

**WORCESTER COUNTY ST. PATRICK'S PARADE, INC.**

**PARADE STANDARDS  
AND REGULATIONS**

**Revised January, 2018**

**WORCESTER COUNTY ST. PATRICK'S PARADE**  
**STANDARDS AND REGULATIONS**  
**FOR PARTICIPATING UNITS**

These standards and regulations are published by the Worcester County St. Patrick's Parade Committee to assist float sponsors, musical units, marching and governmental units, in understanding the Parade invitation and selection process, the effort necessary to fulfill the commitment of producing a quality parade, the Parade policies and relationships with the Parade Committee that affects them, to guide participants in preparing for and marching in the Parade, to make them aware of the rules that govern their participation in the Parade, and to familiarize them with the Parade Committee members who work in putting the line of march on the street. The Parade Committee attempts to revise this manual as necessary in a timely way, but may issue revisions by memorandums between publications. This information can also be found at [www.stpatsparade.com](http://www.stpatsparade.com).

**RULES GOVERNING PARTICIPATION IN THE  
WORCESTER COUNTY ST. PATRICK'S PARADE**

Please carefully read the following information. It is basic information for parade participants.

These rules are necessary for the Parade Committee to present the best possible viewing event for the audience on the street. Because of this each participating unit must adhere to the regulations of the Parade Committee and to directives given by the Parade Committee marshals on the day of the Parade.

As a condition of participation in the Parade, your unit must sign the participation agreement indicating that you have read this information and agree to abide by these Parade standards. The "Responsible Person" signing the agreement takes on the responsibility of informing all persons associated with the unit of the rules and regulations and that person should be present at the parade.

**I. AN INTRODUCTION TO THE PARADE FOR PARTICIPANTS**

The purpose of the Worcester County St. Patrick's Parade is to provide:

1. A traditional forum for the County's Irish Community to honor the Patron Saint of Ireland, St. Patrick, and to demonstrate its Celtic Culture, heritage and contributions to the United States as a part of its multi-cultural community.
2. Entertainment for the citizens of Worcester County, Massachusetts
  - i. to be considered family oriented and
  - ii. to be exclusive of social and political protest, except for matters pertaining to the reunification of Ireland and then such an entry must be peaceful.
3. A forum for other ethnic communities to participate.
4. Participation only by invitation of the voting members.
5. A parade to be held on the Sunday preceding St. Patrick's Day, the Seventeenth of March.

Over the years, the size of the Parade has grown and the quality of the participating units has increased. Each year more and more units have sought to enter the Parade. With the Parade's increased popularity and with beginning of the live television coverage of the Parade, the timing of the Parade's movement and limitation of the number of participating units has become necessary. The quality of each participating unit's presentation to the audience is both the key to a successful parade and to selection for participation. We invite what our viewers want – the best units!

You have been invited on the basis of the anticipated quality of your unit's participation.

## **II. RELATIONSHIP OF PARTICIPATING UNIT TO THE PARADE COMMITTEE**

2.1 Role of Parade Operations Director(s) - As director(s) of operations has final decision on acceptance of participants in the parade and may eliminate participants for failure to meet and adhere to the rules governing participation in Worcester County St. Patrick's Parade.

### 2.2 Who Can Participate?

(a) The Parade is the exclusive property, activity and presentation of the non-profit corporation, Worcester County St. Patrick's Parade, Inc. The names of events, symbols, emblems and designs pertaining to the Parade and the logo of the Parade Committee may be registered trademarks and may not be used by any participating organization or other organization or individual except with the prior permission of the Parade Committee.

(b) Participation in the Parade is only by invitation from the Worcester County St. Patrick's Parade Committee, via its Chairman. Units invited are those that have an entertainment value to the viewers because of the music, uniform, choreography, color, entertainment or the float of the participants.

(c) Only those invited units that have submitted a signed, written Parade Participation Agreement to the Parade Committee by the deadlines specified each year are eligible to participate.

### 2.3 Invitation to Participate.

(a) Invitations to participate are extended to marching and musical units and floats sponsored by the Chairman and the Parade Committee with a deadline for acceptance within thirty days. If vacancies occur, additional invitations may be sent at the discretion of the parade Chairman with thirty day response deadlines. Uninvited units that attempt to march will be ejected immediately.

