Rally closest to Christmas. This will be the **BIG ONE**.

### THE DRAW

There are two - one at the National Rally, and another +/- two weeks later)

Regional draw 40% of gross income (25+15%)

Sales of entries may cease at the discretion of the Co-ordinator at the National Rally.

The income is calculated and entered onto the entry form.

25% is deducted from the income and paid out at Chairman's tea to the Regional winner.

15% is deducted from the income and paid into your Regional account.

The entry form provides for a simple system of drawing a number and a letter, this requires Regions to acquire numbered discs from 1-100 and lettered discs A,B,C etc. Larger Regions may use more entry forms and merely extend the use of the letters.

National draw 40% of nett income

The draw would be done by National Council

### ANNOUNCING THE WINNERS

- a. The Secretariate circularises the information to the Regions .
- b. The Secretariate notifies the winners together with the prize monies.
- c. Regions should be encouraged to make a fuss of the winner, so that the Sweepstake Project becomes more desirable to those Members who were in doubt.

### PAYMENT OF PRIZES

National Council must sign the three cheques and post them to the winners with a suitable letter attached.

The payment must be done as soon as possible, and must not be delayed.

### TIME FRAME

At the National Council Meeting following the National Rally, provided that all Regions have sent in their forms, the draw will be done.

## ACCOUNTING REQUIREMENT & OBLIGATIONS

Regions should create an Imali Account if they are going to sell entries at Rallies as an ongoing effort. Regions must be diligent about submitting entry forms and deposit slips to the Secretariate. If this is not done promptly and accurately we will not succeed with Imali. Regional Chairmen must assist the Club by showing a responsible attitude to these procedures and ensure that their Regions pull their weight.

## **TREASURER'S MANUAL**

We have to appreciate that all committee members give up much of their valuable time in serving their Regions and if any method can be found to make their portfolio just a little bit easier to manage one's job on committee becomes a lot less tedious and a pleasure to do.

This manual is most certainly not a definitive instruction on how Treasurers should maintain their Region's accounts but is merely a guide to assist both them and newly appointed treasurers in understanding the Club's bookkeeping system. We have to remember that many of the Club's treasurers are not qualified Bookkeepers or Accountants but are just ordinary people who understand accounting and are prepared to give up their time to do what can be one of the most daunting tasks on committee.

### THE BASICS

To the layman a set of accounts can be a confusing muddle of figures and the only thing clear is that at the end of an Income and Expenditure Statement there is a figure which is defined as either a profit or loss and this is either added to or subtracted from what one sees as an Accumulated Fund on the Balance Sheet. This combined figure is then substantiated by another maze of figures under headings such as Fixed Assets, Current Assets and Current Liabilities.

The secret to keeping a good set of books is to apply what is called **KISS** translated as "**Keep It Straight forward and Simple**". This starts with the basic requirement that every single item that will affect your books **MUST** be accounted for and must be substantiated by some form of documentation. A lack of documentary proof for any transaction will cause untold delay when the time comes to have your books audited and you can rest assured that when your auditor questions you about some or other item or transaction that took place almost a year ago, you will soon discover that your memory will let you down badly - especially when he has got your Cash Book and you are at the other end of the telephone line!

Unless you are the very first Treasurer of a brand new Region, you will have received a set of books consisting of a Cash Book, Assets Register, Stock Book, a file with transactions that have taken place during the current financial year, Cheque books, Deposit books, Previous years' records and any other paraphernalia that some other guy doesn't want! Unless you are very, very good you get home, sit down with the books, scratch your head and wonder why you took the job on and then begin to analyse how it all works!

The easiest way to keep books is to use a single Cash Book and use the Double Entry system. That is for every Debit there must be a Credit entry in the book. The Cash book you use should have enough columns to cater for all the cost centres in your Region as well as enough space to enter Cash Received, Deposits to the Bank, Investments, Debtors, Creditors and finally an Accumulated Fund. The sum of all entries at the beginning or end of an accounting period, whether it be Monthly, Annual, or even at the commencement or end of a page **MUST** be equal to the figure entered in the Accumulated Fund column. Any discrepancy will be as a result of an incorrect entry and the error must be corrected before proceeding to the next accounting period. It is also important to note that the figure in the Accumulated Fund column does not change until the end of the financial year when any profit or loss is transferred to

this column. When making entries in the Cash Book it is important to record a transaction or folio number -beginning at 1 at the start of the financial year and increasing sequentially throughout the year for every transaction. This number must also be written on the relevant document put in the file.

