

IFGS Registry Handbook January 2019

DESCRIPTION OF THE CHAPTER REGISTRY CHAIRPERSON AND REGISTRY REPRESENTATIVE POSITIONS

FOR PROVISIONAL AND FULL CHAPTERS
V3.28

Copyright 2002-2019
International Fantasy Gaming Society, Inc.

TABLE OF CONTENTS

1. INTRODUCTION.....	4
<i>Acknowledgements</i>	4
2. OPERATIONAL GUIDELINES	5
Change Log	6
3. NOTES FOR PROVISIONAL CHAPTERS	9
4. RESPONSIBILITIES OF THE CHAPTER REGISTRY COMMITTEE.....	10
Registry Chairperson Responsibilities	11
Experience Points and Scoring.....	20
Details on How CAP Is Earned.....	20
Resolving Unknown EP and Magic Items.....	21
Maintain Game Reports	21
Registry Audit Of Players	23
Registry Rep Responsibilities / CAP.....	24
Milestone Awards	30
Notes on CAP Limits:	32
A. Before The Game:	35
B. Disputes.....	35
C. Characters With No Registry Records.....	35
D. After The Game:	36
6. RELATED RESPONSIBILITIES OF OTHER GAME PERSONNEL.....	37
Game Masters and Score Keepers.....	37
Game Writer and Game Producer	37
7. NON-STANDARD PLAY	37
Playing Down.....	37
Playing Low Level For Fun.....	37
8. CAP-For-GOLD.....	39
Philosophy of CAP-for-Gold	40
9. CAP For WORK SESSION/PARTY.....	40
Appendix A. DEFINITIONS AND ABBREVIATIONS	41
Appendix B. FORMS.....	44
Check-In Sheet.....	44
Game Experience Form.....	44
Game Ratings Worksheet.....	44
Liability Waiver (over 18)	45
Liability Waiver (under 18)	45
Line Course Experience Form.....	45
Non-Game CAP Awards Form	45
Registry Envelope Checklist	45
Safety Checklist	45
Generic Encounter Form	45
Game Budget Form	45
Game Financial Summary Form.....	45
Cap-For-Gold Rules	45
Membership Form.....	46

Appendix C. REPORTS	67
Participant Experience Notification	67
Game Report	68
Sanctioning Committee Update.....	70
List Of Novices	71
Annual Budget Submission	72
Appendix D.....	73
Game Summary Report.....	73
Appendix E	76
Registry Audit Process FAQ.....	76
Registry Audit Process.....	78
Treasure Reset Option (TRO).....	81
Treasure Reset Restrictions.....	83
Appeal Of A TRO Denial	84
Appendix F	85
Script Update CAP Rewards.....	85
Appendix G.....	86
Milestone Awards v6	86
First time achievement awards:	86
GM and NPC awards:	86
Game Production Awards	86

1. INTRODUCTION

One of the main things that enables a player character to exist, play games in different locales, collect gold and magic, and advance in levels as they play is record keeping. In the IFGS the Chapter Registry Committee, also called the Chapter Registry, is the primary record keeper. Though each player has the responsibility to keep a fair and honest accounting of their own experience points, gold, and magic, it is the responsibility of the Chapter Registry Committee to also maintain these records for its members.

This is an essential job that must be performed for any chapter to be able to function and interface with other chapters within the IFGS Society. At the chapter level, the primary function is the continuous maintenance of the chapter's participant records. At Society level, the Society Registry provides for an interface between chapters, archives information on request, and monitors the activities of Chapter Registry Committees.

This handbook is designed to help standardize the records maintained by all Chapter Registry Committees and thereby enable the efficient transfer of data between chapters. This handbook defines and explains the responsibilities of a Chapter Registry Committee, specifies what information is to be collected and maintained, and suggests effective ways of keeping these records. Unless specifically stated, the information included in this packet should be viewed as guidelines, and can be modified if all parties agree to do so and with the approval of the Society Registry Committee.

The calculation of points is the responsibility of the Society Registry Committee and of the Chapter Registry Committee. The Points Task Force has finished the documentation defining and describing the points calculation system, and the results are included in this manual.

The IFGS grants permission to the Chapter Registry Committees and any other IFGS members in an official capacity to make copies of this handbook and any of the forms it contains. Any and all comments on the information in this handbook are welcome, especially from provisional chapters who may need further clarification.

Acknowledgements

This manual is the result of work by Olan Knight of the Dallas Chapter and is based on the original Registry Committee Handbook created by Rollin Ehlenfeldt of the Society Registry; Bob Wimberger, Jim Atwood, John Cade, Tony Fabrizio, Richard Girard, Jeff Reasoner, and Cary Stephan of the Registry Task Force; and Art Jeane and Peter Sartucci.

Remember that the Society Registry Committee is here to help and serve the membership of the IFGS. Please send comments to:

IFGS
c/o Society Registry Committee
P.O. Box 36555
Cincinnati, OH 45236

2. OPERATIONAL GUIDELINES

The principles under which this version of the Registry Committee Handbook has been created are as follows:

1. The primary purpose of IFGS membership is to have fun.
2. The Chapter Registry exists to help its members.
3. CAP is a significant means by which contributors to IFGS are rewarded. Do not be stingy with CAP.
4. Be as fair as possible to all members at all times;
do not allow personal dislikes or ego to interfere with your IFGS function.
5. Keep things as simple as possible so as not to create any unnecessary work.
6. The enforcement of items that can exist is the responsibility of the Sanctioning Committee.
7. The enforcement of what items may be brought into a game is the responsibility of the Game Producer.
8. The primary purpose of IFGS membership is to have fun.

The records of an IFGS chapter are *never* to be used for either commercial or non-commercial purposes outside of the IFGS. They are not to be sold, traded, bartered, or given to anyone or to any organization outside of the IFGS. These records are for the exclusive use of the IFGS and its members for IFGS-related activities only.

Change Log

Table 2-1 tracks the list of changes made to this document.

Change Log

Version	Date	Description of Change
v2.0	21-DEC-2001	Initial version.
v2.4	08-FEB-2002	General cleanup and clarification; added LM CAP.
v2.5	20-FEB-2002	Modified Check-In sheet to include membership status/fees. Added change log.
v2.6	09-APR-2002	Clean-up, implement recommended changes.
v2.7	10-APR-2002	Implement changes requested by the Society Board on 09-APR-2002.
v2.8	26-APR-2002	Implement changes requested by the Society Board on 22-APR-2002.
v2.9	10-MAY-2002	Cleaned up examples and GP/GD CAP data.
v2.10	20-MAY-2002	Magic Item system now recommended, cloning must be to previous EP level.
v2.11	01-JUL-2002	Added CAP-For-GOLD page.
v2.12	04-SEP-2002	Modified GP hours, LM CAP, and the CAP-For-GOLD section.
v2.13	20-JAN-2003	Clarified rules on awarding CAP to multiple GWs.
v2.14	05-MAY-2003	Changed "SPH" to "hours" for GP in Table 5-1 on pg 19.
v2.15	28-JUL-2003	Added CAP-For-WORK page.
v2.16	01-OCT-2007	Changed all CAP earned to 500 per hour. Then to 1000 CAP per hour.
v3.0	10-JUL-2008	Increased CAP awards as per the IFGS Society Board/Society CAP Task Force. Updated the Gamer Experience Form to include Cap-For-Gold and CAP limits.
v3.1	08-AUG-2008	Corrections to the Chapter list.
v3.2		Change Cap-For-Gold limits from 75% to 100% of a PCs total treasure.
v3.3		Coordinated Chapter IDs with Janice.
v3.4	25-AUG-2009	Added Greater Milwaukee Provisional Chapter, changed IFGS PO Box
v3.5	18-MAR-2010	Add complete CAP-For-Gold rules. Enhance the Privacy requirements of the Registry Chairperson.
v3.6	05-APR-2010	Add Membership Form to list of forms in Appendix
v3.7	02-JUN-2010	Add: all Registry personnel must abide by and enforce Chapter and Society rules. GMs and the Treasury Committee can see PC data.
v3.8	28-JUN-2010	Added Tech Chair to list of people who can see personal data. Stated that CAP-For-Gold is defined at the Society-level. Page numbers added.
v3.9	12-OCT-2010	Rebuilt editable document after disk crash caused loss of the original master. Expanded electronic Registry backup requirements and options. Added the Registry Player Audit Process. Added CAP Rewards for game script updates.
v3.10	24-FEB-2011	Clear up questions about Admin Cap and non-game CAP
v3.11	10-APR-2012	Clearly define a "year" for Admin CAP awards. Clarify the requirements for special/Admin CAP reporting. Added items 13 and 14 for the Chapter Registry Chair in table 4-1, & Chapter 4. Added Society Officer to table 5-2.
v3.12	21-FEB-2013	Added East-Central Oklahoma chapter. New Membership Application form

		Removed the New Jersey Chapter from the active list Appendix E - added last sentence in item #5, added item #7, and clarified how the character can spend their gold after a Treasure Reset in the paragraph above the <i>Treasure Reset Percentage</i> .
v3.13	24-JUL-2013	1) Changed the EP per hour from a fixed 500 to (250 * min PC level per game), with a minimum value of 500 EP per hour for any game. (Pg 22) 2) Changed status of the Atlanta, Southern California, and Wisconsin chapters to "Inactive". (Pg 13) 3) Corrected the GW award value from 1000 to 5000 CAP. (Pg 29) 4) Fixed minor errors on the Game Experience Form
v3.14	26-SEP-2013	1) Added Restrictions and the appeal process (pgs 71-72)
v3.15a-c	01-NOV-2013	1) Corrected CAP award summary for Game submissions (page 23) 2) Corrected the <i>Playing Down</i> section to conform to the v7.0 Rulebook (pg 34) 2) Updated TRO restrictions and the appeal process (pgs 72-73)
v3.16	02-DEC-2013	1) Specified the "Rebuild" and "Customize" treasure reset options (pgs 72-73) 2) Modified the TRO restrictions (pg 74) 3) Moved the TRO Appeals process (pg 75)
v3.17	01-MAR-2013 18-APR-2014 23-APR-2014 17-JUN-2014	1) Restored the Southern California Chapter (pg 13) 2) Updated the list and description of NPC types from SU to "SU / SE" (pgs 23,39, and 40) 3) Deleted the blank page between page 23 and page 25 4) Updated item 6 on (the new page number) page 24 5) Replaced "Replacment Characters" with "Non-Standard Play" (pg 34) 6) Updated the text on the minimum EP that a player must accept (pg 35) 7) Updated Appendix F to account for multiple editors (pg 76) 8) Updated the IFGS Waivers
v3.18	16-MAR-2015	1) Specify that each game may have only one Game Producer (pg 23) 2) Clarified wording of the LM earning CAP after playing as a PC (pg 27) 3) Spelling correction (pg 32) 4) Changed "two" to "three" on the number of reasons for Cap-For-Gold (pg 37) 5) Updated the Registry Envelope Checklist (pg 52) 6) Updated the list of active chapters (pg 13) 7) Change the document date to 2015 (pg 1)
v3.19	22-JUL-2016	1) Removed the "10,000 CAP per level of the PC" limit from Cap-For-Gold (pg 36, 37, and 58) 2) Update table 4-3, the Chapter IDs and Chapter status table (pg 13) 3) Updated the Waivers to the latest version, v3 (pg 47-50)
v3.20	20-OCT-2016	1) Clarified the Society Board policy that our waivers must be signed without modifications if someone wants to participate in an IFGS event. - added item #15 to table 4-1, page 9 - added "unmodified" to item #3, table 4-2, page 9 - added section 15 on page 18 - updated item #3 on page 30 - updated the Waiver paragraphs on page 42
v3.21	18-MAY-2017	1) Added "Associate Producer" as a new type of NPC. 2) Added information regarding Milestone Awards, including Appendix G. 3) Indicate that the Oklahoma chapter is no longer active on pg 13, table 4-3.

v3.22	12-JUL-2017	1) Indicate that the Central Ohio chapter is active again on pg 14, table 4-3.
v3.23	15-AUG-2017	1) Updated the Check-In Sheet on pg 44 in Appendix B.
v3.24	29-SEP-2017	1) Doubled NPC, GS, LM, SC, GW, and GP CAP. 2) Pages 20,22,23,24,25,26,27,28,30,38,45,63,75,76 3) Tables and forms updated on pages: 24, table 5-1, doubled the CAP in every row 27, table 5-4, doubled the Special Task and Work Party Award limit 28, table 5-5, doubled the LM CAP 29, table 5-6, doubled the limits 33, added RR hint 44, Updated the Check-In sheet 45, Gamer Experience Form 46, Fixed title of Game Ratings Worksheet and other forms
v3.25	25-OCT-2017	1) Added Anchor Games Pg 18, added Line Course Experience Form to the list of forms Pg 20, added Anchor games to the EP and the CAP Pg 24, added Anchor games to the EP explanation, added minimum EP rules Pg 25, added Bank Chair, added Drive Time, and updated Game Support Pg 27, added examples #5 and #6 Pg 30, updated table 5-5 to add Anchor games Pg 32, updated CAP Limit items a, b, and c Pg 39, updated CAP-for-Gold, item #5 and Notes, item #1 Pg 41, added Anchor games, and changed wording of CA Pg 42, updated wording of GP and GW Pg 44, added Line Course Experience Form to table B-1 Pg 45, added description of Line Course Experience Form Pg 46, updated wording of Membership Form Pg 55, added a copy of the Line Course Experience Form Pg 85, reworded paragraph 1, sentence 2, doubled the CAP as per v3.24 Updated items 1 through 4
v3.27	13-DEC-2017 17-JUL-2018	1) Pg 24: Verbiage changed to explicitly exclude mini-games from the EP earned for participation in an Anchor game. 2) Pg. 20,26,86: Make it clear that no more than 2 people can be assigned Game Writer (GW) credit on any sanctioned IFGS event.
v3.28	21-JAN-2019	1) Pg 14: Central Ohio chapter closed. Ohio River Valley chapter is active. 2) Pg. 28: Removed the CAP award limit on attending Board meetings.

Table 2-1

3. NOTES FOR PROVISIONAL CHAPTERS

A provisional chapter at any stage of its development has the same duties and responsibilities as a full chapter when it comes to the function of the Chapter Registry Committee. However, the Expansion Committee Liaison (EL) may take over some of the responsibilities in the formative stages of the chapter. It is likely that the EL will have the provisional chapter Registry Chairperson serve as the Registry Representative for the first few games, who will forward the game record forms to the EL after each game is completed. However, the EL may want the provisional chapter to be responsible for its own Registry Committee from its first event. This decision will depend on the status of the provisional chapter, and how much responsibility the provisional chapter is prepared and willing to assume. At whatever stage the EL decides to have the provisional chapter formulate the actual Game Reports, when the provisional chapter submits a copy of the game report to the EL, they will send a copy to the Society Registry Committee for review. Any appropriate comments by the Society Registry Committee or by the EL on these provisional chapter reports will be relayed back to the provisional chapter.

This handbook will periodically refer to the "Registry Chairperson". In starting provisional chapters and all future chapters, The Registry Chairperson will usually be the person who is responsible for the record keeping of that chapter. However, as a chapter grows in size, it can be expected that the Chapter Registry Committee will expand from one person into a committee so that the work and responsibilities of the Committee are distributed among several people. These valiant souls that accept the responsibility of maintaining the records of an individual, officially sponsored event of their Chapter are referred to as "Registry Representatives", or "Registry Reps". These individuals are to be commended; perhaps even worshipped.

Because of the shortage of manpower, it is likely that in the early stages of a provisional chapter, the individual who serves as the Registry Chairperson will also be the same as the Registry Rep for each game. It is highly recommended that the Registry Chairperson start training Registry Reps as soon as possible. *It is highly recommended that the Registry Chairperson start training Registry Reps as soon as possible. It is highly recommended that the Registry Chairperson start training Registry Reps as soon as possible.* Have we made our point? The job of Registry Chairperson requires a great deal of work in itself, without the same individual serving as the Registry Rep for each event for the chapter.

While it is not necessary to have access to a computer in order to function as a Chapter Registry Chairperson, it is **strongly** recommended. Email is the primary means of cross-country communication between chapters at this time.

The forms in the back of this handbook will enable the chapters to maintain their records in a consistent format. As a chapter develops and grows, the Society Registry Committee will do everything possible to aid the Chapter Registry Committee. Please note that it is the responsibility of each chapter to obtain its own computerized system or resolve itself to the time involved with not keeping their record system computerized. For those new to the IFGS, Appendix A of this document has a list explaining terms which might be unfamiliar to the uninitiated.

4. RESPONSIBILITIES OF THE CHAPTER REGISTRY COMMITTEE

The primary purpose of the Chapter Registry Committee is to maintain the participant records of its members. Another important aspect of the Registry Chairperson's job is to keep their Chapter Board aware of the status of the Chapter records and of what may be happening with the Registry that has relevance to its members.

Though it is not an official responsibility, the Registry Chairperson is usually the *Keeper of the Forms* for their chapter due to the fact that most of the forms used in an IFGS Chapter relate to the Registry Committee. See the detailed discussion of table 2-1, item 10 for more on this subject.

Table 4-1 below summarizes the responsibilities of the Registry Chairperson:

No.	Responsibility
1	Maintain the gaming records of each member of the Chapter
2	Ensure that trained Registry Reps are available for every sanctioned event
3	Review the paperwork generated by the Registry Rep for accuracy
4	Update the chapter database with game data after each event
5	Send gaming data to the appropriate chapter for each out-of-town participant
6	Review each Game Report before forwarding it to the chapter Newsletter editor
7	Update Chapter committees with relevant game data
8	Maintain the original hardcopy records for each game
9	Provide relevant information to members of the Chapter in a timely manner
10	Report to the Chapter Board as required
11	Provide backup copies of the Chapter database to the Chapter Board once per quarter
12	Ensure that an adequate supply of game forms and participant forms exist at all times
13	Ensure that an offsite backup of the electronic Registry is maintained at all times
14	Send the email address of the Chapter Registry Chair to the Society Registry each year
15	Ensure that every participant in every IFGS event has signed an unmodified Waiver.

Table 4-1

Table 4-2 below summarizes the responsibilities of the Registry Rep for each game:

No.	Responsibility
1	Ensure that a sufficient quantity of all required forms are available
2	Hand out "in game" gold to each PC for the game
3	Ensure that each participant signs an unmodified waiver and is checked in properly
4	Ensure that each participant completes a Game Experience Form, with game ratings
5	Ensure that each participant signs out properly
6	Determine the game ratings and "Best Of" scores
7	Write the Game Report for the game and forward it to the Registry Chairperson for review
8	Submit the completed paperwork to the Registry Chairperson within three weeks of the game
9	Verify and record Archery Testing scores

Table 4-2

Registry Chairperson Responsibilities

This section explains in detail each of the responsibilities of the Registry Chairperson.

