

# Society Sanctioning Handbook

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## Preface

The SSC appreciates the value of the ideas of the membership. This document is a product of ideas from local sanctioning committees and individual members of the IFGS across the country. It is our intention that this document be fluid with regular updates. We appreciate the membership's comments into what is working and what might be changed to help this organization run in a safe, efficient and fair manner and allow everyone to have fun.

Major contributors to this document include past and present members of the SSC, including: Jamie Bridge, David Bruenig, Bill Cowern, Dana Depalma, Kevin Halliburton, Robert Hamm, Marcus Hayes, Paula Hopkins, Donna Leahey, Cass Marshall, Karen Murphy, Doug Sundseth, Dennis Waltman and Phil Wheeler. Additional contributors included local sanctioning committees and individual members who responded to questionnaires, sat in on long brainstorming sessions and debated difficult issues with members of the SSC. In particular, we would like to credit Betzy Distelhorst, Eric Maloof, Norman Moore, Keith Phinney, Scott Ross and Chris Vrem.

We would especially like to thank the local sanctioning committees of most chapters who gave the committee existing Handbook documents from their chapters. Use of these existing documents significantly decreased work for the SSC in creating this Handbook.

## Introduction

The successful running of games is the goal of every chapter in the International Fantasy Gaming Society (IFGS). This involves much hard work from many individuals, including game writers, game producers, game staff and the local sanctioning committee. The Society Sanctioning Committee (SSC) has tried to incorporate much useful information about the writing, sanctioning and producing of games into this Handbook. It is our hope that the document will be of use to game writers, producers and local sanctioning committees, regardless of experience.

The SSC is also interested in maintaining a degree of consistency in the sanctioning of games among various chapters. One strength of our organization is the ability of players to move among chapters and participate with some degree of certainty about rules, sanctioning procedures, and registry procedures. At the same time, we recognize the need for individual chapters to have freedom to grow in the directions they choose. Therefore, this document is a mixture of official policy, recommendations and suggestions. Toward this end, the document uses the words Shall (or Must), Should and May to convey very specific meanings. So that the text may be more fully understood, these are the definitions.

**(Shall or Must)** represents official policy of the IFGS that must be incorporated into any Chapter Sanctioning Committee Handbook.

**(Should)** represents a strong recommendation by Society. These statements may be modified to accommodate local needs, through a vote of the chapter board.

**(May)** represents an option available to users of the document, allowed by Society.

The information in this document should be sufficient to be used as a Handbook for local sanctioning purposes. Chapters are encouraged to review the material and make whatever changes they feel are necessary to fit the needs of their chapter, keeping in mind that anything identified as official policy of the IFGS (by use of the “shall” or “must” statements) must be included in any chapter sanctioning committee handbook.

The first chapter, Sanctioning Process, deals with how a game should be sanctioned. It provides information on how to sanction a game, how to give comments for a game, and what to look for when sanctioning a game.

The second chapter, Sanctioning Nomenclature, provides a detailed explanation of terms used in sanctioning, game rating determination, game descriptors, and game status.

The third chapter, Sanctioning Committee, deals with Sanctioning Committee organization, specifics and restrictions in how subcommittees are assigned, the duties of the Watchdog, and the protest process.

This document will use masculine/feminine pronouns and references interchangeably.

## Pronouns and Abbreviations

### Abbreviations

EXSC	Executive Sanctioning Committee
EXPSUB	Experienced Subcommittee Member
GM	Game Master
GP	Game Producer
GSO	Game Safety officer
GW	Game Writer
LSC	Local Sanctioning Committee
NPC	Non Player Character
PC	Player Character
RR	Registry or Bank Representative
SAS	Spells, Abilities, and Skills
SO	Safety Officer
SSC	Society Sanctioning Committee
Subcom	Game Sanctioning Subcommittee
TR	Treasury Representative
WD	Watch Dog

# Sanctioning Process

When a game is received by the local sanctioning committee (LSC), the game is assigned a sanctioning subcommittee (Subcom) to review the game. Once the game meets all requirements of the Society and Local Sanctioning Committees, the game can become a Sanctioned Game. Only Sanctioned Games may be run under the title IFGS game. Games that have not gone through a sanctioning process are not IFGS games.

## The Sanctioning Subcommittee

Games received by the LSC should be assigned a sanctioning subcommittee within two weeks. It is this subcommittee that works with the person submitting the proposed game to sanctioning. This person is usually the game writer, but sometimes the person submitting the game has permission to act for the writer. This is most common for games written outside the sanctioning chapter. For the bulk of this document, the person submitting the game to the LSC will be called the Game Writer (GW).

### The Sanctioning Subcommittee's Role

The Sanctioning Subcommittee members are like the editors of a book. They review the script to insure the audience will enjoy the game enough to spend their money. The sanctioning subcommittee is not the author. Since the PCs and NPCs cannot preview a game script to see if it will be fair and enjoyable, they rely on the LSC to do so. Of course the sanctioning subcommittee must check that the script does not plan to break the IFGS game rules. They must also help the GW write encounters that are reasonably challenging without being impossible. Ultimately, everyone plays IFGS to have fun. Each game should be enjoyable not only for the PCs, but also the NPCs and Production Staff. The Sanctioning Committee helps the GW write the best possible game.

### Sanctioning Viewpoints

Each member of a sanctioning subcommittee assigned to a game has the responsibility to review the game submission. The sanctioning subcommittee member looks at the game from many viewpoints:

- From the viewpoint of the participants for fairness, safety, playability, and enjoyability.
- From the viewpoint of the IFGS for adherence to rules and policies, playability, and portrayal of the IFGS to the public.
- From the viewpoint of NPCs and Game Personnel, for attention to detail regarding definition of magic items, possible NPC actions, and game structure.
- From the viewpoint of the Game Writer, to achieve as good a game as possible while maintaining the Game Writer's imagination and game view.

- From the viewpoint of Game, Chapter, and Society Safety Officers; to make sure the game as written is safe for the players, non-players, and staff alike.

When reviewing a game submission, the sanctioning subcommittee member needs to keep these different viewpoints in mind. Each are important.

Policy and selection of Subcommittee members is detailed in the Sanctioning Committee Organization section. Below is an overview of the subcommittee for a game.

**Number of Members on the Sanctioning Subcommittee**

A sanctioning subcommittee should be composed of at least three members. If a member of the committee is removed or unable to finish the sanctioning of the game after the game has reached Intent to Sanction status then the sanctioning process may be finished with the remaining members.

**Sanctioning Subcommittee Member Experience**

A sanctioning subcommittee should include no more than one inexperienced member, if possible. It is the responsibility of the experienced members to “train” the inexperienced sanctioning subcommittee members in the “in’s and out’s” of the sanctioning process. The experienced sanctioning subcommittee members should go over their comments on the game with the inexperienced SC members.

**Sanctioning Subcommittee Coordination**

The degree to which sanctioning subcommittee members interact directly varies from chapter to chapter. While there is no absolute correct method, some coordination of game comments is preferred. One of the experienced sanctioning subcommittee members is designated the Game Liaison. The Game Liaison is coordinator and contact between the Game Writer and Sanctioning Committee. Often the Game Liaison is sent individual sanctioning subcommittee member game comments, and then the Game Liaison compiles a combined report. In other instances, each member sends their comments directly to the GW. A copy of the comments may also be sent to the Game Liaison.

## Working with the Game Writer

Remember, both the sanctioning subcommittee and the GW are trying to put on the best game possible. However, there are often differing ideas about what this means. The sanctioning subcommittee members are not the creators of the game, merely the editors (not the co-writers). The GW is the author and artistic creator. His or her wishes should always be respected. The sanctioning subcommittee members are in positions of power and responsibility. The sanctioning subcommittee members should use this power carefully.

Once a sanctioning subcommittee member receives each submission, they should get comments back to the GW as soon as possible.

The sanctioning subcommittee members should:

- \* Understand the GW's point of view and his or her intent for the game.
- \* Analyze the problems seen in the script.
- \* Determine which of these are truly important.
- \* Continue to communicate with the GW. Don't stop talking just because the sanctioning subcommittee is waiting for the next submission.
- \* Repeat the submission, review, and communication process until all members of the sanctioning subcommittee and the game writer are satisfied
- \* Point out what is good about the submission.

In general, a GW should expect comments back within one week per 30 pages of the game submission (or part thereof), between the time the sanctioning subcommittee member gets the game submission and sends comments back. If there should be delays in the sanctioning subcommittee part of the process, explain truthfully to the GW what is happening and why.

A game should be advanced to the next status level only when it is ready. Be wary of allowing games to run before they are ready, or without enough sanctioning, just to meet predetermined deadline or budgetary needs. Once the entire committee agrees on the advancement of a game to the next status level, the Game Liaison should communicate the change to the Sanctioning Committee.

## Restrictions on a Game Writer

Game Writers are not restricted from affecting characters in their game in any way. Likewise, other Game Writers are not restricted from altering those effects, in any way. The following exceptions to this apply;

- \* **The Dead-dead rule.** The Fantasy Rules Committee has an optional rule for use in IFGS games involving permanent and irrevocable death (called Dead-Dead). Characters killed under the dead-dead rule cannot be raised by anyone or anything. Note that the Dead-Dead does not affect the out-of-game use of the Clone Rule.
- \* **Restoration of “Treasure.”** “Treasure” lost by characters in a game cannot be replaced except in another sanctioned game, and only if the Bluebook value of that “Treasure” is included in the maximum allowable treasure (in gold pieces) for that game.
- \* **The Local Sanctioning Committee.** Depending on local sanctioning committee policy, or lack thereof, the sanctioning subcommittee for a game may determine that an effect is unreasonable and not allow it to be sanctioned in that game.

In addition, a game writer should not use the intellectual property (i.e. Lands, NPCs, Deities, etc.) of another writer without that writer’s permission.

## Game Comments

The term comments is perhaps too weak a word to reflect what the sanctioning subcommittee provides. The comments provided may require changes to the game copy, or may be simple suggestions to the game writer. The GW deserves to know whether the comments require changes, or are simply suggestions.

### Subjective vs. Objective

The comments a sanctioning subcommittee member gives to the GW are of two types: objective and subjective. The objective comments specifically point to some rule or policy that the section violates. These types of comments are ones with which each sanctioning subcommittee member will likely agree. Most objective comments will result in a change in the game submission. In subjective comments, the sanctioning subcommittee member ‘believes’ something is wrong, but cannot point to a specific policy or rule that the section violates. Playability, safety, portrayal of the IFGS to the public, fairness, and enjoyability are usually the topics of subjective comments.

## Procedure for Providing Comments

How the sanctioning subcommittee members deliver their comments to the GW depends a lot on how the GW submitted the game to the Subcom. If the GW submitted hard copies of the game submission to each sanctioning subcommittee member, then comments could be written on the game copy itself. Alternatively, a separate report could be generated specifying the comments on the game. In this latter case, the encounter number and the page number (if possible) should be noted with each comment. If the GW submitted an electronic copy of the game, the sanctioning subcommittee member could print out a copy and write the comments on the copy; the sanctioning subcommittee member could also write a separate report and give the GW a hard copy and/or an electronic copy of the comments. Additionally, some GWs ask that their sanctioning subcommittee members write their comments into the text of the game, proceeding such comments with their last name, or another agreed upon code. The GW and sanctioning subcommittee should work out a mutually agreed upon method.

## Game Evaluation System

A Chapter may require a game evaluation system be used. On the following page is an example of such an evaluation system.

All comments on a game are labeled with a code: C1, C2, C3, or C4. Each level requires a different level of response.

- C1 A serious problem. Must be corrected to the SUBCOM's satisfaction. However, subcommittee members must include an explanation of why this is a C1 problem.
- C2 A serious concern. Must be corrected or explained to the SUBCOM's satisfaction.
- C3 A concern. The GW must respond to this comment.
- C4 A minor concern. The GW is under no obligation to respond to this comment, but the sanctioning subcommittee wants to bring it to his attention.

Rules violations, incomplete NPC and magic item descriptions, incomplete encounters, incorrect treasure for difficulty, wrong ratings, safety violations, and public relations problems are all items that are likely to have C1 and C2 ratings.

## Steps in Reviewing a Game

These steps are not all inclusive. When a game gets to the later status levels there are additional elements to be concerned about. These steps provide an aid in the sanctioning process. Experienced sanctioning personnel may have other steps or processes with which they work.

### **Read the game through once.**

When the sanctioning subcommittee member gets a new game submission, consider reading through from front to back, possibly keeping notes of questions, but putting little on the game copy itself.

By doing this the sanctioning subcommittee member may find that some of his initial questions are answered later in the script.

If the submission is a storyline submission (no encounters, just what the GW hopes to write about), there may be few comments the sanctioning subcommittee member can give. The GW needs to know if the game looks possible to run as an IFGS game, and sanctioning subcommittee members should review the game accordingly.

### **Look at each encounter overall.**

How does it run? What extra information is needed for/by the GM, and NPCs, to run the encounter correctly? Is the encounter fair, playable, and safe.

### **Review specific elements of the encounter**

After reviewing an encounter in its general terms, look at the specific elements of the encounter.

The encounter is the meat of the game. The encounter should describe what is supposed to happen and provide the detail attributes of the encounter. There are many elements that should be included in an encounter. There is no absolute arrangement that must be followed. However, the encounter should be arranged so a GM can find everything easily. This may mean putting encounter data at the beginning of the encounter, or the end the encounter. Consistency is important.

## Encounter Content

The following items should be in all encounters:

### **Encounter Number and, optionally, a name for the encounter**

#### **Encounter Intent**

Why the encounter is here, what is intended. This especially helps the NPCs. If an encounter includes “what if” information for a battle, but the encounter intent states this is an informational encounter, the NPCs will know that the “what if” information is just in case, rather than expected.

### Initial Description

This brief description provides a first impression of encounter, possibly including description or setting a GM may give to the players.

### Encounter Diagram:

If possible a drawing or diagram should appear with the encounter. As an alternative a clear written description of the encounter layout would also suffice.

### Class Skill Results

Most of the classes get some unique skill or ability they can use all the time. Providing the expected results aids the GM, SKs, and NPCs.

*Powers that shall appear in the encounter information, if applicable:*

- Detect Magic:** What detects as magic? Remember that characters under the influence of spells detect as magic.
- Detect Good:** What detects as good?
- Detect Evil:** What detects as evil?
- Detect Poison:** What detects as poison, and what type of poison.
- Animals:** What might the animals in the area say to PCs that can speak with them?
- Plants:** What might the plants in the area say to PCs that can speak with them?
- Tracking:** What tracks are in the area, and what does it look like left them?

### Locks and Traps

Each lock shall have the lock class and the lock difficulty (if different from the lock class), as well as the mundane and/or magical damage required to break the lock, if applicable, written into the encounter. If consequences for breaking the lock are intended, they shall be explicitly described in the encounter. Lack of consequences in the encounter will mean no consequences are intended.

*For example:*

The lock on the iron-bound chest is Class B for the purpose of picking, but Class C for the purposes of breaking the lock. If the team forces the lock (doesn't pick the lock, doesn't use Reverse Lock, or doesn't use acid) three of the six potions in the chest will break, and will not be recoverable.

If a trap appears in the encounter, then the action needed to trigger the trap shall appear in the encounter as well. This also applies to Glyphs.

Glyphs and Fire Traps have a minimum size, and a symbol required by

the rules. If possible, the specific glyph picture should appear in the encounter.

### **Recoverable Treasure.**

What treasure is recoverable from this encounter, and from the game overall? Sometimes PCs can remove an item from the encounter, but it cannot leave the game. Reminding the GM of this fact where applicable in the encounter can help avoid later problems.

### **Non-recoverable Items.**

Are there items in the encounter that are not recoverable? The most common forms of non-recoverable items are NPC weapons and armor. If NPC armor and weapons are recoverable from the game, they count against the total treasure available from the game.

### **Encounter Length.**

How long will an average team take to go through the encounter? Look at this one closely and realistically. It is very important to ascertain correct encounter length. If the encounter legitimately can expect a long duration, the sanctioning subcommittee member will need to think about what it does to the logistics of the game if more than one team runs per day.

### **Lore Information.**

Information on persons, places and things which the PCs can determine with their lore abilities should be listed where available. The text should also note which lore abilities can gather this information.

### **Savvies and Definitions.**

The savvies for a magic item or definition of a non-magical item shall be clear and concise in a manner fair to the PC. For any item of treasure, the following information shall be included in the savvies or description:

Spell or ability name, class, and base-level (ex: Autocast, 7th-level Magic User)

Method and length of time for activation of item (ex: Potion must be consumed entirely to function, and will take at least six seconds to drink all of it.)

Whether the item is charged (one-shot), rechargeable, has uses per day, or is permanent.

Other information that shall be included when applicable is:

Number of charges, or uses per day.

Level of effect of the spell or effect (ex: Crash Time, first level Magic User, sixth level of effect).

Range, duration, or area of effect if these differ from the base spell (Example: Awaken, second level Magic User, affects bonded owner only).

For an item that does not mimic a spell, skill, or ability from the current IFGS rules, the following information shall be available:

A concise description of the effects of the item (Example: Provides +1 magical protection versus all forms of physical damage).

Method and length of time for activation of item (Example: Potion must be consumed entirely to function, will take at least six seconds to drink all of it).

Whether the item is charged, rechargeable, has uses per day, or is permanent and how many charges or uses per day it has.

