

**SUN CITY RV CLUB, LLC**  
**WAGON MASTER GUIDELINES &**  
**CARAVAN / RALLY REGULATIONS**

Wagonmaster has the responsibility of planning all phases of a caravan or rally. The difference between a caravan and a rally is: A [RALLY](#) is where the participants meet at a given destination point. A [CARAVAN](#) is where all participants leave from a specific area in groups utilizing group leaders and tail gunners.

Wagonmaster responsibilities involve the following, if applicable:

1. Determine the Caravan or Rally's final Destination.
2. How many Members express interest?
3. Date of departure and duration of Caravan/Rally.
4. Locate RV Camp-Ground(s) and Costs involved.
5. Plan meals for the Caravan/Rally.
6. Plan side trips and/or events.
7. Estimate all costs and charges. (Members pay upon sign-up).
8. Have Caravan application & Disclaimer form, Emergency Medical Information form and check from all participants.
9. Ensure that the Wagonmaster & last tail-gunner receive First Aid Kits.
10. Look for volunteers to assist whenever possible.
11. Tail gunners must have a Cell Phone for road service or emergency calls.
12. Tail gunners must have medical forms for his group and Orange Safety Vests prior to departure.
13. Prepare itinerary of the trip for each RV.
14. No guests under 18 years of age.
15. Beer, wine or liquor will not be purchased with Club fees.
16. All personnel checks must be made out to "[Sun City RV Club, LLC](#)".
17. All Caravan members must have a current Recreation Card and Club membership card.
18. Hold a pre-departure meeting and review, as a minimum, the following:
  - a. Safety
  - b. Route
  - c. CB or hand held FM Radio
  - d. Name Tag
  - e. Personal equipment
  - f. Meals and duties
  - g. Pennant for Rig.
  - h. Side trips
  - i. Points of interest.
  - J. Participant Obligations
19. After the Caravan/Rally, review with Club's Caravan Director, all aspects of the trip, including expenses.
20. Within two weeks after trip, the Wagonmaster is encouraged to provide a post trip write up, with Pictures, to the Webmaster, for posting on the RV Club's Website.
21. All checks & deposit slips must include the Trip # on the memo line.

Additional Notes:

- If you need copies made, the Club's copier is located in the Club Room at Sundial Recreation Center.
- Encourage others to take out a caravan next trip and let them know that if they need or want assistance to contact the Club's Caravan Director.