



Baylor Homecoming Parade Handbook

As the oldest university in the state of Texas, Baylor has had a long time to develop rich traditions, with many of the favorites revolving around Homecoming. The first Baylor homecoming parade occurred in 1909. The next Homecoming didn't occur until 1915, when the alumni association took over official sponsorship of the activities. Usually held on Thanksgiving weekend, early Homecomings were held sporadically until they became an annual event in 1934 when the name was changed from "Good Will Week" to Homecoming and brought under the direction of the Chamber.

The size and complexity of the parade and its entries and the desire to increase student and spectator safety has brought us to develop this handbook. This document will provide you with guidelines and policies/procedures. It is not intended to cover every contingency that could be encountered during the float design, build and parade route. Float preparation and parade injuries can range from minor to serious and often include contusions, sprains/strains, lacerations, and fractures. The appropriate measure of common sense and personal responsibility plays a large part in a successful homecoming parade experience. Preparing floats and participating in parades can be fun and educational experiences. However, participants should be aware that there are inherent hazards associated with these activities and take appropriate precautions to prevent injuries to themselves and others.

This handbook will focus on these areas:

- Float registration
- Evaluation of the float submission
- Safety in float Construction
- Transportation of the float to the parade site
- Parade line-up procedure

You each have a role in making this Baylor Homecoming Parade a wonderfully memorable experience for our family, friends, alumni and guests. We encourage you to take this role very serious.

Table of Contents

General Float Information	3
Float Registration.....	3
Theme Approval	3
Initial Risk Management Approval.....	3
Risk Management Review	4
Float Specifications:	4
Float Registration Form	6
Copyright and Trademark Issues	8
Penalties for Copyright Infringement	8
Trademarks and Copyrights for T-Shirts and Other Products	8
Violations of Copyright and Trademark Guidelines	9
Risk Management Parade Float Safety Requirements for Homecoming	9
Purpose of Policy:	9
Scope of Policy:	9
Float Construction Requirements:	10
Failure to Comply with Stated Policy:.....	11
Float Construction and Float Site Safety Recommendations	11
Texas Department of Transportation Guidelines	11
Check-In and Line Up	12
Risk Management Assessment	12
Baylor Homecoming Parade Marshals	12
Selection of Parade Marshals.....	12
Parade Marshal Responsibilities.....	12
Conduct During Parade	13
Candy and Promotional Item Distribution	13

General Float Information

Registration

Organizations wishing to register a float in the Homecoming Parade must first attend a mandatory Float Chair Information Meeting. The Baylor Chamber of Commerce will notify organizations in the spring semester of the Float Chair Information Meeting. This meeting will introduce all policies, processes, and procedures regarding float approval and construction. Failure to attend the mandatory meeting could result in disqualification from the Homecoming parade.

Once organizations wishing to enter floats in the parade have attended the Float Chair Information Meeting, the appropriate organization representatives may register a float at a time determined by the Chamber. Organizations wishing to register a float must complete all parts of the paper registration form specific to float parade entries (see page 6) by the spring semester and an online registration form used for all parade entries by the fall semester. All registration deadlines will be set by members of the Chamber. An organization that does not complete either portion of the registration process will be subject to disqualification from the Homecoming Parade.

Approval Process

The initial approval process for any organization wishing to enter a float in the Homecoming Parade will be divided into two categories:

1. Theme approval
2. Initial Risk Management approval

Floats must be in compliance with all of the policies set forth by the Chamber, the Division of Student Life, and the Department of Risk Management in order to receive initial float approval. The details of the two approval processes are delineated below.

Theme Approval

The float themes submitted by each group will be subject to copyright review by the Chamber and the Office of General Counsel. An organization may not use a theme that not been approved. Themes may be revised at any time in order to comply with the policies set forth by the Division for Student Life. Themes preference for all groups will be given according to the order in which float registration forms are submitted on a first come first serve basis.

Initial Risk Management Approval

A detailed and thorough design of the float will be submitted for approval to the Chamber and the Department of Risk Management. This design may be one in the same as the creative theme sketch but will need to include specific dimensions of float features as well as the manner in which organization representatives will be interacting with the float during the Homecoming Parade. If any feature of a float is present on the morning of the parade that is not included in the initial

design or that has not been given approval during various reviews (see below) that float could be subject to removal from the Homecoming Parade.

