



## **WizKids Approved Play Comprehensive Rules**

**Last updated May 25, 2005**

This document is tournament legal on **May 25, 2005**. Future changes will be noted in **red**. Please delete or destroy older versions of this document to avoid confusion. The most up-to-date version of this document can be found at the URL below:

[http://www.wizkidsgames.com/documents/WizKids\\_Aproved\\_Play\\_Rules.pdf](http://www.wizkidsgames.com/documents/WizKids_Aproved_Play_Rules.pdf)

### **Table of Contents**

- I. Program Overview**
- II. Players**
- III. Venues**
- IV. Envoys**
- V. Tournament Rules**
- VI. Program Staff**
- VII. Revisions**

### **I. Program Overview**

#### **What Is Approved Play?**

The WizKids Approved Play Program is designed to foster community and healthy competition among players of WizKids games.

WizKids requires that all sanctioned events be run in compliance with these rules. The most recent version of this document is posted on the WizKids website at **wizkidsgames.com**.

#### **1.1 Sanctioned Events**

Sanctioned WizKids events are those tournaments, leagues, and demos that WizKids has approved. All sanctioned events are supported through free advertising on **wizkidsgames.com**. Some sanctioned events (called "WizKids-supported events") receive free prize support from WizKids. Others (called "venue-supported events") are supplied with prizes from the host venue. Sanctioned events must be created by, and held at, a registered WizKids venue. All sanctioned events must be open to the public, except as otherwise specified by WizKids. Sanctioned events must also be run by a registered WizKids envoy. Unless specified otherwise in this document, any event that does not meet these conditions is considered unsanctioned and will not be supported by WizKids in any way.

#### **1.2 Venue-Supported Events**

At any time, a venue may register a venue-supported event in any format. These events must be scheduled at least one week before they are to occur. Venue-supported events receive free Web advertising from WizKids. Prize support for these events is provided by the venue, not by WizKids. By registering a venue-supported event, a venue agrees to run that event in the specified format at the time posted on the website. Venue-supported events are sanctioned events. Each venue may run an unlimited number of these types of events. These events do not have a monthly sign-up window, but they must have an associated envoy before they are considered sanctioned.

### **1.2a Registration for Venue-Supported Events**

Registration for venue-supported events is available on an ongoing basis. An event must be registered through the WizKids website at least one week before it is to occur, and it must have an envoy associated with it before it will be approved.

### **1.3 WizKids-Supported Events**

Each month, WizKids offers a limited selection of WizKids-supported events to venues. These events are supported by free prize kits, which include Limited Edition (LE) figures and/or other prizes. By registering a WizKids-supported event, a venue agrees to run that event in the specified format at the time posted on the website. WizKids-supported events are sanctioned events. For details on how to register and review WizKids supported events, please consult the WizKids Venue Manual, available on your venue home page at [wizkidsgames.com](http://wizkidsgames.com).

#### **1.3a Registration for WizKids-Supported Events**

The registration deadline for all WizKids-supported events in the U.S., Canada, Mexico, Australia, and Europe will be midnight pacific standard time on the second Monday of the month before the event is scheduled to take place unless indicated otherwise on the calendar below. Beginning June 18, 2004, registration deadlines for venues in the rest of the world (ROW) will be one month earlier than those in the U.S., Canada, Mexico, Australia and Europe due to increased shipping times (note: due to programming and inventory issues, the event season that is available outside North America and Europe contains the same events as the North American, Australian, and European season. In practice, this means that events outside North America, Australia and Europe occur one month later than in those areas). WizKids-supported events that are not approved by the deadline will not be supported. There are no exceptions to this policy. If our website is down for a continuous 72-hour period during the week before the deadline or for the 12 hours immediately before the deadline, the registration deadline will be extended 24 hours. In this case, the warehouse ship date will also be extended 24 hours. Events not approved by the deadline will not receive prize support (note that events that do not have an envoy attached cannot be approved—see section 1.8).

Registration windows for WizKids-supported events of 2004 are listed below (the standard dates below apply only to shipments to the U.S., Canada, Mexico, Australia, and Europe—all other venues should refer to the dates listed under ROW). All dates are approximate, and though WizKids will endeavor to keep to this schedule, unforeseen circumstances may arise that may cause last minute changes to this schedule:

Event Season	Start date	End date	Ship By	ROW start	ROW end	ROW ship
January 2005	11/12/2004	12/13/2004	12/23/2004	10/15/2004	11/18/2004	11/19/2004
February 2005	12/17/2004	1/10/2005	1/21/2005	11/12/2004	12/13/2004	12/24/2004
March 2005	1/14/2005	2/9/2005	2/20/2005	12/17/2004	1/10/2005	1/21/2005
April 2005	2/18/2005	3/14/2005	3/25/2005	1/14/2005	2/9/2005	2/20/2005
May 2005	3/18/2005	4/11/2005	4/22/2005	2/18/2005	3/14/2005	3/25/2005
June 2005	4/15/2005	5/9/2005	5/20/2005	3/18/2005	4/11/2005	3/25/2005
July 2005	5/13/2005	6/13/2005	6/24/2005	4/15/2005	5/9/2005	5/20/2005
August 2005	6/17/2005	7/11/2005	7/22/2005	5/13/2005	6/13/2005	6/24/2005
September 2005	7/15/2005	8/8/2005	8/19/2005	6/18/2005	7/12/2005	7/23/2005
October 2005	8/12/2005	9/12/2005	9/23/2005	7/16/2005	8/9/2005	8/20/2005
November 2005	9/16/2005	10/10/2005	10/21/2005	8/13/2005	9/13/2005	9/24/2005
December 2005	10/14/2005	11/14/2005	11/23/2005	9/17/2005	10/11/2005	10/22/2005

### 1.3b Prize-Support Shipments

All prize support will be shipped from our warehouse no later than midnight Pacific Standard Time on the Wednesday of the week following the registration deadline unless indicated otherwise on the calendar in section 1.3a. In the event of a shipment delay, we will post to the venue and envoy forums and/or mass email a public statement explaining the delay.

