Tournament Organizer's Handbook

Updated 2/5/2007

Introduction & Table of Contents

Introduction:

Thank you for your interest in sanctioning events with the DCI®. By sanctioning your events through the DCI, your local players receive the opportunity to develop rating and rankings in the worldwide communities of their favorite **Wizards of the Coast** games. And perhaps more importantly, sanctioning your events with the DCI says that your store will be running the highest quality events available. This Tournament Organizer's Handbook contains just about everything you'll need to know to run official DCI sanctioned events.

Good luck with all of your upcoming events!

Sincerely,

The DCI Staff

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Section *A*

Running DCI Events is Easy

The DCI rates and ranks players in a number of games, including:

Magic: the Gathering®   **Dreamblade™**   **D&D® Miniatures**

Each DCI-supported game features a player-rating system that allows your tournament participants to more accurately compare themselves against the world community of players within that game. Given that players are being measured based on their performance against each opponent using the Elo ratings system*, the results of each match must be reported to the DCI.

*For more information on the DCI's rating system, see "Elo Ratings System" in Appendix A of the DCI Universal Tournament Rules.

A.1 - DCI Events Step-by-Step, from Sanctioning to Reporting

1. **Fill out the electronic Tournament Organizer application.**
   - Go to www.thedci.com and fill out the Tournament Organizer application. Doing so will let the DCI know that you are interested in running DCI sanctioned events.

   - After submitting the Tournament Organizer application, you will receive a call from the DCI to welcome you to the program and to answer any immediate questions you may have.

   - You will be sent an email containing all of the necessary material to pass the level-1 Tournament Organizer test. This "Tournament Organizer Essentials" email will contain a four-page FAQ about basic event rules and structures, a copy of the DCI tournament Reporter program, step-by-step instructions for running an event with the DCI Reporter program, and information about where to take the level-1 Tournament Organizer test.

2. **Take the Level-1 Tournament Organizer Test online.**
   - Once the test has been completed and you are entered into the DCI database as a Tournament Organizer, you will be emailed your first event's sanctioning application. Once you fill out the electronic application and email it back to the DCI, your first event will be sanctioned. It's that easy!

3. **Shortly after sanctioning your event, you will receive:**

- An Event Report Summary customized by DCI staff for the event you're scheduling;
- A copy of the latest version of the DCI's Tournament pairing program;
- A copy of the Tournament Organizer's Handbook, which you should use as a reference for running DCI sanctioned events; and
- A pad of DCI Membership Application Cards for players who are new to tournaments.

4. **Register your players.**
   - Be sure to gather each player's name and DCI number on a copy of the Player Information List at registration. EVERY PLAYER MUST HAVE A DCI NUMBER TO PARTICIPATE. Give each player who does not yet have a DCI number one of the Membership Application Cards you received. The player must fill out the contact information portion of the card and return it to you. The membership-card portion of the card stays with the player for use at future DCI-sanctioned events.

5. **Run your event and record match results.**
   - Your players can participate in every round of your event—regardless of how many times they win or lose—when you use the Swiss player-pairing system. See Section C "Tournament Operating Procedures" for an explanation of how you can run your events using this pairing method.

6. **Send the Completed Event Results to the DCI for processing.**
   For each event, please send the following information to the address listed below:
   - A full Player Information List (containing name and DCI number).
   - Match Reporting Forms featuring match results for each round of play.
   - Membership Application Cards filled out by each new player receiving a DCI number at your event. (The player keeps the tournament card portion of the application so he or she can continue developing the rating they started with your event.)
   - Or, if you used the DCI's electronic tournament software to run your event, all you will need to do is upload the results to the DCI and send in any new player membership cards.

DCI Mailing Addresses

DCI Tournament Sanctioning
P.O. Box 1080
Renton, WA
98057-1080

Or at:

Wizards of the Coast
ATTN: DCI Sanctioning
1600 Lind Ave SW, Suite 400
Renton, WA
98055

Section *B*

DCI Numbers and You

B.1 - The Importance of DCI Numbers

DCI numbers are the core of our tournament services. They allow your players to develop ratings and rankings in the worldwide communities of their favorite games, and develop consistent, individualized play histories as long as they participate in DCI-sanctioned events—from 400-player prereleases all the way to local, weekly 8-person tournaments.

Before registering each player for your event, please be sure to ask for his or her DCI number.

B.2 - Common Issues

Listed below are three common DCI number issues you may run across. Please use the instructions listed for each section when resolving:

- Issuing New DCI Numbers
- Finding Lost or Forgotten DCI Numbers
- Fixing Players with Multiple DCI Numbers

B.3 - Issuing New DCI Numbers

When you sanctioned your first event, you should have received numbered DCI Membership Cards. New players registering for their first tournaments must fill out one of those DCI Membership Cards. New players will begin developing ratings and rankings in the worldwide communities of their favorite games, beginning with their performance in this event.

The application card is separated into two halves—the player information portion and the membership card portion. Players record their name, address, and contact information on one half of the card, while the other half will serve as the player's membership card for use at all future DCI-sanctioned events. After the player fills out the entire membership card, tear off the membership-card portion and give it to the player for use at future events. You will then need to send the player-information portion of the card to the DCI with your event report.

B.4 - Finding Lost or Forgotten DCI Numbers

Given that ratings and rankings are designed to reflect a player's overall performance in the sanctioned games they play, each player may only have one DCI number. However, considering that these membership cards are consumed easily by washing machines and other water hazards, the DCI recognizes that these cards can be mutilated beyond recognition. If you have a player registering who has lost his or her DCI number, issue the player a new DCI number (following the "Issuing DCI Numbers" section above), and have the player fill out a new DCI Membership Card. The player then needs to be instructed to send an email to the Wizards of the Coast Customer Service team (http:// wizards.com/customerservice). Please be sure to let the player know to include his or her new DCI number, name, address, date of

birth, and a request to have the extra numbers combined in the body of the email when they send it. *(Note: if the player does not know their prior DCI numbers, they need to include a request in the email for the Customer Service Team to look up the player's old numbers so that they can be combined.)*

B.5 - Fixing Players with Multiple DCI Numbers
A player may have multiple DCI numbers for a variety of reasons, but to make sure ratings and rankings are calculated correctly and efficiently, we need each player to keep only one number. If a player you know has multiple numbers, they must request to have all of the numbers merged together by emailing Wizards of the Coast Customer Service (http://wizards.com/customerservice). Please be sure to let the player know to include his or her new DCI number, name, address, date of birth, and a request to have the extra numbers combined in the body of the email when they send it. *(Note: if the player does not know their prior DCI numbers they need to include a request in the email for the Customer Service Team to look up the player's old numbers so that they can be combined.)*

IMPORTANT NOTE: If you believe a player is using multiple DCI numbers to gain a ratings advantage, you should contact the DCI immediately via email at dqreports@wizards.com so the issue can be investigated and resolved appropriately.

