

Clerk of the Course

Guide

2020

NETA/AMA Sanctioned Trials Event

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Important note: This guide is intended to assist clubs when setting up and conducting NETA sanctioned trials events. Every effort has been made to provide accurate information but the current year NETA rulebook officially documents all details, rules and regulations and takes precedence over this guide in any discrepancies that might arise. Both documents should be referenced when conducting NETA sanctioned events.

It is the sole responsibility of the Clerk of the Course and or Club to Cancel or Postpone an event due to unforeseen circumstances. The NETA board must be notified immediately once the decision is made.

I. Sanctioning Your Event

Follow these steps when sanctioning a NETA Championship event:

- A) Propose your event date at the annual NETA business meeting or through NETA officers after that. All proposed dates must be submitted to the NETA at least 60 days prior to the event for Championship consideration. Start time, location and Clerk of the Course must be established at this time. No new events will be scheduled after April 15th.

Complete an AMA “Competition Sanction” and “Competition Insurance” form and submit it to the AMA, preferably 90 days prior to your event. Payment for insurance must be submitted before a sanction will be issued. Current AMA sanction and insurance forms can be downloaded from the AMA website at:

<http://www.americanmotorcyclist.com/clubsandpromoters>

- 1) **It is the sole responsibility of the sponsoring club to obtain an AMA competition sanction and insurance.** You must receive the sanction form and insurance prior to the event or it will not be sanctioned (by either the AMA or NETA).
 - 2) **The NETA must be named as “Additional Insureds” on the AMA insurance application.**
- B) Sponsoring clubs must also provide AMA membership applications and liability forms at each event. Complete and submit a supply order form (also available on the AMA website) for AMA membership application pads, Adult release/waiver and Minor release forms and send it along with the sanction and insurance forms.

- C) Complete an “NETA Sanction Request Form” and send it to the NETA secretary at least two weeks prior to the event. Provide any information about the event that you want posted on the website. Beside the required starting time, location, directions, Clerk of the Course and contact person with telephone numbers, please include the following that may apply: on-site camping restrictions, local campgrounds, other lodging, food concessions, special information, land use restrictions and events to benefit special causes, etc.
- D) Make sure that your event is listed on the NETA Championship schedule. Your proper event date should appear on our website.

II. Classes and Section Categories

See below for the sixteen (14) NETA competition classes that compete for year end points. See the current year NETA rulebook for more details and number of loops required.

Sportsman C	May ride easier “C” lines in some Sportsman sections but should also include some unique sections.
Women C	Rides Sportsman sections, “C” lines.
Senior C	Rides Sportsman sections, “C” lines.
Sportsman B	Rides Sportsman sections, “B” lines
Vintage B	Rides Sportsman sections, “B” lines.
Sportsman A	Rides Sportsman sections, “A” lines.
Senior A	Rides Sportsman sections, “A” lines.
Senior B	Rides Sportsman sections, “B” lines
Senior Intermediate	Rides Expert sections, “C” lines.
Intermediate	Rides Expert sections, “C” lines.
Advanced	Rides Expert sections, “B” lines.
Senior Advanced	Rides Expert Sections ”B” lines
Expert	Rides Expert sections, “A” lines.
Champ	Rides Expert sections, “CH & A” lines.

Youth Rides Youth sections.

In addition to the above, a non-championship points Youth class will be offered. Although all classes are mandatory at NETA

sanctioned events, there are some venues that prohibit non-trials bike tires, thus disqualifying some Youth riders' bikes. Event organizers shall give notice on the NETA website if their venue prohibits non-trials bike tires in the Youth Class.

Non-Competition Signs up to ride either Sportsman or Expert and selects line to ride for the day (A, B, C, CH). No event or year-end points awarded. No trophy awarded.

III. Section Design

General Practices

When designing sections, keep the class of the rider in mind. Verify the difficulty level of the sections by having a rider from that class, who will not be competing, ride the sections.

Keep weather conditions in mind. Wet conditions can sometimes make a moderately difficult section impossible. For difficult sections, plan foul weather changes.