Range, duration, and area of effect.

Level of effect, whether or not the effects can be dispelled, and if so how they are dispelled.

How a rechargeable item is recharged.

There is an absolute ceiling of 14th level for level of effect items whether permanent, unlimited, rechargeable, daily or single use. This restriction is by direction of the Society Board, 12/13/1995.

The savvies of treasure which only has powers in a Closed World or Semi-Closed World shall specifically identify the World in which the treasure has the powers in the treasure's savvy. The terms closed world or semi-closed world should also appear in the savvy if they apply.

All savvy information for each item should appear in the encounter(s) in which the item appears.

The following items cover how a savvy should appear in a game:

The characteristics of a particular power should all appear in one savvy.

Limitations or crocks may appear in the same savvy which apply to one particular power.

Limitations or crocks that apply to the entire magic item may have their own savvy.

A Game Writer may incorporate all magical properties into one savvy.

If curses are deemed magical by the Game writer then they shall be treated as limitations for savvy purposes only (shall not count as crocks for item pricing).

*For example:*

A ring of Strong Arm +2; rechargeable by proper class and level; with one charge and two discharges per day; which causes the receiver of the Strong Arm to take double damage from electrify; could have a savvy similar to:

### **Ring**

- 1) The wearer of this ring may cast a STRONG ARM +2 by saying "By the power of light, and the spirit of Beowulf, I call this power," taking at least six seconds to complete the incantation. This ring has one charge and is dischargeable twice per day. To recharge this ring a magic user of at least fourth level must cast a STRONG ARM+2 into the ring.
- 2) The person receiving the Strong Arm +2, will take double damage from the Electrify spell for the duration of the Strong Arm +2. The damage is doubled before armor is deducted.

*Another acceptable Savvy would be:*

### **Ring**

- 1) The wearer of this ring may cast a STRONG ARM +2 by saying "By the power of light, and the spirit of Beowulf, I call this power," taking at least six seconds to complete the incantation. This ring has one charge and is dischargeable twice per day. To recharge this ring a magic user of at least fourth level must cast a STRONG ARM+2 into the ring. The person receiving the Strong Arm +2, will take double damage from the Electrify spell for the duration of the Strong Arm +2. The damage is doubled before armor is deducted.

### **Item Value**

The mundane value (which a thief can determine) and the Blue Book value, of each item that appears in the encounter, shall be included in the encounter.

**Additional Encounter Description.**

This is a description of what the GW intends to happen in the encounter. It should provide what the NPCs (if any) should do, what conversations they will hold (if any), when combat (if any) breaks out, and what information can be learned. This is the heart of the encounter.

**NPC Description**

Each NPC role needs specific information on the character so the person filling the role has everything he or she needs to play that character.

*Each NPC description shall include:*

- the name of the NPC
- the NPC level and the NPC class
- the NPC's current life points (limb/unconscious/dead) [NPCs need not have full points],
- the NPC's current Class Points (if any) [NPCs need not have full points],
- abilities left (NPCs need not have full abilities),
- NPC armor,
- NPC damage with weapons it has (if any), or is likely to use,
- SAS or other powers the NPC has ready (if any),
- SAS the NPC is forbidden to use in the encounter (if any),
- weapons allowed to be used and if they may have a shield (if the class allows it),
- the archery pattern (hits, crit, miss) and aim time for NPCs who are or could be archers,
- restrictions or limitations to NPC fighting (if any)
- a knight's code if the NPC is a knight,
- a religion if the NPC is a cleric,
- a holy symbol for clerics if they can turn undead.

The NPC description should include: motivation (why the NPC is doing what he/she is doing); Legend Lore on People results; information the NPC can tell the party (if applicable); special abilities; special defenses; greatest weakness; and greatest strength. The latter two can be asked by characters with the Wathit ability. If the NPC is a knight, a heraldic lore should be present in the encounter. If the NPC is a cleric, a religion lore should be present in the encounter.

*The following items may appear in the encounter description:*

**Melange Dreams**

Either the specific dreams, or a number designation with the verbiage appearing in a Melange appendix.

**Props**

The props needed to run the encounter. This is especially helpful for production.

**NPC Number**

Usually a designation of how many NPCs are needed to run the encounter, and can include a running total of how many NPCs are needed in the game through this encounter.

**Foresees**

Many GWs provide a list of Boons and Banes for their encounter. This is meant as an aid to GMs, and sometimes to settle a possible conflict the line course has with the sensible approach. For example: The game script may require the party gain a map from a party of trolls having lunch. For that reason, a boon to attack might be written into the game. The fact that it will be a nasty fight, provide no wealth, and possibly cause the death of characters, might cause a GM to declare attacking the trolls a Bane.

**Review Game Flow**

After reviewing each encounter individually, look at the encounters as a whole. Do the encounters flow from one to the other? Does the game make sense? If it is a line course, make sure the players have a way to know "in-game" which direction to go next. Let the GW know what parts do and do not make sense.

**Review the Title Page**

The title page for a game should have specific information about the game. Note the title page and flyer are different, though a completed game flyer may be used as a title page

Ultimately, the Title Page shall include the following information:

Game Name,  
 Name(s) of Writer(s),  
 Game Size,  
 Game Rules,  
 Game Edition,  
 Blue Book Edition,  
 Proposed Game Length,  
 Game Ratings,  
 Number of teams and number of characters per team (if applicable),  
 Maximum levels per team (if applicable),  
 Game Type,  
 Game Style,  
 Special Rules,  
 Registration Type (expected),

Magic Rating (if used, eventually spelled out)  
Whether the game takes place in a Closed or Semi-Closed World, and  
what world it is  
Restrictions to Class and/or Alignment of characters (if applicable)

In addition a Title Page may have:

Address and Phone numbers of Writer(s),  
Email Address of Writer(s),  
Game Location,  
Game Date,  
Land or Kingdom the game takes place in (for non-Closed/Semi-Closed  
World)  
Loremaster name(s)  
Game master name(s)  
Copyright notice.

# Foam

by Juan Dinero

A Silly, Light Heroic 4-hour Fantasy  
Minor Circle Course Game in the World of Lydia

This game is for 2-3 teams of six characters of 4th to 6th level.  
A maximum of 30 levels per team.

## Ratings:

Physical: 3                      Risk: 3  
Mental: 7                        Fighting: 8  
Magic Restriction: G-50,000

Characters that do not bring at least 50,000 gold pieces in items to the game will be provided with items to use for the game so that each character will have at least 50,000 gold pieces in items.

DIFFICULTY: 6.0

Blind Draft

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PC Fairness Rule will be in effect

Pursuit Rules will be in effect

Clone Rule will be in effect (maximum twice per character)

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### **Review Game Ratings and Maximum Recoverable Treasure**

Once the game submissions have mostly finished the PC levels and numbers, encounters, and NPCs to a point where major change is less likely, review the game as a whole to decide the Game Ratings. Use the Game Rating System section to help determine the game ratings. Once a game rating is determined, use the Bluebook's Recoverable Game Treasure Charts and/or Formulae to decide the maximum allowed treasure, and compare it to the treasure being given in the game. If the treasure exceeds that number, then reductions will need to be made. If the treasure is less than the maximum, there is not a problem. Games need not give out the maximum amount of treasure allowed. However the sanctioning subcommittee should point out the difference between what was given out and what is the maximum allowed.

Once initial game ratings have been determined, come back to review them from time to time in the process to make sure they have not changed with the changing of the game. If they have, the GW will either need to change the ratings (and possibly the treasure) or modify the game to meet the ratings.

#### **Magic Rating**

The sanctioning subcommittee may also suggest that a Magic Rating be provided for the game. Possible Magic Ratings appear in the Magic Rating section of the Sanctioning Nomenclature Chapter, and should be considered if the game writer is worried about the impact of a specific item or type of item, or characters of a certain power-level, in their game.

### **Review Appendices**

As the game gets to the latest status levels, a number of game appendices are required. This includes complete listings of recoverable treasure, savvies and lores, game budget, NPC list, and other information. When information also appears in an appendix, the sanctioning subcommittee must make sure that changes in the game body are also changed in the appendices.

### **Changing Status Level**

If the GW proposes that the game has reached an important sanctioning status level, the sanctioning subcommittee members need to compare the game to the Status level check lists in this handbook. Any deficiencies must be pointed out to the GW for correction. After such corrections are made, the game does not automatically progress to the new sanctioning status level. Instead the game needs to be reviewed again, in case the changes caused other problems.

# Sanctioning Nomenclature

## Game Characteristics

In this section, the various terms, ratings, and classifications involved with sanctioning a game are provided.

There are several descriptors that identify characteristics of a game to the potential players and staff. These are Game Type, Game Format, Game Class, Game Registration, and Team Type. This information shall appear on the game flyer and title page.

## Game Type

The following game type definitions are designed to help a participant decide whether they might enjoy this type of game. Knowing a little bit about the game flavor ahead of time participants can make informed decisions about whether or not they might enjoy the game. The game type definition should include one word each category. If the appropriate word is the middle of word for style or humor, then the use of these words are optional. There are three categories of Game Type: Humor, Style, and Essence

The Humor gives players an idea of how much comedy is in the game.

**Silly:** The game will involve humor throughout the game. It could feel very much like a Saturday morning cartoon, or be a bit more restrained. Humor is a very important part of this game.

**Moderate:** The PCs should expect a surprise or two and a bit of comic relief from time to time, but this game is mostly serious.

**Serious:** This game has little or no humor itself.

The Style describes the expected motivations behind the players' actions.

**Heroic:** The game involves the character in heroic actions. Good triumphs over evil, justice is done, wrongs are righted, and the PCs get to do it! The PCs take on danger and possibly death for others, or because it is the right thing to do.

**Task:** The game has the party doing something that has no heroic or villainous purpose.

**Villainous:** The game involves the character in villainous, anti-heroic, or dastardly deeds.

The Essence reflects on how the game makes the players feel .

**Light:** The game allows the PCs to affect, prevent or correct the actions of others, or situations in the game.

**Standard:** Whether the game includes situations or actions that occur that the PCs cannot prevent or avenge depends on the reasonable actions of the PCs earlier in the game. This game could be entirely Light if everything is done correctly, and possibly very Dark if the PCs act incorrectly.

**Dark:** The game includes situations or actions that occur which the PCs cannot prevent or possibly even avenge.

## Game Format

The Game Format descriptor identifies how the game is going to be run. This information gives the participants insight into how the game encounters are structured, and how they might interact with NPCs and PCs.

### Line Course

This game follows a mostly linear path from one encounter to the next. Teams, usually determined before the game day, follow a pre-set order of encounters. There can be alternate lines, depending on different character actions, but these are less than 50% of the entire game.

### Room

Typically a game intended as a gathering of characters in one location. That location may have multiple rooms, but the setting is stationary. Room games are games that can take place indoors, and usually have more role-playing, information, and lore-type encounters than combat/ fighting encounters.

A subtype of the Room Game is a Gathering. This is a game that has little activity written into the game; most if not all occurrences within the game are directly as a result of PC interactions.

### World Course

In this game, the encounters are set within the game site, and the characters can encounter them in any order. The characters may wander as they will. Not all encounters are necessarily in place at game beginning, but a linear order is not necessary. Note: a World Course could require a character to first get the key in encounter A before they could open the lock in encounter B, however nothing prevents the character from finding the lock first, and then having to go looking for the key. Often teams are only formed in World Courses while the characters are actually in the game.

**Fixed Course**

A Fixed Course is a game where the characters remain in one general location, and the encounters come to them. While similar in effect to a Room format, the Fixed Course is designed for the outdoors, and is usually directed less towards the informational and more towards the combat/fighting aspects. Fixed Course games are team games, where the teams usually do not meet each other.

**Hybrid Course**

This course has two or more of the other course types within it. The game writer may further designate the parts of the hybrid but he/she does not have to do so.

**Game Class**

Game Class reflects how involved game production should be. It depends on the following items, as given in the script:

game length  
 number of participant roles (NPC, PC, game staff)  
 production complexity

Sanctioned Game Length indicates the probable number of encounters and team set-up time. Production complexity is a factor influenced by the number of teams, the number and complexity of props, and the number and coordination of NPC roles. The sanctioning subcommittee should use all of these factors to decide the game class based on the following recommendations.

**Two-Day Game**

Major Game taking place over two real-time days.

**Major Game**

Greater than 6 hours Sanctioned Game Length  
 Greater than 25 expected participants  
 Complex production

**Minor Game**

3-6 hours Sanctioned Game Length  
 10-25 expected participants  
 Standard production

**Mini Game**

Less than 3 hours Sanctioned Game Length  
 Less than 10 expected participants  
 Simple production

## Game Registration

The registration type defines how participants are allowed to become players of the game. Usually this affects how they bring their characters into a game, but in Module games (see Team Types) the players do not bring their own characters into the games. Some types have standard variations which are listed here.

### Draft

The Game Producer selects the team leaders (loremasters) and, the loremasters take turns selecting team members from a common pool of characters. The loremasters pick characters from the pool until everyone has been chosen or until all team slots are filled. Empty spots on teams after all characters have been drafted can then be filled by the loremaster or Game Producer (who decides the process). Some drafts allow a player to refuse a loremaster one time, and still end up on another loremaster's team. The ability to refuse and still play does not have to be allowed. A small portion of the team can be pre-picked in a true draft; generally, no more than 25% or 2 pre-picks is standard.

A variation of this is the First Picked Draft. In such a draft a certain group of people are designated as "must be drafted first." Often this group consists of Novices (for a low level game), but the group could be designated in another way. Other examples of first picked groups are (but are not limited to): Post-Novice (inexperienced players that are no longer novices, usually 2-3 game max), Out-of-State (persons who are coming from out-of-state are picked first), Recent-Staffing (players who have staffed the last three games they have participated in), Game Producer (persons who have been a game producer), and Youth-16 (persons 16 and under). If applicable, then the fact that there is a first-picked group and what the group is must appear on the flyer.

Another variation is the Blind Draft. In the Blind Draft, the loremasters select their team without knowing what characters/players are being selected. The characters in the draft are identified by level and class (and on, rare occasions, by alignment as well). In such a case a loremaster would declare he/she wanted a 4th level knight, and the actual character would be determined randomly from the 4th level knights in the draft. This draft type is not suggested for games of High Difficulty or High Risk, or where the PC Fairness Rule is in not effect.

### Invitational

In this method, only those persons invited to be on teams may play. Usually these games are Loremaster Invitational. This means that the Game Producer selects the Loremaster, and the Loremasters assemble their teams.

In another type of Invitational, the Game Producer Invitational, the Game Producer invites characters to play the game either as individuals or in teams

A variation of this is the Invitational Draft. In this case, the Game Producer invites players to put characters in the draft; then the loremasters draft from that pool of characters only.

### **Open**

In this registration type, all characters that want to play may do so. There is not a limit to the number of players that can participate. Open games can limit the number of characters a single player may play over the duration of the game. This method is quite common for Room games.

A variation of this registration is the Limited Open. In this method, the first X number of players who want to play, may bring characters into the game. If the game is a team game, then the teams are either built by the Game Producer or Game Staff, or randomly assigned. Usually this type of registration is used for non-team or Solo games (see Team Types).

## **Team Types**

### **Team Game**

The game requires that the characters gather in pre-set teams to run through the Course. The Registration type determines how the teams are chosen. These teams are determined before the Game Start. Teams are limited by number of characters, and by total levels possible on the team.

A variation of this is the Solo game. These games have a team of one character. Characters do not interact or gather in larger groups with each other for most of the course.

### **Non-team Game**

There are no preset teams. Like the Solo game each character enters the game on their own. The individuals may interact with other characters, and even form impromptu teams of their own. However, these teams have no official standing outside the game (loremaster experience points, calculation of max game treasure, etc.). Most Room, and Town Courses are non-team games.

### **Module Game**

This game is a test of the Player's skill in playing a character. This game uses pregenerated characters on preset teams. The players then run the characters through a course that tests the player's ability to run the character successfully with the team. Experience in these games is given in Character Applicable Points (CAP) that apply to the players

general CAP total, and is not awarded to any specific character. This game used to be called a Tournament game.

### **Special Game Characteristics**

#### **Novice Game**

Any Major or Minor game with registration by Draft may choose to be a novice game, with Subcom approval. It is suggested that the Name's level range does not exceed third level, and that no game rating is higher than Medium by the SSC suggested ratings. In a Novice game, all novices are drafted first, and 20% of the team (round up) should be novices. If there are not sufficient novices to fill out 20%, then the draft may continue normally.

#### **Novice**

A novice is any person who has PC'd in less than two Major or Minor IFGS games. Novice status has no relationship to the requirement that a person must join the IFGS after participating in any two games.

#### **Adult Game**

Only players who are 18 years old and older will be allowed to play in the game. Games receive this rating most often for adult style humor and situations.

### **Game Ratings**

This section on Ratings shall be used by all chapters.

There are 4 primary game ratings: Risk, Mental, Fighting and Physical. The first three ratings are averaged to determine the Difficulty level.

**Risk** The Risk rating is best summarized as the probable negative consequences for a PC or teams' actions in an event. Risk primarily defines the possibility that some type of negative change will occur to a PC or team. This includes the severity of negative change(s) to occur and the number of opportunities the PC or team will be subject to the possibility of negative change.

The sanctioning subcommittee should consider the following factors in determining the Risk rating of a game.