Section *C*

Tournament Operating Procedures

The DCI recommends using the Swiss tournament system at all events, and it is required at premier events such as the **Magic: The Gathering** Pro Tour™. Also known as the Swiss Draw, this tournament style allows all participants to play in every round, pairing each round's players based on their current records and standings. To determine who plays against whom, players with the best match records are matched against each other, and then the next highest records, etc.

Review the appropriate game's DCI Standard Floor Rules for round-length recommendations. Some games, such as **Magic: the Gathering**, are best two out of three games only. If a player won the first two games, the match ends. Players are not allowed to play the third game once the match is decided.

This system offers many advantages over single-elimination. To begin with, all players get to participate for the duration of the tournament, and any number of players may play with (at most) one bye per round.

C.1 - Number of Rounds

Number of players	Number of rounds
4-8	3 rounds of Swiss
9-16	4 rounds of Swiss
17-32	5 rounds of Swiss
33-64	6 rounds of Swiss
65-128	7 rounds of Swiss
129-226	8 rounds of Swiss
227-409	9 rounds of Swiss
410+	10 rounds of Swiss

C.2 - Scoring Swiss Rounds
Games and matches are worth the following points during Swiss rounds:

Match won	3 points
Match drawn	1 point
Match lost	0 points

*Note: The scoring method outlined above is intended to help players and judges track results within a tournament, but it is not relevant in participants' DCI rankings.

C.3 - Swiss Score Recording and Pairing
The DCI recommends using the official DCI Reporter program to run your events, however, if you do not have the Reporter Tournament pairing program, you must use note cards for each player. Each card must have the player's name and DCI membership number written at its top. Collect these cards once each player has completed this information at the top of his or her card.

1. Pair players randomly for the first round by shuffling the note cards. Keep the paired cards together for the rest of the round. If you have an odd number of players, the player remaining once pairings are completed receives a bye, which equals two game wins (6 game points) and one match win (3 match points).

2. After the first round, record match results (best 2 out of 3 games) on the players' note cards. When participants complete a match, they must report the results.

3. For all subsequent rounds after the first, pair players with the same match points against each other randomly. (If there is an odd number, match one player from that group with a person from the group with the next-highest match points.) Do not use tiebreakers when pairing between rounds.

4. Continue these match-point-based pairings until you get to the bottom of the list. If you have one player left at the bottom of the list, that player receives a bye. (To see what this bye is worth, see 1. above.)

5. As players finish each round, record on their note cards the score of the match they just completed and their total running score. In addition, write the opponent's name and DCI number on the same line of the card corresponding to that round.

C.4 - Tiebreakers
Tiebreakers are used to determine player ranks in standings for a particular tournament. Most games use match points, followed by 1-4 other methods of breaking ties. All the types of tiebreakers supported by the DCI are explained below.

See individual game Floor Rules for the type and order of tiebreakers for that particular game.

Definitions

Match Points:
Players earn X match points for each match win and Y match point for each match ending in a draw. (No points are awarded for a match loss.)

If the time allotment for a match runs out and both players have won an equal number of games, the match is considered a draw. Competitors who have won more games than their opponents when the match's time allotment runs out are credited with match wins. Players receiving byes are considered to have won the match and earn X match points.

X and Y are determined by the value of the switches for the game format (usually 3 and 1).

***Examples** (X = 3 and Y = 1):*
- *Player A has a record of 6–2–0 (**W**ins–**L**osses–**D**raws). She has **18 match points** (**6***3, **2***0, **0***1).*
- *Player B's tournament record is 4–2–2. He has 14 match points (4*3, 2*0, 2*1).*

Game Points:

Game points are similar to match points in that players earn X game points for each game they win and Y game points for each game that ends in a draw. Unfinished games are considered draws. Unplayed games are worth no points.

X and Y are determined by the value of the switches for the game format (usually 3 and 1).

***Examples** (X = 3 and Y = 1):*
- *Player E wins a match 2–0–0, so she earns 6 game points and her opponent receives 0 game points from the match.*
- *Player F wins a match 2–1–0, so she earns 6 game points and her opponent earns 3 game points from the match.*
- *Player G wins a match 2–0–1, so he earns 7 game points and his opponent earns 1 game point from the match.*

Byes:

When a player is assigned a bye for a round, he or she is considered to have won the match 2–0. Thus, that player earns 3 match points and 6 game points. A player's byes are ignored when computing his or her opponents' match-win percentage and opponents' game-win percentage.

Type of Tiebreakers Available

The order in which tie breakers are applied will be customizable for each game format in DCI Reporter according to the switches settings for the considered game format (each game format has its own game format parameters in DCI Reporter). Each game format will have a maximum of four (4) tie breakers possible. It is possible to set up less than four tie breakers. If a tie still applies after the tie breaker calculation, the order of entry of the record in the tournament will always be used as the last resort.

Match-win percentage:

A player's match-win percentage is that player's accumulated match points divided by X times the number of rounds in which he or she competed, or 0.33, whichever is greater. (Establishing a minimum match-win percentage [0.33] limits the effect low performances have when calculating and comparing opponents' match-win percentages.)

***Examples** (X = 3 and Y = 1):*

- *Player C's tournament record is 5–2–1. She has 16 match points and she played eight rounds.*

  Her match-win percentage is 16/(8*3) = 16/24 = .667

- *Player D goes 1–3–0 in four rounds and withdraws.*

He has 3 match points and his match-win percentage is 3/(4*3) = 3/12 = .25. However, since Player D's match-win percentage is below 0.33, player D's match-win percentage is 0.33 instead of 0.25.

- *Player E's match record of 3-2-0 includes a first-round bye.*

She has 9 match points (including 3 match points from the bye) and her match-win percentage is 9/(5*3) = 9/15 = .60.

Game-win percentage:
Similar to the match-win percentage, a player's game-win percentage is the total number of game points he or she earned divided by X times the number of games played.

Examples *(X = 3 and Y = 1):*
- *Player H plays in a four-round Swiss-style tournament. His game record is (by match):*
    - *2 wins (6 game points)*
    - *2 wins and 1 loss (6 game points)*
    - *1 win and 2 losses (3 game points)*
    - *2 wins (6 game points)*
  *Player H has **21 game points** and his game-win percentage is: 21/ (10*3)=21/30*

  Player H's game win percentage is 0.7

- *In the same tournament, player I's game record is (by match):*
    - *1 win and 2 losses (3 game points)*
    - *1 win and 2 losses (3 game points)*
    - *2 losses (0 game points)*
    - *1 win and 2 losses (3 game points)*
  *Player I has **9 game points** and her game-win percentage is: 9/ (11*3) = 9/33*

  Player I's game win percentage is 0.2727

Opponents' match-win percentage:
A player's opponents' match-win percentage is the average match-win percentage of each opponent that player faced (ignoring those rounds for which the player received a bye). Use the match-win percentage definition listed above when calculating each individual opponent's match-win percentage.

