



# Rally Guide of the New Zealand Naturist Federation

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NEW ZEALAND NATURIST FEDERATION INC.

# National Rally Guide

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NEW ZEALAND NATURIST FEDERATION INC.  
Affiliated to the International Naturist Federation

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# Table of Contents

<b>Introduction</b>	<b>4</b>	<b>Shop / Canteen Manager</b>	<b>15</b>
<b>Application for Rally Venue</b>	<b>4</b>	<b>Bar Manager</b>	<b>15</b>
<b>Summary of Minimum Requirements</b>	<b>5</b>	<b>Sports Co-ordinator</b>	<b>16</b>
<b>Initial Preparations</b>	<b>7</b>	<b>Children's (Under 10) Organiser</b>	<b>17</b>
<b>NZNF Capitation Fee</b>	<b>8</b>	<b>Youth Organiser</b>	<b>17</b>
<b>Personnel Job Descriptions</b>	<b>10</b>	<b>Medical Officer</b>	<b>18</b>
<b>Co-ordinator</b>	<b>10</b>	<b>Photographer</b>	<b>18</b>
<b>Host/Hostess</b>	<b>10</b>	<b>Security</b>	<b>18</b>
<b>Treasurer (Finance)</b>	<b>10</b>	<b>Initial Matters to Arrange</b>	<b>18</b>
<b>Registrations &amp; Sites Officer</b>	<b>11</b>	<b>Costs</b>	<b>19</b>
<b>Secretary</b>	<b>12</b>	<b>Points to Watch</b>	<b>20</b>
<b>Public Relations Officer</b>	<b>12</b>	<b>During the Rally</b>	<b>20</b>
<b>Internet Officer</b>	<b>13</b>	<b>After the Rally</b>	<b>22</b>
<b>Newsletter Editor</b>	<b>13</b>	<b>Post Rally Outing</b>	<b>22</b>
<b>Works Officer</b>	<b>13</b>	<b>Appendix A Club Abbreviations</b>	<b>23</b>
<b>Hygiene Officer</b>	<b>14</b>	<b>Appendix B Rally Venues</b>	<b>24</b>
<b>Quartermaster</b>	<b>14</b>	<b>Appendix C Sample Registration Form</b>	<b>26</b>
<b>Transport Officer</b>	<b>14</b>		
<b>Entertainment Organiser</b>	<b>14</b>		
<b>Caterer / Chef</b>	<b>15</b>		

# A Guide to Running the National Rally

*Thank you for offering to run the NZNF National Rally.*

**A**s you will be aware the national rally is an important and traditional gathering of members of the naturist community in New Zealand, and has become an established feature of the naturist calendar since the first national rally in Wanganui in 1953.

It enables many of us to get together in a spirit of goodwill and friendliness to discuss matters of mutual interest, renew acquaintances or make new ones, and participate in a number of sporting, social and recreational activities which have become so much part of the New Zealand naturist scene.

In hosting and running a National Rally you and your club have taken upon yourselves a very responsible task, and one that the NZNF wishes you every success in. We are sure that you and your club will make the rally a very happy and successful one which will do you and your club credit.

This Guide is intended to assist you in your allotted task in setting up and arranging and running the Rally.

Should you want further information or assistance, the Federation Officers will be happy to oblige.

Once the venue of the forthcoming Rally is fixed, the Host Club becomes responsible for all the arrangements in connection with the Rally. The NZNF may ask for special arrangements etc. to be made. In general the Host Club would be bound by any such request made by the NZNF.

## Application for Rally Venue

**A**pplications to host and run a national rally are put forward at the Annual General Meeting of the Federation, two years before the rally, i.e. applications for a 2012/13 rally would be considered at the 2010 Annual General Meeting. Applications should be lodged with a covering letter explaining what your rally will provide.

It is important for clubs to put their application on the agenda of the meeting, closing with the NZNF secretary two months before the meeting date. This is because ALL affiliated clubs have the opportunity to vote on the locality, so that it is necessary to give advance notice so that all factors can be considered by clubs before the AGM.

Any club can apply for a Rally/Gathering but must state their intentions when holding the rally. I.e. say whether it will be a sporting or non-sporting rally, and if non-sporting what activities are proposed.

## Summary of Minimum Requirements

**H**ere is a summary of the minimum standards required for running a rally.  
Have a theme for the rally with a poster and registration forms available at the preceding rally.  
Advertise in the *gonatural* magazine at current rates in a minimum of 2 issues.

Rally dates: 28th Dec to 3rd Jan

28th Dec: Provide room for NZNF delegates AGM

28th Dec: Provide NZNF delegates luncheon and morning (and possibly afternoon) tea

Opening ceremony is on 28th December sometime after NZNF delegates AGM. Raise official NZNF flag.

