

RCFA TOURNAMENT CHECK-IN & WEIGH-IN PROCEDURES

Dear Instructors and Coaches,

This guide is designed to help you and your team prepare for the **Ring Contact Fighting Arts (RCFA) Tournament** check-in and weigh-in process.

Please ensure that all students are correctly registered under their **sex, age category**, and **current weight** on the Kihapp system to avoid mismatches and or penalties or disqualifications.

A. Documents (Hard Copies) Required Before Traveling

Ensure the following documents are completed, signed, and ready **before** arriving at the tournament:

1. **Instructor/Coach Declaration Form**
2. **Official List of Entries** (provided by the tournament organizer)
3. **Proof of Payment** for all registered competitor (Instructors pay per club)
4. **Indemnity Form** for each competitor (including those competing only in Weapons or Series)
5. **Medical Consent Form** for each competitor (including those competing in Weapons or Series only)
PLEASE NOTE: that competitor should have a hard copy present at Weigh in – competitor cannot say that they handed it in at a previous tournament, a digital copy will also not be accepted.

♦ *All forms must be fully completed, signed, and clearly marked with your club or team's name.*

B. Preparing and Organizing Your Forms

1. Instructor/Coach Pack (Stapled Together)

- Instructor/Coach Declaration Form (signed by the main instructor or coach)
- List of Entries
- Proof of Payment

💡 *Ensure all fees (Instructors pay per club) are paid in full and proof has been emailed to the tournament organizer **at least one week prior** to the event.*

2. Participant Packs (Stapled and Alphabetized by Surname)

- Indemnity Form + Medical Consent Form for each participant
 - ♦ *Forms must be signed by a parent/legal guardian for all minors (under 18). Coaches/instructors may **not** sign on their behalf.*
 - ♦ *Each participant, including those in Weapons or Series only, must submit a Medical Form.*
 - ♦ *Please note: We do not accept electronic forms and we do not photograph or return medical forms.*

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C. Check-In & Weigh-In Procedure

Important: Competitor check in and weigh in **as a club**, even if representing a province or country.

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, declaring them 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, along with all registered coaches.
- Officials will verify and collect the necessary forms.
- Each participant will receive their own forms (Indemnity and Medical) 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 participant's weight matches the registered weight:
 - Their forms will be filed, and they are cleared.
- If there is a **weight mismatch**:
 - A **R150 penalty fee** will apply.
 - The participant must be re-matched.
 - The fee must be paid **immediately in cash** to the official on duty before forms are filed.

Step 4: Filing

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

Final Notes

After completing the check-in and weigh-in process, you are ready to relax and enjoy the **Ring Contact Fighting Arts Tournament**.

Thank you for your attention to these procedures and for your cooperation.

Best of luck to all participants!

RING CONTACT FIGHTING ARTS

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