

## Publishing Standards Checklist

Race directors of Lawrence-area events\*: To have your race listing highlighted on the runLawrence calendar, please fill out and return the following short checklist to runLawrence.

Mail to: runLawrence, 2223 Westchester, Lawrence, KS 66049.

Email to: [runLawrence@gmail.com](mailto:runLawrence@gmail.com).

\* The Lawrence-area mirrors the coverage area of the Lawrence Journal-World, which includes Baldwin, Bashor-Linwood, Bonner Springs, Eudora, McLouth, Oskaloosa, Perry-Lecompton, and Tonganoxie.

|   |                 |
|---|-----------------|
| Name of Event: _____  | Distance: _____ |
| Date of Event: _____  | Location: _____ |
| Name: _____   |                 |
| Address: _____  |                 |
| City/State/Zip: _____   |                 |
| Phone: _____  | E-mail _____    |
| Event Web page: _____   |                 |
| Event contact name, phone, email (if different from above) _____  |                 |
| I understand that for my race to be highlighted on the runLawrence race calendar, the event must adhere to the standards listed above. I verify that the standards above are correct to the best of my knowledge. |                 |
| Signature: _____  | Date _____      |
| All races are subject to review by the Standards Committee to determine placement on the calendar.  |                 |

This is intended for races that aim to meet basic standards of organization and safety while making the needs of the runners a priority. This checklist is NOT intended to cover every aspect of what is required to put on a good race. Rather, it is intended to ensure that basic elements are covered and to give runLawrence club members a factual basis for recommending this race in good faith to runners.

Other races will be listed on request, without highlighting.

If a race doesn't meet standards one year, the race director could have an option of writing out plans for meeting the standards the next year. This would need to be reviewed by the runLawrence publishing standards committee.

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Please explain any areas that are not checked.

1. The race is as advertised. \_\_\_\_\_

Information is accurate, and every effort is made to do what has been stated. A copy of the race brochure or link to the race Web site is included with this checklist.

2. The racecourse is designed with the safety of runners in mind. \_\_\_\_\_

Control personnel are at key points, and appropriate traffic control is planned. A safety plan is in place that includes providing for emergency assistance, adapting to adverse weather conditions, and communicating with volunteers.

3. We have or will obtain adequate liability insurance. \_\_\_\_\_

Please list the organization that will provide the insurance.

4. Plans are in place to ensure that runners follow the correct route. \_\_\_\_\_

The racecourse is clearly marked and has clearly marked starting and finishing lines and appropriate mile or kilometer markings. The road race course must be USATF certified. Please include the certification number. USATF certification will be specifically noted in the race calendar since it is important to many runners. (Note that a certified course may appeal to faster runners as a means of qualifying for the Kansas State Honor Roll and may raise the prestige of your race.)

Certification Number: \_\_\_\_\_

Note that certification is not generally feasible for a TRAIL race. If you are sponsoring a trail race, please explain, briefly, how you measured the course and to what extent you think it may be accurate.

5. Aid stations are properly staffed and stocked so that all runners have fluids available. \_\_\_\_\_

Aid stations are appropriately planned for the race distance and time of year. An adequate number of restrooms is provided for participants and spectators.

6. A system to provide accurate timing of each finisher is in place. \_\_\_\_\_

Please list the company or individual that will be responsible for results, or explain how you will do so.

7. Appropriate awards will be given to overall, masters, and age-group winners. \_\_\_\_\_

Please elaborate as appropriate or specify age groups, if not listed on the race brochure or Web site.

8. Race results will be provided to finishers in a timely manner. \_\_\_\_\_

Please explain where they will be available. (Results may be provided to [runLawrence@gmail.com](mailto:runLawrence@gmail.com) for posting, if desired.)

9. If your race was held last year, are you aware of any problems or shortcomings that you intend to address this year?