



Canberra Caravan Club

Information Booklet

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A Brief History

The Canberra Caravan Club was formed in May 1972 by a small group of people. In the first few months the members set down the foundation for the club's future, decided on a name and decided to incorporate. The first club outing was gold fossicking and a barbecue at Captains Flat. This was followed by a rally to Cooma in September 1972.

During the first two years, the club raffled a caravan. The money raised helped to buy a great deal of equipment, including a 21 ft x 24 ft marquee, a large barbecue, games and a trailer to transport the equipment.

Since its formation, the club has been represented at all national rallies of the National Association of Caravan Clubs of Australia held in various states. In 1983, the club hosted the 5th National Rally, with more than 600 caravanners making EPIC their home for 10 days, and in September 2016, the club hosted the 16th National Rally at EPIC, with 605 caravans attending.

The Constitution

The Canberra Caravan Club is an incorporated association with a constitution. A copy is available on the club's website https://canberracaravanclub.org/?page_id=54

Mission Statement

- Since 1972, our club promotes and encourages caravanning in the ACT Region.

The Club's Aims

- To provide members with regular club rallies and events to various locations that are both enjoyable and relaxing for a wide range of people from all walks of life.
- To encourage and promote safety while towing our caravans to various destinations.
- To organise monthly meetings with interesting agendas relating to caravanning. The club sometimes invites guest speakers with expertise in this field to address caravanning matters.

The Committee

The following office bearers administer the club: President, Vice-President, Secretary and Treasurer. They are assisted by the following committee members: Membership Secretary, Rally Convenor, Gas Bottle Editor, Equipment Officer, Social Convenor and Website Convenor. The names of the current office bearers and committee members are printed in The Gas Bottle each month.

Annual General Meeting

The annual general meeting is held in May each year to review the club's activities of the previous year. The club's financial position can be ascertained from the Treasurer's report and the financial statement. Other office bearers and committee members also present reports. Officer bearers and committee members are elected, membership fees are set for the coming year, and an Auditor and Public Officer are appointed.

Monthly General Meetings

Monthly meetings are currently held at the Canberra Southern Cross Club, Woden, on the second Sunday of the month, commencing at 7.00 pm. Where necessary, the timing and location may change but members will be provided with advanced notice. Many members have dinner at the club before the meeting, from 5.30 pm.

The aim of the monthly general meeting is to discuss the club's business. Monthly meetings are seen by most members as a good opportunity to socialise. The rally sheets will be posted so that members can see details of upcoming rallies and identify which rallies members wish to attend.

The calendar for the coming year's rallies and social events is normally discussed and approved at the first meeting following the annual general meeting.

The minute of the previous monthly meeting is emailed to all members ahead of the next general meeting and is endorsed at this meeting.

Life Members

Life membership is an honour bestowed on individual club members and couples whose exceptional, loyal and outstanding service and contribution has provided a measurable benefit to the club over an extended period of time. Any club member can nominate an individual member or couple for life membership. Nominations should include the nominator's reasons for putting forward the nominee and should set out the achievements and activities of the nominee and must show that the award criteria, as set out below, are met.

Written nomination of a potential Life Member/s should be submitted to the Club Secretary before the March meeting of each year. The Club's Committee will consider all nominations and if endorsed, will call for a membership vote on the nomination at the AGM.

If an existing Club's Committee member is the nominee, that person must be disqualified from any deliberation on the nomination. The nominated Member/s may be elected a Life Member of the Club on receiving a majority vote of over 75% of meeting attendees in favour of the motion. The voting at this meeting will be by secret ballot. All nominations should be

treated with the strictest of confidence until such time as being presented for ratification at a General Meeting.

To assist with the nomination, all of the following criteria should be considered. For any of the relevant criteria, the nominee should have demonstrated an exceptional contribution, beyond the ordinary for an extended period of time, which has a measurable benefit to the club and membership.

- Minimum of 15 years club membership.
- Minimum of 10 years' service in specific roles that contribute to the benefit of the club. These roles may include but not be restricted to – service on the club's committee, fund raising activities, or regular participation as rally marshal (eg. averaged more than twice a year).
- Has demonstrated a contribution to the club as a unifying and positive force and has the respect of other members
- Where applicable, if a couple are nominated for life membership, both individuals must have contributed to some extent to the club's service. However, it is not necessary for both individuals to have contributed to the same extent of service.

Life members will no longer be required to pay annual membership fees and will be provided with special name badges designating their status as Life Members.

The Gas Bottle

The Gas Bottle (the club's monthly newsletter) is sent to members by email and posted to our website. As many members travel for several months during the winter, this is one way for them to stay informed of coming events and news of other members. The Editor collates contributions from members, including reports of rallies and social events. Contributions from members are always welcome.

Prospective members

Why join a caravan club?

There are many caravans parked in backyards, carports and garages that only see the open road once a year for the annual holiday. Joining a caravan club provides an opportunity to optimise the use of your caravan by travelling regularly with a friendly group of like-minded people to a variety of destinations. People from Canberra and ACT Region are welcome to join.



