

Checklist for WGP Regionals

BEFORE EVENT:

- Prepare a sufficient amount of Player slips (1/seat or 1/preregister + 50%, whichever is greater)
- Prepare a printout of the The Rules, The Comprehensive Manual and Advisor Manual,
- Print out some extra Deck Lists for players (1 per player),
- Print out the list of the Preregistered players given to you via your password,
- Print out a few WGP Sign-In Sheets, mark 1 as "promo only"
- Pack some extra paper and pens for tournament organization.
- Make sure a timer or clock is available for you to determine round time remaining.
- Log into Regional Software, and practice using it - set up sample tourney, practice dropping and reporting matches, etc. (Do not set software to Regional Mode yet)

1 HOUR BEFORE EVENT:

- contact HotC to check in via Skype/Text/Voice/Email

UP TO 1 HOUR BEFORE EVENT:

- sign into regional software
- Set the Pairing Software to REGIONAL MODE (instead of Training Mode)
- sign up players
 - for each:
 1. ask them if they understand the game, decklist, and deck construction rules, and if not, show them the rules on the site. Specifically mention the correct procedure for a correct decklist ("everything in the ID area" or "everything in the ID area before the space"), give them a chance to doublecheck it.
 2. accept folded decklist, have them sign in
 3. type in name
 4. have them create player slip, collect slip

FIFTEEN MINUTES AFTER EVENT TIME START:

- ___ announce "registration is now closed to those not yet at the location. Would those that have not yet signed in come here immediately to sign in, otherwise they will not be able to play."
- ___ finish signup line
- ___ have everyone take a seat and listen up
- ___ read off the list of entrants. say "if you did not hear your name, please come see us immediately."
- ___ sign up all players that haven't yet signed up.
- ___ if over-capacity, contact HotC
- ___ Players may choose to sign up 'for the promo only' - make a separate list, and they may receive their promo at the end of the event.
- ___ if there are enough promos for everyone, hand out the promos now. Otherwise, announce "as there are not enough Promos, we will be handing them out to players at the end of the Tournament."
- ___ Tell HotC: "Tournament start, player count XX"
- ___ make Tourney Start announcement. Say the following boxed text:

"1. Rulings that other players or advisors give them may be appealed to the Head Judge. This judge will be reachable via the advisor during the tournament. Should the judge be unreachable, use your best judgement, listening to the advisor, in solving the situation, and have all players involved write a report to HotC so the Head Judge can see if anything needs to be done.

2. winners must report their Full Name, Email, and Phone Number to the Advisor, along with filling out a short Interview and having their picture taken. If they do not do this, or fail to receive contact from HotC within one week regarding Nationals, they should contact HotC on their own. Failure to do so may forfeit their invitation.

3. Time will be announced each round when 20, 10, and 5 minutes remain. At these points, if your game is finished, the Advisor will take your report for your game. The winner should raise their hand, and then when the advisor comes over, confirm that they won. Failure to report Slow Play before time is called cannot be undone - both players will receive a Loss due to Slow Play.

4. If you need help from a Judge, raise your hand and say 'Judge'. If you need to report your match, raise your hand and say 'Report' when the 20, 10, 5, or 0-minute warning is called. Staff will be around soon to help them. Your game timer stops the moment you raise your hand, your time will be added on at the end of the match, after the 'Freeze' Announcement."

BEGIN ROUNDS (Follow Round Checklist below)

- ___ Check this when Round 1 is Complete
- ___ Check this when Round 2 is Complete
- ___ Check this when Round 3 is Complete
- ___ Check this when Round 4 is Complete (or if there are 1 or less undefeated players)
- ___ Check this when Round 5 is Complete (or if there are 1 or less undefeated players)
- ___ Check this when Round 6 is Complete (or if there are 1 or less undefeated players)

CHECKLIST FOR EACH ROUND:

- ___ Announce: "Round *round name* is about to be paired. Does anyone want to Drop? This is your last chance."
- ___ Confirm and Input Dropped Players
- ___ Roll Pairings, print or write a hard copy
- ___ Place Character Slips and Announce Pairings
- ___ Tell Players to move to pairings
- ___ If HotC has instructed you to perform Deck Checks 'pre-match', do them now
- ___ Rock Paper Scissors
- ___ Announce All Players Final Five
- ___ Confirm All Players Ready
- ___ Announce Round Start
- ___ If this is Round 1, take a photograph
- (If you are also playing, should you need to perform organizational actions, pause your game, perform those actions, mark down time taken + 1 minute for extra time, and continue play)
- ___ Tell HotC: "Round *round name* Begins, XX:XX (the time it started)"
- ___ If a player is still absent from their match 5 minutes in, contact HotC
- ___ Announce 20 Min, take reports (confirm winner, deck check if HotC told you to deck check this 'Post-match', write name on slips, mark W/L correctly, collect slip)
- ___ Announce 10 Min, take reports
- ___ Announce 5 Min, take reports
- ___ Announce 0 Min, Announce "Freeze"
- ___ Re-start Frozen Matches that have time bonuses, Stop them at Time Over
- ___ If anyone went to time, notify HotC on Skype for instructions
- ___ Finish Up Reports, Dropped Players
- ___ Skype: "Round X Ends"
- ___ Confirm Player Slips with Results
- ___ Input Results, Confirm Results, ****DOUBLE CHECK ALL RESULTS****
- ___ Submit Round

FINAL TOURNEY WORK:

- Tell HotC: "Tourney End, Deck Check Begins"
 - Take a picture of all Decklists of Top Players (before check)
 - Deck Check all Top Players
 - If Deck Check Fail, contact HotC
 - Tell HotC: "Tourney End, Deck Check Ends"
 - If enough promos, hand out Promos, check names off signup sheet. If not, contact HotC for instructions on how to hand out Promos
 - Dismiss non-Top Players
 - Photograph each Top Player.
 - Request interview entry link from HotC, open Interview Form
 - Have each Top Player fill in Interview Form
 - Collect physical copy of backup name / email / phone number information from Top Players
 - Tell HotC: "Interviews End"
 - Dismiss All Players
 - Put Player slips, extra promos, all Decklists into envelope
 - Email Round 1 and Winner photographs, along with the name and contact information of each player matched with their photo, to HotC within 24 hours.
 - Mail Tourney Envelope (use First Class mail if possible. For US: Do not send "Express", only use "Priority" if the package is 1 lb or over. CAN: send using least expensive non-priority mail option) back to HotC within 72 hours.
- Address:
Heart of the Cards
Attn: YOURSTORENAME YOURCITYNAME Regional
PO Box 18652
Rochester, NY 14618 USA
- Email HotC with printing / postage costs, and Paypal address for reimbursement (ask in advance if costs are higher than \$12).