



## 2026 AMRA Arizona State Championship Series Administration Policies

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### TABLE OF CONTENTS

ARTICLE 1. MISSION STATEMENT/CONSTITUTION.....	1
SECTION 1: CODE OF CONDUCT.....	1
ARTICLE 2. ORGANIZATION.....	1
SECTION 1. OFFICERS .....	1
SECTION 2. OFFICER ATTENDANCE.....	7
SECTION 3. CLUB MEMBERSHIP .....	7
SECTION 4. VOTING.....	7
SECTION 5. CLUB ATTENDANCE.....	8
SECTION 6. OFFICER FEES .....	8
SECTION 7. PAID SCORING EXPERT.....	8
ARTICLE 3. ADMINISTRATION .....	8
SECTION 1. MINUTES.....	8
SECTION 2. COSTS OF OPERATION.....	8
SECTION 3. POINTS.....	9
SECTION 4. EVENT OFFICIATING.....	9
SECTION 5. ADMINISTRATION OF RULES.....	9
SECTION 6. PROCEDURES.....	9
SECTION 7. SETTING THE RACE CALENDAR.....	9
SECTION 8. CANCELLATION OF RACES.....	9
SECTION 9. ADDITION OF EVENTS.....	10
ARTICLE 4. BYLAWS.....	10
SECTION 1. REPRESENTATIVES.....	10
SECTION 2. RIGHTS OF REPRESENTATIVES.....	10
SECTION 3. AMRA MEMBER/CLUB PENALTIES.....	10
SECTION 4. FINANCIAL REPORT.....	10
SECTION 5. RULE CHANGES.....	10
SECTION 6. SPONSORING A RACE.....	11
SECTION 7. PROMOTER RESPONSIBILITIES.....	12
SECTION 8. TROPHIES.....	13
SECTION 9. WORKER CREDIT.....	13
SECTION 10. CLUB CREDIT.....	13
ARTICLE 5. GENERAL PROVISIONS.....	13

## **ARTICLE 1. MISSION STATEMENT/CONSTITUTION**

The Arizona Motorcycle Riders Association (AMRA) is a not-for-profit Corporation whose purpose is to assist AMRA Member Clubs in organizing the American Motorcycle Association (AMA) sanctioned Arizona Off Road State Championship Series. In addition, AMRA organizes an annual championship banquet to celebrate the winners at the conclusion of each season. By following the AMA and AMRA Supplemental Rules, AMRA seeks to ensure that the Arizona Off Road State Championship Series remains a reputable, high-quality series that prioritizes safety, consistency, and fairness.

All assets, properties, and funds of the Corporation shall be devoted exclusively to the furtherance of the Corporation's purposes. Its activities are purely educational, social, and recreational, and are solely in the interest of advancing its member clubs, their members, and the public.

The AMRA Executive Board Members are elected annually by the participating AMRA Member Clubs. The Executive Board is responsible for appointing Officers. The Executive Board and Appointed Officers shall meet monthly to discuss matters pertaining to AMRA, with additional meetings scheduled as needed.

Each AMRA Member Club shall appoint two (2) Competition Committee Representatives and two (2) Alternates. The AMRA Competition Committee — composed of AMRA Executive Board Members, Appointed Officers, and Club Competition Committee Representatives/Alternates — shall meet monthly to discuss race updates and other matters pertaining to the Arizona Off Road State Championship Series, and shall vote on new Executive Board Members as well as on proposed amendments to the AMRA Supplemental Rules.

### **SECTION 1: CODE OF CONDUCT**

At all times, members shall conduct themselves in a manner consistent with the family-friendly nature of the Association. Inappropriate, vulgar, insulting, violent, or illegal behavior shall not be tolerated and shall constitute grounds for disciplinary action, up to and including suspension or termination of membership, as determined by a majority vote of the Executive Board.

## **ARTICLE 2. ORGANIZATION**

### **SECTION 1. OFFICERS**

The Officers of AMRA shall consist of:

- i. **Executive Board:** The Executive Board shall consist of the President, Vice-President, Secretary, and Treasurer, in the succession order listed. In the event of a vacancy in the Presidency, the office shall pass to the Vice-President; if the Vice-Presidency is simultaneously vacant, the office shall pass to the Secretary; if the Secretary is simultaneously vacant, the office shall pass to the Treasurer.
  - a. The term of office for Executive Board Members shall run from January 1 through December 31 unless filled mid-year. If elected prior to July 1, the term

shall expire in December of that year. If elected after July 1, the term shall extend through December of the following calendar year.

