



2008 NATIONAL TRIALS ORGANIZERS CHECKLIST.doc

Revised – At NATC Mtg., Oct-26-28, 2007 Dallas TX

(Put a check mark on the ___ when done)

BEFORE THE EVENT:

1. ___ Contact AMA to charter your club, attend a Risk Management Workshop, and buy insurance (Chuck Weir, AMA, 13515 Yarmouth Dr., Pickerington, OH 43147, [cweir \(at\) ama-cycle.org](mailto:cweir@ama-cycle.org)).
2. ___ To receive advance money for event, if needed, contact in writing: [Carolyn Saum, 6519 E. Palm St., Mesa, AZ 85215, \(480\) 985-2095](mailto:Carolyn.Saum@acsconsulting.net) or by email [Carolyn \(at\) acsconsulting.net](mailto:Carolyn@acsconsulting.net) (\$1000 first day, \$500 second day). Check with Behling at 505-890-4862 or [bbehling125 \(at\) yahoo.com](mailto:bbehling125@yahoo.com) as a backup.
3. ___ Send packet of rider information as soon as possible, but no later than **eight weeks** in advance of your trial to: Andy Saum, 6519 E. Palm St., Mesa, AZ 85215, (480) 985-2095 or by email as a Word attachment to [Carolyn \(at\) acsconsulting.net](mailto:Carolyn@acsconsulting.net). 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, and anything else related to the event, e.g., spark arrestors, first rider's start time (9:00AM), time of tech inspection, any and all fees (land use fees in particular), website address, additional supplemental regulations, etc. Use both sides of one 8-1/2 x 11" piece of paper. Also send this information to Bob Clancy at bob (at) southmtpages.com for NATC website.
4. ___ Also send information to: Trials Competition, PO Box 1763, Sapulpa, OK 74067-1763, phone (918)625-2899, fax (918)227-2311, or shan (at) cyclenews.com website: www.trialscomp.com. Cycle News has a Free Calendar Listing, contact them WEST: (714) 751-7433, to get a form to fill out and send back to them. For paid ads in Cycle News, check with the regional advertising group as better rates may be available.

SECTIONS, LOOP, ETC.:

5. ___ Read sections 3 and 4 of the AMA/NATC Rules for details about the course and sections. Read "Section Orchestration" and set sections accordingly.
6. ___ Use only official NATC markings for sections and trail (see Sec., 3 & 4 of NATC/AMA Supplemental Rules). If additional material is needed contact: Ron Commo, Jr. (802) 318-0357, email: [rcommojr \(at\) aol.com](mailto:rcommojr@aol.com). Any leftover marking materials should be given back to Ron sometime during the event.
7. ___ Trials Master must set aside one full day, two days before the event, to meet with the NATC Sporting Steward. The NATC Rep must be at that meeting. All of the sections must be fully ribboned and marked for inspection. Remember that the Sporting Steward has absolute power to alter sections.



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9. Provide adequate directional signage for competitors and spectators to locate your event by the time the Sporting Steward checks out your event.
10. ___ Prepare an area for 5 ITS Youth sections close to the start area and help Bill Markham (909) 524-1014 with ribbon, if needed.
11. ___ A split start is recommended **only** when pre-entry exceeds 120. Prepare the loop to accommodate a split start. Make sure each initial section is “easy” not hard.
12. ___ Use as few gates as possible. 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.
13. ___ The standard event time limit is 6-½ hours plus ½ hour penalty time. If you have a situation where you need to do something different, it must be approved by the sporting steward in advance. In that case, the following formula can be used to set a longer time limit: Allow five minutes for each section on the first lap and three minutes for each section on each additional lap, then add the time required to ride the loop times the number of laps and add 60 minutes. For example: 12 sections, 3 loops, and 60 minutes to ride the loop once: $12 \times 5 + 12 \times 3 + 12 \times 3 + 60 + 60 + 60 + 60 = 372$ minutes (Round to 6 hours). If the number of riders exceeds 120, add an additional 60 minutes. This formula has not proven to be too reliable; therefore, the minimum recommended time limit is 6 ½ hours plus a ½ hour penalty period.
13. ___ Provide a bypass minder loop to the end of the section if needed.

