INSTRUCTIONS FOR APPLYING RACE NUMBER DECALS

**Material needed**:

1. 2 Tables
2. Race number decals sorted by digit
3. Small sponges
4. Small buckets of water (to keep the cloth damp)
5. Start List (to check off competitors once numbered)
6. Stop watch, or clock with second hand
7. A warm place if the weather is bad
8. Cellophane tape to remove decals after the competition.

**Procedure**:

1. Make sure the competitor is not going to wear either a sleeve or cycling shorts. If they are their number must be applied below the line of the sleeve of leg.
2. Confirm the competitor's number and select the correct digits. Make sure numbers are **NOT** being applied **upside down or backwards**
3. Wipe the area to which the number is to be applied with the damp NOT WET cloth, removing any oil or dirt.
4. Remove the clear surface of the decal, leaving only the number on the white backing.
5. Position the number in the proper place (outside edge of left thigh and right shoulder). This arm and thigh will vary based on the swim and cycle course.
6. Press the damp cloth over the number and hold for 30 seconds.
7. Athletes with two digit number take about 3 minutes each, so you need at least **six** trained volunteers.
8. **Instruct the athletes to make sure nothing touches the decals for at least 3 minutes (in warm weather) or 5 minutes (in cold weather).**
9. **To remove the decal**: Cover the digit with one or two strips of cellophane tape – hold with hand to warm for about 30 second, then pull the tape off – the decal will come with it.

**Good Luck!**