



Event Roster FAQ

What is the Event Roster?

Organizations participating in the event (teams, vendors, industry partners, broadcasters) must submit a list of the **minimum essential** personnel required to safely conduct the event. This list is referred to as the Event Roster.

Who can I put on my Event Roster?

Event Rosters should contain **only essential personnel**. Essential personnel are the absolute minimum number of people required to directly and safely enable racing operations. Directly means they must be physically present to execute a specific role in enabling the vehicle to function and the race to occur. The specific role of each individual will be required to be listed on the Event Roster.

Upon submission of the Event Roster, AMA Pro Racing will determine someone to be essential or non-essential and may dismiss them from the event should they be deemed non-essential.

When are Event Rosters due?

Event Rosters are due NO LATER than 10 days prior to an event.

Where do I find the Event Roster form?

Upon submission of entry for an event, entrants will be emailed the Event Roster form by Sharon McMillan from AMA Pro Racing.

Vendors for a particular event will receive an email from Helen Pardee from American Flat Track with a request to complete an Event Roster.

To whom do I submit this Event Roster form?

The Event Roster form will be submitted directly to AMA Pro Racing upon completion of the online form. Information on submission will be included in the communication with the Event Roster Form.

Must I submit an Event Roster every week, even if the personnel do not change?

Yes, this form must be submitted no later than 10 days prior to each event.

Do I have to fill out the COVID-19 Waiver and HIPAA Authorization Form before sending this roster?

Yes. All essential personnel included on an Event Roster must have first completed the [COVID-19 Waiver](#) and [HIPAA Authorization Form](#).

What if someone on my roster does not currently have a hardcard?

- The new staff on your team must first complete the AMA Pro Racing basic membership/hardcard application.
- Once completed and approved, the new team staff will receive a Hardcard ID number.
- This Hardcard ID number will enable new personnel to complete the required [COVID-19 Waiver](#) and [HIPAA Authorization](#) forms.
- Once all of the above is completed, this individual is eligible for inclusion on an Event Roster.

Where do I find my Hardcard ID number?

The Hardcard ID number is located on the on the back of your hardcard in the upper-right corner.

What happens if I have lost my hardcard?

You must contact AMA Pro Racing Member Services to receive a new hardcard. All approved personnel MUST display their current hardcards at the racetrack at all times.

Do I have to include the contact email for all Essential Crew members?

Yes. The contact information submitted on the Event Roster applications will be used to update the new American Flat Track paddock communication system. This system, provided by ReadyOp, will be used to send out the required pre-event medical screening information 24 hours prior to each event and will be used to provide important updates via text message throughout the event weekend.