Examples:
- *Player F's record in an eight-round tournament is 6–2–0. Her opponents' match records were:*

  4–4–0, 7–1–0, 1–3–1, 3–3–1, 6–2–0, 5–2–1, 4–3–1, and 6–1–1, so her opponents' match-win percentage is:

  $$\frac{(12/24 + 21/24 + 4/15 + 10/21 + 18/24 + 16/24 + 13/24 + 19/24)}{8 \text{ opponents}}$$

  Translated to the decimal system, this equation is:

  $$\frac{(0.50 + 0.88 + 0.33 < raised\ from\ 0.27> + 0.48 + 0.75 + 0.67 + 0.54 + 0.79)}{8}$$

  With the individual match-win percentages added together, this equation becomes:
  $$\frac{4.94}{8}$$

Player F's opponents' match-win percentage is 0.62.

- *Player G's record at the same tournament was 6–2–0.*

  His opponents' records were:

  Bye, 7–1–0, 1–3–1, 3–3–1, 6–2–0, 5–2–1, 4–3–1, and 6–1–1, so his opponents' match-win percentage is:

$$\frac{(0.88 + 0.33<raised\ from\ 0.27> +0.48+0.75+0.67+0.54+0.79)}{7\ opponents}$$

  With the individual match-win percentages added together, this equation becomes:

$$\frac{4.44}{7}$$

  Player G's opponents' match-win percentage is 0.63.

Opponents' game-win percentages:

Similar to opponents' match-win percentage, a player's opponents' game-win percentage is simply the average game-win percentage of all of that player's opponents. And, as with opponents' match-win percentage, each opponent has a minimum game-win percentage of 0.33.

Opponent's opponent's match-win percentage:

A player's opponent's opponents Match-win percentage is the average match-win percentage of all the opponents that each of a player's opponents faced (ignoring those rounds for which a player received a bye). Use the match-win percentage definition listed above when calculating each individual opponent's opponent's match-win percentage.

Example:

- *Player A has played in a five-round tournament. Her opponent's (Players B, C, D, E, and F) opponent's match records were:*

  Player B's opponents: 4-1-0, 3-2-0, 1-4-0, 2-2-0, and 1-1-1
  Player C's opponents: 2-3-0, 2-2-1, 1-0-0, 5-0-0, and 4-1-0
  Player D's opponents: 5-0-0, 4-0-1, 3-2-0, 3-2-0, and 2-0-0
  Player E's opponents: 3-1-1, 2-2-0, 4-1-0, 2-3-0, and 1-2-0
  Player F's opponents: 5-0-0, 4-1-0, 3-2-0, 2-3-0, and 0-5-0

  So his opponent's opponent's match-win percentage is:

$$\frac{\begin{array}{c}(12/15 + 9/15 + 3/15 + 6/12 + 4/9) + \\ (6/15 + 7/15 + 3/3 + 15/15 + 12/15) + (15/15 + 13/15 + 9/15 + 9/15 + 6/6) + \\ (10/15 + 6/12 + 12/15 + 6/15 + 3/9) + (15/15 + 12/15 + 9/15 + 6/15 + 0/15)\end{array}}{25\ opponent's\ opponents}$$

  Translated to the decimal system, this equation is:

$$\frac{\begin{array}{c}(0.80 + 0.60 + 0.33\ <raised\ from\ 0.20> + 0.50 + 0.44) + \\ (0.40 + 0.47 + 1.00 + 1.00 + 0.80) + (1.00 + 0.87 + 0.60 + 0.60 + 1.00) + \\ (0.67 + 0.50 + 0.80 + 0.40 + 0.33) + (1.00 + 0.80 + 0.60 + 0.40 + 0.33\ <raised\ from\ 0.00>)\end{array}}{25}$$

With the individual match-win percentages added together, this equation becomes:

$$\frac{16.57}{25}$$

Player A's opponent's opponent's match-win percentage is 0.6628.

Opponent's opponent's game-win percentage:

A player's opponent's opponent's game-win percentage is the average game-win percentage of all the opponents that each of a player's opponents faced (ignoring those rounds for which a player received a bye). Use the game-win percentage definition listed above when calculating each individual opponent's opponent's game-win percentage.

***Example**s (X = 3 and Y = 1):*

- *Player A has played in a five-round tournament. Her opponent's (Players B, C, D, E, and F) opponent's match records were:*

  Player B's opponents: 2-1, 1-1, 0-2, 1-2 and 2-1
  Player C's opponents: 2-0, 0-2, 1-1-1, 2-1 and 2-1
  Player D's opponents: 1-1, 2-0, 1-2, 1-2 and 1-0
  Player E's opponents: 1-2, 1-2, 2-0, 2-0 and 0-0-1
  Player F's opponents: 2-1, 2-1, 2-0, 2-0 and 2-1

  So his opponent's opponent's game-win percentage is:

$$\frac{(18/39 + 22/40 + 18/33 + 6/31 + 30/39)}{5}$$

Player A's opponent's opponents match-win percentage is 0.503954**.**

Defeated opponent's match-win percentage:

A player's defeated opponent's match-win percentage is the average match-win percentage of each opponent that player faced *and defeated*. Use the match-win percentage definition listed above when calculating each individual defeated opponent's match-win percentage.

Example:

- *Player A's record in a seven-round tournament is 5-1-1. The records of the opponents that Player A defeated were: 3-2-0, 4-3-0, 1-5-0, 5-2-0, and 3-4-0, so his defeated opponents' match-win percentage is:*

$$\frac{(9/15 + 12/21 + 3/18 + 15/21 + 9/21}{5 \text{ opponents}}$$

Translated to the decimal system, this equation is:

$$\frac{(0.60 + 0.57 + 0.33 <raised\ from\ 0.17> + 0.71 + 0.43)}{5}$$

With the individual match-win percentages added together, this formula becomes:

$$\frac{2.64}{5}$$

Player A's defeated opponents' match-win percentage is 0.53

Direct competition match-win percentage:

A player's direct competition match-win percentage is a player's match-win percentage against only those players with which he is tied. Use the match-win percentage definition listed above when calculating a player's direct competition match-win percentage.

Example:
- *Players A, B, C, and D are all tied with 25 match points. Each player's match results against the other players with whom he or she is tied are:*

    Player A: Defeated players B & C, drew against player D (2-0-1)
    Player B: Lost to player A & D, did not play against player C (0-2-0)
    Player C: Defeated player D, lost to player A, did not play against player B (1-1-0)
    Player D: Defeated player B, drew with Player A, did not play against player C (1-0-1)

    Each player's match-win percentage against those players with which he or she is tied is:

    Player A: 7/9   Player B: 0/6   Player C: 3/6   Player D: 4/6

    Translated to the decimal system, each player's match-win percentage is:

    Player A: 0.78   Player B: 0.33 <raised from 0.00>   Player C: 0.50   Player D: 0.67

    Note: Based on these results, the players would be ranked:

    Player A, then Player D, then Player C, then player B

Direct competition score:

A player's direct competition score is either 1 or 0.