Whenever any monies are handed over to you it is important that you record from whom you received the money - preferably also recording the totals of Cash and Cheques respectively as well as how the money was derived - ie. Smous Sales, Rally Income, Donation, Payment, etc. This amount is then Debited (Black Entry) in the Cash Column and the breakdown is Credited (Red Entry) to the various cost centres in your Cash Book. In terms of the Club Working Manual you have 5 working days to deposit any amounts held by you into the Bank account. This is recorded in your Cash Book by Crediting (Red) the Cash Column and Debiting (Black) the Bank column. If you pay for any goods or services you record the transaction by Crediting (Red) the Cash or Bank column and Debiting (Black) the relevant Cost Centre. Likewise if you buy any item or service on account from a supplier you enter the transaction by Crediting the Creditors column and Debiting the Cost centre. If anyone owes you money you Debit the Debtors Column and Credit the Cost Centre. When you pay your creditor you will Credit the Cash or Bank column and Debit the Creditor's column. If a Debtor pays you, you will debit the Cash column and Credit the Debtor's column. Any amounts pertaining to the following Accounting period must be recorded as Assets or Liabilities in your reporting statements.

Non monetary or journal entries that you will be required to enter in the Cash Book are debits and credits for items such as Subscriptions for Honorary Regional Members, Write off of Assets or Stock Items - after approval by a Committee or Annual General Meeting, provisions for Depreciation or Honoraria, Year end Stock Values, transfers to Income and Expenditure accounts and transfers to Balance Sheet ie. New Financial Year opening amounts.

## SPECIFICS

### SUBSCRIPTIONS

Whenever the Secretary receives subscription payments the receipt number is recorded on the copy of the relevant invoices. Should any members pay for the Caravan & Outdoor magazine, the amounts received must NOT be recorded in the Subscriptions column but placed in as separate Cost Centre. All monies received as well as a schedule of payments will then be prepared and passed over to you. You will have to make payment of the total less the Regional share of the sum of these subscriptions to National Council. It is important to remember that payment must be made immediately upon receipt of this schedule, as the memberships will not be renewed until National Council receives your payment. If your Region has any Honorary Regional Members, the Secretary will include them in the Schedule under a separate heading. The purpose of this is so that you can record an Expense in your Cash Book in order to credit the Subscription column. Any Honorary Life Members are a "Free" entry and no financial transactions will take place for these members.

### RALLY INCOME

Every Chief Marshal is expected to give an account of his income and expenditure at the rally he has organised. It is therefore important that a formal document is made available to the Chief Marshal on which detailed statements of income and expenditure for the rally can be recorded. Items to be included on Income side of this form are Park Fees, Rally Fees, Fines Income, Church Collection, Donations, etc. Expenditure items must include Park Fees, and all incidental costs relating to the Rally. A copy of the Rally Register must also accompany this documentation along with the balance of all monies received. It is important that all amounts must be reconciled and balanced before accepting final responsibility of the monies.

At the end of the Financial Year it is important that a physical stock take of all Rally Insignia and Rally Equipment is made with the Chief Rally Marshal or whatever person is in control of the Region's Assets. This must be done with both you and this person present and it is important that the count is recorded on your register. Any discrepancies must be clarified and brought to the Committee's attention at the following meeting where ratification for write-off or adjustment in values must be recorded.

### SMOUS SALES

Insignia sales involve the movement of stock, which is an asset in the Regions books. It is therefore important that a proper reconciliation of what items have moved at each Rally's sales be given. As with Rally income it is important that this statement must balance with all monies received or paid out before accepting final responsibility for this income.

Again it is imperative that a physical Stock Taking with both you and the person in charge of Insignia Sales present at the end of the Financial Year. This count must also be recorded on your copy of the Insignia Register and any discrepancies be ratified and recorded at the following Committee Meeting.

### OTHER INCOME AND EXPENDITURE

It is extremely important that any transaction that involves the generation of income and expenditure for the Region be accounted for and recorded in your books. These transactions must be substantiated by some form of documentation such as an invoice or receipt, extract of meeting minutes, etc. and kept in your files for verification by your Auditor.

