



NATIONAL MOTOTRIAL ORGANIZERS CHECKLIST

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NATIONAL MOTOTRIAL ORGANIZERS CHECKLIST

GENERAL INTRODUCTION:

The Organizers Checklist has grown into this current document and it continues to evolve, as new methods and ideas are developed from people just like you. It pulls from a wealth of history and experience from hundreds of events from around the country to provide a detailed idea of what is involved in staging a national in the USA.

We suggest you review it thoroughly as it provides a solid structure for you to build your events management team and will be critical to your success in managing the event. The idea is to develop your team and confirm each person who will be responsible for each of the major categories noted below. Good luck with your event planning!

CREATE AN EVENT MANAGEMENT TEAM:

Minimum 3-months in advance of the event date(s), establish a management event team of as many as six (7) key people (A-G if your group is smaller you can combine these positions, but all these duties must be accomplished) who shall be ultimately responsible for the duties of each position as follows:

- A) ORGANIZER (NATC Club Rep)**
- B) OBSERVER LEADER**
- C) TRIALS MASTER (CLERK OF COURSE)**
- D) SITE LEADER**
- E) ADMINISTRATION LEADER**
- F) SPONSOR LEADER**
- G) MEDICAL LEADER**

Look for this box on the top right of each page to make sure it's your responsibility!

Z- RESPONSIBLE Leader



**NATIONAL MOTOTRIAL
ORGANIZERS CHECKLIST**

ORGANIZER

A- ORGANIZER

(NATC Club Rep overall responsibility for event) This position is ultimately responsible for overseeing the entire event and coordinating with the NATC Safety and Scoring Stewards when they arrive on-site. If you are the one representing your club at the NATC meeting & promoting the event then this is generally you as the “Organizer”.

Person Assigned: _____

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BEFORE THE EVENT

A- ORGANIZER

1. **AMA CLUB CHARTER & RISK MANAGEMENT:** View the AMA Risk Management video, for any questions contact (Michael Jolly, (614) 856-1900, AMA, 13515 Yarmouth Dr., Pickerington, OH 43147, mjolly@ama-cycle.org). Order all AMA supplies, forms etc. for your event at least 2-months in advance. Contact AMA Organizers Services, Off-Road Coordinator, (614) 856-1900. At least 8 weeks before registration begins be sure to order and have on hand the following:
- ✓ AMA membership application forms__
 - ✓ AMA Release and Waiver of Liability and Indemnity Agreement forms__
 - ✓ AMA Annual Minor Release forms__
 - ✓ AMA Statement of Liability Posters (see Liability and Risk Management booklet for details)
 - ✓ Post appropriate material near sign-up.
- Contact AMA Departments, Charter, Sanction, Insurance, & Supply at contact numbers above.
2. **SET UP EMERGENCY MEDICAL PLAN:** **60 DAYS** PRIOR TO EVENT
- Complete worksheet and submit to bradb@zipexpress.com 60 days prior to event
 - Contact local EMS and your closest hospital and advise them of the dates, time and location of your event.
 - Designate an onsite individual who should be contacted by the chief observer in the case of a rider or spectator injury. This person would then contact EMS. !
 - Arrange for communication between each chief observer and the designated contact Person (radio or cell phone).
 - Be prepared to have someone meet EMS and guide them to the injured individual.
3. **ADVANCE LOAN MONEY for your EVENT:** Contact: Carolyn Saum, (602) 920-9504, PO Box 21827, Mesa, AZ 85277, or by email carolyn@acsconsulting.net (\$1000 first day, \$500 second day). Check with Brad Baumert NATC CEO (502) 727-9300 or bradb@zipexpress.com as a backup.
4. **EVENT INFORMATION:** Send event information as soon as possible, but no later than eight weeks in advance of your trial to: NATC at NATCentry@mototrials.com via pdf. Include directions to trial site, motels (along with price information, distance from trial, and telephone numbers), and directions and cost (if any) of social events, (Such as BBQ cost) and anything else related to the event, e.g., spark arrestors, first rider's start time (9:00AM) Tech inspection, Friday 3PM to 5PM and Saturday / Sunday 8AM to 8:30AM, any and all fees (Land use &/or Gate fees in particular), website address, additional supplemental regulations, etc.



