



CHARTERED ORGANIZATIONS

Tips for getting started as an AMA-chartered organization.

AmericanMotorcyclist.com

(800) AMA-JOIN • organizerservices@ama-cycle.org
13515 Yarmouth Drive, Pickerington, OH 43147



Thank you for your interest in partnering with the American Motorcyclist Association!

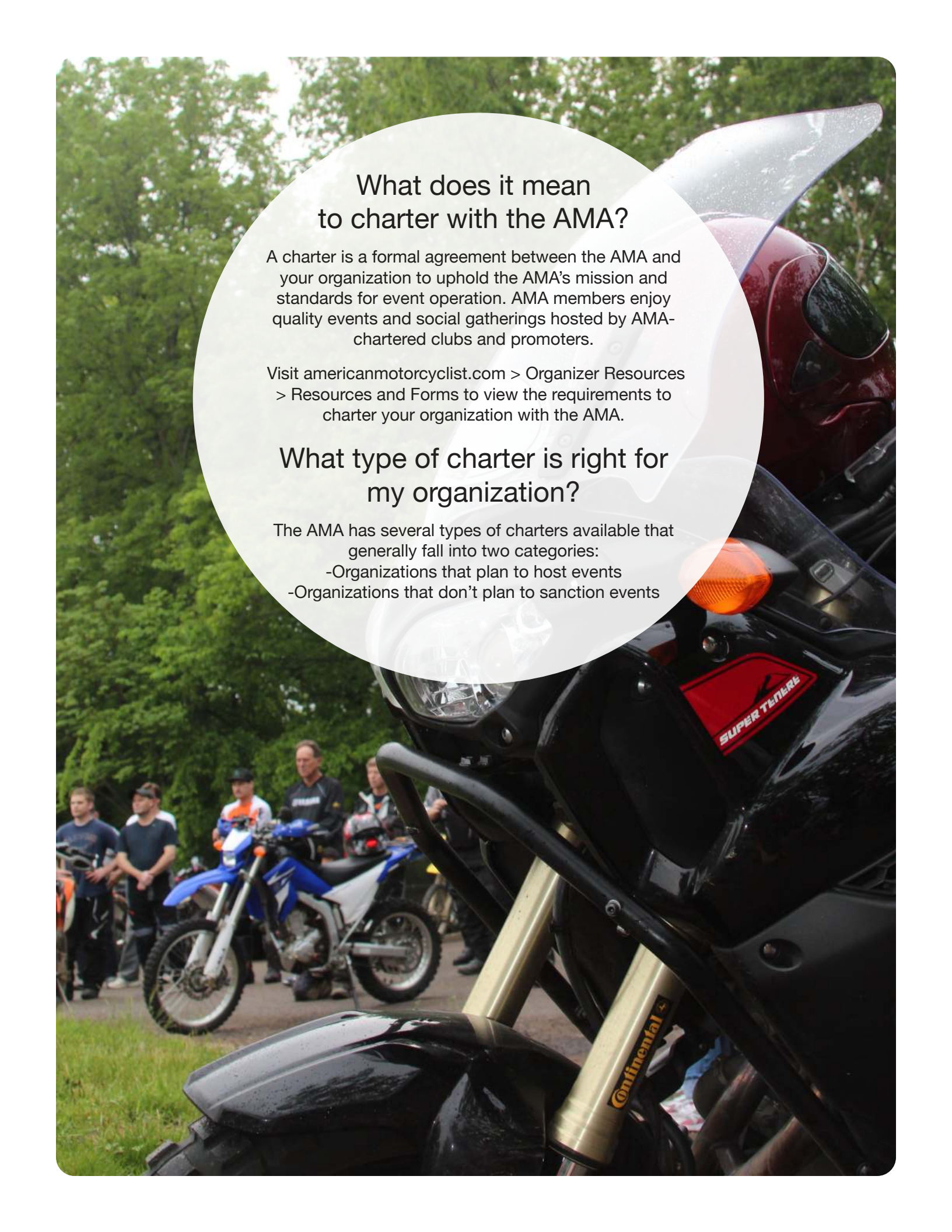
The AMA is the premier organization that works to protect motorcyclists' rights and provide riding and racing opportunities for members. We're glad you're with us.