SCORING TABLE, SIGN UP AREA:

1. ___ Arrange a sign-in table; be sure riders belong to AMA and get their AMA numbers (see rules for sign up). Use a data card machine (these data recorders are available from the AMA for including shipping) to run the AMA cards through. Check to be sure that the AMA membership card imprints legibly on the form.
2. ___ Make a results board by classes including Youth Classes. Add spaces between classes for late entries.
3. ___ **At least 8 weeks before registration begins** be sure to order and have on hand the following: AMA membership application forms, Release and Waiver of Liability and Indemnity Agreement forms, Minor Release forms, Data cards (onionskins), Statement of Liability Posters (see Liability and Risk Management booklet for details) and post appropriate material at start line. Contact Chuck Weir, AMA, 13515 Yarmouth Dr., Pickerington, OH 43147, [cweir \(at\) ama-cycle.org](mailto:cweir@ama-cycle.org).
4. ___ Post time limit and number of laps at start line, with an estimated loop riding time.



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5. ___ At the start line list split start information if used.
6. ___ Have an official digital clock visible to riders and officials at the start (clocks provided by NATC Sporting Steward). There must also be a final time control, clearly marked and visible, located just after the final section (both if split start used).
7. ___ Technical Inspection: Riders must go through technical inspection then registration. Have tech inspection close to the sign-up and run the day before the event if possible and early on event days to accommodate late entries. The items are specified in the NATC rules, section 2, B. **Record VIN numbers** to uniquely identify the frames **of Pro bikes only**. Use the NATC Technical-Inspection Form.
8. ___ Have a starter who will not give scorecards to riders that are not in appropriate riding garments or that have not had tech inspection.

PARKING, PITS AREA:

1. ___ Have adequate Portable Toilets and Trash removal regularly or/as needed, etc.
2. ___ Ribbon off area in pits for the major teams and for the NATC Sporting Steward and Scoring Steward to park together, minimum area needed is 70' x 40' each. Spaces should be separate and labeled. Assign someone to ribbon and coordinate the Team spaces.
3. ___ Have several copies of the NATC and the AMA rules at the event. Have all personnel read the current AMA/NATC Supplemental Riding Rules for National Championship Observed Trials Events.
4. ___ Post speed limit signs (5 mph, first gear, penalty 5 points) throughout pits and elsewhere as required. Have a plan for enforcement.
5. ___ Provide a practice area, near the pits if possible

OBSERVERS:

1. ___ Remind the observers to use the yellow card if inappropriate 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 on use of NATC supplied timers and when and how to use whistles and to give the rider a five if the 90 second time limit is exceeded.
3. ___ Show instructional DVD videotape to or distribute copies to observers. The DVD copy can be obtained by contacting Andy Saum, 6519 E. Palm St., Mesa, AZ 85215, (480) 985-2095 or by email Carolyn (at) acsconsulting.net



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Other optional methods of training observers:

- Utilize commercially available videos of world rounds or national events to help observers “practice” checking. (TrialsTV, TechnoVideos, Duke Videos)
- Review observer “tutorial” on FIM website:
http://www.trialonline.org/CHARLY/VT/grups_zones_an.htm
- Hold observer training class on Friday prior to event
- Utilize a top national rider to demonstrate for the training class

4. ___ Instruct observers to only punch score cards with NATC punches as leaves, twigs, tin cans will ruin the punches. Also instruct observers how to punch cards and how to correct any mis-punches.
5. ___ 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.
6. ___ All checkers must have: card punches, whistles, yellow card, and stopwatches for 90 second timing (provided by NATC Sporting or Scoring Steward), extra gate markers, extra ribbon, copy of the rules,, magic marker, 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. ___ Remind observers that they may close a section if unforeseen circumstances warrant and the Trials Master is not available, e.g., beehives, etc.

