

Dear

YOUR EVENT:

Thank you from the MAWA committee and all MAWA members for your work as Race Director/s for the "EVENT" consisting of "DISTANCES" on Sunday "DATE AND TIME" at "VENUE".

Please read the Race Director's page on the MAWA website under [Road](#). This includes:

• Race Director's information	• Safety Checklist
• Equipment List	• Race Director's letter
• RD expense claim form	

Your Helpers list will be sent to you by Steve Helm shelm61@gmail.com Please ask Helpers to scan on arrival at the results desk using the MAWA barcode to record their Helper duty.

Please check your course map on the MAWA website under the 'Road' tab for accuracy. The route has been booked with the local authorities. Please advise me or Jonh Fisher on johnrfisher1@gmail.com 0418 555 977 or any of the Committee of any significant changes to a course one month in advance. Changes may need clearance through the local authorities.

Please collect the equipment from the Race Director at the Sunday run before your event. Please pre-arrange a helper to take some equipment. For example, the person you allocate to the water station can take the water station equipment. Please wash the Hi-Vis vests.

Please make sure that no permanent markings are made on any part of the course. If you purchase flour or chalk please use the RD expense claim form. The official timing clock and an A3 laminated course map will be delivered on the day of your run.

After your event please stack the equipment together for collection by the next Race Director. Per guidance on the [Race Director Information](#). Send Steve Helm shelm61@gmail.com the names of your Helpers, extra Helpers and 'no shows' while we trial the new Helper barcode scan system. Please send a very short race report to Vic Waters vfdwaters@gmail.com

Thank you for your efforts as Race Director/s. The success of our 100% volunteer club is built on the concrete work of members like you. Please ask if we can be of any support. Please confirm to me that you have received this information. If you have any queries please contact John Fisher.

Regards

Gillian Young
Secretary
Masters Athletics WA