Risk Management Review

Floats will be inspected at three separate times by the “Safety Team.” Members of the Safety Team shall include but are not limited to members of the Chamber, representatives from Risk Management, and representatives from Facility Services. At these times, the Safety Team will provide feedback regarding the float’s parade readiness and the organization’s compliance to the various safety policies. Any organization that does not make required adjustments could be subject to removal from the Homecoming Parade. These visits will occur 1) upon completion of the frame of the float, 2) two weeks prior to the Homecoming Parade, and 3) the morning of the Homecoming parade. Student organization representatives will be responsible for scheduling the first two inspections with a designated Chamber representative at the appropriate time.

Float Specifications

Safety Team members and float judges will be reviewing each float in order to ensure the following specifications are met:

1. Maximum Height: 15 ft.
Maximum Width: 20 ft.
Maximum Length: 50 ft.
2. All wheels must be at least 6 inches in diameter and must be load bearing.
3. Motorized floats must have adequate ventilation for exhaust fumes. The tailpipe must extend 1 foot beyond the length of the float. This includes exhaust from generators.
4. All engines must be covered with a non-combustible barrier (i.e. original hood or manufacturer’s product).
5. The following parts must be accessible: battery, radiator, gas spout, and air duct to carburetor.
6. All floats must be built so that all occupants have two available exits and can escape immediately in case of fire; this includes the driver.
7. All floats must be equipped with a hook in the front or rear of the float for emergency towing.
8. All expenses incurred by the Chamber or by Baylor as a result of floats breaking down or other unexpected expenditures will be the responsibility of the organization.
9. The above guidelines will be strictly enforced. There will be no exceptions, regardless of the date of the infraction(s). (i.e. if identified, disqualification will still be enforced.)
10. All additional Risk Management guidelines must be met.

If any of organization fails to comply with the above guidelines that organization’s float may be denied entrance into the Homecoming Parade.

Monetary Guidelines:

Class	Maximum Expenditure
A	N/A
B	\$2250.00
C	\$1750.00

*Amounts are approximate and subject to slight change – you will be informed if changes occur.

Awards:

Judges' Award	\$1000.00
Class A	\$750.00
Class B	\$650.00
Class C	\$500.00

*If multiple organizations are involved in the construction of a winning float, the prize money will be split evenly between all participating organizations.

Fees:

Theme Registration Fee: \$100

Parade Entry Fee: \$50

Payable to: Baylor University

Float Registration Form

Organization Name: _____

Primary Float Chair: _____

Primary Chair's Phone Number: _____

Additional Float Chair(s) and Phone Numbers (List all):

Location of Float Site (include address):

(Attach map of route from Baylor to the float site)

Float Class: A B C

Proposed Theme (be as detailed as possible):

Please attach the following information as well:

1. A sketch of the float that depicts the float's proposed theme
2. A diagram of the float that includes the dimensions of every float feature (i.e. height, length, width, etc.). This may be one in the same as the theme sketch.
3. A detailed description of the float that will describe every feature both inherent to the float and peripheral to it that your organization plans to include. This includes how members of the organization will be interacting with the float during the parade.
4. An alternate theme proposal that includes all the information listed above (optional).
5. Payment (make checks payable to Baylor University)

An organization that does not provide all of the information required in this form will not be given initial approval.

By signing this form you are agreeing to abide by the policies set forth by the Chamber, the Division of Student Life, and the Department of Risk Management in regards to the Homecoming Parade.

Signature of Primary Float Chair

Date

Signature of Organization Advisor

Date

For Office Use Only

Received by: _____

Date: ____/____/____

Time: _____:_____ a.m. / p.m.

Copyright and Trademark Issues

Penalties for Copyright Infringement

“Willful” infringement for commercial or financial gain is a federal crime punishable as a misdemeanor, carrying a maximum sentence of up to one year in jail and/or a \$100,000 fine. Even inadvertent infringers are subject to substantial civil damages, ranging from \$500 to \$20,000 for each illegal showing.

Trademarks and Copyrights for T-Shirts and Other Products

Student organizations desiring to sell or distribute t-shirts or other products on campus are first required to obtain written approval through the Department of Student Activities. Permission to sell products may be given to student organizations that adhere to the following policy and complete the request form.