Sports entries usually close about 4:30pm on the 28th December

Closing day on the 3rd of January

Provide for sports presentations and closing ceremony. Medals, trophies and certificates will be provided by the NZNF Sports Officer.

Lower flags during Closing Ceremony and hand official NZNF flag to a representative of the following year's rally.

Provide minimum one evening meal

Provide minimum one morning breakfast

Provide morning and afternoon tea, coffee & biscuits (7 days)

Entertainment during evenings e.g. music, karaoke, quiz, casino night, bingo, auction.

Music for dancing on New Year's Eve

Collection for Percy Cousins Trust (usually at entry at one evening's entertainment)

Pay capitation fee to NZNF (currently \$2.50) for each club member attending the rally.

Welcome bags

First Aid

Rubbish collection

Name tags

Official photography of events during the rally for purchase by rally participants.

Sports as per the official program

Sports program - usually 8am to noon, 1pm to 5pm

Sports requirements

1-3 miniten courts and good quality tennis balls

volleyball court and volleyball

tennis court and tennis rings

1-2 table tennis tables and bats and balls

2 dart boards and darts

2-3 bowls mats and bowls

3-4 petanque sets

2-4 kubb sets

chess and draughts sets

swimming pool lane markers

Plus entry sheets, draw sheets, whistle, measuring equipment, scoreboards, scoresheets, pens, chalk, whiteboard markers and large whiteboard for keeping players up to date with sports information.

If the club is unable to hold sports during the rally then suitable fun games should be held in their place, as well as some adventurous activities, e.g. plane/helicopter/balloon rides, walks, boat rides, car rally.

## Initial Preparations

Once a club has been advised that its application to host and run a rally has been accepted, then immediate consideration should be given to setting up a rally committee.

The committee of a club usually has enough to do in keeping the club running efficiently from day to day, and looking after the needs of its members. For this reason it is usual to establish a separate 'rally committee'. Members of the club's committee can of course be on the rally committee.

The rally committee is in effect a sub-committee of the club, with a specific responsibility to set up and run the rally. It should of course report regularly to the club committee and in addition ensure that any of its plans and actions has the concurrence of the club committee.

The club should appoint a **RALLY CO-ORDINATOR**, preferably one who has been to rallies, and an individual who is keen, willing and able to motivate others.

The following is a suggestion of what positions should be on the rally committee:-

- ❖ Co-ordinator
- ❖ Host and/or Hostess
- ❖ Treasurer (Finance)
- ❖ Registrations & Sites Officer
- ❖ Internet Officer
- ❖ Secretary
- ❖ Public Relations Officer
- ❖ Newsletter Editor
- ❖ Works Officer
- ❖ Hygiene Officer
- ❖ Quartermaster
- ❖ Transport Officer
- ❖ Entertainment Organiser
- ❖ Caterer/Chef
- ❖ Shop/Canteen Manager

- ❖ Bar Manager
- ❖ Sports Co-ordinator
- ❖ Children's (Under 10) Organiser
- ❖ Youth Organiser
- ❖ Medical Officer
- ❖ Photographer
- ❖ Security

A member of the rally committee may be responsible for one or more of the above. The member responsible for any of the above may set up a sub-committee to do the detailed work, planning and organisation, and to carry out the work during the rally. In all cases a member of the rally committee should have someone familiar with the detail so that in the case of last minute absence or sickness a replacement is available.

The rally committee should meet regularly, say monthly, and all members should attend meetings. This enables all members to have an overall picture of what is happening as well as ensuring all have the opportunity to contribute ideas for the overall running of the rally.

As noted earlier, once the rally committee has approved any proposal, or agreed to any line of action, it should inform the club committee so that if necessary the proper approval can be given so that areas of conflict will not arise.

It is the responsibility of the member dealing with that subject to organise and have it carried out, any proposal or line of action approved by the rally committee.

A collection shall be taken at some convenient time during the rally towards the Percy Cousins Trust Fund.

By agreement between the host clubs, the NZNF is responsible for:

- Provided information and links to the clubs rally page.
- Supply of medals and certificates for all sports winners and volleyball runners-up.

#### **NZNF Capitation Fee**

A capitation fee of \$2.50 for each registration should be made to the NZNF.

Items for consideration at meetings will include:

- Costs
- Publicity



- Functions, entertainment and opening / closing ceremonies
- Opening speaker
- Accommodation, sites and associated matters
- Sporting events
- Outings
- Grounds requirements, facilities, hygiene
- Timetable
- Grounds communications, daily newsletter and signage
- Meals
- Shop's provisions and other requirements
- Meat and salad packs, vegetables, bread, milk, provisions, etc.
- Bar and license
- Identity Tags for participants
- Children, youth activities
- Whether to sell t-shirts etc.
- Contents of welcome bag
- Raffles, prizes
- Photography
- Safety, first aid and security

## Personnel Job Descriptions

**M**embers of the rally committee have the following responsibilities:

### **Co-ordinator**

- ❖ Call and chair meetings of the rally committee.
- ❖ Co-ordinate between host club and NZNF and generally attend to those things that may cause confusion or even ill feeling.
- ❖ Maintain a list of duties to ensure nothing is missed.
- ❖ Act as mediator in areas of dispute or misunderstandings.
- ❖ NOTE: He should keep himself free from detail so that he can supervise generally or give his attention to any function that is not operating.