(b) Organizations interested in-participating in the Worcester County St. Patrick's Parade must write a letter stating their interest and describing their unit to:

Parade Committee Chairman  
Worcester County St. Patrick's Parade Committee  
Post Office Box 20708  
Worcester, Ma. 01602

(c) Upon receipt of a letter of interest, the Parade Committee will send the organization information regarding eligibility for participation. If the organization is still interested, the Parade Participant Agreement is to be completed and returned to the Parade Committee in time to be reviewed by the invitations committee.

(d) The Parade Committee reviews all applications and recommends those who further the purposes of the parade as stated herein and whose presentation reflects the high standards of quality of the parade. The parade chairman then sends invitations to recommended applicants. Acceptance is required within thirty days.

#### 2.4 Violations of Parade Committee Standards and Regulations.

(a) It is not the Parade Committee's intention to impose penalties on any invited or participating organization that does not conform to the rules of the Committee. However, in order to maintain the quality of the Parade and the integrity of the Parade schedule, it may be necessary to take action against a sponsor or a participating organization that chronically, intentionally, or due to poor planning, or for any other reason, impedes, interferes, or otherwise causes delays in the Parade; or which fails to adhere to the rules of the Parade Committee or otherwise detracts from the purposes for which the Parade Committee is presenting the Parade.

(b) In any situation which involves a judgment or opinion regarding these subjects, the opinion and decision of the Parade Committee representatives and/or Parade Committee marshals serving on the day of the Parade will be determinative and final.

(c) Violation of the Parade Committee's rules and/or directions of the Parade Committee marshals on the day of the Parade can result in ejection from the Parade and possible debarment from future participation. Other penalties may be assessed which may include but not limited to: ineligibility to participate in the following year's Parade; ineligibility for judging; notification to sponsors of non-compliance; pulling of a float from a parade; and/or towing expenses.

### **III. PARTICIPATING UNITS.**

3.1 Participating units should have an entertainment value to the viewer consisting of music, drill, choreography, uniforms, colors, floats or giant balloons, or serve the purpose of being honored by the Parade Committee, or of honoring the objectives of the Parade Committee in presenting the Parade. (See Section IX regarding Liability & Insurance.)

3.1.1 Participants units are responsible for providing their own banner carriers

3.2 The only vehicles in the Parade are vehicles used in conjunction with floats or a vehicle for which prior arrangements have been made by the Parade Chairman to transport an award winner who is infirm. No other vehicles are eligible for participation. (See section VIII Vehicles.)

3.3 Animals are not permitted in the Parade unless being used in connection with a float or as a special and unique animal unit. In the event that an animal is an approved part of a unit, the participating unit will provide scoopers immediately marching behind the animal. The scoopers will be responsible for leaving the street in a clean position for following units.

3.4 Each participating unit is not to engage in any activity that will in any way delay the steady forward movement of the parade.

3.5 All units are expected to be in the staging area a minimum 1 hour prior to the start time and to cooperate with the committee marshals in the assembly area. Parts of the Parade and each unit are to assemble in their specified assembly point in the staging area. Parade marshals will direct units to the unloading and assembly areas. Be certain the Parade marshal in your Parade division area knows which unit you are. Verify that you are in the correct staging area for your position within your division. Any questions will be resolved by the Parade Marshal assigned to your division staging area. Drivers of vehicles must stay with their vehicle at all times to be ready to move the vehicle as required by the parade marshals.

3.6 Parade divisions move in mass from the division staging areas to the Parade start line. Your unit must be in Parade ready ranks in the division staging area prior to marching to the starting line. Follow the staging area marshals' instructions in proceeding to the Parade starting line. Move up to the start line as quickly as possible and be alert for the Parade Marshal starters signals to move into the line of march. All units are responsible for knowing their position in the assembly area and their position in the Parade.

3.7 There is no stopping during the Parade except as directed to do so by Parade marshals. Stopping causes lapses in the Parade and breaks in the continuity of the Parade for those viewing it on the street. The Parade Marshals are assigned to your division and to particular locations along the Parade route. They are completely responsible for the division and/or Parade route area. Look only to these individuals for direction.

