Event Checklist

❒ **SUPPLIES**
Make sure supplies have been ordered. Supply order forms are available online at AmericanMotorcyclist.com/clubs and promoters or call Organizer Services at (800) 262-5646

❒ **LIABILITY POSTER**
Must be posted in sign-up area at eye level or read at rider's meeting.

❒ **SIGN UP**
All participants must sign the proper release(s). If a member presents an Annual Release Card, then they do not have to sign the waiver(s) at registration. If an Annual Release Card is not presented, both parents or legal guardians must print and sign on the minor release form. **(In competition events, an understanding form on the back of the minor release form must also be signed by the minor's parents.)**

❒ **RMO**
Must be present at meet to investigate and report any incidents or injuries. The AMA Injury Report Form must be completed.

❒ **SERIOUS INJURY**
Call the AMA the first business day after the event, at (800) 262-5646 and ask for Organizer Services. Please mention you have a Serious Injury to report. Example: any injury involving medical transport or hospitalization.

❒ **INJURY REPORT**
Include the signed release form of all treated individuals (unless the annual release is on file at the AMA). **Note:** you **must** fully complete the Injury Report Form. Ambulance reports **will not** be accepted as notification of any injury. **If there were no injuries,** mark the proper box on the front of the referee report. There is no need to send in the Injury Report Form if no treatment was provided.

❒ **AMA MEMBERSHIPS**
Complete and mail the AMA/ATVA Membership Sales Report, along with all paid applications and receipts, **no later than 2 days after your event.** Unused applications must be returned within 90 days.

❒ **RELEASE FORMS**
All original **AMA Adult Release forms and Minor Release Forms** must be sent to the AMA with the Referee Report. Be sure the **top of the waiver forms are completed and dated,** along with the **witness signature** at the bottom on each release form.

❒ **REFEREE REPORT**
Complete and mail to the AMA with Injury report form and **Original** release forms, **within 14 days** after the event. Include membership Applications and proper fees.

❒ **MOTOCROSS RESULTS**
Send electronically to: mxresults@amaracing.com

❒ **OFF-ROAD RESULTS**
Send electronically to: offroadresults@ama-cycle.org

Need Referee, Injury, Release and other forms for your event? Go to AmericanMotorcyclist.com/ClubsandPromoters Click on Resources and Forms.