

### Pre-Event Checklist

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**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](http://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](http://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](http://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](http://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

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**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](http://AmericanMotorcyclist.com) > Organizer Resources > Resources and Forms > Referee Resources and Training for more information regarding responsibilities.

### Paperwork to Return to AMA After Event

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#### 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](http://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](http://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](http://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](http://AmericanMotorcyclist.com) > Organizer Resources > Resources and Forms > Risk Management and Waivers.

**Electronic Results**

Send to:

Motocross: [mxresults@ama-cycle.com](mailto:mxresults@ama-cycle.com)

Off-Road: [offroadresults@ama-cycle.org](mailto:offroadresults@ama-cycle.org)

Track Racing: [trackresults@ama-cycle.org](mailto:trackresults@ama-cycle.org)

Visit [AmericanMotorcyclist.com](http://AmericanMotorcyclist.com) > Organizer Resources > Resources and Forms > Results Reporting for detailed instructions on how to submit results.

### Questions?

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Contact the appropriate Sanctioned Activity Coordinator:

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

Track Racing: [organizerservices@ama-cycle.org](mailto:organizerservices@ama-cycle.org), (800) AMA-JOIN, ext 1212

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