If 2 or more players are tied and one of those players has both *played and defeated* each other player with whom he is tied, that player would receive a direct competition score of 1. The other players would receive a direct competition score of 0.

Any other situation would give players a competition score of 0.

Among tied players, the player with a direct competition score of 1 is ranked higher than those with a direct competition score of 0.

Examples:
- *Players A, B, and C are all tied with 25 match points. Each player's match results against the other players with whom he or she is tied are:*

    Player A: Played and defeated players B and C.
    Player B: Played player A and lost, did not play player C
    Player C: Played player A and lost, did not play player B

    Player A both played and defeated all the other players with whom he was tied. Player A would receive a direct competition score of 1. Players B & C would receive a direct competition score of 0. Player A would be ranked higher than players B & C.

- *Players A, B, and C are all tied with 25 match points. Each player's match results against the other players with whom he is tied are:*

  Player A: Played and defeated player B, did not play player C.
  Player B: Played player A and lost, did not play player C
  Player C: Did not play player A and B

  As no player both played and defeated the other players with whom he or she is tied, players A, B, and C would each receive a direct competition score of 0.

Victory Points
A player's victory points are keyed during the event, after each round. Every game format using this tie breaker will offer the possibility to key in victory points at the end of each round played. These can be linked to game objectives, or any other criteria different from match points or game points, and entered in the system for each round.

The system will provide a simple sort order based on the total of victory points keyed for the current round.

Summary Victory Points
A player's victory points are keyed during the event, after each round. Every game format using this tie breaker will offer the possibility to key in victory points at the end of each round played. These can be linked to game objectives, or any other criteria different from match points or game points, and entered in the system for each round.

The system will provide a simple sort order based on the total of victory points keyed for all the rounds, cumulatively.

Ratings Set 1
The system will sort the players based on their current rating value recorded in DCI Reporter. If no rating is present, the default rating value will be used (for example, 1600 for magic ratings).

Ratings Set 2
DCI Reporter allows the recording of two separate sets of ratings for each player (for example, constructed ratings and pro points).

The system will sort the players based on their current rating value in the Rating Set 2 recorded in DCI Reporter. If no rating is present, the default rating value will be used (for example, 0 if using pro points). The value default needs to be set as a parameter when importing the rating set file.

Point Differential
Point differential can be used when the results of a game are determined by comparing final scores. The cumulative difference in final scores of games will constitute that player's score differential for that round. If a player wins the game, his or her point differential will be a positive number. If a player loses the game, his or her point differential will be a negative

number. If two players draw, both players will receive a point differential of 0 for that game. A player's point differential is cumulative over multiple rounds.

The player with the higher, positive point differential among tied players will be ranked highest.

Example:
- *In a 5-round tournament, Player A has a 3-1-1 record with the following game results:*

  Round 1: 5-4, 2-9, 8-3 (point differential of -1 [1 + -7 + 5])
  Round 2: 0-2, 1-4 (point differential of -5 [-2 + -3])
  Round 3: 1-1 (point differential of 0)
  Round 4: 9-0, 7-5 (point differential of +11 [9 + 2])
 *Round 5: 5-4, 2-3, 9-8 (point differential of +1 [1 + -1 + 1])*

  Add the point differential results for all 5 rounds:

  (-1 + -5 + 0 + 11 + 1)

  Player A's point differential for the tournament would be +6.

C.5 - Single Elimination

Determine the top eight players from Swiss-round competition, and pit the highest qualified player against the lowest qualifying competitor for the quarterfinal round. These players must be paired according to their final standing after Swiss rounds are complete. The ladder for the single-elimination seeding should look like the following:
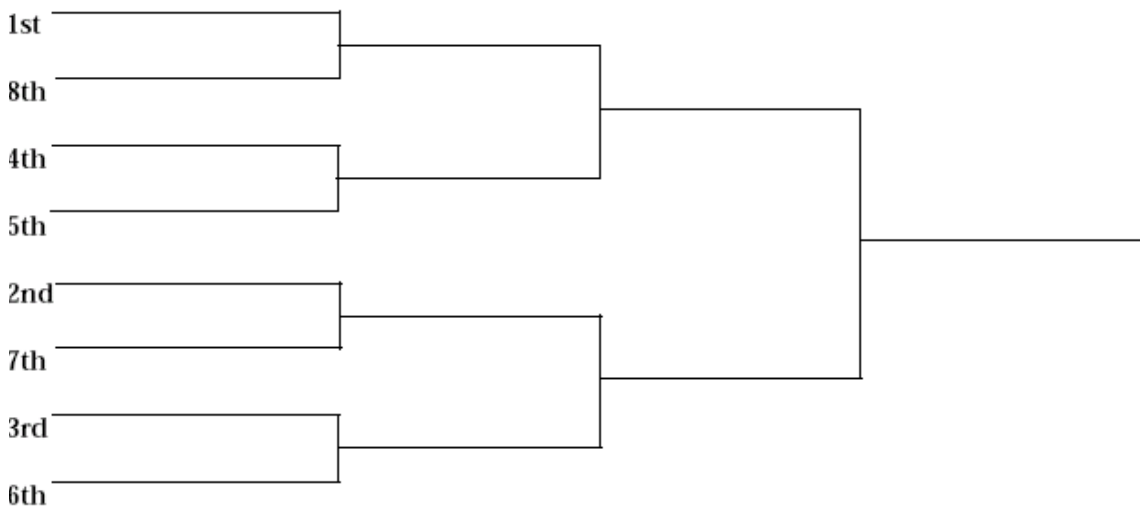
Use this ladder for all single-elimination final rounds of competition.

The DCI suggests that single-elimination round durations be determined by multiplying the maximum number of games specified for each match by 20 minutes.
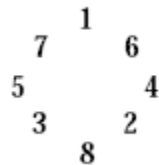Example:

- Single-elimination rounds are an hour and 40 minutes long when they feature a maximum of 5 games per match. (Maximum 5 games x 20 minutes=1 hour and 40 minutes.)

If the round ends before a winner is determined, resolve the following situations accordingly:
- Players are between games when the round ends, and one player has more game points than the other:
  o The player with the most game points wins the match and advances to the next round.
- Players are between games when the round ends, and both players have identical game points:
  o Competitors play an additional game, with the winner advancing to the next round.
- Players are involved in a game when the round ends:
  o Competitors finish the game they are playing when the round ends. At the end of that game, the player with the most game points wins the match and advances to the next round. If both players come out of that game with equal game points, the competitors play additional games until a winner can be determined based on game points.

C.6 - Top-8 Booster or Rochester Draft
If the top eight (8) players from Swiss rounds are playing off in a booster or Rochester draft, they must be seated at the draft table as shown in the diagram below:

```
        1
  7         6
5             4
  3         2
        8
```

The first seeded player chooses which position is to be the first active player in the draft. (For more information, see the Universal Tournament Rules, Section 77.)