The potential for PC death, and the likelihood that the death will be immediately countered with either Life Spark, Raise Dead or a similar power.

The potential for permanent loss of life points or spell/ability points. Loss of life Points can be either by death or by other means.

The potential that a PC will permanently lose the capability to cast/activate any spells/abilities indicative to a particular class; or that these spells/abilities will be negatively altered (EXAMPLE: All Healing magic having effectiveness cut in half).

The potential that a PC will suffer the negative effects of a curse which they do not possess the capability to remove.

The potential that a PC will permanently lose limbs or the capability to speak, either by combat or through other means.

The potential that a PC will permanently lose any previously owned magical items, special abilities or any other special attribute or capability that they possess as a result of treasure, trade or gift from another game.

In addition, the sanctioning subcommittee should consider that in all of these cases, if the game provides a mechanism for the negative changes of the game to be removed (EXAMPLE: priests who raise dead and restore life/spell points for free or Magic Pools that return lost magical items) then the risk from those negative changes should NOT be included in the determination of Risk for that game.

Besides the chance of negative change to a PC or team, the Risk rating also defines the possibility that a PC or team will not be successful in their game goals. Comparatively, the chance of success or failure should be weighted to a lesser extent than the possibility of negative change. In addition, the sanctioning subcommittee should consider carefully the actual implications of game failure. If the ramifications of success or failure carry their own consequences to the team (EXAMPLE: Death or loss of treasure unless they succeed) then the chance of success should be considered to a greater extent in the Risk rating.

If the consequences of game failure do not matter (EXAMPLE: despite the outcome, the team receives full treasure and suffers no negative impact) then the sanctioning subcommittee should give little weight to the chance of game failure (possibly none at all).

Several terms can be used to help in determining Risk. These terms include;

#### **Direct Support**

This term defines a condition in which the game provides direct support to the team, to prevent negative consequences. When a game situation or NPC action will counter anticipated negative consequences, this assistance is Direct Support (EXAMPLE: After a series of difficult encounters

in which several PCs are slain, the team comes upon a friendly hermit who raises all of them and restores their lost life points). Negative consequences should only be considered in Risk if they are not countered by Direct Support.

### **Indirect Support**

This term defines a condition in which the game provides indirect support to the team, to help in the team's success in an encounter or to limit the potential consequences of failure. When a game situation or NPC situation provides a greater chance of success or provides assistance, this assistance is indirect support (EXAMPLE: The final fight involves several nasty NPCs who ambush the party. However, several limitations govern their behavior, including the fact that two of the NPCs must step out and verbally confront the party before the attack, only certain spells and abilities are permitted, and NPCs are not allowed to throat slit or strike downed characters). While Indirect Support usually will not completely counter the chance of negative consequences, it will make the chances of negative consequences less likely. It therefore must be considered in determining a game's Risk rating.

### **Mild Negative Consequence**

This term defines a negative consequence in a game that does not incur a seriously debilitating result for the team or PC. These consequences will have some damaging effect or impact upon a PC but will not prevent them from immediate future participation in a game or severely impact their capability to act as a PC (EXAMPLE: The loss of life points, spell points or ability points or the loss of the capability to enact spell or ability or some non-game effect such as partial loss of memory or mildly annoying or restrictive curses). PCs who suffer these effects can still participate in immediate future games and can still operate at close to maximum efficiency. In addition, the loss of small amounts of gold or a minor previously owned magical item (local SC discretion) would also constitute a Mild Negative Consequence. Mild Negative consequences are more common in higher risk games.

### **Severe Negative Consequence**

This term defines a negative consequence in a game that does incur a seriously debilitating result for the team or PC. These consequences will seriously damage the playability or power-level of a PC, possibly preventing them from immediate future participation in a game (EXAMPLE: PC death that is not countered in game, imprisonment, possession, permanent loss of limbs or speech, total memory loss including class abilities or seriously restrictive curses, permanent life point loss of at least half a character's unconsciousness level). In addition, the loss of large amounts of gold or more powerful previously owned magical item(s) (local SC discretion) would constitute a Severe Negative Conse-

quence. Severe Negative consequences are most commonly found only in higher risk games.

*Special Note:* Any Negative Consequences resulting from the PC Rule of Fairness or the lack of the PC Rule of Fairness shall not be incorporated into the Risk rating of a game. PCs and NOT the game copy are completely responsible for any consequences resulting from conflicts with other PCs.

There are ten ratings of Risk. They include the following.

None	(1)
Low	(2)
Low/Moderate	(3)
Moderate	(4)
Moderate/Medium	(5)
Medium	(6)
Medium/High	(7)
High	(8)
High/Extreme	(9)
Extreme	(10)

The definitions of Low, Moderate, Medium, High and Extreme are given here. The intermediate ratings are for use as a tool by local sanctioning committees to find middle ground between the provided definitions.

### **Low**

Participation in a Low Risk game will not result in any Severe Negative Consequences. Mild Negative Consequences for PCs will result only from the most rash and/or unlikely of actions by the PC or their team. Participants should not expect to be challenged or they should expect the consequences of their challenges to be mostly countered by game design. Usually, participants can expect to be departing the game without any Negative Consequences (Mild or Severe). Direct and Indirect support are likely in any challenging encounter.

### **Moderate**

Participation in a Moderate Risk game is not likely to result in any Severe Negative Consequences, but they are possible. Usually, any negative change to PCs will still result only from rash and/or unlikely behavior, but the likelihood that this will occur is increased. The game may or may not include Direct Support and the Direct Support may be limited. The game will usually include Indirect Support to help in limiting Risk to PCs. Most participants can still expect to depart the game without any Negative Consequences (Mild or Severe), and many Moderate Risk games will have no Negative Consequences occurring for PCs.

### **Medium**

The chance for Negative Consequences to occur to PCs becomes much more possible in a Medium Risk game. Participants should expect that Mild Negative Consequences may accompany the failure of game challenges. In addition, Mild or Severe Negative Consequences should occur to PCs because of rash and/or unlikely behavior. Mild Negative Consequences are more likely to occur than Severe Negative Consequences. Each encounter may or may not include Direct Support or Indirect Support to the PCs depending upon the difficulty of each encounter (less difficult encounters will likely have no support while more difficult encounters will probably have at least Indirect Support and possibly Direct Support). Direct Support will usually be limited in amounts. Participants should expect that many PCs will leave the game without any Negative Consequences but it is likely that a small percentage of the participants will leave with some Mild Negative Consequences. Severe Negative Consequences are possible but unlikely.

### **High**

Participants in a High Risk game should expect difficult challenges throughout the game and Negative Consequences as a result failure. Rash or unlikely behavior by any team member should usually result in Mild or Severe Negative Consequences to that PC or even to their entire team. Team work becomes much more important in most High Risk games, as many challenges cannot be overcome without teamwork. Indirect Support is unlikely, except in the most difficult of encounters and Direct Support will always be limited in amounts. Participants should expect that if they play smartly, work well together as a team and can successfully overcome most challenges that they will leave the game with few Mild Negative Consequences, and that they can avoid the more Severe Negative Consequences. However, the inability to do any of these may result in Mild or even Severe Negative Consequences to the PC or their team. This should be the first Risk rating in which it is possible that an entire team is killed in the game (though this should not be common).

### **Extreme**

Participants in an Extreme Risk game should expect very difficult challenges throughout the game and Negative Consequences because of failure. Rash or unlikely behavior by any PC should usually result in Severe Negative Consequences to that PC or to their entire team. Teamwork is usually very important in these games, as many encounters require complete teamwork to survive. Neither Direct nor Indirect Support will be a factor in these games. Teamwork and skillful play alone may not be enough to protect participants in this type of game. Most participants (except the most skillful or lucky) will leave the game with Mild Negative Consequences and a smaller percentage will also suffer Severe Negative Consequences. There is a greater than average

## Supplemental Ratings

chance of failure (to survive or to accomplish game objective) either by individuals or by the entire team. Participants in these types of games should be prepared for the possibility of their entire team being killed in the game (the chance is much greater than in a High Risk game).

Besides the Risk Rating, there are three other game ratings that need to be identified for any game. These are the Mental, Physical and Fighting Ratings. The definitions provided for these ratings are intended as guidelines for MOST games and may not define all situations that may be sanctioned. Local sanctioning subcommittee are intended to use their discretion in determining the proper ratings for any game they sanction.

### Fighting

The Fighting rating describes the importance or role in which PC combat will play in the game. It directly relates to the total number of combat encounters compared to total game encounters, the anticipated length and frequency of those combats and the difficulty of those combats.

### Components of Fighting Definitions

Quality of NPC (novice vs. experienced), with the understanding that NPCs may not be known ahead of time.

NPCs exceed the level limit of the game.

NPCs have more total levels than PCs.

NPCs outnumber PCs (what levels they are when they outnumber).

NPCs have special abilities/restrictions on action or not.

Tactics NPCs use (attacking from ambush).

PCs require tactics.

Probability of success.

### Simple Fight

Can use NPCs with low fighting skills. NPCs should neither outnumber nor have more total levels than the team nor have any NPCs that are higher level than the level allowance of the game. NPCs should be using very few (if any) coordinated tactics and these tactics should not be intended to change the outcome of the fight (Example; A simple ambush with NPCs who acted independently when combat starts would be acceptable). PCs should not be expected to use any tactics to be successful. If any of these conditions are altered then serious restrictions must be placed on the NPCs to insure that the fight remains simple. The probability of PC victory/favorable outcome is high in a Simple Fight.

### **Challenging Fight**

At least some NPCs should be intended to have moderate fighting skills and/or experience with the IFGS rules. NPCs may either outnumber or have more total levels than the team. In addition, the NPCs may have one or two NPCs whose levels exceed the level limit of the game by one or two levels at the most. (Example: a team of eight players (levels 5-7) with a level cap of 48. The fighting encounter would have eight or less NPCs exceeding a level cap of 48 OR more than eight NPCs with a level cap of no more than 48. In either case, one or two NPCs might be eighth or ninth level.) NPCs may employ cooperative tactics, intended to affect the outcome of the fight. PCs may be expected to use the same tactics to give them a reasonable probability of PC victory/favorable outcome. If these conditions are altered then restrictions must be placed on the NPCs to insure that the fight remains Challenging.

### **Difficult Fight**

Most NPCs should have solid knowledge of the IFGS rules with several of them being moderately skilled fighters. NPCs may outnumber, have more total levels than the team, and have NPCs with levels greater than the level limit of the game. NPCs may use coordinated tactics intended to seriously affect the outcome of the fight. PCs are expected to use coordinated tactics to give them some probability of PC victory/favorable outcome. Restrictions on NPC abilities/behavior are possible but not common.

Here are some examples of restrictions that might be placed upon NPCs that might lower the classification of a fight;

Restricted use of class spells, skills and abilities (SASs) and/or SAS points available to them.

Restrictions on rules of combat such as no hitting held or downed opponents, no throat slitting, etc..

Specific instructions on when to halt combat or surrender or die.

Specific instructions on NPCs to spread damage among PCs instead of targeting individual PCs.

### **Low**

In a Low Fighting game, PC combat will play a very minor role in the game. To qualify as a Low Fighting game there should be very few fights (fewer than 20% of the total game encounters). In addition, the combats should be short, simple and infrequent. The focus of the game should center around other activities and challenges, and success should not depend upon the capability of the team to fight well.

**Moderate**

In a Moderate Fighting game, PC combat still plays a relatively minor role in the game. The total number of combat encounters should remain low in proportion (between 20% and 30% of the total number of encounters). In addition, the combats should still be relatively short, simple and infrequent, with perhaps some deviation in one or two encounters. The focus of the game is still not centered around combat, but PCs should expect some combat and should prepare for the possibility of one or two challenging combats. The combat skills of the PCs should have little impact upon the possibility for success.

**Medium**

In a Medium Fighting game, PCs should expect combat. Combat should be an important aspect of the game. A number of combat encounters should occur in the game (between 30% and 40% of the total number of encounters). In addition, the combats should be either longer, more difficult or more frequent. The focus of the game is not entirely centered around combat but clearly combat is an important part of the game. PCs should be prepared for several challenging combat encounters and should be guaranteed at least one challenging combat. The combat skills of the PCs should have some impact upon the possibility for success.

**High**

In a High Fighting game there will be a clear emphasis on combat. PCs who do not fight well will have difficulty with the game and PCs who do not enjoy the combat aspect of games will probably not enjoy this type of game. Combat will be a very important aspect of the game, directly relating to the chance of success. Several combat encounters should occur in the game (between 40% and 60% of the total number of encounters). PCs should expect that the combats will be long and/or frequent and/or difficult. PCs should expect many challenging combats and should be guaranteed several challenging combats.

**Extreme**

In an Extreme Fighting game, the challenge of the game will come almost entirely from combat. PCs who do not fight well will have much difficulty in the game and PCs who do not enjoy the combat aspect of games will definitely not enjoy this type of game. Combat will be the most important aspect of the game and will be the primary reason for success or failure by the team. The PCs should expect combat in almost every encounter (greater than 60% of total number of encounters) with most combats being long and/or frequent and/or difficult. PCs should be guaranteed many challenging combats.

**Mental** The Mental Rating describes the importance or role in which mental skill plays in the game. The rating most directly relates to the anticipated difficulty of mental challenges (puzzles, riddles and traps) in the game. The total number of mental challenges present in the game or encounters in which mental challenges are the focus, compared to total game encounters and the frequency of those mental challenges are also factors to be considered. The Mental Rating also describes the complexity of the plot and the likelihood that subplots and clever deception are present. It may also describe the difficulty for PCs to decide the appropriate interaction with NPCs to obtain a goal.

(EXAMPLE: The team comes upon a Peasant by the road. The peasant will inherently provide some information to the team. Based on the Lore or another game factor, the peasant may provide more to the team (better information, warnings or treasure) depending upon how the team treats the peasant. Perhaps kindness and compassion is the correct approach. Perhaps it is threats and violence.)

### **Low**

In a Low Mental game, PCs should expect that mental aptitude will play either a very small role in the development of the game or none at all. The Game Plot should be simple and clearly laid out to the PCs and they should discover no surprises or deviations from that plot. The number of mental challenges will be very low (up to 10% of the total game encounters) and the mental challenges will be infrequent with very simple solutions.

### **Moderate**

In a Moderate Mental game, PCs should expect that mental aptitude will play a relatively small role in the development of the game but will play a role. The Game Plot should still be simple and well laid out with a few surprises or deviations from the plot. The number of mental challenges will be low (up to 20% of the game encounters) and the mental challenges will be infrequent with fairly simple solutions (no more than one challenge of medium difficulty).

### **Medium**

In a Medium Mental game, PCs can expect mental aptitude to play more of a role in the development of the game. The Game Plot can be a little more devious and convoluted, with several surprises for the PCs. The number of mental challenges will be higher (up to 30% of the game encounters) and the mental challenges can be more frequent with an average degree of difficulty (no more than one mental challenge with a difficult solution).

**High**

In a High Mental game, PCs can expect mental aptitude to play a significant role in the development of the game. The Game Plot will probably be very devious and/or convoluted, with many surprises for the PCs. In addition, the mental challenges will be frequent and usually have difficult solutions. The number of mental challenges will be high (up to 40% of the game encounters).

**Extreme**

In an Extreme Mental game, PCs will find that most of the challenges require mental aptitude. The Game Plot will be very devious and convoluted, and the PCs are guaranteed some surprises. In addition, the mental challenges will be very frequent with several difficult solutions and some almost impossible solutions. The PCs will experience mental challenges in almost every encounter (at least half of the encounters).

**Physical**

The Physical Rating has been broken down into two components that need to be assigned separately. Since neither of these ratings are included in the Bluebook calculation of Maximum Allowable Game Treasure, the descriptions are left somewhat simple. The two ratings include the Course Value and the Script Value.

**Course Value**

This value pertains to how the course, terrain, altitude and weather will affect the difficulty of the game. The rating descriptions can be left to the discretion of the local Sanctioning Committee. Obviously, a calm sunny room game at the local park and a 3-day arctic camp out are going to have very different values. The Course Value should be assigned by the SC when a course and date is chosen for the game. Since the site for a game can change right up to the date of the game, the Course Value is not included in the calculation of Maximum Allowable Game Treasure.

**Script Value**

This value represents the difficulty of the physical challenges presented in the game. It should include how much running is required by game design; how much total distance the PCs will be required to traverse; the number, frequency and difficulty of any physical challenges in the game (ropes courses, stepping stones, balance beams, pit jumps, or corridor crawls). The Script Value should be assigned to the game during the sanctioning process and should be based entirely upon the document itself. Since IFGS Society Safety policy requires that any physical challenge can be circumvented for safety reasons and because many physical challenges require props that are frequently not found on game day, the Script Value is not included in the calculation for Maximum Allowable Game Treasure.

## Rating Relationships

In reviewing the various ratings it should be clear that the Risk Rating somewhat depends on the other three ratings. The difficulty of physical, mental and combat challenges and the way in which these challenges are described in the script can directly affect the Risk Rating for a game. The following are some examples of what the Society Sanctioning Committee thought best represented the relationship between these ratings.

Some attributes commonly associated with a Low Risk game include the following: simple solutions to mental puzzles or physical challenges OR consequences of failure for those puzzles/challenges are temporary or completely countered by game design; combats in which the team will outnumber and out power opponents significantly OR combats in which the consequences of losing the combat are temporary or completely countered; traps that are easy to avoid AND possess easily removable effects or light damage only (curses at or below PC level or damage less than half a PC's starting life points or minor poison effects).

