

PROMOTER CHECK LIST

PKC REGION 4

1. The Promoter will choose a date to have his/her tournament. Must be approved of PKC REGION 4 Director.

NOTE: This is to avoid having more than 1 tournament on the same day! Regional Directors might know of other tournaments in other regions that are not on the schedule. Also, must be sanctioned 30 DAYS Prior to tournament. Recommended is 60 days.

2. Once the PKC Region 4 Director has approved the date for your tournament. It is your responsibility to contact MARSHA KEENEY – PKC HEADQUARTERS

A) You will have to pay NATIONAL SANCTION FEE to them, so, they will put it on the National Calendar and give her your date.

3. Then you will inform her YOU are working on your flyer, and will send completed flyer to PKC Region 4 PKCRegion4@Gmail.com for approval. Once it is approved PKC 4 will forward it to NATIONALS and return approved flyer to the promoter for printing.

NOTE – They will no longer accept flyers from the Promoter.

The tournament flyer – once you have your flyer done. You must E-Mail it to PKCRegion4@Gmail.com for approval. We will make the Ring Assignment Sheet for the tournament and email it to the promotor to make copies for the tournament. This also includes training the scorekeepers that morning 9AM and we WILL GET COORDINATORS and supervise/modify the rings as needed during the day.

NOTE – We have supplied you with a list of PKC Divisions that have to be ran. If you would like to have additional divisions you must notify the PKC 4 Director. Any non-PKC events would be **AFTER** the PKC events have been completed. All tournaments will start at 10:00AM PROMPTLY! If you have any announcement or awards to hand out must be completed by 9:55AM, **WE WILL START ON TIME!!** Black Belt Meeting 9:20AM -9:40AM - Steve Fickes or Deven Fickes will take care of it.

4. At this time, you have completed the following:

- A) National Sanction Fee – PAID
- B) Date -- APPROVED
- C) Flyer -- APPROVED

Now you are responsible for the following -

- D) Place - To hold the event
- E) Trophies / Awards - (Must be 1st thru 4th)
- F) Medic
- G) Announcer - Sound System
- H) Competitors cards - Must be color coded
- I) Scorekeepers Two (2) persons per Ring
- J) Chairs
- K) Tables for the rings (Scorekeepers will use)
- L) Mats for competitors for Self-Defense
- M) Scorecards or Grease Boards/Erasers/Markers
- N) EACH RING MUST HAVE THE FOLOWING
 - ✓ Ring Number
 - ✓ Stop Watch – Must work
 - ✓ Bean bag – something to throw out when time is up
 - ✓ Calculator - Must work
 - ✓ A piece of RED cloth - for sparring
 - ✓ Pens/pencils
 - ✓ Spare batteries? (Microphone)

5. DAY OF YOUR TOURNAMENT

BLACK BELT MEETING - Steve Fickes or Deven Fickes will be in charge of this meeting.

Following Fees MUST be paid:

POINTS FEE – \$150.00

Kelly will have scorekeeper's paperwork, division sheets and organizing envelopes for the tournament. After the tournament she will calculate the points/results for State points and fill out National points and send to Nationals. Also, she will do the updated PKC member list for Nationals and send out PAST DUE Reminders to expired PKC members!

SCOREKEEPER FEE/ASSOCIATED SCHOOL FEE -- \$150.00

(Scorekeepers Fee - \$75; Associated School \$75)

We will do research and analyze the divisions before each tournament and season to keep in alignment with Nationals. Prior to the tournament there might be a need to modify divisions sometimes divisions change due to age, belt rankings or diversity of schools. They need to be re-calculated periodically.

PKC REGION 4 STATE SANCTION FEE -- \$225.00