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AFTER THE EVENT

A- ORGANIZER

- 1. **NATC CFO** will send the Trial Organizer a completed report and the check for the club's entry split share, issued approximately 2-weeks after your event weekend.
- 2. **REFEREE REPORT** Send Referee and Injury report and all associated forms and releases to Michael Jolly, (614) 856-1900, AMA, 13515 Yarmouth Dr., Pickerington, OH 43147, mjolly@ama-cycle.org one day after the event.
- 3. **The NATC Scoring Steward** will send each day's results to the AMA in addition to posting the results and current series standings on the NATC web site.
- 4. **NATC MARKINGS** Return all unused NATC marking materials, using the provided return label, to: Howard Galbreath, PH (530) 753-2519, hgtrials@Gmail.com

OPTIONAL ITEMS

- 1. **PROGRAM INSERT** made.
- 2. **SEND PROMO VIDEO** tape to local TV or Cable 2-weeks prior to the event either for paid ads or sports broadcaster for promotion of event.
- 3. **PROVIDE FIRST AID** station or first-aid kits with each observer.
- 4. **GROUP MEAL** after the first event day (can be for an additional charge). Remember to announce food service availability at site and in rider packet info.
- 5. **PRESS DAY** or conference
- 6. **FOR LAST EVENT of YEAR**, announce the top three finishers in the Pro class for the year.

Relax and celebrate with your team a job well done!

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OBSERVER Leader

<h2>B- OBSERVER Leader</h2>

- Responsible for the following duties for the entire event.

- 1. **LIST of OBSERVERS** – Overall responsibility for identifying, recording names, addresses, e-mails, Shirt sizes & PH #'s of each individual who will check. Aim for minimum of 3-per section, (Section Captain, Section Observer and Section Observer/Recorder).
- 2. **TRAIN OBSERVERS** – View on-line “Observer Training” (www.mototrials.com). Review rules, how to start section, use of Yellow card, etc. The Section Captain is the final word they are the judge on that section, be decisive and make sure your section team concentrates on the rider.
- 3. **DAILY RETURN NATC BACKPACK to OBSERVER HQ** for radios to be charged overnight and for correct distribution next day even if you intend to check the next day you must hand in your items daily.
- 4. **LUNCHES** – Arrange to have available or assign persons to make lunches for Observers daily (see a) above for lunch qty.
- 5. **OBSERVER CHECKLIST** of items for each observer, NATC will provide Punch, Note pad, Whistle, Radio, Brief rules, Yellow Card, Staples and Stapler. The observer may provide, if needed, a chair, snacks, liquid refreshments, shading device, sunblock or other items needed for a day outdoors.
- 6. **EVERY OBSERVER to COMMIT** with emergency # to call if they cannot make it.

Person Assigned: _____

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B- OBSERVER Leader

- 1. **YELLOW CARD** Sporting steward will train observers Remind the observers to use the yellow card if inappropriate or un- sportsman like behavior is witnessed (5 point penalty per instance in addition to rider’s score). Examples are profanity, failure to leave the section at observer’s request, etc.; see section 6 of the AMA/NATC Rules. Train observers to verbally warn offenders and slowly reach for yellow card as a threat.
- 2. **TRAIN OBSERVERS** Sporting steward will train observers on how to use the NATC supplied timers, radios and when and how to use whistles and to give the rider a five if the 90 second time limit is exceeded.
- 3. **OBSERVER TRAINING VIDEO** can be accessed on-line (<http://www.mototrials.com/13-about/host-a-national>). As an option you can use a top national rider to demonstrate for the observer training class.
- 4. **OBSERVER PUNCHES** are only to be used to punch score cards, using them to punch other items (i.e.: leaves, twigs, and metal objects) can ruin the punches. Also ensure all observers know how to punch out the entire section line, leaving only the correct score un-punched when a card is miss-punched.
- 5. **SIGN LIABILITY RELEASE FORMS** Have everyone including workers, observers, and spectators sign the AMA liability and indemnity release. This is not an option. Wrist bands make it easy for the organizers. All liability and indemnity release forms must be color copies.
- 6. **OBSERVER PACKAGES** must have: card punches, whistles, yellow card, stopwatches for 90 second timing (provided by NATC designee), extra gate markers, extra ribbon, stapler with staples, a copy of the rules, magic marker and duct tape. Other items may include: a back-up scoring system (e.g. a steno pad cut in half), pencil and paper, lunch, toilet paper, large plastic trash bag (serves as a raincoat and a trash bag).
- 7. **CLOSING A SECTION**. An Observer may close a section if unforeseen circumstances warrant and the Trials Master is not available, e.g., beehives, medical emergency or un- rideable terrain.

