

IFGS Registry Handbook August 2008

DESCRIPTION OF THE
CHAPTER REGISTRY CHAIRPERSON
AND
REGISTRY REPRESENTATIVE POSITIONS

FOR PROVISIONAL AND FULL CHAPTERS

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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 3577
Boulder, CO 80307-3577

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. |
| 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. |
| | | |
| | | |
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| | | |

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 home 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 exists at all times |

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 a waiver and is checked in properly |
| 4 | Ensure that each participant completes a Game Experience Form |
| 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, 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

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 | 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 | Alabama | 22 | *Capital |
| 05 | *Northern Colorado | 14 | *West LA | 23 | |
| 06 | *Metro Denver | 15 | *San Diego | 24 | |
| 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 Crocks (if any) 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 home 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. Note that sometimes there is no Registry Committee Report.

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 |
|----|---|

Once per quarter, give a copy of the chapter database to the Chapter Board for safekeeping. 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 exists 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 |
| 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 |

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.

5. GAME-SPECIFIC INFORMATION

Experience Points and Scoring

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

| | |
|------------|--|
| PC | 500 points of EP per sanctioned game hour per PC |
| LM | 500 points of EP per sanctioned game hour per PC + 5000 LM CAP (see table 5-1, pg. 20) |
| GP | 2500 points of CAP * [number of hours worked on Game Day(s) + setup + teardown] |
| GW | 5000 points of CAP * [number of Sanctioned Game Hours] |
| GSC | 2000 points of CAP * [number of Sanctioned Game Hours] |
| NPC | 1000 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 2500 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 is considered Game Support.
2. The Game Writer (GW) earns 5000 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 [1000 * 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.
3. Each member of the Game Sanctioning Committee (GSC) earns 2000 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 1000 CAP for every hour that they are participating in any sanctioned IFGS event.
The complete list of NPC categories is listed in table 5-1 on page 20.

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 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.

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: 1750 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 1997 version of the Blue Book for use with version 6.5 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 Form is provided in Appendix D simply in case this requirement is ever implemented.

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.

PC Points

Every PC is assigned experience points as follows:

[500 EP * number of Sanctioned Game Hours in the game].

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.

LMs may take a flat 5000 CAP for their pre-game efforts, but they are not required to do so.

NPC Points

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

1000 points per actual hour spent working on the game, round up.

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

2500 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 5000 points of CAP * [number of Sanctioned Game Hours (SGH)]

GSC 2000 points of CAP * [number of Sanctioned Game Hours (SGH)]

NPC points can be awarded in the following categories:

| Type | Description | CAP Earned |
|----------|---|---------------------|
| GM | Game Master | 1000 per hour |
| GP | Game Producer. This includes set-up, tear-down, and all functions performed on each game day. | 2500 per hour |
| GS | Game Support. Includes set up, tear down, travel time for participants who do not PC, etc, and updating an existing script. | 1000 per hour |
| GSC | Game Sanctioning Committee member | 2000 per SGH |
| GW | Game Writer. <i>Only awarded for first running of the game.</i> | 5000 per SGH |
| LM | LoreMaster | 5000 CAP, flat rate |
| NPC | NPC roles of any kind | 1000 per hour |
| Observer | Photographers, score keepers, groupies, etc. | 1000 per hour |
| Other | Every other activity that directly contributes to the game. | 1000 per hour |
| QM | Quartermaster. Includes cleaning the storage shed. | 1000 per hour |
| RC | Registry Chair | 1000 per hour |
| RO | Ropes Officer | 1000 per hour |
| RR | Registry Rep | 1000 per hour |
| SO | Safety Officer | 1000 per hour |
| TR | Treasurey Rep | 1000 per hour |
| WD | Watch Dog | 1000 per hour |
| CA | Chapter level meetings and scheduled activities | 1000 per hour |
| SA | Society level meetings and scheduled activities | 1000 per hour |
| WS | Work Sessions (see page 34 for details) | 1000 per hour |

Table 5-1

Rules:

1. A Game Designer, one who both writes and produces a game, earns both the GW CAP at 5000 points per Sanctioned Game Hour (SGH), and the GP CAP at 2500 per actual hours worked set-up, tear-down, and any and all hours worked on each Game Day.
2. Each NPC states the number of hours they spent working on the game. All NPC categories allow for pre-game and post-game hours, the participant simply lists these hours on their Game Experience Form.
3. GW points are only awarded for the first running of a game. Updating a script earns GS hours.
4. Please see table 5-6 on page 25 for the limits on the amount of CAP that can be earned.
5. A game must actually be produced for *any* kind of CAP to be awarded; including GW or GSC CAP.
6. Up to two separate individuals may be considered as co-writers for any single game. Each co-writer will earn the full amount of CAP normally awarded to a single GW. If more than two individuals claim GW CAP, then twice the amount of CAP normally awarded to a single game writer is to be evenly divided between all of the separate co-writers:

| | |
|-----------------------------|--|
| Single game writer: | Normal GW CAP for the game |
| Two game writers: | Each co-writers gets the normal GW CAP for the game |
| Three or more game writers: | Each co-writer gets (2 x [normal CAP for one GW]) / (# of cowriters) |

Examples:

1. Joan is the GD for a two day, line course game:
 - a) Joan wrote the game and got it sanctioned for 8 hours: $GW \Rightarrow 5000 * 8 = 40000$
 - b) Joan spent 20 hours on props and production before game day: $GS \Rightarrow 1000 * 20 = 20000$
 - c) Joan spent a total of 18 hours on the game over the weekend $GP \Rightarrow 2500 * 18 = 45000$

Total CAP earned by Joan for this game = 105,000

2. Jack is the GP of a one-day tournament-style game:
 - a) Bill wrote the game and got it sanctioned for 7 hours $GW \Rightarrow 5000 * 7 = 35000$
 - b) Bill was a NPC on game day from 09:00 until 14:00 $NPC \Rightarrow 1000 * 5 = 5000$

Total CAP earned by Bill for this game = 40000

 - c) Jack spent 15 hours on props and production before game day: $GS \Rightarrow 1000 * 15 = 15000$
 - d) Jack worked for 11 hours on the game on Game Day $GP \Rightarrow 2500 * 11 = 27500$

Total CAP earned by Jack for this game = 42500

The Flat Rate CAP Awards, table 5-2 above, are fixed-rate amounts based on a full year of service. 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.

Per Meeting Award

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

Table 5-3

Non-committee members attending any meeting, at either the society or the chapter level, shall receive 3000 CAP per meeting attended up to a maximum of 15,000 CAP per person per year.

Special Task Award

| | |
|--|-------|
| Anyone who works on specific projects assigned by the President/Chair (A maximum of 20,000 CAP can be earned in this category per year) | 1,000 |
|--|-------|

Table 5-4

The maximum amount of total Non-Game CAP that can be awarded per person per year is 200,000 CAP.

The President/Chair/Editor will submit at the end of their year term, the special CAP earned by themselves, their members and any others that participated in committee activities, once a year to the appropriate Chapter Registry chair, including any outside “special projects” assigned. The reporting of this CAP will be completed by using either “pink sheets” or direct email to the Registry Chair, no matter what the method the member shall be notified at the same time of the amount of CAP earned through their committee work for the year. The reporting shall be completed within 30 days of the end of the committee term.

Yearly CAP awards for non-game related work, tasks, assignments or events, shall 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. 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 IFGS game that runs, then they get CAP.

People who claim CAP for a game, but that do not attend the game, will have those claims validated with 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 CAP Earned |
|----------------------------|-------------------------|
| Any | 5000 |

Table 5-5

Under no circumstances can a single person earn more than 5000 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 played as a PC.

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 |
|------------|--------------|--------------|
| LM | 5000 | 5000 |
| GP | 45,000 | 100,000 |
| GS | 10,000 * SPH | 10,000 * SPH |
| All Others | 18,000 | 45,000 |

Table 5-6

Notes on CAP Limits:

- a) The 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. BR, TR, BC, NPC, and so on.
- c) In no case will double CAP ever be awarded. If Johnny works as a BR for three hours and was an NPC for 4 hours, then Johnny earns $7 * 1000$ CAP; Johnny does *NOT* earn $7 * 1000$ as an NPC and $3 * 1000$ as BR
- 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 $SGH * 1000$ 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.