3.8 Samples of merchandise, candy or other articles are prohibited from being distributed by participating units, thrown from floats or given out by persons associated with the Parade, while the Parade is in progress.

3.9 All musical units are responsible for their own transportation from the end of the parade back to the beginning of the parade.

3.10 The right is reserved to remove any participating unit from the line of march at any time for safety reasons, indecorous behavior, or noncompliance with the Participation Agreement.

#### **IV. GENERAL**

4.1 All decisions regarding compliance with the Parade Participation Agreement will be made on the day of the Parade by the Operations Chairman or by the Parade Chairman at anytime before the day of the Parade. No one else on the Parade Committee is authorized to waive or modify these rules or agree to any variance. Any exceptions or variance must be in writing and approved in advance.

4.2 There is to be no drinking of alcoholic beverages or unlawful use of controlled or illegal substances in the staging area or in the line of march. There is to be no eating or drinking or any beverages in the line of march. Violators will be immediately evicted from the Parade and their unit will be subject to being banned from this Parade and future participation.

4.3 All units are expected to immediately follow the directions of the Parade Committee marshals.

4.4 Any parade participant arriving at the staging area in other than a bus will have to unload and leave his/her vehicle outside the staging area.

4.5 There is no parking in the staging area. Vehicles in the staging area will be towed away at the owner's expense.

4.6 Only buses will be permitted into the staging area. Buses upon arriving at the staging area entrance will be directed by Parade Committee marshals to the unit's assembly point. Before arriving at the staging area, bus drivers should be familiar with the staging area map sent to each unit. Buses must be immediately off-loaded and leave the staging area. Buses will be directed to the post parade assembly pick up location. Buses are not to be used in the staging area for dressing or for lounging.

4.7 Failure to follow the directions of a uniformed Parade Committee marshal or interfering with the Parade is a breach of the Parade Participation Agreement.

4.8 If a unit is directed to leave the line of march or the staging area, the participating unit agrees to so do immediately.

#### **A REMINDER**

The Worcester County St. Patrick's Parade Committee is trying to present the best quality event possible for the viewers watching on the street. These rules are intended to serve that purpose. That is the only reason for them. They should be considered – as they are named – "standards" of quality. We seek a quality event in its entirety.

The Parade Committee is delighted that you share this objective and are interested in participating in the presentation of one of the finest annual parades held in the Northeastern United States. We look forward to the "March".

## **V. FLOATS**

5.1 Definition. A float is a decorated vehicle designed and built to reflect the theme of the Parade and which is capable of being judged.

5.2 All floats must be approved by the Float Committee before entering the line of march. The Parade Committee retains the right to reject float designs that in its sole opinion do not reflect the theme of the Parade or does not meet the definition of a float.

5.3 Each float must adhere at all times to one of the four themes symbolic of the Parade: Religious. Irish. Patriotic and Open Class.

5.4 For safety reasons, floats are not to exceed 14 feet in height. The driver and/or assistant must stay with vehicle at all times.

5.5 At no time shall a float enter the line of march until ordered to do so by a properly identified member of the Parade Committee marshals in the staging area.

5.6 The right is reserved to remove any float from the line of march at any time, for safety reasons, and indecorous behavior, or for structural instability.

5.7 Samples of merchandise, candy or other articles are prohibited from being thrown from floats, or distributed by other persons associated with the float and unit while the Parade is in progress. Float themes, riders and outwalkers may not solicit anything from the parade viewers.

5.8 (a) No person is permitted to ride on a float in the Parade other than those selected and designated by the sponsor to appear thereon, and the driver of the float.

(b) Float riders are to be used only when they serve a useful function to the overall theme of the float, and must be costumed appropriately to fit the theme.

(c) Although it is the policy of the Parade Committee to discourage outwalkers and more than seven riders on a float, consideration will be given to the use of outwalkers and the expansion of float rider count where it is deemed vital to support the theme of the float. Outwalkers must be uniformly costumed and the costume must be appropriate to and coordinated with the theme of the float.

(d) No person may leave or climb off or climb on to a float during the Parade or after the float has left the staging area.

5.9 Safety Precautions: Law requires that the tail pipe of each float must have a fireproof extension to extend at least 6 inches (6") beyond the float skirt.