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C) – TRIALS MASTER

<h2>C- TRIALS MASTER</h2>

Responsible for the following duties for the entire event.

- 1. **DESIGN & LAYOUT RIDER LOOP(S)**, Spectator loop(s) and Minder bypass loop(s)
- 2. **DESIGN & LAYOUT SECTIONS** using section orchestration documents from NATC so event flows from easy to medium to difficult back to easy on each loop.
- 3. **COURSE MARSHAL** - Dedicate one person within this group to function in this position
- 4. **SECTION DESIGN CONTROL** – Responsible for total control over section design difficulty and look, feel of sections including marking tape layout height of wire lollipops etc.
- 5. **BUILD SECTION SUPPLIES** - Designate someone within the group to gather supplies for section building.
- 6. **WORK PARTY CALENDAR** – Schedule work party days and control work parties so section design meets original plans of section orchestration.
- 7. **SECTION MARKING MATERIALS** - Advise address for NATC to send section marking supplies to, contact Howard Galbreath PH 530-753-2519 hgtrials@gmail.com
- 8. **DEVELOP A CORE TEAM** of staff to be available on the Wednesday, Thursday & Friday prior to the event, to review the sections with NATC Sporting Steward and to be able to make necessary corrections to sections as needed.

Person Assigned: _____

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NATIONAL MOTOTRIAL ORGANIZERS CHECKLIST

SECTIONS Loop, etc.

C- TRIALS MASTER

1. **SECTION ORCHESTRATION** Refer to sections 3 and 4 of the AMA/NATC Rules for details about the course and sections, including “Section Orchestration” and “Section Recommendations” (Attached to this checklist)
2. **NATC MARKINGS** Use only official NATC markings for sections and loop (see Sec., 3 & 4 of NATC/AMA Supplemental Rules). If additional material is needed contact: Howard Galbreath, PH (530) 753-2519, hgtrials@gmail.com
3. **SPORTING STEWARD PRE-SITE**. Your Trials Master and NATC Club rep (if different) must set aside one full day, two days before the event, to meet with the NATC Sporting Steward. All of the sections must be fully marked with ribbon ready for inspection. The Sporting Steward has absolute power to alter sections.
4. **RIDER SPECTATOR SIGNAGE** Provide adequate directional signage for competitors and spectators to locate your event by the time the Sporting Steward checks out your event.
5. **YOUTH SECTIONS** Prepare a suitable area to set-up five (5) Youth Trial sections close to the start area. _ Provide 1-Observer, 1-Puncher (normally parents), wood stakes, staple gun and hammer. NATC will supply awards, start & end cards.
6. Provide crowd control barriers as needed at sections.
7. **SECTION GATES** Try to use as few gates as possible to maintain the line of intent. The time limit is 90 seconds in the section, so keep this in mind when determining section length; long sections create bottlenecks so design accordingly with an average riding time of 45-seconds. Don't make ALL class lines hard for all classes.
8. **EVENT STANDARD TIME LIMIT** is limit is 7 hours plus ½ hour penalty time. If you have a situation where you need to do something different, notify the Scoring Steward as soon as possible. Vonda Roper (623) 764-3928 vondaroper@yahoo.com. The Sporting Steward must approve time limit changes in advance.
9. **MINDER SECTION BYPASS** Provided as needed, as well as support materials such as ropes etc. for the minders to use when staging themselves in the section to support their rider.



