

Birkenhead Rotary Charitable Trust

Rotary Birkenhead Christmas Parade 2019

Participation Information & Guidelines



The 2019 parade will be held at 4pm on Saturday 7 December 2019.

The parade will assemble in Rawene Road carpark. Please arrive at carpark entrance in the lane at 68 Mokoia Road (between The Boss Mens Barbers and Flying Horse Takeaways) by 3pm.

The parade will proceed at 4pm into Rawene Road, Birkenhead Avenue, Highbury Bypass, Mokoia Road, Rawene Road and the assembly area in the Rawene Road carpark.

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Terminology

What is a 'Float'?

A 'Float' is fundamentally about representing a cause, message, or belief in front of a diverse audience of Parade-goers, celebrating religion and beliefs. 'Floats' generally organise their 'artistic' look around some central theme: celebrating self, celebrating diversity, celebrating business, and celebrating community.

A 'Float' can be an 'Individual' or a 'Group of Individuals'

What is a 'Group of Individuals'?

A group of individuals consist of a group of like minded participants entering the parade for one sole purpose, e.g. Birkenhead Pottery Group

Parade Marshals

There are two types of parade marshals:

- Parade Wardens (Stationary Marshals)
- Walking Marshals

Parade Wardens

Parade Wardens, provided by the Rotary Birkenhead , are located at regular intervals along the entire parade route. Their primary roles are to mitigate injury and prevent the crowd from moving onto the parade route and thus slowing the parade or causing harm or injury. Parade Wardens are required to attend a briefing session.

Walking Marshals

Each 'Float' will need to source staff/volunteers that will walk the parade route with the 'Float' and act as a safety marshals. **It is your responsibility to provide the 'Walking Marshals'**. If your 'Float' includes a powered (electric, petrol or diesel) vehicle additional marshals are required. Walking Marshals are required to attend a training briefing prior to the beginning of the parade.

Walking Marshals

'Walking Marshal' briefing is **MANDATORY** for certification as a marshal. The briefing sessions explain the parade mustering area, the parade route, and the parade dismantle area process.

Walking Marshals learn the 5 Safety Rules:

- Nobody gets hurt
- Walking Marshals must stay with their Float
- Sober and drug free
- No throwing anything into the crowd
- No getting on or off vehicles

You must have the correct number of trained walking marshals on the day of the parade otherwise this may jeopardize your participant from entering the parade route.

How many walking marshals do you require?

Here is how you determine how many walking marshals you require as an individual or a group. If there are vehicles, e.g. trucks, cars, convertibles, floats (excluding motorcycles) in your 'Float' additional walking marshals will be required.

Walkers (No Vehicle)

1 to 5 persons marching = 0 Walking Marshals
6 to 25 persons marching = 2 Walking Marshals
26 to 50 persons marching = 4 Walking Marshals
50+ = Add another 2 Walking Marshals per 25 persons

Walkers and a Small Vehicle

(based on 2 axles less than 3.5 metres apart, i.e. a car or small truck)

1 to 5 persons marching plus vehicle = 2 Walking Marshals**
6 to 25 persons marching plus vehicle = 4 Walking Marshals**
26 to 50 persons marching plus vehicle = 6 Walking Marshals**
50+ = Add another 2 Walking Marshals per 25 persons
** 2 marshals per vehicle (one marshal on each side of the vehicle)

Walkers and a Large Vehicle

(based on 2 or more axles more 3.5 metres apart, i.e. a large truck)

1 to 5 persons marching plus vehicle = 4 Walking Marshals++
6 to 25 persons marching plus vehicle = 6 Walking Marshals++
26 to 50 persons marching plus vehicle = 8 Walking Marshals++
50+ = Add another 2 Walking Marshals per 25 persons
++ 4 marshals per vehicle (two marshals on each side of the vehicle)

Small Vehicle (No Walkers)

2 marshals with one on each side of the vehicle (by the wheels)

Large Vehicle (No Walkers)

4 marshals with two on each side of the vehicle (by the wheels)

Examples

- A Float with 20 people and a car (small vehicle) must have a total of 4 trained walking marshals: 2 for the car and 2 for the people.
- A Float with 26 people and a large truck (float) must have a total of 8 trained walking marshals: 4 for the truck and 4 for the people.