Some attributes commonly associated with a Moderate Risk game include the following: mental puzzles or physical challenges that most players will be able to solve/circumvent OR temporary consequences resulting from the failure of those puzzles/challenges; combats in which the team will outnumber and out power most opponents OR combats in which the Negative Consequences of losing the combat are mostly countered; traps that are easy for most participants to avoid AND possess removable effects or moderate damage only (curses within one or two levels of average PC level or damage less than two-thirds of a PC's starting life points or more irritating poison effects).

Some attributes commonly associated with Medium Risk games include the following: difficult mental puzzles and physical challenges with Mild Negative Consequences OR easy puzzles/challenges with Severe Negative Consequences; combats in which the power and number of opponents is generally equal AND the Negative Consequences of failure are not countered; somewhat difficult or tricky traps for the average participant with Mild Negative Consequences for failure OR less difficult traps with Severe Negative Consequences for failure.

Some attributes commonly associated with a High Risk game include the following: difficult mental puzzles/physical challenges with Severe Negative Consequences; combats in which the opponents either outnumber, are more powerful or attack completely from surprise (commonly a combat will include several of these together) AND combats in which the Negative Consequences for losing the combat are not countered; difficult traps with Severe Negative Consequences OR almost impossible traps with Mild Negative Consequences.

Some attributes associated with an Extreme Risk game include: difficult mental puzzles/physical challenges with Severe Negative consequences OR virtually impossible puzzles/challenges with Mild Negative consequences; combats in which the opponents frequently attack from surprise using equal or greater numbers of opponents and are more powerful than the PCs; difficult to near impossible traps with either Mild or Severe Negative Consequences.

## Magic Ratings

A game may have a Magic Rating before reaching Intent to Sanction Status. The Magic Ratings below have a description and a shorthand version. The Magic Rating shorthand can be used in the sanctioning process and on the title page. The written description, if this system is used, should appear on the game flyer in addition to the shorthand version.

Game Producers can limit player magic items on a case by case basis. It is recommended, but not required, that this be done before game day.

- A No items from outside the game function or they cannot be brought into the game.
- B The number of items or the powers on the items that a character owns that may be brought into the game is limited. The number following the “B” designates the item limit. If the number is followed by a “P” then the limit applies to the number of “powers” that are found on items. If the rating ends with -OSNI (one shots not included), then one shot magic items are not included in the number limit. Besides these limits the Game Producer may prevent items coming into the game on a case by case basis, if he or she feels the item gives an undo advantage in the game.

### EXAMPLES:

B-15 A maximum of 15 items per player

B-8P A maximum of 8 “powers” upon magic items.

B-8P-OSNI A maximum of 8 “powers” but one shots are not counted in the 8 “powers”

*A Ring of Defense +2 twice per day would have 2 powers.*

*A Ring of Protection +1 that also gave Phase Out once per day, would also have 2 powers.*

- C The total value of items a character owns that may be brought into the game is limited. The number following the “C” designates the total Gold pieces value maximum. LVL stands for the minimum experience for a character’s level. If the letter “G” follows the rating, then the total value also includes any gold pieces the character may want to bring in game. If the rating ends with -OSNI (one shots not included), then one shot magic items are not in-

cluded in the number limit. If the rating begins with “Cg” then only the amount of gold brought into the game is limited. Besides these limits the Game Producer may prevent items coming into the game on a case by case basis, if he/she feels the item gives an undo advantage in the game.

*EXAMPLES:*

C-50000 Each character could have a maximum of 50,000 gold pieces in items.

C-LVL Each character could have a maximum gold pieces in items equal to the minimum experience points for their level.

C-(LVL/2)G Each character could have a maximum gold pieces in items and gold equal to the half the minimum experience points for their level.

- D The items brought into the game are limited to the game based on the level of the SAS or equivalent. The number following the “D” designates the highest level of SAS or equivalent that would be allowed in the game. If an “E” follows the number, then that level covers both the level of the power and the level of effect if any.

*EXAMPLES*

D-7 Items with Spells, Abilities and Skills are limited to those up to a maximum of 7th level. The level of effect is not limited.

D-5E SAS of 5th level and lower are the only ones allowed, and level of effect is limited to 5th level. Note that according to the Blue Book, a +2 weapon is a 6th level device, and thus would not be allowed in this game. Also, a character could not bring in a monk’s self heal device of more than 10-points of healing. An improved self heal device would be limited to 15 points.

- E There are no specific limits to the number, value or power of items that a character owns that can be brought into the game. However, the Game Producer may prevent items coming into the game on a case by case basis, if he/she feels the item gives an undo advantage in the game.

- F There are no limits to the number, value or power of items that a character owns that can be brought into the game.

- G There are no limits to the number, value or power of items that a character owns that can be brought into the game, but a minimum is required. Characters that fall below the given total value of items will be given additional items up to that minimum level,

method determined by the Game Writer and Sanctioning Subcommittee in the sanctioned copy of the game. LVL stands for the minimum experience for a character's level. If the letter "G" follows the rating, then the total minimum value also includes any gold pieces the character may want to bring in game.

#### EXAMPLES

G-25000 Characters without at least 25000 gold pieces in items will be given the use of items for the game so that each character meets that minimum level.. Items lent are determined in the sanctioning of the game..

G-LVL-G Characters without at least their minimum experience points for their level in gold pieces in items and gold will be given the use of items for the game so that each character meets that minimum level. Items lent are determined in the sanctioning of the game.

H Characters may only bring items with Spell, Skill or Ability of a certain number of classes, the number denotes the classes. If an "O" follows the number, then the characters own class must be one of the classes of items. If a "G" follows the number, then the game writer limits the classes to specific groups of classes he or she has designated.

#### EXAMPLES

H-3 Characters may bring items of SAS from at most three different classes.

H-1-O Characters may bring items of SAS from only their own class.

H-2-O Characters may bring items of SAS from their own class, and one other class.

H-3-OG Character may bring items of SAS from one of a specified set of groups; the character's own class must be part of that group. Groups in this example are: Group 1: Fighter, Knight, Movement and Killing Specialties skills and abilities; Group 2: cleric, magic user, druid; Group 3: all other monk abilities, ranger, thief.

I There are special magic restrictions not covered by A-H

## **Game Time Sanctioned Game Hours (SGH)**

The Sanctioned Game Hours is the sum of the encounter time, for all encounters in the game, plus 5 minutes between encounters. The time between encounters may be more than 5 minutes, but only 5 minutes shall count towards SGH.

The Sanctioned Game Hours helps to determine the game class (major, minor, mini) and is used for computing maximum game treasure.

## **Sanctioned Production Hours (SPH)**

Sanctioned Production Hours is the total time it will take all the teams to go through the game. A standard calculation for SPH is the SGH + 1 hour per team that goes through the game.

**Game Status** As a game goes through the sanctioning process, it becomes ever more complete. The Game Status levels give the SUBCOM, GW, and Chapter as a whole (through the newsletter) the stage a game has reached. Once a chapter as a news letter, a list of games in sanctioning, and their current game status should appear in the chapter's newsletter.

There are several Game Status levels. Some games may not pass through all the stages.

### **Status Levels**

#### **Initial Submission**

The game is little more than a description of what the game writer wants to occur in game, and may also be called a storyline. There is little or no encounter by encounter breakdown. Games do not have to start at this stage.

#### **Active**

The game has a complete story (not necessarily a storyline). It has all required items on the Advance to Active Checklist completed. Most games spend the majority of their sanctioning time at active status. The Local Sanctioning Committee (LSC) may require that all games submitted to sanctioning be at least this status.

#### **Intent to Sanction**

The game is almost complete. There are only a few details left to hammer down. The game ratings, treasure, and encounters are ready, except for these minor remaining features. This status level shall not be skipped by any game. Games must have all required items on the Advance to Intent Checklist completed before advancing to Intent to Sanction.

### **Sanctioned Pending Production**

A game at Sanctioned Pending Production is a game whose game copy is finished. The game is ready to be run. All pre-production aspects of the game are done. This game is awaiting scheduling and the completion of the Production stage of the sanctioning process.

### **Sanctioned**

The game is ready to run and has the required production elements ready. The game shall have all items on the Advance to Sanctioned Status checklist completed.

Below are status level(s) that are available in special situations.

### **Inactive**

A game where the GW has not provided an update to the game copy in at least two months. Note, this is two months after the GW receives comments from all members of the Subcom. Two months after a game goes to Inactive, it is dropped from Sanctioning and must be resubmitted to the Sanctioning Committee if the writer wants the game sanctioned at another time. Most games do not ever reach this status level.

### **Stasis**

A Game Writer experiencing extenuating circumstances may request that his game go to the Stasis status. This is considered a sanctioning "pause." Active and Intent Status games are the only status levels that should be allowed to change to Stasis. An LSC may decline to give this status level, or to use this status level in their chapter.

### **Other Status Levels**

The Storyline, Active, Intent, Sanctioned Pending Production, and Sanctioned Status levels need not be the only status levels a chapter uses. These are status levels all chapters should use (the Intent to Sanction and Sanctioned status a chapter shall use). Chapters may add additional status levels that they feel they need. Some chapters might put a status level between Active and Intent (often called Full). Other chapters might put a status level between Intent to Sanction and Sanctioned Pending Production.

# Status Checklists

## Advance to Active Checklist

When the Initial submission fulfills all items on the checklist, the game can advance to Active status.

Required	Suggested	Does the Game you have submitted satisfy the following criteria
_____		Title Page (with some information)?
_____		Describe the encounters in the order they occur?
_____		Describe the PCs' goal(s)?
_____		Describe how the PCs attain the goal(s)?
_____		List Target Game Ratings?
	_____	Storyline?
	_____	Personal Copyright notice and Date?

### Active

An active game is one on which the GW and sanctioning subcommittee are continually progressing. This status level is where many games stay the longest.

When an active game meets all requirements on the Intent to Sanction Checklist, the game can move up to Intent to Sanction Status. All required items on this checklist shall be fulfilled before a game advances to Intent to Sanctioned Status (Intent). Note that each item on the checklist needs to be addressed in the game, NOT that the final version of that item needs to be in final form.

## Advance to Intent to Sanction Checklist

The required items on this checklist must be met before a game can advance to Intent to Sanction status. Intent to Sanction status shall not be skipped by any game.

Game	Required	Suggested	Does the Game Include:
_____			A Complete Title Page (see below)?
_____			Table of Contents? (see below)
_____			Pre-game Lore? (if any)
_____			Sanctioned Game Hours?
_____			Encounter Descriptions (see below)?
_____			Final Game Ratings except for Course Value
_____			Physical? (includes Magic Rating if used)
_____			Page Numbers?
_____			Recoverables List? (see below)
_____			Summary of Lores and Savvies in Game?
_____			List of NPC/Staff roles for the whole game?
_____			Props List?
_____			Type of Draft planned for the game?

	_____		All requirements of current mandatory Blue Book, including maximum game treasure, maximum level of SAS, and maximum value of any single treasure item?
	_____		All pertinent requirements of SSC Handbook?
	_____		An explanation as to what happens to dead characters not brought out of the game by other PCs?
	_____		The version of the Blue Book and version of the Rules being used in Sanctioning the game?
		_____	a Game Budget?
		_____	Storyline?
		_____	Personal Copyright notice and Date?
<b>Title Page</b>	<b>Required</b>	<b>Suggested</b>	<b>Does the Title Page include:</b>
	_____		Game Name?
	_____		Name(s) of Writer(s)?
	_____		Game Size?
	_____		Game Rules?
	_____		Game Length?
	_____		Game Ratings (including Magic Rating if any)?
	_____		Number of teams and number of characters per team (if applicable)?
	_____		Maximum levels per team (if applicable)?
	_____		Game Type?
	_____		Game Style?
	_____		Special Rules (if any)?
	_____		List of all deviation from the rules, optional rules, and all nonstandard rules in effect (if any)?
	_____		Registration Type?
		_____	Address, Phone numbers, email address of Writer(s)?
		_____	Land or Kingdom the game takes place in (if known or determined in game)?

**Table of Contents****Required****Suggested****Does the Table of Contents Include:**

Pre-game Lore (if any)?  
 Each encounter?  
 Each Appendix including:  
 Master Savvy List?  
 Master Lore List?  
 Game Reward List?  
 Game Budget?  
 Props List?  
 NPC List?  
 Special Appendices where they are used?

**Encounter****Required****Suggested****Does each Encounter in the Game:**

List/Describe NPCs (if any)? (see below)  
 Describe the encounter setting?  
 Describe trap effects, locations, game mechanics? (if applicable)  
 Describe poison types, effects, game mechanics? (if applicable)  
 List/Describe magic treasure? (If applicable, see below)  
 List/Describe non-magic enhanced treasure? (If applicable, see below)  
 List monetary treasure (if any)?  
 Define which items are recoverable, non-recoverable, or cannot leave game (if any)?  
 List difficulty and class of any locks? (if applicable)  
 Describe encounter intent?  
 List the expected encounter duration?  
 Include a list of Emanations or innate Skill Results? [Detects, etc.] (if applicable)  
 Provide results of speaking with animals and plants? (if applicable)  
 Provide results of tracking done in the encounter? (if applicable)  
 Describe what is needed if lock is not picked? (if applicable)  
 Provide information on glyphs in the encounter? (if any)  
 Provide information of what happens if the players do not do as expected?  
 Include answers for Foresee, Melange, or other divinations?  
 Provide a reason why non-recoverable items are non-recoverable; or why "cannot leave game" items cannot leave the game?

**NPC Descriptions**

**Required**

**Suggested**

**Does each NPC Description in the Game:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
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 \_\_\_\_\_

- Describe the NPC's role in the encounter?
- List level?
- List class?
- List alignment [social and moral]?
- List armor type and protection?
- List damage with weapons the NPC can use?
- List class points or skills remaining?
- List money, magic item, and treasure the NPC has (if any)?
- Describes whether the NPC can use a shield?
- List spells/abilities/skills the NPC will not use (if any)?
- List information the NPC can provide if captured, bribed, enthralled, or otherwise coerced? (if any)
- Describe whether NPC's armor, items and weapons are recoverable?
- Describes special abilities or special weaknesses (if applicable)?
- List greatest strength, and greatest weakness?
- Describe the character history, motivation, and background of the NPC?
- List spells/abilities/skills the NPC will use?

**Magic Item Description**

**Required**

**Suggested**

**Does each Magic Item Description in the Game:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

- List all savvies?
- Have savvies which conform to the Handbook requirements?
- Include what is needed to activate the device?
- Include how often the item may be used, whether it is rechargeable, and how it is recharged if it is rechargeable?
- Describe if the item is recoverable?
- List Gauge Value and correct Blue Book Value?
- List level of LI abilities (if any)?
- List curses (if any)?

**Non Magic Enhanced Item Description****Required****Suggested****Does each Non-Magic Enhanced Item Description in the Game:**

\_\_\_\_\_

List description of enhanced powers of non-magic items?

\_\_\_\_\_

Describe if the item is recoverable?

\_\_\_\_\_

Describe how the PCs find out the powers of the non-magic enhanced item?

\_\_\_\_\_

List game value of the item?

\_\_\_\_\_

List a reasonable explanation for why the item is not magical?

\_\_\_\_\_

List curses (if any)?

**Recoverables List****Required****Suggested****Does the Recoverable Item & Game Reward List:**

\_\_\_\_\_

List all magic and non-magic items that can leave the game?

\_\_\_\_\_

List the Gauge Value (or mundane value) of each item that can leave the game?

\_\_\_\_\_

List the Blue Book Value of each item that can leave the game?

\_\_\_\_\_

Does each recoverable item have its own unique item number? (in cases of multiple copies of the same item available, the item in general must have a unique number, but all of the multiple copies could share that number. LSC may require each copy to have its own number.)

\_\_\_\_\_

List all curses or other negative effects that come from the game, and can leave the game with a character, and gives each curse its own ID number distinct from the item numbers, and unique?

**Intent to Sanction**

The game is almost complete. There are only a few details left that are a concern to the Sanctioning Subcommittee. This game could almost be run in this form. This status level shall not be skipped by any game. Games must have all required items on the "Advance to Intent Checklist."

At this point the Subcom might consider playtesting unfamiliar aspects of the game. For example, use of lanterns in a night game when a chapter has not run a night game, or the first high fighting game in a chapter.

The game will advance to Sanctioned Pending Production when all requirements on the "Advance to Intent Checklist" are in their final form.

## Sanctioned Pending Production

A game at Sanctioned Pending Production is a game where required items on the “Advance to Intent” checklist are in final form. The game is ready to be run. All pre-production aspects of the game are done. This game is awaiting scheduling and the completion of the Production stage of the sanctioning process.

Games at Sanctioned Pending Production (SPP) status do not become inactive. They can remain at Sanctioned Pending Production status until they are scheduled. If the mandatory Rules or Blue Book changes while a game is at SPP status, the game has one year to be run, or else the game needs to be resanctioned under the new rules or new bluebook.

In the latter case, the game may use its prior sanctioning subcommittee or the LSC may assign a new Subcom, and the game should fall back to Intent status. It is also possible for a game to drop back to an earlier status level or drop out of sanctioning altogether, by direction of the LSC.