Included is information on the benefits of being chartered with the AMA. In addition, there is information on the ways that your organization can support the AMA. Whatever charter you choose, one of the most important benefits is that your charter supports the mission of the AMA to promote the motorcycling lifestyle and protect the future of motorcycling.

You'll also find information to help you achieve your goals quickly and effectively. If you have any questions about chartering or sanctioning with the AMA, please email your questions to organizerservices@ama-cycle.org.

As always, thank you for your support of the AMA.





What does it mean to charter with the AMA?

A charter is a formal agreement between the AMA and your organization to uphold the AMA's mission and standards for event operation. AMA members enjoy quality events and social gatherings hosted by AMA-chartered clubs and promoters.

Visit americanmotorcyclist.com > Organizer Resources > Resources and Forms to view the requirements to charter your organization with the AMA.

What type of charter is right for my organization?

The AMA has several types of charters available that generally fall into two categories:

- Organizations that plan to host events
- Organizations that don't plan to sanction events



AMA CLUBS THAT DO NOT SANCTION EVENTS

If your organization does not plan to sanction events, charter with the AMA as a social club, historic club or a service organization. Benefits of chartering this way include:

- Helping to protect motorcyclists' right to ride by supporting the AMA in a meaningful way.
- Club recognition on AmericanMotorcyclist.com.
- Free annual AMA Service and AMA Safety award plaques, a long-standing tradition of the AMA.
- Annual AMA charter certificate.
- AMA-chartered club patches, available only for purchase by chartered clubs.
- Quarterly AMA Organizer Newsletter





AMA ORGANIZATIONS THAT SANCTION EVENTS

Secure a club sanctioning, service promoter or a promoter charter if your organization plans to sanction events.

- Helping to protect motorcyclists' right to ride by supporting the AMA in a meaningful way.
- Recognition of your organization on the AMA website.
- Free annual AMA Service and Safety award plaques, a long-standing tradition of the AMA.
- Annual AMA charter certificate.
- AMA-chartered club patches available only for purchase by chartered clubs.
- AMA Affiliate Program, where your organization can earn an incentive for selling AMA memberships.
- A national set of rules and guidelines, such as the AMA Racing Rulebook, and the Recreational Riding Rulebook.
- Access to top-rated insurance that protects your organization. Options include \$1 million, \$2 million or \$5 million public/spectator and participant legal liability coverage.
- Your event listed in AMA's monthly schedule of sanctioned events. (Sanctions must be filed at least 90 days before event.)
- Your organization's event listed on AmericanMotorcyclist.com.
- Reduced rates for advertising in *American Motorcyclist* magazine or the bi-weekly AMA Extra Newsletter.
- Access to event supplies, such as release and waiver forms, injury reports, referee and event reports and event responsibility posters.
- Discounts on scoring equipment and software for competition events.
- Valuable information available through the AMA Risk Management video.
- The AMA has a long history of welcoming all riders of all brands of motorcycles, and they know and expect a good time at AMA-sanctioned events.
- Quarterly AMA Organizer Newsletter with tips and information.



AMA Affiliate Program

The AMA Affiliate Program is a revenue-sharing program that pays your organization for every AMA membership it sells — be it a new or renewing member, online or on paper. The best part is, it's FREE.

For every new member who signs through your organization, the AMA pays you \$5. For each renewing AMA member who through your organization, the AMA will pay your organization \$2.50.*

To take advantage of the AMA Affiliate Program, all you need is to be an AMA-chartered club or promoter in good standing. Contact organizerservices@ama-cycle.org.