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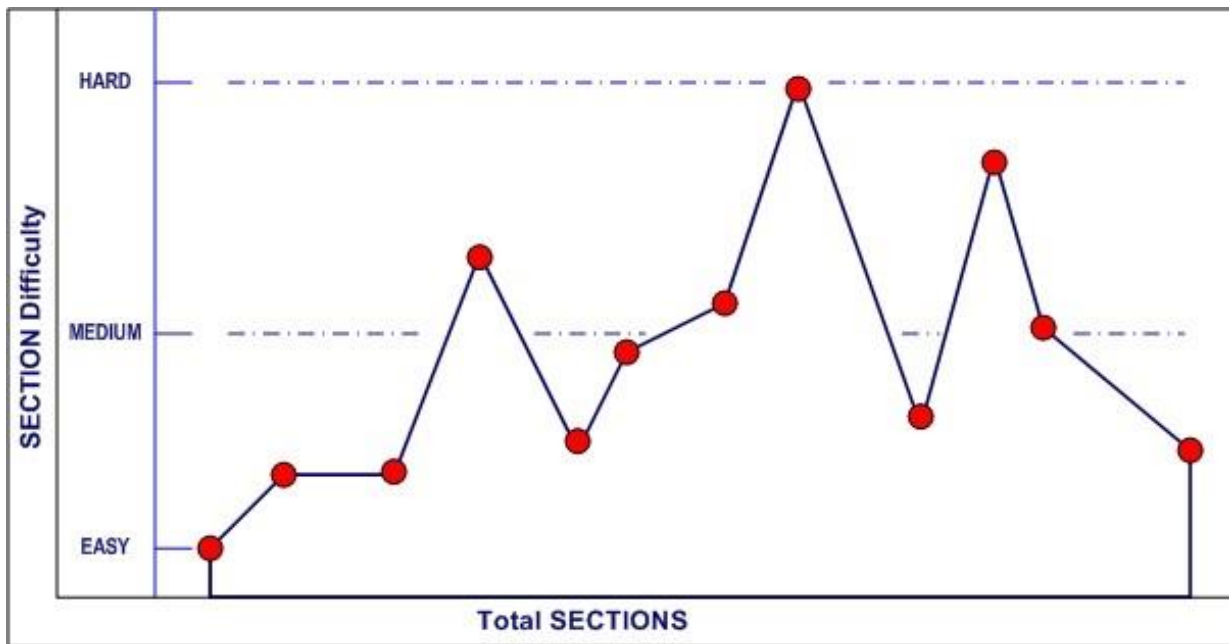
SECTION ORCHESTRATION *By Len Weed*

C- TRIALS MASTER

Organizers may not intend to set overly harsh trials but it happens. As a potential section-setter for a national, do you want the average rider to face a succession of clanging stops and pushing threes? Or should we have a day that includes the opportunity to record a few cleans, ones or twos?

PLANNING:

Assuming you feel a full range of scores preferable, the best way to accomplish that goal is to plan for it. Orchestrate your section layout. To orchestrate section selection, picture the notes on a sheet of music. A song with nothing but the same high notes, repeated again and again, isn't as satisfying as one with a full range of notes. Neither is a trial with nothing but fives and threes. Mix easy, medium and hard sections just like a composer uses a full scale of notes.



SET UP FOR SUCCESS:

*Write down what you need “12-sections” that vary in difficulty. Begin easy and build. Make the first two or three sections potentially cleanable for most riders. This will curb the early section standing around. As you select each section site-mark each one with a pie plate that has the section difficulty, section number and day (Sat or Sun) written on it. That way, as each section is being set up you have a reminder of the section difficulty right there.

** This is key to getting the orchestration right.*

KEY POINTS TO REMEMBER:

In addition to section orchestration, the following suggestions are offered to make nationals more enjoyable for most riders.

- ✓ *Don't use any back-to-back sections. This creates bottlenecks and is against NATC rules.*
- ✓ *Don't set each section as difficult as the terrain permits.*
- ✓ *Ask the local NATC rep., aware of the feedback from the national meeting to be in charge of the section layout committee.*



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PRO Rider SHOOT-OUT FORMAT

C- TRIALS MASTER

The information below was used by TTC for their national where they elected to present a Pro class SHOOT-OUT format to draw spectators and make a show out of the afternoon event. The number of sections and time limits are flexible and were covered in a 'Supplemental Rules' posting at the event site.

