

IRISH CAMPING AND CARAVAN CLUB



[WWW.ICCC.IE](http://www.iccc.ie)

MEMBERSHIP HANDBOOK
the little green book

WELCOME

Congratulations on being a member of the Irish Camping and Caravan Club. We are a 'Fun for all the Family' All-Ireland Club. The ICCC has been the fastest growing Camping & Caravanning Club in Ireland.

You will be made most welcome in the ICCC, where you will enjoy the social aspect of the club and the advice and support of like-minded members. You will be able to attend any meet on the calendar and avail of ICCC members only discounts and offers etc. (to include ferry, insurance, sales and service, accessories and repairs, sites, leisure activities and driving schools).

We cater for all people to include Singles, Couples, Families and Seniors etc. in all modes of Camper Vans/Motorhomes, Caravans and Tents.

During a season, we have a very full calendar and visit almost all counties of Ireland and occasionally travel to UK and Europe. The ICCC has six regional branches to cater for the local needs of everyone across all 32 counties of Ireland. The club also has 2 members only sites at Drumgoff, Co. Wicklow and Courtown, Co. Wexford which are open all year round. We also provide the International Travel Carnet for members wishing to travel abroad.

Further general information on the club is available on the 'About Us' and 'Why Join' pages on the website.

CLUB HISTORY

In 1971, five families decided to form a new club, and the Irish Camping and Caravan Club was born. They met in the home of one of the members and it has been the feature of the club since then to use whatever premises are available and to manage our affairs on a voluntary basis. The first stated objective of the club was to promote camping and caravanning in Ireland.

The first meet was held at Easter the following year with weekly meets held thereafter, in addition to a two week holiday in August; this has been the general pattern of club activity since. As a family club it has always been our intention to facilitate such events and as such we are into third generation memberships.

In 1982 we purchased our club site, Drumgoff Barracks in Glenmalure.

In 1984 we held our first 'National Rally' over the June bank holiday weekend to attract new members; this led to the formation of the Leinster and Shannonside branches in 1985. The Leaside branch was established in 1989, Corrib in 1991, Northern in 2011, our newest branch South East was formed in 2016.

At the General Assembly of the FICC in 1972 the club's application for membership was accepted. The club has been represented at nearly every International Rally since. We have hosted the rally three times - in 1989, 1997 and 2007.

In 2012 we purchased our second site in Courtown, Co. Wexford.

NATIONAL COUNCIL

The role of the National Council is to oversee the day to day running of the club. National Council consists of 9 members and a rep. from each of the six branches.

The National Council runs two events over the year, first the National Rally which is held over a bank holiday weekend and the National Holiday held during the summer. This is a great opportunity to meet members from all over Ireland.

The constitution can be found on the club website at www.iccc.ie

National Council can be contacted by email: council@iccc.ie



TRAVEL CARNET

The affiliation of the Irish Camping and Caravan Club to the FICC automatically authorizes it to distribute to its membership the International Camping Card (CCI), also known as the Carnet Card issued by the FICC in collaboration with the Alliance International de Tourisme (AIT) and the Federation Internationale de l'Automobile (FIA). It confers a number of exclusive privileges on both the holder and the member Federation or Club, as well as the site manager.

MEMBERSHIP OF A 'BIG FAMILY'

The CCI gives tangible form to the solidarity uniting the members of a big international 'family' in their respect for the environment and the rules governing camping sites.

PRIORITY STATUS

Wherever the camper finds a club displaying the FICC sign, they can be sure of welcome, information and service. This priority status could entitle the member to reductions which the site manager might offer.

ADMINISTRATIVE SIMPLICITY

The CCI serves as a family certificate, and can be used instead of an identity card or passport for on-site administration.

THIRD PARTY INSURANCE

CCI proves that the holder has Third Party Insurance up to €1,650,000.

GUARANTEED PAYMENT

Provided a statement has been made to the Police, the CCI guarantees payment of outstanding camping fees for 7 days.

RIGHT OF ENTRY TO FICC RALLIES

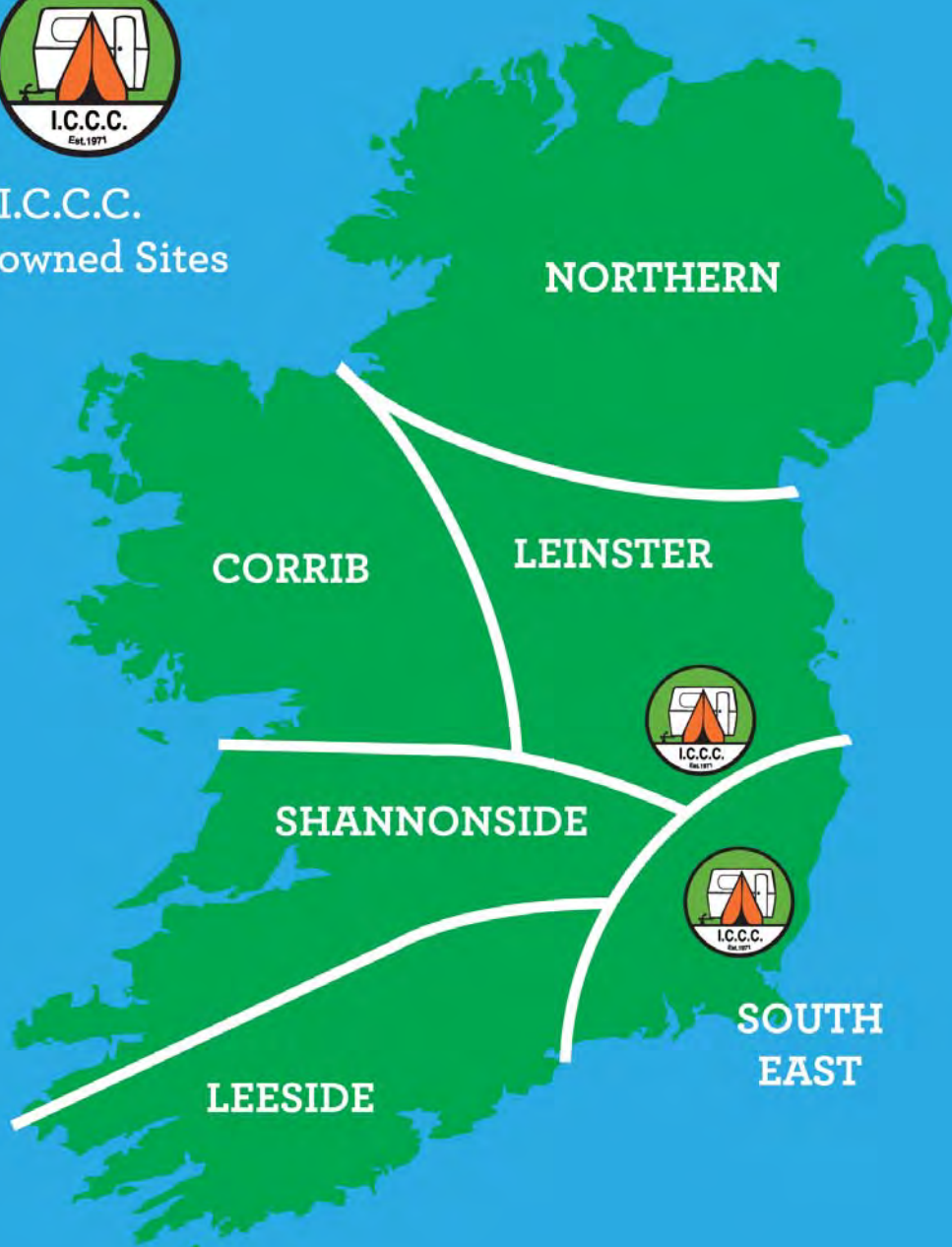
CCI holders are entitled to register, through member Federations and clubs for the International Rallies organized by the FICC which are wonderful occasions for exploring new places and meeting new people.



