



MANITOBA RUNNERS' ASSOCIATION

2024 EQUIPMENT MANAGEMENT

PURPOSE: In order to provide quality race equipment to events throughout the race season, the MRA provides this guidance to Race Directors and their associates to ensure the longevity and availability of the MRA race equipment. Our equipment is stored at Access Storage, 545 Hervo St. Wpg.

1. Equipment Order Form (Appendices 4 & 5):
 - a. Complete forms in full (please print!)
 - b. Find out what your timer will need for the finish area
 - c. Only order what you need!
 - d. Damage deposit:
 - i. \$200 if not using trailer; \$500 if using trailer
 - ii. Provide credit card info (will not be used unless problems exist with return of equipment) or cheque
 - iii. You will be invoiced for the replacement value of any lost or stolen equipment
2. Booking Pick Up and Drop Off Times:
 - a. Arrange a mutually convenient time with the Equipment Manager (Jim Rennie 204-795-0941; equipment@mraweb.ca)
 - b. Missed or late appointments >30 minutes are subject to a \$25 charge. Contact the Equipment Manager if you cannot make your scheduled appointment.
3. Transport of equipment:
 - a. The MRA trailers require a 2" ball hitch. You are responsible for the safety of the trailer and its contents while it's in your possession.
 - b. Clocks are NOT to be transported in the trailer. These are very expensive electronic devices (approx. \$4000 value)
 - c. Pack returned equipment in a manner similar to how you received it to prevent damage (heavier items on the bottom)
 - d. Equipment is double-checked to the order form when packed in the trailer for your use. Please check that all equipment on the order form is being returned. You will be charged for any lost or damaged equipment!

4. Use of Equipment:

- a. **Clocks will need to be plugged in overnight to be fully charged for your event.**
- b. Although clocks can withstand some moisture, please cover with the plastic bag provided (in clock case) if it's raining
- c. Clock stands are not stable enough to handle a strong wind. Please place on a table or the ground if conditions are not ideal.
- d. DO NOT USE the inflatable arch if high winds are present
- e. Try to avoid setting out equipment prior to race morning. Many pieces of equipment have been stolen overnight!
- f. Dry out safety vests, inflatable arch and any electronic equipment before returning
- g. Clean equipment and tables before returning
- h. Refill the jerry can with gas if used

Thank you for your consideration of our equipment. Many events use these items and if they are properly cared for and returned properly, they can be used for years to come by many events such as yours!

Kathy Wiens
MRA Executive Director

Jim Rennie
MRA Equipment Manager