- b. Executive Board Members are elected annually by the clubs during AMRA Competition Committee Meetings. Elections shall occur in November to allow for a smooth transition.
  - c. Committees may be created as deemed necessary by the Executive Board.
  - d. The Executive Board and Appointed Officers shall review and amend the Administration Policies as needed. The Executive Board shall post all revisions and amendments that take effect the following year in November.
  - e. If an existing administrative policy is determined to conflict with the original intent, create harm to the series, or be misleading, the Executive Board and Appointed officers may at any time revise or write an alternate policy. The Executive Board will notify the Competition Committee and distribute in writing the revision or alternate policy.
- ii. **Appointed Officers:** Appointed Officers shall include, but are not limited to: Scoring Officer, Big Bike Steward, Mini Bike Steward, Sponsorship Coordinator, Registration Officer, Media Relations Officer, and Website Administrator. The term of office for Appointed Officers shall be January 1 through December 31 unless filled mid-year. Appointed Officers are appointed by the Executive Board.
  - iii. **Competition Committee Representatives and Alternates:** Each club shall appoint two (2) Representatives and two (2) Alternates to represent the club at Competition Committee meetings. Representatives shall act as the liaison between AMRA and their respective clubs, cast votes during meetings, and report back to their clubs.

## **Officer responsibilities**

### **President:**

- Ensure that the Competition Committee and the clubs work together to put on a quality race series. This is achieved through diplomacy and fostering collaboration amongst several different clubs and the committee, with the end goal of growing the race series and the sport.
- Principal executive officer of the Corporation and, subject to the control of the Competition Committee, shall have general control of the business, affairs, and property of the Corporation, and control over its agents, officers, and employees.
- Preside at all meetings of the Officers and of the Competition Committee
- Perform such other duties and exercise such other powers as from time to time may be assigned to the President by these Bylaws or by the Competition Committee
- Keep inventory of AMRA trailer, course marking materials
- Order course marking materials as needed
- Ultimately, the President is accountable for the day-to-day operation of AMRA.
- Create an action plan that outlines the steps his/her successor can follow, and work with them during their transition to the new role.

### **Vice President:**

- Support and assist the President
- Assist the President in representing AMRA at all organizational functions
- Assist the President in providing leadership for other Officers, Appointees, and Club Officials
- Ensure effective communication between clubs and AMRA Officials
- Provide oversight to ensure the continued quality of the series
- Continue to develop a series based on the vision formulated through the Competition Committee
- Coordinate or assist in coordination with other series promoters for co-sanction opportunities
- Assist the President in fielding questions from series participants and potential participants
- Attend all Competition Committee meetings and present the Vice President's report
- Work with the President and the Secretary to plan the AMRA Year-End Awards Banquet
- Create an action plan that outlines the steps his/her successor can follow, and work with them during their transition to the new role.

**Secretary:**

- Maintain an up-to-date list and emails of Competition Committee members and member club presidents.
- Send the Competition Committee informational and reminder emails, such as upcoming voting topics, open AMRA Officer positions, officer resumes, and general updates on behalf of AMRA.
- Schedule and send out invitations for monthly AMRA Competition Committee Meetings.
- Keep minutes of the Competition Committee meetings and have them available for review by the public.
- Schedule and send out invitations for monthly AMRA Officers' meetings.
- Update Administrative Policies and Bylaws as voted on by the Executive Board.
- See that all notices are duly given in accordance with the provisions of these Bylaws as required by law.
- Provide AMRA officer applications, assist individuals interested in applying for AMRA positions, and assist with the voting process as needed.
- Monitor and update the series calendar.
- Correspond with Clubs and AMRA members as needed throughout the year.
- Edit/update and send out updated Club Packets at the beginning of each season.
- Assist Clubs with the AMA Sanction process as needed.
- Assist Clubs with the Race Registration process as needed.
- Correspond with the AMA throughout the year.
- Coordinate and plan the end-of-year banquet.
- Create an action plan that outlines the steps his/her successor can follow, and work with them during their transition to the new role.