We are a group of caravanners that love to get away and enjoy what our region has to offer. If this is what you are interested in and would like to have some company, get in contact with us.



A caravan club provides the opportunity for research before purchasing your next caravan. Prospective members and guests are under no obligation to join. The club encourages prospective members to attend club events to see whether the club activities are what they are looking for. Club members are more than happy to show prospective members through their vans and to point out the pros and cons of their caravans and caravanning equipment. Information about safe towing and caravan maintenance is also shared by members.

For those of you still contemplating a van, most caravan parks have on-site cabins available, so if a prospective member has yet to purchase a caravan, accommodation during a rally is available.

Before applying for membership of the club, a prospective member must meet the club's qualification criteria by:

- Attending a club rally and a club meeting within four months of the commencement of the qualifying period (see below), and
- possessing a towed or self-propelled vehicle containing built-in living accommodation of a reasonable standard adequate for the prospective member's needs.

The committee, through the Membership Secretary, will determine when the prospective member's qualification period commences. If the above criteria cannot be met within the qualifying period, a two-month extension may be granted by the committee.

If the required attendances have not been completed within the initial or extended period, the committee may either:

- grant one more two-month extension, depending on circumstances, or
- no longer consider the applicant to be a prospective member.

If the applicant is still interested in becoming a member, a new qualification period must be completed.

Prospective members will be added to an email list to receive the club's monthly newsletter, The Gas Bottle, and other information about events.

Please feel free to ask our club members for their advice on caravanning. Several of our members have decades of caravanning experience.

Membership Fees

Currently, the initial Joining Fee is \$50 per van (couple or single) and annual membership is \$50 per couple or \$35 for singles. Life Members are exempt from annual membership fees.

Club Rallies

What is a Club Rally?

This is where club members hitch up their vans and head for a predetermined destination. The club has monthly rallies to destinations up to 300km from Canberra. Most rallies are for 3-4 day duration, mostly over weekends. Most rallies stay at caravan parks but sometimes stays at showgrounds or bush camps. Most years the club also does a roving rally to various locations, over greater distances, for a couple of weeks.

The club has some rallies associated with specific events or purposes. In early Autumn, the club has a rally where we have a sporting competition (suitable to the ability and dignity of our members). At another rally, the club holds a fund-raising event like an auction of excess goods & materials donated by members. The club also attends rallies coordinated by the NSW and National Association of Caravan Clubs.

At the general meeting in June, the Rally Convenor provides members with a proposed rally program for the coming 12 months. The destinations are selected according to suitability to the club, distance, length of the weekend or weekday availability, accessibility for caravans, facilities available, places of interest to visit, ability to erect one of the club's marquees, site fees, etc. The rally program is discussed and then approved by the members. Members'

suggestions for rally destinations are always welcomed. The program can change periodically. The program is found on the Website.

Bush rallies (also called free or low-cost camping) are held at venues where facilities such as electricity and hot showers are sparse or non-existent.

Members will be notified of upcoming club rallies at general meetings and in the Gas Bottle.

It should be noted that dates of rallies are always presented as the nights of the rally. For example, if a rally is advertised for the 14-16 May, arrivals are on the 14th and departure is on the 17th. The dates of the rally will be presented this way at meetings, on rally sheets and in the Gas Bottle. Please note that these dates are only for the organised component of the rally. If members wish to attend the rally venue before or after these dates, you are most welcome.

To sign up to attend a rally, members must book their site with the caravan park and pay any deposits directly to the park. When booking a site, members are encouraged to identify themselves as club members so they can be co-located with other members. Separately, members are required to notify the Rally Convenor that they are attending the rally by either putting their names and dates on the rally sheet (available at each meeting) or contacting the rally convenor (preferably by email). Members are encouraged to book their sites as early as possible to ensure they get a site at the rally.

Getting to a rally

Members usually make their own way to a rally destination, although members are welcome to travel together or meet up along the way.

Please allow sufficient space between vans to enable vehicles to safely overtake your caravan. By law, caravans travelling in convoy must be at least 60 metres apart.

What happens on a rally?

Rallies provide an opportunity for members to enjoy each other's company in a relaxed, social atmosphere. Each rally will have one or more members who have volunteered to be the rally marshal. The rally marshal may organise activities or provide information about places of interest in and around the rally destination. Attendees at a rally are free to choose the activities that they wish to participate in, but there is no obligation to participate.

All members are encouraged to volunteer to be a rally marshal during the year. It isn't a difficult role and you are encouraged to put together a program (Activity Sheet) for the rally that you would enjoy. For further guidance, the club has Rally Marshal Guidelines on our website under the members section.

Members attending a rally usually arrive before 4 pm so that they can be set up and ready to join others for happy hour. Each day of the rally there is a happy hour that usually

commences around 4.30 pm, depending on what the rally marshal has planned and the season. This is a very popular time for members to socialise. Members provide their own drinks and some snacks to share. The rally marshal will usually provide a roster for members to provide happy hour snacks to avoid over catering.