BRANCHES



I.C.C.C.
owned Sites



BRANCHES

BRANCH CONTACT DETAILS

CORRIB

Email corrib@iccc.ie
Phone 00353 (0) 87115 1518

LEESIDE

Email leeside@iccc.ie
Phone 00353 (0) 86071 0434

LEINSTER

Email leinster@iccc.ie
Phone 00353 (0) 83832 4076

NORTHERN

Email northern@iccc.ie
Phone 0044 (0) 79224 7423

SHANNONSIDE

Email shannonside@iccc.ie
Phone 00353 (0) 87684 9988

SOUTH EAST

Email southeast@iccc.ie
Phone 00353 (0) 87669 3751

WHAT HAPPENS AT A MEET?

A meet normally takes place over a weekend, and can either be held on a Greenfield site (sports club/school) or at a commercial site.

The site opening times will depend on venue. On arrival you will be met by the steward and they will direct you on where to park, if you wish to park close to friends you will need to arrive together.

The steward will also inform you where the fresh water/disposal points and toilets may be found.

The weekend always starts with a meet and greet over a cup of coffee. If this is your first meet please let the stewards know.

On arrival you will be given an agenda for the weekend, how much you participate is entirely up to you.

Payment is made at the opening meet and greet on Friday/Sunday. At some meets payment is made at the time of booking via Stripe.

We usually try to arrange some meets to coincide with festivals etc. - e.g. Monaghan Blues, Donegal Food Festival, Halloween.

We have Quizzes, family games and live music. All members are volunteers, and any help is always welcome.

HOW TO BOOK

Note: It has been noticed that some members with certain email addresses (*ending with hotmail.com, msn.com, yahoo.com, etc.*) may not always receive their booking confirmations. This has to do with blocking on behalf of those particular email servers. If you have not already done so, we strongly advise that you take the time to setup a dedicated Gmail email address for conducting ICCC bookings - ie. <https://accounts.google.com/SignUp>.

Procedure is easy: (less than 2 mins)

1. **Login** to the Members Area of the website with your login details.
2. Click **Members Area**.
3. Click **Calendar**.
4. Scroll down to the meet you wish to attend, **Click** on it to expand it.
5. Click **Book Now**.
6. Enter your **Personal Details**.
7. Click **Book Now** to complete your booking.

You can also book by contacting the branch directly, by text or email.

If you need to cancel please contact the branch by text or email.

Please note that some branches may charge a cancellation fee.

CLUB RULES

1. **MEMBERSHIP:**

Membership consists of no more than 2 adult members over the age of 18 and their dependants. Membership renewal falls due on January 1st each year. Only paid members can attend meets and must have the current membership card displayed.

2. **UNITS:**

Members should ensure that their units are kept in a road-worthy condition and that they are legally entitled to be used in a public place also their appearance should not offend public opinion.

3. **LIABILITY:**

The club will not accept liability whatsoever for persons or property of any members or others, camping or visiting with the club.

4. **STEWARD:**

A steward (steward can also mean an event committee or co-ordinator) will be appointed for each meet. The steward is responsible for all matters appertaining to the meet and their decision on all matters shall be final. Members must report to the steward on arrival on site. The steward shall report in writing on any controversial decisions or contravention of rules.

5. **RALLY FEE:**

Members may use any sites provided by the club, subject to space being available, under direction of the steward and on payment of the appropriate fee as set down by the event organisers.

6. **WET CONDITIONS:**

In wet conditions vehicle usage on site must be kept to a minimum and any direction by the steward concerning vehicle usage must be obeyed. A **red flag** will indicate that driving on site is not permitted and vehicles must be parked in the designated area.

7. **WASTE WATER:**

Waste water must be collected in an appropriate receptacle and not allowed to foul the ground around the unit. It must be disposed of at the nearest disposal point or emptied at the nearest ditch or hedge.

8. **TOILETS:**

All members must have their own chemical toilets and must arrange to facilitate their visitors. Toilets must not be washed out at drinking waste taps and only emptied at the appointed disposal area, as directed by the steward.