The following Supplemental Rules apply to Pro class riders only.

1. Pro class riders will complete two loops of the basic course of 12 sections, with a time limit of 3hrs 30min to complete the first loop and 5hrs 30min for both loops.
2. Upon completion of the base course, the top 5 placed Pro riders by score qualify for the Shootout Final. The scores from the base course carry forward into the shootout.
3. The Shootout Final will consist of 4 additional sections, numbered S1 through S4. The Sunday Shootout Final will consist of the same 4 sections, but with modifications made after the completion of the Saturday Shootout Final.
4. The Shootout Final will begin at 3:30PM CDT. Riders must be prepared to ride when their turn is called by the Course Marshall, and shall begin their ride within 30 seconds of the signal to do so or the section clock will be started for that rider.
5. The riders in the shootout final ride the first section each in turn, starting with the 5th placed rider and ending with the 1st placed rider. After all five riders have completed the section; a second ride is completed with the riders performing in the same order.
6. Each subsequent section in the shootout final is completed in turn, with the riders starting in the inverse order of their position in the standing as of the start of that section.
7. The Pro riders will be allowed to inspect the sections used in the Shootout Final during a designated time after signup on the Friday afternoon preceding the trial.

NOTE:

The top 5 finishing positions in the Pro class are determined by the total score for the day, including the base course and the shootout sections. Positions 6 and down are determined by the scores from the base course sections only.



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C- TRIALS MASTER

SECTION RIDER LINE LAYOUT RECOMMENDATIONS

- ✓ Use the formula 4-easy, 4-medium and 4-difficult.
- ✓ Easy - All riders in the class should be able to clean these.
- ✓ Medium - - All riders in the class should be able to ride these but not necessarily clean them.
- ✓ Difficult – Set sections to the skill level of the top 2 or 3 riders to challenge their skill and showcase their ability – these sections are used to separate the top half of the class from other riders.

When increasing difficulty for all lines lean towards technical instead of dangerous!

By Stan Hensley

CLUBMAN-Line

- ✓ You must be able to turn all corners without clutch assistance
- ✓ No obstacles higher than 2-feet (knee high)
- ✓ No high center on skid plate allowed
- ✓ Recovery time between obstacles

SUPPORT-Line

- ✓ No more than 3-foot step (waist high) with available footing on both sides of obstacle
- ✓ You should be able to turn all corners with clutch control
- ✓ Some setup prior to obstacle would be helpful but not necessary
- ✓ No splatters or gaps over one bike length

EXPERT SUPPORT line

No more than a 3-foot step with footing on at least one side
Set up required close to most local club expert line
No gaps over 1 bike length
No splatters over 1 bike length

EXPERT-Line

- ✓ No ledges over 5-foot high (chest high)
- ✓ Available footing required on both sides of the obstacle
- ✓ Set up required, probably the same as most local Club Pro-lines

PRO-Line

- ✓ All sections should be technically challenging, similar to FIM Trial 2 line
- ✓ All riding skills need to be displayed and a new Pro rider may be asked to demonstrate their ability to ride at this level.
- ✓ If a section is deemed to be severe, the Sporting Steward and the Course Marshall may modify the section prior to the start of the trial – this does not ensure that the changes will be made.