For example, listed below are the top eight players for a tournament that has just cut to single-elimination Rochester-draft final rounds:

1. Bryan
2. Scott
3. Didier
4. Ilja
5. Jason
6. Kierin
7. Linda
8. Andy

The players would be seated at the draft table as follows:

<div align="center">

Bryan (1)

Linda (7)   Kierin (6)

Jason (5)   Ilja (4)

Didier (3)   Scott (2)

Andy (8)

</div>

Bryan, as the player seeded first, may choose who becomes the first active player. After the draft and deck building, the players are paired in a single-elimination chart as shown in section *C*.5 of this document.

Section *D*

Enhanced K-Value System

D.1 - Introduction
The Enhanced K-value system allows tournament organizers to receive special K-values for events that meet certain criteria.

Events with higher K-values allow players to accumulate more DCI ratings points when they do well within these higher-level events. For example, a player who gains 30 DCI ratings points at a tournament with a K-value of 16 would earn 60 points at a tournament with a K-value of 32. If you have local players that pay close attention to their DCI ratings and are constantly looking to improve their rating, running events at your store with a higher K-value is a great service to provide them.

Most tournaments receive a default K-value of 16, but organizers may apply for a higher K-value when they submit the tournament results. Organizers who wish to apply for a higher K-value must meet the minimum criteria listed below on the K-value Criteria Chart. Organizers not specifically applying for a higher K-value will receive a K-value of 16 (or 8K if Friday Night Magic).

Organizers are welcome to use enhanced K-value as a method to promote their tournaments, but the event must meet the K-value they advertise. If the event does not, they must announce the event's actual K-value before the tournament begins.

D.2 - K-Value Explanations

8K: This is used for all premier events directed at the casual player, such as Friday Night Magic.

16K: This K-value is the default for all events. A certified judge is not required and there are no mandatory rules enforcement levels* (RELs) or deck verification requirements.

24K: Organizers may apply for this K-value if they:
   • Use a certified judge;
   • Use a minimum of REL 2*;
   • Use deck verification procedures; and
   • Have a minimum of 16 players participate.

32K: Organizers may apply for this K-value if they:
   • Use a judge certified of Level 2 or higher;
   • Use a minimum of REL 3*;
   • Use deck verification procedures; and
   • Have a minimum of 32 players participate.

40K: This K-value is reserved for select premier events, such as Grand Prix and National Championships. This K-value is not available for general DCI-sanctioned events. See **Magic: The Gathering** Premier Event Descriptions for more information.

48K: This K-value is reserved for select premier events, such as Pro Tour™ and World Championships. This K-value is not available for general DCI-sanctioned events. See **Magic: The Gathering** Premier Event Descriptions for more information. *For more information regarding Rules Enforcement Levels (RELs), see the DCI Universal Penalty Guidelines.

K-Value Chart	8K	16K	24K	32K
Minimum Number of Players	8	8	16	32
Certified Judge	Optional	Optional	Required	Required
Deck Verification Procedures:	Optional	Optional	Required	Required
Rules Enforcement Level (REL):	REL 1	REL 1	REL 2	REL 3

(NOTE: 40K and 48K events are assigned directly by the DCI for select premier events only.)

D.3 - K-Value Criteria Explanation

Minimum Number of Players: In order for events to receive 24K, there must be a minimum of 16 players in the tournaments. In order for events to receive 32K, there must be a minimum of 32 players in the tournaments.

Certified Judge: A certified judge is required to receive a K-value of 24K or higher. A certified judge is not required for tournaments of 8K or 16K. A minimum of a level 1 DCI Certified Judge is required for events of 24K. A minimum of a level 2 DCI Certified Judge is required for events of 32K. *(Note: 24K and 32K events also have minimum participation requirements.)*

Deck Verification Procedures: In order to receive a K-value of 24K or higher, organizers must use the following deck verification tools and procedures:
- Deck-lists;
- Deck-checks; and
- Deck-swaps (for sealed deck).

Rules Enforcement Level (REL): This requirement refers to the minimum Rules Enforcement Level that must be used at the event in order for it to receive the desired enhanced K-value. The most common REL is 1. If you wish to apply for 24K, you must use REL 2 or higher. If you wish to apply for 32K, you must use REL 3 or higher. Tournament organizers must announce the K-value of each event before the beginning of its first round.

Section *E*

Electronic Reporting Guidelines

The DCI requires organizers to submit tournament reports electronically by using the DCI's official tournament program, DCI Reporter. When done correctly, electronic reporting will help to expedite the entry of tournament data into our database and allow players to view ratings (via our website) that are accurate and up to date. *(Note: You can download DCI Reporter by going to (https://webapp.wizards.com/login.aspx) and clicking on the Coordinator Information Center link on the right-hand side of the page.)*

Organizers must still keep backup copies of their event reports for at least one year after the event took place to protect against lost reports or help in resolving reporting discrepancies. For additional information on how to backup your DCI Reporter files, please see "Using DCI Reporter" in Section F for details.

E.1 - Reporting Events without DCI Reporter

If you have a Mac, or don't have a computer at all, you must still report events run on paper electronically *(Note: All local Libraries have internet access)*. When submitting paper tournament reports electronically to the DCI, please conform to the guidelines below:

- Run the event on paper. After the event has finished, go to the Tournament Organizer Information Center (https://webapp.wizards.com/login.aspx) and fill out the appropriate PDF form for the event that took place, and then use the email data option located in the upper right-hand corner of the form.

- After the PDF is completely filled out, double check the results to make sure the form is filled out correctly, and then click on the "submit by email" button located in the upper left-hand corner of the document. It's that easy!

Section *F*

Using DCI Reporter

This section will contain just about everything you will need to know to run your events using the DCI Reporter V-3 program to run you events. For additional information not listed in this section please be sure to use the help function inside the program itself.