Once a Sanctioned Pending Production game has reached Sanctioned status, the LSC may retain the game at Sanctioned Pending Production status, or may remove the game from the sanctioning queue altogether.

Chapters should require a minimum number of weeks between the date a game becomes Sanctioned Pending Production and the Game Date for the game. The SSC suggests a minimum of two weeks.

Chapters may require a minimum number of weeks between when a game becomes Sanctioned and the Game Date.

## Advance to Sanctioned Checklist

Required	Suggested	Does the Game Include:
_____		All elements on the Complete Game Copy Checklist (see below)?
_____		A game date approved by LSC, and less than one year away?
_____		Approved Game Staff. Positions required: Game Producer (GP), Game Safety Officer (GSO), Registry Representative (RR), Treasury Representative (TR), and Watch Dog (WD)?
_____		A game site that has been approved by the CSO (Chapter Safety Officer) or GSO (Game Safety Officer)?

## Sanctioned Game

A game which reaches Sanctioned Status shall have that status for one production of the game only. After that game production is complete, the

game reverts to Sanctioned Pending Production status, unless the LSC acts to reduce its status even lower. These games are not required to change if the Rules or Mandatory Bluebook under which they were written change. A game shall not remain at sanctioned status for more than one year.

### Complete Game Checklist

Required	Does the Game Include:
_____	A Complete Title Page? (see below)
_____	Encounter Descriptions? (see below)
_____	Table of Contents? (see below)
_____	Recoverable Item & Game Reward List? (see below)
_____	A Game Budget?
_____	Final Game Ratings?
_____	Final Difficulty Rating?
_____	Magic Rating (if applicable)?
_____	List of all non-standard rules in effect (if any)?
_____	Page Numbers?
_____	Summary of Lores and Savvies in Game?
_____	NPC/Staff List for the whole game?
_____	Final Game Length and Game Hours?
_____	Pre-game Lore? (if any)
_____	Props List?
_____	Type of Draft planned for the game?
_____	All requirements of current mandatory Blue Book, including maximum game treasure, maximum level of SAS and, maximum value of any single treasure item.?
_____	An explanation as to what happens to dead characters not brought out of the game by other PCs?
_____	The version of the Blue Book being used in Sanctioning the game?
_____	A Complete Game Flyer? (see below)

### Title Page

Required	Does the Title Page Include:
_____	Game Name?
_____	Name(s) of Writer(s)?
_____	Game Size?
_____	Game Rules?
_____	Game Length?
_____	Game Ratings (including Magic Rating if any)?
_____	Number of teams and number of characters per team (if applicable)?
_____	Maximum levels per team (if applicable)?
_____	Game Type?
_____	Game Style?
_____	Special Rules (if any)?
_____	Registration Type?

**Table of Contents****Required****Does the Table of Contents Include:**

- \_\_\_\_\_ Pre-game Lore (if any)?
- \_\_\_\_\_ Each encounter?
- \_\_\_\_\_ Each Appendix including:
- \_\_\_\_\_ Master Savvy List?
- \_\_\_\_\_ Master Lore List?
- \_\_\_\_\_ Game Reward List?
- \_\_\_\_\_ Game Budget?
- \_\_\_\_\_ Props List?
- \_\_\_\_\_ NPC List?
- \_\_\_\_\_ Special Appendices where they are used?

**Encounter****Required****Does each Encounter in the Game:**

- \_\_\_\_\_ List/Describe NPCs? (see below)
- \_\_\_\_\_ Describe the encounter setting?
- \_\_\_\_\_ Describe trap effects, locations, game mechanics? (if applicable)
- \_\_\_\_\_ Describe poison types, effects, game mechanics? (if applicable)
- \_\_\_\_\_ List/Describe magic items? (If any, see below)
- \_\_\_\_\_ List/Describe non-magic enhanced items? (If any, see below)
- \_\_\_\_\_ List treasure (if any)?
- \_\_\_\_\_ Define which items are recoverable, non-recoverable, or cannot leave game (where applicable)?
- \_\_\_\_\_ List difficulty/class of any locks? (if applicable)
- \_\_\_\_\_ Describe encounter intent?
- \_\_\_\_\_ List the expected encounter duration?
- \_\_\_\_\_ Include a list of Emanations or innate Skill Results (Detects, etc., where applicable)?
- \_\_\_\_\_ Provide results of speaking with animals and plants? (If applicable)
- \_\_\_\_\_ Provide results of tracking done in the encounter? (If applicable)
- \_\_\_\_\_ Describe what is needed if a lock is not picked? (if applicable)
- \_\_\_\_\_ Provide information on glyphs in the encounter (if any)?
- \_\_\_\_\_ Include answers for Foresee, Melange, or other Divinations (if any)?

**NPC Description****Required****Does each NPC Description in the Game:**

- Describe the NPC's role in the encounter?  
 List level?  
 List class?  
 List alignment [social and moral]?  
 List armor type and protection?  
 List damage with weapons the NPC can use?  
 List class points or skills remaining?  
 List money, magic item, and treasure the NPC has (if any)?  
 Describes limitations on the NPCs?  
 List spells/abilities/skills the NPC will not use? (if any)  
 List information the NPC can provide if captured, bribed, enthralled, or otherwise coerced? (if any)  
 Describe whether NPC's armor, items and weapons are recoverable?  
 Describes special abilities or special weaknesses (if applicable)?  
 Describe the character history, motivation, and background of the NPC?  
 List greatest strength, and greatest weakness?

**Magic Item Description****Required****Does each Magic Item Description in the Game:**

- List all Savvies.  
 Have Savvies which conform to the Handbook requirements.  
 Include what is needed to activate the device?  
 Include how often the item may be used, whether it is rechargeable, and how it is recharged if it is rechargeable?  
 Describe if the item is recoverable?  
 List gauge value and correct Blue Book Value?  
 List level of LI abilities?  
 List curses (if any)?

**Non-Magic Enhanced Item Description****Required****Does each Non-Magic Enhanced Item Description in the Game:**

- List description of enhanced powers of non-magic items?  
 Describe if the item is recoverable?  
 Describe how the PCs find out the powers of the non-magic enhanced item?  
 List the game value of item?  
 List a reasonable reason why the item is not magical?  
 List curses (if any)?

**Recoverable Item and  
Game Reward List**

**Required**

**Does the Recoverable Item & Game Reward list:**

\_\_\_\_\_ List all magic and non-magic items that can leave the game?

\_\_\_\_\_ List the Gauge Value (or mundane value) of each item that can leave the game?

\_\_\_\_\_ List the Blue Book Value of each item that can leave the game?

\_\_\_\_\_ Does each recoverable item have its own unique item number? (in cases of multiple copies of the same item available, the item in general must have a unique number, but all of the multiple copies could share that number. LSC may require each copy to have its own number.)

\_\_\_\_\_ List all curses or other negative effects that come from the game, and can leave the game with a character, and gives each curse its own ID number distinct from the item numbers, and unique?

**Game Flyer**

The Game Flyer is a page containing all the game design information from the Title page, plus those elements of Production that the Staff, NPCs, and PCs need to know. The Game Flyer may be used as the Title Page for a game, but the Title Page and Game Flyer may also be separate pages.

The Game Flyer should be used in advertisements of the game, such as in the chapter and/or society newsletter, or as flyers given out at other times.

<b>Required</b>	<b>Does the Game Flyer Include:</b>
_____	Game Name?
_____	Game Class?
_____	Game Rules?
_____	Sanctioned Game Hours?
_____	Game Ratings (including Magic Rating and Magic Rating Description where applicable)?
_____	Number of teams and number of characters per team? (if applicable)
_____	Maximum levels per team? (if applicable)
_____	Number of days the game will be running?
_____	Game Type?
_____	Game Style?
_____	Special Rules (if any)?
_____	Registration Type?
_____	Name(s), Contact Phone number(s), and email addresses (if any) of Writer(s), Producer(s), NPC Coordinator? (if any)
_____	Game Location?
_____	Game Date(s)?
_____	Adverse Weather Dates/Sites? (if any)
_____	PC Fee? (if any)
_____	NPC Fee? (if any)
_____	Staff Fee? (if any)
_____	Other Fees? (if any)
_____	Special Conditions? (if any) [for example: players cannot wear shorts, players must have rain gear, players must be prepared for night game, all participants must wear shoes at all times]

A Game Flyer may include other information the Game Producer feels is important for the participants to know. The Game Producer may put the names of the persons on the subcommittee which sanctioned the game on the flyer.

*Example Game Flyer*

Foam

by Juan Dinero

A Silly, Light Heroic 4-hour Fantasy

Minor Circle Course Game in the World of Lydia

This game is for 2 teams of six characters  
of 4th to 6th level.

A maximum of 30 levels per team.

Ratings:

Physical: 3

Risk: 3

Mental: 7

Fighting: 8

Magic Restriction: G-50,000

Characters who bring less than 50,000 Gold pieces in treasure to the game will have the use, for this game only, of additional magic items so that their total treasure value is at least 50,000 Gold pieces. "Borrowed" items are determined from a chart sanctioned with this game.

DIFFICULTY: 6.0

Lozemasters:

Mary Q. Scotts

Lizzy Windsor

Game Date: 01/05/1998

At: Turner Field

Blind Draft on 11/30/97

at south end of Piedmont Park, at 9pm

PC Fees paid at Draft: \$18

PC Fees paid after draft but before game: \$22

PC Fees paid at game: \$25

NPC/Staff Fee: \$5

GD: Juan Dinero

2356 Oak Drive

Tucker, GA 30345

(404) 853-2345

Pun Damage Rules will be used

Sanctioned by: Jesse James, John Booth, Aaron Burr

PC Fairness Rule will be in effect

Pursuit Rules will be in effect

Clone Rule will be in effect

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# Sanctioning Committee

## Organization

The Local Sanctioning Committee (LSC) is the group responsible for the sanctioning of games at a local level. The makeup and organization of this committee varies from chapter to chapter.

The Sanctioning Committee should consist of the all persons qualifying as experienced subcommittee members (EXPSUB). A chapter may expand this body to include all sanctioning subcommittee members, or limit the maximum number of members to a smaller, more manageable number. A chapter, by consent of the chapter board, may form an executive committee within the Sanctioning Committee to handle decision-making and to review protests.

Whatever organizational method is used, the specific duties of the Sanctioning Committee must be maintained.

## Structure

There are specific duties that the Sanctioning Committee organization must delegate among its sanctioning committee members. These duties include the following:

1. Organizing and running the meetings of the committee.
2. Mediating conflicts between the sanctioning subcommittee and Game Writer.
3. Keeping track of the progress of games in sanctioning.
4. Approving proposed dates to run games (keeping the calendar of events).
5. Checking games into the process (logging information).
6. Assigning sanctioning subcommittee members to a game.
7. Being the contact person for the sanctioning committee.
8. Distributing updates on sanctioning from the SSC and Society Board.
9. Taking minutes of sanctioning committee meetings.
10. Keeping the records of the sanctioning committee: watchdog reports, games run in chapter, previous minutes, and other reports or documents that the chapter decides needs to be kept.
11. Approving the selection of Watchdogs for games.
12. Handling protests at the local level
13. Handling requests to resanction items.

The means to delegate the responsibilities is up to the chapter and the chapter board. As long as the process works, and is fair, the duty structure is up to the chapter. Below are three possible methods of organization. These are by no means the only ones.

### Method I: Officers

The sanctioning committee has defined officers.

#### Chairperson

1. Organizing and running the meetings of the committee.
2. Mediating conflicts between the sanctioning subcommittee and Game Writer.
3. Keeping track of the progress of games in sanctioning.
4. Approving proposed dates to run games (keeping the calendar of events).

#### Controller

5. Checking games into the process (logging information).
6. Assigning sanctioning subcommittee members to a game.
7. Being the contact person for the Sanctioning Committee.
8. Distributing updates on sanctioning from the SSC and Society Board.

#### Archivist

9. Taking minutes of sanctioning committee meetings.
10. Keeping records of the sanctioning committee.
11. Approving the selection of Watchdogs for games.

#### Committee as a Whole

12. Handling protests at the local level
13. Handling requests to resanction items.

### Method II: Imperial Chairperson

The chapter has an imperial chairperson. All required duties of the Sanctioning Committee, except hearing protests and resanctioning of magic items, are handled by the Sanctioning Committee Chairperson.

#### Committee as a Whole

12. Handling protests at the local level
13. Handling requests to resanction items.

### Method III: Executive Sanctioning Committee

The Executive Sanctioning Committee (EXSC) shares the required duties. In such a case, there may be no set chairperson, or other officers. The organizing and running of meetings, as well as the taking of minutes, might be rotated through the executive committee membership. The keeping of archival information may also be shared, or possibly kept outside the committee (for example: at the quartermaster's storage area).

A person on the executive committee is assigned a duty, or all members of the executive committee are allowed to do the duty, but those

person(s) have no authority to make final decisions. The rest of the executive committee is alerted in writing of a tentative decision, and if no one sends a negative response to the tentative decision within 48 hours, the tentative decision is made. Such decisions blocked by an executive committee member are decided at the next meeting.

Such decisions include:

2. Mediating conflicts between the sanctioning subcommittee and Game Writer.
4. Approving proposed dates to run games
5. Checking games into the process (logging information).
6. Assigning sanctioning subcommittee members to a game.
8. Distributing updates on sanctioning from the SSC and Society Board.
9. Taking minutes of sanctioning committee meetings.
11. Approving the selection of Watchdogs for games.

Such an arrangement usually designates one person to be the contact person for the Committee. This person might also keep a record of games in sanctioning and their status.

The EXSC handles the following as a group:

12. Handling protests at the local level
13. Handling requests to resanction items.

### **Requirements for Membership on the LSC**

Being a member of the LSC can mean different things in different chapters. There is not a correct policy. As long as the membership policy is fair, clear, consistent, and has the backing of the chapter board, many arrangements are possible.

Regardless of any additional chapter requirements, to be member of a chapter sanctioning committee, the person shall be a member of the IFGS, and should be a member of the local chapter. The LSC member must be willing to attend sanctioning meetings and be willing to work on sanctioning IFGS games in a timely manner.

Chapters may require attendance at scheduled LSC meetings to be a member of the LSC.

Chapters may require persons serving on a sanctioning subcommittee to be members of the local chapter. It is not a Society requirement.

### **Special Sub-Committees**

The LSC or an executive committee, or even the Chapter Board, may form special subcommittees under the overall LSC. Special Committees

should be selected with consideration given to the members' expertise in the area that the committee is working on.

For example:

A special committee responsible for finding game sites could include persons who had been game safety officers and game producers.

A special committee on costumes could include seamstresses, theatrical costumers, and IFGS members proficient in costume making.

## Procedures and Definitions

### **Experienced subcommittee members**

A person qualifies as an experienced subcommittee member when they have served on a sanctioning subcommittee of at least two major games or three minor games from start to finish. Chapters may have additional requirements that experienced subcommittee member must meet.

### **Game Liaison**

One of the experienced subcommittee members is designated the Game Liaison. This is the person who is the coordinator of the subcommittee and the contact between the Game Writer and the LSC. In the case of Provisional chapters, where there may not be experienced subcommittee members, the Game Liaison should be the sanctioning subcommittee member with the most sanctioning and game producing experience.

### **Assignment of Subcommittees**

Sanctioning Sub committee Members should not be persons who might have conflicts of interests with the Game Writer. Chapters may restrict subcommittee members from being immediate family members, or persons sharing the same household.

It is possible for a game writer to request some of the individuals on his/her sanctioning subcommittee. However, the final approval of a sanctioning committee is up to the LSC, depending on whom the LSC has designated to handle assigning sanctioning subcommittee members. Chapters with an executive committee may require a member of that committee be on all subcommittees.

Sanctioning subcommittees should be composed of at least three members. There shall be at least two members of the subcommittee on all games up to and including the Sanctioned Pending Production status. Chapters may require a minimum of three members on all committees up to Intent to Sanction or Sanctioned Pending Production status. If one member of the committee is removed or unable to finish the sanctioning of the game after the game has reached Intent to Sanction status then the sanctioning process can be finished with two members. Otherwise the member who is no longer on the committee should be replaced. If an

experienced member drops off and the game already has once novice sanctioning member then the member should be replaced with another experienced member, if possible.

Chapters may assign a new committee to handle production aspects of a game, though changes to the game script need to be referred back to the original sanctioning subcommittee.

### **Removal of Subcommittee Member(s)**

Removal of a sanctioning committee sub committee member normally occurs when the sub committee member is not reviewing the GW's efforts within the time frame required by the chapter. Comments which are not received within the chapter's required time are not considered timely. The GW should petition to have the committee member removed at the LSC meeting or make an appeal to the LSC chairperson (or other person designated for the role of assigning sanctioning subcommittee members).

If a sanctioning subcommittee member is being disruptive then the GW should petition the LSC and cite specific reasons why the GW feels that the member should be removed. The LSC chair (or person designated to mediate disputes) should discuss the matter with all members of the subcommittee and the writer.

A legitimate reason to have a sub committee member removed would be if the member objected to the game style of the writer and did not wish a game of that type to be sanctioned. In this case the LSC should reassign a new member. Another legitimate reason would be if a member of the committee wished to rewrite the plot. In both of these cases the sanctioning subcommittee member should be replaced if he/she does not relent.

Non legitimate reasons to have a committee member removed would include the GW complaining that the sub committee member gives too many comments.