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SITE Leader

<h2>D- SITE Leader</h2>

Responsible *for the following duties for the entire event.*

- 1. **DESIGN EVENT SITE & PIT** layout for the weekend.
- 2. **PROVIDE CLEARLY MARKED AREAS** for Manufacturer teams, Rider Parking, Rider Camping, Spectator parking, Motorcycle parking etc.
- 3. **PROVIDE FOR ENTRY GATE** Easy-Up tent with signage to communicate fees to entrants as they enter property and distribute programs and loop maps.
- 4. **MAIN ROAD SIGNAGE**, ribbon to alert travelers to event location, banners etc.
- 5. **A SOUND SYSTEM IS SUGGESTED** for announcements & awards (check with NATC Scoring Steward for availability of NATC equipment, Vonda Roper (623) 764-3928 vondaroper@yahoo.com).
- 6. **IDENTIFY TEAM TO CONTROL SPECTATORS**, and general support staff issue all with visible vests / VIP or staff ID badges
- 7. **ASSIGN FOOD SERVICE AREA** for food at the event
- 8. **DEVELOP SPECTATOR LOOP** with Section Leader or if possible a trail where a mule type vehicle can tow a spectator trailer to carry people closer to nearby sections.
- 9. **NATC SERIES SPONSORS**. You are expected to perform series sponsor commitments at your event. You will need to provide 2 people to assemble and disassemble the podium Back-Drop (10-ft X 12-ft), podium stands & hang sponsor banners that will be transported to your event and provided to you by Friday morning. Expect some sponsors and their staff to visit the trial using the VIP passes provided to them for free gate entry and VIP parking (if available). Please treat these sponsors and their representatives with the utmost respect.

Person Assigned: _____

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NATIONAL MOTOTRIAL ORGANIZERS CHECKLIST

PARKING, PITS AREA

D- SITE Leader

- 1. PORTABLE TOILETS
2. GARBAGE
3. NATC PARKING & PIT AREA
4. COPIES of NATC & AMA RULES
5. Post Supplementary Regulations.
6. PIT SPEED LIMIT
7. PRACTICE AREA

NOTES

Dotted lines for notes



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ADMINISTRATION Leader

E- ADMINISTRATION Leader

Responsible for the following duties for the entire event.

- 1. **COORDINATE WITH NATC SCORING STEWARD** on Friday prior to event for sign- up info and late entries.
- 2. **SIGN-UP STAFF** provide a minimum of two (2) people to help Friday, noon to 6PM, Saturday / Sunday from 8AM to awards. Friday is late sign-up, AMA memberships etc. Saturday & Sunday is late sign-ups and score card tally. Remember NATC staff will handle all money associated with sign-up.
- 3. **SELL EVENT T-SHIRTS** and programs handled at a different location than signup.
- 4. **GATE ENTRY STAFF**, suggest that the entry fee include a program to ensure programs are distributed.
- 5. **AMA & AMA-YOUTH RELEASES** make sure you have plenty on hand.
- 6. **NATC PROVIDES AN ELECTRONIC SCOREBOARD** for your event which requires a sheltered area and a power source (2k Watt min.) provided by the hosting club.
- 7. **LUNCH & DRINKS** for Sign-In & Gate tent staff

Person Assigned: _____

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NATIONAL MOTOTRIAL ORGANIZERS CHECKLIST

SCORING TABLE, SIGN UP AREA

E- ADMINISTRATION Leader

1. **SCORING STEWARD** requires a minimum of two (2) sign-up tables and two (2) workers. Additional local club workers will be needed to handle all money for gate/camping, T-Shirt, and Land Fees. The NATC Scoring Steward will handle all money associated with late sign-up and AMA membership. You need to have your clubs AMA membership book available to process any new membership.
2. **INFORMATION BOARD** Provide a 3'X4' board for informational display to post time limit and number of laps at start line, with an estimated loop riding time. The Scoring Steward will post start times on this board for pre-entered riders.
3. **OFFICIAL DIGITAL CLOCK** Position in a visible area of the start so official and riders can see it (clocks are provided by the NATC Sporting Steward). There must be a final time control, clearly marked and visible, located just after the final section
4. **TECHNICAL INSPECTION** Locate the Technical Inspection area close to sign-up area. Hours will be 3:00PM – 5:00PM on Friday and 8:00AM – 8:30AM the morning of events. In addition to the Scoring Steward the local club shall provide a minimum of two (2) staff to handle technical inspection. Use NATC provided Technical Inspection forms. Riders must go through technical inspection before registration. The items are specified in the NATC rules, section 2, B. Record VIN numbers to uniquely identify the frames of Pro bikes only.
5. **OFFICIAL STARTER** shall only issue a rider's scorecard if they are in the appropriate riding garments and have passed technical inspection. Starter must record on late starting riders' scorecard the actual start time. If a rider uses duct tape to further protect their scorecard, make sure the duct tape is not placed on the back portion where the scoring punch must penetrate through the duct tape.
6. **WRIST BANDS** make it easy for event organizers to track who has checked in, signed release and paid applicable fees.