9. **REFUSE:**

Personal refuse must always be disposed of at the appointed place or if no provision has been made, refuse must be taken home for disposal.

10. **THE PITCH:**

Members wishing to be parked beside other members should arrive with those members, as it is not possible to hold pitches. The general rule is to park next in line, unless otherwise directed by the steward. In the interest of safety a car space must be left between each unit. The pitch allocated to you must always be kept neat and tidy and the area around it should be left as clean, if not cleaner than it was found.

11. **WATER POINTS:**

Water points must not be used for personal washing, emptying or cleaning of toilet receptacles, washing of clothes or rinsing or washing of foodstuffs or utensils.

12. **FIREARMS:**

The use of guns, bows and arrows, sheath knives, catapults, or darts are strictly forbidden on all club meets.

13. **FIRES:**

Fires shall not be lit on sites used by the club, under any circumstances, without the express permission of the steward.

14. **FIRE RISKS:**

Members are advised to always carry a first aid kit, a fire extinguisher and/or a fire blanket in their unit. These should be regularly inspected to ensure their usefulness in an emergency.

15. PETS:

Pet owners are responsible for their pets at all times. They must be kept under such control as not to cause annoyance to other members. Dogs must be kept on a lead and not allowed to run loose on site. Any fouling must be cleaned up immediately by the handler. Pets considered by the steward to be dangerous will not be permitted on site. Site Management rules concerning pets must be adhered to at all times.

16. NOISE:

The use of radios, CD players, musical instruments shall only be allowed so long as no annoyance is caused to other campers or neighbours. There shall be no undue noise on site between midnight and 9.00am. Electrical generators may only be used between the hours of 10.00am to 8.00pm.

17. VISITORS:

Persons visiting members on site must abide by the club rules and site management rules. Visitor vehicles must always be parked as directed by the steward.

18. TRESPASSING:

The wishes and rights of owners of lands and water adjacent to sites being used by the club, must be respected at all times. Members are expected to adopt the 'country code' relating to water cleanliness, fire dangers, litter, gates, control of dogs, damage to crops, hedges, walls, trees and plants and wildlife.

19. **PARENTAL CONTROL:**

Parental control must be exercised over children at all times. Parents are reminded of the dangers of leaving young children unsupervised in their unit. Their safety and behaviour, wherever they are on site, remain the responsibility of the parents or guardian.

20. **CLUB REPUTATION:**

The spirit of caravanning is based upon consideration for other people. The conduct by members, their families or visitors on club meets or events must not be prejudicial to the good reputation of the club. Therefore behaviour such as pilferage, fighting, striking another member, damaging another member's property or the property of the site owner is unacceptable.

21. **COMPLAINTS:**

If a member has a complaint concerning a rally he/she should in the first instance raise this with the steward/co-ordinator. If the complaint is not resolved to the member's satisfaction he/she should then put the complaint in writing to the branch secretary so that it can be fully investigated.

22. **CONSTITUTION:**

All members should make themselves familiar with the club's Constitution.

23. **INTERPRETATION:**

Interpretation or any questions arising which are not provided for in these rules, shall be decided by ICCC National Council.

DRUMGOFF

The ICCC has owned this site since 1982 It is located at Drumgoff Barracks in Glenmalure, County Wicklow and is approximately 60km from Dublin.

The site is well maintained and developed over the years. It has great facilities to include kitchen, meeting room, toilets, electricity, greens, camping area, hard standing and children's playground etc.

Relax in beautiful surroundings or make the most of the many walks. You may also avail of the hospitality of the nearby Glenmalure Hotel. There are plenty of sight-seeing opportunities in the surrounding area.

**WATER - NOT SUITABLE FOR USE AS DRINKING WATER.
We would advise members to bring their own.**



HOW TO BOOK

Members must have at least 12 months membership to use Drumgoff outside of a branch meet.

1. **Log into The ICCC Website**
 - Go to **www.iccc.ie**
 - Click on **Members Area** at the top
 - Type in your **username** – this is your membership number
 - Type in your **password** – this is the name of your branch, and is case sensitive with a capital first letter (eg: Corrib)
 - Click **Login** - The Members' Homepage will open.
2. Hover over **Calendar** at the top, then click on **Drumgoff Site Bookings**.
3. **Making Your Booking** - the dates and number of spaces available will be highlighted on the calendar.
 - Scroll down, and click on the **Check-in** box on the left-hand side to enter your arrival date, and then click on the **Check-out** box to enter the date of your departure.
 - Carefully enter all of the details required in the **Extras** section and in the **Contact Information** section.
 - Enter your **payment details**, then click **Book Now**.
4. A message will pop up on your screen to confirm your booking has gone through; you will also receive an email confirmation.
5. The bookings officer for the site at Drumgoff will contact you via email with information re accessing the site.

We want members to enjoy themselves as much as possible. Our club site rules are there to make everyone's life a little more relaxing and encourage site users to show consideration for others.

BOOKING YOUR PITCH IN ADVANCE OUTSIDE OF BRANCH MEETS

Bookings must be made online through the club website. Payment must be made at time of booking through 'Stripe Pay'.

We ask that you give as much notice as possible when cancelling or amending your booking, especially if you are unable to take up your site booking, so that others can take advantage of the pitch.

Members who cancel inside 48hrs, or fail to arrive after booking, will not be refunded.

Branch meets - refunds must be applied for through your branch secretary.

Once you have made a booking, you will receive an email confirmation.

Your code for the gate and instructions on how to access the site will be supplied at least four days prior to your arrival at the site.

The keypad access code should not be shared with anyone else.

Please note: This is not an automated system. Your code and instructions on how to access the site are not automatically sent. Please allow time for the bookings officer to process your reservation.