1	Maintain the gaming records of each member of the Chapter
---	---

The Chapter Registry Committee will keep a database of the chapter records.

Each participant will be assigned a unique ID. The Chapter will assign a temporary IFGS_ID, which will be replaced when the participant has received their official ID from the Society Membership Committee. The Chapter Registry Committee is responsible to keep an updated portfolio on each game participant consisting of, but not limited to the following:

- 1) Participant's name, address, phone number, and age
- 2) Individual Non Playing Character (NPC) points (also called "CAP" for "Character Applicable Points")
- 3) Individual Player Character experience points for each PC of the participant
- 4) Individual Player Character possessions and wealth for each PC of the participant
- 5) Other information as may be needed to accurately describe an individual PC

Each PC for each participant will be assigned a unique PC_ID such that the combination of IFGS_ID and PC_ID will uniquely identify each character of each participant. This is how PC and NPC points, as well as the possessions and wealth of each PC, are to be tracked.

Note that the Registry Chairperson is free to use any database schema desired as long as the required information is maintained accurately. A computerized database is **strongly** recommended but not required; please note that manual records are labor intensive and their data is not easily analyzed.

The Chapter Registry Committee is not required to keep track of each PC's character history, but is encouraged to do so if requested by a participant. All future references to a character history in this document are made with the understanding that the requirement/responsibility is incurred if and only if such character histories are being maintained by the Chapter Registry Committee.

ENSURE PRIVACY

The Chapter Registry Committee has the responsibility to ensure the privacy of participant records. The Chapter Registry Committee will release, upon request, any aggregate and/or statistical data that it may have available to the Society Registry Committee. The Chapter Registry Committee will freely exchange data of *any type* with the Society Membership Committee, the Society Registry Committee and any other Chapter Registry Committee when such an exchange has not been restricted by the participants involved and where a genuine IFGS-related need exists. *This means that the option to release **personal** information is under the control of each individual participant; and that such restrictions must be tracked and honored at all times by the Chapter Registry Committee.*

The Society Board has decided that **all fantasy character data** is a matter of public record. This means that anyone may view individual PC and NPC point records, magic items, mundane items, PC history, gold, etc.

In order for the Chapter Registry Committee to carry out its responsibilities for ensuring the privacy of participant information the following policies are established:

- 1) Game Experience forms are not viewable by any person other than the Registry Rep, the Registry Chairperson, the GM, the Treasury Committee, and the person who completed the form. The PC-specific information from these forms will be made available to any interested IFGS party on request. In addition, the overall game ratings and the Best Of categories are a matter of public record and will be listed in each Game Report.
- 2) NPC points and PC character data are available to anyone on anyone; they are a matter of public record.
- 3) Each Chapter member may request their individual gaming data in a hardcopy format once per year at the expense of a self addressed stamped envelope (SASE). The Registry Chairperson has the right to establish the fees for all other participant information requests. The Chapter Board must approve all such fees. It is recommended that the actual fees to be charged be sufficient to cover the handling, processing and photo copying of the requested records. Requests for hardcopy records must be accompanied by a SASE of an appropriate size. All requests for participant information should be answered by the Chapter Registry Chairperson within seven days of receipt of the appropriate fee (if any).
- 4) Except as specified above, Registry records are available only to the following:
 - a) the Chapter Board - for database backup, PR purposes, and Chapter related activities
 - b) the Society Board - for database backup, PR purposes, and Society related activities
 - c) the Chapter Sanctioning Committee - in the event that sanctioned items require change
 - d) Chapter-related activities, such as Game Producer requests
 - e) Chapter and Society-level Tech Committee Chairs, for dealing with an electronic Registry database

The Chapter Registry has the right to establish a nominal fee schedule to cover any reasonable expenses for these types of requests. All such fees must be approved by the Chapter Board.

- 5) Character histories will be made available upon request to GPs (game producers) for registered/paid participants of their games if such a release has been authorized by the participant. A fee will be charged only if hardcopy records are required by the requestor.

2	Ensure that trained Registry Reps are available for every sanctioned event
---	--

It is the responsibility of the Registry Chairperson to recruit and train Registry Reps. Ideally, a Chapter will have enough people trained so that a certified Registry Rep will always be available at any given time for gaming purposes.

PLEASE note that if the Registry Chairperson does NOT train others in the duties of a Registry Rep, then they will undoubtedly end up being the Registry Rep for every game. This is not good. In fact, this is downright bad! Do yourself a favor and train as many reliable people as possible to be Registry Reps.

A GP must get approval from the Registry Chairperson for their selection of the Registry Rep for each game. If such a designated person is not already a Registry Rep, the Registry Chairperson has an excellent opportunity to expand the pool of available Registry Reps by training this new person as a Registry Rep for this game!

It is recommended that an updated list of qualified Registry Reps be maintained in an easily accessible location - for example: the Chapter's website, if one exists. If such a list is available, then a Registry Rep chosen for a game from that list does not require the approval of the Registry Committee Chairperson.

It is also the responsibility of the Registry Chairperson to ensure that the Registry Rep does their job in a timely manner. Remember that there will be database-related work associated with each game, and that this work can only be started when the Registry Rep submits the completed paperwork to the Registry Chair.

3	Review the paperwork generated by the Registry Rep for accuracy
---	---

After each game, the Registry Rep completes the paperwork for that game, writes the Game Report, and then submits all of this paperwork to the Registry Chairperson for the permanent archives. When this paperwork is received, the Registry Chairperson should take the time to briefly review the work done by the Registry Rep. As a Registry Rep becomes more experienced and more trusted, this review process can be done in less detail.

This review is a necessary step before transferring the game data into the chapter database. The most common point of errors is with the IDs specified by the Registry Rep. For example: novice participants will not have an IFGS ID or a PC ID, and will need to have these values assigned.

Also note which participants, if any, were from chapters other than the sponsoring chapter. Those chapters will need to be informed of the gamer data for their members, and the Registry Rep may not have indicated which participating participants were members of other chapters.

4	Update the chapter database with game data after each event
---	---

After the Registry Rep provided game data has been reviewed, the chapter database will need to be updated. Personal information may have changed, and permission to provide personal data may have changed. This is in addition to what we KNOW has changed: PC and NPC points, and possibly wealth and possessions for the PCs.

Remember that the person who actually enters the data into the database is the person who gets CAP for the time thus spent.

Please note that a single database schema is not required to be implemented by each Chapter. Only the following data-related items are required:

- a) Each participant must be assigned a unique IFGS_ID
- b) Each PC for each participant must be assigned a unique PC_ID
- c) All game-related and participant-related data must be maintained accurately
- d) The GAME_ID system specified below is required

The following GAME_ID naming system is designed to allow the tracking of games at a Society level, and is hereby **required of all chapters**. Again, each Chapter is free to use their own database schema as long as the required information is maintained accurately.

The GAME_ID is constructed as follows: yyyy-cc-NN

where "yyyy" represents the calendar year in which the game was held

"cc" refers to the sponsoring chapter of the game

"NN" is a numeric value representing which game this is of year "yyyy"

Examples:

1. 2001-04-01 represents the first Dallas game in the year 2001
2. 1997-01-25 represents the 25th game run by Denver/Boulder in the year 1997
3. 2000-17-15 represents the 15th game run by the Pacific Northwest chapter in the year 2000

Chapters have the following assigned values:

ID	Chapter Name	ID	Chapter Name	ID	Chapter Name
00	Society	09	*New England	18	*Southern Wisconsin
01	Denver/Boulder	10	*Atlanta	19	Ohio River Valley
02	*New Jersey	11	*Central Ohio	20	*Memphis
03	*Southern Colorado	12	*North-East Oklahoma	21	*Greater Detroit
04	Dallas	13	Northern Alabama	22	*Capital
05	*Northern Colorado	14	*West LA	23	Greater Milwaukee
06	*Metro Denver	15	*San Diego	24	East-Central Oklahoma
07	Norman	16	*Northern California	25	
08	*Southern California	17	*Pacific Northwest	26	

Table 4-3

* = inactive chapter

Please note that even if a chapter is no longer active, these values cannot be changed because they reference historically archived data.

Hint #1: when assigning game ids to an out-of-town event, try to contact the Registry Chairperson of that chapter for an accurate game_id. If this is not possible, try to assign a "NN" value that allows for flexibility. For example, if I could not get in touch with the Dallas Registry Chair, and I am the Atlanta Registry Chairperson and need to assign a game_id for a Dallas game in July, I'd probably pick "50" as my number since it allows for both previous games in this calendar year AND it allows for future games in the current calendar year. If I had to repeat this process the following month, I'd probably select "60" as the next temporary game_id for my database.

Hint #2: If a chapter currently uses another naming scheme for game ids, they can either convert their existing game_ids into the new game_ids, or they continue to use their current scheme and simply add another column to their game_id table to hold this new game id. The new game_id could be accessed by a cross-reference to the current game_id name.

When saving data on magic items and treasure gained per PC, be sure to keep track of all of the Savvies and other information of each item, and to keep track of any item-related Lore if applicable. If an item is used or lost, this level of detail is not needed.

Though the goal is to maintain as much information as is feasible, please note that it is seldom practical to maintain this level of detail unless the Chapter Registry database is computerized. Each Registry Committee should strive to maintain as much of the following information as is practical:

- Game Data - Game id, name, date, producer, game type, and rating
- Participant data - name, address, contact info, membership status, and so on.
- PCs per participant - list of PCs per participant
- NPC Points - NPC points earned by each participant
- Per PC - magic items (description/savvies/lore/crocks), mundane items, treasure, PC notes

The first four items on this list are required. Keeping track of treasure, magic items, and PC-specific information is **STRONGLY** recommended, but in some cases is simply not practical. Please see Chapter 5, "Maintain Magic Items" for more detail on this subject.

5	Send gaming data to the appropriate chapter for each out-of-town participant
---	--

Whenever someone from *another* chapter participates in an IFGS sponsored event by *your* chapter, you need to send an update to that person's Registry Chairperson so that they can update their records for that participant. The easiest way to do this is via email. If you do not have email, or cannot get access to an email account, then hardcopies will need to be mailed to the Registry Chairperson of that participant 's chapter. This process will help each chapter to keep accurate records on it's members that participate in out-of-town games.

Please note that a separate report needs to be sent to each out-of-town Chapter whose members participate in your sanctioned event. Each report will contain only the information relevant to that chapter.

Please see the "Game Experience Notification" section of Appendix C for an example of this report.

6	Review each Game Report before forwarding it to the chapter Newsletter editor
---	---

Game Reports need to be accurate, but it is in the best interests of the chapter if they have a positive spin. No one wants to hear that "this game really sucked" in their newsletter. Always try to accentuate the good in a Game Report...the numeric scores will provide an accurate indication of how everyone felt about the game.

An ideal Game Report will contain a brief description of the game and will point out one or two highlights witnessed, or overheard and verified, by the Registry Rep. It will then list the numeric scores for the game and the "Best Of" category winners. The "Best Of" categories should be broken down into two categories: those voted for by the PCs, and those voted for by the NPCs.

Data that should always be in a Game Report includes, but is not limited to:

- Game name, date and location
- Brief game description
- Numeric scores: overall, design, logistics, fighting, physical, mental, and risk

"Best Of NPCs", and the "Best Of PCs" in each of the following categories:

- | | | |
|-------------|---------|----------------|
| Roleplaying | Monster | Fighting |
| Costume | Humor | Special Effect |

Other categories that might be included are "Act of Courage" for PCs only, and "Best Encounter".

Please note that any serious post-mortem that needs to be done on a game should be written by either the Game Producer or the Sanctioning Committee that sanctioned the game. This is not a function of the Registry Rep nor of the Registry Chair.

Please see the "Game Report" section of Appendix C for an example of this report.

7	Update chapter committees with relevant game data
---	---

A. Inform the Sanctioning Committee of the actual ratings of each game

After the numeric scores have been tallied for a game, send an email off to the Sanctioning Committee Chair of your chapter containing that information. Do not simply wait for the newsletter to provide this information to the SCC. This will allow the SC to determine how close to the sanctioned ratings the participants felt the game actually was. This information can be useful in many ways; for example if one set of Sanctioning Members continually rate the RISK of a game much lower than the participants do after the game, perhaps those SC members need to re-evaluate how they are rating games.

Please see the "Sanctioning Committee Update" section of Appendix C for an example of this report.

B. Inform the Newsletter Committee and the Public Relations Committee of any novices

Send a list of any novices that participated in the game to both the PR and the NL chair so that those people will be added to the list of IFGS participants.

Please see the "List Of Novices" section of Appendix C for an example of this report.

8	Maintain the original hardcopy records for each game
---	--

After the data from the Registry Rep has been validated and entered into the database, place the hardcopy records from each game, including the forms used to calculate scores, into a separate envelope. Label the envelope with the game name, date, location, and game id - and store this envelope with the others like it.

Keep these records forever - you never know when you will need to go back and physically examine a participant record or a game form. If you (as the Registry Chairperson) cannot keep these records, find someplace that they can be stored safely.

Please see the "Registry Envelope Checklist" section of Appendix C for an example of this label.

9	Provide relevant information to members of the Chapter in a timely manner
---	---

Occasionally, other members of the chapter will have a need for information from the Registry. Examples include: data to generate a member address/phone list, Game Producers wanting to know who NPCd for them in their last game, and Loremasters looking for all the 4th level Clerics in the Chapter.

The Registry Chairperson must always honor the privacy requests of the members of a chapter. If person "A" does not want their personal information published, then when the Membership Phone Book is published, person A's phone number will be "unlisted".

Note that aggregate data and fantasy character data is ALWAYS made available to interested parties who have a genuine need.

Bottom line: ensure that PC and NPC records are always available to chapter members. Respond to valid, specific requests for data in a timely manner.

The records of an IFGS chapter are *never* to be used for either commercial or non-commercial purposes outside of the IFGS. They are not to be sold, traded, bartered, or given to anyone or to any organization outside of the IFGS. These records are for the exclusive use of the IFGS and its members for IFGS-related activities only.

10	Report to the Chapter Board as required
----	---

Should a situation arise that requires notification of, or the approval of, the Chapter Board, be sure to immediately communicate with the Chapter Board Members.

Monthly Board Meetings

Always keep the Board updated by either attending and reporting in person, or emailing in, the Registry Committee report, even if the Registry Committee Report can be stated as "None".

Annual Budget

Once a year, you will be required to submit an annual Registry Budget to the Board. The funds approved will pay for producing the forms required, and any and all supplies that might be required. This could include clipboards, pens, a waterproof forms container for games (the Registry Box); as well as forms of all kinds - including copying costs for Game Experience Forms, Waivers, Check-In, and other forms.

Please see the "Annual Budget Submission" section of Appendix C for an example of this report.

11	Provide backup copies of the Chapter database to the Chapter Board once per quarter
----	---

In order to support recovery from registry data loss, all Chapter Registry Chairs are required to maintain a backup of their electronic registry data at a separate location from their primary database. Society offers to store such backups on the Society webhost, and requests that Registry Chairs availing themselves of this service submit backups at least once per quarter.

In addition, give a copy of the chapter database to the Chapter Board for safekeeping once per quarter. Chapters using a non-computerized database need to either provide the original forms, or copies of the original forms, to their Chapter Board. This process provides for a reasonably secure backup of the amazing amount of work put in to keeping the Registry up to date. This also helps prevent the Registry Chairperson from holding the Chapter Registry hostage in the event that they go completely nuts. Not that this has ever happened! Honest! I promise! No, really!!! ☺

12	Ensure that an adequate supply of game and participant forms exist at all times
----	---

As previously mentioned, the chapter Registry is usually the chapter *Forms Master* because most of the forms required for gaming are associated with the Registry. Always ensure that a sufficient supply of forms is on hand and available for every sanctioned IFGS event.

Table 4-4 contains the list of forms commonly used by a Chapter. Examples of each form are included in Appendix B.

Name of Form	Description
Check-In Sheet	Used to check PCs and NPCs in and out on game day
Game Experience Form	Contains PC and NPC data per participant per game
Liability Waiver (over 18)	Everyone over 18 years of age signs this
Liability Waiver (under 18)	Everyone under 18 years of age, and their legal guardians, sign this
Line Course Experience Form	Form to rate mini-games, usually within an Anchor game
Game Ratings Worksheet	Used by the RR to calculate game ratings and "Best Of" totals
Registry Envelope Checklist	A label for the paperwork envelope of each game
Registry Update Notification	Email sent to update the registry of other chapters
Game Ratings Notification	Email sent to the Sanctioning Committee chair
New Novices Notification	Email sent to the PR and NL chair listing all novices of a game
Safety Checklist	Used by the Safety Officer in preparation for a game
Generic Encounter Form	Available for Game Writers to assist with creating encounters for a game
Game Budget Form	Used to help Game Producers determine their game budget
Game Financial Summary Form	Used to help Game Producers submit their expenses for a game
CAP-For-Gold Rules	Summary of the rules for using CAP-For-Gold by PCs

Table 4-4

Please note that though the Registry Chairperson is the Forms Master, some of the forms listed above are for the use of the other Chapter officers and representatives. The Safety Checklist is to be used by the Game Safety Officer. The Generic Encounter form is to be used by the Game Writer, the Game Budget Form and the Game Financial Summary Form is to be used by the Game Producer.

Centralizing the responsibility for the Chapter Forms allows for a central point of control, it prevents duplication of effort, and promotes Society-wide uniformity of the paperwork and of the data collected from each game.

13	Ensure that an offsite backup of the electronic Registry be maintained at all times
----	---

If a Chapter has an electronic registry, an offsite backup copy of the Registry must be maintained, and must be updated a minimum of once every three months. Society >>> STRONGLY <<< recommends updating that offsite backup on a monthly basis.

14	Send the email address of the Chapter Registry Chair to the Society Registry each year
----	--

After the Chapter election results are announced each year, the current Registry Chair for that Chapter must send an email to the Society Registry at registry@ifgs.org indicating the name, phone number, address, email address, and IFGS member ID of the Registry Chair for the current year. Yes, this must be done even if the current Chair is the same person as the Chair from last year.

In addition, if the Registry Chair should change during the course of the Chapter year, the new Registry Chair must send such an email to the Society Registry Committee. This email helps keep the lines of communication clearly defined between the Society Registry Committee and the Chapter Registry Committee at all times.

