

Pre-Event Checklist

☐ Sanction and Insurance Application

In order to host an AMA-event, a sanction and insurance application must be submitted. Applications must be submitted at least 90 in advance to be listed in the AMA's monthly schedule of events. The application can be found at AmericanMotorcyclist.com > Organizers > Sanctioning > Sanction Applications.

☐ AMA Logo

Be sure to place the current AMA logo on any advertising (such as fliers) for your events. You can find the logo at AmericanMotorcyclist.com > Organizers > Event Operations > Supplies and Logos.

☐ Risk Management

The Risk Management video must be viewed every year in order to sanction AMA events. A current year affidavit must be on file with the AMA before an AMA sanction can be granted. You can view video at AmericanMotorcyclist.com > Organizers > Sanctioning > Risk Management.

☐ Supplies

Use the Supply Order Form to request supplies, at least six weeks prior to your event. Get the form at AmericanMotorcyclist.com > Organizers > Event Operations > Supplies and Logos > Supply Order Form.

- **Referee Report** This is required with your post-event paperwork.
- **Statement of Responsibility Poster** This poster must be displayed in sign-up area at eye-level or read at rider's meeting.
- **Release forms** These forms must be signed by all event participants, crews, volunteers, vendors and everyone who attends the event.
- **Injury Report** Have copies on hand to document incidents.
- **Membership Application Pads** For all AMA competition events, racers must be current AMA members.
- **AMA Racing Rulebook** Read and be familiar with all rules pertaining to your event.

At The Event Checklist

☐ Release Forms

All participants must sign the proper release(s) and the organizer must witness them.

☐ Membership

All participants must be AMA members. Please check to ensure their membership is valid and have membership application pads available for new or renewing members.

☐ Risk Management

The Risk Management Officer must be present at the event to investigate and report any incidents or injuries. The Injury Report must be completed if an injury occurs. See Appendix 5.5 in the AMA Rulebook.

☐ Referee Duties

Refer to the AMA Racing Rulebook Appendix 5.5 or AmericanMotorcyclist.com > Organizers > Event Operations > Referee Training for more information regarding responsibilities.

Paperwork to Complete After Event

Within 2 Days

☐ AMA Memberships

Complete and mail the AMA Membership Sales Report, along with all paid applications and receipts, no later than two days after your event. Unused applications must be returned within 90 days. The Sales Report is available at AmericanMotorcyclist.com > Organizers > Event Operations > Supplies and Logos.

Within 14 Days

☐ Referee Report

Complete and return to the AMA. Get the form at AmericanMotorcyclist.com > Organizers > Event Operations > Reporting.

☐ Injury Report

Include the signed release form of all treated (unless the annual release is on file at the AMA). The Injury Report must be fully completed. Ambulance reports will not be accepted as notification of any injury. The form is available at AmericanMotorcyclist.com > Organizers > Event Operations > Reporting.

- Have a serious injury?

The Injury Report Form must still be completed. Additionally, you must call the AMA on the first business day after the event at (800) 262-5646 and ask for the appropriate Sanctioned Activity Coordinator. Please mention you have a serious injury to report. A serious injury is any injury involving the head/neck/spine or hospitalization.

- If there were no injuries, mark the proper box on the Referee Report.

☐ Release Forms

All original (no copies) AMA Adult Release forms and Minor Release forms must be retained by the event organizer for the time recommended by the insurance provider. Be sure the top of the release forms are completed and dated, along with the witness signature at the bottom of each release. Forms are available at AmericanMotorcyclist.com > Organizers > Insurance > AMA Preferred Insurance Program.

☐ Electronic Results

Send to:

Motocross: mxresults@ama-cycle.org

Off-Road: offroadresults@ama-cycle.org

Track Racing: trackresults@ama-cycle.org

Visit AmericanMotorcyclist.com > Organizer Resources > Resources and Forms > Results Reporting for detailed instructions on how to submit results.

Questions?

Contact the appropriate Sanctioned Activity Coordinator:

Motocross: organizerservices@ama-cycle.org, (800) AMA-JOIN, ext 1332 Track

Racing: organizerservices@ama-cycle.org, (800) AMA-JOIN, ext 1212 Off-

Road Racing: organizerservices@ama-cycle.org, (800) AMA-JOIN, ext 1212