ENTERING THE SITE

1. All vehicles must come to a full stop at the entrance gate before entering the site.
2. Members wishing to be parked beside other members should arrive with those members, as it is not possible to hold pitches. The general rule is to park next in line, unless otherwise directed by the steward.
3. Once you arrive on site, wait to be parked by the steward.
4. If it's not an official meet, or there isn't a steward on duty, then you can take your pick of available pitches.
5. If you have a large or very heavy outfit you may need to stay in the hard-standing area.
6. Please have your membership card clearly displayed on your windscreen when you arrive on site.
7. Anyone arriving on site, including children must check in with steward.
8. If you are visiting the site independently (i.e. not part of a branch meet) you should sign the visitor registration book held in the clubhouse.
9. At the commencement of your visit, on arrival on the site, you must complete the standard operations checklist. This should be signed and dated and placed in the relevant folder in the clubhouse.
10. At the conclusion of your visit, prior to your departure from the site, you must complete the standard operations checklist. This should be signed and dated and placed in the relevant folder in the clubhouse.

11. In the interests of health and safety, during branch meets the gates should be closed but not locked at any time during the meet.
12. Visitors must be registered at the time of booking.
13. A maximum of **two** overnight, non-members per unit is permitted.
14. Members **must not** bring guests with them if they have not been included when booking online.
15. Fees for an overnight stay without a unit - **current per night rates available on the website.**

MANAGEMENT

1. A steward (steward can also mean a caretaking steward or an event co-ordinator) will be appointed for each meet.
2. The steward will be responsible for all matters appertaining to the meet and his/her decision on all matters shall be final.
3. At the commencement of a meet, at the arrival on site, the steward must complete the standard operations checklist. This should be signed and dated by the steward and placed in the relevant folder in the clubhouse.
4. Members must have at least 12 months ICCC membership to book Drumgoff for own use outside of official meets or when there is no steward on site.
5. The steward shall report in writing on any controversial decisions or contraventions of the rules to the DMC. In case of a branch meet the branch secretary must also be informed.

6. In wet conditions, vehicle usage on site must be kept to a minimum and any direction by the steward concerning vehicle usage must be obeyed.
7. No signs to be placed on the outside railings or entrance. Only signs erected internally on site are permitted.
8. If anyone on site disregards these rules and disrupts the enjoyment of others, the steward may instruct them to leave the site and a report will be made.
9. The club will not accept liability whatsoever for property of any members or others, camping or visiting with the club.
10. At conclusion of a meet, prior to departure from the site, the steward must complete the standard operations checklist. This should be signed and dated by the steward and placed in the relevant folder in the clubhouse.

BEHAVIOUR ON SITE

1. Please make sure you, and anyone staying with you, respect the comfort and convenience of other site users.
2. When you are on site please do not behave in a way that discredits the club. Verbal or physical abuse will not be tolerated. This will result in you being instructed to leave the site and your membership may be suspended.
3. If you have children or visitors with you on site, you are responsible for their supervision and behaviour.
4. No one wants their outfit damaged, so ball games are not allowed near the pitches.

5. In the unfortunate case of a complaint please see the steward first, as it is important that they are given the opportunity to resolve a difficulty whilst you are on site.
6. If the problem can't be resolved, please write to the secretary of National Council and copy the DMC, in the case of a branch meet the branch secretary should also be informed.

USING YOUR PITCH

1. The maximum time you're allowed to stay on site is 14 consecutive nights, with a 2 night gap before you can return. This rule applies to members making individual site bookings; it does not include members booking for branch meets, committee members who are working or volunteers who are stewarding during the summer season.
2. The pitch allocated to you must always be kept neat and tidy and the area around it should be left as clean, if not cleaner, than it was found.
3. To show consideration for others, please leave your pitch clean and tidy on departure and check for pegs.
4. Please inform the steward if you need to leave your outfit unoccupied for more than 24 hours. Keys must be left with the steward in case of an emergency.
5. If you have a motorhome and you're leaving your site for a while, save your pitch by marking it as occupied.
6. Full site fees will apply if leaving your unit on site unoccupied.

USING AWNINGS AND TENTS

1. On pitches with awning space you can erect an awning. You may also put up a tent for extra sleeping accommodation, or a specially designed toilet or cooking tent, provided the main outfit is occupied, but please keep them within your pitch area.
2. Only breathable groundsheets may be used - plastic sheets are not permitted.
3. Please protect the pitch grass by lifting your groundsheet and side flaps of awnings, tents or annexes at frequent intervals or as requested by the steward.

ELECTRICS

1. **After you are sited, if not already in position, electric boxes are available in the clubhouse.**
2. **Supply to your unit is only capable of powering your fridge, lights and battery charger. It is not suitable for household kettles, heaters etc. Please consider fellow campers in this matter.**
3. **Last person leaving the site must make sure the timer is switched off.**
4. **The last unit to disconnect from each electric box must return it to the clubhouse.**
5. **Under no circumstances should electrics be tampered with.**

Members must neither open or interfere with the grey fuse box in the meter room.

SANITATION

Chemical disposal

1. Contents of chemical toilets must be emptied by an adult at the disposal points provided.
2. Only biological additives should be added to the unit cassettes. No chemical additive should be placed in the disposal point.

Rubbish Disposal

1. Please recycle as much of your rubbish as you can.
2. All household rubbish must be taken home by members.
3. Cans and bottles can be disposed of in recycling units in hotel car park.
4. No rubbish/waste of any form is to be burned in the clubhouse stove or in the fire pit.
5. Never dispose of nappies of any kind and or similar bulky items in the chemical disposal. Do not wash chemical toilets at the water taps.

Kitchen

The campers' kitchen is for the exclusive use of members in tents and/or social events.

Waste water

1. Please collect your waste water in a suitable container and empty it at the disposal point provided.
2. Please do not leave the site with drain taps open.

Toilet block

1. The toilet block (ladies and gents) will be closed from 11pm to 9am every night and must be kept clean at all times.
2. They should be cleaned after each branch meet.
3. Sinks in the toilet block must not be used for domestic activities, such as rinsing of utensils, washing up, etc.

FIRE PRECAUTIONS

1. As soon as you can after arrival, get to know the sites fire safety precautions and locations of fire points.
2. All units must have a fully working fire extinguisher, smoke and carbon monoxide alarm fitted.
3. You must not light fires on site.