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** sign is the 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!**

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 |
|---|---|

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. 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 Chairperson 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 Chairperson 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 Chairperson. This should be done within three weeks of the run date of the game. The Registry Chairperson 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.
4. Ensure that each participant has signed a Waiver and 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 Chairperson and see that the problem is cleared up after the game.

C. Characters With No Registry Records

If you have a PC for which the Registry has no record, but who says they have played in other games, take the word for what the PC says he or she has, 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 team PCs.

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 it 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 if at all possible.
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. REPLACEMENT CHARACTERS

Sometimes a player can use available CAP to create a replacement character if this option is specifically allowed in a game. This is an exception to the "Characters Must Play at each Level" policy. Please refer to the current version of the IFGS Fantasy Rules Book for information on how this option is implemented.

A PC may *not* clone in a new character that has less EP than the EP possessed by the character being cloned. This rule eliminates all questions regarding how much treasure from the previous character can be transferred to the new character.

Playing Down One Level

A player can at their discretion play down a level one time provided they have the Game Producer's (GP) approval. If a GP allows a character to play down a level AFTER the one-time rule has already been used, 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's entered 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. In his 8th game Bozo will be required to play 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 a way around this policy.

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 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** indicate 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. A PC may acquire a maximum of 1000 gp per level of the PC per invocation of CAP-For-Gold.
5. CAP-For-Gold is only allowed if the total [treasure value + gold] of the PC is LESS THAN 100% of the current experience points (EP) of that PC.
6. 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 so state in the Game Flyer.
7. 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:

| Change in PC and/or Items | Value | Game of Origin | Item # | Status | PC Traded | GM/RR |
|--------------------------------|-------|----------------|--------|-------------|-----------|-------|
| Spent 30,000 CAP for 3000 gold | 3000 | AbFabGame | | Gained/xxxx | | |

Figure 8.1

Notes:

1. A PC is not required to take Experience Points if they invoke CAP-For-Gold.

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 NOT added any Experience Points to Mighty Druid.

2. CAP can 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.

Philosophy of CAP-for-Gold

CAP-for-Gold is intended to serve two 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 incentive for members to participate in game production.
- 3) 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 SESSIONS

A chapter may designate an event or activity as a "work session", 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, 1000 CAP/hour), up to a limit of 25 hours (25,000 CAP) per calendar year per person.

Additional "work session" hours beyond the stated max of 25 hours in a calendar year can only be awarded at 1000 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.

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.

BC: The Bank Chair. This term is obsolete and has been replaced with "Registry Chair".

BR: The Bank Representative. This term is obsolete and has been replaced with "Registry Rep".

CA: Chapter-level Activities. This term refers to all official, scheduled Chapter-level activities. Such activities include Chapter Board meetings, scheduled Shed cleaning, 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 Liason 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.

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 individual that writes the adventure.

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 Committee 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.

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

RC: The Registry Chair. This person is the Registry Chairperson 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 attendance at promotional events.

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.

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.

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.

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 |
| 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 |

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 from this 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 any 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.

Liability Waiver (under 18)

This form lists 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.

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.

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 | | | |
| Game Producer (GP) 2500 per hour on game day + set up Game Writer (GW) 5000 per sanctioned game hr. NPC and all other functions 1000 per hour | | LM 5000 per game SC 2000 per SGH | Total CAP Earned: | | |

Player Character Record GM/BR

| | | | | | | |
|---------------------------|--------|----------------|-------------------------|----------------|--------------------|-------|
| PC Name: | | Previous EP: | | Previous Gold: | | |
| PC Class: | Level: | ID: | CAP Applied To PC's EP: | | In To Game: | |
| PC Notes: | | | EP Earned: | | Out Of Game: | |
| CAP Applied For Gold: | | Gold From CAP: | | New GP Total: | | |
| New EP Total: | | | | | | |
| Change in PC and/or Items | | Value | Game of Origin | Item # | Status / PC Traded | GM/BR |
| | | | | | Gained/Lost | |
| | | | | | Gained/Lost | |
| | | | | | Gained/Lost | |
| | | | | | Gained/Lost | |
| | | | | | Gained/Lost | |
| | | | | | Gained/Lost | |
| | | | | | Gained/Lost | |
| | | | | | Gained/Lost | |
| | | | | | Gained/Lost | |

