NCNCA Equipment/Numbers Request Form

Please read the notes on page 3 before filling out this form. Email or mail it at least two weeks before your race (see page 3).

Race and promoter

Name of race		**Date of race**	
Promoter's club		**NCNCA member club (yes/no)**	
Promoter's name		**Promoter's email**	
Phone			

Delivery

Address for race-day delivery	
Address for prior delivery	
Phone at prior delivery location	

Delivery is most likely on a weekday before race weekend, usually Wednesday.

Equipment

Equipment	Available	Ordered	Delivered	Comments
General equipment				
Lap/finish bell	2			
Lap card set	2			
Bullhorn	3			
Digital finish camera	4			
First aid kit	3			
Safety vests	70			
Traffic cones	330			
Stop/slow paddles	12			
Crowd-control fencing (100' rolls)	40			
Crowd-control fence posts	53			
Post driver	3			
Traffic standards				
Metal tripod stands	15			
Fabric roll-up signs (need stand or post)				
Flagmen ahead	8			
Prepare/stop	8			
Road closed	4			
Road closed ahead	5			
Caution bike race	6			
Two-way traffic	2			
Metal signs (need barricade or post)				
Bikes both ways	3			
Road closed to through traffic	4			
No right turn (arrow/circle)	2			
No left turn (arrow/circle)	2			
Detour arrow (to left)	3			
Detour arrow (to right)	3			

Equipment	Available	Ordered	Delivered	Comments
Course and race-day equipment				
Orange flags	70			
Printing stopwatches (for commissaires' use)	4			
Sound systems	2			
Generator	2			
Extension cord (100')	2			
Tents (10x10 easy-ups)	4			
Delineators	30			
1 km / 200 m signs	1 set			
Push brooms	4			
Bottle-grab system stands	4			

Race numbers and pins

Item	Quantity	Price
Race numbers (sets of 100)		$25.00 per set of 100
Pins (boxes of 1,440)		$20.00 per box

Payment and receipt of delivery

A check must accompany the request at least 2 weeks before the race, or be given on delivery. Numbers and pins may be delivered with the equipment or shipped; if they are to be shipped, we need the address to ship to.

Shipping address (if shipping)	
Signature for receipt of delivery	
Print full name	
Date	

Further ordering and delivery instructions are on page 3.

Please do not send us page 3 when ordering.

How to get the equipment

1. Fill out the form on pages 1 and 2.
2. Attach a map for both delivery addresses.
3. At least two weeks before the race, send the form to NCNCA Equipment by email or mail:

- **Email:** equipment@ncnca.org · **Phone:** (209) 604-1354
- **Mail:** NCNCA Equipment, 19780 Soulsbyville Road, Soulsbyville, CA 95372

Information about NCNCA equipment

- There is no charge to NCNCA Gold member clubs for use and delivery of the equipment. For non-members, the fee is $3.00 per rider in the event, $0.50 per mile for the delivery, and a $70 flat fee (provided member clubs are not already using it). If a promoter cancels an event without informing the equipment office at least three days before the event weekend, the club will be charged for the delivery.
- This service only transports the equipment to your race site (or prior delivery spot); it does not operate or set it up. Your club is responsible for missing or damaged equipment and will be billed for it.
- For the status of your delivery, email equipment@ncnca.org.
- Race numbers and pins are available through this office as well. Numbers come in sets of 100 for $25 (numbers available 1–1,000). Pins are 1,440 to a box for $20. Numbers will be shipped UPS or delivered with the equipment, so order early: 30 days minimum.
- If more than one event requests the same equipment for the same date, NCNCA members conducting NCNCA or USA Cycling races on the current NCNCA calendar take precedence. Equipment may be split between races. Order just what you need.
- If more than one event is on a weekend in the same area, it may end up being the responsibility of the two promoters to get the equipment to each other.

Descriptions and notes

- **Bells** are hand-held bells with clappers, in the lap card cases.
- **Lap cards** are on lap card boards and count up to 99 laps; both sets come with a stand.
- **Bullhorns** are electric and battery operated. Please turn the volume to "0" at the end of the race (and reverse a pack of batteries to avoid draining them), and store them without turning on the siren switch.
- **Digital finish cameras** sometimes come with the commissaires themselves, but be sure to order them anyway. They have adapters for plugging into car lighters or household current, and are equipped with batteries that will need charging before race day; they also run on regular current (best). Each comes with a tripod. The commissaires may transport them to the next race; check with the chief commissaire at the end of the event. Cameras come in pairs.
- **First aid kits** are stocked with minor-injury supplies and are not meant to replace an EMT, paramedic or ambulance. If equipment is delivered after an event the previous day, these may be out of some items.
- **Traffic cones** are standard 18" orange. We would like the same ones back that we deliver, not some of your city's or club's mixed in to make the right number. Please check them: ours have yellow painted bases.
- **Stop/slow paddles** are hand-held two-sided signs for halting or slowing traffic, usually at road races and time trials.
- **Crowd-control fencing** comes in rolls of 100' length (some shorter rolls), 3+' in height. This is orange plastic mesh "snow fence". The best thing for securing fence to posts and poles is white cotton sash cord or rope, cut into two-foot lengths. Please re-roll tightly after use, and tie near the top and bottom. Remove all banners, strings, garbage and stickers before re-rolling, and do not use wire or zip ties to tie them up. Tightly means TIGHTLY: a roll should be no more than 11" in diameter for the stiffer fence, or 8" for the more flexible. Your club will be charged $5 for each roll the equipment manager has to re-roll. Fencing looks and works better attached to a top rope stretched between permanent posts, such as parking meters, light poles and/or our posts.
- **Crowd-control fence posts** are 5' or 6' stakes to drive into the ground or secure against something (hay bales? short fixed posts?). The fencing needs support every 20 feet or so. The post driver helps sink the posts. If you bend a post while getting it out of the ground, please straighten it for the next user. When driving posts, avoid underground water or other pipes!
- **Traffic standards/signs** are a set of tripod stand, mesh sign and brace that are Caltrans acceptable. The signs are spread on the orange kite-frame-like braces and fixed to existing poles or the tripods (so you may not need the tripods, which are heavy and awkward). The tripods have spaces for two orange flags, for more visibility. Metal signs need support.
- **Sound systems** are suitable for a small area and must be plugged into household current or a generator. Each has a mike, two speakers, an amplifier and cords. One has speaker horns, one has speaker boxes (a much larger system).
- **Generator** supplies current for sound and/or camera monitors (2,000 watt). It needs gasoline and should be delivered with a spare gas can. It may need motor oil to start; check the oil intake: oil should be up to the threads inside. The generator will not start with too little or too much oil, or if it is on even a slight slope.
- **Extension cords** (100') put distance between the generator and the announcer, or bring electricity from another source.
- **Tents** are 10x10 easy-ups; good for shade and light rain; can come with 1–3 walls.
- **Push brooms** are sturdy brooms for moving glass, sand or gravel. If the debris is deep (sand?) you will need to provide a shovel rather than trying to move it all with a broom.
- **1 km / 200 m signs** are small, self-standing signs that mark the final km of road races or time trials.
- **Delineators** are tall (48"), narrow, reflectorized lane delineators with removable bases for transport.
- **Bottle-grab system:** 1–4 stands that hold 3 bottles each, with sandbags and chains to stabilize them. Does NOT come with water bottles; used for road races in feed zones.