### **Host and /or Hostess**

- ❖ Welfare of those attending the rally, visiting all campers after arrival and thereafter daily.

### **Treasurer (Finance)**

- ❖ Duties: To organise and run all the finances for the rally, before, during and after. At the end to produce financial statements as per standard practice. These accounts will need to be audited.
- ❖ Prepare the budget for the rally. (Take into account extra power and water costs)
- ❖ From the budget recommend a rally fee. (Note; it has been usual to offer a discount if paid before 31st October which also gives you an opportunity to go in a draw for a free rally)
- ❖ Open bank account.
- ❖ Arrange signature authorisation.
- ❖ Obtain receipt book.
- ❖ Co-ordinate with other committee members to pay accounts.
- ❖ Collect incoming money at rally time from bar, shop, catering.
- ❖ Bank all incoming money.
- ❖ Pay all incoming accounts.
- ❖ Collect all day fees.

- ❖ Pay NZNF capitation fee (\$2.50 per adult attending rally).
- ❖ Provide safe place for money collected over rally period.
- ❖ Prepare and present balance sheet after completion of the rally.
- ❖ NOTE: The cost of the NZNF Council luncheon is to be reimbursed by the NZNF.

#### **Registrations & Sites Officer**

- ❖ Duties: To produce, distribute and action registration forms, and allocate sites, ID tags and rally information to guests.
- ❖ Registration forms for attending the rally should be produced and be made available at the preceding rally, sent out to other clubs for their notice boards and posted on the club's internet site. Double check that the information you want returned is on the registration form. For a sample registration form see Appendix C.
  - Other information you might want to include on the registration form could be:
    - If arriving by public transport if so where and when and if transport required to the grounds.
    - Whether staying at grounds or not. If so what in - tent/caravan (size)
    - If the visitor prefers to be with other own club members?
    - NOTE: Do not put an application/registration form in the 'gonatural' magazine.
    - Ask registering members not using email to enclose a stamped self addressed envelope.
- ❖ Action 'registration forms', reply and send receipts and information to all those registered.
- ❖ Prepare database list of registered people.
- ❖ From 'registration forms' pass relevant information to Treasurer, Quartermaster, Transport Officer and Shop Manager.
- ❖ Contact all club caravan owners to see if they are attending the rally, and if not, if they are willing to rent their vans. Co-ordinate hire with owner and renter.
- ❖ Allocate all camp sites including rental vans and powered sites and on-site accommodation.
- ❖ Liaise with individuals regarding their needs.
- ❖ Organise items to go into welcome bags.
- ❖ Organise publicity pamphlets to go into welcome bags.
- ❖ With the help of entertainment officer produce tickets for functions.

- ❖ Arrange a registration tent at gate.
- ❖ Organise roster for registration tent to be manned generally from the 26<sup>th</sup> to the 28<sup>th</sup>. When registration tent is unmanned have a sign directing visitors to a clearly marked rally office.
- ❖ You will need a list of rally participants. When they arrive, collect any remaining fees, issue their identity tags, welcome bags and have them shown to their site. You will also need to decide what procedure to follow if anyone arrives who is not on the registration list. Where full rally fees have not been paid in advance, ensure that the balance is ALL PAID at the time of registration.
- ❖ Issue identity tags. Print the **FIRST** name or nickname of the person clearly on **BOTH** sides of each tag. It is preferable to use a marking ink that is waterproof. Make the name of the member in particular as large as and as neat as possible. The name tag should be somewhere that is easily visible such as be attached to a hat or hung around the neck. These will need to show name, club, and also show title of rally committee members, e.g. rally co-ordinator, treasurer, sports, photographer, etc. You may want to issue the tags in different colours e.g. red for those who do not want to be photographed, green for day visitors with the day also written on it, yellow for the rally committee and white for all others.
- ❖ Various people from other clubs may be staying extra time. Ask them when they register as to their intentions. If they are staying longer then collect the usual charges. A separate record of these should be kept. It may also be advised to record the caravan or car registration so that an appropriate check can be made at a later time in the event that the visitor stays longer than his stated intention.
- ❖ Day visitors are to pay before being permitted further entry.
- ❖ During the rally people may approach you for a replacement tag. Issue these without question, but take care in case anyone tries to get a tag without registering.
- ❖ Small children should be discouraged from having tags.
- ❖ You will also need a list of VIPs, entertainment 'celebrities', equipment deliveries and any other visitors and their scheduled date and time of arrival and who has the responsibility of dealing with them.