F.1 -   How to run an event using DCI Reporter V-3

1) Open the DCI reporter program.
2) From the main screen go to File on the tool bar and select "create new tournament," or use the hot-key Ctrl+N. Doing this will open an "Event Creation – Game Selection" screen. Double click on the game and format you want to run and then click the "Proceed" button on the bottom right of the "Event Creation – Game Selection" window.
3) You will now be looking at the "Create New Event" window. Enter the Event name into the space provided. After doing so proceed to enter the event's sanctioning number into the space provided as well. Set the correct number of rounds for the event in the "Regular Rounds" window. Then elect the event's format in the lower left corner of the "Create New Event" window, and click on the Green "OK" bottom on the lower ring corner of the window.
4) You will briefly see a "Tournament Creation Complete" window letting you know that the default data files are ready; click "OK" to proceed.
5) You will now be looking at the main "Tournament in this Folder" window. Locate the event you just created (by name) and double click on it. You will now see your tournament's "Status" window, and can begin enrolling your players.
6) To enroll your players you will want to go to the Edit option on Reporter's tool bar, and select the "players" option, or use the hot-key F2. Enter each player's DCI number, first name, and last name, then hit the enter button. Once all players have been entered into your event click the save and close button located in the lower left side of the "Player – Entry" window.
7) You will then be looking at the event "Status" window. Go to the "Perform" tab on the toolbar, and select the "Pairing" option, or use the hot-hey F7. A Pairing window will open, and you will want to click on the Green "Pair" button. You will see the parings for the round, and can print them out by going to the "Print" section of the toolbar, or by using the hot-key F8.
8) Once players start finishing their games you will need to go to the "Edit" option on the toolbar and select the "Results Entry" option (this can also be done by using the hot-key F3. You will now be looking at the "Results Entry" window.
9) To enter results simply enter the table number of the players into the "Table" field, or simply click on the correct table number for the players that are located on the upper right side of the window. Enter the player's results.
10) After all of the player's results have been entered, repeat stets 7-9 until all rounds for the event have been paired and properly reported.

11) To report the results to the DCI you will need to go to the "Perform" tab and select the "DCI Electronic Reporting" option, or use the hot-key Ctrl+D. Enter your password into the field provided, and click on the Green "Internet Upload" button.
12) Congratulations! You just used the DCI Reporter program to run and report your event...

F.2 - Setting up a Local Player Database

Using the Local Player Database option is easy and quick. By maintaining a Local player database will not only reduce the amount of time you spend registering players for you events, but will also limit errors that can occur when entering player's DCI numbers into the DCI Reporter program when you are registering them.

Entering players into the Local Player Database:

1) From the main "Tournaments in this Folder" window, you will want to go to "File" on the toolbar and select the local players option, or you can use the hot0key Ctrl+L.
2) You will now be looking at the "Local Players" window.
3) To add a player to the database you will want to click the **Blue** "Add Player" button. A new line will appear. Enter the player's DCI number, First name, and last name in the field provided.
4) Repeat this process for all players you want to enter into the database, and then close the database (the program will automatically save the entered players into the database).

Alternate method to entering players into the Local Player database:

After an event has taken place, you may have entered some players into the event manually (without using the Local Player Database feature); however you can still easily enter these players into the Local Play Database by simply going to the "Local Players" window and clicking the **Blue** "Add Players from Event" button. By using this option, the DCI reporter program will automatically enter players from your event that you may have enrolled manually into your local players Database for later use.

Enrolling players into an event from the Local Players Database:

After setting up and event you can use the Local player database to quickly enroll players into your event.

1) From the main "Tournaments in this Folder" window, you will want to go to "File" on the toolbar and select the local players option, or you can use the hot0key Ctrl+L. (*Note: be sure that you have already set up an event to enroll the players in).
2) You will now be looking at the "Local Players" window.
3) Select players to enroll into the event by clicking on the next to the player's last name in the "Selected" Column. An "**X**" will appear next to the name that you have selected to enroll into the event.

4) After you have selected all players that want to enroll into your event, simply click on the **Green** "Enroll Selected" button... all selected players will then be enrolled into the event... it's that easy!

Section *G*

DCI JUDGES

The misunderstanding that occurs between the largest organizer and the leading judge in a community is actually not uncommon. It primarily stems from two things: a lack of respect for the other's role, and a lack of communication about those roles.

The lack of respect issue has to be handled by the individuals, however, as for communication of roles, this is Wizard of the Coast's viewpoint. An organizer's role is to provide logistics and staff, and to market an event—handling the business end of matters and customer service. Organizers get venues, set up venues, get product, organize product, hire staff, buy insurance, create marketing, dress a hall, rent equipment, plan the schedule, and deal with customer problems stemming from registration, product, and staff, etc.

The judge's role is to enforce DCI policies, issue penalties, keep things appearing fair, make rulings on the game or tournament, maintain integrity of the event, efficiently run the event in a reasonable timeframe, manage the judges, communicate to the staff, and mentor judges.

Problems arise when either party steps into the other's expertise or overlap occurs.

When you find yourself addressing the other's area of expertise, step away and let that person handle it without comment until after all is said and done. Do not interfere, even if you think it's wrong. Give your comments after, but ask first if input is desired. Generally if you have respect, input will be desired.

When you find your duties overlapping, communicate directly before anyone makes a decision or seek a mutually respected mediator. A good example of this is staffing where the organizer and head judge of a larger event will want to work together to ensure the head judge has the appropriate amount of skilled staff and others in training.

Common dos and don'ts:
- Judges: Don't worry about the decorations or floor plan until it's been proven to fail and you can give solid examples.
- Tournament Organizers and Judges: Do not try to give customer service via penalties. Give customer service *after* the tournament if you feel the player deserves something.
- Tournament Organizers: Decklists are a judge's tool. Don't alter policy without your judge approving.
- Tournament Organizers and Judges: Players are not cheaters; they are customers. Customers can be wrong, even when they think they are right—but their perception is always correct, whether or not their facts are.
- Tournament Organizers and Judges: You can always find new judges and organizers. Nothing says either will be as good as the last, and likely not even close for years.

- Tournament Organizers and Judges: You have a common purpose from different viewpoints. Share in the successes together and learn together from the mistakes. Fix the problem not the blame.

G.1 - Getting a DCI Judge for your Event

Tournament Judges
Most sanctioned events don't require a certified judge, but having one of these knowledgeable individuals who understands tournaments and the rules of a game will help you run tournaments that are faster and more fair and fun. DCI Certified Judges are the best choice, as they have been tested and evaluated by other judges with years of experience.

Judges are skilled professionals who are giving up their own chance to play because they believe in making tournaments better. They often choose to judge for the same organizer or store if they feel appreciated and challenged. Many times, a store will gift them with a discount, credit, or simply a share of the prize pool from a tournament. Some judges are employees of professional organizers and stores as well.

Please remember that judges volunteer their time—they have regular jobs, school, and family commitments that they give up to assist you as the organizer.

G.2 - How to Contact a Judge
The DCI has created a new tool that allows you to search for a judge in your city, region, or country and send them an email. Your email must show your DCI email contact address as the "*return to*" address. This tool is located in the new DCI Judge Center at http://judge.wizards.com.

Using your DCI number and password, you can enter this site and look for the people icon: ⇑ Just read the brief instructions, then click the **Select** tab at the top of the page. You'll see a list of judges and their pictures. You can refine your search by using the **New Filter** option at the bottom of the page. Click on the **New Filter** tab. Type in your desired city, region, or country for a list of judges in your search area. Click on the judge you want to select. In the **Send Message** area, type in your request.

It is important that you provide four details:

1. Name of your store/organization.
2. Contact info (address/phone/email).
3. The day(s), event, position, and hours needed.
4. Compensation being offered.