**Treasurer:**

- Responsible for all funds and securities of the Corporation
- Receive and give receipts for monies due and payable to the Corporation
- Deposit all monies received in the name of the Corporation in the banks or other depositories as shall be selected in accordance with these Bylaws
- Perform the duties as may be assigned to the Treasurer from time to time by the President or the Competition Committee.
- Filing of annual reports
- Prepare Treasurer reports for each Competition Committee meeting
- Pay all bills authorized by the Executive Board
- All expenditures of \$500 or more shall require a majority vote by the Executive Board.
- A budget shall be created and presented to the board for review and adoption, outlining the expected income and expenditures for the fiscal year in February. The budget should be provided for review 2 weeks prior to the February meeting. A budget failing to be adopted by the board should be revised and presented at the subsequent meeting until a majority vote is obtained.
- Be the custodian of the corporate records and of the seal.
- Keep track of all significant dates for the Corporation and the series (annual report filings, corporation commission status)
- Assist with the end-of-year banquet.
- Create an action plan that outlines the steps his/her successor can follow, and work with them during their transition to the new role.

**Big Bike Steward:**

- The Big Bike Steward will be responsible for officiating each event. The Big Bike Steward will coordinate race related matters with the club appointed referee
- Administer number requests and assignments via the Electronic Scoring System.
- Administer accurate Competition membership list and rider database via the Electronic Scoring System.
- Coordinate with club officials to obtain timely final race results
- Coordinate with club officials to obtain the timely worker points list and membership list
- Maintain accurate and up-to-date series standings via the Electronic Scoring System
- Track series participants transfer ride tallies based on race results
- Compile season-ending points tallies and series standings via the Electronic Scoring System
- Coordinate with other officers on season-end awards and other banquet requirements
- Coordinate with each club's Race Referee to resolve any points or result-oriented disputes
- Attend all Competition Committee meetings and present the Steward report
- Work with clubs to ensure course marking, and rider's meetings consistency.
- Assist with the end-of-year banquet.
- Create an action plan that outlines the steps his/her successor can follow, and work with them during their transition to the new role.

**Mini Bike Steward:**

- The Mini Bike Steward will be responsible for officiating each event. The Mini Bike Steward will coordinate race related matters with the club appointed referee. Administer number requests and assignments via the Electronic Scoring System.
- Administer accurate Competition membership list and rider database via the Electronic Scoring System.
- Coordinate with club officials to obtain timely final race results
- Coordinate with club officials to obtain the timely worker points list and membership list
- Maintain accurate and up-to-date series standings via the Electronic Scoring System
- Track series participants transfer ride tallies based on race results
- Compile season-ending points tallies and series standings via the Electronic Scoring System
- Coordinate with other officers on season-end awards and other banquet requirements
- Coordinate with each club's Race Referee to resolve any points or result-oriented disputes
- Attend Competition Committee meetings and present the Steward report
- Advocate for the youth and ensure their concerns are addressed (e.g., realistic expectations for start times for minis, appropriate course duration/difficulty for each class, mindful of time overlap with Big Bikes, ensure awards are planned accordingly)
- Oversee Club actions on race day, assist if needed
- Address and adjudicate any mini racer protests or issues
- Assist with the end-of-year banquet
- Work to ensure the kids have a fun season that challenges them, yet is exciting and promotes the sport.
- Create an action plan that outlines the steps his/her successor can follow, and work with them during their transition to the new role.

**Media Relations:**

- Responsible for mass communication with AMRA's rider community via email distribution system, Facebook, Instagram, etc.
- Regular email blasts about upcoming events, event updates, series updates, sponsor promotions, etc
- Suggestion of at least three (3) email blasts prior to each event (one announcing pre-entry, a pre-entry closing reminder, and one just prior to race weekend), plus a post-race wrap-up email with a race report and notification of results
- Coordination with Bike Stewards to get regular exports of contact database from the Electronic Scoring System to import into the email distribution system to keep the email database current
- Coordination with Club rep to create flier, communicate race-related information, announce race updates or changes, etc
- Create an action plan that outlines the steps his/her successor can follow, and work with them during their transition to the new role.

**Sponsorship Coordinator:**

- Responsible for drafting proposed sponsorship tiering levels for AMRA title, series, and associate sponsorship levels
- Responsible for soliciting sponsorship offers from as many available past sponsors and other future motorcycle industry and non-motorcycle industry companies as possible
- Responsible for documenting and tracking a summary of all sponsorship agreements. Final sponsorship arrangements to be posted on the AMRA officer forum
- Responsible for tracking per race sponsorship awards/prizes/certificates and coordinating with each promoting club to get these awarded and distributed
- Coordination with sponsors for AMRA year-end awards banquets to solicit additional prizes or sponsorship help to add to the year-end awards for participants.
- Responsible for coordinating with the Media Relations officer to get award recipient info to media relations for the post-race report
- Create an action plan that outlines the steps his/her successor can follow, and work with them during their transition to the new role.

