

“U3A Wanderers” - Guidelines for Organising a Rally

The U3A Wanderers Caravan Group, at their 2013 AGM, decided that all future rallies would be organised by volunteer members under the guidance of the Class Tutor. Each year, at the AGM approx. eight volunteers will be sought to organise rallies for the following year. The following guidelines are provided to assist rally organisers. If you need further assistance, please contact the Class Tutor.

Please note: These are only guidelines – the personal preferences of the organiser will always take precedence, as this gives us a greater variety of experiences.

Choosing the Date:

- Choose dates that do not clash with school holidays in Victoria, or neighbouring states when the rally is close to the borders of that state.
- Try to avoid planning a rally in the first week of a new U3A term.

We plan to hold about 6 to 8 rallies per year with a gap of approximately 6 weeks between rallies. Rallies usually start on a Friday and finish on the Monday.

Choosing the Caravan Park

- Where possible, choose a park not more than 400km from Knox that can provide the following facilities:
 - 10 to 20 powered sites (incl. En-suite sites)
 - Approximately 3 onsite cabins or motel rooms close to the park.
 - A suitable meeting place for 20 - 30 people for happy hour e.g. a Camp Kitchen or a Meeting room.
- Ensure that the rally town has a venue suitable for our “Saturday Night Dinner” capable of seating 20 – 30 people.

Booking the Caravan Park:

- Phone or visit the Caravan Park several weeks prior to the rally to ensure availability. It is advisable to do this soon after rally dates and venues have been decided.

- Check on discounts and/or special concessions for groups.
- Reserve 10 powered sites and 2 cabins for the “U3A Knox Club”.
- Request suggestions and details of the local pubs/restaurants etc suitable for dinner for 20 - 30 persons.
- Exchange contact details (Contact names and phone numbers).

Booking the Dinner Venue:

- Contact the local pub/restaurant to discuss your requirements.
 - Have a look at their menu – does it provide sufficient variety? There may be vegetarian or other special dietary needs.
 - Make a provisional booking for 20-30 persons for the Saturday night – final numbers to be provided closer to the day.
 - Exchange contact details (Contact names and phones numbers)

Research local information:

- If possible, contact the local Tourist Information Centre, tell them that you’re planning a Rally to their local area and ask them to provide a selection of brochures on local tourist attractions.
 - Ask about Markets, Shows or other activities that may be on during our visit.
 - Ask about special group tours in the area.
 - Google the town to get extra information.

Provide details for the Website:

- Advise the Class Tutor of the details of the rally, or any changes to the original details ASAP so that the website can be updated, and the group notified in a timely manner – complete the form on the group’s website www.u3aknoxwcc.weebly.com/rally-details.html or email details to wcc@u3aknox.org.au or phone the Class Tutor.
- As soon as possible after the conclusion of the rally provide a report and photos (if possible) to the Class Tutor via the group’s website www.u3aknoxwcc.weebly.com/rally-report.html or email details to the Class Tutor on wcc@u3aknox.org.au or phone the Class Tutor.