

35TH ANNUAL ST PATRICK'S PARADE OTTAWA 2017 SATURDAY 11 MARCH

VOLUNTEER ROUTE MARSHALL INFORMATION PACKAGE

1. Register at Ottawa City Hall (*Jean Pigott Hall*). *See Application/Registration Form on Page 2*
2. Get your assigned Street Intersection. *See Parade Route Map on Page 3*
3. Pick-up your Safety Vest and poster/pins for the barricade.
You will receive your wristband for free admission to Beau's St. Patrick's Party when you return your safety vest to volunteer coordinators after the parade at Aberdeen Pavilion, Lansdowne – If you do not intend to attend the party please return your safety vest to volunteer coordinators on the shuttle bus.
5. Read the Guidelines for Route Marshalls document; this contains all the information you will need about your responsibilities as Parade Route Marshalls. *Pages 5-6*
6. At 9:00 am, listen to the important information and instructions given by Parade staff and members of the Ottawa Police Services.
7. At 9:45 am - Proceed to your Street Intersection (map attached)
By foot, OR
By your vehicle, OR
By our Volunteer bus (Campeau school bus) which will be at City Hall on Lisgar St.
See Shuttle Bus Schedule Page 7

The Volunteer Shuttle bus will be parked on Lisgar St, near the entrance to City Hall by 9:30AM and will **leave City Hall at 9:45AM**; *a shuttle bus coordinator will be available at the stop and have the shuttle bus schedule*, the bus will drop off Route Marshalls along the Parade Route, near their intersection. After the parade the Shuttle Bus will pick up Route Marshalls and bring them to Lansdowne Park by approx. 12:45PM

8. At 10:15 am - be at your post; follow the instructions given by Parade Staff, Ottawa Police Services, and provided in the Route Marshall Guidelines document.



VOLUNTEERS



Ottawa St. Patrick's Parade

Volunteer Route Marshall Application/Registration Form

SECTION 1

Provided to and retained by volunteer coordinator.

Name

First Name _____ Last Name _____

Email Address _____

Phone Number _____

Are you 19 years of age or older?

- Yes
- No

Volunteer's Emergency Contact (Name/Relationship/Phone number):

Notes: _____

IN CASE OF AN EMERGENCY/PROBLEM

Volunteers can call coordinators: *For life threatening or serious medical emergencies call 911*

Karen
Peter Rock 613-371-5915
Lauren 613-859-7971

**_**_*_*_*_*_*_*_*_*_FOR VOLUNTEER COORDINATOR USE ONLY*_**_**_*_*_*_*_*_

SECTION 2

Completed by coordinator and held by volunteer.

At the end of the parade return to coordinator with your safety vest.

Volunteer Name: _____

Registration confirmed by: _____

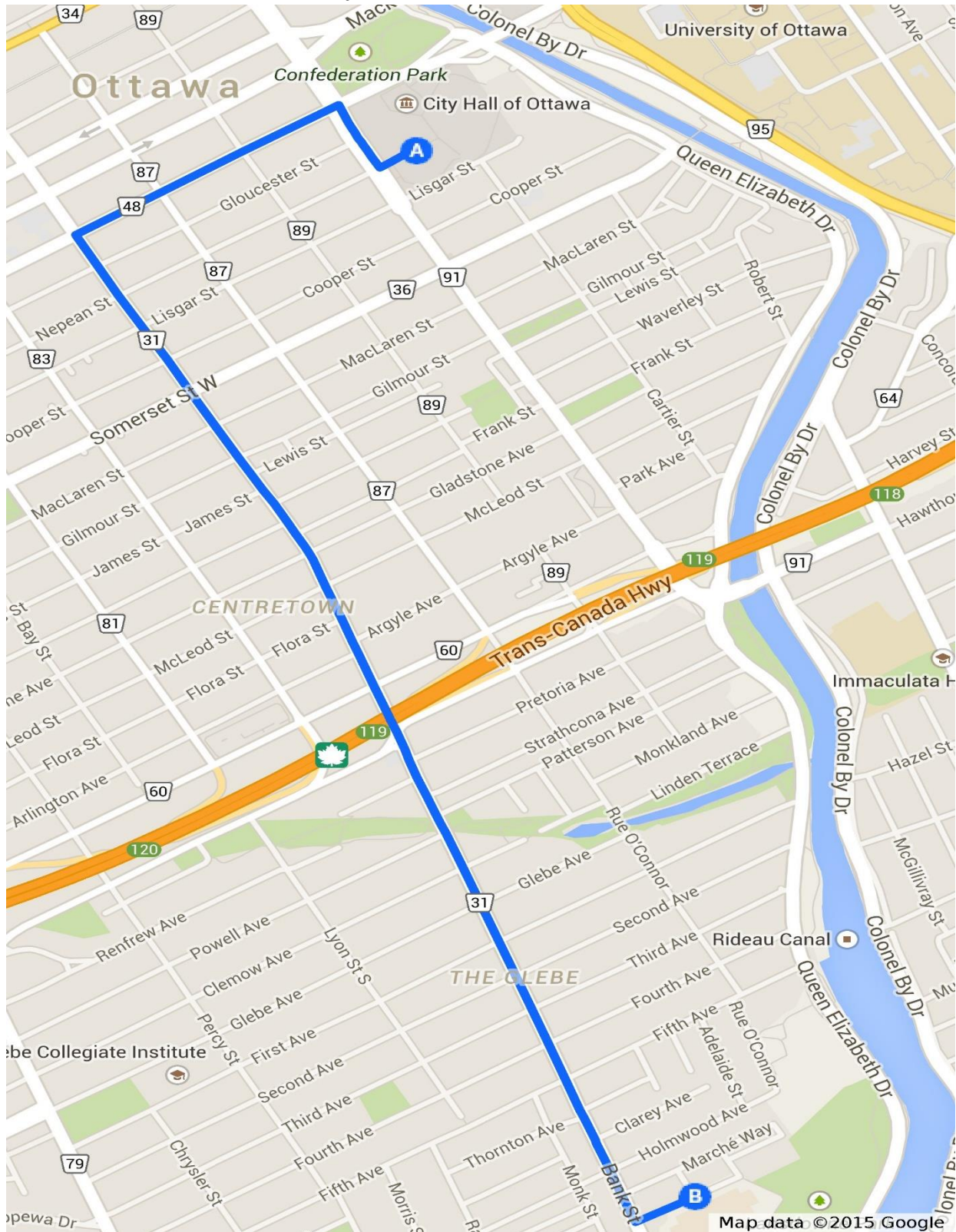
Assigned Street Intersection: _____
(See attached map)

