

Dear Instructors and Coaches,

**RE: RING CONTACT FIGHTING ARTS (RCFA) TOURNAMENT CHECK-IN AND WEIGH-IN PROCEDURES**

We are excited to welcome you and your team to the Ring Contact Fighting Arts (RCFA) Tournament. To ensure a smooth and efficient check-in and weigh-in process, please review and adhere to the following guidelines. Accurate registration and preparation are critical to avoid penalties or disqualifications.

All participants must be correctly registered in the Kihapp system under their sex, age category, and current weight.

**1 REQUIRED DOCUMENTS (HARD COPIES):**

Please prepare and bring the following documents, fully completed and signed, to the tournament:

**1.1 Instructor/Coach Declaration Form**

**1.2 Official List of Entries** (provided by the tournament organizer)

**1.3 Proof of Payment** for all registered participants (instructors pay per club)

**1.4 Indemnity Form** for each participant (including those competing in Weapons or Series only)

**1.5 Medical Consent Form** for each participant (including those competing in Weapons or Series only)

**Note:**

- All forms must be fully completed, signed, and clearly labelled with your club or team's name.
- Electronic forms are not accepted, and medical forms will not be photographed or returned.

**2 PREPARING AND ORGANISING YOUR FORMS**

**2.1 Instructor/Coach Pack (Stapled Together)**

**2.1.1** Instructor/Coach Declaration Form (signed by the main instructor or coach)

**2.1.2** Official List of Entries

**2.1.3** Proof of Payment

**Important:**

- Ensure all fees (instructors pay per club) are paid in full and proof of payment is emailed to the tournament organizer at least one week prior to the event.

**2.2 Participant Packs (Stapled and Alphabetized by Surname)**

**2.2.1 Indemnity Form + Medical Consent Form** for each participant

**2.2.1.1** Forms for minors (under 18) must be signed by a parent or legal guardian.

Coaches/instructors may not sign on their behalf.

**2.2.1.2** All participants, including those competing in Weapons or Series only, must submit a Medical Consent Form.

**3 CHECK-IN AND WEIGH-IN PROCEDURE**

*Participants check in and weigh in as a club, even if representing a province.*

**Step 1: Medical Check-Up (Millennium & Full Contact Fighters Only)**

- All Millennium and Full Contact fighters must report as a group to the Medical Check-Up Station.
- Medical personnel will assess each fighter and sign the bottom section of their Indemnity Form to confirm they are fit to compete.

**Step 2: Check-In**

- After medical checks, proceed as a full team to the Check-In Station.
- Line up alphabetically, led by the head coach or instructor, accompanied by all registered coaches.
- Officials will verify and collect the necessary forms.
- Each participant will receive their Indemnity and Medical Consent Forms to take to the Weigh-In Station (including Series and Weapons participants).

### Step 3: Weigh-In

- Each participant will be weighed to confirm their registered weight.
- **If the weight matches the registered weight:**
  - Forms will be filed, and the participant is cleared to compete.
- **If there is a weight mismatch:**
  - A **R150** penalty fee will apply, **payable immediately in cash** to the official on duty.
  - The participant must be re-matched.
  - Forms will be filed only after the fee is paid.

### Step 4: Filing

- After weigh-ins, the head coach/instructor must submit the following to the official on duty for tournament filing:
  - Coach's Declaration Form
  - Official List of Entries
  - Proof of Payment

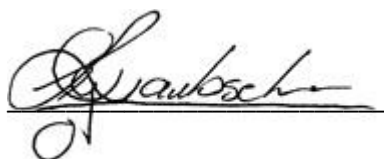
### Final Notes

Once the check-in and weigh-in processes are complete, your team is ready to enjoy the Ring Contact Fighting Arts Tournament.

We appreciate your cooperation in following these procedures to ensure a fair and organized event.

Thank you for your commitment to excellence, and we wish all participants the best of luck!

Warm regards,



Shihan Gerhard Laubscher  
National President RCFA