#### **Secretary**

- ❖ Take minutes at all rally meetings and send copies to all rally committee personnel and a copy to the club's main committee.
- ❖ Attend to rally correspondence with the NZNF, other clubs and individuals.

#### **Public Relations Officer**

- ❖ Produce a rally poster.
- ❖ Have the rally poster, other rally information and registration forms available for;
  - Presentation at the preceding rally.

- All clubs for their notice boards.
- On the internet (club and NZNF sites).
- Insertion of adverts in 'gonatural' and possibly the Australian magazines. These should go in their March, June and September issues, and possibly also write articles for the 'Around & About' section.
- ❖ Contact newspapers and invite the press.
- ❖ Contact TV channels.
- ❖ Co-ordinate publicity with NZNF Communications Officer.

#### **Internet Officer**

- ❖ Insert the rally poster, registration form and other information about the rally on to the club internet site.
- ❖ Pass to the NZNF Internet Co-ordinator the rally poster and other information about the rally for insertion on the NZNF site.

#### **Newsletter Editor**

- ❖ Write a newsletter to be ready early each morning. Newsletter to contain such items as interesting happenings during the day, any sports results and information given to you by the sports officer, and coming events such as evening entertainment and children / youth activities, interesting cartoons, etc.
- ❖ Organise the use of computer, printer and copier for the newsletter.
- ❖ Organise the supply of paper and consumables.
- ❖ Organise with the committee an office.
- ❖ Arrange delivery of the newsletter early each morning.

#### **Works Officer**

- ❖ Arrange for works committee to carry out work required to prepare the grounds, buildings and sports areas for the rally.
- ❖ Mark out camp sites and see that they are ready for the Registrations Officer to allocate.
- ❖ Arrange construction of stage.
- ❖ Organise speaker system.
- ❖ Arrange lighting.
- ❖ Arrange for an electrician to be available, if one is a member of the club, or if not, if one is visiting.
- ❖ Provide maintenance that may be required around the grounds from time to time.

**Hygiene Officer**

- ❖ Basic responsibilities are to organise rubbish bags for campers and collect rubbish daily at rally. Organise a large bin or similar to dispose of rubbish. Daily cleaning of ablutions, toilets, club house, marquee and the grounds. Ensure consumables available.
- ❖ Provide a list of consumables with cost.
- ❖ Obtain consumables.
- ❖ Organise large rubbish bin.
- ❖ Arrange vehicle for collecting rubbish from camp sites during the rally.
- ❖ Organise helpers.
- ❖ Provide a supply of rubbish bags for each camper's welcome bags.
- ❖ Provision of rubbish receptacles around the ground.
- ❖ Present accounts for payment to the rally treasurer.

**Quartermaster**

- ❖ Arrange the hire of equipment needed for the rally including marquee, tables and chairs, lighting, sound equipment, and any extra toilets and showers if required.
- ❖ Ensure enough fridge-freezer space available for campers.
- ❖ Hold and issue, on request, camping equipment made available by host clubs' members.

**Transport Officer**

- ❖ Arrange and co-ordinate transport to meet visitors arriving by bus, train, air, etc., without their own transport and takes them to the grounds.
- ❖ Arrange return transport, on request, at the end of the rally.
- ❖ Arrange any transport required by the Quartermaster for movement of equipment.
- ❖ Arrange collection and return of rental caravans.
- ❖ Arrange transport for any children's outings.

**Entertainment Organiser**

- ❖ Duties: To organise all entertainment not covered by Sports and Children's Organisers.
- ❖ Arrange programme for evening entertainment.
- ❖ Book band for New Years Eve.

- ❖ Decorate clubhouse and marquee.
- ❖ Arrange for suitable person to use speaker system for making announcements.
- ❖ Organise opening ceremony.
- ❖ Arrange night entertainment including a night with gold coin or note donation for Percy Cousins Trust.
- ❖ Arrange daytime entertainment.

#### **Caterer / Chef**

- ❖ Organises the NZNF Council luncheon on the day of the AGM. (Cost reimbursed by NZNF).
- ❖ Organise morning and afternoon teas.
- ❖ Organise one dinner and one breakfast.
- ❖ With Quartermaster, ensure that sufficient equipment is hired if club equipment is insufficient for rally numbers. Ensure enough fridge / freezer space for food.
- ❖ Arrange roster of helpers.
- ❖ Organise food for sale for lunches.
- ❖ Organise meat and salad packs for sale for the evening meals.