G.3 - Getting a Regular Judge of your own

Developing a regular judging staff will take some commitment. Start with prospective employees or regular customers who have expressed a desire to become a judge. Any certified judge can mentor another toward certification, and when your candidate is ready to test and interview, they can attend a pre-release or qualifier tournament with a recommendation in hand from the local certified judge to give to a level-three judge who can certify them.

DCI Judge Certification Program: www.wizards.com/judge
Visit our 24/7 Customer Service database at: http:// wizards.com/customerservice

Section *H*

DISQUALIFICATION REPORTING PROCEDURE

H.1 - Introduction
This document outlines the responsibilities for tournament players, judges, and organizers for reporting the disqualification (DQ) of a DCI member from a DCI-sanctioned event.

This document is not intended to provide instructions on how to conduct a disqualification or on-site investigation. Head judges and tournament organizers should decide how best to conduct such reviews based on their particular circumstances.

H.2 - Rationale
All disqualifications from DCI-sanctioned events are reviewed by the DCI and are subject to investigation. Gathering statements and information according to this procedure reduces the length of time needed to resolve DCI reviews and investigations, and increases the accuracy of the required information. These reports also help ensure that disqualifications are fairly issued.

H.3 - Summary
When any disqualification is issued during a DCI-sanctioned tournament, the head judge is required to file a detailed report with the Organized Play Investigations Manager at Wizards of the Coast Headquarters in Renton, WA (USA) within three business days of the conclusion of the tournament or convention.

H.4 - Application
Compliance with this policy is required for all DCI-sanctioned tournaments. This policy applies to any DCI member that disrupts or interferes with a DCI-sanctioned tournament, including those not enrolled or active in that tournament.

H.5 - Procedure
The head judge is responsible for documenting all information gathered as part of the decision to disqualify a player, plus any additional information that may assist the DCI in evaluating the incident. All reasonable efforts should be made to minimize the disruption such a collection of information and statements may have on the tournament.

Statements should be gathered from the following people, as applicable:
- Disqualified player
- Opponent(s)
- Judges involved with the DQ
- Head Judge
- Observers interviewed in connection with the DQ

A player's statement is their written account of the relevant events leading up to and including the disqualification, including a denial or admission of the infraction(s) for which they were disqualified.

H.6 - Head Judge's Statement
The head judge must provide their account of the disqualification. In this account, the head judge should indicate if anyone refused to provide a statement or otherwise hindered or interfered with the collection of information for a DQ report. If the head judge or tournament organizer believes it is not in the best interest of the event to obtain a written statement from anyone involved with a disqualification, that opinion should be indicated in the head judge's report.

Statements should include the following information:
- Full name
- Mailing address
- Email address
- DCI number
- Phone number
- Date of birth

Other information: The head judge should collect any documents or information relevant to the disqualification. This may include, but is not limited to:
- Player registration sheet
- Deck registration sheet (sealed or constructed)
- Draft deck list (judge may need to create)

Players that fail to comply with the instructions of a head judge, tournament organizer, or other tournament official are subject to review by the DCI. This may result in the suspension of their DCI membership. Failure to comply includes refusing to provide a written statement in connection with a disqualification.

Players and judges should write their statements in the language they are most comfortable using; translations will be obtained by the DCI. The head judge should review statements for legibility and clarity.

The head judge should include the date and sanctioning number of the event on each statement before submission to the DCI.

H.7 - Submitting DQ Reports to the DCI
The head judge must send complete DQ reports to the Organized Play Investigations Manager within three business days following the end of the tournament or convention. The head judge must retain a copy of the DQ report, including all information collected for a period of one year. A copy of the DQ report is located at the following URL:
http://www.wizards.com/dci/downloads/DCI_DQ_Reporting_06aug04.pdf.

The tournament organizer must assist the head judge in any reasonable way to ensure the timely submission of a DQ report (i.e., reimbursing the head judge for secure mail fees or fax service).

Fax, email, or secured mail (i.e., UPS, FedEx, or DHL) must be used for the submission of DQ reports. **Regular mail should not be used.** Reports should be submitted via a single delivery method.

- Fax number: 1-425-687-8287
-
- Email address: dqreports@wizards.com. Scanned items should be sent as .tiff, .gif, or .jpg files.
-
- Secured mail address:

  > Wizards of the Coast
  > ATTN: DCI Investigations Manager
  > 1600 Lind Ave SW, Suite 400
  > Renton, WA
  > 98055

If **fax or secured mail is used**, please send an email to dqreports@wizards.com with a brief notice of the forthcoming report.

Questions and comments regarding this procedure should be sent to dqreports@wizards.com.

Section *I*

Disqualified and Suspended Player List

Current Suspended Player list at www.thedci.com
Submit a DQ report at http://judge.wizards.com

Cheating and unsportsmanlike conduct are not tolerated at DCI-sanctioned tournaments, and we seek your help in ensuring that these rules are properly and fairly enforced. Persons who cheat or commit acts of unsportsmanlike conduct diminish the integrity of our games as an organized, intellectual sport. The DCI empowers tournament officials to disqualify (DQ) participants who violate these rules. All disqualifications are subject to DCI review and further penalties may be assessed. These further penalties can include; no action, an official warning letter, or suspension of memberships (organizer, judge, and/or player) for a period of months or years. The DCI reviews each case at the conclusion of the suspension period and makes a decision based on the player's new statements to permit the member to again participate in sanctioned tournaments or to extend the suspension.

Tournament officials must note any warnings or disqualifications on the official tournament reports they return to DCI after the event is concluded and submit the details in one of two methods:
1. Submit the report to http://judge.wizards.com.
2. Email dqreports@wizards.com with the subject of email being the disqualified player's name and DCI number and the following information:
    - Sanctioning number and event's rules enforcement level.
    - The name and DCI number of the organizer, head judge, and any other judge involved in the disqualification.
    - The disqualified player's infraction(s).
    - List of witnesses' DCI numbers and names who could provide significant details if requested (the opponent, etc.).
    - Statements by any official.

The DCI investigations committee reviews these reports and in some instances determines that further penalties are necessary. The DCI investigations committee notifies members when they are subject to additional penalties.

Should a player become suspended, the member is prohibited from participating in any DCI-sanctioned tournaments for the duration. The DCI posts the current Suspended Player list at www.thedci.com and updates it as needed.

The DCI requires that you do not allow suspended DCI players to participate in your sanctioned tournaments for the duration of their suspension. Failure to adhere to this policy jeopardizes your sanctioning privileges. If you have any questions regarding the status of an individual member, you may contact us at your convenience. While we regret the necessity of such stern measures, we believe they are necessary in order to safeguard the

integrity of the tournament structure, and create enjoyable play environments for all DCI members.

Thank you very much for your assistance. We hope that tournament organizers and the DCI can work together to protect the integrity of the sanctioned-tournament structure. If you have any questions regarding this policy, please do not hesitate to contact us at your earliest convenience.

Section *J*

Information

J.1 - What's the RPGA?

