**PKC4 TOURNAMENT REQUIREMENTS:**

Prior to your event:

* Become an Associated PKC School
* Should have 10 PKC members and bring at least 5 competitors to every PKC4 Tournament
* Pay/Send in National Sanction Fee/Form………. $200
* National Sanction must be sent into HQ at least 30 days prior to your event
* The sooner you send this in the more time there will be to have your event publicized
* If you can try to send this in 60 days before if not earlier
* Pay State Sanction Fee…………………………. $ 225
* Secure a location to have your event – generally a school gymnasium that can set up 8 standard size karate rings
* Have trophies ordered & delivered at least the day before your event
* Trophies 1st – 3rd ; medals for 4th is the general awards pattern
* Use the PKC Sanctioned Logo on your flyer, you will receive this from the national HQ once you sanction your event
* Have your flyer prepared to pass out at the PKC4 event before yours (at least the event before yours, if not earlier)
* Put the name of your event, date of event, location of event, and your name on the front page
* Have a schedule of events and a registration form on the inside of your flyer
* Pre-Registration is $50, Registration is $55 for one event and $5 for every additional event
* **Start time for PKC4 Tournaments is 10 AM**

**(If you have numerous announcements, please plan accordingly and start them prior to 10.)**

* Score keeper meeting is to be at least 40 minutes before the event begins
* Black Belt meeting is to be at least 30 minutes before the event begins
* Incorporate this into your waiver: *“I agree to assume full responsibility for any and all damages, injuries or losses that I may sustain or incur, if any, while attending or participating. I hereby waive all claims against the promoters, operators, sponsors, advertisers, tournament agents or the Professional Karate Commission. I hereby waive any compensation whatsoever, for the use of photos, movies, media coverage, etc. utilized by those associated with this event at any time.*

*I fully understand that any medical treatment given to me will be of a First-Aid treatment only.”*

* Use the PKC4 Divisions as the third page of your flyer
* Email the PDF version of the flyer to [PKCRegion4@gmail.com](mailto:PKCRegion4@gmail.com) so that it can be placed on the Region 4 website and emailed to all of the PKC Region 4 members as well
* Email ring assignment sheet to [PKCRegion4@gmail.com](mailto:PKCRegion4@gmail.com) so that division sheets can be sorted properly

Day of the event:

* Amy Fickes trains all PKC4 score keepers…………………………………………………………. $150
* Kelly Lecocq is the points director for PKC4 she reports the results from the PKC4 tournaments to the national HQ and tabulates the PKC4 Standings, ……………………………………………….…... $150

There are a lot of things that need to happen in order to be ready to have a PKC4 Event

Keep in mind that you should:

* Attend every PKC4 tournament on time so that you can help out with others event.
* You help at some ones event, they will help you at your event, **T**ogether **E**veryone **A**chieves **M**ore
* Get your flyer out early so competitors mark their calendar for your event

If you have any questions, concerns, or need clarification on anything please contact us:

Mail to: |

**Email:** [**PKCRegion4@gmail.com**](mailto:PKCRegion4@gmail.com)

**Web:** [**www.pkc4.com**](http://www.pkc4.com)

**Professional Karate Commission Region 4**

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