

# Manurewa Santa Parade 2014



## Manurewa Santa Parade Participation Information, Guidelines & Rules

### **Theme**

The 2014 Manurewa Santa Parade theme, "Christmas Around The World" reflects on a community that is one in its diversity and a community that will showcase and celebrate artistic talents, many cultures and varied community groups linking to the celebration of 'Christmas Around The World'.

The 2014 parade will be held at 10.30am on Saturday 29 November 2014.

### ***YOU MUST REGISTER TO PARTICIPATE IN THE 2014 MANUREWA SANTA PARADE***

***Applications close 5pm, Friday 14 November 2014. Late applications may not be accepted.***

***NOTE: There is a restricted number of floats permitted in the parade therefore early registration is recommended***

Applications from people or organisations that are not part of the Manurewa Business community are also welcomed so long as the focus on their entry is a clear message of support or celebration relating to the Manurewa Community and/or the 'Christmas Around The World' theme.

Applications from groups or individuals who are not promoting a positive "Christmas Around The World" related message may be refused entry.

### ***What is a 'Parade Participant'?***

A 'Parade Participant' is fundamentally about representing a cause, message, or belief in front of a diverse audience of Parade-goers, celebrating religion and beliefs. 'Parade Participants' generally organise their 'artistic' look around some central theme: celebrating self, celebrating diversity, celebrating business, and celebrating community. The possibilities are many but remember the theme of the parade in 2014 is 'Christmas Around The World'.

A 'Parade Participant' 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. Manurewa Gumboot Group

### ***Manurewa Santa Parade Registration Form***

See attached

## ***Parade Marshals***

There are two types of parade marshals:

- Parade Wardens (Stationary Marshals)
- Walking Marshals

## ***Parade Wardens***

Parade Wardens, provided by the Parade Coordinator, 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 training session.

## ***Walking Marshals***

Each 'Parade Participant' will need to source staff/volunteers that will walk the parade route with the 'Parade Participant' and act as a safety marshals. **It is your responsibility to source the 'Walking Marshals'**. If your 'Parade Participant' includes a powered (electric, petrol or diesel) vehicle additional marshals are required. Walking Marshals are required to attend a training session in addition to a least one member of your group.

'Walking Marshal' training is **MANDATORY** for certification as a marshal. The training 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 Parade Participant
- 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 as they are considered as "people") in your 'Parade Participant' 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 meters 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)

One marshal on either side of the vehicle

***Walkers and Large Vehicle (based on 2 or more axles more 3.5 meters 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 parade participant 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 parade participant 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

***Check-In Agents***

Each Parade Participant will be 'checked-in' by a 'check-in agent' on their arrival at the mustering area. 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.

***Training Schedule 2014***

ALL Parade volunteers (crew), one walking marshal and/or one member of your 'Parade Participation' must attend a training session. The date(s) and time(s) for these training sessions will be communicated at a later date.

***A representative from your group must also be available to collect the required documentation to enter the parade. This includes your sequence number in the parade and your mustering area.*** This date will be communicated at a later date.

***Parade Route***

The parade route remains the same as previous years – commencing from Station Road travelling down Northcrest Way, Great South Road, Weymouth Road, Selwyn Road and back into Station Road.

The mustering and dismantling area of parade will be in the Station Road Car Park.

***Traffic Islands***

The use of Traffic Islands for either decor or construction of parade entries is prohibited. Traffic Islands are used for emergency stations only.

### ***Animals***

Cats, dogs, or other household pets are permitted in the parade however 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.

### ***Line-up***

A number of factors determines your placement in the parade. We attempt to accommodate as many 'Parade Participants' wishes as possible.

### ***Parade Safety***

'Parade Participants' must listen to and comply with all directions given by Manurewa Santa Festival Parade Staff including the Safety Marshals. In particular, all Parade Participants and their participants must:

- **Not throw items from a Parade Participant 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 and a penalty of \$500 for each infraction may be levied. If infractions continue after the warning has been given your 'Parade Participant' may be removed from the route.

### ***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 and no higher than the restricted height.
- Bubbles are EXCELLENT.
- Feathers attached to costumes are OK.
- Signs, banners and flags are great as long as they are not higher than the restricted height.
- Water guns are GREAT. Be sure to fill them with water only and have a water supply.
- 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**

### ***Waste Management***

We are endeavoring to keep the cost of running the parade to a minimum. We need your help to achieve this. We ask all 'Parade Participants' to please remove any rubbish from the mustering 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. All vehicles must be insured, registered and hold a valid WoF or CoF for the day of the Parade. Vehicles must be road worthy and in good operating condition. The dismantle area is designed for you to dismantle your vehicle and make it road safe for removal. Please comply with the NZ Road Code regulations. Drivers must not be under the influence of alcohol or drugs.

### *Vehicle/Float Dimensions*

Below are the maximum dimensions of floats that can be displayed on the parade route, mustering and dismantle area and emergency exit streets. Please contact us if your float will be larger than these dimensions as we might be able to creatively accommodate your float. The dimensions of your float will be checked when arriving at the mustering area.

- Height: 4.25 meters including any banners, flags or persons
- Length: 12 meters
- Width: 3 meters (including rails)
- Street Clearance: 40cms above the ground (to clear any traffic island edges)
- **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**

### *Performance Maneuvers*

Please attach to the 'Manurewa Santa Parade Registration Form' a description of all maneuvers, formations, or other exhibitions that have the potential to slow or stop the pace of the Parade. Your description should include an approximate length of time and, if applicable, location for each maneuver. **Failure to submit an accurate description of planned maneuvers** or any attempt to insert a non-disclosed maneuver on Parade day may result in removal and/or denial of future participation in Manurewa Santa Festival Parade's.

### *Participants Conduct*

All parade participants must demonstrate basic respect for the tone of the parade and consideration of the audience. The following artistic guidelines will apply to ALL parade participants in addition to Health & Safety and Logistical requirements as per the registration form:

- Satire is acceptable – degrading is not acceptable
- Interaction is acceptable – altercation is not acceptable
- Celebration is acceptable – crassness is not acceptable
- Floats and individuals must NOT present images or messages promoting or condoning violence or hatred of any person or group. Consider our Human Rights Law

### *How can you Increase your Visibility during a Day Parade*

Coloured t-shirt, hats and headbands

Amplified Music

Signs and Flags

Whistles (can get annoying after a while)

## **2014 Awards [To be confirmed]**

Vehicles requiring sound equipment and/or power should contact the Parade Coordinator to access a special rate that includes delivery to the mustering area and collection from the dismantle area only on the day of the parade.

**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**

Vehicles with trailers are permitted however special conditions apply. Please contact the Parade Coordinator.

NOTE: Confirmation of your inclusion in the parade will not be confirmed until full payment of any applicable registration or other fees have been made. Cancellation fees apply.

For all Parade enquiries and registrations please email [manurewasantaparade@gmail.com](mailto:manurewasantaparade@gmail.com)