Licensing approval for the use of registered Baylor marks on any product for sale or distribution by student organizations will be subject to the following restrictions and requirements:

- Written approval is expected be obtained through the Department of Student Activities prior to submission to Collegiate Licensing by Student Activities
- Written will be sent from the Online Product Approval process by the Office of Collegiate Liscensing and is required for the production of any product using registered Baylor marks.
- Production or purchase of any screen printing or embroidery work on the product requires the use of a company licensed with Baylor University. A list of licensed screen printers and embroiderers is available from the Office of Collegiate Licensing.
- Use of the name (or letters) of the student organization displayed on the product is expected
- Distribution of the product is generally restricted to sell only to their members and dates for a particular function. Based on the event and the campus-wide impact, exceptions can be made for the sponsors of events such as Homecoming, Parents Weekend, Diadeloso, Bear Downs, Christmas Tree Lighting, and all-University dances and tournaments.
- Use of Baylor marks on the products must be confined to the standard registered marks. Such marks can be incorporated into a custom design on the product with appropriate approval from the Office of Collegiate Licensing.
- Use of any individual athlete, athletic squad, athletic team, or athletic event that the University participates in as a competitive representative of the Big 12 Athletic Conference under NCAA rules and regulations is prohibited.
- Use of products produced for student organizations containing or including any registered Baylor marks to be worn by the members and their dates for a specific function will not be subject to any royalty. All products containing or including any registered Baylor marks

produced for resale to the general public by student organizations will be subject to a 3.75% royalty of the gross sales price of the licensed product sold by the licensee to the student organization. The appropriate royalty will be collected from the Baylor licensee by the Office of Collegiate Licensing on a quarterly basis.

- Compliance with Baylor University Guidelines for Product/Art Approval will apply to all student organizations. For more information go to: <http://www.baylor.edu/licensing>

Violations of Copyright and Trademark Guidelines

Violators of the established policy will be subject to the following sanctions:

- For unapproved, but approvable, product designs, a 10% fine on the cost of the product will be imposed. Distribution of the product shall be stopped until the design is approved and the fine is paid. All fines will be used at the discretion of the Department of Student Activities.
- For unapproved and unapprovable product designs, the organization will not be able to sell or distribute the product and must pay a 10% fine on the cost of the product. All fines will be used at the discretion of the Department of Student Activities. In addition, one or more of the following sanctions may be imposed:
 - If the product can be corrected (overprinted), the group may be allowed to distribute the product once a 10% fine is paid.
 - For design problems that cannot be corrected, the product will be collected and destroyed by Student Activities.
 - Additional fines and/or ban on future t-shirts and other products will be imposed.

Risk Management Parade Float Safety Requirements for Homecoming

Purpose of Policy:

This document sets forth certain safety requirements to assist in the safe construction and operation of parade floats for the homecoming parade.

Scope of Policy:

This document applies to all persons (full or part time employees, students, and visitors) entering floats to be displayed during the homecoming parade and parade ceremonies.

Responsibility of Participants:

- Floats must be structurally sound and safely designed. The main platform must have no holes or hollow areas that might allow someone to fall through. All riders must remain seated or, if standing, have a secure handhold (railing, pole, handle, etc.)

- There must be no exposed rebar, nail heads, staples, chicken wire ends, etc., in areas expected to come in contact with people. Use proper nail lengths or bend the ends. This will apply to post parade status of the float.
- Attempt to purchase only materials that are flame resistant. Materials such as crepe paper, foil, etc., can be purchased flame resistant. Do not use facial tissue-type paper, straw, or fodder.
- Any use of fire or open flame on a float during the parade is prohibited.
- No decorations may be placed on lights or around heating and electrical equipment. Any electrical cords must be properly installed, protected, and in good repair.
- For the safety of parade participants and the general public, vehicles larger than vans, pick-ups, and SUVs used to tow floats, may be denied entry into the parade. Risk Management reserves the right to deny the use of any towing vehicle in the parade. If your vehicle is questionable concerning these guidelines, please contact a representative of Risk Management for approval of the vehicle's use in the parade.
- All self-propelled floats must have a properly installed manufacturer's engine compartment hood. An exposed engine compartment has the potential to compromise the integrity of the vehicle's ability to operate properly. Removing the hood also exposes the float occupants to the engine's moving parts and increases the potential for an engine related fire.
- The design of the float should emphasize protection for anyone who will be riding underneath, inside or on top of the float during the parade.

Float Construction Requirements:

- Provide emergency exits – access points that can be opened immediately from the inside or the outside without tools.
- Ample ventilation for removal of vehicle and power generator exhaust – exhaust pipes should be in good repair and not discharge in a way that directly exposes any float rider.
- If carbon dioxide extinguishers or dry ice are used for creating “smoke”, drivers and riders must be provided with adequate ventilation and protection from exposure.
- 180 degree unrestricted view, and good communication for the driver must be maintained at all times.
 - A fire extinguisher must be provided on each float. An inexpensive ABC type fire extinguisher should be purchased for this use. Do not remove extinguishers from residence halls or academic buildings.
- Safety blocks for tires must be provided on each float. Scrap wood (4" x 4" or larger should be sufficient). However, make certain that the blocks are large enough to hold the float on a significant incline.
- Horses are not allowed to pull the float. Wagons and/or floats may not be pulled by “human power”, because hills can present special concerns for safety.
- Any decorations or debris falling off the floats should be picked up by the organization and not left to litter campus, city, or county roads.

