CHARTERED ORGANIZATIONS

Tips for getting started as an AMA-chartered organization.

www.americanmotorcyclist.com
(800) AMA-JOIN • clubs@ama-cycle.org
13515 Yarmouth Drive
Pickerington, OH 43147
Thanks 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. 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 sanctioning this way include:

- Helping to protect motorcyclists' right to ride by supporting the AMA in a meaningful way.
- 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.
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 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.
- AMA Affiliate Program, where your organization can make money 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 listing published in American Motorcyclist magazine in the month it will be held. (Please have your sanction filed with the AMA 90 days before your event to ensure it makes the magazine.)
- Reduced rates for advertising in American Motorcyclist magazine or the bi-weekly AMA E-Newsletter: AMA Extra.
- 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.
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 up online, the AMA pays you $5. For each renewing AMA member who signs up online, the AMA will pay your organization $2.50. For members who sign up at your event, the AMA will send you $2.50 for each new AMA member and $1.25 for each renewing member.

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

State Chapters
AMA State Chapters connect AMA members in each state with the goal of developing a community of riders, promoting AMA membership and engaging in government advocacy at the state and local levels.

Visit americanmotorcyclist.com > Volunteer > AMA State Chapters for details.

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 Congress
The annual AMA Congress event is where AMA Competition Commission members consider and decide rules governing amateur motorcycle racing in the United States. AMA Recreational Riding representatives also meet during the event to create and modify rules and guidelines related to road riding, off-road riding, dual-sport and adventure riding events.

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.

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.

To download the rulebooks, visit 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. To have your event listed in the calendar section of American Motorcyclist magazine, you need to send in your sanction at least 90 days before your event. Once your sanction is processed, it will also be listed on the AMA website within 24 hours. 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 Resources > Resources and Forms > Risk Management Videos.

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 pages 295-299 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.

☐ Electronic Results
Send to:
Motocross: mxresults@ama-cycle.com
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.

Release Forms
All original (no copies) AMA Adult Release forms and Minor Release forms must be sent to the AMA with the Referee Report. 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 the appropriate department coordinator.
Motocross: akovacs@ama-cycle.org, (800) AMA-JOIN, ext 1332
Track Racing: okudla@ama-cycle.org, (800) AMA-JOIN, ext 1243
Off-Road Racing: bowen@ama-cycle.org, (800) AMA-JOIN, ext 1212
Pre-Event Checklist

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☐ Risk Management
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☐ 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.

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☐ 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) 467-6111. 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 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 Recreational Riding Department Coordinator at (800) AMA-JOIN, ext 1241 or at svandyke@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 deliver this application to the AMA with a check, money order or credit card information.

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<th>Dimensions</th>
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<td>New Chartered Club Member Pins</td>
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</tr>
</tbody>
</table>

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 Recreational Riding Department 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: clubs@ama-cycle.org

OR Mailed with payment to: American Motorcyclist Association  |  ATTN Serena Van Dyke
13515 Yarmouth Drive Pickerington, OH 43147

OR Forms may be faxed with credit card information to: (614) 856-1931

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