15	Send the email address of the Chapter Registry Chair to the Society Registry each year
----	--

Ensure that each participant of any IFGS event has a signed and valid Waiver on file. The Society Board has approved the standard Waiver, available on pages 46 -50 of this document, and also available from the IFGS website at <http://ifgs.org/socwp/docs-resources/useful-ifgs-documents/>. There is one version for persons who are 18 years of age and above, and another version for those under the age of 18.

Note that each Chapter can define the duration that a signed Waiver is deemed to be valid, with a minimum of one year and a maximum duration of five years.

5. GAME-SPECIFIC INFORMATION

Experience Points and Scoring

The experience points and CAP earned for a game are ALWAYS defined as follows:

Anchor Games

EP	1000 EP * per Sanctioned Game Hour of participation divided among the PCs played <i>This EP includes all of the events that occur within the Anchor game, except for mini-games.</i>
CAP	1000 CAP * per of Sanctioned Game Hour of participation

All Other Games

PC	250 EP * [minimum PC level in the game * number of Sanctioned Game Hours] <i>with the minimum EP set to 500 EP per hour.</i>
LM	same as PC (above) + 10000 LM CAP (see table 5-1, pg. 20)

All Games

GP	5000 points of CAP * [number of hours worked on Game Day(s)]
GW	10000 points of CAP * [number of Sanctioned Game Hours]
GSC	4000 points of CAP * [number of Sanctioned Game Hours]
NPC, AP	2000 points of CAP for every hour spent working on the physical game, rounded up

Details on How CAP Is Earned

1. The Game Producer (GP) earns 5000 CAP for every hour worked on the physical setup of the game and the hours actually worked **on game day**. All other pre- or post-production effort other than that provided by the optional Associate Producer (AP) is considered Game Support. GP credits count towards the Milestone Awards.
2. The Associate Producer (AP) earns 2000 CAP for every hour that they are participating in any sanctioned IFGS event, rounded up. The AP helps the Game Producer with production for the entire game, not just for a single encounter. AP credits count towards the Milestone Awards.
3. The Game Writer (GW) earns 10000 CAP for each Sanctioned Game Hour (SGH) of any game that they write. These GW hours are only awarded for the **original** creation of the game. Rewrites of any kind or of any level are awarded with the standard CAP reward of [2000 * SGH]. In the case of a major rewrite, the writer may petition the Game Sanctioning Committee in coordination with the Registry Chair for GW CAP rather than for GS CAP. GW credits count towards the Milestone Awards. There can be no more than two individuals designated as Game Writers for any sanctioned IFGS event.
3. Each member of the Game Sanctioning Committee (GSC) earns 4000 CAP for each Sanctioned Game Hour of every game that they review. This formula is applied to both the original creation of the game as well as rewrites of any kind or of any level.

4. NPCs earn 2000 CAP for every hour that they are participating in any sanctioned IFGS event, rounded up.
The complete list of NPC categories is listed in table 5-1 on page 24.

Note that there are no variations in this point system. This means specifically that there is no such thing as a "minor NPC role". There are no longer any "LM-specific" PC points awarded; the reward to LMs for pre-game work is now a fixed amount of CAP.

A guiding philosophy in IFGS is that no participant should should **ever** judge another participant except in aggregate. Specifically, this means no NPC may score any PC on their roleplaying, their costume, or on any other aspect of their gaming experience except as part of the overall scoring for the game; i.e. in the "Best Of" categories.

Resolving Unknown EP and Magic Items

The Registry has the authority to determine and assign experience points to characters and participants when the actual number of those points is unknown for some reason; i.e. the records were lost or the data was never recorded. The Registry will try to verify that the experience points assigned in this way are reasonable and correct. One simple way to handle this problem would be to cross-reference experience points from known participants in similar events to deduce a reasonable value.

Similarly, the Chapter Registry Chairperson is responsible for assigning magic and mundane items to characters, if and when the records of ownership are unclear. Before assigning a magic item to a character, the Registry Chairperson will first try to verify ownership of the item. The Registry Chairperson also has the responsibility to determine and assign possession of gold to characters, if and when the records of such information is unclear. Before assigning possession of an amount of gold to a character, the Registry will attempt to verify that the gold should belong to the character. This would be done by checking on records of other characters from the game that the gold came from, and check the sanctioned copy of the game to make sure that there was gold available from the previous event(s).

Each participant has the right to protest the decisions of the Registry Chairperson to the Chapter Board, and if necessary then to the Society Registry Committee.

Maintain Game Reports

Player Character Reports

The Chapter Registry is required to maintain Player Character (PC) records which summarize a PC's class, level, points, gold, magic items, and participation history. In addition, if a PC has undergone a Treasure Reset, the date of the TR must be captured along with the type of TR that was invoked. Other data that is required to be captured is listed in Appendix E on page 72.

Non-Player Character Reports

The Chapter Registry is required to maintain Non-Player Character (NPC) records which summarize a participant's participation in games in capacities other than that of a Player Character (PC).

Maintain Magic Items

The Chapter Registry is responsible for tracking the magic items of each PC. As in the case of GAME_IDS, a Society-wide common system is required for tracking the magic items from each game. The following system for tracking magic items is now **strongly recommended**:

Each magic item is identified as follows: <game_id>-<item_no>
where <game_id> Game ID (see item #4 above)
 <item_no> a 3-digit sequential number of the recoverable magic item from the game

In addition, the magic item data entries in the data base will describe each item as follows:

- 1) The item number as defined above.
- 2) Name of the item.
- 3) Description of abilities, if more than one, then the numbered savvies will be listed with the property revealed by each savvy
- 4) Blue Book Value for the magic item - in accordance with the Society Sanctioning Committee's Blue Book Value Policy
- 5) Legend Lore(s) and other notes where applicable

EXAMPLE #1:

Magic Item# 1997-04-05-021
Name: + 1 Ring of Protection.
Savvy #1 Provides an additional point of protection against all forms of physical and magical attack while worn by the bonded owner. Cat 2. Fini.
Lore: None
Value: 1500 gp

EXAMPLE #2:

Magic Item# 1999-01-11-002
Name: Gauntlets of Strength I.
Savvy #1 Grants wearer "Strength I" as per the Knight ability.
Savvy #2 Usable twice per day. Fini.
Lore: Created by the Hindle Clan Dwarves under Mount Raegne in the L.O.S.T.
Value: 1780 gp

Note that if the original game id or the original item id is not known, substitute values can be used as place-holders. This will allow the item to be listed and tracked in the database. This option is to be used primarily for the initial data input of existing magic items when the originating game is not known.

The examples above were priced using the 2017 version 2.13 Blue Book for use with version 7 of the Rules.

Updating The Society Registry Records

At some point in the future, the Society Registry Committee *may* require each local Chapter Registry Committee to send a listing of all sanctioned events that the chapter ran during the previous gaming season. This is **NOT** a requirement at this time; and this is not likely to become a requirement in the near future.

If this requirement is ever implemented, the Chapter Registry Committee will be required to send an annual listing of all the sanctioned events that the chapter ran during the previous gaming season to the Society Registry Committee.

The Game Summary Report is provided in Appendix D simply in case this requirement is ever implemented.

Registry Audit Of Players

On occasion, a player will somehow lose most or all of their records. In this case, they may request that the Registry provide an Audit to reset their CAP, their PCs, and the amount of treasure owned by each PC.

The Registry Player Audit is not restricted to players without data, it is available to any member who wishes to invoke it.

Please reference Appendix E for the complete explanation on the Registry Player Audit process.

Registry Rep Responsibilities / CAP

Overview

The Registry Representative, or RR, is the individual who is on course the day of the game to distribute gold pieces to PCs and NPCs for the game, to distribute all required paperwork to all participants in the game, and who tracks PC and NPC experience points for the game. The RR must make sure that all participants fill out all required paperwork at the game site, including the Game Ratings. The RR is authorized to request and obtain points and records directly from the Registry Chairperson for previous games if verification of EP and/or items is required.

Anchor Games

EP 1000 EP * per Sanctioned Game Hour **of participation** divided among the PCs played
*This EP includes **all** of the events that occur within the Anchor game, except for mini-games.*

All Other Games

EP Every PC is assigned experience points as follows:
[250 EP * minimum PC level in the game * number of Sanctioned Game Hours in the game].
with the minimum EP set to 500 EP per hour.

If a PC leaves a game early, the allocation of EP is left to the discretion of the Registry Rep; though it is usual to assign EP based on how much of the game was completed by the PC, and by what percentage of the maximum possible PC treasure was recovered by that PC.

If a game with a minimum PC level includes one or more sub-games with different minimum PC levels, then the PC who participates in these sub-games earns EP based on the time spent in each environment.

Example: The main event is a World Course game that allows levels 1-10, and the EP for this game is 500 per hour. This event includes a subgame for levels 5-7. If a PC who is attending the event decides to participate in the sub-game, they would be awarded EP of $(5 \times 250) = 1250$ per hour for the duration of the sub-game. If the primary event was sanctioned for 6 hours and the sub-game was sanctioned for 1 hour, the PC would have earned $(5 * 500) + (1 * 1250)$ EP for a total of 3750 EP.

LMs

LMs may take a flat 10000 CAP for their pre-game efforts, but they are not required to do so.

Minimum EP

If a player brings in a PC for any amount of time, and any change occurs to the PC in either their treasure or to their character, then an absolute minimum of 100 EP must be assigned to that PC.

If the player had multiple PCs participating in a sanctioned event, then this minimum EP is in addition to the EP earned by the primary PC who participated in the event.

NPC Points

Anchor Games

Every NPC in an anchor game earns CAP at the rate of:

1000 points per sanctioned game hours of participation, round up.

All Other Games

Every NPC, including the AP, *except the GP and the creative staff* earns CAP at the rate of:

2000 points per actual hour spent working on the game, round up.

All Games

The Game Producer (GP) earns CAP at the rate of:

5000 points per actual hours worked on Game Day(s), round up.

The *creative staff* consists of the GW and the Game Sanctioning Committee, and earns CAP as follows:

GW 10000 points of CAP * [number of Sanctioned Game Hours (SGH)]

GSC 4000 points of CAP * [number of Sanctioned Game Hours (SGH)]

NPC points can be awarded in the following categories:

Type	Description	CAP Earned
AP	Associate Producer. Optional. Helps the GP with the entire game.	2000 per hour
BM	Attending a Board Meeting >>> IF <<< you are not on the Board	3000 CAP
BC	Bank Chair. Obsolete, replaced by "Registry Chair"	2000 per hour
BR	Bank Rep. Obsolete, replaced by "Registry Rep"	2000 per hour
CA	Chapter Activity. Chapter level meetings and scheduled activities	2000 per hour
DT	Drive Time. Travel time for participants who do not PC	2000 per hour
GM	Game Master	2000 per hour
GP	Game Producer. This includes set-up, tear-down, and all functions performed on each game day. <i>There is only one GP per game.</i>	5000 per hour
GS	Game Support. Any pre-game assistance in the production of a game.	2000 per hour
GW	Game Writer. <i>Only awarded for first running of the game.</i>	10000 per SGH
LM	LoreMaster	10000 CAP, flat rate
NPC	NPC roles of any kind	2000 per hour
NPCC	NPC Coordinator.	2000 per hour
Observer	Photographers, score keepers, groupies, etc.	2000 per hour
Other	Every other activity that directly contributes to the game.	2000 per hour
QM	Quartermaster. Includes cleaning the storage shed.	2000 per hour
RC	Registry Chair	2000 per hour
RO	Ropes Officer	2000 per hour
RR	Registry Rep	2000 per hour
SC	Game Sanctioning Committee member	4000 per SGH
SO	Safety Officer	2000 per hour
SA	Society level meetings and scheduled activities	2000 per hour
SU / SE	Script Updates, also known as Script Editing. <i>See Appendix F for details.</i>	2000 per SGH
TR	Treasury Rep	2000 per hour
WD	Watch Dog	2000 per hour
WS	Work Sessions. <i>See page 37 for details.</i>	2000 per hour

Table 5-1

- c) Jack spent 15 hours on props and production before game day: $GS \Rightarrow 2000 * 15 = 30000$
- d) Jack worked for 11 hours on the game on Game Day $GP \Rightarrow 5000 * 11 = 55000$

Total CAP earned by Jack for this game = 85000

3. Jerry is the GP of a two-day game:

- a) Jeanne spent 10 hours upgrading an existing game $GS \Rightarrow 2000 * 10 = 20000$
- b) Jeanne was a NPC on both game days from 8:00 until 18:00: $NPC \Rightarrow 2000 * 20 = 40000$

Total CAP earned by Jeanne for this game = 60000

- c) Jerry spent 5 hours on props and production before game day: $GS = 2000 * 5 = 10000$
- d) Jerry spent 9 hours on Saturday and 11 hours on Sunday on this game $GP = 5000 * 20 = 100000$

Total CAP earned by Jerry for this game = 110000

4. Dennis is the GP of a one-day game:

- a) Dennis spent 10 hours upgrading an existing game $GS \Rightarrow 2000 * 10 = 20000$
- b) Dennis spent 30 hours in non-writing prep for the game $GS \Rightarrow 2000 * 30 = 60000$
- c) Dennis spent 12 hours on game activities on game day $GP \Rightarrow 5000 * 12 = 60000$
- d) Dennis handled Registry and was an NPC part of the day: zero

Total CAP earned by Dennis for this game = 140,000

5. Tani worked on a 26 hour Anchor game:

- a) Tani helped David write the game $GW \Rightarrow 10000 * 26 = 260,000$
- b) Tani spent 40 hours in non-writing pre-game prep $GS \Rightarrow 2000 * 40 = 80,000$
- c) Tani spent **35** hrs on game activities over 3 days as the AP $AP \Rightarrow 1000 * 26 = 26,000$
*(Reminder: The NPC & GS CAP for an Anchor game is fixed at 1000 * SGH)*

Total CAP earned by Tani for this game = 366,000
Since this exceeds the current max limit on CAP, the Board had to approve this award.

6. Divad worked on a 26 hour Anchor game:

- a) Divad wrote the game with Tani $GW \Rightarrow 10000 * 26 = 260,000$
- b) Divad spent 40 hours in non-writing pre-game prep $GS \Rightarrow 2000 * 40 = 80,000$
- c) Divad spent **35** hours on game activities over 3 days as the GP $GP \Rightarrow 5000 * 35 = 175,000$
(Reminder: The GP gets credit for every hour spent during game day(s))

Total CAP earned by Divad for this game = 515,000
Since this exceeds the current max limit on CAP, the Board had to approve this award.

It is allowable to assign CAP for the travel time to NPCs and staff that travel over an hour to participate in the game. Note that anyone who PCs at all in the game is **not** allowed travel time as part of their earned CAP.

Admin CAP

IFGS members earn CAP for Society & Chapter-approved, non-game-related IFGS activities as follows:

Flat Rate CAP Awards

Description	CAP Earned
Society President	100,000
Society Committee Chairperson	100,000
Society Newsletter Editor	100,000
Society Board Member	50,000
Society Committee Member	50,000
Society Taskforce Chairperson	50,000
Society Officer	50,000
Society Taskforce Member	25,000
Chapter President	100,000
Chapter Committee Chairperson	100,000
Chapter Newsletter Editor	100,000
Chapter Board Member	50,000
Chapter Taskforce Chairperson	50,000
Chapter Committee Member	50,000
Chapter Taskforce Member	25,000

Table 5-2

The Flat Rate CAP Awards, table 5-2 above, are fixed-rate amounts based on a *full year of service* for all activities except for service on a Task Force. If a member resigns or leaves their position on a board or a committee, then they will only receive a portion of the reward prorated to 1/12th of the total eligible CAP amount per actual month served. Since the work of a Task Force is often intense, but only for a short period of time, CAP awards for Task Force service are fixed and assigned if the the member participated in the Task Force at all.

Note that the *FULL YEAR* begins on the month that the Society/Chapter Board elected or appointed term begins, and ends on the month prior to when the next elected or appointed term begins. The term for Society Board members is January through December of the same calendar year, and for Society Committee members the term runs from April through March. For Chapter-level admin CAP, this means that terms start on the month that the Chapter elected or appointed terms begin, and end the month prior to the start of the next term. These months may differ not only between Chapters but also within a Chapter from year to year. For example the Annual Banquet for the Dallas Chapter is usually held in February, but has in the past been held in January, and has been held as late as March.

Per Meeting Award

Description	CAP Earned
Non-Board member attendance, per meeting	3,000

Table 5-3

Special Task and Work Party Award

Anyone who works on specific projects assigned by the President/Chair (A maximum of 40,000 CAP can be earned in this category per year)	2,000 per hour
--	----------------

Table 5-4

Admin CAP, Per Meeting CAP, Special Task and Work Party CAP are all forms of “non-game CAP”. The maximum amount of total non-game CAP that can be awarded per person per year is 200,000 CAP.

Reporting Admin CAP Awards

The *Society Registry Chair* will submit the special/Admin CAP earned by themselves and by any other IFGS members who participated in any Society level activities, including any outside “special projects” assigned, to the appropriate Chapter Registry chairs once per year. This CAP report will be sent by direct email to the Chapter Registry Chairs, and shall include the total amount of Society-level admin CAP earned by each Chapter member throughout the previous year. This report shall be sent within 30 days of the end of the Society year.

Each *Chapter Registry Chair* will submit the list of special/Admin CAP earned by their members at the Chapter level to the Society Registry Chair for review at the end of each Chapter year. In the normal course of events the Chapter Registry Chair does not require approval for their Chapter-level special/Admin CAP awards, but Society reserves the rights to review all such CAP awarded.

These yearly CAP awards for non-game related work, tasks, assignments or events, shall also be made public for the membership at large as an itemized list of each member’s activity. This shall be done through all available methods of communication available, such as; the society/chapter newsletter, forums and/or email. This will be done at both the Chapter and the Society level. Communication of this information shall go through the communication resource that will inform the largest number of people. Accountability to the membership is of the highest priority in this matter.

Please note the inclusion of an NPC Points category for the Registry Chair. This is included because the Registry Chairperson will spend a certain amount of time after *each and every game* updating and maintaining the Chapter Registry. This effort counts towards the CAP earned from that game, and is applicable even if the Registry Chairperson is a PC in the game. Note that if this work is performed by someone *other* than the Registry Chairperson, then *that* person will be awarded the relevant CAP.

The basic rule is that if a person works on an official IFGS event that runs, then they get CAP.

People who claim CAP for a game, but that do not attend the game, must have those claims validated by the Game Producer and the creative staff. All claims with merit will be awarded the appropriate CAP. This situation is most likely to arise with the Game Writer or members of the Game Sanctioning Committee, but it might come up with other members of the production staff.