Please contact the Parade Coordinator with any questions about walking marshals and training

PARADE ROUTE:

This is the route for the parade this year.

The Parade will leave the assembly area in the Rawene Road carpark proceed down Rawene Road into Birkenhead Avenue, turn left into the Highbury Bypass, Left again into Mokoia Road, Right into Rawene Road and end at the assembly area in the Rawene Road carpark.

On the Day

Check-In

Each Float will be 'checked-in' by a Rotary Birkenhead parade marshal on their arrival at the Rawene Road Carpark entrance in the lane at 68 Mokoia Road (between The Boss Mens Barbers and Flying Horse Takeaways). Their role is to check you have registered, you have the required number of walking marshals and that your vehicle is approved to enter the parade route. No compliance with any of these requirements may jeopardize your participant from entering the parade route.

The parade marshals will also direct you to your allocated position in the parade.

Only Floats and vehicles in the parade are permitted to enter the assembly area. All other vehicles are strictly prohibited so that we can keep all participants safe.

Do not enter from the Rawene side of the carpark.

Parade Route

This year the parade route will be different from last year, as the Rawene Road car park has reopened.

This year the parade will proceed at 4pm from the assembly area in the Rawene Road carpark down Rawene Road into Birkenhead Avenue, turn left into the Highbury Bypass, Left again into Mokoia Road, Right into Rawene Road and end at the assembly area in the Rawene Road carpark.

The dismantling area of the parade will be in the Rawene Road carpark and participants will depart from the assembly area through the lane at 68 Mokoia Road.

Animals

Cats, dogs, or other household pets are permitted in the parade only if you take full responsibility for animals. We recommend that you make prior arrangements with the SPCA and Auckland Council Dog Patrol. In accordance with Council regulations, you are responsible for cleaning up after your animals in the parade assembly area, along the parade route and dismantle area.

Parade Safety

'Floats' must listen to and comply with all directions given by Rotary Birkenhead Christmas Parade Staff including the Safety Marshals. All vehicles in the parade must have their drivers window down so they can hear instructions from parade marshalls.

In particular, all Floats and their participants must:

- **Not throw items from a Float into the crowd**
- **Not board or dismount a moving vehicle**
- **Consider how many people can safely ride on your float**

A warning will be given to your group should any of these directions not be adhered to. If infractions continue after the warning has been given your 'Float' may be removed from the parade.

Safety First

- Please use paper streamers in place of confetti – confetti is a nightmare to clean-up
- Balloons are GREAT as long as they are tied down.
- Signs, banners and flags are great.
- Handing out food or beverages is strictly forbidden
- **NOTE: Any vehicle with a deck or similar over 1m high off the ground carrying people must have a secure handrail or similar around the edge of the vehicle**
- **Any vehicle / Float with a generator or sound system must have an adequate fire extinguisher.**
- **All participants should be suitably dressed with hats, sun screen and water bottles.**

Waste Management

We are endeavouring to keep the cost of running the parade to a minimum. We need your help to achieve this. We ask all 'Floats' to please remove any rubbish from the assembly area before you commence onto the parade route. Please be respectful of resident and street rubbish bins as they are not for our use. Leaving rubbish along the parade route is not permitted. If you have giveaways please hand these to the crowd rather than throwing. This is far more receptive and welcoming.

The dismantle area is designed for you to dismantle your vehicle and make it road ready for removal. Please comply with the NZ Road Code regulations. You must remove all waste from the mustering and dismantle areas.

GUIDELINES FOR PARADE PARTICIPATION

Vehicle Participants

Driver and Vehicle information

- All drivers must possess a valid driver's license, class specific to the vehicle they are driving. Licenses will be checked at the briefing sessions on the day of the Parade
- Please comply with the NZ Road Code regulations. All vehicles must be insured, registered, road-worthy and in good operating condition.
- The pack-down area is designed for you to dismantle your vehicle and make it road-safe for removal. Plan for a driver to stay with the vehicle at all times in the set-up and pack-down area
- Automatic vehicles are preferred but not mandatory. Manual vehicles are more prone to breakdowns due to excessive clutch use during the Parade
- Ensure your vehicle has a first aids kit and a tool kit

Float Marshals (Walking Marshalls)

Each float must supply its own team of Walking Marshals who walk the parade route with your float and act as safety marshals. It is your responsibility to source these marshals and ensure they are present on the day. Float marshals are required to attend a mandatory briefing session. The briefing sessions will cover the Parade set-up area, route, pack-down area, as well as health and safety.