Well-designed sections have more than one line. Try to provide options for the riders. Some riders excel at difficult turns but are less skilled at hits. Others will go for the intimidating hit, avoiding difficult turns. Multiple lines bring more strategy to the sport. See the current year NETA rulebook for rules on section marking.

It is recommended that you indicate the number of gates at the start of each section. Ideally, there should be no more than 3 gates per line.

Standardized Gate Markers: All sections should use the official NETA section markers for START, END and all GATE markers. Official NETA section markers can be purchased from the NETA treasurer.

Gate markers should be clearly visible with arrows facing each other. Arrows must only be visible from the direction that the gate is to be ridden through.

Gate markers that are obstructed (from the rear or sides) should be highlighted with a yellow ribbon that is visible from all angles.

Any gate may be marked for, and ridden by more than one class. For example, both A and B riders can ride through the same gate as long as it has opposing sets of A and B gate markers on both sides.

Separate Youth Sections:

Separate Youth sections will utilize open turns and very small or no obstacles. Youth classes will include sections and a loop segregated from all other classes and with a dedicated Youth Clerk of the Course. Youth classes will start one (1) hour earlier than adult classes.

Separate Sportsman C Sections

Separate Sportsman C sections should be designed to provide an introduction to motorcycle control. The turns should be wide enough to allow negotiating with non-trials type motorcycles. Logs, rocks and other obstacles should be small, allowing for bikes with minimal ground clearance.

Sportsman Sections

Sportsman A, Senior A, Vintage B, Senior B, Senior C, Sportsman B, Women C, and sometimes Sportsman C class riders compete in the Sportsman sections—thus a large number of riders. Provide an area near the start for riders to line up and wait to enter the section. Sportsman sections require “C” gates for Sportsman C, and Senior “C” riders, “B” gates for, Senior B and Vintage riders. “A” gates for Sportsman A, and Senior A riders. Two to three gates per line are adequate for each section.

“C” line (in Sportsman sections):

should be easy, allowing riders with no previous trials riding experience to gradually enter the sport at their own pace. They should test basic trial skills, such as turns and cambers. They should include gentle climbs; small size logs and hits less than 1 foot high. When in doubt, err on the easy side.

“B” line (in Sportsman sections):

should be more difficult than “C” line. They should test basic trial skills, such as turns, cambers, moderate climbs, and moderate size logs and hits less than 18 inches high. Logs and hits should not be at an angle.

“A” line (in Sportsman sections):

should be slightly more difficult than “B” line. They should test basic trial skills, such as turns, cambers, moderate climbs, and moderate size logs and hits less than 24” inches high.

Expert Sections

Intermediate, Senior Intermediate, Advanced, Senior Advanced, Expert and Championship class riders will compete in these sections. Separate “C”, “B”, “A” and “CH” gates are required for each class.

Championship (CH) line = “A” and “CH” gates

Championship riders must ride all “A” and “CH” gates, The Championship line should be designed to test riders with top level, national caliber trials skills. They should include large hits requiring splatter techniques with little room to prepare, steep climbs with obstacles and turns requiring advanced techniques, such as floaters or flick-turns.

Expert line = “A” gates

Expert riders must ride all “A” gates (in Expert sections).

The Expert line should be designed to test very advanced trials skills. They should include large hits with little room to prepare, sometimes requiring splatter techniques, steep climbs with obstacles and turns requiring advanced techniques, such as floaters or flick-turns.

Advanced and Senior Advanced line = “B” gates (Note: Senior Advanced are 50 or over)

Advanced riders must ride all “B” gates (in Expert sections). Senior Advanced will also ride “B” Gates in Expert sections

The Advanced line can have obstacles similar to those used in the Expert line, but a significantly easier approach to the obstacle should be provided. Hits can be smaller, less vertical, or have a kicker on the approach.