Safety Vest returned (Coordinator Initials): _____

VOLUNTEERS

A Start – Ottawa City Hall

B End – Lansdowne Park



GUIDELINES FOR ROUTE MARSHALLS

(Based on City of Ottawa guidelines)

1.0 Introduction

You have volunteered to assume the responsibilities of a route Marshall for the St. Patrick's Parade. This function is important and essential to ensure the event's success. When meeting the public, you are representing the Irish Society of the National Capital Region, organizers of the Parade. Your actions will reflect positively or negatively on both the organization and the event itself. Keep in mind that while many people enjoy special events and make an effort to participate in or view them, this enthusiasm is not necessarily shared by all. Many people are working or attending other events or appointments, some of which may be within the barricaded area, and require access. Local residents may also require special assistance to access or leave their homes. Other people may simply wish to circumvent the affected area. You should be prepared to deal with these situations and determine ahead of time how to properly respond.

2.0 General Rules

8:00 am and 9:00 am - Meet at City Hall (Jean Pigott Hall) to register, to get your street intersection, to pick up your safety vest, and to receive your wristband for FREE admission to Beau's St. Patrick's Party at Aberdeen Pavilion (Lansdowne).

9:00 am

Listen to the important information and instructions given by Parade staff and Ottawa Police Services. Feel free to ask questions at this time.

9:45 am - Proceed to your Street Intersection (map attached)

- By foot, or
- By your vehicle, or
- By our volunteer bus (school bus) which will be at City Hall on Lisgar St.

BUS LEAVES AT 9:45

10:15 am - Be at your post

Be dressed for the weather, not just for conditions at the start of the event but also for weather changes that could develop during the event.

Be prepared to sustain some physical discomfort while waiting to be relieved in order to get to a washroom facility.

Bring snack foods and fluids such as bottled water, juices and soft drinks with you (ABSOLUTELY NO ALCOHOL).

Take your garbage with you. Nothing will antagonize the local residents more than leaving a site dirty.

At end of the Parade, the bus will pick up Route Marshalls and bring them to Lansdowne.

3.0 Specific Instructions

As a route Marshall, you will be assigned to an intersection either along the Parade route or one block parallel to the route. The responsibilities of the route Marshalls differ depending on the assigned intersection. For this reason, they are detailed separately as follows.

3.1 Intersections along the Parade Route

Wear your safety vest at all times while serving as a Route Marshall.

Place the barricade across the centre of the intersecting street immediately adjacent to the Parade route when this is requested of you by the Parade Marshalls (in golf carts). Assist traffic to continue crossing the event route after route closure until you are instructed to have a complete closure by the Parade Marshalls.

Signal to the barricade attendant one block back when you are instructed that traffic can no longer cross the event route. From that point, only local traffic should be circulating between the barricades at the Parade route and one block back.

If approached by a motorist who insists on crossing the Parade route after you have been instructed that traffic can no longer cross, explain that if he or she wishes to wait you will be happy to assist him or her across the route when you are instructed that it is safe to do so. Residents and businesses on dead – end streets that intersect the route are particularly impacted, especially those requiring access to / from the affected properties. Special consideration needs to be given to those affected at these locations.

Emergency vehicles must always be able to cross the Parade route. You therefore must be ready to assist these vehicles across safely at any time.

