

CMRA CONTINGENCY 101 **An Introductory Guide to Claiming Contingency Awards**

There are 3 different kinds of claim forms: One-Time Sponsor Registration Form, CMRA Claim Form, and Sponsor-specific Claim Form.

1. One-Time Sponsor Registration Form. This form is provided by some contingency sponsors and only needs to be filled out one time to register the rider in their program. Usually the rider mails it directly to that sponsor. Suzuki is an example of a sponsor that requires this sort of form. These forms are available in Tech in the file box titled "Contingency Claim Forms." Often they are also available on the manufacturer's website and on the CMRA website. This form is required in addition to the CMRA Claim Form which must be filled out at each race weekend.

2. CMRA Claim Form. This form is provided by the CMRA and lists all contingency sponsors offering awards at that time. It is updated before each race weekend if there are new sponsors since the last race weekend. This form is available in Registration. Green for sprint entries. Blue for endurance entries. If the rider or team has pre-entered, this form will be in the pre-entry folder. In order to claim any contingency, the CMRA Claim Form must be filled out at each race event and turned in at Tech when teching the motorcycle. Forms turned in after the bike has been teched will not be accepted. Tech must verify that each rider/bike is meeting the requirements of the contingency being claimed. The requirements for each sponsor are listed on the back of the CMRA Claim Form. It is the rider's responsibility to know the requirements and meet them.

3. Sponsor-specific Claim Form. In addition to the CMRA Claim Form, some sponsors require that the rider fill out the Sponsor-specific Claim Form. This type of form is available in file box which can be found in Tech labeled "Contingency Claim Forms". Examples of sponsors requiring these forms are Dunlop, Pirelli, Silkolene, EBC, etc. These forms must be filled out at each race weekend and turned in to Tech (with the CMRA Claim Form) when the bike is being teched. Tech must verify that all requirements are being met, therefore no claim forms will be accepted after the bike has been teched.

There is a separate sheet (Contingency Awards Sheet) which goes along with the CMRA Claim form and it lists the classes, awards and award type paid by each contingency sponsor. The CMRA Contingency Awards Sheet and CMRA Contingency Requirements Sheet are available on our website on the "Forms" tab.

What Riders Must Do:

1. Fill out all required claim forms clearly and completely. If the contingency sponsor can't read your information, you won't be receiving any awards.
2. Know and meet all requirements of each contingency sponsor that you are claiming.
3. Bring claim forms to Tech when teching your motorcycle.
4. It is the rider's responsibility to fill out the forms, know and meet all requirements, and turn the forms in to Tech at the correct time.

What CMRA Must Do:

1. At the end of the race weekend, all claim forms are collected from Tech.
2. Each form is then verified with a copy of the weekend results.
3. Copies of claim forms and results are then sent to each contingency sponsor.
4. Walter Walker is our Contingency Coordinator year. If you have specific questions about your contingency, you can email him at walter@cmraracing.com or call him at 254-644-9393.

Most contingency sponsors require this information gets to them within 30 days of the race weekend, but the CMRA's policy is to have it finished and sent in within 10 days of the event. Keep in mind that once the contingency sponsors receive all of the paperwork from Walter, they must verify the forms and process their own paperwork before awards can be paid. All of this takes time. It is not unusual for it to take 30 days from the time contingency sponsors receive the forms until the time they pay their awards.

Bottom Line: Every form has information on it about what to do and how to do it. If you want to claim contingency, get a copy of the forms you need and study them. It's your responsibility to know it and do it.

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