Intermediate and Senior Intermediate line = “C” gates

Intermediate, Senior Intermediate riders must ride all “C” gates (in Expert sections). (Note: Senior Intermediate are 50 or over)

The “C” line should be less difficult than Expert “B” line and more difficult than Sportsman “A” and “B” lines. Compared to Sportsman A, they should have bigger hits with less-defined approaches, tight turns, combinations of turns, steeper climbs and climbs with turns (but not as difficult as Expert “B”).

Special Note: Above all, no section should be constructed so as to pose a significant risk of injury to competitors, workers or spectators. Any section deemed inappropriate may be changed or eliminated.

IV. Loop Design

- A typical loop has eight Expert and eight Sportsman sections and is approximately 2 miles in length. There may be separate loops for Sportsman and Expert sections or combinations of both. If all classes, except Sportsman C are riding the same loop, it must be easy enough to be negotiable by the least proficient riders.
- Avoid two-way traffic. This includes entering and exiting the pit area. If necessary, use ribbon to separate the entrance and exit to the pit area.
- Avoid having the loop cross any road open to traffic. If necessary, station a flagger to manage the crossing or provide sufficient ribboning and signage to ensure a safe passage.
- It is recommended that you add signs along the loop that indicate the next section number.
- Attendance at events can be substantial at times, particularly in Sportsman sections, creating long waiting lines to enter the first few sections of the first loop. Staggering or starting classes at different sections decreases waiting lines. For example, Sportsman A and Senior A classes might start at Section 1 and Senior B, Sportsman B, and Senior C classes at Section 2. In Expert sections, Advanced, Senior Advanced, Expert A and CH classes might start at Section 1 and Intermediate, and Senior Intermediate classes at Section 2.
- Starting some classes at Section 2 (or another section) means that Section 2 should be close to the pits, or a spur trail is needed to efficiently get the riders back without forcing them to ride the entire loop twice. A long loop might spread the riders out and decreases the waiting at sections, but is less effective than staggering the start section. A long loop may also require that you extend the event time beyond the standard four hours. A long loop is not recommended for this reason.
- Another suggestion to help minimize lines is to make the first few sections fairly short and straightforward, with a good separation in between. This also helps get the riders back out on the loop and spread out.

- Youth classes will include sections and a loop segregated from all other classes. Youth Clerk of the Courses should consider rider skill limitations when laying out the loop for Youth riders on small motorcycles.

V. Facilities

Sanitary Facilities

- A minimum of one sanitary facility is required at all NETA sanctioned events.

Concessions

- Food, drink, and T-shirt concessions are a good way for the sponsoring club to make additional profit from the event. They also promote the sport by making it more enjoyable to spectators and competitors alike.

VI. Personnel and Task Outline

Event Workers

- It is the responsibility of the sponsoring club to coordinate and report individuals who are working the event to fulfill year end points requirements. One person, usually the Clerk of the Course, should be responsible for recording and posting these workers names along with the final results.
- Hosting trials requires a significant number of course workers for an event
- AMA recommends that there be a good reliable communication system amongst workers.
- If possible, two observers should be posted at each section. One worker observes the ride, while the other is responsible for punching the loop-cards. These duties should remain consistent throughout the entire event. A rider can enter the section while the previous rider's card is being punched although the observer must waive them in. This is a particularly useful technique at Sportsman sections to keep waiting lines to a minimum.
- A best practice is to pair up an experienced observer with an inexperienced person to provide the best possible scoring. This will also allow the inexperienced person to gain some knowledge without having the pressure of scoring.
- All observers should be briefed on the basic rules before the event.

- Another worker is needed to escort the Sportsman C riders around their loop and help them in the sections. This worker should be a trials rider with some experience and responsibility because he or she may be working with children, providing guidance and promoting the sport.
- At least two workers are necessary for signing up event participants. These workers usually also score the event.
- If concessions are provided, workers may be needed there also.

Awards

- See the current year NETA rulebook for recommended awards.