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 5000, One Day Game: GP 45000, GS-10000*SPH, All Others 18,000,
Multiple Day Game: GP 100000, GS 10000*SPH, All Others 45,00

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: _____

ASSUMPTION OF RISK AND LIABILITY / PHOTO RELEASE
Participants Under 18 Years Of Age

I, the undersigned, have been advised that participating in live action role-playing games and activities of the type run by the International Fantasy Gaming Society (IFGS) necessarily involves risks, and that accidents, even serious or fatal accidents, can occur. While I understand that IFGS encourages safety, an accident may occur involving me or my property. In return for being allowed to participate in an IFGS game, I fully and knowingly assume the risks and agree to release and hold harmless the IFGS, game participants and observers, and any others assisting in providing the game or other activities, from any claims, including those for injuries and damages to me or my property or resulting from my death. I understand the substantial risks and am willing to assume the risks in order to participate. I understand this assumption and waiver and intend that this assumption and waiver will also be binding on anyone acting on my behalf and on my heirs. I understand that I do not have to sign this assumption and waiver, and that the only result of my not signing would be that I could not participate in this IFGS game or other activity. I further understand that IFGS, from time to time, and for several purposes including publicity, records and documents its games and other activities via photography, video and audio recordings, artwork, and other means. In return for being permitted to participate in this IFGS game or other activity, I hereby authorize IFGS to utilize any such photographs, recordings, documents, artworks or other records of my participation in this game or other activity in any manner it chooses, and without further compensation to me.

I further state that I am under 18 years of age, and have been informed that I MUST have a parent or legal guardian's signature.

Game Name: _____ Game Location: _____ Date: _____

| Name | Signature | Date | Phone Number |
|------|-----------|------|--------------|
| | | | |
| | | | |
| | | | |

I, the undersigned, hereby certify that I am the parent or legal guardian of the above minor child or children. I have read and understand the risks and Assumption of Risk and Liability above, and the authorization to use photographs and other recordings. I understand that my child will NOT be supervised by the IFGS or any other party. I intend that my child participate without supervision. 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.

| | | | |
|--|--|--|--|
| | | | |
|--|--|--|--|

| Name | Signature | Date | Phone Number |
|------|-----------|------|--------------|
| | | | |
| | | | |
| | | | |

I, the undersigned, hereby certify that I am the parent or legal guardian of the above minor child or children. I have read and understand the risks and Assumption of Risk and Liability above, and the authorization to use photographs and other recordings. I understand that my child will NOT be supervised by the IFGS or any other party. I intend that my child participate without supervision. 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.

| | | | |
|--|--|--|--|
| | | | |
|--|--|--|--|

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 To Other Chapters | | | |
| X | | List Of Novices To NL and PR | | | |
| X | | Game Ratings To SC | | | |
| X | | Member Data Updates | | | |
| X | | Data Input Into Registry: | | | |
| | | (Items, Savvys, Item Notes, NPC Pnts, PC Items, PC Pnts, PC Notes, PC Death, Archery) | | | |

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 To Other Chapters | | | |
| X | | List Of Novices To NL and PR | | | |
| X | | Game Ratings To SC | | | |
| X | | Member Data Updates | | | |
| X | | Data Input Into Registry: | | | |
| | | (Items, Savvys, Item Notes, NPC Pnts, PC Items, PC Pnts, PC Notes, PC Death, Archery) | | | |

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 |

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) = \$ _____

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-2007
Game ID: 2007-10-09
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: 1200

Participant Name: Bill Wasreallyhelpful
Participant ID: 1422
PC Name: <none>
NPC Function: SO
NPC Points Earned: 3000

<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-2007
Game ID: 2007-10-09
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-2007
Game ID: 2007-10-09
Sponsoring Chapter: New England

IFGS ID: 9294
Participant Name: Catherine 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 2009:

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.

End of Registry Handbook 2008