**Website Administrator:**

- Creation and maintenance of AMRA's website
- Regular updates to the AMRA website based on event updates, results notifications, new videos, etc.
- Maintenance of AMRA's web hosting account with GoDaddy.com (for web, domain name, and email hosting)
- Maintenance of AMRA's email addresses and email forwarding addresses
- Coordination with Media Relations on Facebook and Instagram accounts
- Coordination with the Sponsorship Officer to meet the sponsor logo requirements

**Scoring Officer:**

- Assemble and lead a scoring team that assists clubs with the correct set-up and use of scoring equipment prior to/during/following their events.
- Help organize club scoring volunteers.
- Forecast annual scoring-related expenses and track expenses to budget for the upcoming year.
- Inventory, maintain, and understand AMRA scoring equipment.
- Create and disseminate training materials for AMRA scoring.
- Liaison to Moto-Tally for use, training, and equipment needs.
- Provide AMA race results following a race.
- Participate as an appointed AMRA officer at officer meetings and be prepared to represent specific scoring knowledge.
- Create an action plan that outlines the steps his/her successor can follow, and work with them during their transition to the new role.

**Registration Officer:**

- Responsible for overseeing and supporting the in-person race registration process across all AMRA events.

- Primary point of contact for clubs with questions about registration procedures prior to each event
- Works closely with the Scoring Officer, Mini Steward, and Big Bike Steward to obtain and verify the list of pre-registered racers in order to validate AMA memberships for all pre-registered racers prior to the event.
- Assists clubs in maintaining consistent registration layouts and helps them order required AMA materials such as waiver forms, membership pads, and report forms if necessary.
- They ensure all completed AMA paperwork is mailed back to the AMA by the hosting club after each event.
- This officer may assist with other responsibilities throughout the year, such as contributing to the AMRA newsletter and to social media content and responding to racer inquiries.
- Attends monthly AMRA Officer and Competition Committee meetings and maintains ongoing communication with AMRA leadership to support the organization's overall success.

## SECTION 2. OFFICER ATTENDANCE

All Executive Board Members (President, Vice-President, Secretary, Treasurer) shall attend at least fifty percent (50%) of regular meetings or forfeit their position. Failure to attend fifty percent (50%) of meetings may result in removal from office by a vote of the Competition Committee, which shall elect a replacement. Appointed Officers are encouraged to attend as many meetings as possible.

## SECTION 3. CLUB MEMBERSHIP

Membership in the Competition Committee shall be open to any off-road motorcycle club that is interested in advancing the sport of off-road motorcycling.

- i. Admission requires a majority vote of the Competition Committee.
- ii. Membership may be terminated by a majority vote of the Competition Committee.
- iii. All Member Clubs must host or co-host an AMRA Race to retain voting rights. Clubs that do not shall pay a \$250 yearly membership fee and shall not have voting rights.
- iv. Clubs must remain in good standing to retain membership for the following year. Continuation of membership for clubs not in good standing shall be determined by majority vote of the Competition Committee.

## SECTION 4. VOTING

Each Member Club shall have one (1) vote. Votes may only be cast by a designated Club Representative or Alternate. Executive Board Members shall not act as Club Representatives. The President, or designee, shall cast the deciding vote in the event of a tie.

## SECTION 5. CLUB ATTENDANCE

Member Clubs shall be represented at all meetings. Clubs that fail to be represented at two (2) consecutive regular meetings shall be subject to censure by the Competition Committee.

#### SECTION 6. OFFICER FEES

All elected and appointed AMRA Officers shall receive free AMRA competition membership, free entry fees, and free admittance to any AMRA-sanctioned competition event. Compensated entries must be redeemed before the pre-entry closing and are not transferable.

#### SECTION 7. SCORING EXPERT

The responsibility of the AMRA Scoring Expert is to set up and score AMRA-supported races.

All support during, pre, and post race needed to produce accurate and timely race results is included per this agreement, including:

- Both the Mini and Big bike races
- Both one and 2-day events
- Any off-road racing format (eg, Enduro, Hare Scramble, etc.)
- Attend as needed the night before the event.

All efforts should be made to have results posted immediately following the race (or night of). In the event of electronic scoring errors, all efforts should be made to have results posted by the end of the day on Wednesday, the week following the race.

Any schedule conflicts must be noticed a minimum of 30days prior to the scheduled event.