The club owns a trailer that is used to transport club equipment to a rally, including two large marquees. The trailer is usually only taken where a rally is expected to have more than 15 vans attending. If the marquees taken to a rally, it is usually erected as soon as practicable.

Evening meals are sometimes eaten in the marquee or tent, sometimes as a formal rally activity and sometimes informally at the whim of members. After dinner there is often entertainment in the form of games or quizzes. The group might also go out to a club for dinner during a rally. The rally marshal will keep you informed of all planned events during the rally.

The club owns sets of games: chook-foot dominoes, disc bowls, ladder golf and Finska for use at rallies. Contact the Rally Convenor or the Equipment Officer if you need them for a rally.

The club has a policy of no smoking in the marquee.

At each rally a member volunteers to be the Gas Bottle Reporter and will write a brief report on the rally for inclusion in the next Gas Bottle.

Pets at rallies

Members may take pets to rallies if permitted by the caravan park management. This will be noted on the rally booking sheet. Pet owners must adhere to the rules set by the park management. In addition, club rules require that pets:

- not be allowed to intrude or wander onto occupied sites,
- are not permitted in the marquee, at happy hour, at social functions of the club, or where food is being eaten.

Safety

It is every members responsibility to ensure that the safety of member and guests is ensured at all club events and rallies. Please speak up immediately if you observe unsafe behaviour.

Incident Reports should be completed for all accidents, incidents, near-misses or potentially unsafe situations. Any member of the club can complete an incident report where they believe an unsafe situation exists. Incident reports can be found in the rally bag, which is held by the rally marshal. The club's committee will consider every report of this nature and ensure to manage unsafe situations.

Social Events

The club endeavours to hold regular social events in and around Canberra. The social Convenor is responsible for coordinating most club social events. These events may be morning teas, luncheons or parties, but may also include theatre events. Social events are intended to provide opportunities for members to get together locally and to enjoy comradery. Members will be notified of social events by email, at meetings and in the Gas Bottle.

CB radios

It is not essential for members to have CB radios for club rallies. When travelling to and from rallies members sometimes travel in convoy. Some members use a UHF radio to communicate with each other enroute and while on sightseeing trips without their van. Caravanners tend to use channel 18. Some members have a sticker on their caravans stating the channel(s) they can be contacted on. Trucks generally use channel 40, and many caravanners monitor that channel for information on road conditions.

Fundraising

The club has an annual auction, usually held at a long weekend rally at Easter. This is our major fundraiser as well as a lot of fun. Members donate a variety of quality items that they no longer need. Often other caravan park patrons join in and buy or donate items for the auction. The money raised from the auction helps to maintain the annual membership subscription at a reasonable rate and assist with other expenditures.

Policy on “Outstanding Contribution to the Club” Awards

Purpose

The purpose of this policy is to establish clear guidelines for recognising and rewarding members of the Caravan Club who have made outstanding contributions to the club’s community, operations, and values. This policy ensures transparency, fairness, and consistency in the selection and presentation of the Outstanding Contribution to the Club Awards.

Scope

This policy applies to all members, volunteers, and committee members of the Caravan Club. It covers the nomination, selection, and award procedures for recognising exceptional service, dedication, and impact within the club.

Eligibility Criteria

- To be considered, must be current financial members of the Caravan Club.
- Contributions must have significantly benefited the club's members, operations, reputation, or community involvement.
- Both individual and group contributions are eligible for consideration.
- Members who have previously received the award may be considered again for new, distinct contributions.

Nomination Process

1. Award nominations may be submitted by any club member.
2. Nominations must be made in writing providing details of the nominee's contributions and impact.
3. All nominations must be submitted to the Club Secretary by the published deadline, October.

(This could be changed from time to time)

Selection Process

1. The Awards Subcommittee, appointed by the club's executive committee, will review all nominations.
2. The Subcommittee will assess nominations against the significance of the contribution benefiting the club's members, operations, reputation and community involvement. For optimal decision-making and to ensure a fair review process, it is recommended that the Awards Subcommittee consists of three to five members. This size allows for a diversity of perspectives while remaining practical for scheduling meetings and discussions.
3. Recommendations will be submitted to the executive committee for final approval.
4. All deliberations will remain confidential, and conflicts of interest must be declared and managed appropriately.

Award Presentation

The Outstanding Contribution to the Club Award will be presented as part of the Christmas Party celebrations. Recipients will receive a certificate, or a commemorative plaque, and public recognition via club communications.

Responsibilities

- Club Secretary: Responsible for receiving nominations and coordinating the process.
- Awards Subcommittee: Responsible for reviewing and recommending nominees.
- Executive Committee: Responsible for final approval and oversight of the process.

Contact

For more information regarding this policy or the Outstanding Contribution to the Club Awards, please contact the Club Secretary. secretary@canberracaravanclub.org