*Memberships must include organizer's Affiliate Code on paper applications or use designated online form. Contact the AMA for more information.

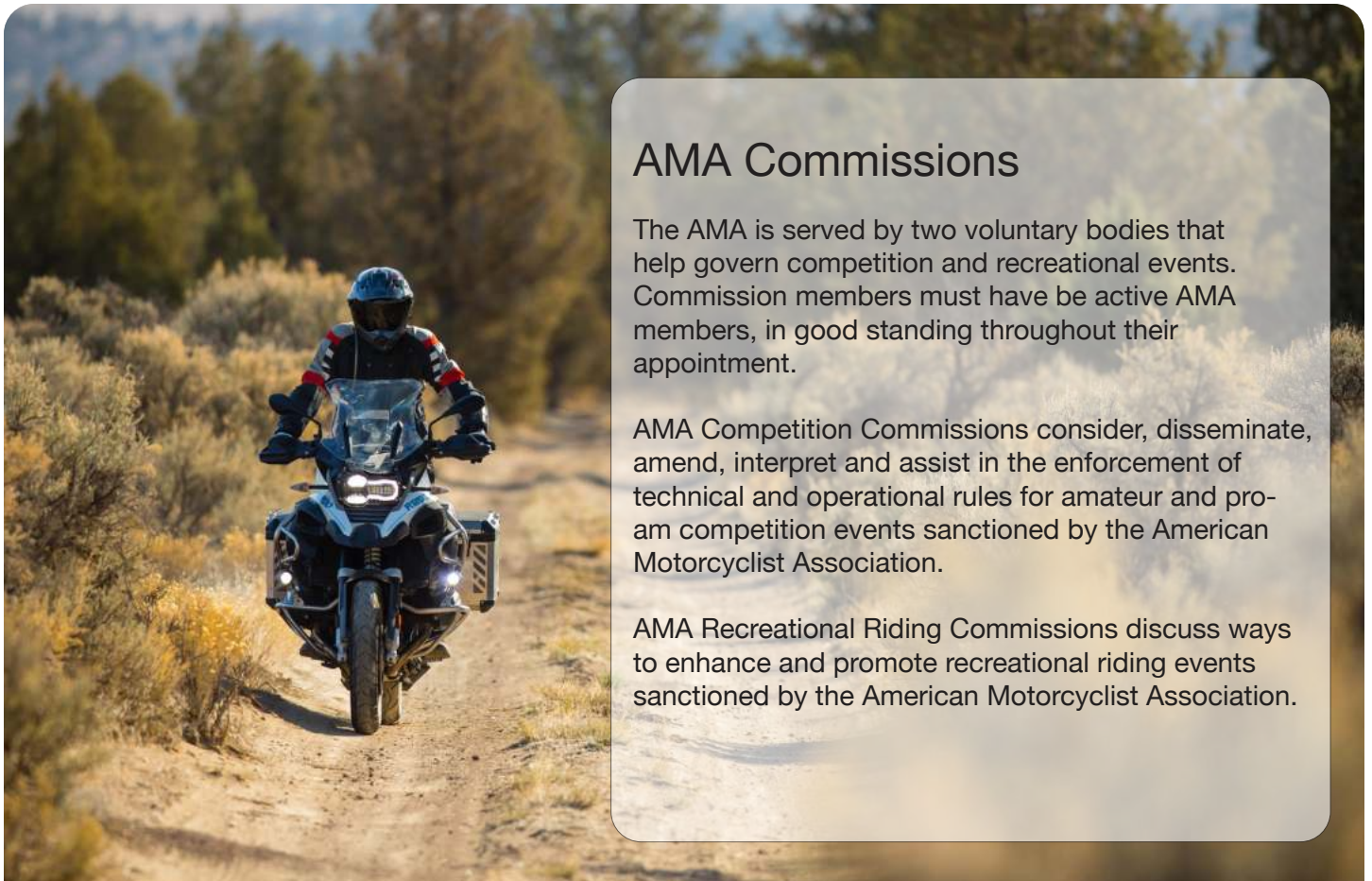


AMA EAGLES

Through AMA EAGLES, members learn more about the association and become better advocates, grassroots activists and membership promoters. AMA EAGLES is a series of educational training programs that empower AMA members with knowledge, tools and resources tailored to their interests.