### ARTICLE 3. ADMINISTRATION

#### SECTION 1. MINUTES

Competition Committee meeting minutes shall be recorded and made available to member clubs. Minutes shall include: Clubs in Attendance, Treasurer's Report, Race Updates, other topics discussed, resolutions reached, and the date of the next meeting.

#### SECTION 2. COSTS OF OPERATION

- i. **General Operations** – Administration costs shall be offset by sponsorship funds, annual rider membership fees, and surcharges of seven dollars (\$7.00) per Big Bike entry and five dollars (\$5.00) per Mini Bike entry (comp'd officer entries excluded), collected from the hosting club.
- ii. b. AMRA will pay the **Scoring Expert and Assistant**
- iii. c. **Expenditures and Club Loans** i. Any expenditure exceeding one thousand dollars (\$1,000.00) shall be supported by a receipt and proper documentation.

- iv. ii. Loans from AMRA funds to clubs shall require a written loan agreement that clearly outlines terms and conditions.

### SECTION 3. POINTS

The Big Bike Steward and Mini Bike Steward shall administer points standings in the Electronic Scoring System. Standings shall be updated with each race posting. Promoting clubs, or the scoring expert, must ensure that complete results are posted in the Electronic Scoring System.

### SECTION 4. EVENT OFFICIATING

Big Bike and Mini Bike Stewards shall officiate each event. Each promoting club must appoint a member to act as referee. The appointed referee will need to register with AMA and pass the two required tests.

- Disputes or disqualifications shall be reported to the AMRA Steward.
- Decisions of the promoting club may be appealed or reviewed by the Competition Committee.

### SECTION 5. ADMINISTRATION OF RULES

Each member club shall be responsible for enforcing bylaws, competition rules, and Competition Committee decisions while conducting their promoted events.

### SECTION 6. PROCEDURES

Procedures shall be determined by the needs of the Competition Committee, guided by practical reasoning and sound judgment to ensure effectiveness and efficiency.

### SECTION 7. SETTING THE RACE CALENDAR

The annual race calendar shall be determined by mutual agreement of all clubs. If conflicts arise, a bidding system shall be used. Preferences shall be submitted in writing. Priority shall be awarded based on preference order and historical precedence.

### SECTION 8. CANCELLATION OF RACES

Race cancellations shall be posted on [www.amraracing.com](http://www.amraracing.com) no fewer than seven (7) days prior to the scheduled race.

### SECTION 9. ADDITION OF EVENTS

Clubs wishing to add events on open or canceled dates must:

- i. Obtain approval of the Competition Committee, or, if insufficient time exists, approval of seventy-five percent (75%) of club presidents.
- ii. Post notice at [www.amraracing.com](http://www.amraracing.com) seven (7) days prior to the event.
- iii. Obtain all required landowner/land manager approvals.

#### **ARTICLE 4. BYLAWS**

##### **SECTION 1. REPRESENTATIVES**

Clubs shall appoint two (2) Representatives and two (2) Alternates to the Competition Committee. Names shall be submitted to the AMRA Secretary by the January meeting and updated as needed.

##### **SECTION 2. RIGHTS OF REPRESENTATIVES**

Representatives and Alternates shall have the right:

- i. To propose resolutions.
- ii. To make nominations.
- iii. To vote on behalf of their respective clubs.
- iv. To communicate meeting topics and decisions back to their clubs.

##### **SECTION 3. AMRA MEMBER/CLUB PENALTIES**

No penalties shall be imposed against an AMRA member or member club without prior notice. Members shall be entitled to appear or submit a written defense before the Competition Committee votes on the matter.

##### **SECTION 4. FINANCIAL REPORT**

The Treasurer shall prepare a detailed financial report, beyond the balance, for presentation at each Competition Committee Meeting.

##### **SECTION 5. RULE CHANGES**

No competition rule may be modified without the majority vote of the Competition Committee. Seventy-five percent (75%) of member clubs must be represented to vote on rule changes.

- Any AMRA member may propose a rule change.

- Proposed changes must be submitted in writing to the Executive Officers prior to September to be considered.
- Proposals must cite the rule section and explain the intended effect.
- Proposals shall not negate AMA rules but may enhance them.
- Rule changes shall be voted upon at the November Competition Committee meeting for the following season.

