



## **AMA SANCTION MEET PROCEDURES FOR PROMOTING ORGANIZATIONS**

The following is a basic step-by-step procedure which, when followed, will allow our organizations to work more efficiently with each other. Most of this information may be found in the current AMA Sports Rule Book or AMA Road Riding Rule Book. If you have any questions, contact the AMA at 13515 Yarmouth Dr - Pickerington OH 43147 or 614.856.1900 and ask for the Sanctioning Department.

### **CHARTER**

Every promoting organizer must have a current charter before the AMA will grant a sanction.

- A. Promoting Club Charter: Your club must have at least ten current AMA/ATVA members listed on the application including all Club Officers, submit the appropriate charter fee (renewable each calendar year). New clubs or clubs that have not renewed their charter for two or more years must submit a copy of their constitution and by-laws, along with two letters of recommendation printed on company letterhead stationery.
- B. Promoter Charter: Promoter charters are for business/track owners who are not associated with a motorcycle club, but want to sanction motorcycle/ATV events with AMA. All persons listed on charter application must be current AMA/ATVA members and you must submit the appropriate charter fee (renewable each calendar year). New promoters or promoters who have not renewed their charter for two or more years must submit two letters of recommendation on company letterhead stationery.

### **RISK MANAGEMENT WORKSHOP**

Required every two years to qualify for sanctioned events. Risk Management Workshops are presented annually at AMA Sanction Meetings; held every year in November and December. You can also visit <http://www.amadirectlink.com/organizers/resources/rmw/index.asp> for online Risk Management Workshop. Contact AMA for details.

### **SANCTION PROCEDURE**

A sanction is a request and agreement to hold a meet using AMA rules.

- A. Fill out the sanction application form completely, sign and submit with appropriate fee to AMA Headquarters.
- B. If the sanction application is received 90 days prior to the meet date, the meet will be listed in the calendar section of American Motorcyclist, ATVA News and AMA Sports section of AMA and ATVA websites.

(Please see reverse side for additional information)

## **INSURANCE PROCEDURES**

**AMA requires a minimum \$1,000,000 Public/Spectator Liability and \$1,000,000 Participant Legal Liability coverage from an insurance company approved by the AMA. All administration and issuance of certificates and invoices are processed at AMA Headquarters.**

- A. Fill out the insurance application form completely, and submit it to AMA Headquarters.
- B. Approximately 60 days prior to your event date, we will examine your sanction file. If everything is in order, we will issue your sanction certificate, data plates (if ordered), referee report form, insurance certificate, and invoice within 30-45 days of your event.
- C. Insurance payment must be received 10 days prior to the date of your meet.

## **SIGN UP**

- A. Every competitor or participant must meet the AMA and district membership requirements as stated in the appropriate AMA Sports Rule Book or Road Riding Rule Book.
- B. "Release and Waiver of Liability and Indemnity Agreement" forms are available and must be signed by all competitors, support crews, vendors, volunteers and other persons authorized admittance to the restricted area (anyone near a moving motorcycle).
- C. AMA Data Cards are recommended. However, if other forms are used, then the wording found on the data card must be used on that form.
- D. Any person under the "age of majority" in the state where the event is held must also have the signature of his/her legal guardian or authorized adult on all forms. (We recommend both parents sign release forms.) An authorized adult shall mean a person over the age of majority--not the parent or legal guardian--who is given the responsibility in writing and notarized for a minor on a given day. Minor Release and Waiver of Liability and Indemnity Agreement Forms are also available.
- E. **All signed original releases must be forwarded to the AMA.** Copies of the sign-up sheets and liability waivers may also be kept by the organizer. **VERY IMPORTANT NOTE:** To validate release forms and protect AMA's insurance program, you must write required information at the top and bottom of release forms.

## **MEETS** (Host organizations must be familiar with current AMA Rules.)

- A. Only classes advertised need to be run.
- B. All advertisements must have the AMA Sanctioned logo included.
- C. A "Statement of Responsibility" poster must be displayed.
- D. Organizers of meets where speed is a determining factor must have an ambulance present at all times including all practices (with operating oxygen supply and attending physician or qualified first-aid personnel licensed by the state or county having jurisdiction).
- E. A complete referee report must be filled out and sent to AMA Headquarters within 14 days of the event along with all other post event paperwork. If the meet is in a recognized district, the event results portion of the report shall be sent to the district and, with the exception of enduros, only the front page of the referee report needs to be sent to the AMA with the supporting information.
- F. National meets require complete results. This information needs to be accurate and supplied immediately. Additional blank forms will be supplied if requested.
- G. The statistics are used frequently for various reasons and for many projects that benefit the members, clubs and promoters. Please be prompt, accurate and complete.

**NOTE:** Data cards, membership application pads, and most other supplies can be ordered from the AMA at no charge by completing an AMA Supply Order form obtained by contacting the AMA Supply Order Clerk or going on line @ [www.AMADIRECTLINK.com](http://www.AMADIRECTLINK.com). Please submit your request at least six weeks in advance, as any necessary "overnight shipping charges" must be paid by your club/organization.

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