"Special" CAP - The LoreMaster:

The LoreMaster (LM) earns a fixed amount of CAP for the effort expended in gathering a team, organizing the logistics of the team, holding team meetings, and in general for the work done prior to a game involving their team. Since an award of PC-specific Experience Points would in fact be a penalty, because no one wants to jump levels before they absolutely MUST do so, this effort is rewarded with a new category of CAP.

CAP Earned By LMs

Game Length or Type	Total LM CAP
Anchor Game	zero
Any except Anchor	10000

Table 5-5

Under no circumstances can a single person earn more than 10000 CAP for a single game for LM duties. For each game, the LM is given the opportunity to accept the CAP listed above, but they are not required to do so. Note that the LM can also earn CAP for Game Support or for NPCing if they contribute to the production effort after they have finished playing as a PC.

Please note that LM CAP is NOT allowed in Anchor games.

Milestone Awards

These awards are issued by the Chapter once per year when one or more of their members have reached certain thresholds. The awards themselves are defined by the Society Board and are under their purview. The current version of the *Milestone Awards* are listed in Appendix G

Limits On CAP

From time to time with previous versions of the Registry, individuals have been assigned very large amounts of CAP for a single game. To ensure fairness and avoid charges of system abuse, certain limits are now placed the amount of CAP that may be awarded for a single game's worth of activity.

Exceptions to these limits may be granted by a Chapter's Board on the recommendation of the Chapter's Registry Chair. These exceptions should only be needed for games that show unusual production values. When such events occur, then the chapter board should approve waiving these limits (and vote a special thanks to the people involved, as well).

Establishing CAP limits should help discourage any attempts to "cheese" the system while still rewarding those who genuinely contribute to the success of the chapter. Excellent examples of extraordinary events deserving exceptions to the limits would be Valadium IV and Dark Idol II, both of which ran during 2001 in Colorado. If game support is exceeding these limits for ordinary games, the production staff should be encouraged to spread the workload around to more people.

The following limits are placed on the total amount of CAP that can be earned by a single individual for a single game. Exceptions to this rule must be submitted by the interested party to the Registry Chairperson, who must then forward the request to the Board of the Chapter that sponsored the game along with their recommendation to either approve or disapprove the request. Chapter Boards are encouraged to pay considerable heed to the recommendation of the Registry Chairperson.

Remember that we want to reward those who genuinely contribute to the success of the chapter. *PLEASE keep rules 1 and 3 from page 4 in your mind at all times when assigning CAP.*

Definition:

Sanctioned Production Hours = *SPH*.

*The Sanctioned Production Hours for a major, line-course style game is:
[Sanctioned Game Hours] + [number_of_teams - 1]*

For all other styles of game, including bar games and world-course games containing mini-line-courses, the SPH = Sanctioned Game Hours."

Example: GreatGame is sanctioned for 7 hours and runs 4 teams on Saturday and 4 teams on Sunday.
The SPH for GreatGame = $7 + [4 + 4 - 1] = 7 + 7 = 14$

CAP Limits

Category	One Day Game	Weekend Game	Annual
LM	10000	10000	-
GP	90,000	200,000	-
GS	20,000 * SPH	20,000 * SPH	-
All Others	36,000	90,000	-
Special Tasks / Work Party	-	-	40,000
Admin CAP	-	-	200,000

Table 5-6

Notes on CAP Limits:

- a) When eligible, LM CAP is earned by PCs and is independent of all other CAP earned.
- b) The GS CAP limit is separate from the amount of CAP an individual may earn in other categories; i.e. RR, TR, RC, NPC, and so on.
- c) In no case will double CAP ever be awarded. If Johnny works as a RR for three hours and was an NPC for 4 hours, then Johnny earns 7 * 2000 CAP; Johnny does **NOT** earn 7 * 2000 as an NPC and 3 * 2000 as RR
- d) GW points do not count against any of the other CAP limits.
- e) The GW limits are separate from any other points a person might earn. *The GW points are only assigned for the first running of a game.* Thus the maximum GW points is SGH * 10000 points, even if the game is run on multiple days or over multiple weekends. This does not prevent the GW from earning additional CAP as the Game Producer or from providing Game Support during game days.
- f) The maximum amount of CAP an individual may receive for Special Tasks and/or Work Parties is 40,000 CAP per year.
- g) The maximum amount of ADMIN CAP an individual may receive is 200,000 CAP per year.

Registry Reps as NPCs

The RR cannot be the GP due to a possible conflict of interest. The RR can be the Watchdog for a game; and can be a NPC for a game with the following restrictions:

- 1) They are not required or responsible for any encounter set up or tear down.
- 2) They must be present during the check in of all PCs, i.e. they cannot perform an NPC role until after all PCs and NPCs have been checked in.
- 3) They must be free of their NPC role before the first NPC or PC comes off course, in order to facilitate the proper check out of all PCs and NPCs.

Registry Reps as PCs

The RR can be a PC in a game with the following restrictions:

- 1) They are not required or responsible for any encounter set up or tear down.
- 2) They must be present during the check in of all PCs, i.e. they cannot be an active PC until after all PCs and NPCs have been checked in.
- 3) They must be done with their PC role before the first NPC or PC comes off course, in order to facilitate the proper check out of all PCs and NPCs

On Game Day

1	Ensure a sufficient quantity of all required forms are available
---	--

The RR must bring a sufficient quantity of the required forms to the game site on game day, along with any required supplies: i.e. pens, binders, clipboards, etc. There should always be more forms available at the game site than are actually needed for the game. "It's better to be safe than to be sorry".

2	Hand out "in game" gold to the PCs for the game
---	---

Each PC usually informs the RR of the amount of their gold that they wish to bring into the game. The RR will hand out the requested gold reps to the PCs. Note that the RR has the option of validating the claims of a PC against the registry records at any time.

Usually the GP will bring the gold reps from the storage shed to the game site, but the Registry Rep needs to verify with the GP that this will occur. For example, if the Gold Reps are not stored in the prop shed then the Registry Rep will need to make other arrangements to get the gold reps to the game.

3	Ensure that each participant signs a waiver and is checked in properly
---	--

One of the required forms that each participant **MUST** have on file is a valid Liability Waiver. There is a form for persons over 18 years of age, and a separate form for minors. Each minor must sign, and must also get one of their legal guardians to sign, the "Under 18 Waiver". **NO ONE is allowed on course for any purpose until they have signed the appropriate waiver!** Waivers may not be modified in any way; a modified Waiver is not acceptable to the IFGS.

Every participant must be checked in properly. This assists in assigning NPC points, and allows the Safety Officer a written record of every individual that participated in the game on that day. The Check In form contains all of the information required to properly check in a participant. Ensure that the appropriate fields are completed for each participant.

4	Ensure that each participant completes a Game Experience Form, with Game Ratings
---	--

Each participant must complete a Game Experience form at the end of the game. For multi-day events, or when a person participates in a single game on more than one day, participants have the choice of filling out only one form - and updating it as required - or of filling out separate forms for each day of participation.

Please ensure that the Game Ratings are filled out. One of the few ways that the NPCs know if their contributions were appreciated is through the "Best Of" ratings listed in the Game Report for the game. The more people that fill out these ratings, the better and more accurate these ratings will be.

At a minimum, the Registry Rep should try to ensure that **all** PCs complete the "Overall", "Design", and "Logistics" ratings for every game in which they participate. Please note that RRs are to **STRONGLY ENCOURAGE** the PCs to complete the remaining ratings on the Game Experience Form.

MAJOR Hint: *Get each person to complete the top portion of a Game Experience Form as they check in. Many people do not want to hassle with forms at the end of a busy day, and this little trick assures you that you at least have the basic information for each participant.*

5	Ensure that each participant signs out properly
---	---

Ensure that each gamer fills out their Game Experience Form properly and completely, hands in any gold reps they have in their possession, and are told that they are officially checked out.

6	Determine the game ratings and "Best Of" scores
---	---

It is **STRONGLY** recommended that the Registry Rep complete the paperwork for the game no later than two weeks after the actual game date. Sooner is better. This is because the details of the game are still fresh in their mind, and their newsletter article has a better-than-even chance at containing interesting information actually from the game! The sooner the RR gets started on the after-game tasks, the easier it is on the RR and on the ever-watchful and potentially nagging Registry Chairperson!

The RR will collate the information from the Game Experience forms onto the Game Rating Worksheet , then determine the game ratings and the "Best Of" winners. Try to list a first and second place winner in each category - and a third place winner, if possible. The winners will be listed in the newsletter article, and everyone likes to see their name in print when it's done in a positive manner!

At this time, you need to award the GP the NPC points for their efforts on the actual production dates. Remember that all non-game-day hours are separate and are calculated at 200 CAP per actual hour applied to the game.

7	Write the Game Report for the game and forward it to the Registry Chair for review
---	--

After the game ratings have been determined, write up a fascinating and interesting article for your chapter's newsletter. This letter should place as positive a slant on the game as is reasonably possible.

Please see the "Game Report" section of Appendix C for an example of this report.

8	Submit completed paperwork to the Registry Chair within three weeks of the game
---	---

After the paperwork has been completed, and the Game Report has been written, submit the entire collection of paperwork for this game to the Registry Chair. This should be done within three weeks of the run date of the game. The Registry Chair will briefly review the paperwork, update the chapter Registry database, forward all required reports, archive the paperwork, then bless the Registry Rep for their diligent and excellent work!

The Registry Rep is the person that is authorized to witness and record Archery Testing scores. Testing is performed as stated in the IFGS Rulebook, and the results of the test are as specified in the IFGS Rulebook. The following data is recorded for the participant:

Test date Percentage of hits Percentage of critical hits Reload time

These scores shall be maintained in the Registry database for each tested participant. Each test is valid for one calendar year effective from the date of testing.

ON GAME DAY

A. Before The Game:

1. Ensure that you have sufficient copies of the required forms for the game. Plus spares.
2. Ensure that the gold reps will be available during check-in. Ditto for spare pens, clipboards, and any other supplies that you deem appropriate. For example, an extra trash bag is always in order.
3. Set up a Check-In table. This will be Registry Rep Headquarters during the game.
Hint: Bring many \$5 bills with which to make change when PCs pay their game fee.
4. Ensure that each participant has a valid Waiver on file OR that they sign a new Waiver. Also ensure that each participant has filled out the top portion of the Game Experience form BEFORE they go on course. This includes PCs and NPCs (when possible). Note that the Game Safety Officer has a responsibility to assist you in getting the Waivers signed, and that you may call on this person to assist you if you deem it necessary.

B. Disputes

If a player disagrees with you about how much gold they have, ask them to produce their yellow/pink sheets from their previous games for the character in question to prove their assertion. If they do this and they are right, apologize and give them the claimed amount of gold. If they cannot prove their assertion, either take their word for it (your judgement), or refuse them. No matter what you do, write a note to the Chapter Registry Chair and see that the issue is resolved after the game.

C. Characters With No Registry Records

If you have a PC for which the Registry has no record, whom the player says they have played in other games, take the word for what the player says they have, and then make a note of it and see it gets cleared up after the game. Obviously this requires some common sense - don't give a second level PC 10,000 gold pieces; in most cases it is best to go with the average gold amount of the PCs on the team.

After the game, ensure that the player is set up with an appointment with the Registry Chair for a Registry Player Audit to reset the player's CAP and PC data. *See Appendix F for details.*

D. After The Game:

1. Ensure that each participant has fully completed a Game Experience Form. You may have to explain to novice participants how to fill out these forms; the forms are mostly self-explanatory, but questions do arise among novices.
2. Collect all forms. The participant gets the yellow/pink copy of the Game Experience form; the top copy - the white copy - stays with the Registry Rep.

This usually means that you will be one of the last persons to leave the site (the GSO is always the last person off course). You may have to get somewhat forceful in collecting the forms. Many participants would rather sit around and discuss the game than fill out paperwork. However, if they don't fill out the paperwork, they won't get any points or treasure for the game; and that makes life difficult for everyone.

3. Collect all gold piece representations. This is usually done as you collect the forms. Though the GM is responsible for ensuring that the information on the Game Experience Form is accurate, it does not hurt for the Registry Rep to count the gold as it is turned in by each PC to help avoid mistakes.

NOTE: If forms are not turned in, the participant does not receive points. One possible exception to this rule is the GP, who might not have had time to fill out the top portion of a Game Experience form during the day. Also, if you know for a fact that a specific person was involved in the game, and your records indicate that this person paid their fees, then *if you so choose*, you can fill out a form for that person. Doing this is strictly up to you, and *if done* is a favor on your part to the participant. PCs are not usually the problem as the greedy little monsters want all of their new loot listed; this problem is most normally associated with GPs and NPCs.

AFTER GAME DAY

1. Sort the forms alphabetically by name. Look over each form and be sure it was filled out correctly. Ensure that the IFGS number is filled out. Specify the appropriate PC IDs where applicable.
2. The RR is responsible for tabulating the other results on the game evaluation forms such as best PC costume, best PC role playing etc. The RR is to write the Game Report for the game - including the summarized results. The Game Report will be turned over to the chapter newsletter by the Registry Chairperson for publication after it has been reviewed.

6. RELATED RESPONSIBILITIES OF OTHER GAME PERSONNEL

Game Masters and Score Keepers

The GMs and SKs are responsible to insure that the forms turned into the Registry Rep by the PCs accurately reflect the events of the game, including all changes in the players gold and magic.

Game Writer and Game Producer

The GP and the GW are responsible to see that a copy of the sanctioned game script is provided to the Registry Committee to be archived.

7. NON-STANDARD PLAY

Playing Down

A player can at an agreed upon reduced level provided they have the Game Producer's (GP) approval. If a GP allows a character to play down one or more levels, then it is normal for the GP to reduce the amount of treasure that the character can bring into the game. This option is always under the control of the GP.

Example: Bozo enters his 6th game at 4th level. He earns enough points to become fifth level. In Bozo's 7th game he has the GP's permission to play at 4th level, even though Bozo would normally be playing at 5th level.

Some players prefer playing at low levels. This in itself is not bad, however these characters eventually accumulate an extraordinary amount of gold and magic. This result in problems for GPs when these characters play in their games. Just a few additional magic items or abilities can provide an impressive amount of power. The "Playing Low Level for Fun" policy provides an additional way around this issue, in addition to whatever treasure limit has been placed on each PC for the game.

Playing Low Level For Fun

Players may at their discretion refuse the experience points awarded to their characters. However, if the character makes a significant profit from the game, the character must accept the experience. The responsibility of determining whether or not the player has made a profit is placed with the GM.

The player electing this option must report their intentions to the GM immediately. After the team has divided the treasure, the GM reviews any changes in the character's gold and magic. The GM must then decide whether-or-not the changes are excessive. The total value of the character's Gold and Magic should not increase by more than 20 gold pieces per game hour. The GM's decision is final. The gold and magic reported on the Game Experience form must meet with the GM's approval.

Once the Player's Character Record has been approved the action is considered final. The player may not retract the action, nor can the player change their mind regarding this action at a later date.

It is the responsibility of both the GM and the Registry Chair to ensure that a PC who earns minimal EP for a game does not earn more treasure than the 20 gold pieces per game hour as specified above.

The Character Record contains several fields used to track experience points. A player that refuses experience **must** still accept a minimum of one hundred points of EP earned. This is to allow the Chapter Registry database to keep accurate track of which PCs participated in which games.

8. CAP-For-GOLD

Participants that have earned CAP may exchange their CAP for gold under the following rules:

1. All CAP-For-Gold (CfG) transactions are *per PC*.
2. The exchange rate is 10 points of CAP = 1 gold piece
3. A PC may invoke CAP-For-Gold once per game.
4. CAP-For-Gold is only allowed if the total [treasure value + gold] of the PC after applying CAP-For-Gold is LESS THAN the total current experience points (EP) of that PC.
5. Any Chapter may add further limits to CAP/Gold or not allow it in games sponsored by that chapter. Any Game Producer may disallow CAP/Gold for a particular game, provided they state that in the Game Flyer.
6. Each invocation of CAP-For-Gold requires that the participants of the transaction enter the transaction on their Game Experience Form as follows:

Joe's Game Experience Form:

CAP Applied For Gold: 20,000	Gold From CAP: 2000	New EP Total:	New GP Total:			
Change in PC and/or Items		Value	Game of Origin	Item #	Status / PC Traded	GM/BR
					Gained/Lost	

Figure 8.1a

If the Gamer Experience Form in use does not include a specific section for CAP-For-Gold, then one row of the “Change in PC and/or Items” table may be used for this purpose:

Joe's Game Experience Form:

Change in PC and/or Items	Value	Game of Origin	Item #	Status	PC Traded	GM/RR
Spent 20,000 CAP for 2000 gold	2000	AbFabGame		Gained/xxxx		

Figure 8.1b

Notes:

1. A PC is required to accept the minimum 100 Experience Points if they invoke CAP-For-Gold.
This is required so the Registry can track the games in which CAP-For-Gold was invoked, and by whom.

For example, person A is an NPC at a game, and invokes CAP-For-Gold for their PC "Mighty Druid". Person A has a) earned CAP for their role as an NPC, b) spent CAP to acquire gold for Mighty Druid, and c) has added 100 EP Experience Points to Mighty Druid.
2. CAP may NOT be given by one person to another.
3. The Registry Chair is required to keep track of all such CAP-For-Gold transactions. The manner in which this data is tracked is up to each Chapter as long as each participant's total available CAP can be accurately determined at any given point in time.
4. Only PCs may apply CAP-For-Gold.

Philosophy of CAP-for-Gold

CAP-for-Gold is intended to serve three purposes:

- 1) To allow characters who are significantly under-powered to have a mechanism to come into balance and be playable in more challenging games.
- 2) To provide another means by which CAP is a reward, and an incentive for members to participate in game production.
- 3) To decrease the time in which a PC becomes powerful enough to enjoy playing at their level in most games.

CAP-for-Gold is not intended to inflate the overall economy or provide a means for one character to feed gold to another player or character. Game Producers and Registry Reps may and should limit CAP-for-Gold if it is being used for purposes contrary to the intent of the stated philosophy.

9. CAP For WORK SESSION/PARTY

A chapter may designate an event or activity as a "work session" or a "work party", if the primary purpose of the event is to make some significant improvement to the chapter's resource base or gaming environment. Past examples of work sessions include: building a storage shed for chapter props, building a permanent structure on a chapter gaming site, clearing and heavy cleaning of a section of a building to be used for multiple future indoor games and chapter meetings, and moving a chapter's properties from one gaming site to another.