The RPGA is the roleplaying organized play arm of Wizards of the Coast. Sort of like the DCI of roleplaying games. The RPGA provides its members with programming and facilitates play environments at venues as large as **Gen Con®** Indy and as small as your weekly home game.

How do you join the RPGA? It's easy! Just sign up at one of your games or visit us at the **Wizards of the Coast** booth, and we'll sign you up—membership is absolutely free! Once you have a membership number you're eligible to join our special programs, like DUNGEONS & DRAGONS® Rewards, and the RPGA Gamemaster program. You sign up for those programs on our website at www.rpga.com.

J.2 - Why Running RPGA Adventures and Campaigns is Beneficial for Stores?

The RPGA runs multiple campaigns and provides an almost limitless amount of adventures for players to be heroes and heroines in. These are focused on highlighting and supporting the latest D&D products from Wizards of the Coast. Therefore, having the association of focused play and product directly at the point of purchase not only creates and builds loyalty with your players, but also increases their drive for impulse purchase due to a mechanic, spell, class, or feat highlighted within the adventure.

What games or campaigns should I run?

For campaign adventures, players create their own character and bring it to your store session. They can play that character in each of the campaign's adventures, and they are awarded experience and treasure for their character's deeds after play. Each campaign has its own character generation rules. The following are a list of character creation basics for our main campaigns. We recommend you start with these and in particular D&D Campaigns. Once you've decided what campaign is good for your store, then visit the RPGA website to find the full character creation guides for these and our other campaigns. Note: All campaigns use the point-buy method for creating characters (see D&D *Dungeon Master's Guide*).

> DUNGEONS & DRAGONS CAMPAIGNS: XEN'DRIK EXPEDITIONS—This is a brand new D&D campaign launching at **Gen Con** Indy. Characters start at 1st level with creation details online at www.rpga.com The campaign offers fastplay characters for players who lack the time or inclination to create their own characters. You can download the fastplay characters from the RPGA website.

DUNGEONS & DRAGONS CAMPAIGNS: MARK OF HEROES—This D&D campaign is set in EBERRON™. It uses the standard point buy method (25 points) to generate stats. The campaign offers fastplay characters for players who lack the time or inclination to create their own characters. You can download the fastplay characters from the RPGA website.

LIVING GREYHAWK—This D&D campaign is set in GREYHAWK™. It uses the nonstandard point buy for tougher campaigns (28 points) to generate stats. Characters start at first level with maximum gold for their level (extrapolate from information on page 111 of the D&D *Player's Handbook*).

For much more information about these campaigns log in to www.rpga.com.

J.3 - What is the D&D Campaigns Program?

The D&D Campaigns program is a retail support program for **DUNGEONS & DRAGONS Miniatures** skirmishes and roleplaying. This event-support program is designed so that stores can run it as often as they and their players would like, from once a month to once a week or more. Each month brings a new D&D Campaigns season with marketing support, play opportunities for your players, and new prizes. This flexible program, while primarily designed to bring stores and their players into the exciting world of sanctioned tournament play, can also be used for more casual league play and roleplaying support, if that is what they choose.

What should players bring to my store to roleplay with?

First and foremost, they should bring the rulebooks, some dice, and a keen sense of fun. You'll also want to encourage them to bring a character sheet, a pen or pencil, and a miniature or counter to represent their character—obviously we recommend a figure from one of the **DUNGEONS & DRAGONS Miniatures** sets.

Can anyone organize sanctioned games?

No. An organizer with the RPGA has to have passed the Herald level online test with the RPGA. This is available at the RPGA website. Simply go to www.rpga.com and look for the "open book" Herald-Level GM Test. Remember there is no time limit or cap on the number of tries you can take this test. You will just need the three D&D core rulebooks v.3.5. These are the *Players Handbook*, *Dungeon Masters Guide*, and the *Monster Manual*. Passing this test allows you two things— RPGA membership and recognition as a Herald-Level GM with full ordering and sanctioning abilities keyed to your membership. For full details on how to sanction and report RPGA games see step J.5.

J.4 - RPGA Terminology

What's a Slot?

A slot is the period of time that RPGA games occur during. All of our adventures are written for a four-hour game experience. While a slot is five hours long, that doesn't mean that all five hours are devoted to game play. The first 15 minutes of the slot is devoted to getting

players and GMs to tables, and the last half hour is devoted to session tracking and character tracking paperwork, as well as preparation of the next slot (if there is one).

More Questions?
More information about the RPGA can be found on the website www.rpga.com.
Contact rpgasanctioning@wizards.com for sanctioned events inquiries only.
Contact Wizards of the Coast customer service for all membership or rules based inquiries.

J.5 - Step-by-Step, from Sanctioning to Reporting

1. Complete the RPGA Online Herald-Level GM Test.
Simply go to www.rpga.com and the "open book" Herald-Level GM Test. Remember there is no time limit or cap on the number of tries you can take this test. You will just need the three D&D core rulebooks v.3.5. These are the *Players Handbook*, *Dungeon Masters Guide*, and the *Monster Manual*. Passing this test allows you two things—RPGA membership and recognition as a Herald-Level GM with full ordering and sanctioning abilities keyed to your membership.

If you require further information, you can contact us at rpgasanctioning@wizards.com.
Alternatively if you have someone who is already an RPGA Herald-Level GM, you can elect to have them sanction and run events for you at your venue.

2. Shortly after passing your online RPGA Herald Test you will receive:
- An RPGA membership number and card that allows you full access to the RPGA online adventure library and the ability to sanction RPGA events online at www.rpga.com;
- A pad of RPGA membership application cards for players who are new to roleplaying.

Once you have sanctioned your event at the RPGA website make sure to register your players. Be sure to gather each player's name and RPGA number plus that of the GM, since they can gain rewards from reported participation if they sign up to the D&D Rewards program online at the RPGA website. Players or GMs who do not yet have RPGA numbers will receive them on the RPGA membership-card portion of the application they fill out on site. They should use this RPGA number when they register for this and all future RPGA sanctioned roleplaying events they attend.

Remember to sanction your store events using the retail location button when you select the event type. All retail location events are automatically advertised on the RPGA events calendar for players to see and attend.

3. Run Your Event.
We recommend you read the *RPGA General Rule*s on the website. The minimum number of players for an RPGA roleplaying table to be sanctioned is four (4) with the

maximum of six (6). This does not include the GM who is counted separately. This limit is designed for optimal player experience.

4. Report the event.
After the event you must report the players and GM(s) participating. Report this information online by signing on to the Members page on the RPGA website. You must report this play within eight days of the event's sanctioned date. Failing to report these results may affect your ability to sanction more events until the previous event is reported.

You must also return all membership application cards filled out by each new player or GM receiving an RPGA number at your event. (The player keeps the membership card portion.)

Return them to:
RPGA Memberships, Wizards of the Coast, P. O. Box 1080, Renton WA 98057-108