NATIONAL MOTOTRIAL ORGANIZERS CHECKLIST

DAY OF EVENT

E- ADMINISTRATION Leader

- 1. LATE ENTRY FEES**
 - All riders \$100 entering on Friday and \$150 on event day
 - Minders late fees are \$50 on Friday and \$80 on event day
 - Youth late entries are \$20 per day.
 - NATC Scoring Steward will process late entries and class changes.

- 2. LATE ENTRY START TIMES** will be determined by the NATC Scoring Steward.

- 3. LOOP CARDS** will be provided by the NATC Scoring Steward.

- 4. SCORING/SIGN-UP TABLE SUPPLIES** Provide a **minimum of two (2) workers**, digital clock (supplied by the NATC, contact Sporting/Scoring Stewards), black marker pens, Hi-liter pens. The electronic score board is provided by the NATC, it should be placed to be accessible for riders and spectators to view without hindering workers at the scoring table.

- 5. MAKE SURE SUPPLEMENTARY REGULATIONS** are properly posted.

- 6. EVENT START** Each rider must pick up their scorecard within the minute of their start time to avoid penalty points. For a late start, be sure that the starter writes the actual starting time on the rider's card and also notify or record for the NATC Scoring Steward. (See Sec., 6-C-10).

- 7. TECHNICAL INSPECTION** Have a technical inspection available on morning of events for late entries (8:00Am – 8:30AM). Use the NATC Technical-Inspection Form provided by the NATC Scoring Steward.

- 8. COUNTING SCORES ON LOOP CARDS** When a rider turns in their loop card, immediately confirm the data on the card is still legible (name, start time and, loop number). Count number of sections ridden matching the number assigned to class to be ridden. All riders ride 12 sections, Except for Clubman line may be reduced to 10-sections. Count score and confirm with the rider as they should know their score. Highlight any section with questionable punching to aid in counting score. Rider may need to clarify. Give rider next loop card. Count score and cleans as shown on the loop card. Turn loop cards into NATC Scoring Steward for computer input and score Verification. When Loop Cards return from the Scoring Steward the scores will have been updated on the electronic scoreboard.



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E- ADMINISTRATION Leader

- 8. **FINAL LOOP** Final time control, clearly marked and well visible, must be located just after the final section(s). The riders' finish times must be marked on their score cards by an official at the final time control. You may want to have a separate person just to record the finish times at the last section. Note and enter finish time from official clock on loop card (there must be an official clock at the final section, the clock will be provided by the Sporting Steward). In case there are a large number of riders and there is a split start for the event, there must be an additional clock at the appropriate section. This is very important as it may determine penalty points or DNF. Penalty points will be calculated by the computer from the posted finish time. NOTE – It is strongly advised to NOT close down sections before one of the following conditions have been met:
 - 1) The penalty time for the last rider to start that day has expired.
 - 2) All score cards are present and accounted for by the Scoring Steward.
- 9. **PROTESTS** Notify the NATC Scoring Steward when there is a protest. Let the Scoring Steward know when a rider is a DNF or DNS.
- 10. **FINISHER PINS** Present finisher pins to riders as last lap score card is turned in.
- 11. **MINDER BIBS** Retrieve minder bibs from minders. Return bibs as soon as possible after event (the last day of a weekend for 2-day event).
- 12. **TRIALS MASTER** will need to verify scores for final posting. All protests should be finalized within 30 minutes of the event ending time. Let the Scoring Steward know as soon as possible when protests have been resolved. Results for the AMA will be sent by the Scoring Steward, Vonda Roper (623) 764-3928 vondaroper@yahoo.com
- 13. **AWARDS CEREMONY** must be conducted (weather permitting) to award the winners of each class, each day. The Youth awards will be provided by the Youth organizer and given out on the day after the Youth event(s). Be certain the riders know about these happenings by posting at the sign up table.
- 14. **SPOT CHECK Pro bikes** for proper VIN somewhere on loop at random times during the event. Penalty for use of different bike is disqualification.
- 15. **LOOP DIRECTION** Do not allow riding backwards on the loop by ANYBODY (See rule 5.C-14 for rider & minder penalty).
- 16. **PROGRAMS** Have NATC provided series programs available for sale at the spectator gate.