### **Number of Games in Sanctioning**

Chapters may restrict the number of games in sanctioning. Typically this is done when the LSC is a small committee where only those members sanction games. The Society has no maximum number of games any one GW may have in sanctioning.

Chapters may also limit the number of games in sanctioning that are written by one Game Writer. Restrictions to the number of games in sanctioning must be applied to all Game Writers equally. Chapters should take care against setting such a maximum game level too low, as they may cause Game Writers to stop writing games for that chapter. There is

## The Game Watchdog

no maximum number of games in sanctioning for any one game writer required by Society.

The Watchdog for a game makes sure the game is run according to the game script that was sanctioned by the LSC. The Watchdog is the overall authority on keeping to the game script, except where game conditions make it unsafe to stick too closely to the script. The Watchdog has to approve all deviations and changes to the script on game course. It is possible that results or actions occur that were unforeseen, in which case a Game Producer could come to the Watchdog with a solution. Watchdogs shall not change the amount, type or value of treasure given out in the game.

Changes required of the game after sanctioning, but before gameday should go back to the sanctioning subcommittee. The Watchdog is responsible for changes only on game day.

The Game Watchdog shall not also be the Game Producer. The Game Watchdog shall not also be the Game Writer. The Game Watchdog shall not be a player. The Game Watchdog should not be a Gamemaster, or Game Safety Officer.

Except for situations where the production deviates from the sanctioned game copy, the WatchDog should not make or approve changes to the game production without being requested to do so by one of the following positions: Game Producer, Game Writer who is also the Game Producer, Game Safety Officer, or Game Master. In addition, two members of the original sanctioning subcommittee may also request changes that the Watchdog may approve.

### **Watchdog Reports**

For major games, besides the duties during the game, the Watchdog should fill out a Watchdog report (also called a post mortem report) on the game and turn that report over to the person responsible for keeping the records for the LSC (usually the archivist).

The Watchdog report is an after game report that, at minimum, lists the problems at the game and changes from the game copy. The Watchdog will likely have to contact the Game Safety Officer and other staff members to complete the information required. The post mortem report should be completed less than 4 weeks after the end of the game.

The following should be on the Watchdog Report :

- A List of all deviations from the game copy, and the reasons the deviations were made, if known. (examples: team had all fighters not show up; the NPC made an error in his monk point usage)
- A list of known protests and what the final determination was on game course.
- A list of the safety problems on course and what caused them (ex: rained the night before; NPC wild swinging)
- A list of any non-safety problems on course or in the game
- A description of how the logistics went for the game. This should include the good with the problems.
- The game writer's evaluation of his/her sanctioning subcommittee.

### **Selection of Watchdogs**

The Watchdog should be a member of the game sanctioning subcommittee. The Game Producer should be allowed to select which member of the subcommittee he/she wants for their Game Watchdog.

It is the subcommittee who have worked with the game, and have approved or rejected the game writer's changes to the game. As such, they know the process the game went through to get sanctioned, and they should know the game almost as well as the game writer.

In the event that the game subcommittee members can not attend or have declined the position of Watchdog, a person other than a sanctioning subcommittee member may be selected as Watchdog. At minimum, the restrictions upon who can be a member of a person's subcommittee shall apply to the selection of the Watchdog [see Assignment of Subcommittees]. In addition it should be a person who has served as a Watchdog in the past, and whom the LSC (or person designated to approve Watchdogs) is confident will do a good job. A review of the person's previous Watchdog reports may be a good start in determining whether the person should be Watchdog. A person not on the sanctioning subcommittee, who does not turn in the post mortem reports should not be considered to Watchdog in this circumstance.

**Protests** While there are many types of protests, the procedure to file a protest, and the chain-of-command used are quite similar.

1. If the person discovers the focus of the protest on the game site, the person should first approach the on-site staff responsible for that aspect of the game. It may not be possible at that exact instant, but sometime in the game, if possible, the person should bring the protest to the attention of the correct on-site staff member.

Protests of a Rules Interpretation or Mistake go first to the Game Master.

*An NPC striking the PC with 18-point Physical Protection continues to strike the PC with that weapon, even though it might be a reasonable expectation that the physical protection would cripple the arm. The NPC kills the PC. The player should protest to the Game Master, including what result he/she would like to see overturned. The game may have been written that the NPC's arms do not cripple.*

Protests of implementation, or what was sanctioned in the game, go first to the Watchdog.

*All the PCs in an encounter fall unconscious. The GM declares that it means that all characters die in the encounter. The persons protest that action to the Watchdog to determine what the game script says should happen in such a case (as it should), and if it does not say all characters die, to act accordingly.*

Protests related to safety go first to the Game Safety Officer.

*An encounter is held under a tree in a field, where an NPC talks and gives special powers to the team. It starts to rain, with thunder clearly heard. A person leaves the vicinity of the tree for what that person considers safety reasons, and the GM rules that the character did not get a benefit of the encounter, and/or got the detriment for leaving the tree. The person could protest to the Game Safety Officer, who, if he/she agreed, could overturn the GM punishing the player who acted on safety concerns. The GSO might also decline to act.*

Protests regarding actions of the Registry or Treasury Representatives cannot usually be protested on course, as the Representatives are the authority for their areas. Protests regarding Registry and Treasury should start at the next step.

2. If the on-site staff did not satisfy the person or was unavailable or would not meet with the person, or the person did not discover the problem/error on course, he/she may appeal to the local committee or officer responsible for that area. Persons have ten (10) days from the point they discover the problem/error that they want to protest, to file a protest with the correct committee or officer. Unless extended by the Chapter Board, the person has at most 60 days after the game has ended to file the protest.

The person should prepare a legible written description of the protest. This should include a concise description of the encounter as it occurred, any evidence and the reasons the person feels the ruling/situation should be overturned. A five dollar check or money order, made out to the IFGS, should be included with the written protest. Local Chapter

Boards may eliminate the requirement to send the five dollars with protests.

Rules, Implementation, and Sanctioning protests go to the Local Sanctioning Committee.

Safety Protests go to the Chapter Safety Officer or to the Local Sanctioning Committee, as determined by chapter policy.

Protests regarding Registry or Treasury problems should go to the respective Registry or Treasury officers, unless that is the same person who was at the game. If so, then the protest goes to the next step.

The Committee/Officer responsible should respond within three (3) weeks of receiving the written protest, or within four (4) weeks of the postmark, whichever is less.

Whatever ruling the committee/officer has, shall be reported to the person protesting in writing. They should also inform the person or persons they are overruling.

3. If the ruling of the chapter committee or officer was unsatisfactory to the person protesting, or the committee/officer did not respond within three to four weeks, the person should bring his/her protest before the next meeting of their local Chapter Board.

The Chapter Board shall inform the local committees/officers, and the person protesting, of any action taken on the protest

4. If the ruling of the local chapter board was unsatisfactory, or the board did not hear the protest, the person protesting may bring the protest before the Society Sanctioning Committee (SSC). All types of protests, including safety, treasury, and registry should come to the SSC. In these latter types of protests, the SSC will ask the opinion of the Society Level Officer on the manner, but the final decision on the protest will be made by the SSC.

The SSC has two (2) months to act upon the protest. The SSC shall inform the person protesting, local chapter board and the local sanctioning committee, and involved Society Officers of any action take on the protest.

5. If the ruling of the SSC was unsatisfactory, or the SSC took no action in two months on the protest, the person protesting may bring the protest before the Society Board. If the Board takes any action, they will inform who they feel is necessary.

6. If the ruling of the Society Board is unsatisfactory or they do not act in a timely manner, there is no higher authority the person can protest to.

However, the person could collect signatures on a referendum petition putting the protest to a vote of the membership. The person would require signatures from 10% of the total membership in the society, and the signatures should include at minimum of 10% of the membership of half the chapters in society. When all signatures are collected, the petitions should be sent to the Society Elections chair, where the question will appear on the next elections ballot.

### **Who Can Protest?**

Most protests are filed by players for actions that happened to their characters. With the exceptions of registry and treasury concerns, most NPCs and Game Staff have nothing to protest in the implementation of the game.

Game Writers can protest excessive changes to the final sanctioned copy of the game.

Watchdogs can protest actions taken that they were not aware of that they should have had the chance to approve or disapprove.

Game Producers and Game Safety Officers can protest decisions of the Watchdog on the grounds the Watchdog overstepped his/her authority.

### **Hearing the Protest**

It is important that sanctioning committees bear in mind that when they've received a protest, the person protesting has gone through the effort of collating their feelings, facts and related issues in a typed up format and paid \$5 with the submission of their protest. Someone who has gone through this serious effort to be heard deserves a fair and serious consideration of their position. If the Committee chooses not to support the position of the protester nor make suitable changes, they should formulate a well considered response as to what their position was and why they chose not to take actions, detailing their reasons as appropriate.

The LSC will interview everyone appropriate and examine all possible facts to determine what if any violations have occurred and what if any

## Resanctioning of Items

actions need to be taken to correct the situation in the fastest and best means possible.

This document provides the procedure by which “Treasure”, defined as items or abilities brought out of games by players and covered under the IFGS Bluebook, may be resanctioned. The Society Sanctioning Committee (SSC) has purposefully NOT addressed how treasure should be resanctioned or what it should be resanctioned as. It is our hope that resanctioning will occur at the local level with good judgment.

### **Who can bring an item to resanction?**

The character with the item, the game writer who created the item, a chapter board (either of the chapter where the item originated or one where a player with the item is a member), the Society Board, or the SSC may all initiate resanctioning of items.

### **Who should resanction the item?**

If the chapter which sanctioned the item originally is known and still in existence, then the item shall be taken to that chapter for resanctioning. This shall be done by sending the request to the chair of the chapter’s sanctioning committee via return receipt mail (all communications should be done in such a way to remove the possibility of dispute). If that chapter fails to respond with a resanctioning within 60 days, then the proposer may take the item to their own chapter or to the SSC for resanctioning. If the resanctioning is not allowed by the player’s local chapter, then the player may still take the item to the SSC for resanctioning.

The chapter which created the item may only resanction the item if they are resanctioning all copies of the item released in that game. If the item is resanctioned by the player’s chapter after failing to be resanctioned by the creating chapter, then only that copy of the item may be changed (the chapter may make whatever recommendation they want for blanket resanctioning to the SSC). The SSC may resanction the item in either way. Once an item is resanctioned, it is no longer considered a copy of the original for purposes of further blanket resanctioning.

### **What is the criteria for resanctioning?**

Treasure should be resanctioned only if the treasure is made unplayable by a change in IFGS rules or policy and/or if the rules under which the treasure was sanctioned change thereby altering the function of the item (the conversion document should cover most of this treasure). Treasure may also be resanctioned if it is felt that an error was made in the original sanctioning.

### **What should be sent with a request for resanctioning?**

Requests for resanctioning of treasure shall be submitted in typed format. A detailed description of what the applicant desires the resanctioning result to be may be included. Copies of the original savvy of the treasure shall be provided. This will include sanctioned gold piece value (if applicable), curses, limitations and all supporting lore/information on the treasure. If possible an entire game copy of the original game should be provided. If this cannot be provided, a copy of the savvy from the original game verified by Society registry or the registry of the chapter, the name of the game, the chapter running the game, and the approximate run date will suffice. Treasure whose original savvy or chapter origin is in question may be brought to the SSC for further research.

### **How would that resanctioning be implemented?**

The implementation will differ depending upon the level of resanctioning and who performs the resanctioning. When the resanctioning is performed by the chapter which created the treasure (blanket resanctioning) then the resanctioning shall be communicated to the organization by having the results published in the newsletter of that chapter and in the Society newsletter, the "Chainmail". Copies of the resanctioning results shall be sent to the SSC, to the Society Registry and to the Registry of the chapter performing the resanctioning. Furthermore, the chapter performing the resanctioning should make an effort to inform other players with copies of the treasure being resanctioned of the results.

When the resanctioning is performed on a single piece of treasure by the local chapter of the applicant, the results shall be provided to the player whose character possesses the item. A copy of the results shall be provided to the SSC, the Society Registry, and to the local chapter's registry.

When the resanctioning occurs by either the SSC or the Society Board, the results shall be published in the Society newsletter, the "Chainmail", and copies shall be provided to the SSC and to Society Registry. The chapter board representing the chapter which created the treasure being resanctioned shall be notified by the individuals performing the resanctioning. The SSC must receive the results of ANY Treasure which has been resanctioned per direction of the Society Board. No item which is currently involved in the resanctioning process may be involved in any transaction until the resanctioning process is complete.

### **Appeals Process**

If treasure is resanctioned by a chapter in either blanket form or single fashion the first level of appeal shall be the board of directors for that chapter. Further appeal may be made ONLY to the SSC or to the Society Board. If the SSC resanctions pieces of treasure an appeal may be made

## Variant Rules, Closed and Semi-Closed Worlds

ONLY to the Society Board. Decisions made by the Society Board may be reversed ONLY by referendum or further board action.

A GW is welcome to create worlds where the nature of characters, their items, and the rules themselves are not identical to the current standard IFGS Fantasy “world”. However, there are certain strictures governing how this is gone about. Essentially, there are three different possible situations, each of an escalating nature: Alternate or Variant Rules, Semi-Closed Worlds, and Closed Worlds.

### **Variant Rules**

Almost every GW, whether they know it or not, utilizes alternate rules within their games. If they want a Harpy to not have to spell-cast the Enthrall spell, but sing it instead, that, in essence, is a rules change. However, this document refers more to GWs who have rules sets that are disclosed to the players, detailing a difference in their characters, or clarifying how situations not covered in the rules are handled. Most chapters have variants dealing with the manner in which bodies are searched. The rules themselves include several optional rules: PC Rule of Fairness, Heroic Death, Cloning, Dead-Dead and Pursuit Rules.

In general, a GW is permitted to make any changes to the rules for their game only as long as none of those changes carry over to another game in any fashion. However, the following strictures apply:

1. Any new rule which is not in the rulebook should be distributed to the players well in advance of game day. Advertisement of minor variations of existing rules should be at the LSC’s option, and should be determined on a game-by-game basis.
2. Rule changes shall not positively affect recoverable treasure without being allocated from the game sanctioned treasure
3. All rules changes are subject to SC approval for playability, safety, fairness, and consistency only.

### **Semi-Closed Worlds**

Semi-Closed Worlds commonly deal only with magic items that function fully (or at all) only within the world of the GW. This is permitted as well, and is a way for a game writer to reward players without violating the Blue Book. Any treasure (or portion thereof) that operates only within the world of the GW does not need to be allocated from the game sanctioned treasure.

For example:

A GW could determine that a certain character has the ability, in their world, to Detect Faeries, unlimited uses per day. This would require no treasure allocation.

A magic sword is recovered, which is +1 magic. However, in the GW's world, it is +3 magic. The +1 magic sword would have to be allocated from the game's sanctioned treasure value. However, the difference b/t +1 and +3 would not.

Savvies for items for Semi-Closed worlds shall include the name of the world where the powers (or extra powers) function. If a game does not label itself of that particular world, then the item's semi-closed world powers do not function.

An LSC may decide not to allow Semi-Closed Worlds, or to add additional restrictions or requirements to Semi-Closed Worlds.

### **Closed Worlds**

A Closed World is one from which nothing is recoverable to be brought into other IFGS games not designated as part of that "world". This includes even player characters. Oftentimes, there is a significant enough difference in rules and treasure in such a world to warrant running a Closed World. The GW can create alternate character classes, alter the experience point tables, or other actions which would not be appropriate for characters playing in the standard IFGS world defined by the Fantasy Rules and Bluebook.

There are two variants to Closed Worlds: ones which characters from the standard IFGS world can enter, but not leave, and ones which no characters from the standard IFGS world can enter.

In the instance of a world where a standard IFGS world character can enter, they do so voluntarily. They can no longer play that character in games of the standard IFGS world.

An LSC may decide not to allow Closed Worlds, or add additional restrictions or requirements to Closed Worlds.

# Appendix A: Game Writing Suggestions

## The Game Idea

Games are the reason people are in the IFGS. Games are the stories that people take their characters through to be challenged and rewarded. Without games, characters have no existence out of the imagination of their players. Writing a game is not a difficult task. To write a good game takes attention to detail, knowledge of the rules, and willingness to work to get it done.

This section includes experiences from many game writers. Some parts will work for some people. There can be quite a bit of effort in writing a good game. Whether that effort is work or pleasure depends upon the individual.

Games start with ideas. It sounds so simple, yet even quite large and complex games often start with a single concept or group of thoughts to be the seed. Prospective Game Writers should write down (or type in) their ideas for games whenever they can.

Game Ideas take many forms, and there really isn't a correct one.

A GW could start with a standard plotline, and flesh it out with their own notions. Standard plotlines include the following: rescue someone, save the village from attackers, stop/kill a monster ravaging the land, deliver something, steal something, solve a mystery or explore new territory. Many mainstream movies and books use similar base plotlines (one or more of them). It is the writer's take on the standard plot that makes the story and the game interesting.

A GW could start with the idea of a great encounter, and then build the game around the encounter. Sometimes the game takes the form of the standard plotlines but that is not always true.

A GW could have interesting prop they want to build for a game, and build the game around the prop. Alternatively, the GW sees props on the Quartermaster's inventory of props and builds the game around their use.

A GW could have an alternate form of doing things in a game, and build it into a game. For example: A Silly game where puns do 2 points of no defense damage to all within 10 foot radius.