#### **Shop / Canteen Manager**

- ❖ Make sure the shop is ready for use.
- ❖ Arrange signs for price of goods and opening hours.
- ❖ Arrange roster to run shop.
- ❖ Co-ordinate orders for bread, milk, vegetables, meat and newspapers.
- ❖ Purchase products for sale including ice creams, soft drinks, sweets and sun screen.
- ❖ Sell the lunches and evening meat and salad packs.
- ❖ Forward accounts for payment and income to treasurer.

#### **Bar Manager**

- ❖ Duties: To co-ordinate all aspects of running the bar including;
- ❖ Arrange sponsorship (DB, Lion tent?)
- ❖ Arrange for special bar licence for the period of the rally (27th Dec to 4th Jan).

- ❖ Order supplies in accordance with the numbers attending the rally.
- ❖ Arrange bar roster.
- ❖ Check enough fridges.
- ❖ Organise quiet music to relax by.
- ❖ Maintain good books for treasurer of outgoings and incomings.

#### **Sports Co-ordinator**

- ❖ Duties: To ensure all courts and equipment are ready, and organise entries, draws and running of all sports during the rally as per the official program.
- ❖ Ensure that courts, equipment, balls, umpire stands, etc. are prepared and are available including:
  - Mark out lines on volleyball, tenniquoit and miniten courts.
  - Ensure that scoreboards for all sports are ready.
  - Ensure lane markers for the swimming sports are available and in good order.
- ❖ Provide information for rally packs.
- ❖ Organise sports timetable.
- ❖ Provide sports entry and draw sheets.
- ❖ Have a copy of the 'Official Sports Handbook of the NZNF'. This can be downloaded from the NZNF website. Appended to the handbook is a listing of all the events contested for the national rally.
- ❖ Arrange helpers for each sport.
- ❖ After sports entries have closed hold a meeting for sports team leaders, club sports representatives, seed players and do the draws.
- ❖ During the rally arrange for miniten courts to be swept, indoor bowls floor to be swept, table tennis tables to be set up and for the swimming pool to be set up for competition (lane markers, scorers' table).
- ❖ Run sports as per the official program and according to the handbook; usually 8am to noon, 1pm to 5pm starting at 9am on the morning of the catered breakfast and New Year's Day.
- ❖ Write up results for newsletter on a daily basis.
- ❖ Top Team (fun games) - Prepare fun games and equipment, over the lunch hour for each club to participate in. These games to be a total of about 30 – 45 minutes duration for teams of 6 and be of such a nature that all age groups may participate.



- ❖ The NZNF Sports Officer holds a record of all past sports trophy winners and is responsible for updating those records at the end of the rally. A full list of trophy winners should be presented by the Sports Organiser to the NZNF Sports Officer giving full Christian and Surnames plus club to which they belong.
- ❖ Liaise with the NZNF Sports Officer to ensure medals and certificates are ready for presentation. The winners in the singles and doubles events and the rinks bowls will usually receive a medal. The winners in the teams' events will receive a trophy, as well as a certificate. These are supplied by the NZNF.
- ❖ The minimum court and equipment requirements for running the sports are;
  - 1-3 miniten courts (provide minimum 6 canisters of tennis balls)
  - 1-2 volleyball courts (provide minimum 1 volleyball per court)
  - Tenniquoit court (provide minimum 2 tenniquoit rings)
  - 1-2 table tennis tables (provide minimum 10 table tennis balls plus bats)
  - 2 dart boards (provide minimum 4 sets of darts)
  - 2-3 indoor bowls mats
  - Chess and draughts sets
  - Petanque sets
  - Swimming pool

#### **Children's (Under 10) Organiser**

- ❖ Arrange a tent for children's program.
- ❖ Prepare programme of entertainment for children.
- ❖ Ensure children's play equipment, paper, pencils, etc. are adequate and in good order.
- ❖ Arrange supervision of children during organised periods.

#### **Youth Organiser**

- ❖ Arrange daily timetable for youth activities.
- ❖ Organise ground activities for the youth.
- ❖ Co-ordinate with the youth who are coming to the rally on what they would like to do.
- ❖ Be the leader for youth enquiries and activities.

**Medical Officer**

- ❖ Arrange for someone trained in first aid to be available.
- ❖ Arrange for first aid kit to be available.
- ❖ Arrange, where required, for evacuation of sick to see a doctor or go to hospital.

**Photographer**

- ❖ Provide all photography for the rally and display them so as they may be purchased by rally goers.
- ❖ Provide photographs (with each person's consent) to the 'gonatural' magazine.

**Security**

- ❖ Provide nightly walks around the grounds to ensure all is safe and there are no unwelcome visitors.

## Initial Matters to Arrange

Once you have a rally committee, there are a number of initial matters to decide.

Decide on the rally theme.

Decide what needs to be done on the club grounds to bring them up to an acceptable standard for holding the rally. Obtain the concurrence of the club's committee to any proposals for works and developments.

