



RECREATION

Event Planning Checklist

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 days in advance to be listed in the AMA's monthly schedule of sanctioned 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.

- **Statement of Responsibility Poster**

This poster must be displayed in sign-up area at eye-level or read at rider's meeting.

- **Release and Waiver forms**

These forms must be signed by all event participants, crews, volunteers, vendors and everyone who attends the event.

- **Membership Application Pads**

For the AMA National Dual-Sport Series, AMA National Adventure Riding Series and all riding schools, membership is required. For other AMA Recreation events, riders are encouraged to be current AMA members. Application pads must be available at signup.

- **AMA Recreational Riding Rulebook**

Read and be familiar with guidelines 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

For the AMA National Dual-Sport Series, AMA National Adventure Riding Series and all riding schools, membership is required. For other AMA Recreation events, riders are encouraged to be current AMA members. Application pads must be available at signup.

☐ 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.

Paperwork to Return to AMA 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

☐ Event Report

(Formerly called the Referee Report) Complete and return to the AMA. Get the form at AmericanMotorcyclist.com > Organizers > Event Operations > Reporting.

☐ Electronic Participant Report

All participant information must be submitted to the AMA on the official excel spreadsheet. Get the spreadsheet at AmericanMotorcyclist.com > Organizers > Event Operations > Reporting.

Paperwork to Return to AMA Insurance Broker

Within 14 Days

☐ Injury Report

Include the signed release form of all treated. 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 must still be completed. Additionally, you must call the AMA Insurance Broker on the first business day after the event at (952) 467-6113. A serious injury is any injury involving medical transport or hospitalization.

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

Paperwork to Keep

☐ 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.

Questions?

Contact Organizer Services at (800) AMA-JOIN, ext 1241 or at organizerservices@ama-cycle.org