The designation of an activity as a "work session" should not be applied to the normal effort required to prepare and produce a single game.

The CAP for a "work session" shall be that of normal support activities (that is, 2000 CAP/hour), up to a limit of 20 hours (40,000 CAP) per calendar year per person.

Work activities are a separate category of CAP, they are not game-related and they are not Administrative CAP, and the limit per person per year for Work Session CAP is separate from all other annual CAP limits.

Additional "work session" hours beyond the stated max of 20 hours in a calendar year can only be awarded at 2000 CAP/hour with the express approval of the Chapter Board.

The expectation is that work sessions will make long lasting contributions to a chapter's potential to run games, and that the higher CAP award will encourage broader participation by chapter membership in these chapter building activities.

Work Session CAP does not fall under the Admin CAP limit of 200,000 CAP per year.

Appendix A. DEFINITIONS AND ABBREVIATIONS

There are many abbreviations and acronyms that are used in the Registry system. It is important that everyone understand the difference between these terms; in some cases they have a direct bearing upon the points earned by the participants. This appendix is an attempt to clarify and standardize these terms. Many of these definitions can be found in the IFGS Fantasy Rules and are only included here for the convenience of the Chapter Registry personnel.

Anchor Game: An Anchor style game is defined as an overall game that has a medium overall risk, includes all levels, and may include mini-games and/or modules. Any treasure awards from tournaments, modules, wandering monster encounters, etc. excluding mini-games must come out of the total treasure. Note that no player can earn total treasure from the game greater than the [Sanctioned Game Hours x 500] excluding mini-games and PC-to-PC actions. EP will be earned at 1000 EP per sanctioned game hour of participation.

AP: The Associate Producer. This person is optionally declared by the GP to help with game-level activities.

BC: The Bank Chair. Obsolete. This term has been replaced with the "Registry Chair".

BM: Board Meeting.

BR: The Bank Representative. Obsolete. This term has been replaced with the "Registry Rep".

CA: Chapter Activities. This term refers to all official, scheduled Chapter-level activities. Such activities include scheduled Shed cleanings, and attendance at promotional events.

CAP: Character Applicable Points. These are points earned by helping to produce a game; these points can be applied to any of the person's Player Characters at a later date.

Closed World: any land where the designers prohibit the characters and/or magic from leaving.

EC: The Encounter Coordinator is the individual assigned by the GD/GP to coordinate the people and events of a particular encounter in a game. These individuals are considered NPCs.

EL: The Expansion Committee Liaison assigned to provisional chapters from the sponsoring Chapter.

GD: The Game Designer (GD) is the genetically and intellectually superior individual who actually writes *and* produces a game. GDs earn CAP for all the work they put into creating and running the game.

GM: Gamemasters (GMs) are an essential part of every team. GMs are the judges who accompany each party of adventurers, and they provide information to the PCs and to the NPCs when required. The GM must know the rules as well as the design of the specific game, because the GM will have to answer all questions during the game. GMs must be able to make snap decisions and stand by them. They must also be able to improvise when something new happens. The GM will give the benefit of the doubt to PCs and the GMs word is final on the course. GMs should not be argued with on the course. The GM makes the game run smoothly for the team, and makes the game run **as intended** by the GP. The GM does not have the authority to change the game in any way without the approval of the WD.

GP: The Game Producer (GP) is the brave, daring, courageous, good looking, wonderful, and glorious individual that produces a game.

GR: Game Rating. Final averaged "Overall" score based on the individual ratings assigned on the Game Experience Forms filled out by everyone involved in the game.

GS: Game Support. Anyone helping to do functions outside of normal game production hours.

GSC: The Game Sacntioning Committee. The group of members from the SC that sanction a particular game.

GSO: The Game Safety Officer (GSO) for a game is the individual who is responsible for seeing that the game is executed in a safe manner. The GSO checks all weapons and encounter sites before a game starts to make sure they are safe. SOs additionally serve as first aid support if any should be needed during the game. When it comes to safety their word is law. The GSO has the authority to stop a game or an encounter at any time for reasons of safety. They can issue warnings to individuals and eject a person from a game for reasons of safety, as defined in the Society Safety Officer's Policy.

GW: The Game Writer (GW) is the billiant, creative, and innovative individual that writes the game.

LM: The Loremaster (LM) is an individual that has been challenged by the GD/GP to lead and/or assemble a team of adventures and play in the game. The LM must be self-sufficient, as well as be able to receive help and advice from the PCs on his or her team when needed. Loremasters have a reputation that they put on the line each time a challenge is accepted. The LM earns CAP for their pre-game efforts on behalf of their team.

Non-Game CAP: This is CAP (Character Applicable Points) that are earned for activities that support the IFGS chapter or the IFGS Society that are not tied to an IFGS-sanctioned game. This includes things like attending IFGS Commiittee meetings, work on an IFGS-Appointed Task Force, and so on.

NPC: A Non-Player Character (NPC) is any person involved in an IFGS game that is not a PC. This includes the GP, the GW, RR, GSO, TR, and anyone else associated with the game. Note that this term is also used to specifically reference those characters that the PCs will meet during the course of a game.

NPCC: A person who has been designated to acquire and assign all of the NPCs required for a game. This is one of the tasks appropriate to an AP.

PC: A Player Character (PC) is one of the adventurers playing in the game.

RC: The Registry Chair. This person is the Chairperson of the Registry committee of the local IFGS Chapter.

RR: The Registry Representative is the individual who passes out gold piece representations and collects all evaluation forms for the game. The RR and their responsibilities are discussed in detail in Chapter 4 of this handbook.

SA: Society-level Activities. This term refers to all official, scheduled Society-level activities. Such activities include Society Board meetings, scheduled Shed cleaning, and attenance at promotional events.

SC: Sanctioning Committee. The standing committee of the chapter that handles the sanctioning and scheduling of all games.

SE: Society Game Script Library Edits. Same as **SU**.

SGH: Sanctioned game hours, this is estimated run time of the game, as approved by the Sanctioning Committee. This is the estimated number of hours the average team will spend on course.

SK: Scorekeepers (SKs) assist the GM with all of the GM's responsibilities. They are responsible for keeping track of each PC's spell/ability points during the game. They also serve as extra eyes and ears for the GM.

SO: Safety Office; see Game Safety Officer (GSO).

Staff or Game Staff: refers to anyone involved in producing the game. Generally, this means anyone that is not a player nor is an NPC.

Staff function: refers to functions not directly involved in PC-NPC interactions, but that nonetheless provide support for the game. These functions are Registry Rep, Treasury Rep, NPC Coordinator, Quartermaster, Safety Officer, Watch Dog, Game Producer, Game Writer, and Game Designer.

SU: Society Game Script Library Updates. This is awarded to members that update games in the Society Game Library to the current ruleset and the current bluebook; and is awarded to members that submit completed, sanctioned games under the current rule set to the Society Game Library. Same as **SE**.

TR: The Treasury Representative (TR) for a game is the person that is responsible for handling all real world money involved with a game. The TR's responsibilities are defined in the "Description of Treasurer Position for Provisional and Full Chapters", available from the Society or chapter treasurers. Often, this person is also the Registry Rep for the game.

WD: When a GD has his or her game sanctioned by a governing sanctioning committee, a Watchdog (WD) is selected for the game. The WD is the go between for the sanctioning committee and the GD. The WD is responsible for seeing that the design and execution of the game is as safe as possible, is playable, is in conformance with the rules, and is run as it was sanctioned. The WD is also responsible for the approval of any changes in the game requested by the GD, or that the production staff should find necessary after the game has been sanctioned.

WP: Work Party. Awarded for non-game activities designed to enhance or support the local Chapter. This term is synonymous with "Work Session".

WS: Work Session. Awarded for non-game activities designed to enhance or support the local Chapter. This term is synonymous with "Work Party".

Appendix B. FORMS

The following forms are in general use:

Name of Form	Description
Check-In Sheet	Used to check PCs and NPCs in and out on game day
Game Experience Form	Contains PC and NPC data per participant per game
Game Ratings Worksheet	Used by the RR to calculate game ratings and "Best Of" totals
Liability Waiver (over 18)	Everyone over 18 years of age signs this
Liability Waiver (under 18)	Everyone under 18 years of age, and their legal guardians, sign this
Line Course Experience Form	Supplemental form used to capture mini-game PC changes and ratings
Non-Game CAP Awards Form	CAP awarded for non-game activities; sent once a year by Chairs
Registry Envelope Checklist	A checklist label for the paperwork envelope of each game
Safety Checklist	Used by the Game Safety Officer in preparation for a game
Generic Encounter Form	Available for Game Writers to assist with creating encounters for a game
Game Budget Form	Used to help Game Producers determine their game budget
Game Financial Summary Form	Submitted to the Treasury Rep for reimbursement of expenses
CAP-For-Gold Rules	Summary of the rules for using CAP-For-Gold by PCs
IFGS Membership Application	The form used to add or renew members to the IFGS

Table B-1

Each of the forms, and several of the reports, are Microsoft PC Word documents. The margins on each of these documents has been set to 1/2 inch for the top, bottom, left and right sides. The font used is 12 point, Times New Roman. When copying these forms and reports from this document, remember to modify the File / Page Setup / Margins tab to reflect these properties.

You may use the forms / report formats as they appear on the following pages if you strip the header and footer sections and the page numbers from the document. You may also set up a new document with the proper margin and font attributes, then copy the form from *this* document into the *new* document. Save your new form and use THAT one as your "original " document.

Check-In Sheet

This form is used to keep track of each participant in an IFGS event. It also helps the Registry Rep to keep track of who has completed what forms, and it helps the Game Safety Officer ensure that everyone is safely off course at the end of the day.

Game Experience Form

This form records the changes for Player Characters, and lists anys and all CAP earned for a particular IFGS event. This form also allows each participant to rate the game in a variety of categories and to make any comments they deem appropriate.

Game Ratings Worksheet

This form assists the Registry Rep in tabulating the ratings and "Best Of" votes issued by the participants of an IFGS event.

Liability Waiver (over 18)

This form indicates to each participant of an IFGS event that risks do exist as a result of participation, and that the participant releases the IFGS from all liability associated with their involvement in the event. This form may not be modified in any way or it becomes invalid.

Liability Waiver (under 18)

This is the same form as above, but has a section to list each minor that participates in an IFGS event, and indicates to the legal guardian(s) of each participant of an IFGS event that risks do exist as a result of participation, and that the legal guardian(s) releases the IFGS from all liability associated with the involvement of the specified minor(s) in the event. This form may not be modified in any way or it becomes invalid.

Line Course Experience Form

This is a supplemental form to be used with the Gamer Experience Form. This form is designed to capture the PC changes and game ratings for up to three separate mini-games. These forms were designed to be used with the mini-games associated with an Anchor game, but can be used in any sanctioned event where more than one mini-game is offered. PCs that run more than a single mini-game may use *this* form instead of creating a new Gamer Experience Form for each mini-game in which they participate.

Non-Game CAP Awards Form

This form is sent in to the Chapter/Society Registry Chair once a year by the various Committee Chairs to award CAP for non-game events.

Registry Envelope Checklist

This checklist is taped to the front of the envelope used to contain and archive the paperwork associated with a single IFGS event. This checklist assists the Registry Rep and the Registry Chairperson with the completion of their duties for each event.

Safety Checklist

This form assists the Game Safety Officer in the collation of data required by game day for each IFGS event. In the event of an emergency, it will be used by the Game Safety Officer to direct their efforts in providing assistance to those that might have become injured or ill during the course of the game.

Generic Encounter Form

This is a template for Game Writers to assist them in creating each encounter of their game. It lists the information required by a GM on game day, and thus helps to focus the script into a playable and sanction-able format. This form is designed to assist with the **production** of the game; it is *production oriented*.

Game Budget Form

This is a template for Game Producers to use when determining the budget for their game.

Game Financial Summary Form

This is a template for Game Producers to use when submitting their expenses for their game to the Treasury Chair for reimbursement.

Cap-For-Gold Rules

This is a single sheet that can be printed and carried by the Registry Rep to any game as a reference sheet for the PCs who wish to invoke CAP-For-Gold.

Membership Form

This is the form by which new members are added, and existing members can be renewed.

IFGS Check-In

Game Name: _____
 Today's Date: _____
 Location: _____

Game ID: _____
 Bank Rep: _____

#	IFGS ID	Name	Chptr	Time IN	Waived ?	Forms ?	NPC ?	PC ?	Time OUT	Game Fee		Check No.	Other Payments		Total Amount	
										Paypal	Cash		Descr	Amount		
1																
2																
3																
4																
5																
6																
7																
8																
9																
10																
11																
12																
13																
14																
15																
16																
17																
18																
19																
20																
21																
22																
23																
24																
25																

IFGS Game Experience Form

Name:		IFGS #:	Game Name:			
Street:		Chapter:	Game Date:			
City:		PC: <input type="checkbox"/> NPC: <input type="checkbox"/>	~ Staff / NPC Record ~			
		Function	Hours	CAP	GM/BR	
State:	Zip:	Publish personal info? Yes No				
Phone:	Birthday:	Your 1st IFGS event? Yes No				
Email:		Personal data changed? Yes No				
<small>Game Producer (GP) 5000 per hour on game day + set up Game Writer (GW) 10000 per sanctioned game hr. NPC and all other functions 2000 per hour</small>		<small>LM 10000 per game SC 4000 per SGH</small>	Total CAP Earned:			

Player Character Record GM/BR

PC Name:			Previous EP:		Previous Gold:	
PC Class:	PC Level:	PC #:	CAP Applied To PC's EP:		In To Game:	
PC Notes:			EP Earned:		Out Of Game:	
CAP Applied For Gold:		Gold From CAP:	New EP Total:		New GP Total:	
Change in PC and/or Items			Value	Origin	Item #	Gain Loss

Game Ratings

Overall:	Design:	Logistics:	Mental:	Physical:	Fighting:	Risk:
----------	---------	------------	---------	-----------	-----------	-------

*NPCs vote for PCs: **Best Of Game** PCs vote for NPCs:*

Roleplaying:	
Costume:	
Monster:	
Humor:	
Fighting:	
Special Effect:	

Comments:

*Maximum Cap Awards: LM 10000, One Day Game: GP 90000, GS-20000*SPH, All Others 36,000
 Multiple Day Game: GP 200000, GS 20000*SPH, All Others 90,000*

Game Ratings Worksheet

Game Name: _____
 Game Date: _____
 Game ID: _____

Registry Rep: _____
 Today's Date: _____

Overall		Logistics		Design		Mental		Physical		Fighting		Risk	
Count	Value	Count	Value	Count	Value	Count	Value	Count	Value	Count	Value	Count	Value
10-		10-		10-		10-		10-		10-		10-	
9-		9-		9-		9-		9-		9-		9-	
8-		8-		8-		8-		8-		8-		8-	
7-		7-		7-		7-		7-		7-		7-	
6-		6-		6-		6-		6-		6-		6-	
5-		5-		5-		5-		5-		5-		5-	
4-		4-		4-		4-		4-		4-		4-	
3-		3-		3-		3-		3-		3-		3-	
2-		2-		2-		2-		2-		2-		2-	
1-		1-		1-		1-		1-		1-		1-	
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____

Roleplaying	Costume	Monster	Humor	Fighting	Special Effect

Comments: _____

WAIVER AND RELEASE OF LIABILITY

For IFGS Participation

Participants at least 18 years of age

In consideration of the risk of injury while participating in Live Action Role-playing (the "Activity"), and as consideration for the right to participate in the Activity, I hereby, for myself, my heirs, executors, administrators, assigns, or personal representatives, knowingly and voluntarily enter into this waiver and release of liability and hereby waive any and all rights, forever discharge International Fantasy Gaming Society, located at PO Box 36555, Cincinnati, Ohio 45236, their affiliates, managers, members, agents, attorneys, staff, volunteers, heirs, representatives, predecessors, successors, and assigns, for any physical or psychological injury, including but not limited to illness, paralysis, death, damages, economical or emotional loss, that I may suffer as a direct result of my participation in the aforementioned Activity, including traveling to and from an event related to this Activity.

I am voluntarily participating in the aforementioned Activity and I am participating in the Activity entirely at my own risk. I am aware of the risks associated with traveling to and from as well as participating in this Activity, which may include, but are not limited to physical or psychological injury, pain, suffering, illness, disfigurement, temporary or permanent disability (including paralysis), economic or emotional loss, and death. I understand that these injuries or outcomes may arise from my own or others' negligence, conditions related to travel, or the condition of the Activity location(s). Nonetheless, I assume all related risks, both known or unknown to me, of my participation in this Activity, including travel to, from and during this Activity.

I agree to indemnify and hold harmless International Fantasy Gaming Society against any and all claims, suits or actions of any kind whatsoever for liability, damages, compensation or otherwise brought by me or anyone on my behalf; including attorney's fees and any related costs, if litigation arises pursuant to any claims made by me or by anyone else acting on my behalf if International Fantasy Gaming Society incurs any of these types of expenses, I agree to reimburse International Fantasy Gaming Society.

I acknowledge that International Fantasy Gaming Society and their directors, officers, volunteers, representatives and agents are not responsible for errors, omissions, acts or failures to act of any party or entity conducting a specific event or activity on behalf of International Fantasy Gaming Society.

I acknowledge that this Activity may involve a test of a person's physical and mental limits and may carry with it the potential for death, serious injury, and property loss. The risks may include, but are not limited to, those caused by terrain, facilities, temperature, weather, lack of hydration, condition of participants, equipment, vehicular traffic and actions of others, including but not limited to, participants, volunteers, spectators, coaches, event officials and event monitors, and/or producers of the event.

I acknowledge that I have carefully read this "waiver and release" and fully understand that it is a release of liability. I expressly agree to release and discharge International Fantasy Gaming Society and all of its affiliates, managers, members, agents, attorneys, staff, volunteers, heirs, representatives, predecessors, successors and assigns, from any and all claims or causes of action and I agree to voluntarily give up or waive any right that I otherwise have to bring a legal action against International Fantasy Gaming Society for personal injury or property damage.

Date: 21-Jan-2019

Participant's Initials: _____

v3, pg 1 of 2

To the extent that statute or case law does not prohibit releases for negligence, this release is also for negligence on the part of International Fantasy Gaming Society, its agents, and employees. In the event that I should require medical care or treatment, I agree to be financially responsible for any costs incurred as a result of such treatment. I am aware and understand that I should carry my own health insurance.

I understand that the IFGS does not guarantee that first aid or other medical attention will be available or provided.