Assess the costs of running the rally and providing for the running expenses (see item headed costs). Establish the rally registration fee. Have this figure confirmed by the club committee.

Prepare a rally poster and a suitable brochure, providing the information you want intending visitors to know, and registration forms.

An appropriate notice should be inserted in the first available issue of the 'gonatural' magazine. If you are unable to establish the cost to members by the deadline date, then don't mention it at that stage. Hopefully your first notice can go in the March issue of the magazine. Certainly the notice should be no later than the June issue. The deadline for the June issue is usually about the middle of April.

If there are any legal requirements to be met, make the necessary arrangements to have these fixed very early.

Draft out a rally programme. Bear in mind that the NZNF executive normally meets on the first day of the rally.

Make contact with other clubs that you know can arrange or organise an event, sporting or otherwise, and have them confirm their willingness to organise and run that particular event

## Costs

Members of naturist clubs thinking of attending a rally will, by the time of the preceding rally, want to know what the cost of attending will be.

As has been the practice over recent rallies to make an all inclusive charge, so that after arrival, other than for food, drinks and provisions and the like, no additional charge is faced.

It is strongly recommended that this practice continue.

To enable you to determine what you should charge, an early indication of costs must be obtained.

The total costs (plus a reasonable amount in excess) divided by the number of anticipated registrations would give the amount to charge each attender. Charges are usually levied on each adult – persons aged 18 and above plus a small charge to cover for meals for children.

Typical costs which should be taken into account are:

- Printing/stationary/postage
- Publicity
- Additional energy costs - fuel, electricity, etc.
- Water and hygiene
- Entertainment, costumes and decorations
- Cost of hiring equipment/tents/marquees, etc.
- Sports equipment
- Buildings/improvements to grounds
- Photography
- NZNF capitation fee
- Insurances

## Points to Watch

**L**iaise as frequently as you desire with officers of the NZNF to ensure that their requirements are met.  
Morning and afternoon teas are appreciated every day of the rally.

The photography rules - i.e. no other than official photographers - should be spelt out before the rally, or at the latest on the first daily newsletter.

Your requirements as to pets - usually dogs - should be advised to intending visitors in your introductory brochure.

Try to organise sporting events so they do not clash, in particular the finals.

Whilst in earlier years a public address system was often used, this practice has fallen into disuse.

It is essential you have a 'rally headquarters' and that this be prominently marked. This should be manned during all wakeful hours.

You should have several certified first aiders available should the need arise, with a proper and well stocked first aid cabinet. Perhaps the St. Johns will provide someone to be in attendance for a small donation.

It is a good idea to have a daily newsletter keeping members fully up-to-date on past, present and future happenings, issued each day of the rally.

A collection for the Percy Cousins Trust Fund should be made on a suitable occasion during the rally. Custom has had it so that the collection is taken during the Concert. Give the fact that a collection will be taken prominence in the daily newsletter and on the public address system.

The rally PRO should liaise with the National Communications Officer on all rally PRO matters.

Have some sort of special identification for your rally committee.

Make sure that all rally committee meetings are fully minuted, and notes are taken on other appropriate occasions. Rally committee minutes should also be sent to club committee members.

Determine the contents of the welcome bag. It is usual to include a rally information letter, a small gift (e.g. plastic drinks tumbler, bum towel), area tourism brochures, and possibly sunscreen.

You may want to run a raffle. Goods donated or bought, or hot chickens at dinner time.

## During the Rally

**S**tay as close to your programme as you possibly can.

Review continuously the programme, making any last minute changes as dictated by circumstances

arising at the time. Try always to have an alternative just in case the weather turns bad or scheduled events cannot be held, particularly when invited performers are involved.

Provide a room on the first day (28<sup>th</sup> December) for the NZNF delegates' meeting is to be held. A luncheon and morning and afternoon tea are to be provided, paid for by the NZNF.

The Opening Ceremony follows normally at 4pm. This includes the raising of the NZNF official flag and any other flags.

A general meeting of members is to be held normally after the Opening Ceremony or before the presentation of medals and trophies.

The entries for the sports close at about 4pm followed by the sports draw with the heads of all the sports and club representatives at about 5pm.

Keep members informed of what is going on, and give plenty of notice for important events and functions.

Be prepared to listen to all sorts of gripes and grizzles, brick-bats and bouquets.

Clear rubbish and clean ablutions frequently to avoid disease and illness.

Note everything worth noting in a notebook so that these can be raised and discussed during the de-brief meeting. Have all rally committee members do the same.

If any dispute arises as to rules of sporting events, consult the 'Official Sports Handbook of the NZNF'.

If the press or TV is on the grounds, inform all present. Advance notice would probably be appreciated by many.

Arrangements should be made to meet invited guests and make sure that they 'feel at home'.