5.10 Judging:

(a) All floats may be previewed by judges prior to the Parade in the forming and staging area – and must be at the staging area in the slot assigned to you at the time designated.

(b) Some awards designations may be made prior to the start of the Parade. If this happens, the Award designation will be placed in front of the float at the start of the Parade.

(c) Otherwise, judging will take place at some point along the parade route and awards will be presented at a later date and location.

5.11 Post Parade: Float builders are responsible for delivering and removing their floats to and from the Post Parade area within the time constraints established by the Parade.

5.12 Security: The Parade Committee takes no responsibility for security in the staging area or post parade area or for losses. The builder is responsible for security of floats, equipment and material at all times.

5.13 Music Clearances: Music; Recorded music and other noise on floats competes with live bands ahead of and behind floats, and, therefore, is discouraged by the Parade Committee. Float sponsors are required to obtain a general clearance on all live and recorded music.

(a) If, in the opinion of a Parade Marshal, a float's audio system is interfering with it's neighboring units and orders the offending float to lower its volume, that must be the level of volume maintained throughout the parade. See Section II - Relationship with Parade Committee and Section IV - General.

5.14 Builder Relationship to Parade Committee: The Parade Committee does not employ, sponsor, endorse or recommend or make any other representation regarding capabilities of float builders and designers. Builders are independent contractors, who design and build floats under contract with and for sponsors.

5.15 Drivers - Hire only those drivers who are knowledgeable about the floats and able to make the required maneuvers and properly licensed for type of vehicle being operated.

5.16 Horns and Sirens: Drivers and other persons on any vehicle are not to honk horns, activate sirens, or other noise devices unless an emergency exists. Horns, sirens and similar noise interferes with the music of units before and after the float.

5.17 It is the builder's responsibility to design and construct a safe and mechanically competent float that will traverse the Parade route without having to be towed and/or otherwise interfering with the successful presentation of the Parade. The Worcester County St. Patrick's Parade Committee does not assume any responsibility for the construction or operation of any float by any builder or sponsor.

(a) Permissible vehicles for floats include JerryDan-type trucks, trucks pulling flat-bed trailers, vehicles specifically designed as float platforms and others as determined by the Parade Committee. On Parade Day, Drivers and/or assistant drivers must stay with the vehicle at all times. See also Sec VIII - Vehicles.

5.18 Giant Balloons are covered by float rules where applicable. There must be a sufficient number of handlers as determined by the builder. The sponsor needs to supply the handlers for the balloon.

## **VI. MUSIC UNITS**

6.1 The reason for inviting and accepting each musical unit is to provide a musical entertainment to the viewers on the street. Accordingly, it is expected that each musical unit will play continuously throughout the Parade with only those breaks that are necessary for the unit's members to refresh themselves. Additionally, all units will perform for the reviewing stand. This will ensure a continuous musical entertainment for the street viewers.

6.2 Each band should have an effective form of visual marching identification consisting of the band's name and location for viewers on the street. Acceptable identification consists of banners or individual letters carried by band members dressed the same or a coordinated uniform as the band or accompanying drill, baton or flag unit.

6.3 Music units cannot carry any signs of sponsors or otherwise indicate the names of any sponsors or benefactors that they have independently secured.

6.4 All bands are advised that there is no stopping during the Parade except for pre-programmed occasions that have been directed by the Parade Committee and by the Parade Marshals.

6.5 All musical units must be present in the staging area one (1) hour before the commencement of the Parade. The Parade begins at 12:00 P.M.

6.6 When bands warm up in the staging area, they must warm up in the area assigned to the particular unit in the division. Do not wander off to another area to warm up.

6.7 Equipment vehicles are not permitted in the Parade. They will accompany the buses to the dispersal area. Other vehicles to follow the band will be positioned by a parade marshal to be as inconspicuous as possible.

## **VII. MARCHING UNITS**

7.1 Non-uniformed marching units are invited to participate only in conjunction with their sponsorship of an invited band or float; and are subject to other rules governing marching units and participating units.

(a) Candidates for elective office must sponsor a band; one candidate per band. Election material can be displayed for that candidate only.

See also Section IV - General, item 4.1.