Transactions that take place on a regular basis must have their own cost columns in your Cash Book and those that are infrequent must be recorded as Sundry Income or Expenditure. It is important that you give an itemised account of Sundry Income and Expenditure when presenting your statements at any Committee or Annual General Meeting.

### MONTHLY FINANCIAL REPORTING

In terms of the Club's Constitution Regional Committees are required to hold meetings on a monthly basis and an item included on the agenda must deal with finance where it is required that the Region's finances be reported and discussed. The Club has a set layout for recording the Income and Expenditure, Assets and Liabilities. This document is not as comprehensive as the Year End statements and a copy of this layout is attached to this manual. All payments to be made must be approved by the meeting and finally the committee must ratify a reconciliation statement with a copy of the Bank Statement for the month under review. A copy of this reconciliation, signed by the Chairman must be retained for record purposes. It is a requirement that copies of the financial statements be sent to the Secretariat and National/Provincial Councillor.

### ANNUAL FINANCIAL REPORTING

This is probably one of the most daunting times during the year as you will have to arrange to meet with several other committee members at convenient times in order to take a physical stock count of every item or asset that your Region has. This will include Smous, Rally Stock (Discs, Award Plaques, etc.), Stationary, Stamps, etc. Once you have gathered all this information you will then have to calculate the closing value of your stock at cost - not resale value, calculate depreciation of the assets, prepare values of items to be written off for approval by the Committee and finally enter these values in your Cash Book. This is when it is important that you have a register of Assets and stock so that you can reconcile the Secretary, Assets Master Smous Salesperson and any other Committee member who may be in possession of the Region's assets.

Many people become terribly confused when preparing the Year End Balance Sheet and, although the Cash Book balances perfectly, the Balance Sheet will not balance. DO NOT, in desperation enter an arbitrary figure in the Income or Expenditure Statement to force a balance as your auditor will pick it up and you could have some explaining to do! In the majority of cases your discrepancy will be in the Stock movement and it is important to record this by ADDING the Closing Value of the stock to your Sales Income and DEDUCTING the Opening Values and Purchases from this amount.

When calculating Depreciation it is important to remember that this is an expense to the Region so you must Debit Sundry Expenses and Credit your assets. It is normal to write off Assets over 5 years so it is important to keep a register detailing each Asset with its purchase price and Date of purchase along with each year's depreciated value so that formal approval for write off can be made by the committee.

Once again there is a preferred layout for Year End Reporting and a copy is also attached. It is in your interest to be as detailed as possible with copious explanatory notes when reporting to the Annual General Meeting as the more open your reporting is the less explaining you will have to do to the meeting. You can rest assured that if you try and cover several items under as few headings as possible, someone will throw you a curved ball and you could end up spending a lot of time clarifying queries at the Meeting! It is customary for copies of the statements to be distributed prior to the meeting so that the members can study them. If your statements are as self explanatory as possibly you would only need to ask if there are any queries or explain any large variances over the previous Financial Year before asking for the adoption of the statements.

We hope that these guidelines will assist you in your task of keeping your Region's finances properly recorded. Should you feel that you might have suggestions to improve what is already made in this document, please feel free to forward them to your Committee who will raise the matter at the appropriate occasion and the necessary addendum will be made.

## **TOURS AND SPECIAL EVENTS**

Including Guidelines and Requirements for the Application, Planning and Organisation of CCSA TOURS

Introduction

The CCSA defines 6 types of Tours :-

- a. Private Tours
- b. Regional Tours
- c. National Tours
- d. International Tours
- e. Provincial Tours
- f. Special Group Tours

Any member of the CCSA may approach his/her Regional Committee with the request to plan, organise and lead a Caravan Tour.

Regional Committees should not shy away from a Tour Proposal by a completely inexperienced Tour Leader, provided this proposed Tour Leader has the management capabilities to run a Tour, (and only his/her Regional Committee will know this). The Touring Committee will assist him/her in becoming an experienced Tour Leader.



The Regional Committee must consider such an application, and on approval request Tour Status from the Touring Committee of the CCSA. For this purpose the form "Tour Information" must be completed and forwarded to the Touring Committee. This form serves the dual purpose of being a Tour Application as well as data to be forwarded to the Secretariat for publication.

The Touring Committee will decide whether the Tour will be awarded Regional or National status or any other (see Tour Definitions). The Touring Committee will also forward the information to the Secretariat for publication.

