

# Arizona Airstream Club



Arizona Airstream Club – 003 (Region 11)

Policies, Guidelines, Rallies  
(revised March 17, 2020)

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## WALLY BYAM'S CREED

"In the heart of these words is an entire life's dream," he wrote. "To those of you who find in the promise of these words your promise. I bequeath this creed. . . my dream belongs to you."

- To place the great wide world at your doorstep for you who yearn to travel with all the comforts of home.
- To provide a more satisfying, meaningful way of travel that offers complete travel independence, wherever and whenever you choose.
- To keep alive and make real an enduring promise of high adventure and faraway lands, of rediscovering old places and new interests.
- To open a whole world of new experiences, a new dimension in enjoyment where travel, adventure and good fellowship are your constant companions.
- To encourage clubs and rallies that provide an endless source of friendships, travel fun, and personal expression.
- To lead caravans wherever the four winds blow, over twinkling boulevards, across trackless deserts, to the traveled and untraveled corners of the earth.
- To play some part in promoting international goodwill and understanding among the peoples of the world through person-to-person contact.
- To refine and perfect our product by continuous travel-testing over the highways and byways of the world.
- To strive endlessly to stir the venturesome spirit that moves you to follow a rainbow to its end, and thus make your travel dreams come true.

## CODE OF ETHICS

To be ever mindful of our responsibility to Wally Byam Caravan Club International, Inc., and through conduct, indicate to the public that membership in this organization is an assurance of our courtesy on the road and good will to all peoples and countries.

To be ever mindful of what we say or print with respect to its effect on other of our diverse membership so as to avoid disharmony and ill feelings among club members of differing ethnicities, religious beliefs or orientation and to dedicate ourselves to the work of cementing together the members of WBCCI in bonds of good fellowship and mutual understanding.

(6/22/18)

To conduct ourselves in a manner to inspire others engaged in recreational vehicle travel to a full appreciation of the intent and meaning of this code.

To maintain our camps in an orderly manner and leave them in the same way.

## ARIZONA AIRSTREAM CLUB POLICIES

The following Policies are approved by the Executive Board of the Arizona Unit. Proposals for changes to policies may be submitted to the Executive Board of this Unit.

### RALLY REGISTRATION:

- Registration for all rallies will be accomplished via submission of the “Rally Registration Form”.
- Registration will determine the expected attendance at each rally and will provide planning information for the Host(s).

### RALLY FEES:

- Full rally fees will be charged for those who register for the entire rally, regardless of meals eaten or skipped.
- Partial fees may be charged on a case-by-case basis for those who register in advance for partial attendance. (Arrangements must be made directly with Host)
- The Unit President, as the Rally Coordinator and the Host(s) will establish the Rally Fee based on the number of Registered Attendees and an allowed budget per person for that Rally.
- Registered Rally Attendees will be assessed the Rally Fee during Registration if the Rally Fee is known at that time.
- If the Rally Fee is not known at the time of Registration, the Rally Fee will be assessed via ‘Invoice’ after Registration and Rally Attendees will be expected to submit pre-payment of the Rally Fee.

### REGISTERED ATTENDEES; PRE-RALLY CANCELLATION:

Members who cancel after being Registered will forfeit Non-Refundable Fees such as Reservation Fees, processing fees, non-refundable site cancellation fees, non-refundable pre-paid excursion, tour, entertainment and event fees. Every attempt will be made to return “Refundable” pre-paid expenses if and when the Club is able to recover those funds.

Site fees are subject to the cancellation policy of the [rally venue].

Our rallies require significant advance planning for camping venues, events/excursions, advance food purchases and preparation. **Any cancellations within 30 days of the Rally start date will forfeit those pre-paid rally fees and depending on the venue, potentially RV site fees.**

If the timeliness of cancellation of your attendance does not allow the Club to find replacement attendees or obtain refunds for any of the RV site fees and various tours/excursions, a refund cannot be made and forfeiture of those costs will be incurred by the cancelling member.

#### WEATHER RELATED DELAYS OR CANCELLATION:

If the Rally is cancelled due to weather conditions, or if members cannot attend or are delayed due to weather conditions, THERE WILL BE NO FULL OR PARTIAL REFUNDS OF THE RALLY FEE.

#### ADVANCES:

Advances up to \$35.00 per person expected to be in attendance at a rally will be available for the Host(s) for use in covering rally expenses. Receipts will be required for all actual expenses. Refer to "GUIDELINES FOR RALLY FEE" for potential major items to consider as factors in determining the expected costs.

Caravan, rally, meeting, luncheon, and dinner activities of the Unit shall be self-supporting financially, by assessment of appropriate attendance fees.

#### EXPENDITURES:

Expenditures from the Treasury can be approved by the President and Vice President or the President and Treasurer. (Receipts must be provided to the Treasurer) Any Non-Refundable deposit over \$500.00 and Capital Expenditures of more than \$100.00 must have prior approval of the Executive Board.

#### SYMPATHY CARDS:

Sympathy cards will be sent from the unit upon death of member's spouse, child or child's spouse, father, or mother.