BARBECUES

1. Only certified and approved barbecues are permitted on site.
2. Please make sure you keep smoke and fumes under control, so you don't annoy your neighbours.
3. Your barbeque must be raised of the ground enough to reduce fire risk and avoid grass damage.
4. No cooking of any description is to be done in the clubhouse.
5. To reduce the risk of forest fires in the area, the fire pit may not be used between the months of May to August (inclusive) and may only be lit outside these periods with the stewards permission.

6. The person seeking permission from the steward to light the fire must remain in the area of the fire pit in a supervisory role whilst the fire is lit.

DOGS AND OTHER PETS

1. You are responsible for your pet's behaviour. You must make sure your pet is under control at all times.
2. Dogs must be kept on a secure lead at all times, no more than 3 metres long.
3. Any fouling must be cleaned up immediately by the handler.
4. Dogs should not be walked by children who are too young to clean up fouling.
5. Pets considered by the stewards to be dangerous will not be permitted on site.
6. Whilst not recommended, pets left on site when owners are off site must be **INSIDE** the caravan or motorhome.
7. Pets that are likely to become distressed and/or noisy when left alone should not be left unattended on site.

NOISE

1. There shall be no undue noise on site between 11pm and 9am.
2. The use of audio equipment and/or musical instruments shall only be allowed so long as no annoyance is caused to other campers or neighbours.
3. Electrical generators are not permitted on site.

PARENTAL RESPONSIBILITY

1. Parental control must be exercised over children at all times.
2. Parents are reminded of the dangers of leaving young children unsupervised in and around caravans and motorhomes.
3. The club's Child Protection Policy is available on the club's website (under links) and should be studied and reviewed by all members.
4. Photos with other people's children in them must not be posted on social media without prior parental consent.
5. Children's safety and behaviour, whenever they are on site, remain the responsibility of the parents or guardians.
6. Children may not be left on site unless in the care of a responsible adult.
7. Children must not interfere with/play with the gates and/or keypads.
8. Children are not permitted into the clubhouse unless they are supervised by an adult.
9. All children (under 18) must be in units by 11pm.

SITE ROADS

1. Please drive your vehicle with particular consideration for pedestrians, including children and other vulnerable road users, who have priority over vehicles.
2. Parking of units in the camping area is strictly prohibited at all times.
3. Hard standing at the rear of the building, although more suitable for camper vans, may be used for caravans provided they park by the playground.
4. Vehicle speeds should not exceed walking pace (5kmph) and one-way systems (when applicable) must be followed.
5. You must have a full current driving licence, insurance for the vehicle driven and follow the principles of road safety.
6. Vehicle must have a valid NCT/DOE/MOT certificate.

CLUBHOUSE

1. No smoking, vaping or e-cigarettes in the clubhouse at any time.
2. The stove is fuelled by **wood/peat** only. No other materials are to be put into the fire as fuel or for disposal.
3. Rubbish/waste of any form cannot be placed or burned in the clubhouse stove.
4. Please respect the furniture - no standing on tables or swinging on chairs.
5. Please use noticeboard provided: notices are not to be placed on the walls.
6. Any items left behind will be disposed of after one month.

7. Fridge is for the use of stewards only.
8. No cooking of any kind is to be done in the clubhouse.
9. Members must bring all bottles, cans and other rubbish with them when leaving the clubhouse.
10. Please be respectful of other campers when leaving the clubhouse.
11. The clubhouse must be left clean and tidy after use.
12. Dogs and other animals are not permitted in the clubhouse.
13. Children are not permitted in the clubhouse unless they are supervised by an adult and are not allowed in the kitchen area at any time (health and safety).
14. The clubhouse will be closed and locked at the discretion of the steward.

CLOSING OF THE SITE

1. All equipment to be stored correctly.
2. All appliances to be turned off.
3. All buildings to be locked and secured.
4. Keys to be returned and secured properly.
5. Ensure site is cleaned and ready for next bookings.

COURTOWN

In 2012, the ICCC acquired a second club site at Harbour Court Road, Courtown, Co. Wexford. The site was officially opened on 27th May 2017. This is an ICCC members only site.

ICCC site is located in the town of Courtown, Co. Wexford and is approximately located 90 minutes south of Dublin. It is situated in the sunny southeast of Ireland which has Ireland's lowest annual rainfall and is a popular holiday destination for families.

It is a beautiful harbour resort with miles of golden sandy beaches safe swimming and a choice of attractions and activities.

The town itself has a number of different pubs and restaurants as well as a local shops and a service station.



HOW TO BOOK



1. **Log into The ICCC Website**
 - Go to **www.iccc.ie**
 - Click on **Members Area** at the top
 - Type in your **username** – this is your membership number
 - Type in your **password** – this is the name of your branch, and is case sensitive with a capital first letter (eg: Corrib)
 - Click **Login** - The Members' Homepage will open
2. Hover over **Calendar** at the top, then click on **Courtown Club Site Bookings**.
3. **Making Your Booking** - the dates and number of spaces available will be highlighted on the calendar.
 - Scroll down, and click on the **Check-in** box on the left-hand side to enter your arrival date, and then click on the **Check-out** box to enter the date of your departure.
 - Carefully enter all of the details required in the **Extras** section and in the **Contact Information** section.
 - Enter your **payment details**, then click **Book Now**.
4. A message will pop up on your screen to confirm your booking has gone through; you will also receive an email confirmation.
5. The bookings officer for the site at Courtown will contact you via email with information re accessing the site.

COURTOWN RULES

We want members to enjoy themselves, as much as possible. Our club site rules are there to make everyone's life a little more relaxing and encourage site users and visitors to show consideration for others. The site is managed by the Courtown Management Committee, hereafter referred to as CMC.

BOOKING YOUR PITCH IN ADVANCE

1. Bookings must be made on-line through the club website.
2. Payment must be made at time of booking via 'Stripe Pay'.
3. We ask that you give as much notice as possible when cancelling or amending your booking, especially if you are unable to take up your site booking, so that others can take advantage of the pitch.
4. Members who cancel inside 48hrs, or fail to arrive after booking, will not be refunded.
5. A refund can be applied for through CMC, once you have a valid reason. In the case of branch meets, refunds must be applied for through the branch secretary.
6. When you make the booking, you will receive an email with your code for the gate and instructions on how to access the site.