Where matters of club policy or rules arise the club's committee should be involved.

It is recommended that you arrange for representatives of all clubs to take turns each night during the rally on security duties.

The presentation of medals and trophies is held in the afternoon of the final day.

This is followed by the Closing Ceremony which should include short thankyou speeches by the Rally Coordinator, Host Club President and the NZNF President. Also included is the lowering and handover of the Official NZNF flag to a representative of the next rally.

## After the Rally

**H**ave a debrief meeting as soon as possible after the rally. All rally committee members should present a written report so that these can be filed for future references. Matters arising during the rally should be discussed and points noted so as to either avoid or adopt for the next rally.

Write a Rally Report to the club committee.

Have all accounts finalised at an early date, so that the rally accounts can be closed off and any profits can be appropriated to the club's accounts.

Let other clubs know just how you felt about running the rally, and a rough estimate of the financial gain.

File all papers, accounts and other records so that they can be referred to in future, or by another club who may want to run a rally.

Return all borrowed or hired property, and arrange for the club grounds to be cleared of any rubbish etc. accumulated during the rally.

The 'gonatural' editor will arrange for a 'Rally Report' to be written so it can be placed in the March issue of the 'gonatural' magazine.

## Post Rally Outing

**I**t can be a good idea to organise an all day outing for rally goers and others to explore a tourist destination nearby. This is in addition to the rally and not part of it. Examples of these outings in the past have included trips to Kapiti Island, boating on Kaipara Harbour, a gorge in the Wairarapa, a beach walk north of Christchurch, the Otago Central Rail Trail and Mangatutu Hot Springs in inland Hawkes Bay. Such a trip can be a good way to wind down after the rally.

## Appendix A

Recognised abbreviations for affiliated clubs are:

Hibiscus Coast Sun Club	HCSC	Nelson Sun Club	NSC
Auckland Outdoor Naturist Club	AONC	Pineglades Naturist Club	PNC
Auckland Sun Club	ASC	South Canterbury Sun Club	SCSC
Counties Sun Club	CoSC	Orchard Sun Club	OSC
Waikato Outdoor Society	WOS	Alpine Lakes Naturist Club	ALNC
Bay of Plenty Sun Club	BOP	Southern Naturally	SN
Rotota Sun Club	RSC	NZ Nudvan Club	NV
Hawkes Bay Naturist Club	HBNC	Free Beaches NZ	FB
Taranaki Naturists Club	TNC	New Zealand Naturists	NZN
Manawatu Naturist Club	MNC	Leisure Theme	LT
Wellington Naturist Club	WNC		
Brumar Naturist Homestay	BNH		
Eden Naturally	EN		
Waitata Bay	WB		
Katikati Naturist Park	KNP		
Wai-natur Naturist Park	WNP		

## Appendix B

### Rally Venues

No.	Year	Venue	Theme	Rally Organiser
1	1953	Wanganui Sun Club		Perc Cousins and Ivan Mowlem
2	1954	Wanganui Sun Club		Perc Cousins and Ivan Mowlem
3	1955	Auckland (Oratia)		Colin Baker
4	1956	Wanganui Sun Club		Perc Cousins and Ivan Mowlem
5	1957	Wanganui Sun Club		
6	1958 Jan	Christchurch Sun Club		Trevor Berland
7	1958 Dec	Wellington Sun Club		Doug Cousins
8	1960	Auckland Outdoor Health Club		Norman Fullerton
9	1960/61	Wanganui Sun Club		Duncan Blackwood
10	1961/62	Canterbury Sun Club		Ray Clark
11	1962/63	Wellington Sun Club		Jim Quinlan
12	1963/64	Auckland Outdoor Health Club		Jack Headford and Sieman De Bruin
13	1964/65	Canterbury Sun Club		Russell De La Cour
14	1965/66	Wellington Sun Club		Gavin Robieson
15	1966/67	Auckland Outdoor Health Club		Les Olsen
16	1967/68	Wellington Sun Club		Ad Zwetsloot
17	1968/69	Canterbury Sun Club		Joan Treanor
18	1969/70	Auckland Outdoor Health Club		Ron Williams
19	1970/71	Wellington Sun Club		Ad Zwetsloot
20	1971/72	Canterbury Sun Club		Russel De La Cour
21	1972/73	Auckland Outdoor Health Club		Kees Van Den Bosh
22	1973/74	Wellington Sun Club		Ray Hyndman
23	1974/75	Canterbury Sun Club		John Russell
24	1975/76	Auckland Outdoor Health Club	Come Alive Rally	Roger Morton
25	1976/77	Wellington Sun Club	Silver Jubilee Rally	Ray Hyndman
26	1977/78	Tologa Bay. GCC	Gisborne Rally 77	Peter Phin



