



CHRISTMAS COLLECTIONS ~ 2024 ~



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Team Leaders and Assistants

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Be at start point no later than 5:30 pm
(The aim is to finish by 8:30 pm)

The Team Leader is primarily responsible for:-

- Briefing at start
- Ensuring team are wearing fluorescent jackets, carrying torches
- Assigning a 'minder' for children taking part
- Directing team, with driver, along correct route
- Safety of team members and the public
- Debriefing at end
- Collecting all equipment
- Taking, counting, banking cash

KEY POINTS

- ARRIVE ON TIME
- BRING MAP, TORCH, PHONE, HAT
- HANDOUT JACKETS, BUCKETS, TERMINALS
- BRIEF TEAM
- MAKE SURE EVERYONE IS SAFE
- AT FINISH, COLLECT ALL EQUIPMENT & CASH

The Assistant helps with all the above and in particular supervises the Collectors on the opposite side of the road to the Team Leader.

Take with you

- Torch and Hi-Viz Rotary jacket
- Route map
- Smart phone with Sleigh Tracker App loaded
- Heavy duty carrier bag for cash at end
- Contact details for Collectors, Driver, Organiser

Before start

- Check Driver knows route and has map
- Check that sleigh contains:
 - Buckets, tabards, Santa's bell, Card Readers, QR barcode cards
- Check Sleigh lights and sound

At start

- Welcome
- Issue:
 - Jackets

- Buckets
- Card Readers ... [\(Click here to see instructions\)](#)
- QR barcode cards ... [\(Click here to see instructions\)](#)
- Briefing re:
 - Safety (Use the Event Risk Assessment for guidance).
 - Raise awareness of risks of tripping on unfamiliar, possibly uneven surfaces in darkness.
 - In particular mention uneven heights of adjacent driveways and where there is no fence/hedge.
 - Being careful with crossing public roads
 - QR barcode cards
 - What to say
 - Speed of movement
- Remind Collectors re:
 - To keep within eye contact of each other
 - To double up for more remote locations
 - Avoid entering private property alone.
- Make sure Santa is comfortable riding on the Sleigh
- Start music (adjust volume)
- Encourage whole team to move forward together, to give children and parents opportunity to see Father Christmas
- Ask Driver to drive at your directed pace

During collection

- Keep an eye on the collecting pace and re-assign collectors to other side of road, as required.
- Regularly check the lights and music volume.
- Be aware of requests from the public for photos of (or with) Santa, Stop Sleigh if necessary. Do not allow public onto the Sleigh. But small children can stand on the step for photographs. Only family members should be allowed to lift small children onto the step - not Rotary helpers.
- Be VERY careful when assisting Santa with the decision to start moving again.
- If there is a danger of the towing vehicle having to speed up (beyond walking pace) to go to next road, etc., Santa MUST get off the sleigh and walk to next point.
- Notify Driver of where the refreshment break will be.

At finish

- At conclusion, debrief team, note any incidents, collect equipment and cash.
- Thank everyone!

In the event of an incident / emergency



A first aid kit is in the back of the Sleigh.

If required, contact the Emergency Services, as appropriate.

Contact the organiser: Carol Wells 07807 544730