Please note: This is not an automated site. Your code and instructions on how to access the site are not automatically sent. Please allow time for the booking officer to process your reservation.

ENTERING THE SITE

1. All vehicles must come to a full stop at the entrance gate before entering the site.
2. Members wishing to be parked beside other members should arrive with those members, as it is not possible to hold pitches. The general rule is to park in line unless otherwise directed by the steward.
3. Once you arrive on site, wait to be parked by the steward.
4. If its not an official meet, or there is no steward on duty, then you can take your pick of the available pitches.
5. If you have a large or very heavy outfit you may need to stay in the hard standing area.
6. Please have your membership card clearly displayed on your windscreen when you arrive on site.
7. Anyone visiting including children must check in with the steward.
8. Visitors must be registered at the time of booking.
9. A maximum of two overnight, non-member visitors per unit is permitted.
10. Members must not bring visitors with them if they haven't been included when booking online.
11. Fees for overnight stays without a unit: **current per night rates available on the website.**

MANAGEMENT

1. A steward (caretaking steward, or an event committee or co-ordinator) will be appointed for each meet.
2. The steward is responsible for all matters appertaining to the meet and his/her decision on all matters shall be final.
3. Members must have at least 12 months ICCC membership to book Courtown for own use outside of official meets or when there is no steward on site.
4. The steward shall report in writing on any controversial decisions or contravention of the rules to the CMC. In the case of a branch meet the branch secretary must also be informed.
5. In wet conditions, vehicle usage on site must be kept to a minimum and any direction by the steward concerning vehicle usage must be obeyed.
6. A red flag will indicate that driving on site is not permitted and vehicles must be parked at the designated area. There is a large car park near our club and this can be used for free.
7. As per our planning permission, no signs are to be placed on the outside railings or entrance. Only signs erected internally on site are permitted.
8. If anyone on site disregards these rules and disrupts the enjoyment of others, the steward may instruct them to leave the site and a report will be made.
9. The club will not accept liability whatsoever for persons or property of any members or others, camping or visiting with the club.

BEHAVIOUR ON SITE

1. Please make sure you, and anyone staying with you, respect the comfort and convenience of other site users.
 2. When you're on site please don't behave in a way that discredits the club. Verbal or physical abuse will not be tolerated. This will result in you being instructed to leave the site and your membership maybe suspended.
 3. If you have children or visitors with you on site, you are responsible for their supervision and behaviour.
 4. No one wants their outfit damaged, so ball games are not allowed near pitches.
 5. For everyone's safety, please do not use the grass slope area as a walkway to or from your unit. Always use the roadway.
 6. In the unfortunate case of a complaint, please see the steward first as it is important that they are given the opportunity to resolve a difficulty whilst you are on site.
- * If the problem can't be resolved, please write to the secretary of National Council and copy the CMC. In the case of a branch meet the branch secretary must also be informed.

USING YOUR PITCH

1. The maximum time you are allowed to stay on site is 14 consecutive nights, with a 2 night gap before you can return. The rule applies to members making individual site bookings; it does not include members booking for branch meets, committee members who are working or volunteers who are stewarding during the summer season.
2. In the interest of safety, units must be parked within the pitches as marked.
3. The pitch allocated to you must always be kept neat and tidy and the area around it should be left as clean, if not cleaner, than it was found.
4. To show consideration for others, please leave your pitch clean and tidy on departure, and check for pegs.
5. Please inform the steward if you need to leave your outfit unoccupied for more than 24 hours. Keys must be left with the steward in case of emergency.
6. If you have a motorhome and you're leaving the site for a while, save your pitch by marking it as occupied.
7. Full site fees will apply if leaving your unit on site unoccupied.

TENTS AND AWNINGS

1. On pitches with awning space you can erect an awning. You may also put up a tent for extra sleeping accommodation, or a specially designed toilet or cooking tent, provided the main outfit is occupied, but please keep within your pitch area.
2. Only breathable groundsheets may be used – plastic sheets are not permitted.
3. Please protect the pitch grass by lifting your groundsheet and side flaps of awnings, tents or annexes at frequent intervals or as required to by the steward.

ELECTRICS

1. After you are sited, if not already in position, electric boxes are available in the meter room.
2. Supply to your unit is only capable of powering your fridge, lights and battery charger. It is not suitable for household kettles, heaters etc.
3. Lights on the site are controlled by a timer/sensor. Last person leaving the site must make sure the timer is turned off.
4. Each unit is separately fused; overloading should only affect your unit.
5. The last unit to disconnect from each electric box must return it to storage area in the meter room.
6. Under no circumstances should the electrics be tampered with.
7. **Members must neither open nor interfere with the grey fuse box in the meter room.**

SANITATION

1. **Chemical disposal**

Contents of chemical toilets must be emptied by an adult at the disposal point provided.

Never dispose of nappies, wipes of any kind and similar bulky items in the chemical disposal. Any disruption of the pumping service will affect everyone on site and be a major financial charge on the club.

Do not wash chemical toilets at the drinking water taps.

2. **Waste water**

Please collect your waste water in a suitable container and empty it at the disposal point provided.

Please do not leave the site with drain taps open.

3. **Fresh water**

Water points must not be used for personal washing, emptying or cleaning of toilet receptacles, washing of clothes or rinsing or washing of foodstuffs or utensils.

4. **Toilet block**

The toilet block (ladies and gents) will be closed from 11pm to 9am every night and must be kept clean at all times.

They should be cleaned after every branch meet.

Sinks in the toilet block must not be used for domestic activities, such as rinsing of utensils, washing up etc.

5. Rubbish disposal

Please recycle as much of your rubbish as you can.

Glass must not be put into the site bins. The club will be fined if glass is found in our bins. There are recycle bins in the Leisure Centre car park for glass and cans.