27	1978/79	Canterbury Sun Club	Piny Bear Rally	Norm Wilkinson
28	1979/80	Wellington Sun Club	Gumboot Rally	Ad Zwetsloot
29	1980/81	Taranaki Naturists Club		Peter James
30	1981/82	Canterbury Sun Club	Bare it all Rally	Kay Russell
31	1982/83	Auckland Outdoor Health Club	Pally Rally	John Bloomfield
32	1983/84	Palmerston North Sun Club	(Frog Logo)	Alan Morrison
33	1984/85	Tologa Bay. GCC		Ian Fairbrother
34	1985/86	Canterbury Sun Club	OK Rally	Kay Russell
35	1986/87	Wellington Sun Club	Harbour Capital	Roy Cox
36	1987/88	Auckland Outdoor Health Club	The Roman Games	Peter James
37	1988/89	Palmerston North Sun Club	Indian Games Rally	Alan Morrison
38	1989/90	Wellington Sun Club	Naturally Rally	Barry Williams
39	1990/91	Christchurch Sun Club	Time Travel Through Tardis	Norm Wilkinson
40	1991/92	Auckland Outdoor Health Club	Passport	Michael Kelly
41	1992/93	Hawkes Bay Sun Club	Back to Basics	Edna Sykes
42	1993/94	Palmerston North Sun Club	Wild West Show	Brian Stewart
43	1994/95	Christchurch Sun Club	Mardi Gras Rally	Kay Burrows
44	1995/96	Wellington Sun Club	Hollywood Rally	Clive Hellyar
45	1996/97	Auckland Outdoor Health Club	Medieval Rally	Michael Kelly
46	1997/98	Rotota Sun Club	National Camp Out	Michael Kelly
46a	1998	Wellington Sun Club	NZNF sports weekend	Ken Mercer
47	1998/99	Manawatu Outdoor Leisure Club	Naturally	Edna Lamas
48	1999/00	Wellington Sun Club	Wellington 2000	Ken Mercer
49	2000/01	Pineglades Naturist Club	Circus	Lynette McKnight
50	2001/02	Rotota Sun Club	R n R @ ROTOTA	Mike Kelly
50a	2002	Wellington Naturist Club	NZNF sports weekend	Ken Mercer
51	2002/03	Auckland Outdoor Naturist Club	Sun & Sails	Linda Smith
52	2003/04	Wellington Naturist Club	Five Acres Garden Fiesta	Ken Mercer
53	2004/05	Pineglades Naturist Club	Mainland Crusade	Noel Thomas
54	2005/06	Taranaki Naturists Club	TNC by the sea	Larry Crow



## APPENDIX C Sample Registration Form

Name of Club

Theme of Rally - 64th NZNF Rally

28 December 2015 to 3 January 2016

Surname	First Name	Adult (>18)	Child (11-17)	Child (5-10)	Child (<5)	NZNF/INF Member since (date)

Postal Address: .....

Club Name: .....

Email: ..... Phone Number: .....

Emergency Contact Name: ..... Emergency Phone: .....

Arrival Date: ..... / ..... / ..... Departure Date: ..... / ..... / .....

Tick	Accommodation Requirements for the duration of the Rally (1 Week)		# Persons
	Caravan	\$300.00 (either a rented caravan or loan of Members caravan)	
	Powered Site	\$20.00 -Provide own Caravan, Campervan or Tent – Power supplied	
	Non Powered Site Free	Free -Provide own Caravan, Campervan or Tent – Power NOT supplied	

Every effort will be made to accommodate Rally participants but no guarantees can be made until confirmation is sent to the Applicant.

Accommodation will be allocated upon full payment of Rally fees. Payment of accommodation is required in full within 30 days of the allocation to the Rally Participant. Confirmation will be sent upon receipt of full payment for the allocated accommodation.

Fees	Rate	Number	Amount
Adult Rally Fee	\$140.00		
Discount per adult if paid by 31st October 2015	-\$10.00		
Children (11-17) Rally Fee	\$20.00		
Children (5-10) Rally Fee	\$10.00		
Well behaved children under 5 have free entry	N/A		
Adult visitor Day Fee (8:00am to 6:00pm)	\$30.00		
Adult visitor Evening Fee (7:00pm to midnight)	\$30.00		
<b>Total Due</b>			<b>\$</b>
Payment (Minimum \$50.00 per adult) Deposit non-refundable	\$50.00		
<b>Remaining Payment Due 1st December 2015</b>			<b>\$</b>

Email correspondence to: email address or Post correspondence to:

<b>Payment (Please tick box)</b>	
	Cheque Payable to: CLUB Post to: CLUB, PO Box 12-345, Suburb, CITY 1234
	Electronic A/C: 02-0100-0000111-002 Payment details: "Rally" [Surname] [First Name]

SIGNATURE: .....

DATE: .....