#### BOARD MEETING:

Board Meetings will be held at the discretion of Unit President.

## RESERVES:

The Executive Board shall insure that not less than \$10.00 per member is maintained in the Unit Treasury as a reserve. This reserve will be used for refundable deposits and expenditures for caravan, rally, meeting, luncheon and dinner facilities and supporting activities, and bona fide emergency purposes. In the event that this reserve is reduced below \$10.00 per member, the Executive Board shall implement measures to restore like amounts to the reserve.

## GUIDELINES FOR RALLY HOSTS

1. Rally Hosts are responsible to plan and execute:
  - the Hospitality, Entertainment, Tours or Workshops, and
  - some meals (planning, cooking, and serving either all or part – i.e., the entrée for Potluck meals),
  - purchase necessary food and supplies for the Rally, and
  - The Unit President, as the Rally Coordinator and the Host(s) will establish the Rally Fee.
2. At least six months before the Rally date, the Host(s) should meet and start planning the program. A budget should be set and approved by the President for purchase of necessary food and supplies based on the number of attendees expected from the Registration generated list for the Rally.
3. At least four months before the Rally, the Host(s) should finalize their plans. The Unit President, as the Rally Coordinator, should participate in these meetings and have a finalized program and established Rally Fee at the conclusion of this final meeting for publication on the website and/or via email to the Registered rally participants. Registered rally participants will be assessed the Rally Fee prior to the Rally and expected to submit pre-payment of the Rally Fee.
4. Rally Hosts may request help from other members if it is deemed necessary.
5. Receipts must be obtained for all items purchased and accounted for in the rally budget and submitted along with unused budgeted pre-paid funds (if any) to the Treasurer. Reimbursement of authorized additional expenditures not included in the original budget (if any) will be made after this accounting.
6. Rally Hosts should NOT be expected to anticipate the possibility of extra members attending. This puts additional burden on the hosts. Food is usually purchased no more than a week before the rally. By that time there must be a firm head count. No extra members after that.

7. The primary responsibilities of the Rally Host(s) are preplanning, coordination, and execution of the rally.

## GUIDELINES FOR RALLY FEE

There are many factors to consider when figuring the fee to charge at each Rally. Below are listed some of the major items. This list is not all-inclusive; you will probably have to include additional items as they are discovered during the planning.

Building rental  
Equipment rental  
Entertainment  
Craft supplies  
Game or contest prizes  
Decorations  
Food and drinks  
Honorariums (Gifts, fees, etc. for speakers, entertainers, and guests)

Determine the number of people (not trailers or motorhomes) expected to attend and divide this number into the total Rally Expenses. Care must be taken not to overestimate the attendees; otherwise, the Rally will lose money if this number does not attend. It is better to underestimate attendance as far as setting the Rally Fee goes. Be reasonable.

Aside from restaurant meals and special events, hosts can set the fees for food at \$3.00 per person for each breakfast and \$5.00 per person for each dinner. If hosts anticipate a need to exceed these costs for special meals (such as steaks on the grill) then adjust charges for those specific meals upward to \$5.00 per person for each breakfast and \$8.00 per person for each dinner.

An additional 10% fee should be added to the estimated per person cost. This fee will cover unforeseen expenses. Any leftover funds should be added to the treasury.

Rally Fees must be computed and set in concurrence with the President and Treasurer.

Handling/processing fees will be added to the Rally Fee computation as part of the Total Expenses. Payments made by check or cash incur a handling fee; e-payment collections incur a processing fee. The charge for accepting payment by check or cash will be the same as that for accepting online payments. There will be no difference between a handling fee and a processing fee, and they should be added into the total rally fee amount to be collected.

Rally Host(s): We thank you for undertaking your rally; ask your officers for assistance, if needed.

## SUGGESTIONS FOR HOSTING AN AIRSTREAM RALLY

*(Adapted from original by Shelley Randall)*

### **Location:**

Check with President for contact information for the site. Coordinate with the Treasurer and President to determine the details of the content to be placed in the on-line Forms that are used for Registration and Payment.

Refer to the record of Registered Attendees for food counts, etc.

Registration for the rally will be by “Rally Registration Form” posted to the membership prior to the rally.

### **Food:**

Thursday night – (options) potluck dinner, nearby restaurant, “on your own”.

Friday night and/or Saturday night dinners –

- prepare one dinner for group; or,
- purchase food at local grocery store; or,
- make arrangements with a nearby restaurant.

The Host(s) may prefer to have Friday and/or Saturday lunch, instead of dinner –

- prepare one lunch for group; or,
- purchase food at a local grocery store; or,
- make arrangements for lunch at a nearby restaurant.

Friday and/or Saturday mornings, (two breakfasts) –

- elicit volunteer(s) to prepare breakfast on each of those mornings—can be simple such as yogurt, fruit, bagels or more substantial such as pancakes and sausage or eggs or oatmeal, etc.

Sunday morning, (breakfast) –

- Host(s) or ‘volunteer(s)’ provide continental breakfast.