After completing the programs, members will be able to promote the motorcycle lifestyle and protect the future of motorcycling in an even larger way.

Visit americanmotorcyclist.com > Volunteer > AMA EAGLES for more information.



AMA Commissions

The AMA is served by two voluntary bodies that help govern competition and recreational events. Commission members must have been active AMA members, in good standing throughout their appointment.

AMA Competition Commissions consider, disseminate, amend, interpret and assist in the enforcement of technical and operational rules for amateur and pro-am competition events sanctioned by the American Motorcyclist Association.

AMA Recreational Riding Commissions discuss ways to enhance and promote recreational riding events sanctioned by the American Motorcyclist Association.



Event Insurance

Organizers who sanction with the AMA receive access to top-rated, comprehensive event liability insurance at low rates. The AMA negotiates insurance rates with the AMA Preferred Insurance Provider.

The AMA does not operate the insurance program, nor does it earn any money from the insurance premiums that AMA organizers pay. Insurance must be paid and approved at least 10 days prior to the sanctioned event.

Rulebooks

AMA-sanctioned events are diverse, and the AMA has created rulebooks to help make the events fair, safe and fun for all AMA members.



Download rulebooks at
[AmericanMotorcyclist.com](https://www.AmericanMotorcyclist.com).

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 > Organizer Resources > Resources and Forms.

☐ 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 > Organizer Resources > Resources and Forms > Supply Requests 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 > Organizer Resources > Resources and Forms > Risk Management Videos.

☐ Supplies

Use the Supply Order Form to request supplies, at least six weeks prior to your event. Get the form at AmericanMotorcyclist.com > Organizer Resources > Resources and Forms > Supply Requests 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 > Organizer Resources > Resources and Forms > Referee Resources and Training for more information regarding responsibilities.

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 > Organizer Resources > Resources and Forms > Supply Requests and Logo.

Within 14 Days

☐ Referee Report

Complete and return to the AMA. Get the form at AmericanMotorcyclist.com > Organizer Resources > Resources and Forms > Referee Resources and Training.

☐ 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 > Organizer Resources > Resources and Forms > Referee Resources and Training.

- 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 medical transport 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 sent to the AMA with the Referee Report if using the AMA-preferred insurance program. 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 > Organizer Resources > Resources and Forms > Risk Management and Waivers.

☐ 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



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 > Organizer Resources > Resources and Forms.

☐ **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 > Organizer Resources > Resources and Forms > Supply Requests 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 > Organizer Resources > Resources and Forms > Risk Management Videos.

☐ **Supplies**

Use the Supply Order Form to request supplies, at least six weeks prior to your event. Get the form at AmericanMotorcyclist.com > Organizer Resources > Resources and Forms > Supply Requests 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 > Organizer Resources > Resources and Forms > Supply Requests and Logo.

Within 14 Days

☐ **Event Report**

(Formerly called the Referee Report) Complete and return to the AMA. Get the form at AmericanMotorcyclist.com > Organizer Resources > Resources and Forms > Referee Resources and Training.

☐ **Electronic Participant Report**

All participant information must be submitted to the AMA on the official excel spreadsheet. Get the spreadsheet at AmericanMotorcyclist.com > Organizer Resources > Resources and Forms > Recreational Riding Post-Event Paperwork.

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 > Organizer Resources > Resources and Forms > Referee Resources and Training.

- 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 > Organizer Resources > Resources and Forms > Risk Management and Waivers.

Questions?