The Touring Committee will reply to the Regional Secretary on what Tour Status has been awarded, with a copy of the notice to the proposed Tour Leader.

Unless the proposed Tour Leader is known to the Touring Committee, the Regional Secretary will in all probability be asked to furnish more personal details about the proposed Tour Leader. Such information may of course be supplied at the time of Tour Application as a separate memorandum. This additional information serves two purposes. Firstly, it gives the Touring Committee an idea of the degree of competence of the proposed Tour Leader and what assistance should be offered, and secondly the Touring Committee can build up a list of competent tour leaders who can later be called upon to assist overseas tours of the RSA.

The Tour Leader may now proceed to organise his Tour and solicit participants.

It is generally understood that all participants should start and finish the Tour with the group. It is however at the discretion of the Tour Leader to grant exceptions.

There are no fixed rules for organising and running a Tour, except for those spelt out in **the** paragraphs below. The Touring Committee has however over many years of experience developed methods of tour organisation that work better than most. Tour Leaders and their committees are welcome to call upon the Touring Committee and draw upon these ideas.

For every caravan family participating on the tour, an Indemnity Form must be completed and forwarded to the Touring Committee. This point is **most important**. All Indemnity Forms must be correctly completed (see hints for correct completion) and must reach the Touring Committee before the departure date of the Tour. These Indemnity Forms should preferably be completed by prospective participants at the time of application to join the Tour.

National Council will be kept up to date on all aspects of any Tour by the Touring Committee.

Sponsorship: Any amount of sponsorship may be negotiated for any Tour.

Commemorative Tour Discs. There are no rules pertaining to the issue of a Commemorative Tour Disc, provided it is not a Regional or National Disc.

Planning Committee. It is recommended that the Tour Leader form a planning committee to help with various tasks. This committee can later form the Group Leaders on the Tour. The CCSA Touring Committee will gladly make suggestions in this regard.

Finances. The Tour Leader must at all times keep book of money received and money spent. This is especially important at the end of the Tour when a re-distribution of Tour funds may be necessary.

## Tour Definitions

### a. Private Tours

The organisers of a Private Tour may not make use of any Club Insignia, Club Discs or Club Plaques to promote the Tour or to issue or distribute to Tour members, even if it is 100% supported by CCSA Members.

The organisers of a Private Tour may not make use of Club Letterheads when communicating with prospective or committed members.

Tour funds for a Private Tour may not be channeled through any banking account representing any CCSA activity.

The CCSA may not be connected with a Private Tour in any way. In the event that this should happen, the Tour will be regarded as a Regional CCSA Tour and the specific requirements for such a Tour should then be adhered to.

### b. Regional Tours

A Regional Tour is undertaken by CCSA members over any distance. Non CCSA members wishing to join the tour must first join the club and become CCSA members.

The Tour must be open to all members of the organising region. The tour may also be open to members of other Regions.

The Tour must have the blessings of the Host Region's Committee.

The Tour must be registered with the Touring Committee.

The Tour must comprise at least 8 (eight) caravans.

A Regional disc may be issued to participants

A National disc will not be issued to participants unless the entire Tour attend a National Rally as per the CCSA Rally Fixture List, should this occur during the duration of the Tour.

Since this Tour takes place under the banner of the CCSA it is imperative for all participants to (correctly) complete an Indemnity Form

### c. National Tours

A National Tour is more senior in status than a Regional Tour.

The Tour must be registered with the Touring Committee of the CCSA.

The Tour must have the blessings of the Host Region's Committee.

The Tour must be open to any member of any Region of the CCSA. Non CCSA members wishing to join the tour must first join the club and become CCSA members.

The Tour should ideally include participants from more than one region. (Participation of at least three regions is recommended).

vi) The Tour must be promoted by the Secretariat (The Touring Committee will communicate with the Secretariat - a service which is rendered automatically).

The Tour must cover a minimum distance of 2000 (two thousand) Km.

The Tour must be of at least 2 (two) weeks duration.

The Tour must comprise at least 15 (fifteen) caravans.

Crossing a Provincial Border is not a pre-requisite but preferable.

All participants must (correctly) complete the Indemnity Form.

For a National Tour a National Disc will be issued. If however, there is a National Rally during the duration of the Tour, participants will only receive an additional disc if the Tour attends a National Rally as per the CCSA Rally Fixture List.