Unless provision is made, all household rubbish must be taken home by members.

FIRE PRECAUTION

1. As soon as you can after arrival, get to know the sites fire safety precautions and locations of fire points.
2. All units must have a fully working fire extinguisher, smoke and carbon monoxide alarm fitted.
3. **You must not light fires on the site.**

4. Barbecues

Only certified and approved barbecues are permitted on site

Please make sure you keep smoke and fumes under control, so you don't annoy your neighbours.

Your barbecue must be raised off the ground enough to reduce fire risk and avoid grass damage.

5. No cooking of any description is to be done in the clubhouse.

DOGS AND OTHER PETS

1. You are responsible for your pet's behaviour. You must make sure your pet is under control at all times.
2. Dogs must be kept on a secure lead at all times, no more than 3 metres long.
3. Any fouling must be cleaned up immediately by the handler.
4. Dogs should not be walked by children who are too young to clean up fouling.
5. Pets considered dangerous by the steward/caretaking steward to be dangerous will not be permitted on site.
6. Whilst not recommended, pets left on site when owners are off site must be **INSIDE** the caravan or motorhome.

NOISE

1. There shall be no undue noise on site between 11pm and 9am. Consideration for our neighbours and adherence to our planning permission is essential.
2. The use of radios, CD players, musical instruments shall only be allowed so long as no annoyance is caused to other campers or neighbours.
3. Electrical generators are not permitted on site.

PARENTAL CONTROL

1. Parental control must be exercised over children at all times.
2. Parents are reminded of the dangers of leaving young children unsupervised in caravans and motorhomes.
3. The club's child protection policy is available on the club's website (under links) and should be studied and reviewed by all members.
4. Photos with other people's children in them must not be posted on social media without prior parental consent.
5. Children's safety and behaviour, wherever they are on site remain the responsibility of the parents or guardians
6. Children may not be left on site unless in the care of a responsible adult.
7. The grass slope is not for playing on. In the interest of safety children are prohibited from playing on the grass slope area.
8. Codes for gates must not be given to, or shared with, children under the age of 12.
9. Children must not interfere with/play with the gates and or key-pads.
10. Children are not permitted into the clubhouse unless they are supervised by an adult.
11. All children (under 18) must be in units by 11pm*.

SITE ROADS

1. Please drive your vehicle with particular consideration for pedestrians, including children and other vulnerable road users, who have priority over vehicles.
2. Vehicle speeds should not exceed walking pace (5kmph) and one-way systems (when applicable) must be followed.
3. You must have a full current driving licence, insurance for the vehicle driven and follow the principles of road safety, and vehicle must have a valid NCT/DOE/MOT cert.

CLUBHOUSE

1. **No smoking, vaping or e-cigarettes** in the clubhouse at any time.
2. Please respect the furniture – no standing on tables or swinging on chairs.
3. Please use the noticeboard provided; notices are not to be put on the walls.
4. Any items left behind will be disposed of after one month.
5. Fridge is for use by stewards/caretaking stewards only.
6. No cooking of any kind is to be done in the clubhouse.
7. Members must bring bottles, cans and other rubbish with them when leaving the clubhouse.
8. Please be respectful of other campers and local residents when leaving the clubhouse.
9. The clubhouse must be left clean and tidy after use.

10. Dogs and other animals are not permitted in the clubhouse.
11. Children are not permitted into the clubhouse unless they are supervised by an adult and are not allowed in the kitchen area at any time (health and Safety).
12. Children are not permitted in the clubhouse after 10:30pm.

*13 to 17 year olds may stay in the clubhouse until 11.30pm, when in their parent's company.
11. The clubhouse will be closed and locked at 11:30pm or later at the discretion of the steward.



CHILD PROTECTION

CHILD PROTECTION POLICY WITHIN THE ICCC

The Irish Camping and Caravan Club (ICCC) is committed to providing a safe environment for children, young people and those with special needs. Children's welfare and safety is our top priority. We comply with Children First: National Guidelines for Protection and Welfare of Children. You have a duty of care to make yourself aware of these Guidelines. We recognise that implementation is an ongoing process. Our club is committed to the implementation of this Child Safeguarding Statement and the procedures that support our intention to keep children safe from harm while availing of our club. This Child Safe-guarding Statement will be reviewed regularly, or as soon as practicable after there has been a material change in any matter to which the statement refers. Please bring any additional observations/queries to your Club DLP (Designated Liaison Person) **Catherine Martin** by email: dlp@iccc.ie

The ICCC recognises that:

- The child's welfare is paramount.
- A proper balance must be struck between protecting the child and respecting the rights and needs of the parents/guardians.
- Children have the right to be heard, listened to and taken seriously, taking into account their age and understanding.
- Parents/guardians have the right to be consulted in matters concerning their families.
- Factors such as the family circumstances, gender, age, stage of development, religion, culture and race should be

considered when taking action. Intervention should not deal with the child in isolation.

- The Designated Liaison Person (DLP) is the person who will deal with concerns surrounding child protection.

As part of this policy the ICCC will:

- Appoint a Designated Liaison Person for dealing with Child Protection concerns.
- Share information about the Child Protection Policy and Guidelines with members.
- Review the club's Child Protection Policy and Guidelines on a regular basis.

ROLE OF THE PARENT/GUARDIAN WITHIN THE ICCC

We ask parents/guardians to comply with certain measures to ensure their children's safety:

- Never leave your child unsupervised, this includes on site and when on planned off site activities.
- You are always encouraged to stay with your child during the activities provided by the ICCC.
- Procedures for dealing with allegations against members are part of the Child Protection Policy.
- Provide us with relevant information (e.g. health, ability, dietary, emergency contact).
- Complete and sign registration and consent forms for activities, if required.

ROLE OF THE DESIGNATED LIAISON PERSON (DLP)

The Designated Liaison Person will be responsible for:

- Promoting awareness of the policy for Child Protection.
- Ensuring that ICCC related activities are organised in a manner which promotes the safety and well-being of the children/young people involved.
- Undertakes any training, considered necessary, to keep himself/herself updated on new developments.
- Ensure that the ICCC Child Protection Policy and Guidelines are followed.
- To liaise with the Health Service Executive or Gardaí/PSNI where appropriate.