Float Marshals 6 Safety Rules:

- Ensure the safety of your float crew, other crews nearby and the public
- Always stay with your float
- Float Marshals must be alcohol and drug free
- Do not throw anything into the crowd
- Do not get on or off your float or any associated vehicle when it is moving
- Float marshals must walk the length of the parade route

Rider Safety

- **Open Floats:** All participants riding on open floats shall have appropriate handrails or hand grips readily available to them. Any standing participants shall have stabilised body support with either buckled safety belt or other means to prevent falling from the unit. No person shall be wired or tied to the float. Secured safety rails, barriers, or ropes may be used to prevent a fall from the float.
- No unsecured riders may be located where they might fall beneath the float, its wheels or between tow vehicle and float (e.g.) no seating on rear edge of tow vehicle or on the front edge of float). If present, children must be under adult supervision and seated at all times when in motion. Riders are to remain on the float once parade begins and at all time when the float is in motion. Alcohol consumption or smoking on the float is prohibited.
- **Cars:** Whilst people can sit on top of the back seat of a vehicle, they must either be strapped into the vehicle or have adequate hand/foot grips to hold onto.

Safety

- You must listen to and comply with all directions given by the Christmas Parade Crew. In particular you must:
- Not throw items into the crowd

- Not board or dismount a moving vehicle
- Consider how many people can safely ride on your float

Performance Manoeuvres

All manoeuvres, formations, or other exhibitions that have the potential to slow or stop the pace of the Parade are not permitted.

Manoeuvres on Parade day may result in removal from the parade and/or denial of future participation in Rotary Birkenhead Christmas Parades.

Vehicle/Float Dimensions

Below are the maximum dimensions of floats that can take part in the parade.

Please contact us if your float will be larger than these dimensions.

- **Height:** 3 metres including any banners, flags or person (to clear traffic and pedestrian crossing lights and power lines).
- **Length:** 12 metres
- **Width:** 3 metres (including rails)
- **Street Clearance:** 40cm above the ground (to clear traffic island edges)
- **Hand rail:** required for ALL floats on which participants will be standing or dancing (refer 'Rider Safety')
- **Cars:** whilst people can sit on top of the back seat of a vehicle, they must either be strapped into the vehicle or have adequate hand/foot grips to hold onto
- Additional safety may be required for any structures where people are 2 metres or more above a hard service. Please contact us in this instance.

Waste Management

Rotary Birkenhead takes its environmental responsibilities very seriously. We need your help to achieve this.

- Please remove all remove any rubbish from the assembly area before you commence onto the Parade route. There are rubbish bins located in this area for this purpose. – Note: residents' rubbish bins are not to be used.
- Leaving rubbish along the parade route is not permitted
- If you have approved/permitted giveaways, please hand these to the crowd rather than throwing them. Please note that there is a charge for any giveaways or handouts
- The pack-down area is designed for you to dismantle your vehicle and make it road-safe for removal. Please remove all waste from the pack-down area. This in turn helps to keep the costs of the parade down and we do not need to charge participants to enter.
- Participants will be charged for the removal of any waste left in the assembly or pack-down areas and on the parade route.

Lost Children

The Parade Management in coordination with NZ Police will manage the Lost Person team and facilitate notification of lost children or misplaced parents.

All Parade Management will make use of the venue public announcement system (if available) to notify the public of the lost person and the location. No names will be used during the announcement.

Person collecting the lost person must provide photo ID and if there is any doubt to the person's bone fides, the Lost Person team are to contact the Police immediately.

Recording details of the person collecting the child including identification used (eg driving licence number) is to be recorded on the register attached to this plan.

Two people will stay with the lost person at the parade assembly control point in the Rawene Road Carpark, Rawene Road, Birkenhead.

In accordance with the NZ Police requirements those people placed in charge of the Lost Person team are to provide their full name, address and contact details to the Parade Management and to the NZ Police upon request. The Parade Health and Safety Advisor is to review and appoint only those persons deemed appropriate for the role and where practicable these people may have experience with the management of young people.

If a child is not united with their family or caregiver by the end of the Parade, the NZ Police will take charge of the child.

Keep up to date at: www.facebook.com/RotaryBirkenhead