- Floats that are self-propelled must be D.O.T. legal (lights, turn signals, etc.) to drive from the build site to the parade line up. Those floats that are not legal must be towed from the build site to the parade line up.
- All fueling of combustible engines must be done prior to arriving at the parade line up. There is to be no excess flammable liquids (stored gas containers) on the floats or towing vehicles during the parade.

Failure to Comply with Stated Policy:

If any group entering floats into the homecoming parade fails to comply with the provisions set forth in this policy, said group and float may be denied entry into that year's parade as well as the following year's parade.

Float Construction and Float Site Safety Recommendations

Baylor University assumes no responsibility for preparation /construction activities that take place off university property; however, the following are recommendations for safe practices during such preparation/construction of parade floats:

- A. The construction site should be well lit for night activities. Continually check the surrounding area for nails, wood scraps and lumber with protruding staples, nails, etc. Wear close-toed shoes at all times while working on and around the float. When using electric power tools in damp weather, use a ground fault circuit interrupter (G.F.C.I.) receptacle to avoid electric shock or serious injury. These can be purchased at most hardware stores.
- B. During construction, combustible supplies and materials used to construct or decorate floats (such as cardboard, paper products and paints) must be stored away from all heat sources. They should not block fire exits.
- C. Waste materials should be discarded in proper dumpsters or by other legal methods. Salvageable material should be neatly stacked in a manner that does not create a hazard. Groups are encouraged to recycle. For additional safety information, please contact the Department of Risk Management at 710-4586.

Texas Department of Transportation Guidelines

All vehicles/floats being towed or transported must abide by TXDOT laws and policies. More information can be found at <http://www.license.state.tx.us/towing/towinglaw.htm#towlaw>

Check-In and Line Up

All floats must register with the Baylor Chamber of Commerce no less than 2 hours prior to the posted beginning of the Homecoming Parade. Upon verification of attendance all floats are required to immediately line-up in the location designated by the Baylor Chamber of Commerce.

Risk Management Assessment

All floats will have a final inspection for compliance with stated University and Risk Management policies after check-in and line-up by representatives from the Department of Risk Management, Student Life, and the Baylor Chamber. If any safety issues with the float and/or its participants are present, then the Department of Risk Management in collaboration with the Division of Student Life and the Baylor Chamber of Commerce may remove the float, participants, or organization from the Homecoming Parade.

Baylor Homecoming Parade Marshals

Selection of Parade Marshals

- The Parade Marshals for the Homecoming Parade will be chosen from the active members of the Chamber.
- The Parade Marshals will have been a member of the Chamber for at least one semester prior to selection.
- There shall be one Parade Marshal selected for every twenty entries in the Homecoming Parade.
- The Parade Marshals will be chosen one month prior to the Homecoming Parade.
- The Parade Marshals will be chosen by the Homecoming Chair and the Homecoming Parade Chair in conjunction with the input from the current Chamber sponsors.
- All Parade Marshals will meet with the Department of Risk Management, the Baylor Police Department and the current Chamber sponsors prior to the parade in order to review all relevant policies and the Parade Route.

Parade Marshal Responsibilities

- The Parade Marshals will be responsible for facilitating the line-up of entries into the parade.
- The Parade Marshals will have the authority to dismiss any entrant or participant of the parade at any time if the organization in question is not in compliance.
- The Parade Marshals will keep order during the parade itself and ride along the parade route in order to review that all participants are in compliance with the parade policies, traffic laws, and verbal instructions from Parade Marshals or other Baylor officials.

Conduct During Parade

The parade Marshalls, under the authority of Baylor University, have the right and responsibility to remove parade entries, participants, or patrons if any activity or action compromises the safety or well-being of any participant or patron. Furthermore, the actions and/or activities of all parade participants and entries must be consistent with the policies and procedures as outlined by Baylor University. All participants and entries that are in violation of stated policies are subject to removal.

Candy and Promotional Item Distribution

Baylor University and the Baylor Chamber of Commerce do not allow throwing or distribution of candy and/or promotional items from vehicles or entries. If candy and/or promotional items are to be distributed to patrons or participants, they must be distributed by parade participants walking alongside the entry and in close proximity to the patrons.