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SPONSOR-PR Leader:

F- SPONSOR-PR Leader

Responsible for the following duties for the entire event.

- 1. DEVELOP PR DOCUMENTS for National weekend – Contact Shan Moore NATC PR PH (918) 625-2899 E-Mail: editor@tandenews.com for info & ideas to promote your event.
2. SOLICIT TV, NEWSPAPER, SOCIAL MEDIA, Bike Shops, and Chamber of Commerce etc.
3. DESIGN & HAVE TROPHIES MADE 1st, 2nd & 3rd, per class is the minimum required.
4. PIT ROW DISPLAY (10'X10') for local groups to display and sell their wares, sell spaces.
5. EVENT T-SHIRT PRINTING Be sure to include current logos of series sponsors on event T-Shirts, go to http://www.mototrials.com/13-about/downloads The following company is experienced in the process of designing and printing t-shirts for our series, it fully your option to use them or a local supplier. Contact Zane Gunderson, Oregon Screen Impressions, 3580 NE Broadway, Portland OR 97232 Phone: 503-231-0181 ext 126, ZaneG@oregonscreen.com www.oregonscreen.com. Make sure signage communicates to everyone where the event shirt sale booth is located.
6. ARRANGE AN ANNOUNCER for the event, to function as an awards presenter and official starter. A public address system will be available from the Scoring Steward
7. NATC SERIES POSTER Provide your event information to Howard Galbreath (530) 753-2519, hgtrials@aol.com. Include event dates, general information, driving directions, start times, youth info, food services, spectator &/or land use fees & sponsor info/logos
8. SPONSOR LOGOS – Current NATC Series sponsor logos are available to be downloaded from the NATC website: (http://www.mototrials.com/13-about/downloads)

Person Assigned: _____

NOTES

Four horizontal dashed lines for notes.



NATIONAL MOTOTRIAL ORGANIZERS CHECKLIST

MEDICAL Leader:

G- MEDICAL Leader

- 1. Complete emergency medical plan 60 days prior to event**

Person Assigned: _____

Emergency Response Plan

This page is intended to assist your organization by gathering emergency medical information in a location where everyone can access it should the need arise.

CONTACT AT SITE: _____ (Organizer or designated person).

Their phone number is (____) _____. They have been issued NATC Radio number _____.

The lead EMS person on site is _____.

Their phone number is (____) _____. They have been issued NATC Radio number _____.

On-Site transportation for EMS is _____.

Consider your event layout and property accessibility for the EMS and their vehicle. Are their areas unserviceable by this arrangement? Discuss these areas with your EMS personnel.

The Local EMS Service name _____ (Fire or Ambulance services)

Phone (____) _____ Have they been contacted? (Y) or (N)

Nearest HOSPITAL or Trauma Center Address: _____

_____, _____

Nearest URGENT CARE CENTER Address: _____

_____, _____

****HAVE 10 PRINTED DIRECTIONS TO EACH** available at your event to hand to individuals wishing to seek treatment in non-emergency situations.

EMERGENCY PH# Tel: (____) ____ - _____ Non Emergency Tel: (____) ____ - _____

Nearest Urgent Care Center: Phone Number: (____) ____ - _____



**NATIONAL MOTOTRIAL
ORGANIZERS CHECKLIST**

G- MEDICAL Leader

Time to site, to obtain this, call the ambulance service (Non Emergency phone number) and discuss your location, parking areas and likely points of access (POA) to the sections. If there are multiple locations that maybe suitable be sure to designate an appropriate address with each location.

It may be helpful to map these locations so people not familiar with your location can still provide information to emergency personnel.

Primary Ambulance Point of Access:

Other Points of Access:

Describe Helicopter landing area:

75' x 75' Minimum

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