A GW could get a story in their head and write a tale of adventure in normal storytelling mode, then have to go back and translate it into the IFGS rules.

## Game Type

Games have been written with all of these initial idea methods. Usually the players and staff can't tell which method was used in the creation of a game idea.

It is often good to think of the Game Type for the game before going ahead and writing down the storyline or outline of the game. These three Game Type components, Humor, Style and Essence, provide the environment of the game.

Humor usually means the comedy provided in the game. Games with extremely intense plots have been known to have teams of players cracking jokes and making their own humor; this is beyond the control of the GW. Comedy, especially good comedy, can be difficult to write, though slapstick and pratfalls have their own place in games. Parody is a relatively easy place to start, and has been the basis for good games.

Style refers to the characters' motivations, as provided by the script. There can be some overlap in the style categories, but for the most part, they are pretty straight forward.

Essence conveys the flavor of the game. It gives players an idea of how much control they will have over the bad things that happen in the game.

In the next section, there will be examples of these Game Types and an interaction between them. For these examples, the following game idea is used:

*The daughter of mayor was kidnapped, and the players are to aid the mayor in this time of trouble.*

Using that basic story idea, here is an example of how the different game Styles might work.

*Heroic: The daughter of the mayor has been taken by brigands. In addition a sacred gavel was stolen. The daughter and gavel are both required to complete the end of year ceremony that keeps a demon locked in a nearby mountain.*

*Task: The daughter of the mayor was taken by brigands. The party is to deliver the ransom. If the daughter is freed unharmed, then the party can keep the ransom themselves.*

*Villainous: The daughter of the mayor was taken by brigands. The party is to make sure the daughter does not return alive. No witnesses of her death or capture should be left alive.*

Then Essence is added. For this example, the Heroic example is used.

*Light: The party will get one or more chances to rescue the daughter and retrieve the gavel. If the gavel is missed, then other opportunities exist for the gavel to be found in other location. Possibly the gavel wasn't even stolen, just put in a safe place, which the party finds upon return. The party will get back in time to do the ceremony and prevent the demon from escaping. The party will rescue the daughter before anything bad can happen to her by the brigands.*

*Standard: The party will have ample chance to rescue the daughter and find the gavel. However, if they are unable to do so in the encounter the daughter and gavel are in, it is unlikely there will be other ways to complete the deed. If the party gets the gavel and daughter the demon will remain locked in the mountain. If they do not, the demon gets free. It is possible that if the party delays too long, that the daughter may come to some harm in the clutches of those who have her.*

*Dark: It is likely the gavel and daughter can be found. Both may be rather worse for wear. It is possible the party will find the daughter as she lay dying, and they must help her or Life Spark her to bring her out. When the party returns to the village, they find that the demon has already gotten out, and destroyed the village. The daughter seeing the destruction and despair, throws herself off a cliff and dies, this time the body whisked away by the river waters. Perhaps the party will need to go and defeat the demon, put perhaps not.*

Each of the above Heroic games, Light Heroic, Heroic, and Dark Heroic (note the term standard need not be used) could have humor in them. It may seem more natural to make the Dark Heroic of moderate or intense humor level, but a game writer could invoke silly humor in it nevertheless.

## Storylines and Outlines

Once the GW has an idea, he/she needs to flesh out the idea into a story. A common way to do this is to write a Storyline. The Storyline tells the tale of what a single party does in the game. This can be simply a narration that “the party does this, if they open the lock they get that” or it can be in the form of telling a tale: “Crouching low to avoid detection, the rogue did her best to pick the lock, but failed. The group bashed open the lock to find...” The point of a Storyline is to tell the story about what happens in the game, without worrying about things like levels, powers, and rules. The game doesn't even have to be broken into encounters in the storyline, though many GWs begin this process as they describe what happens in the game.

The Storyline is also a useful tool when the game is produced. If the GW writes what is supposed to happen in the game, the Game Producer and NPCs can get a feel for what is meant to happen in the game.

Sometimes the GW immediately goes from the idea to a game outline. This outline breaks the game down to encounters, with a short description of each encounter under each encounter heading.

In writing the outline or the storyline, the GW begins the process of creating roles for other people to play and act. The GW needs to be aware of the resources available for his or her chapter. Writing a game that will need 40 NPCs and Staff when the chapter has 25 members may not be wise.

Writing a game needing many expensive props to do things right may also have problems. Most chapters have a Quartermaster (QM) who keeps the props from other games. The Game Writer should talk to the Quartermaster, perhaps getting a list of the chapter inventory or get a tour of the storage area. Older chapters may have many of the things needed for a complex and prop-intensive game.

In the requirements for game status, there is no requirement that the game have an interesting plot, or have a plot at all. However, most memorable, and good, games have some semblance of a plot for the character to follow. Even world games, where the players can go anywhere they want in whichever order, usually have a purpose for the players' wandering. The players don't need to know what the plot or story really is, though the game will play better if the GW does.

Some chapters allow a game writer to submit games that have completed this stage to the sanctioning process. There is not a great deal a sanctioning subcommittee can do to help the GW at this point other than point out situations that are not likely to pass safety, note games requiring more staff or resources than the chapter can afford, or offer suggestions for filling in details.

#### Fleshing Out Encounters

Once the story of what is to happen is completed, the GW separates the sections of the story into encounters. These initial encounters might not resemble the encounters in the final game, but they are a start.

Generally the fleshing stage is where the GW finally nails down the player levels for which the game is intended. The level of the players and the number of players on the team both can affect the strength and levels of any adversaries in the game. Also, the higher the level the more

spells, skills and abilities the characters and game writer have to work with. Magic items also come more into play for higher level games. At the early stages of the game writing these concerns are less important.

Also prior to fleshing out the encounters, the GW needs to think about what type of game he/she wants to write. One way to help with this process is for the GW to define target game ratings for their creation. These will not be the final ratings, but give the writer and his/her sanctioning subcommittee an idea of the difficulty of the game.

A GW could have a storyline of what they expect for a game, and then decide they want the game to be a high fighting, high risk game for average 5th level characters. The final game will possibly be different than the same storyline written as a moderate risk, medium fighting game for average 2nd level characters.

With the levels and the initial difficulty and game ratings decided for the game, the GW can better flesh out the encounters for the game.

The GW should write a description for each encounter. This description should include information on what NPCs are expect to say or do. The GW should think about how the players are supposed to learn about what they need to do in the game. Information about the levels and abilities of the NPCs can be included at this stage.

If the GW wants treasure to be found, rescued, unearthed, or discovered, a notation of what type of treasure could be included. The GW needs to be careful about putting in a lot of specific treasure items at this point in the game, as the final maximum treasure allotment may require an extreme slashing of the items planned.

A “fleshed out” game should be able to be considered to be at an “Active” status level. The requirements for a game to be considered and “Active” game are below.

Checklist to Advance to Active Status	Required	Suggested	Does the Game you have submitted have:
	9		Title Page (with some information)
	9		Describe the encounters in the order they occur?
	9		Describe the PCs' goal(s)?
	9		Describe how the PCs attain the goal(s)?
	9		List Target Game Ratings?
		9	Storyline
		9	Personal Copyright notice and Date

## Encounter Detailing

Once the basics of each encounter are completed, the Game Writer should begin adding the details to the encounter. Once the initial pass through the game adding game details is completed, the GW should consider arranging to have a sanctioning subcommittee assigned to the game. Many games are already in the sanctioning committee process prior to the detailing phase, but some chapters restrict games entering the sanctioning process until the game can meet the Active game requirements. The Sanctioning Subcommittee (Subcom) can be very helpful in ferreting out details that should appear in the game, as well as finding errors in the Game Writer's NPC level information.

Read the section on "Steps in Reviewing a Game" in the first chapter of the SSC Handbook. The subsection titled "Review specific elements of the encounter" is an excellent tool for Game Writers as well as Game Sanctioners. NPC Details, Savvies, and other Encounter Details are covered in the section.

The "Checklist to Advance to Intent to Sanction Status" is another resource to use in completing the details of a game. Providing information in each one of the required items will be necessary before a game reaches "Intent to Sanction" status.

## Lore

In addition to setting the details in the game, the GW needs to consider what information the players will need. Some of this information the players will receive before the game. This Pre-game Lore can take many forms, such as a letter from their employer, maps, stories, wanted posters, newsletter stories or world information. Pre-game lore is not required, though letting the players have an idea on what they might expect is suggested. It can also build suspense for the game and provide plot elements like red herrings.

In addition to Pre-Game lore, there is in-game lore. This Lore is gathered through the use of player spells, skills and abilities. Adding lore can add ambience to the game. There are many lore SAS's in the rules. The GW should make sure results of the usage of lore SAS's for the levels in his/her game are present. The GM has enough to do in the game without needing to make up lore, and lore is too important a plot tool to be left unused. By providing the in-game lores, the GW avoids the risk that what the GM makes up will detract from the game, and provides vital information on plot and/or NPCs. Lore is often legends and rumors and need not be entirely accurate.

## Alternate Solutions

The GW can only write what he or she expect the players would do in situations in the game. Sometimes, an encounter is limited quite severely and the number of options are very few. This is usually rare. More commonly, the GW will expect the most likely reactions, and some-

one or some team may react differently. The GW has basically two choices in writing encounters to take this “free will” of the players into account: spell out alternatives, or allow improvisation.

Spelling out alternatives allows the GW to come up with a number of situations and coming up with NPC or GM reactions to the situations in advance. It is not too possible that the GW will get all solutions, but many of the main alternatives could be covered. This choice gives the GW the most control in what happens in the game. It also can make the game copy quite large, or print size quite small.

Allowing improvisation gives up much of the control the GW has on an encounter. The GW writes what happens for the mostly circumstance (or sometimes 2-3 choices) and then provides background on each NPC. The GW leaves it up to the person playing the NPC to decide “what the NPC would do” in situations not predicted by the GW.

**Treasure** When the GW and the sanctioning subcommittee have worked out much of the details of the game, the final game ratings should be in sight, if not in place. Additionally, the time needed for each encounter should be nearly set.

The Maximum Allowable Game Treasure is computed based on:

- the average character level per team,
- the Sanctioned Game Hours of the game (in Nomenclature section)
- the game Difficulty Rating (average of Risk, Mental, and Fighting Ratings)

The formula and charts are in the Blue Book.

In general, keep the level of effect and the level of the SAS for any magic item within two levels of the average PC level per team. In addition, no single magic item gained as treasure should have a value of more than one and one-half an equal player share (divide treasure allowed in game, by normal number of players per team, to determine a player share). For Novice Game, no single magic item shall be more than one equal player share.

A game for 3rd-6th levels, 8 person teams, maximum 35 levels per team, would have an average level of 4.375 (35/8). This being less than 4.5, rounds to 4th.

This game should have no item with the level of the SAS of more than 6th, nor any level of effect in the game more than 6th level. If the game

gave out 10000 gold pieces in total treasure, then a player share is 1250 gold pieces, and the most any one item of treasure should be is 1875 gold pieces.

#### Savvies and Lore on Items

When writing what the items do in the game, the GW should follow the requirements on Savvies in the SSC Handbook. In general, each “power” of the device falls into one savvy result, with any crocks or limitations allowed to have their own savvy. Curses do not have to be magical, and if curses are not magical in nature then they do not appear in a savvy result.

In writing up the items given in the game, the GW should consider any Lore abilities that might get information about the item. This could be information that a savvy could get, or it could refer to aspects of the item not revealed in a Savvy spell.

# Appendix B: Game Production Suggestions

Once a game reaches Sanctioned Pending Production, the game script is in its final form. Games at this status level may remain “on the shelf” waiting for a Producer. However, if you know you are going to be the Game Producer before the game reaches the Sanctioned Pending Production status level, by all means, start the production process early.

This section will assume a game at the Sanctioned Pending Production status, and that the Game Producer is probably not the writer. Some of the things suggested below, a Game Writer producing their own game might not need to do; the Game Writer may have done them in the earlier stages of sanctioning.

While this introduction to production is assuming a line course, many of these same points apply to Room Games, World Courses, and Fixed Courses.

These Game Production steps are listed in an order. Many of them should be begun at different times, but they may need to be worked on at the same time. For example: while the Game Producer is determining the final game budget, the Game Producer may also be recruiting NPCs. However, some parts cannot be completed until other parts have already been completed.

## Pre-Sanctioning Production

### **Read the Game Carefully**

Perhaps this seems too simple, it is not. Read the game encounter by encounter, thinking about what props, people and land might be needed. Keep notes, but not on the game copy (if it is the only copy the producer has). Usually a game producer makes many copies of all or part of the game script. Extra notes may be confusing to the NPCs or future readers.

### **Recruit People to Help with the Game**

Initially there are certain staff positions that must be filled before a game can reach the final Sanctioned status. These are: Watch Dog (WD), Registry Representative (RR), Treasury Representative (TR), and Game Safety Officer (GSO). Chapters may have restrictions or certification procedures for each of these. The Game Producer should contact the Chapter Registry Officer, Chapter Treasurer, and Chapter Safety Officer for lists of qualified persons. The Local Sanctioning Committee should know of chapter requirements for persons to hold the post of Watchdog.

In addition to these basic four staff position, the Game Producer will likely need Non-Player Characters (NPCs) and Game Masters (GMs). However, the actual number of these positions needed might not be known

early in the production. Care should be taken not to recruit too many, as an NPC's knowledge of the game script usually eliminates them as possible players.

While it is easier to finalize persons in positions once the game date is set, many people can give tentative confirmation with as little as the month planned.

The members of the sanctioning subcommittee (SUBCOM) are an excellent resource for staffing roles. One of the members of the sanctioning subcommittee should be the WD for the game. The others are persons who are knowledgeable about the game. Some Game Producers like to have the sanctioning subcommittee members to be important NPCs. Others find that their game knowledge aid the sanctioning subcommittee members as GMs.

### **Set a Game Date**

The Game Date needs to be set as soon in the production process as the LSC allows. Without a game date, many staff and NPC positions cannot have confirmed people holding them. In addition, lack of a game date usually makes choosing the game site difficult.

In deciding whether to hold a game across one, two or even three days on a weekend, the Game Producer needs to consider previous experience in the chapter with such games. Some chapters have a history of low staff/NPC attendance on the second day of two-day productions, and other do not. Even if the game is run on only one day, the Game Producer should consider a possible foul weather date. A Saturday game could have a Sunday foul weather date, if the inclement weather is rain rather than snow or cold.

Game Producers need not set foul weather dates. Many games run regardless of the weather. The Game Producer should note possible weather situations on the flyer in any case.

If the game is going to use a Draft-style Registration, the Game Producer needs to set the draft date as well. Getting a flyer into the newsletter ahead of the draft date will help get persons to put characters into the draft. Be certain to include information on how players can have characters in the draft without the person being present.

### **Find a Game Site**

Beginning the search for a game site should start early in the production. Where the game is run affects many aspects of the game including, but not limited to, the following: game budget, number of teams run, numbers

of NPCs needed, props, archery method, pre-game setup, and game enjoyment.

In addition to the availability of the site and the suitability of the site for the actual game encounters, these other factors should be considered:

- parking
- staging areas
- restroom facilities
- costume changing areas
- camping areas (especially for multi-day events)
- nearest medical facility
- cell phone coverage
- clean water sources

Not all game sites need to have each of the above items. Some games are run on sites without modern (or any) restroom facilities, far from any town, city, or hospital. However each game site should be considered with those aspects.

Get permission to use land sites. While many games are run on public land and parks, letting the officials of those parks know that a game is going to be put on is more than a courtesy. An IFGS game encounter can be mistaken for many things, and notification of the land administration can avoid difficulties. In many parks there are restrictions to what can be built or setup on the grounds.

Any shelters or pavilions on the game site that are absolutely needed for the game production should be reserved for that purpose. Otherwise most parks follow a first come/first serve order and a Game Producer may arrive on game course to find that the shelter needed is already occupied or otherwise reserved. Reserving shelters usually costs money, and that money should be counted in the Game Budget.

If a map of the area exists, get copies made. Otherwise the Game Producer needs to arrange to have rough maps drawn up. These maps should show encounter locations and provide some landmarks for navigation of the land site.

*For example: A Game Producer decides on a public park that is open from dawn to dusk. Depending on the time of year and latitude, this could give from 8 to 14 hours of setup/play/tear-down time. The public park might not be a good place to use a pull-tab system for archery fire (because it leaves lots of little papers around), and the 1 mile course could limit the number of teams, so the teams do not bunch up. Fewer teams may mean fewer staff.*

## Determine Game Course Characteristics

Many games will have no generic game characteristics and can skip this step. However, setting up games in one of the three methods can allow fewer NPCs to fill more roles, and thus require less staff. These are not the only such patterns, there are hundreds, however these simple shapes should give Game Producers ideas on how to structure their own game courses to maximize NPC use, if getting NPCs is a problem in the chapter.

### **Circle Course**

A Circle Course runs the teams of players in a grand circle through the encounter sites. When a team completes the circle, they begin the same or similar path, only the second circuit find different encounters.

If a game had 16 encounters, and the circle had 5 encounter sites, the teams would pass the same general regions three times. NPCs could remain in place at the sites rather than moving from encounter to encounter as much. Naturally the more encounter sites on the circle, the more teams that can be playing the game at the same time. A very basic game with one team, could use a small course with only two sites on the circle.