7.2 Marching units must be uniformly dressed or costumed with each member wearing the complete uniform or costume covering from shoulders to feet.

7.3 Marching units should have an entertainment purpose and function consisting of their costumers, drill, march, choreography or similar aspect, or be invited because of being honored by the Worcester County St. Patrick's Parade Committee or because they have honored or supported the purposes of the Worcester County St. Patrick's Parade Committee. Material identifying a candidate or elected official may only appear in the parade as part of a paid admission (see 7.1 above).

7.4 Marching units are to be identified by a sign professionally prepared, 30 by 60 inches in size. The sign is to contain only the name of the marching unit. It may not contain or indicate any commercial sponsorship.

7.5 Marching units will only have their parade-approved identification sign. Banners, placards or handouts, or other messages of any form in the line of march or in the view of the television cameras is strictly prohibited. Distributing flyers, handouts or other materials or items is also strictly prohibited.

7.6 Marching units may not be shouting slogans or partisan messages, expressing support for any subject not reflecting the stated theme of the Parade Committee, engaging in any indecorous behavior, or leave the line of march or ranks to shake hands or engage in conversation with Parade viewers.

7.7 All other rules in these Standards and Regulations apply to marching units.

## **VIII. VEHICLES**

8.1 With the exceptions specifically described in these regulations, vehicles are not eligible to participate in the Parade.

8.2 No vehicle containing an advertising message is considered to be a float, and is not eligible to participate.

8.3 Commercial vehicles or vehicles used for advertising purposes by a commercial enterprise are not eligible for participation unless entered pursuant to an agreed upon sponsorship arrangement with the Parade Committee. Such participation is a variance which must be in writing. (See Section IV, General regarding variances.) The variance must be incorporated in the Participation Agreement to be effective.

8.4 Vehicles that are part of a performing drill team and which perform an entertainment routine or have an entertainment value during the Parade may be eligible after the Parade Committee has reviewed a picture that accurately shows the vehicle that is to be in the Parade and discussed the entertainment routine. The picture and description of the entertainment routine must be incorporated into the Participation Agreement for the Agreement to be effective.

8.5 Support vehicles, emergency vehicles, military vehicles, and participating unit's are not eligible except as defined in Paragraphs 6.7 and 8.4 and that exception will apply to only one vehicle. Multiple vehicles will not be eligible. See Section II - Relationship with Parade Committee.

8.6 The driver of the vehicle or an alternate driver must remain with the vehicle at all times and be ready to move the vehicle as directed by a parade marshal.

## **IX Liability and Insurance**

9.1 The Worcester County St. Patrick's Parade, Inc. carries general liability insurance to protect itself against claims arising from its events and activities. The Parade Committee's coverage does not extend to provide any protection for float sponsors, builders or other participants.

9.2 If the entry has liability insurance, the Parade Committee requests that each float, float sponsor and builder be insured by a policy of general liability insurance, with a no deductible clause, from a company approved by the Parade Committee, with a limit of \$500,000 per occurrence and a policy limit of \$1,000,000. A certificate of insurance from the carrier shall be delivered to the committee 3 weeks prior to the Parade Event as per the instructions and the end of this paragraph, and as per the limits set by the yearly review of the Finance Chairman and the Committee. In addition, builders and self-builts are required to carry workers compensation insurance for all employees and volunteers performing any work or services as well as for riders and other float participants on any float. This may be accomplished by the float sponsor or builder carrying the insurance and providing the Parade Committee with a certificate of insurance certifying that the required policies of insurance have been issued and specifically naming The Worcester County St. Patrick's Parade, Inc. as an additional insured with the following endorsement:

"The Worcester County St. Patrick's Parade, Inc. is named as an additional insured with respect to liability arising out of any operations of the named insured in connection with the Worcester County St. Patrick's Parade, Inc. The insurance afforded by this policy to said additional insured shall be primary insurance and any other valid and collectible insurance available to said additional insured shall be excess insurance."

9.3 The insured is to obtain a written obligation on the part of the insurance carriers to notify die The Worcester County St. Patrick's Parade, Inc., in writing, 30 days prior to any cancellation thereof.

**(See the applicable "Parade Participant Agreement" for this year.)**