AMA Liability Waivers

- All riders, workers and spectators must sign an AMA liability waiver before entering any riding area. A common practice is to have everyone entering the parking area or trials site sign the waiver at that time. This requires that a worker with the liability waiver be positioned at the entrance, which helps to capture every signature. Competitors are required to sign a second AMA liability waiver at sign-up.
- Additionally, all AMA sanctioned events MUST have the AMA "Competition Statement of Responsibility Posters" placed in conspicuous locations. It is recommended that one poster be located at the entrance where everyone signs the AMA waiver when entering the parking lot and a 2nd one located in clear sight at the registration desk. These posters may be obtained from the AMA or borrowed from NETA.
- Official "AMA sanction certificate" and "proof of insurance" should be displayed at the registration location
- It is imperative that ALL minors (under age 18) and their parents/guardians complete all the requisite AMA liability waivers. Minors have the option of presenting an AMA Annual Release Verification Card (notarized) valid for the entire year at any AMA sanctioned event in lieu completing AMA waivers at each event.
- Reference the current year NETA rulebook regarding guidance on "Authorized Adults" for minors when parent/guardian can't be present.
- All AMA sanctioned events require there be at least a 5lb fire extinguisher for A, B & C at starting line at all times.

AMA Membership

- All riders must be current, full AMA members or they will not be allowed to ride at an NETA event. AMA membership must be made available by the sponsoring club at all NETA events.

NETA Membership

- All riders must be current NETA members or have valid NETA One-Day Passes to ride at an NETA event. NETA officers at all NETA events will make NETA memberships and One-Day Passes available.
- All riders to have a proper number plate per the updated rulebook. NETA will provide a Temporary plate for new members or riders changing a class on that day.

Event Day Sign-up

- Event sign-up should begin at least 2 hours before the start time.

Event Sign-up

The sponsoring club is responsible for event sign-up.

1. The rider must complete an AMA release form. Keep all copies of the release form. AMA Adult and Minor liability release forms must be ordered when applying for your AMA sanction and insurance applications. Supply order forms are available on the AMA website.
2. If the rider is a minor, all release forms must be completed and signed by a parent or legal guardian or present a current AMA Annual Minor Release card to the event organizer during registration at each event
3. The rider must complete an event sign-up form.
4. A rider must be an NETA member as indicated by a current NETA sticker on his/her AMA card.
5. A rider must be a current AMA member (as indicated by a current AMA card) in order to be signed up. If not, the sponsoring club must provide and accept new AMA membership applications, collect the current AMA membership fee and submit it along with the application to the AMA after the event.
6. Collect an event fee from each rider - \$15 all under 18 years old and \$30 for all others.
7. Give loop cards to each rider - one for each loop based on class requirements.

Event Proceedings

Significant activities that must be handled during the event are:

1. Mandatory riders' meeting must take place before the start of an event -- usually 10 minutes before the start time. Penalty and disqualification times must be established at this point and cannot change during the event. The number of loops for each class, starting section for each class, and starting point for Sportsman Cs should all be discussed at this meeting.
2. Establish and identify the official time clock (usually the Atomic NETA clock provided by an NETA official).
3. A place for riders to deliver their loop-cards must be established.
4. Scorekeepers will begin collecting loop cards (after each loop) and recording scores.
5. When the half hour penalty period expires, scores are posted along with a list of event workers.
6. An additional half-hour protest period begins after the scores are posted. The scores are final at the conclusion of the protest period.
7. Awards presentation.

After the Event

After the event, some paperwork and expenses must be taken care of:

1. The NETA Vice President/Scorekeeper will collect the final scores and list of event workers.
2. The NETA Treasurer will collect event fees:

NETA Sanction:	\$50
Gate Markers:	\$50
Loop-cards:	\$1/rider
National Rider Fund:	\$1/rider
3. The sponsoring club must complete and submit the AMA referee's report. The AMA copy of all the release forms must be sent to the AMA along with the referee's report and any new and unused AMA membership applications plus fees.
4. Refer to the instructions on the AMA website for what to do if an injury occurs at your event.

Thank you for sponsoring an NETA event!

VII. Contact List

If you have any questions or need further assistance, please see www.newenglandtrials.com/contactus.html for contact info for the NETA Officers:

Visit New England Trials Association's Official Website at:
<http://www.newenglandtrials.com>