At designated transit crossover points, only buses can cross an event in progress and only under Police supervision. When assigned an intersection that is a designated transit crossover point, you will have to assist with this operation by following Police direction.

Where parking is permitted along the Parade route, vehicles must not be allowed to move while the Parade passes.

You may need to inform motorists how to get around the closed portion of the event route once traffic can no longer cross it. Prior to reporting to your assigned location, you should discuss this with the Parade Day staff at City Hall to ensure that the correct information is conveyed.

If approached by a motorist you are unable to assist, offer to contact the emergency contact if you have the communication means available. Occasionally, you may come into contact with a motorist who refuses to comply with your instructions. If this occurs, be firm and request assistance from the emergency contact or the Police. When an event appears to have concluded, do not leave or move the barricade until you are instructed to do so by the police or the Parade Marshalls (in golf carts). When instructed to do so, return the barricade to an appropriate location off the roadway which will not interfere with vehicle or pedestrian movement (generally where it was found).

3.2 Intersections One Block from the Event Route

Wear your safety vest at all times while serving as a Route Marshall.

Place the barricade across the lane(s) of traffic leading to the event route immediately adjacent to the roadway one block from the route when this is requested of you.

Assist local traffic to enter or exit from homes and businesses within the closed area. If approached by a motorist who insists on crossing the event route after you have been instructed that traffic can no longer cross it, invite him or her to wait at the next barricade by the event route until such time instruction is given that the route can be safely crossed.

Emergency vehicles responding to an emergency must be permitted and assisted through your barricade as quickly and safely as possible.

If the cross street is a designated transit crossover point, you will need to provide access to buses while being careful not to permit access to other through traffic once instructed that non-transit traffic can no longer cross the event route.

You will need to inform motorists how to divert the closed portion of the event route once traffic can no longer cross it. You may also be asked how to avoid the area completely. Prior to reporting to your assigned location, you should discuss this with the Parade Day staff at City Hall to ensure that the correct information is conveyed.

If approached by a motorist you are unable to assist, offer to contact the emergency contact if you have the communication means available.

When an event appears to have concluded, do not leave or move the barricade until you are instructed to do so by the Police or the Parade Marshalls (in golf carts).

When instructed to do so, return the barricade to an appropriate location off the roadway (generally where it was found), so that it will not interfere with vehicle or pedestrian movement.

4.0 Conclusion

Return your vest and barricade poster to the Volunteer Bus (last vehicle in Parade), or hand – in the vest & poster at the entrance to Beau's St. Patrick's Party at Aberdeen Pavilion (Lansdowne Park). All vests are to be returned.

If you wish, proceed to the Grand Irish Party, and show your Parade wrist – band to join the Party, which runs from 12 noon to 10:00 PM.

As a route Marshall, you are accepting an important responsibility, one critical to the success of the Parade. You are the person that the public will see as a representative of The Irish Society / NCR. Above all, be courteous and as helpful as you can, in advising the reason for the road closures, and never endanger Parade spectators or participants.

***THANK YOU FOR VOLUNTEERING!
WE COULD NOT DO IT WITHOUT YOU.***



VOLUNTEERS



SHUTTLES BUSES

BUS #1 – Volunteer Route/Traffic Marshalls

Bus will be parked at City Hall (Lisgar entrance) near intersection of Lisgar/Cartier by 09:20AM

9:45AM Volunteer Shuttle Bus will depart City Hall, dropping off volunteers at their intersections along the parade route. (PROCEED WEST ON LISGAR, NORTH ON ELGIN, WEST ON LAURIER, SOUTH ON BANK TO LANSDOWNE PARK ARRIVING APPROX 10:15AM-10:30AM)

Volunteer Shuttle Bus will then return to Laurier Ave Bridge and join the parade as the last entry, picking up Volunteers along the parade route and bring volunteers to Lansdowne, arriving approx. 12:45PM

BUS #2 – Volunteer/Parade Shuttle

2 Buses will shuttle volunteers and parade participants between City Hall and Lansdowne from 8:30AM to 12PM.

BUS #1 SHUTTLE BETWEEN
FROM CITY HALL (LISGAR ST) TO LANSDOWNE PARK ABERDEEN PAVILION FROM 08:30 TO 12:00 APPROX

BUS #2 SHUTTLE BETWEEN
LANSDOWNE PAR-ABERDEEN PAVILION TO CITY HALL (LISGAR ST.) FROM 08:30 TO 12:00 APPROX

*** NOTE TO VOLUNTEERS**

PLEASE RETURN YOUR SAFETY VEST TO A MEMBER OF THE PARADE COMMITTEE ON THE BUS (IF YOU ARE NOT GOING TO THE PARTY) OR HAND IT IN TO THE VOLUNTEER COORDINATORS TO COLLECT YOUR BRACELET TO ENTER BEAU'S ST. PATRICK'S PARTY AT THE ABERDEEN PAVILION (LANSDOWNE PARK). PARTY RUNS FROM 12 NOON TO 11:00 PM. THANK YOU FOR SUPPORTING THE PARADE.