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 flyers) 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.

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.

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 department coordinator of the discipline of the event (Ex: Motocross event = Motocross 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.

Questions?
Contact the appropriate department coordinator.
Motocross: lashworth@ama-cycle.org, (800) AMA-JOIN, ext 1332
Track Racing: odavis@ama-cycle.org, (800) AMA-JOIN, ext 1212
Off-Road Racing: odavis@ama-cycle.org, (800) AMA-JOIN, ext 1212