In the event that any damage to equipment or facilities occurs as a result of my or my family's willful actions, neglect or recklessness, I acknowledge and agree to be held liable for any and all costs associated with any actions of neglect or recklessness.

This Agreement was entered into at arm's-length, without duress or coercion, and is to be interpreted as an agreement between two parties of equal bargaining strength. Both the Participant, _____ and International Fantasy Gaming Society agree that this Agreement is clear and unambiguous as to its terms, and that no other evidence will be used or admitted to alter or explain the terms of this Agreement, but that it will be interpreted based on the language in accordance with the purposes for which it is entered into.

In the event that any provision contained within this Release of Liability shall be deemed to be severable or invalid, or if any term, condition, phrase or portion of this agreement shall be determined to be unlawful or otherwise unenforceable, the remainder of his Agreement shall remain in full force and effect, so long as the clause severed does not affect the intent of the parties. If a court should find that any provision of this agreement to be invalid or unenforceable, but that by limiting said provision it would become valid and enforceable, then said provision shall be deemed to be written, construed and enforced long as so limited.

In the event of an emergency, please contact the following person(s) in the order presented

Emergency Contact	Contact Relationship	Contact Phone Number
<hr/> <hr/>		

I, the undersigned participant, confirm that I am of the age of 18 years or older, and that I am freely signing this agreement. I certify that I have read this agreement, that I fully understand its content and that this release cannot be modified orally. I am aware that this is a release of liability and a contract and that I am signing it of my own free will.

Participant's name: _____

Participants Address: _____

Signature _____

Date: _____

WAIVER AND RELEASE OF LIABILITY

For IFGS Participation

Participants under 18 years of age

In consideration of the risk of injury while participating in Live Action Role-playing (the "Activity"), and as consideration for the right to participate in the Activity, I hereby, for myself, my heirs, executors, administrators, assigns, or personal representatives, knowingly and voluntarily enter into this waiver and release of liability and hereby waive any and all rights, forever discharge International Fantasy Gaming Society, located at P0 Box 36555, Cincinnati, Ohio 45236, their affiliates, managers, members, agents, attorneys, staff, volunteers, heirs, representatives, predecessors, successors, and assigns, for any physical or psychological injury, including but not limited to illness, paralysis, death, damages, economical or emotional loss, that I or my minor children may suffer as a direct result of my participation in the aforementioned Activity, including traveling to and from an event related to this Activity.

I am voluntarily allowing my minor children to participate in the aforementioned Activity and they are participating in the Activity entirely at their own risk. I am aware of the risks associated with traveling to and from as well as participating in this Activity, which may include, but are not limited to physical or psychological injury, pain, suffering, illness, disfigurement, temporary or permanent disability (including paralysis), economic or emotional loss, and death. I understand that these injuries or outcomes may arise from my own or others' negligence, conditions related to travel, or the condition of the Activity location(s). Nonetheless, I assume all related risks, both known or unknown to me, of my participation in this Activity and of the participation of my children, including travel to, from and during this Activity.

I agree to indemnify and hold harmless International Fantasy Gaming Society against any and all claims, suits or actions of any kind whatsoever for liability, damages, compensation or otherwise brought by me or anyone on my behalf; including attorney's fees and any related costs, if litigation arises pursuant to any claims made by me or by anyone else acting on my behalf if International Fantasy Gaming Society incurs any of these types of expenses, I agree to reimburse International Fantasy Gaming Society.

I acknowledge that International Fantasy Gaming Society and their directors, officers, volunteers, representatives and agents are not responsible for errors, omissions, acts or failures to act of any party or entity conducting a specific event or activity on behalf of International Fantasy Gaming Society.

I acknowledge that this Activity may involve a test of a person's physical and mental limits and may carry with it the potential for death, serious injury, and property loss. The risks may include, but are not limited to, those caused by terrain, facilities, temperature, weather, lack of hydration, condition of participants, equipment, vehicular traffic and actions of others, including but not limited to, participants, volunteers, spectators, coaches, event officials and event monitors, and/or producers of the event.

I acknowledge that I have carefully read this "waiver and release" and fully understand that it is a release of liability. I expressly agree to release and discharge International Fantasy Gaming Society and all of its affiliates, managers, members, agents, attorneys, staff, volunteers, heirs, representatives, predecessors, successors and assigns, from any and all claims or causes of action and I agree to voluntarily give up or waive any right that I otherwise have to bring a legal action against International Fantasy Gaming Society for personal injury or property damage to myself or to my children who participate in any International Fantasy Gaming Society event.

To the extent that statute or case law does not prohibit releases for negligence, this release is also for negligence on the part of International Fantasy Gaming Society, its agents, and employees. In the event that I or my children should require medical care or treatment, I agree to be financially responsible for any costs incurred as a result of such treatment. I am aware and understand that I should carry my own health insurance.

Date: 21-Jan-2019

Participant's Initials: _____

v3, pg 1 of 2

I understand that the IFGS does not guarantee that first aid or other medical attention will be available or provided.In the event that any damage to equipment or facilities occurs as a result of me or my family's willful actions, neglect or recklessness, I acknowledge and agree to be held liable for any and all costs associated with any actions of neglect or recklessness.

This Agreement was entered into at arm's-length, without duress or coercion, and is to be interpreted as an agreement between two parties of equal bargaining strength. Both the Participant, _____ and International Fantasy Gaming Society agree that this Agreement is clear and unambiguous as to its terms, and that no other evidence will be used or admitted to alter or explain the terms of this Agreement, but that it will be interpreted based on the language in accordance with the purposes for which it is entered into.

In the event that any provision contained within this Release of Liability shall be deemed to be severable or invalid, or if any term, condition, phrase or portion of this agreement shall be determined to be unlawful or otherwise unenforceable, the remainder of his Agreement shall remain in full force and effect, so long as the clause severed does not affect the intent of the parties. If a court should find that any provision of this agreement to be invalid or unenforceable, but that by limiting said provision it would become valid and enforceable, then said provision shall be deemed to be written, construed and enforced long as so limited.

I, the undersigned, hereby certify that I am the parent or legal guardian of the child named below. I have read and understand the risks and Waiver and Release of Liability above, and the authorization to use photographs and other recordings.

Name of Minor Child	Signature	Date	Phone Number

Further, if I will not be on course myself, I understand that I must designate an authorized responsible adult to act in my behalf to make decisions regarding my child or children. I hereby designate the below named person or persons to be my authorized responsible adult to act in behalf of and to make decisions regarding my child or children. I certify that to the best of my knowledge the designated person or persons is above the age of 18 and of reasonable competence to act in my behalf regarding decisions for my child or children.

Name	Signature	Relation to Minor	Date	Phone Number

In the event of an emergency, please contact the following person(s) in the order presented

Emergency Contact	Contact Relationship	Contact Phone Number

Though unlikely, I understand that my child may not be supervised by the IFGS or by any other party. I intend that my child participate under these conditions. On behalf of my child and myself, I make the assumption of risk, release of liability, and authorization for use of photographs and other recordings as stated above.

Parent/ Guardian	Signature	Date	Phone Number

Line Course Experience Form

Player Name:	IFGS #	Anchor Game:
--------------	--------	--------------

Game Name	PC Name	Class	Level	EP Earned	NPC Role	CAP Earned	
Change in PC and/or Items			Value	Origin	Item ID	Gain Loss	GM/BR
Overall:	Design:	Logistics:	Mental:	Physical:	Fighting:	Risk:	
Roleplaying:			Humor:				
Costume:			Monster:				
Monster:			Effect:				
Comments:							

Game Name	PC Name	Class	Level	EP Earned	NPC Role	CAP Earned	
Change in PC and/or Items			Value	Origin	Item ID	Gain Loss	GM/BR
Overall:	Design:	Logistics:	Mental:	Physical:	Fighting:	Risk:	
Roleplaying:			Humor:				
Costume:			Monster:				
Monster:			Effect:				
Comments:							

Game Name	PC Name	Class	Level	EP Earned	NPC Role	CAP Earned	
Change in PC and/or Items			Value	Origin	Item ID	Gain Loss	GM/BR
Overall:	Design:	Logistics:	Mental:	Physical:	Fighting:	Risk:	
Roleplaying:			Humor:				
Costume:			Monster:				
Monster:			Effect:				
Comments:							

Item IDs are required for all treasure except gold

Non-Game CAP Awards

Committee Name:		Committee CAP	Event:	Date:	Event:	Date:	Event:	Date:	Event:	Date:	Event:	Date:	Event:	Date:	Event:	Date:	Event:	Date:	Total CAP Earned		
Committee Chair:																					
Member Name	IFGS #																				

Flat Rate Rewards

Society Position

Society President	100,000
Society Committee Chairperson	100,000
Society Newsletter Editor	100,000
Society Board Member	50,000
Society Committee Member	50,000
Society Taskforce Chairperson	50,000
Society Taskforce Member	25,000

Chapter Positions

Chapter President	100,000
Chapter Committee Chairperson	100,000
Chapter Newsletter Editor	100,000
Chapter Board Member	50,000
Chapter Taskforce Chairperson	50,000
Chapter Committee Member	25,000
Chapter Taskforce Member	25,000

This reward is for all work done by these members for all work on each committee or on a board of directors. If a member vacates a position early the above reward will be prorated for the number of whole months served.

Per Meeting Award

Non-member attendance	3,000
-----------------------	-------

This reward is not based on time but on a per meeting basis, a non-committee member can earn up to 15,000 CAP in this way

Special Task Award

All that worked on the project	1,000
--------------------------------	-------

This reward is for work done on specific projects set by the President/Chair. A maximum of 20,000 CAP can be earned for any one project.

Maximum Reward From All Non-Game Categories

200,000 CAP per year no matter the source

Registry Envelope Checklist

Game Name: _____ Registry Rep: _____

Game Date: _____ Game ID: _____

RC	RR	Task	Count	Completed?	Initials
	X	Game Experience Forms			
	X	Ratings Worksheet			
	X	Newsletter Article			
X		Data Input Into Registry:			
		(Items, Savvys, Item Notes, NPC Pnts, PC Items, PC Pnts, PC Notes, PC Death, Archery)			
X		Data To Other Chapters			
X		List Of Novices To NL and PR			
X		Game Ratings To SC			
X		Paperwork Sent To Treasury Chair			

Registry Envelope Checklist

Game Name: _____ Registry Rep: _____

Game Date: _____ Game ID: _____

RC	RR	Task	Count	Completed?	Initials
	X	Game Experience Forms			
	X	Ratings Worksheet			
	X	Newsletter Article			
X		Data Input Into Registry:			
		(Items, Savvys, Item Notes, NPC Pnts, PC Items, PC Pnts, PC Notes, PC Death, Archery)			
X		Data To Other Chapters			
X		List Of Novices To NL and PR			
X		Game Ratings To SC			
X		Paperwork Sent To Treasury Chair			

GAME SAFETY OFFICER'S CHECKLIST

This form is designed to help the game designer move through the production process in a timely manner. It is imperative for safety accountability that each item is filled out and the form returned in a timely manner to the Chapter Safety Officer at least FOUR WEEKS PRIOR to the run date.

GAME SITE: _____ GAME DATE: _____
Please include a map from the game site to the nearest hospital or emergency room.

Is there a phone on site? YES or No _____ If YES, give number: _____
Describe in detail how to get to the nearest phone: _____

Directions: _____

FILL IN EACH NUMBER BELOW FOR THE NEAREST AGENCY TO YOUR SITE.

Ambulance: _____
Police: _____
Highway Patrol: _____
Poison Control: _____ (Hospital); **1-800-764-7661** (Poison Center Hotline)

What is the nearest town with a Hospital/Emergency Room?
Address: _____
Phone: _____ (Emergency Room)

Directions: _____

How many teams per day (for GM first aid kits): _____

Do you need any special equipment such as radios, ropes, etc.? Describe in detail:

- 1. _____
- 2. _____
- 3. _____

How many gallons of water do you plan on having on site? _____

Is there water on site? YES or NO Describe in detail how to get to the nearest water: _____

Directions: _____

Requested GSO: _____ Signature: _____

Game Designer: _____ Signature: _____

Approve / Disapprove _____ Chapter SO Signature: _____

The Chapter Safety Officer will contact you via phone or letter within one (1) week of receipt of this form to inform you of approval or disapproval of your GSO.

Encounter

- No. of NPCs: < The number of NPCs required >
Magic Items: < Yes or No >
Gold: < Amount of recoverable gold available >
Boon/Bane: < The results of a Forsee spell for the major events in this encounter >
Traps/Poison: < A simple list of traps and poisons in the encounter >
Purpose: < Reason for the encounter >
Time allotted: < How many minutes you think this encounter will take >

GM Description:

< This area contains what you want the GM to say to either the entire team, or to a single person as they approach the encounter. >

Description:

< This area contains the encounter description with everything except NPC-specific instructions, which will be listed in the sections below. >

NPCs

#	Name	Class	Lvl	Align	Armor	Damage	LP	SP Used	SP Left	Detects As

NPC Instructions:

<Instructions to one or more NPCs on how you want them to act, or anything else they might need to know in order to perform the role as you intend.>

Treasure

#	Item	R/NR	Location	Value	Magic?	Cursed?	Detects As

Savvies

Item #	Savvy #	Description

Lore

Item #	Type of Lore	Description

Codes

Category	Description
Detects	G Good
	E Evil
	C Cursed
	S Supernatural
	L Lawful
	N Neutral
	K Chaotic
<i>Lore</i>	G General (Monk)
	H Heradlry
	R Religion

GAME BUDGET FORM

GAME NAME: _____

GAME PRODUCER: _____

PROJECTED GAME INFORMATION:

- 1 Number of Game Days = _____
- 2 Required Number of Staff/NPC's per Day = _____
- 3 Total Number of Staff/NPC's (Line 1) X (Line 2) = _____
- 4 Total Number of PC's Playing = _____
- 5 Total Number of Participants (Add Lines 3 - 4) = _____ Total Participants

FEES:

- 6 Society Fees at \$2.50/day = _____
- 7 Chapter Fees at \$2.50/day* = _____
- 8 Land Rental per Person per Day = _____
- 9 Other (_____) = _____
- 10 Total Fees Add Lines 6-9 = _____ Total Fees

EXPENSES:

- 11 Building Materials = _____
- 12 Props = _____

13 Costuming	=	_____	
14 Makeup	=	_____	
15 Special Effects	=	_____	
16 Lighting	=	_____	
17 Food & Drink	=	_____	
18 Paperwork (Printing/Copying)	=	_____	
19 Publicity (Postage/Phone)	=	_____	
20 Other (_____)	=	_____	
21 Other (_____)	=	_____	
22 Total Expenses	Add Lines 11-21	=	_____ Total Expenses

NPC GAME FEES:

23 Fees per Day (Enter Amount on Line 10)	=	_____	Minimum Cost
24 Round to Next \$1	=	_____	NPC Fee Amount

PC GAME FEES:

25 Fees per Day (Line 10) X (Line 4)	=	_____	
26 Expenses (Enter Amount on Line 22)	=	_____	
27 IFGS Income (Recommend \$100-\$500)	=	_____	
28 Add Lines 25-27	=	_____	
29 Expenses per PC (Line 28) / (Line 4)	=	_____	PC Cost
30 Round to Next \$1	=	_____	PC Fee Amount

PROJECTED IFGS INCOME:

31 Revenues:(Line 24) X (Line 3)	=	_____	NPC Fees
32 (Line 30) X (Line 4)	=	_____	PC Fees
33 Add Lines 31-32	=	_____	Total Revenues
34 Expenditures:(Line 10) X (Line 5)	=	_____	Fees / Day
35 (Enter Amount on Line 22)	=	_____	Expenses
36 Add Lines 34-35	=	_____	Total Expenditures
37 (Line 33) - (Line 36)	=	_____	Projected Income

*The Chapter fee may differ from this amount.

GAME FINANCIAL SUMMARY FORM

GAME NAME: _____

GAME DATE: _____

Accounts Receivable

PC Fees	# _____	@ \$ _____	(A1) + _____	
NPC Fees	# _____	@ \$ _____	(A2) + _____	
Other Fees #1	# _____	@ \$ _____	(A3) + _____	
Other Fees #2	# _____	@ \$ _____	(A4) + _____	
			= _____	Total Fees (A5)

Revenue

Total # of participants (NoP)	# _____			
Society Revenue (NoP x \$2.50)			(B1) + _____	
Chapter Revenue (NoP x \$2.50*)			(B2) + _____	
			= _____	Total Revenue(B3)

Game Revenue after Society and Chapter Revenues (A5 - B3)	=	_____	Game Revenue(C1)
---	---	-------	------------------

Expenses

(Attach all receipts to 8½" x 11" sheets of paper)

	<i>Name</i>	<i>"Cash" or Check #</i>	
1.	_____	_____	(D1) + _____
2.	_____	_____	(D2) + _____

3. _____ (D3) + _____
 4. _____ (D4) + _____
 5. _____ (D5) + _____
 6. _____ (D6) + _____
 7. _____ (D7) + _____
 = _____ Total Expenses(D8)

Game Profit (C1 - D8) = _____

Other Chapter Revenue

Newsletter Subscription (US Mail)

<i>Name</i>	<i>Amount</i>
1. _____	
2. _____	
3. _____	
4. _____	
5. _____	
Total (E1) = _____	

Rulebook Sales

<i>Name</i>	<i>Amount</i>
1. _____	
2. _____	
3. _____	
4. _____	
5. _____	
Total (E2) = _____	

Society Memberships

<i>Name</i>	<i>Amount</i>
1. _____	
2. _____	
3. _____	
4. _____	
5. _____	
Total (E3) = _____	

Chapter Memberships

<i>Name</i>	<i>Amount</i>
1. _____	
2. _____	
3. _____	
4. _____	
5. _____	
Total (E4) = _____	

FRC Revenue

<i>Name</i>	<i>Cost per Item</i>	<i>Count</i>	<i>Amount</i>
1. Flag Kits	_____	_____	_____
2. T Shirts #1	_____	_____	_____
3. Other	_____	_____	_____
			Total (E5) = _____

Other Revenue

<i>Name</i>	<i>Cost per Item</i>	<i>Count</i>	<i>Amount</i>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
			Total (E6) = _____

Total Other Revenue (E1 + E2 + E3 + E4 + E5 + E6) → (E7) = \$ _____
 Total Registry Deposit (A5 + E7 - D9) → (F1) = \$ _____

*The Chapter fee may differ from this amount.