#### d. International Tours

The proposed Tour must be registered with the Touring Committee of the CCSA, who will make a recommendation to National Council to grant CCSA Status to the proposed Tour.

The Tour must comprise at least 10 (ten) caravans or motorhomes, driven across the border to the host country or countries, or hired for the Tour participants in the host country.

The Tour must have the blessings of the Host Region's Committee.

The Tour must be open to any member of any Region of the CCSA.

All Tour participants must be members of the CCSA and will tour under the banner of the Club.

The Tour must be advertised in an appropriate publication of the club in order to solicit interest from as wide a CCSA base as possible.

A National Rally Disc may be given to Tour participants.

Club Indemnity Forms must be completed in the same manner as laid down in the guidelines for Tours where this is a requirement.

It is agreed that Zimbabwe and Namibia be included under International Tours.

#### e. Provincial Tours

A Provincial Tour requires a minimum participation of 10 (ten) members from the REGIONS in the PROVINCE originating the Tour.

A minimum distance of 1200 (one thousand two hundred) km to be covered.

The duration of the Tour to be a minimum 10 (ten) days.

Regional representation must be at least four regions from the province, or 50% of the regions in the province, originating the Tour.

v) A provincial disc will be awarded to all participants.

vi) Provincial Tours require the approval of the *Regional Committee* of the member making the application and must be submitted to a *Provincial Meeting* for consideration and recommendation. Thereafter the application will be referred to the Touring Committee.

vii) Such Tours must be advertised in the Regional Newsletter of each Region in the Province and be open to all CCSA members.

f) Special Group Tours

- i) These Tours relate specifically to Special Groups within the existing structure of the CCSA.
- ii) Proposals for recognition of such groups must be approved by a properly constituted Provincial Meeting.
- iii) Recognition so approved by a properly constituted Provincial Meeting affords the Special Group's participants eligibility for Special Awards.
- iv) The Provincial representative will submit the recognised special group to the National Council for final acceptance.
- v) The National Council will submit the recognised special group to the next Convention for general acceptance and eventual inclusion in the Green File under the proper heading.
- vi) Recognition so approved affords the Special Group's participants eligibility for Special Group Tours, which would then only be open to Special Award Holders.
- vii) A proposed Tour for such Special Award Holders must be advertised (circulated) to ALL award holders and is then open to all award holders who apply
- viii) Participants in such a Tour MUST be holders of the appropriate award.
- ix) Special Group Tours are not restricted to any minimum distances.
- x) A Special Group Disc and possibly a commemorative disc may be awarded.
- xi) Special Group Tours first require approval from their Provincial Meeting
- xii) Thereafter the application shall be submitted to the Touring Committee for registration.
- xiii) Such Tours must be circularised to all award holders and/or advertised in the Regional Newsletters of each Region who has such an award holder.
- xiv) Such adverts must specifically state that the Tour is only open to Award Holders of that Special Group.
- xv) All participants must (correctly) complete the Tour Indemnity Form.

Tour Information - Toerinligting (refer point 4 above)

Note

This form is printed on the Touring Committee letterhead and is supplied at no charge when a Tour application is received.

Name of Tour

Naam van Toer .....

Hosting Region

Aanbiederstreek .....

Dates of Tour

Toerdatums .....

Route of Tour (short description)

Toerroete (kort beskrywing) .....

.....

.....

Tour Leader(s)

Toerleier(s) .....

.....

.....

Contact person for more information

Kontakpersoon vir verdere inligting .....

Postal address

Posadres .....

.....

Tel W ..... H ..... Fax. W .....H .....

Please return to above address for purposes of registration

Vir registrasie doeleindes stuur terug aan bogemelde adres

Any other relevant information (type of Tour applied for)

Ander toepaslike inligting vir Toer ( tipe Toer versoek) .....

.....

Indemnity Form (refer point 9 above)

Note

This form is printed on a CCSA letterhead to comply with legal requirements and is available from the Touring Committee at no charge when a Tour application is received. See also "hints for correct completion" which is also available at no charge from the Touring Committee when a Tour application is received.