If a child or young person informs you directly that he/she is concerned about someone's behaviour towards them you should:

- React calmly so as not to frighten the child or young person.
- Don't use leading questions or prompt details.
- Don't make the child/young person repeat the details unnecessarily.
- Explain to the child/young person what will happen next (explanation should be age-appropriate).
- Make a full record of what has been said, heard and/or seen as soon as possible.

CONFIDENTIALITY

Confidentiality within the ICCC means that all information disclosed in relation to Child Protection issues will be treated in a confidential manner. Information will only be shared on a 'need to know' basis in the best interests of the young person. Sharing information in this regard is not a breach of confidentiality but is considered best practice.

ICCC CHILD PROTECTION BEST PRACTICE

- Ensure all ICCC members, parents, children, young people and visitors are aware of the Child Protection Policy and Guidelines.
- Update and review policy and guidelines regularly.
- Be inclusive of children and young people with special needs.
- Appropriate boundaries should be maintained with children/young people.
- Maintain awareness around language and comments made.
- Don't allow/engage in inappropriate touching of any form.
- Don't hit or physically chastise children/young people.
- Don't leave children unattended or unsupervised.
- Don't take children or young people other than your own children, alone on car journeys, however short.
- An adult should not be left alone for a period of time with a child who is not their own child, to ensure their protection against an allegation of possible abuse.
- Report any concerns to the Designated Liaison Person and follow reporting procedures.

SOCIAL MEDIA

The ICCC facebook page is only to be used for assisting people with motorhome/caravan issues, promoting club activities, keeping people informed on topics relating to ICCC upcoming rallies and past meets (appropriate photos welcome*). Posts of an abusive or negative nature will be removed without notice.

** Consent must be given for photographs to be taken. You must also obtain consent for the use of their image online or in print/promotional materials*

Check out the new range of club branded clothing.

All delivered directly to your door.

Go to the members section of the website and click on *buy online* and then *buy club merchandise*



Fleeces, Bodywarmer and Rugby Shirt available in Navy (adult only).

Beanies and Caps available in Navy, Green & Pink.

Hoodies available in Navy, Green & Pink (adults & kids)

Polo Shirts available in Navy & Green (adults & kids)

HEALTH AND SAFETY

The full Health and Safety Policy can be found on the club website.

You are advised to always carry in your unit: a torch, first aid kit, a fire extinguisher and a fire blanket. Also it is a good idea to have a fire bucket outside your unit. This must not be used on electrical fires.

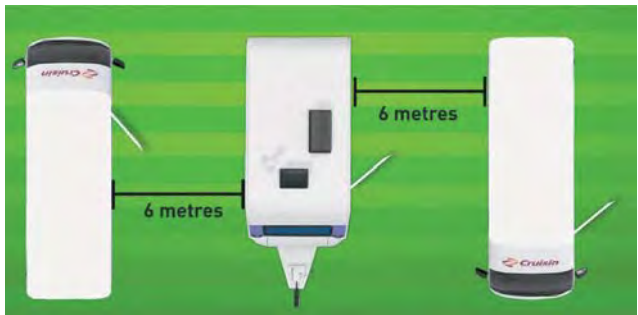
In the event of a fire or emergency, the following warning will be given. **LONG CONTINUOUS BLASTS ON A CAR HORN OR KLAXON or alternatively BY BANGING TWO PANS TOGETHER.** On hearing the signal, all present will assemble as directed.

PARKING

You must park as instructed by the steward. If you wish to park beside friends you must arrive together. Pitches cannot be reserved unless it is required for medical/disability reasons.

Minimum space between units is 6m

Door to Door parking is not permitted. If your van has its door on the **Left hand** side, you must park 'nose' in (fig 1).



Failure to do so may result in you being asked to leave the site.

FIRE SAFETY

Fires in caravan/motorhomes are extremely dangerous.

Have an evacuation plan for getting out quickly.

Have your own fire extinguisher and fire blanket, make sure they are up to date and fit for purpose, and that everybody knows how to use them.

Have a smoke detector fitted in your unit.

Make sure that there is a good connection to the gas pipe and the cylinder is secured.

Find the whereabouts of the available fire fighting equipment, and how it is operated.

Park caravans/motorhomes at least 6 metres apart.



SUGGESTED PITCH LAYOUT



Carbon Monoxide

Fuel burning appliances that are not installed, maintained, and used properly, can cause carbon monoxide(CO) to build up to dangerous and even deadly levels, particularly in poorly ventilated areas. CO has also been linked to deaths of people who brought gas and charcoal BBQs into tents/awnings and other small enclosed spaces.

You must have a **carbon monoxide detector** fitted in your unit.

Please follow this advice when using a BBQ (gas and charcoal)

Read the manufacturer's instructions.

- Never take a smouldering or lit BBQ into a tent/caravan/ motorhome.
- Never use a BBQ inside to keep you warm.
- Be aware of the signs of CO poisoning: headaches, dizziness, breathlessness, nausea, collapse and loss of consciousness. If concerned seek medical advice.

If you're using gas camping equipment follow these extra tips to help you stay safe:

- Read the manufacturer's instructions.
- Never take a gas stove, light or heater into tent/caravan/ motorhome unless it is a permanent fixture, installed and maintained correctly.
- Make sure the appliance is in good order, undamaged and that hoses are properly attached and undamaged - if in doubt get the hoses replaced or don't use it.
- CO alarms have a limited life span, so please check yours to see if yours is working properly - it might be time to buy a new one.

With a few sensible precautions and being aware of any hazards, everyone can have a great time. Please inform the steward(s) of any potential hazard.

The club has two defib machines (Courtown and Drumgoff).

Each branch also carry their own machine.

Heath and Safety is also covered under the Courtown and Drumgoff rules, please make sure you read these and fully understand them.