### **Activities:**

Minimum: Scope out location and provide brochures and suggestions for Friday and Saturday (you may want to visit location ahead of time).



Optional: set up one tour or event, etc. for either Friday or Saturday. Airstreamers are resourceful and have a variety of interests...just give us information and we will explore the area!

**Schedule:**

Type schedule of events for rally and distribute via email to Registered Attendees prior to rally. Have additional copies and brochures to distribute when attendees arrive.

At the end of the Rally, provide the Treasurer the final list of attendees (with verified email address) and the receipts for all expenses.

If the Rally Fee was not pre-paid and/or if there were expenses that were not covered by a pre-payment, advise the Rally Attendees of the amount owed per person and ask for payment.

## SUGGESTED EQUIPMENT EVERY CARAVANNER SHOULD CARRY

1. Drinking water supply equipment including: 2 or more "White" drinking water hoses (NO RUBBER) 5/8" x 25 ft., 1 or more hose "Y's", 1 water thief, 1 water pressure regulator (if not built-in), and a 5-gallon water can or clean bucket and funnel (to fill water tank when there is no pressure).
2. Waste water disposal equipment including: 1 "Green" waste water hose, plainly marked "FOR WASTE WATER ONLY", 3/4" x 25' with male fitting cut off, 1 waste water holding container with vent tube (NO OPEN CONTAINERS).
3. Sanitary waste equipment: sewer hose - one 4 foot and one 8 or 10 foot is desirable.
4. Electrical equipment including: 1 or more 50 ft. 3-wire cord, 10 or 12 gauge, (10 gauge preferred) with U-bar grounding plug and receptacle; 1 adapter, trailer plug to U-bar ground plug; extra supply of fuses for trailer/motorhome battery system.
5. Emergency equipment including: 1 shovel, 1 light crow bar, set of reflectors, and a supply of fuses, fire extinguisher.
6. Other equipment including: wood or metal blocks and wedges for leveling trailer/motorhome, flagpole and a 3'x 5' U.S. flag.

## SUGGESTED SAFETY PRACTICES EVERY CARAVANNER SHOULD OBSERVE

1. Each member should ensure that his/her trailer/motorhome, tow vehicle and hitch equipment are always maintained in sound condition (Use enclosed safety check list as a guide).
2. Pull trailer onto the parking wedge. Then if something should go wrong, the trailer will roll away from the tow vehicle.
3. Treat the smell of gas as very dangerous. If you suspect a leak, find it and eliminate it immediately. Locate with soapy water--not a match!
4. Maintain an even speed when towing on hilly roads. Engine speed drops rapidly. Learn to shift into lower gear before losing too much speed. Otherwise, you may "crawl" over the hill and your tow vehicle will get hot.
5. Use ONLY 3-wire grounded power cords. NEVER use 2-wire cords!
6. Keep proper polarity. NEVER allow reverse polarity.

7. Use hoses marked "Safe for drinking water." NEVER use rubber hose. Proper hose keeps all our water safe and good tasting.
8. Pull off the highway at first safe turnout to allow back-up traffic to pass. This is a State Law in most states.
9. Stay within the speed limit and a safe distance behind other traffic. If you are following another Caravanner and can read his/her numbers, you're too close!
10. Carry a fire extinguisher in your Airstream and tow/towed vehicle.
11. REMOVE detachable mirrors as part of unhitching the trailer.

### COURTESIES EVERY CARAVANNER SHOULD OBSERVE

1. Show courtesy and consideration to all with whom you come in contact so that the goodwill of the WBCCI is enhanced.
2. Dispose of all rubbish by the means provided.
3. Collect gray-water in the proper receptacle on rally grounds. Dispose of it in the proper manner
4. Be courteous and considerate toward committee workers for they are volunteers.
5. Keep pets under control at all times. Clean up after them. Pets should not be in hospitality area.
6. When running generators, confine their use to appropriate places and times.
7. Wear WBCCI name badges at all times when at WBCCI activities or on caravans.
8. Let the officers and committee have the benefit of your ideas for the general improvement of the club.
9. Keeps the area around trailer/motorhome clean at all times.
10. Keep all clothing and laundry hung inside trailer/motorhome, NEVER outside on ropes or wires.
11. Advise neighboring trailers/motorhome of intent to disconnect water or power.
12. Protect others' water supply and keeps hoses out of the dirt.

13. Bring a fair share to the potlucks. Bring generous portions for the dinners, for we are one big family.

14. Makes a point of getting acquainted with new members and make them welcome.

15. Be considerate by not smoking at meetings or meals, etc.

## COOPERATION

Ways in which every Caravanner should cooperate with Unit officers as they do their work assisting all Caravanners:

1. Promptly inform Unit's Secretary AND the Headquarters of any address change.

2. Pay dues PROMPTLY as soon as notified, to insure inclusion in the directory.

3. Return rally reservations PROMPTLY to assist the rally planners.

4. Volunteer for committee assignment and other tasks as needed.