DAY OF EVENT:

1. ___ Late entry fees:
 - All riders \$200 per day
 - Minders late fees are \$100 per day
 - ITS Youth late entries are \$20 for one day, \$35 for two days.
 - Provide to the NATC Scoring Steward a list of late entries including name, class, AMA data card (entry form).
2. ___ Start Time for Late Entry. Start order will be predetermined by NATC Scoring Steward. The first late entry shall start with the first rider in the same class; the second late entry shall start with the second rider in the same class, etc. The support classes will start the event followed by expert sportsman (including W-ES), then experts, and lastly Pro riders. Follow same late entry guidelines for class changes.
3. ___ Loop Cards. Labels will be provided with the following information: Rider name, class, start time, loop number and finish time. NATC Scoring Steward will apply labels to the loop cards.



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4. ___ Scoring/Sign Up Table Supplies. Provide a **minimum of two workers** at all times, digital clock (supplied by the NATC, contact Sporting/Scoring Stewards), black marker pens, Hi-liter pens, score board - close enough to score table for easy updating but accessible for riders and spectators to view without hindering workers at the scoring table.
5. ___ Start: Each rider must pick up their scorecard within the minute of their start time. 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).
6. ___ Technical Inspection. Have a technical inspection available for late entries (between 8 and 9 AM.). Use the NATC Technical-Inspection Form provided.
7. ___ Counting Scores on Loop Cards. When 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 classes ride 12 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 with label applied. 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 can be posted on score board. Note: If there is a protest filed - post score with a (*) to show possible change.
8. ___ FINAL LOOP - Final time control, clearly marked and well visible, shall be located just after the final section(s). The rider's finish times shall 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. Let the NATC Scoring Steward know when there is a protest so it can be noted. Let the Scoring Steward know when a rider is a DNF or DNS. Give finisher pins to riders as last lap score card is turned in. Retrieve Minder bibs from minders—do not score riders whose minders do not return bibs as soon as possible after event (the last day of a weekend for 2-day event).
9. ___ Results. The Trialsmaster will need to verify scores for final posting. All protest should be finalized within 30 minutes of the event ending time. Let the Scoring Steward know ASAP when protests have been resolved. Results for AMA will be sent by the Scoring Steward. The NATC Scoring Steward is Laurie Behling,(505) 890-4862, e-mail: grandjamboree (at) yahoo.com.



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10. ___ Awards, Awards Ceremony: You must have awards for the winners of each class, each day. Have an awards ceremony each day. The Youth awards will be provided by the Youth organizer and given out on the day after the Youth event(s). Consider having an award for the top rider on the support line. Be certain the riders know about these happenings by posting at the sign up table.
11. ___ Have someone **check Pro bikes** for proper VIN somewhere on loop at random times during the event. Penalty for use of different bike is disqualification.
12. ___ **Do not allow riding backwards on the loop by ANYBODY.** Find a way to enforce this.
13. ___ Have everyone including workers, observers, and spectators sign the AMA liability and indemnity release. This is not an option.
14. ___ You must contact Shan Moore, Trials Competition, PO Box 1763, Sapulpa, OK 74067-1763, phone (918)625-2899, fax (918)227-2311, or shan (at) cyclenews.com, website: www.trialscomp.com for programs to sell at the event. Make programs available at the spectator gate.

OPTIONAL ITEMS:

1. ___ Have a program insert made.
2. ___ Send promotional video tape to local TV or Cable either for paid ads or sports broadcaster for promotion of event.
3. ___ Check with Chuck Weir about event mailings to AMA members in local areas by Zip Codes.
4. ___ Get your FREE AMA-NATC Posters by contacting Howard Galbreath at (530) 753-2519. You need to provide specific event information, event dates, start times, classes, Youth info, Food services etc.. Display them in local shops, and used as autographs for top riders. Have T-shirts printed and sold, contact Catherine Bedley for the contact information.
5. ___ Collect a fee at gate from spectators.
6. ___ Have a meal after first event of weekend with awards presented.
7. ___ Hold a “Press Day” or conference.
8. ___ Build a podium for top three places.
9. ___ If last event of the year, announce the top three finishers in the Pro class for the year.



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10. If there will be food services at your event, make sure your rider packets indicate the information.

AFTER THE EVENT:

1. The NATC CFO will send the Trial Organizer a completed report and the check for the clubs entry split share.
2. ____ Send Referee and Injury report to AMA 13515 Yarmouth Dr., Pickerington, OH 43147 one day after the event.

Relax and celebrate with your team a job well done!