If an existing rule is determined to conflict with the original intent, create harm to the series, or be misleading, any member of the Competition Committee (CC), Executive Board, or appointed officers may submit a proposed revision or alternate rule in writing. Upon receipt, the Executive Board and Appointed Officers will review the proposed change. If the Executive Board agrees that the revision or alternate rule should move forward, it will be distributed in writing to all CC members, initiating a 30-day comment period for club review and response. At the conclusion of the comment period, the proposed revision will be added to the agenda and voted on at the next regularly scheduled CC meeting. **CC members, Executive Board, and Appointed Officers should exercise caution to ensure any rule revision proposals do not negatively impact current race standings or overall series results mid-season.**

#### SECTION 6. SPONSORING A RACE

Members of clubs sponsoring the following events shall not compete in those events unless approved by the Competition Committee:

- Desert Scrambles
- Enduro European Scrambles
- Hare and Hound
- Hare Scrambles
- Qualifier
- Sprint Enduro
- Any race where pre-running or practice is prohibited.

#### SECTION 7. PROMOTER RESPONSIBILITIES

- i. The promoting club must have been granted written permission by the land owner(s) or land manager(s) for use of the land(s) as a race course. The promoting club must comply with all requirements necessary for the proper and permitted use of public land.
- ii. The promoting club shall see that the course, grounds, pits, and spectator areas are properly cleaned up after the events, and provide outhouses at all races. Failure to comply with these rules will result in a fine to be determined by the Competition Committee.
- iii. The promoting club must provide proof of AMA Approved liability insurance at least 7 days prior to the event, or the event will be canceled.

- iv. Sponsoring club's AMA representative must verify that all Big Bike competitors possess a valid AMA membership card. Clubs that don't verify Big Bike competitors' credentials may be fined by the Competition Committee.
- v. Posters or flyers for the event must be posted on [www.amraracing.com](http://www.amraracing.com) (via the Website Administrator) at least ten (10) days prior to the event.
- vi. The following information must be included in the flyers or in an additional information sheet: type of race, race mileage, time of registration, time of rider's meeting, time of race starts, tech inspection requirements, location of jetting area (if applicable), and any other pertinent information that participants should know.
- vii. Mandatory **rider's meetings** are required. Always assume that there are first-time racers at each event. Special safety precautions, review of the Kurt Caselli course markings, and proper trail etiquette will be re-emphasized at each rider's meeting. Any unusual hazards, stop checks, road crossings, class course splits, cross markings, special rules such as speed limits in pits, no passing zones, and tortoise exclusion areas will be emphasized at each rider's meeting and may, in addition, be disseminated using written handouts. A random roll call may be taken at each rider's meeting. If a rider's name is called and he/she is not in attendance, that rider will have thirty (30) seconds added to his/her total time at the end of the event. The participant is ultimately responsible for the information discussed at the rider's meetings.
- viii. **Tech inspections** are mandatory. It is the responsibility of the promoting club to appoint a Tech Inspector. If a club fails to do so, AMRA stewards may appoint a Tech Inspector, who has the power to require compliance with AMA, AMRA, and the presiding land managers' rules regarding motorcycle safety and equipment before a rider is allowed to compete. AMRA requires that, at a minimum, tech inspectors verify compliance with safety equipment, bike number/letter/background, transponder placement, and the rules pertaining to the class and division entered.
- ix. The Pit Area will be marked off in a clearly defined and safe manner from the course. The Pit Area will be fifty (50) feet from the race course unless there is speed control in effect where the pits are located.
- x. Entry Fees for all events – Pre-entry and Race-day onsite entry for (AA), (A), (B), and (C) riders shall be no more than \$100.00 (plus online fees, if applicable). Entry fees for mini's are at the discretion of the club, but not to exceed \$35. Clubs wishing to charge above the maximum must have AMRA Competition Committee approval.
  - a. Examples of extra costs that have previously been passed on to the rider are: additional insurance required, starting kits, decals, tee shirts, donations to local charities, town fire departments, etc.

- xi. AMRA Sponsor Logos will be made available to member clubs. Sponsor logos are to be included on Race Flyers and T-shirts.

#### SECTION 8. TROPHIES

Clubs shall award trophies to the top three finishers in each class or to the top 33% of finishers, whichever is fewer.

#### SECTION 9. WORKER CREDIT

Each club shall provide a list of all event workers (club and non-club members) within seventy-two (72) hours of the event.

#### SECTION 10. CLUB CREDIT

Each club shall submit a list of active racing members within seventy-two (72) hours of the final race of the season.

### **ARTICLE 5. GENERAL PROVISIONS**

All promoting clubs and members shall familiarize themselves with the current **AMRA AMA Arizona State Championship Rider Rulebook Supplement** and the **AMA Base Rulebook**. Compliance with both is mandatory.