INDEMNITY

We, the undersigned, on behalf of ourselves and in our capacities as father / mother / guardian of our minor children, where applicable, do hereby severally and jointly EXEMPT AND EXONERATE the TOUR LEADERS, TOURING COMMITTEE, REGIONAL COMMITTEE as well as the CARAVAN CLUB of SOUTHERN AFRICA together with all clubs, persons, organisations, co-ordinators and assistants generally connected and involved with this Tour, from all liability to us and INDEMNIFY them against all claims whatsoever arising from loss or damage suffered by us during this Tour whether such loss or damage was caused negligently or not.

VRYWARING

Ons, die ondergetekendes, handelende namens onself en in ons hoedanighede as vader / moeder / voog van ons minderjarige kinders waar van toepassing, ONTHEF en VRYPLEIT hiermee die TOERLEIER(S), TOERKOMITEE, STEEKKOMITEE en die KARAVAANKLUB van SUIDELIKE AFRIKA sowel as alle klubs, organisasies, persone, koördineerders en medewerkers van alle blaam en verantwoordelikheid teenoor ons en vrywaar hulle van alle eise van enige aard hoegenaamd van verlies of skade deur ons opgedoen of gely of aan ons aangerig gedurende of voortspruitend uit hierdie TOER, ongeag of sodanige skade of verlies weens nalatigheid of andersins veroorsaak is.

NAME OF TOUR

TOERNAAM .....

NAME / NAAM

SIGNATURE / HANDTEKENING

Husband / Father / Guardian

Eggenoot / Vader / Voog.....

Wife / Mother / Guardian

Eggenote / Moeder / Voogdes.....

Names of children under 21

Name van kinders onder 21 (1) .....

(2) .....

(3) .....

(4) .....

(5) .....

SIGNATURE I HANDTEKENING

OTHER ADULTS IN (1) .....

FAMILY PARTY (2) .....

ANDER VOLWASSENES (3) .....

IN FAMILIEGROEP (4) .....

Hints for the correct completion of the

CCSA Indemnity Form (refer point 9 above)

NOTE:

This form need NOT be completed for a PRIVATE TOUR

1. The complete Indemnity Form is printed on a CCSA NATIONAL COUNCIL letterhead and may be copied as a whole to provide sufficient copies for the number of participants on a particular Tour. Under no circumstances may this be printed on any Regional, Provincial or Sponsor or on any other letterhead, nor may it be copied onto plain paper. This is an instruction from our Honorary Legal Advisor and must be adhered to in all circumstances.
2. The completed form constitutes a Legal Document and must therefore be completed correctly and must definitely NOT contain any alterations of any kind. Specifically **NO** deletions / erasures / corrections that are merely 'scratched out' and re-written. No amendments and / or additional information may be written onto these forms and it is the Tour Leader's responsibility to assure that only correctly completed forms are accepted and forwarded to the Touring Committee. Note that the term "... caused negligently or not" is presently being reviewed by the Honorary Legal Advisor.
3. Duly completed forms will only be accepted by the Touring Committee if the tour in question has been registered by the Touring Committee.
4. Similarly duly completed forms will only be accepted by the Touring Committee if these forms are received by them Prior to the Start of the Tour referred to.

In order to assist Tour Leaders to comply with the above and to assist them further in familiarising Tour Participants, we respectfully detail the following helpful procedures they should embark upon:-

- a) Provide your prospective participants with a CORRECT Indemnity Form simultaneously with your OWN Tour Application Form. Insist that both forms be returned to you at the same time. If, prior to departure, a participant has to cancel or opt out of the Tour at any time for any reason, the completed Indemnity Form is merely destroyed. This system should provide for the completed forms to be received in very good time for forwarding to the Touring Committee. Here we suggest that the Tour Leader makes copies for his own records in case the forms are lost in the post. We also suggest with respect that the forms are kept together, to be posted off in one parcel and not individually as received by the Tour Leader.
- b) The wording Father / Mother / Guardian must remain without any deletions, but the **name** must please **not** only be the Christian or nickname but the **surname** as well. So you may enter a name plus surname or merely initials plus surname. This also applies to the next line referring to Wife / Mother / Guardian. In both instances opposite each name must be their normal signature.
- c) For children under 21 (this refers to minors) we require their **names and surnames**. This covers the eventuality where children of friends or relatives accompany a participating family. No other information is required here, and **please no signatures**.
- d) The last question requires the **name and surname** as well as **signature** of other adults. The wording "family party" includes all **other adults in the compliment of that caravan**. This would include all children over the age of 21 and all relatives or friends in that caravan.