



Secretary: Insert secretary address  
Email: [mawasecretary@gmail.com](mailto:mawasecretary@gmail.com)  
Phone: Insert mobile

Dear Example Race Director letter

**JOONDALUP 8am SUNDAY 1 JUN 2025 NEIL HAWKINS PARK BOAS AVENUE**

Insert name, thank you from the MAWA committee and all MAWA members for your work as Race Director for our Joondalup run on Sun 1 Jun 2025 starting at 8am at Neil Hawkins Park.

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 Volunteer list will be sent to you by Insert name Insert email. Please ask Volunteers to scan on arrival at the results desk using the MAWA barcode to record volunteer duty.

Please check your course map on the MAWA website under Road for accuracy. The route has been booked with the local authorities by Insert name Insert email. Tell me or Insert name Insert email. or any of the Committee of significant changes to a course one month in advance. Changes may need local authority clearance.

Please collect the equipment from the Race Director at the Sunday run before your event. Please pre-arrange a volunteer 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 [Race Director Information](#)

Thank you for your efforts as Race Director. The success of our 100% volunteer club is built on the concrete work of runners 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 Insert name Insert email.

Insert name  
Secretary  
MAWA