### **Narrow Rectangle (or Narrow Oval)**

While a Narrow Rectangle could also use the aspects of the Circle Course, it could have the teams of players follow its length once. The Rectangle is much longer than it is wide. A short distance between each long side of the rectangle allows the NPCs to move quickly to encounters on the other long side of the rectangle.

### **Flower Petals**

The Flower Petal course has two or more loops where encounter sites are placed. These loops all come back to a central point. The basic Two-loop Petal Course could look like a Figure Eight. The central encounter site would be the site for encounters needing the largest number of NPCs. Flower Petal Courses of many petals could have several teams busy at the same time.

If the Flower Petals were each narrow ovals, then both aspects of the course could be gained.

## Determine Game Budget

While there may be a tentative budget in the game copy, the Game Producer needs to provide the final budget for the game. In many chapters the final game budget must be reviewed by the Chapter Treasurer prior to the final Sanctioning of the Game.

Game Producers need to develop a budget that takes in enough money to cover all expenses, and, depending on the chapter rules, make a profit

for the chapter. This means that the amount of money taken in through Game Fees will likely need to pay for the game. If the game expenses exceed the revenue from the game, the Game Producer will almost certainly be paying the difference out of their own pocket.

Below are many of the items, but not all, that need to be considered for the game budget.

### **How many teams? (or How many total players)**

Once the game site is known, any special course layout determined, and a first look at the NPCs and staff available is made, the Game Producer must decide on the number of teams he/she would like to have play the game. This number may change based on other calculations the Game Producer makes. At this early stages, it is best to be conservative. It is much easier to add another team if all the NPCs show (possible a team from another chapter), than to let a team know they've been cut because a shortage of staff.

Eventually in the Game Budget Process, a Player Fee will need to be set. In most chapters the Player Fees make the bulk of the revenue for a game. When calculating the total number of players, it is safest to assume one fewer player per team than the expected minimum.

*For example: the game is running 3 teams of 8 players on one day. The total expected expenses for the game is \$400. The chapter doesn't charge NPCs or Staff fees to take part, so the players pay for the game expenses. Rather than use 24 persons in the calculations, use 21 persons. That way if a couple players fail to show the Game Producer won't have as serious of chance to spend more than revenue taken in.  $400/21 = \$19.05$ ; so the PC fee might be \$19 or \$20 dollars using this method.*

The Game Producer could charge a per team fee of \$140. If a team of eight ran, then each person would pay less. If a team of six ran, then each person would pay more. The Game Producer would get the same revenue regardless.

The Game Producer may also require Player Fees by a certain date, with players paying after that date being charged a high fee as a penalty for paying late. The Game Producer should not use those late fees in the calculation of the basic Player fee, as everyone may pay on-time.

### **How many Staff/NPCs?**

The actual number of Staff/NPCs probably cannot be determined at the budget stage, but the Game Producer can try and determine an estimated number of Staff or NPCs. This may depend on the number of teams.

If Staff & NPCs are not going to be charged an NPC/Staff Fee, then the number of people will only be needed to calculate Society (and chapter) Fees, and perhaps affect prop or food/water costs. If this is the case, it would be better to overestimate the number of NPCs and Staff, as extra persons could cause the Game Producer to spend more than budgeted from Society (and chapter) Fees.

Many chapters do not prevent Game Producers from charging NPC or Staff members a fee to participate in the game. Usually these fees are much lower than the player fee. Often the NPC and Staff fees equal the Society (and Chapter) Fees that would need to be paid. In such a case where the amount charged will equal or exceed the Fees required, an overestimation of NPCs is not necessary. When NPCs and Staff Fees are higher than this base level, it often means that a meal or food is provided and the NPC and Staff pay for their food in their fees. Other Game Producers try and keep the player fee low, by charging the NPCs and Staff more than average for the Society. Note, high NPC/Staff fees may make it hard recruit NPCs and Staff.

### **Society Fees**

This is an expense that gets the first shot at the revenue raised by a game. Presently the Society Fee is \$2.50 per participant in the game (NPC, PC, Staff). If NPCs and Staff fees cover at least the Society Fee, then getting an excessive number of NPCs and Staff should not drive a Game Producer over budget.

### **Chapter Fees**

Some chapters charge a per participant fee similar to the Society Fee. This is the way the chapter guarantees a minimal level of profit from the game. Usually this is the second item that counts against game revenue, after Society Fees. Game Producers should check with their Chapter Treasurers to find out if there is a Chapter Fee and how much it is. Chapter Fees may be the same for Player, NPC and Staff, or they might be different. The Game Producer should let the Chapter Treasurer know what type of game is being played, as some chapters have lesser fees for Room Games. If the NPCs and Staff Fees cover the Society and Chapter Fee, the excess NPCs and Staff will usually pay for themselves and not drive a Game Producer over budget.

### **Copying Costs**

The WD, GSO, and each GM, in addition to the Game Producer, will need a full copy of the game. In large games, Major Game Aids (MGA) and Game Aids (GA) may also need copies of the game. In addition, NPCs will need their individual parts. If the game has a storyline, many NPCs find it helpful to receive a copy of the storyline to give them a “feel” for the game. If the Game Producer uses a commercial copying service,

that money spent can be reimbursed from the game revenue if the Game Producer keeps a receipt. Money for copying may appear in the budget as an expense.

Copying costs may also apply to flyers that are made, and to other advertising methods.

### **Telephone & Mail Expenses**

While some chapters may not allow these expenses, some do. In games where NPCs, Staff or Players are out of the area, some long-distance calls may need to be made. In addition, if a cell phone is used to call persons from the site, per minute charges might be reimbursed. The Game Producer should consider putting a token amount of money in this category.

Likewise, if the NPCs and Staff are out of town, the Game Producer may need to mail a copy of the game to them. Money could appear on the budget for this expected expense.

### **Props**

Prior to deciding how much money needs to be spent buying or building props, the Game Producer should speak with or visit the Chapter Quartermaster. Chapters acquire things from other games, and many of these can be reused in later games. Often a Quartermaster has an inventory list, or will allow the Game Producer to tour the storage site. Once the Game Producer has an idea of the things that the Chapter already has, they also have a clearer idea of what is needed. Often the Props part of the budget is the greatest expense for the game.

The Game Producer can buy props, or the Game Producer can have them made. Usually the latter is less expensive monetarily, but it can take a great deal of time. Many items can only be made. If the skills needed to make a prop are unknown to the Game Producer, he/she should contact the persons who will be doing the manufacturing to determine an estimate of materials cost.

Props come in three categories: expendable, durable, and recoverable. Expendable props are props that will usually be used for one game, and then cannot be used again. If the prop is not used in this game, it might be able to be saved and used in another game. Examples of expendable props include the following: paper walls the monsters crash through to get at the PCs, makeup the NPCs use, food items, art supplies, batteries (for radios, lights and locks) and pyrotechnics. Durable props are items that can be expected to last beyond the present game and be used for future games. These items are turned into the Quartermaster for use by other Game Producers. Examples of durable props include masks,

costuming, structures, locks, treasure items, altars, bridges, tarps, tents, flats, skeletons, armor patches, flags, and weapons. Recoverable props are items of a durable nature that nevertheless will only be used for the present game. The most common type of recoverable props are treasure items the players find in game. Sometimes the items the players find are not turned back into the chapter at game end. Instead the player keeps the prop. Some chapters restrict how much of a game budget can be spent on recoverable props of this type. In addition, structures that are built with game budget money that are left on site fall into this category.

In the game budget, these three types of props could each have their own listing for the amount the Game Producer expects to spend. The Game Producers should check with their Chapter Treasurer to determine if this is a requirement, and to determine if there are any maximums to the amounts that can be spent on recoverable and expendable props.

Game Producers, and persons purchasing for the Game Producers, must keep all receipts in order to be reimbursed from the game earnings.

Once the Game Budget is approved by the Chapter Treasurer (if required), the Game Producer has completed the early stages of production. The Game Producer has a good idea of the props and game staff needed, and has already begun gathering NPCs and Staff.

#### Post-Sanctioning Delegation

In the later stage of production, the game should have been given the Sanctioned status. This means the game has the basic staff personnel, game date, game site, and has other important considerations made.

Important to a lesser degree in the early stages of production, delegation is very important in the later stages. A Game Producer could possibly do everything his/her self in a minor game, but details may be left out, and if the Game Producer has a crisis near game day, the game may have to be cancelled. The Game Producer will have a better time producing if he/she selects a group of people to help with the tasks ahead. Below are two game staff positions that can be very helpful.

#### **NPC Coordinator**

This person may be selected early in the production but as the later stages arrive is invaluable. The NPC Coordinator continues to search for NPCs for the game. Often the NPC Coordinator hands out roles, consulting with the GW when available on what was intended. A good NPC Coordinator takes a lot of the strain off the Game Producer.

### Quartermaster Representative (QR)

When one person is designated to make sure all the props are ready and will be delivered to the game site, the Game Producer's life is made much easier. Often the QR oversees the building or making of specialized props and sometimes is the one to buy props computed in the game budget.

#### Props

Props manufacturing and purchasing can begin prior to this point, but until the game is sanctioned, there is no certainty that the game will be able to be run. A Game Producer who purchases or builds props prior to the game being sanctioned risks not being reimbursed for moneys spent, or at least waiting a while before being reimbursed. On the other hand, if there are quite a few props that need to be built or designed, starting before the game is sanctioned might be the only way everything is finished prior to game day.

Props should be easily transportable, or if not, careful consideration should be made as to how they are getting to the game site and/or the encounter site.

As the props are gathered and completed for each encounter they need to be organized per encounter. Large "ziploc-style" bags are good for organizing smaller objects needed for an encounter. Larger "garbage-style" bags can hold costuming and larger props. These bags of props are given encounter numbers and can easily be delivered to the encounter site by the NPCs. Large props can have encounter numbers taped on them (and the numbers removed prior to play).

Remember, if a prop can be collected by a team or player, then one such item must be present for each team.

If you use garbage-style bags, make sure they are clearly labelled and kept away from regular garbage. One does not want one's significant other or roommate accidentally throwing a bag of props.

#### Holding the Draft/ Registration

Once the Game Producer has a good feel for how many NPCs and Staff he/she can expect, the Game Producer should consider the formation of teams.

### Choosing Loremasters

Usually it is the Game Producer and/or the Game Writer who chooses the Loremasters for a game. In some instances the game writer writes a game specifically for a loremaster or group of people. The Loremasters organize and pick their team members. The style of Loremastering differs between an Invitational Game and a Draft Game. In a Draft Game, the Loremaster must form a team from the pool of potential char-

acters in a draft. Not every class the Loremaster may want may be represented and the Loremaster must have skill in playing and the rules to form a team with what characters and classes available. An Invitational Loremaster has no such limitations.

If the registration type is a Draft, the Game Producer needs to set a draft date and advertise the date and location. If the game is an Invitational game, the Loremasters need to be informed, and provided a list of people who have already agreed to NPC or Staff the game.

#### Non-Player Characters and Game Staff

If the Game Producer has an NPC Coordinator active on the game, the NPC-gathering side of production may be less. However the Game Producer should contact the NPC Coordinator from time to time to see how things are going and what are needed.

#### Staff Needs

The game has its required personnel, selected prior to sanctioning: GSO, WD, RR, TR. In addition there are other staff positions the Game Producer needs to fill. There should be one GM per team. If the teams are more than 6 persons each and are higher than 3rd level, the Game Producer might consider having a Scorekeeper (SK) with each GM. Scorekeepers relieve the “keeping track” duties of the GM and free the GM to interact with the team and the game more. SKs with experience can also help in the GM duties, such as identifying things detected with class innate abilities or being plants and animals in discussions with druids and rangers. SKs are sometimes taken away from a GM if other game staff or NPCs do not show. For non-team games there should be sufficient GMs to cover the game. The Game Producer will probably also have an NPC Coordinator and QR. Both of these positions have much to do on game day, and should not probably have much other work to do.

#### NPC Needs

The Game Producer will know the game, and the number of teams, and their idea for the course layout. If a game has fewer than three teams, then some, in not most, of the NPCs can be replaced in secondary roles. The more teams run through a game on game day, the less likely the chance to double up NPC-roles unless one of the special course layouts described in section V is used.

There is a danger in planning to double-up or even triple-up roles for NPCs. If that one person does not show, then the production of the game becomes harder.

#### Rehearsals

If at all possible, schedule a game rehearsal. This is a time for NPCs to run through their parts. If the Game Producer, GSO, and GMs pretend to be the team, early bugs in the staging and safety areas can be worked

out. If there is time, inclination and a video camera available, tape the encounters and show them to the NPCs later. It can vastly improve flavor of the game on Game Day.

Games with complex speeches by the NPCs, or complex actions may require more rehearsals or perhaps rehearsals of short parts of the game. Games with unfamiliar or untest aspects benefit from rehearsals as well.

#### The Week Before Game Day

In the week leading up to the game day, all the props should be completed and gathered into encounter packages/bags. Hopefully most, if not all, the NPC roles are filled, and the Players have paid their PC fees.

This week is the time for the NPC Coordinator and the Game Producer to call all the staff and NPCs for the game to double check they are coming. It is a time to find replacements for those persons who can't come. The Game Producer and GSO should pay attention to the weather reports to see if the weather is going to be uncharacteristically warm, cold, wet or stormy. A decision to postpone the game due to weather prior to game day is very important if a significant number of people are coming to the game from out of chapter.

In the week before game day, the Game Producer should think about strategies of how to cope if/when NPCs do not show on course. Hopefully none of those strategies are needed, but if some thought is given to it prior to the day they occur, the Game Producer will be better prepared in making a decision.

The Game Producer will need to provide water or liquids on course. Even on cool days people get thirsty after fighting or completing physical challenges. In the summer and fall, the Game Producer may very likely need a lot of water or liquids on course. The Quartermaster may have coolers and water jugs. Alternatively, the Game Producer could ask his/her game staff to each bring 2-3 2-liter bottles filled with water on game day. Generally a week prior to game day the Game Producer should have an idea of what the weather should be to plan water needs.

#### Prior To Game Day

Sometime in the week prior to the game day, possibly two weeks before, but as close to game day as possible, the Game Producer needs to walk the planned game course. The GSO needs to see the game course to approve the encounter sites or to note those areas that will need special safety attention. If the GMs walk the course at the same time, then they will not need to see the course on game day. Often a game starts late because the Game Staff has not seen the game course prior to game day.

Walking the encounters as close to the game day as possible allows the Game Producer to see any changes that weather or previous users may have done to the course. Seeing a park in the winter and the summer might provide two completely different views of the encounter sites.

The Game Producer should contact the Chapter Registry or Chapter Quartermaster for game forms. The Registry Representative may have done this already, and if so either of these two chapter officers can let the Game Producer know if the RR has already done so. These forms are sometimes forgotten and this causes many problems on game day. The Game Producer will need Character Record Forms (two part) and Game Master Evaluation Forms for the PCs; Game Experience Forms (two part) for the NPCs and Staff; Player Evaluation Forms for the GM to fill out; and Game Evaluation Forms for all participants to fill out. The latter form is how the Game Producer and GW get their CAP for the game.

**Game Day** While many IFGS documents suggest that the GSO and/or WD be the first person on course, the Game Producer needs to be there as well. The Game Producer is the direct of the forces and needs to direct the others to setup the course.

The GMs and LMs will handle the teams. Often the GMs will meet with the teams prior to coming on course. Try not to schedule duties for the GMs at the start of game day, they usually are working with their teams.

If possible, station the Treasury Representative (TR) and the Registry Representative (RR) at a table and chair or picnic table. Bring a table and chairs if you have to, but their duties will proceed faster and more accurately. Bring pens for them to use.

The Game Producer should consider designating one or more Safety Assistants for the game to check PC and NPC weapons. Often the GSO is busy with other safety concerns and having Safety Assistants helps prevent delays.

When NPCs arrive, have them sign in, pay any necessary fees, and get them off to their encounters with their props. This is especially true for the NPCs for the first half of the course. NPCs hanging around in groups around the PCs may let things slip about their roles. The sooner the NPCs are ready the sooner the players can begin.

It may be, that some NPCs show up late, or not at all. With a little advance planning on “what ifs” before game day, the Game Producer may have possible solutions. Getting the NPCs on course for the first set of encounters will help to get the players on course. Then, juggling of NPCs can be done as needed.

With the use of radios, the Game Producer can keep an eye on situation and be more proactive in solving problems. Some chapters do not have radios, or don't often use them. The Game Producer in those cases should try keep one or two game staff nearby to act as runners. By the time the game is ready to start, the Game Producer will need to rely on his/her Game Staff, and NPCs to get things going.

Once a the last team has used a particular encounter site, and it is likely they will not be returning, have game aids, or NPCs without any more roles begin to tear down the encounters. The tear down and clean up of the encounter sites can seem to take forever, as it comes after a very long day. Starting the cleanup and tearing down of the encounters once they are no longer needed will help to cut down the amount of time needed at game end.

#### After the Game

If at all possible the Game Producer should talk with his/her game staff about the game. Find out what went wrong, and get ideas on how to avoid them in the future. Let the NPCs vent on their frustrations or thoughts. Some of what is discussed, both the problems and the praise could go into a Post-Game Report, often compiled for the Chapter by the Watchdog.

Note the Game Producer should consider also meeting with the players, and thanking the NPCs and staff.