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

AMA Grand Tours patches are available to any AMA members who participate in an AMA Grand Tour.

Access to AMA-chartered club member patches, pins and decals is one of the many exclusive benefits of chartering your club with the AMA. If your club is currently chartered with the AMA, a recognized officer of your club can order these items.

Although you are not permitted to incorporate the AMA-chartered club member logo into individual club items, it is acceptable to wear your individual club patch, pin, or decal beside AMA-chartered club member items.

To order your AMA-chartered club member items, complete and return this application to the AMA with a check, money order or credit card information.

	__ Number of White Patches (DIMENSIONS: 3.5" X 2.5")	X \$7.00 each	= \$ _____
	__ Number of Eagle Patches (DIMENSIONS: 3.5" X 2.5")	X \$7.00 each	= \$ _____
	__ Number of Historic Club Patches (DIMENSIONS: 3.5" X 4") Available only to AMA Historic Clubs and Promoting Clubs that have been in existence 50 years or more.	X \$7.00 each	= \$ _____
	__ Number of Grand Tours Patches (DIMENSIONS: 4" X 3.5")	X \$7.50 each	= \$ _____
	__ Number of Grand Tours Decals (DIMENSIONS: 2.75" X 2.25")	X \$3.00 each	= \$ _____
	__ Number of New Chartered Club Member Pins (DIMENSIONS: 1" X 1")	X \$5.00 each	= \$ _____

AMA MEMBER NAME	AMA #
AMA CHARTER NUMBER (IF APPLICABLE)	CLUB NAME

CONTACT EMAIL

ADDRESS

CITY STATE ZIP

CREDIT CARD # (VISA, MASTERCARD, DISCOVER, AMERICAN EXPRESS) EXPIRATION DATE

Send completed order form with payment to: American Motorcyclist Association | ATTN Organizer Services
13515 Yarmouth Drive Pickerington, OH 43147 | Phone (614) 856-1900 | Fax (614) 856-1921



SAFETY & SERVICE AWARDS

Order Form

Each AMA-chartered organizer has the opportunity to receive one AMA Safety Award and one AMA Service Award at no cost if they order by **Oct. 1**. After that date, availability is not guaranteed and a late fee of \$15 per plaque may be assessed. The awards are perfect for end of the season banquets. The AMA has no involvement in choosing who receives the following awards.

The organizer may order additional plaques at \$15 each.

Organizers should present awards to the club members or volunteers who best fit the following descriptions:

The AMA Safety Award is presented to an AMA club member or volunteer who continuously promotes rider safety and has an outstanding safety record for the current year.

Check All That Apply:

☐ One free AMA Safety Award

☐ Number of **additional** awards: _____ x \$15 each = \$_____

The AMA Service Award is presented to an AMA club member or volunteer who has been the biggest asset to the organizer through their service throughout the year.

Check All That Apply:

☐ One free AMA Service Award

☐ Number of **additional** awards: _____ x \$15 each = \$_____

CHARTER NAME

CHARTER #

CONTACT NAME

CONTACT PHONE #

EMAIL

SHIPPING ADDRESS (NO PO BOX)

CITY

STATE

ZIP

If you are ordering more than the one free award of each category, please enclose a check payable to "AMA" or provide credit card information below.

☐ **Credit Card** Select One: ☐ Visa ☐ Master Card ☐ Discover ☐ American Express

CREDIT CARD NUMBER

EXPIRATION DATE

Forms may be scanned and emailed to: organizerservices@ama-cycle.org
OR Mailed with payment to: American Motorcyclist Association | ATTN Organizer Services
13515 Yarmouth Drive Pickerington, OH 43147
OR Forms may be faxed with credit card information to: (614) 856-1921

**ORDER FORMS RECEIVED AFTER OCTOBER 1 MAY NOT BE PROCESSED OR MAY BE ASSESSED
A LATE FEE OF \$15 PER PLAQUE**