CAP-FOR-Gold Rules

To receive CAP-for-GOLD, you must have CAP in your name. The Registry Rep has a sheet with the current CAP balances for every active Dallas participant; please check with the Registry Rep to ensure that you have sufficient CAP for your intended CfG purchase. *Note that CAP may NOT be transferred from one person to another.*

CAP-for-GOLD is only applied per PC, and can only be invoked once per PC per game as long as the PC is eligible. Gold can be purchased for CAP as follows:

10 CAP = 1 gold piece
Max PCs per game = as per the game design/GP

Total treasure for a PC = (total value of all possessions) + (total gold owned)

You may NOT exchange CAP-for-GOLD if the total amount of treasure owned by your PC equals or exceeds 100% of that PC's current EP.

When purchasing gold with CAP, you must use the separate *Cap For Gold* entry on your Game Experience Form; and you must list both how much CAP was spent and how much gold was received.

Joe's Game Experience Form:

CAP Applied For Gold: 20,000	Gold From CAP: 2000	New EP Total:	New GP Total:		
Change in PC and/or Items	Value	Game of Origin	Item #	Status / PC Traded	GM/RR
		Guildhall	**	Gained/Lost	

Figure B-2a

If the Gamer Experience Form in use does not include a specific section for CAP-For-Gold, then one row of the "Change in PC and/or Items" table may be used for this purpose:

Joe's Game Experience Form:

Change in PC and/or Items	Value	Game of Origin	Item #	Status	PC Traded	GM/RR
Spent 20,000 CAP for 2000 gold	2000	Guildhall	**	Gained/xxxx		

Figure B-2b

** The ITEM# will be filled in by the Registry Rep or the Registry Chair.

For the full details on how CAP-For-Gold works, please consult section 8, pages 39 and 40 of the Registry Handbook, v3.25.

Please let me know if you have any questions.

Olan Knight
 Society Registry Chair



I.F.G.S. Membership Application



Name: _____ Date of Birth: mm/dd/yyyy Phone: () _____

Street: _____ Email: _____

City: _____ State: _____ Zip: _____

Pick One Membership Type

- Regular = \$10 per year** (age 18+)

Unlimited participation to PC, NPC, Staff

Vote and hold office in any election
- Associate = \$2 per year** (age 18+)

Participation limited to NPC & Staff only

No voting or office privileges
- Junior = \$2 per year** (age 17 & under)

Unlimited participation to PC, NPC, Staff

No voting or office privileges

How many years? _____

Total Enclosed \$ _____

(Mem Type) X (Years) = Total \$ Enclosed

Select what applies to you

- This is a **NEW** Membership
- Do not release my contact information to other IFGS members for IFGS related events.
- Chapter Affiliation
(will be assigned if blank)

(name of your chapter)

Each society membership includes an additional chapter membership in any chapter. This allows regular members to vote in chapter elections.

Choose a chapter, or a default chapter near your location may be chosen for you. You may always change this later.

All memberships expire on March 31st.

Any new memberships or memberships renewed after more than one year of absence which are collected between March 1st and September 30th of any given year will have a renewal date of March 31st of the next year. Such memberships collected between October 1st and February 28th (29th for leap years) will have a renewal date of the second following March 31st.

Visit www.ifgs.org for more information or email info@ifgs.org. We also accept PayPal.

INTERNAL USE ONLY

Check # _____

Member # _____

Mem. Exp _____

Send check or money order in U.S. Dollars to: **IFGS, P.O. Box 36555, Cincinnati, OH 45236**

Form 2.01x2012.01



I.F.G.S. Membership Application



Name: _____ Date of Birth: mm/dd/yyyy Phone: () _____

Street: _____ Email: _____

City: _____ State: _____ Zip: _____

Pick One Membership Type

- Regular = \$10 per year** (age 18+)

Unlimited participation to PC, NPC, Staff

Vote and hold office in any election
- Associate = \$2 per year** (age 18+)

Participation limited to NPC & Staff only

No voting or office privileges
- Junior = \$2 per year** (age 17 & under)

Unlimited participation to PC, NPC, Staff

No voting or office privileges

How many years? _____

Total Enclosed \$ _____

(Mem Type) X (Years) = Total \$ Enclosed

Select what applies to you

- This is a **NEW** Membership
- Do not release my contact information to other IFGS members for IFGS related events.
- Chapter Affiliation
(will be assigned if blank)

(name of your chapter)

Each society membership includes an additional chapter membership in any chapter. This allows regular members to vote in chapter elections.

Choose a chapter, or a default chapter near your location may be chosen for you. You may always change this later.

All memberships expire on March 31st.

Any new memberships or memberships renewed after more than one year of absence which are collected between March 1st and September 30th of any given year will have a renewal date of March 31st of the next year. Such memberships collected between October 1st and February 28th (29th for leap years) will have a renewal date of the second following March 31st.

Visit www.ifgs.org for more information or email info@ifgs.org. We also accept PayPal.

INTERNAL USE ONLY

Check # _____

Member # _____

Mem. Exp _____

Send check or money order in U.S. Dollars to: **IFGS, P.O. Box 36555, Cincinnati, OH 45236**

Form 2.01x2012.01

Appendix C. REPORTS

Participant Experience Notification

This report is sent to the Registry Chairperson of each chapter that had one of their members participate in an official IFGS event sponsored by your chapter. Example: you are the Atlanta Registry Chair, and a Dallas member participated in one of your games. You would send an email to the Dallas Registry Chairperson containing the information required to keep the participants records up to date.

The following example illustrates the information that needs to be provided:

TO: Registry.Chair@dallas.ifgs
FROM: Registry.Chair@atlanta.ifgs

Game Name: A Really Cool Game
Game Date: 18-AUG-2017
Game ID: 2017-10-09
Sponsoring Chapter: Atlanta

---- Participant Data ----

Participant Name: Joe Isagreatguy
Participant ID: 9772 (temp id assigned by Atlanta registry)
PC Name: Awesome Fighter Guy
PC Class: FT
PC gold change: +400 gp
PC Items Changed:
 Added: Sword of Damage +2 (item # 2001-11-04-008)
 Lost: Sword of Damage + 1 (item #1998-11-12-011)
CAP Spent: zero
EP Earned: 4000
NPC Function: NPC
NPC Points Earned: 4000

Participant Name: Bill Wasreallyhelpful
Participant ID: 1422
PC Name: <none>
NPC Function: SO
NPC Points Earned: 6000

<repeat for every person of that chapter who participated in this game>

Thanks,

Jim Workstoohard,
Atlanta Registry Chair

Game Report

The Registry Rep for each game needs to generate the Game Report for that game, then submit it to the Registry Chairperson for review. After review, the Game Report is sent to the Newsletter Chairperson for inclusion in the Chapter's next newsletter. Here is a sample Game Report.

"Thief Wanted"

Game Report

The Dallas Chapter Annual Banquet for 2008 went off without a hitch, and was wonderfully fun! The food was catered from Dickey's BBQ and was delicious! The Chapter did its usual slick job of running the Board meeting; the new Board was formally inducted and the old Board was formally dissolved. The various positions of the Board were appointed and the committee chairs were selected and/or re-appointed.

If you did not attend, you missed out on the best deal in live action role-playing today: simply paying the absurdly miniscule Banquet fee meant that you got the following:

1. Dinner - since this was Dickey's BBQ, it was excellent!
2. The game - you got to PC in the marvelous and super-fun room game.
3. Your membership - added or extended for a year if you were already a member.

Now THAT was a sweet deal!

OK....on to the fun stuff....

The room game was called "Thief Wanted". It started at 10:30 and went clear through until after 6:00 pm! As the name implied, this game was specifically designed for the THIEF class. I was lucky enough to PC my thief "Vlad Goodheart" in this game, and let me tell you, this game was MONDO fun! I had an excellent team, and together we demonstrated what sneakiness was all about! We even came up with a way to get out of the treasure room with about 5000 gp in gold reps! Too bad the treasure was designated as "Not Recoverable" in the script! Rats, drats, phooey, and much other bad language!

Paul Coley was the Game Producer, and he introduced two VERY cool things. First was those too-cool motion detectors – they made EXCELLENT traps! And since they had various settings, they could be configured in several different ways. The other really slick item was that honking big set of tumblers that the team had to get past. That item won as the Best Special Effect hands down!

The game also had a definite mental side to it, because if you and your team did not focus, you would set off all kinds of **not**-obvious alarms. How many of you had lock picks secreted about your person in concealed locations? Did the capture encounter scare you as much as it did our team? We thought we'd bought the farm for sure!

Finally, how many of you who accepted this little mission negotiated for after-the-fact protection from the Guildmaster before starting on this task, hmmm? If not, and if you did not join the Guild, what makes you think that he won't turn your name over to the Dame when she starts hunting for those responsible for "recovering" the target item? Now of COURSE it will take LOTS of gold to get him to talk, but as we all saw, the Dame HAS lots of gold! Getting nervous yet? ☺

Like the flyer said, you had to "**think** like a Thief".

Another truly great thing about the day was that we had SIX novices attending. PLEASE be sure to welcome these good folks the next time you see them, and think of them whenever a low-level or a multi-level game comes up....

Amanda Bedenko
Nick Scudieri

Lisa Gewax
Dave Solt

Joseph Gorski

I want to provide a *special* welcome to Dave Solt, a novice who started a Cleric of the Don! It's about time we had one of those in the Dallas Chapter! Right on, Dave! I also want to mention Courtney Miller, who effortlessly breezed through almost every lock in the game. Not too shabby for a NOVICE!

I'd like to welcome back several people who have not been involved in IFGS for a while. It's good to see them again!

A. J. McClellan Tom McClellan Courtney Miller Denise Miller

I hope to see ALL of these people on course again SOON!

Ratings

Overall 8.1

Design 7.9

Logistics 7.3

Mental 7.1

Physical 4.5

Fighting 4.6

Risk 6.5

Best of Game

Best Roleplaying

NPC

1. Danny Barry as the Guildmaster
2. Bill Flagg as the insane prisoner

PC

1. Scott Horne as Raphael

Best Costume

NPC

1. Danny Barry as the Guildmaster
2. Bill Flagg as the insane prisoner

PC

1. Robert Pickering as Tezzic
2. Andrew Jones as Whiskers

Best Monster

NPC

1. David Boltz as the Watch Doggie
2. Olan Knight as a Dire Wolf

PC

1. Andrew Jones as Whiskers
2. Robert Pickering as Tezzic

Best Humor

NPC

1. Bill Flagg as the insane prisoner (no contest, folks)
2. The howling Dire Wolves (Olan Knight, Jeremy Storm, David Boltz)

PC

1. Olan's PC getting caught by Bill when picking the lock to the cell. (No joke! I nearly went through the roof!)
2. Olan's team (we were glacial but REALLY into character. Greedy, too!)
3. Scott Horne as Raphael

Best Fighting

NPC

1. David Boltz as the HH
2. Olan Knight as a Dire Wolf

PC

1. Chris Sparkman as Elam Navarro

Best Special Effect

1. The Tumblers (won by a landslide!)
2. The motion detector traps
3. The Boulders

Happy Gaming,

Olan Knight

Sanctioning Committee Update

After the numeric scores for each game have been tallied, the Registry Chairperson needs to inform the Sanctioning Committee Chair of the actual ratings for the game.

TO: Sanctioning.Committee.Chair@new-england.ifgs

FROM: Registry.Chair@new-england.ifgs

Game Name: A Really Cool Game

Game Date: 18-AUG-2017

Game ID: 2017-10-09

Sponsoring Chapter: New England

The actual game ratings were as follows:

Overall: 8.2

Design: 8.3

Logistics: 7.0

Fighting: 6.5

Physical: 5.0

Mental: 8.8

Risk: 7.2

Thanks,

John Archer

Atlantis Registry Chair

List Of Novices

After each game, send an email with the list of novices that participated so that they will be included in the newsletter subscription list and so that the PR Chair will know to include these people in future mailings and events.

The following example illustrates the information that needs to be provided:

TO: pr_chair@denver_ifgs.com; nl_chair@denver_ifgs.com
FROM: Registry.Chair@new-england.ifgs

Here is the list of novices that participated in:

Game Name: A Really Cool Game
Game Date: 18-AUG-2017
Game ID: 2017-10-09
Sponsoring Chapter: New England

IFGS ID: 9294
Participant Name: Katherine Janeway
Address: 1234 Main Street
Smallville, IND 88774
Phone Number: 555-123-4567
Email Address: cptn_janeway@upn.com

<repeat for every novice who participated in this game>

Thanks,

Anita Blake,
St. Louis Registry Chair

Annual Budget Submission

The Registry Chairperson submits a budget only if there is a need. This submission can be a simple email, as long as the line items capture the requirements for the upcoming year. Here is a sample budget submission:

TO: treasurer@wisconsin.ifgs
FROM: Registry_chair@wisconsin.ifgs

Dear Sabrina -

Here is my proposed budget for CY 2018:

Forms \$120.00
Stamps \$ 10.00
Supplies\$ 20.00

Total \$150.00

Please let me know if you have any questions.

Thank You,

John SuperCoolRegistryChair

Appendix D

Game Summary Report

The following describes the information contained in the Game Summary Report in detail. The first section of the report identifies the chapter and game, and provides information regarding the production personnel and the actual game ratings. This is for historical records as well as identifying those whom the Society Registry representative should contact if there are any questions about a particular game. The procedures for assigning ids, points, and other values are described in this Handbook.

The next section of the Game Summary Report lists the "Best Of" ratings for the game.

The third section of the report lists the participants of that game, and specifies the type of points, and the number of points earned by each participant.

The last section lists the changes in gold and magic items for each participating PC.

Please note that since this is a Word document, the user is free to expand the number of rows required in sections three and four to accommodate as many entries as are required. It is recommended that the form in this document be copied, and that all required modifications are performed on the copy.

IFGS Game Summary Report			
Chapter:	ID:	Sanctioned Hours:	EP Earned per PC:
Game Name:		Risk:	Game Location:
Writer:	IFGS ID:	Overall:	Registry Rep: IFGS ID:
Producer:	IFGS ID:	Design:	Registry Chairperson IFGS ID:
Watchdog:	IFGS ID:	Logistics:	

Best Of Game:	NPCs voted for PCs	IFGS ID	PCs voted for NPCs	IFGS ID
Roleplaying:				
Costume:				
Monster:				
Humor:				
Fighting:				
Special Effect:				

Participant Records									
IFGS ID	Last Name	First Name	PC ID	PC Name	PC Class	CAP Spent	Is PC Dead?	NPC Function	CAP Earned

PC Property Changes								
IFGS ID	PC ID	Item Name	Item ID	Count	Gained ?	Lost ?	Gold + or -	Other Notes

Appendix E

Registry Audit Process FAQ

What is the Registry Audit?

The Registry Audit is a consolidation of forms between Chapter Registry and the members of that chapter. It is a comprehensive review of all CAP, EP and items a member has earned. When completed both Registry and the member will have not only have the same forms, but will also have an official count of CAP, EP and items to which both parties agree.

Why do we need a Registry Audit?

The Chapter Registry is a collection of records, not a collection of guesses. To correct any neglect and to allow a chapter to correctly move forward with CAP for Gold, the Registry Audit is required to provide accurate information on our membership. If a chapter requires an audit, then providing the audit allows the Chapter Registry to function as intended. A complete audit will make it much easier to transition from a paper registry to an electronic registry with accurate information as its foundation.

If I get an audit, what can I do to help myself keep an accurate file from this point forward?

It's very simple:

- a) Keep ALL of your pink and yellow participant forms in a safe place!
- b) Fill out your forms correctly with all required information every time!
(Ask a Reg. Rep for more info. if you would like to know exactly what we mean.)
- c) Fill out a CAP form every time you spend CAP on your character: Fate Points, CAP up level, CAP for Gold.
- d) Keep a running total on your official yellow/pink forms of your CAP, EP and items values after every game
- e) If you play out of state, give your chapter registry a copy of your pink sheet from that event.
- f) Contact Registry every so often to see if your numbers match.
- g) If the Registry Chair's house burns down or is ravaged by flood, please send them your copies when asked.
- h) If you lose a form, contact Registry as soon as possible to request a copy.

What happens if I do not participate in the Audit?

- a) Audits are only required in the case where a Chapter Registry's documentation for CAP, or for a character, is incomplete.
- b) You will not be able to use CAP for Gold unless your records are complete and up to date – and the Chapter Registry must approve your records.
- c) Writers/Producers have the option to declare that “audited characters only” may PC in a sanctioned event.
- d) You may not know just exactly what you have in CAP, EP or items and if asked to produce proof, the burden of that proof will be on you to provide your pink or yellow form with such proof. If you can not prove it, then you may not be able to use it.

I've lost a lot of my pink sheets. What does that mean for my audit?

First of all, your Chapter Registry may have forms you may not have, and vice-versa. The very first thing they will do in the audit is to consolidate the forms from both parties. If you still have missing forms, it means both will review what you actually have proof of, what you think you have, and will work it out through the audit process. There are tools available to assist the Registry in fairly assessing all members, even members with missing forms.

I think I have illegal items. Does getting an audit mean I have to give them up?

No. If through the process you are found to have an illegal item, you will have a choice to either keep the item or give it up. Keeping the item will have benefits and penalties both, but the function and/or savvies of the item

may or may not remain the same depending on if you want the item re-sanctioned or allowed as a legacy item. You do have the option to re-sanction your item so that it is no longer illegal in the current system.

What is the Treasure Reset Option?

This option is available to all members for any character of their choosing with or without complete records. It allows you to basically wipe clean your treasure and gold and start fresh with an amount of gold on par with what you “should” have for your EP. These values were based on what sanctioning allows for treasure out of games. You may even come out ahead of where you thought you were to begin with. It's a tempting offer even to those of us who have kept all of our pink sheets.

This can be done ONCE per character. Ever.

If special circumstances arise, the member may apply to their Chapter Board for reconsideration of this limit.

Can I convert CAP for Gold at my audit?

YES! You may use the standard society-approved approved CAP-For-Gold rules. Of course you must have enough CAP to use this option.

Can I CAP up my character level?

YES! But the same rules apply as with any game. You may spend CAP to level up, but you must have the CAP to spend.

WOW! This all sounds too good to be true! What's the catch?

The catch is in the limitations. Because we do not wish to see insanely overpowered characters come out of the audit we've implemented the following procedure with regard to treasure and CAP options.

Your audit will proceed in this order *only*:

- CAP Determination
- EP Determination
- Treasure Determination (Reset OR Treasure Audit, choose one)
- CAP for Gold (yes or no)
- CAP to apply to your Character's EP (yes or no)

In other words, you cannot CAP up your character's level and use that new EP total to reset your treasure or use CAP for gold. Since both those options are based in part off of your level and EP, we did not want to encourage it. So while you have these options available to you, remember that once you've completed one option, you cannot go back.

I want to get an audit. How do I get one?

Contact your Chapter Registry Chair. When you email them, please include the following information:

- IFGS #
- Last name, First name
- Year started in IFGS
- How many characters do you have and what are their levels?
- How many characters do you plan to do a treasure reset on? If all, say “ALL”.
- Did you take any time off from the IFGS? If so, list the year(s) you did not participate in the IFGS.

If you are NOT doing a Treasure Reset, you will need the savvies of the item and the gp value of the item using the CURRENT Bluebook for all of your items for each character being audited. Contact the Chapter Sanctioning Committee for any help you need in pricing any item.

Please note that no Audit will be done on any Game-Day without prior approval from of the Chapter Registry.

Registry Audit Process

For an audit to be made available, the Chapter Board must direct that an audit be allowed for its members. In addition, an individual may request an audit from the Chapter Registry Chair, which is subject to approval by the Chapter Board.

Before the audit begins, the member should understand the options that are presented below for CAP, EP and Treasure determination. Registry and the member should review the forms that each have available in case one is missing forms that the other has. All forms should be consolidated for a complete record.

1. The member must first undergo the CAP Determination process to know how much CAP they have available.
2. Each *character* must then undergo an Experience Point Determination.
3. Each *character* must then undergo a Treasure Determination.
The member must decide for each character if this will be a Treasure Reset or a Treasure Audit.
4. All changes must be recorded in the Chapter Registry and a Character Record Form must be created for each *character* audited.
5. The Chapter Registry Chair must submit a report to the Chapter Board for each member and character that has undergone either an Audit or a Reset. This report will be a matter of public record. In addition, all Audits and Resets must be tracked in the Chapter Registry.
6. By default a member can only go through a Treasure Reset once per character, unless an exception is granted by the Chapter Board.
7. By default, a member can request a Treasure Audit for any of their characters at any time.

CAP Determination

Gather any documentation the member has on games that they wrote or produced by GAME. These are handled separately from other CAP transactions. If the member wishes to accept the default CAP for a given game day, this step may be skipped.

Separate by YEAR the documentation the member has where they earned or spent CAP for activities other than writing and producing. If the member wishes to accept the default CAP for a given year, this step may be skipped.

For writing and producing, CAP determination is done on a per-game-day basis. If a member has forms which indicate the amount of CAP earned for writing or producing on a given game day, then those values may be used, or a default value of 40,000 CAP per game day written and/or 20,000 CAP per game day produced may be used, whichever is greater. If you both wrote and produced a game day, you would receive both default awards, or 60,000 CAP if you chose to accept the default CAP award rather than use the CAP written on your forms.

The basic member participation CAP determination is done on a per-year basis for activity outside of writing and producing. If a member has forms which indicate the amount of CAP earned, then those values may be used, or a default value of 40,000 CAP may be used for that year, whichever is greater.

Note that until October 2007, CAP was earned at 200 CAP per hour of effort, with minor exceptions; and the current rate of 1000 CAP per hour was not introduced until July 2008. In September of 2017, the basic CAP rate went up to 2000 CAP per hour.

To summarize:

CAP Activity	CAP Earned
For each game day written	40,000 or documented CAP for that game day, whichever is higher
For each game day produced	20,000 or documented CAP for that game day, whichever is higher
Basic member participation CAP	40,000 or documented CAP for that year, whichever is higher

If a member does NOT have supporting documentation for a game they claim to have written or produced, then the archives may be searched for such supporting documentation. If no documentation exists for such a claim, then by default the claim is rejected, subject to appeal to the Chapter Board.

EXPERIENCE POINT (EP) Determination –

Separate the PC documentation the member has by CHARACTER, including any CAP applied. If the member wishes to accept default experience and treasure reset for all characters, this step may be skipped.

Players have three options:

EP Reset

EP is assigned as per the following table, and each character gets their own EP.
Each PC is assumed to have gamed 4 times at 6 hours per game, per year

PC Level	Assigned EP
1	12000
2	12000
3	18000
4	24,000
5	30,000
6	36,000
7	42,000
8	48,000
9	54,000
10	60,000

Table E-1: Default EP assigned

EP Audit

The EP Audit is an option if the player has any sheets for any of their characters.

The player uses the available documentation to determine the highest level specified for each character. If the EP on this documentation does not add up to the minimum EP required for that level, then the EP for that character is set to the minimum EP for that level.

Keep Documented EP

The sum of the documented experience earned for a character becomes the total EP for that character.

TREASURE Determination

Players have two options for treasure determination: a Treasure Audit or a Treasure Reset. A treasure audit requires that you get treasure values and savvies for all your character's items in addition to documentation showing when your character obtained each item. If you are going to do a treasure reset on your character, then getting treasure values and savvies for your character's items is not necessary and will greatly reduce the time it takes to complete your treasure determination.

Treasure Audit

- 1) Get a list of each character that you want to be audited. Have a list of the items possessed by each character and the savvies for those items.
- 2) Gather as much supporting documentation as you can find to support the claims made for each character.
- 3) If a character has any undocumented treasure claimed, then the max amount of treasure for that character is their [EP times the percentage by level of the PC] as per the chart below:

Treasure Audit Percentage Chart

<u>Character Level</u>	<u>Percentage (of EP that is the max treasure)</u>
2nd - 4th	40%
5th - 7th	50%
8th - 10th	60%

- 4) If the treasure for a character is not fully documented, the character may claim up to 30% of the total treasure for the character in undocumented treasure.
 - Any treasure item that is documented is valid, but it might not be legal under the new Bluebook.
 - An item is validated if it has the pink sheet/game report in which the item was acquired
 - Documented items that are no longer legal must be priced as per the original Bluebook under which the item was originally sanctioned, or under the current Bluebook if the original cannot be determined.
 - All other pricing must be done in the current Bluebook.
- 5) Re-sanction illegal items. If it is determined that an item your character owns is illegal and you would like to make it legal, you may request that the chapter sanctioning committee re-sanction the item so that you may use it in future games without the restrictions placed on illegal items.

CAP for Gold

Once your character's EP and treasure are determined as described above, you have the opportunity to apply CAP for Gold to each character as per the standard Society CAP for Gold policy.

CAP for EP

After you have completed the other steps in the audit process, you may apply CAP to your character's EP as per the normal rules for applying CAP to EP.

After The Audit

Now that your characters have complete and accurate information, please KEEP them that way by ALWAYS completing your Gamer Experience Forms accurately and completely after each sanctioned IFGS event. And ALWAYS keep a copy of your personal forms for reference in the future.

Care for and treasure your own files!

Treasure Reset Option (TRO)

A treasure reset allows your character a certain amount of gold, based on the experience determined for the character. This gold may be kept or may be spent to purchase items - in any combination – after the Reset is complete, though *how* the character spends their gold is up to the Chapter. Some chapters allow immediate access to the entire Bluebook, some chapters may require the character to attend games in which a magic shop will be present in order to spend their gold, and some chapters may only allow purchases at this time from a pre-defined *Treasure Reset Magic Shop*.

Know the policy of your current chapter, and know *what* you wish to purchase after undergoing the Treasure Reset in order to help streamline this process. It is recommended that a representative of the Chapter Sanctioning Committee be present during this portion of the Treasure Reset process.

There are two different types of Treasure Resets: the **Rebuild** and the **Customize** options. Each character may invoke only **one** TRO option, ever. This means that if a member wants to invoke a TRO for one of their Player Characters, they must choose which option they wish to invoke, and then begin the appropriate process with their Chapter Registry Chair.

The Chapter Registry Chair will maintain an electronic copy of all TRO requests, denials, approvals, and appeals. Chapter Registry Chairs are required to keep track of all Treasure Reset options, and to enforce the rule that no Player Character may invoke any form of TRO more than one time, ever. There are no exceptions to this rule.

Rebuild Option:

The purpose of this option is to allow characters that have little or no paperwork, or who are so underpowered that they are unplayable in the current gaming environment, to be brought back into the IFGS gaming environment as viable Player Characters.

Each character that undergoes this TRO option uses the EP determined for that character from the Registry Audit process, and gets the following percentage of the EP of the character in gold. All treasure in any form that was previously possessed by the character is now permanently gone, including crocks, curses, lost or gained life points, titles, honors, associations, gold, and memberships.

The member is allowed to apply any CAP they have earned to raise the experience point total of their player character *to at most* one experience point **BELOW** the next level, if they so desire and if they have the available CAP. Players may **NOT** raise the level of their character by more than that amount under the Rebuild option. Example: After the Audit the character is determined to be at level 6. The member may apply CAP such that the maximum EP of the character is now at one point below the minimum experience required for level 7, which is 69,999 EP.

Once the final amount of EP for the Player Character has been determined, the following chart determines the amount of gold that will be allocated to that character:

Treasure Reset Rebuild Option Percentage Chart

Character Level Percentage (of EP that becomes gold)

2nd - 4th 50%

5th - 7th 60%

8th – 10th 70%

Once the gold has been assigned, the Treasure Reset is complete.

Customize Option:

The purpose of this option is to allow the member to completely reinvent one of their Player Characters. The Registry Chair will first determine the current EP of the character, the total value of all treasure owned by that character, and the total available CAP for the member. All treasure in any form that was previously possessed by the Player Character is now permanently gone, including crocks, curses, lost or gained life points, titles, honors, associations, gold, and memberships.

At this point the member can choose one of two paths:

Path A: The total value of the treasure previously owned by the character is assigned to the character as gold.

Path B: The member is allowed to apply any CAP they have earned to raise the experience point total of their Player Character *to at most* one experience point BELOW the next level, if they so desire. Players may NOT raise the level of their character by more than that amount under Path B of the Customize option.

Example:

After the Audit the Player Character is determined to be at level 5. The member may apply CAP such that the maximum EP of the character is now at one point below the minimum experience required for level 6, which is 41,999 EP.

Once the final amount of EP for the Player Character has been determined, the following chart determines the amount of gold that will be allocated to that character:

Treasure Reset Customize Option Percentage Chart

<u>Character Level</u>	<u>Percentage (of EP that becomes gold)</u>
1st – 10th	50%

Once the gold has been assigned, the Treasure Reset is complete.

Treasure Reset Restrictions

General Treasure Reset Restrictions:

In ALL cases a member may only request a Treasure Reset from their current chapter.

No Player Character may ever successfully invoke any TRO more than once. Ever.

No Player Character may ever acquire more than 200,000 gold from a single TRO.

Rebuild Option Restrictions:

No Player Character created after 01-OCT-2007 may invoke the **TRO: Rebuild**. That was the date that the current CAP and CAP For Gold levels were redefined in v2.16 of the Registry Handbook, and were implemented across IFGS.

In ALL cases both the Chapter Registry Chair AND the Chapter Board must approve the **TRO: Rebuild** for each Player Character before it may be invoked.

Chapter Registry Chairs have the authority to deny any **TRO: Rebuild** request when they feel the option is being used in a manner opposed to its intent, and they are STRONGLY encouraged to do so. If a **TRO: Rebuild** request is denied, it is recommended but not required that the Chapter Registry Chair provide a *Reason For Denial* in writing to the member at the time of denial, and send a copy of that letter to the Society Registry Chair.

Chapter Registry Chairs are encouraged to contact the Society Registry chair if they have any questions about a Treasure Reset Option: Rebuild request, if they feel uncomfortable with a **TRO: Rebuild** request and want another opinion, or if they simply want to review the merits of a **TRO: Rebuild** request.

Customize Option Restrictions:

In ALL cases the Chapter Registry Chair must approve the **TRO: Customize** request before it may be invoked.

Appeal Of A TRO Denial

If a member has requested a Treasure Reset that has been denied by the Chapter Registry Chair and wishes to appeal the decision, the process is as follows:

1. The member must request the *Reason For Denial* in writing from the Chapter Registry Chair. The Chapter Registry Chair has 30 days from the receipt of the written request to provide the requested information.

Failure to provide the *Reason For Denial* within the required time frame is grounds for the member to submit the Appeal directly to the Chapter Board, indicating that the *Reason For Denial* was not provided by the Chapter Registry Chair.

2. The member has 60 days from the date that the *Reason For Denial* is received to file an appeal with the Board of the Chapter in which the TRO was denied. Appeals must be filed either in writing or via email with a copy of the Appeal sent to the Chapter Registry Chair. After 60 days, the denial is deemed to have been accepted by the member and may not be appealed.

3. The member must submit a written request to their current Chapter Board to review the Appeal, and must provide the written *Reason For Denial* provided by the Chapter Registry Chair or a statement indicating that the Chapter Registry Chair failed to provide that document. Appeals may only be filed to the Chapter in which the original Treasure Reset request was denied. The Chapter Board has 45 days to respond in writing to the member with a decision on the Appeal.

4. If the Chapter Board *overrides* the denial, they are required to send the reason(s) for their override in writing to both the Chapter Registry Chair and to the Society Registry Chair within 30 days of issuing the override.

If the Chapter Board *approves* the denial and the member wishes to escalate the Appeal, the member is required to send the reason(s) for their Appeal in writing to the Society Registry Chair within 30 days of the override.

Failure to respond to the Appeal by the Chapter Board within the required time frames specified above is grounds for the member to submit the Appeal directly to the Society Registry Chair, stating that a response to the Chapter-level Appeal was not provided by the Chapter Board.

5. Once the Chapter Registry Chair has received the *Chapter Board Treasure Reset Override* notification, they may either accede to the override or file a protest with the Society Registry Chair. Protests must be submitted in writing within 30 days of receipt of the *Override* notification.

Similarly, if the *Treasure Reset Override* requested by the member is denied by the Chapter Board, the member may either accede to the denial or escalate the appeal to the Society Registry Chair. The escalated appeal must be submitted in writing within 30 days of receipt of the *Treasure Reset Override Denial* notification.

6. Upon receipt of the *Chapter Board Override Protest* from the chapter Registry Chair, or the *Treasure Reset Override Denial Appeal* from the member, or a *direct Appeal* from the member, the Society Registry Chair will place the request on the agenda for the next Society Board meeting. The member, the Chapter Registry Chair, the Society Registry Chair, and a representative from the Chapter Board **must** be available during the next Society Board meeting in order to provide relevant information to the Society Board. The Society Board will place the Appeal on the Agenda and will reach a decision on the Protest or the Appeal. The decision of the Society Board is final.

Appendix F

Script Update CAP Rewards

The IFGS has run thousands of games, and most of them will never be run outside of the original Chapter in which the game was run. Up until now, many, if not most, of these game are run once then lost. This is an insane waste of skill, effort, time, talent, and games; it's a genuine tragedy!

The IFGS Society Game Library (SGL) is designed to receive and keep copies of the scripts that have been run so that the brilliant work of each Game Writer is not lost, but remains available to all chapters for the foreseeable future.

Any officially sanctioned IFGS game script may be submitted to the IFGS Society Game Library if it has been run at least once in any IFGS Chapter. Once an updated game script has been submitted to the SGL, it will be reviewed by a member of the Society Sanctioning Committee or an appointee of the SSC. A Chapter Script that has been updated but will NOT be submitted to the SGL must be reviewed by a member of the Chapter Sanctioning Committee.

Once the updated game script has been approved, the submitter will be awarded the appropriate CAP, based on the Sanctioned Game Hours (SGH) of the script and the type of update that was done.

Society Game Library CAP is awarded as follows:

1. Submitting a current, fully updated Chapter script to the SGL
2000 CAP per SGH
2. Taking an existing script from the SGL and updating it to the current rules and Bluebook
3000 CAP per SGH
3. Updating a Chapter script sanctioned with either a previous ruleset and/or a previous Bluebook to the current rules and Bluebook
4000 CAP per SGH
4. If more than one person is involved with the script editing, then CAP will be allocated as per the **Rules** for CAP as specified in item 6 on page 25.

The CAP awards are broken into two categories: Updates and Submissions. An update of either a Chapter script OR of a Society Game Library script will earn the editor 3000 or 4000 CAP per SGH. Please note that the updated version of the script does not have to be submitted to the SGL in order for this CAP to be awarded. If the editor of the script *does* decide to submit the script to the SGL, then that person will receive an additional 2000 CAP per SGH upon approval of the script.

*The IFGS Society **STRONGLY** encourages all Game Writers to update their scripts and submit them to the Society Game Library for posterity!*

Appendix G

Milestone Awards v6

First time achievement awards:

These awards can only be given out once to each player. This is bonus CAP in addition to any other CAP that the player may earn during play. It is up to the player to note the award on his game form and let the registry rep know so it can be checked.

- 1st time to NPC/staff in a game: 10,000 CAP
- 1st time to play in another chapter: 10,000 CAP

GM and NPC awards:

This award is a reoccurring award.

- 10th time to NPC/staff (this will be given every 10th time): 10,000 CAP

Game Production Awards

Game credits are assigned to members each time they are a GW, GP, or an AP. Members are eligible for Milestone Awards when they earn enough game credits to qualify.

As per the rules stated in this document, up to two game writers may get credit for their game the **first** time it is run and an additional credit if it is updated to a new rules version and run again. If a person both writes and produces a game they get credit for both activities. These awards are given to the [writer or producer] and are available to ALL of that player's PCs. These awards are subject to the MILL rule. As is the case with all magic items, a GW/GP might disallow these if they believe it would cause problems with their game. The level of the SAS is listed with the awards.

- 5th game: Ranged heal 14 points 1/day (7th level)
- (can be used as ordinary heal for 1-4th level characters)
- 10th game: LifeSpark 1/day (6th level)
- 15th game: LM inspire +1 1/day does not stack with normal LM Inspire (any PC level)
- 20th game: user's choice of Flower of Avalon (8th level), Plant Seek (5th level), or Ranger Herb 1/day (6th level)
- 25th game: Use the highest level E spell available at the PC's level 1/day. (1st for Enhance, 4th for Exuberate, 7th for Exhort, 10th for Exalt)
- 30th game: gain permanent +1 to innate LI resistance (7th level)
- 40th game: restore life point 1/day (9th level)
- 50th game: raise dead 1/day (10th level)
- 55+ games: Repeats 5-50 again

By default, items from these awards do not count against a PC's treasure for purposes of game treasure limits or CAP4Gold. A Game Producer may override this for their game.

Game Writer / Producer awards include all prior games since the founding of the IFGS and must be validated by the local registry chair. The player is responsible for submitting the list of games to the registry chair for validation.

NPC awards are effective beginning 21-JUN-2016, the date of adoption by the Society Board of Milestone Awards.

End of Registry Handbook v3.28