### 1.3c Prize-Support Problems

If you have not received the correct prize support for your approved event by the beginning of the month in which the event is scheduled to take place, you may submit an investigation request to [approvedplay@wizkidsgames.com](mailto:approvedplay@wizkidsgames.com). This request must include the relevant Event ID number(s) and a detailed explanation of the problem, and it must be received no later than one month after the date the event is scheduled to occur. This request may be submitted by the venue or by the envoy scheduled to run the event.

### 1.4 Rating/Ranking System

Some sanctioned WizKids events are rated and ranked through the ELO ratings system. These ratings are for entertainment purposes only and do not imply any obligation on the part of WizKids, Inc. The following game lines and formats are rated and ranked:

- **Mage Knight®** Constructed, Draft, Junior, Sealed, and Scenario
- **MechWarrior®** Constructed, Draft, Junior, and Sealed

A player's rating in one of the above formats, as well as composite rating for that game universe, is influenced by all sanctioned events in that format in which that player participates.

### 1.5 Leagues

A league is a semiformal competitive play system designed to allow players to enjoy ongoing competitive play over the course of a month. League formats vary from line to line. Please consult the game line tournament rules for further details. Leagues are considered retail-exclusive events and may only be run by retail and military game club venues.

### 1.6 Tournaments

All sanctioned tournaments are considered to last four hours. If an envoy runs a WizKids-sanctioned tournament, he or she may not run another WizKids-sanctioned tournament until four hours have elapsed since the start of the first tournament. If a player participates in a WizKids-sanctioned tournament, he or she may not participate in another WizKids-sanctioned tournament until two hours have elapsed since the start of the first tournament. Multiple tournaments held as part of a larger event (such as a Pre-release, or Convention), are considered to be one tournament for the purposes of this rule only.

### 1.6a General Tournament Formats

Each sanctioned tournament has a format. Sanctioned events must be run in the tournament format posted on [wizkidsgames.com](http://wizkidsgames.com).

- **Constructed.** Constructed tournaments require that each player bring a preconstructed army, battleforce, or team. Constructed events use the WizKids Constructed tournament rules for that game line. If a build total is not specified in the event's online description, the build total is assumed to be the standard build total for that game line.
- **Draft.** Draft tournaments are played among players who draft their armies, battleforces, or teams from a pool of figures assembled from Starters or Boosters purchased at the host venue. Draft tournaments use the WizKids Draft tournament rules for that game line.
- **Junior.** Junior tournaments use the Constructed tournament rules for that game line, except that an age limit is imposed on participants of these events. The age limits are as follows: 14 and under for **Mage Knight**, 14 and under for **MechWarrior**, 12 and under for **HeroClix®**, 12 and under for **MLB™ SportsClix**, and 12 and under for **Pirates**.
- **Sealed.** Sealed tournaments are played with figures each player draws from his or her Starters or Boosters purchased at the host venue. Sealed events use the WizKids Sealed tournament rules for that game line.
- **Unrestricted.** WizKids allows venues to shape these events however they choose. For example, a venue may use a home-grown scenario or permit house rules (as long as these rules don't change the core mechanics of the game). Figures from retired expansions (see the appropriate game line tournament rules for a complete listing of retired figures in Mage Knight, HeroClix, and MechWarrior) may be used in Unrestricted events. These events do not affect ratings and rankings. Scenario and alternative-format ideas are available online at [wizkidsgames.com](http://wizkidsgames.com).

### 1.6b Special Tournament Formats

These special tournament formats cannot be scheduled as venue-supported events, and are considered retail-exclusive events available only to retail and military game club venues.

- **Scenario Tournaments.** These story-specific scenario events offer LE prizes and allow players to affect the game universe. They can take place a maximum of twice per month per game line. They may or may not be part of a related story. Storyline events must be run in accordance with the specified scenario provided by WizKids. All scenarios will be posted on [wizkidsgames.com](http://wizkidsgames.com) at least one week in advance of the scheduled event.
- **Marquee Tournaments.** When a new expansion is released, WizKids will usually sponsor a Marquee event to celebrate the release. This event will normally occur three weeks after the game's or set's release. WizKids will often provide a specific scenario for a Marquee event, which will be posted to [wizkidsgames.com](http://wizkidsgames.com) at least one week in advance of the scheduled event.

### 1.6c General Tournament Universes

Each sanctioned tournament has a universe. Sanctioned events must be run in the tournament universe posted on **wizkidsgames.com**. Details on tournament universes are available in the game-specific tournament rules. Current tournament universes for WizKids sanctioned events are:

- Mage Knight.
- Mage Knight: Dungeons
- Mage Knight: Conquest
- HeroClix [this change is scheduled to take effect with the March 2005 event season]
- MechWarrior
- Crimson Skies
- Shadowrun: Duels
- Creepy Freaks
- MLB SportsClix
- Pirates of the Spanish Main

### 1.6d Quick-Play Formats

In an effort to make our games even more accessible and fun, WizKids has designed quick-play formats for our core game lines. These formats are single-booster sealed and/or draft events with special rules (available in the game-specific tournament rules). WizKids currently sanctions the following quick-play formats:

- HeroClix Battle Royale
- MLB SportsClix Hot Streak
- Mage Knight: Dark Riders Joust
- Mage Knight Melee
- MechWarrior MechHunter

### 1.6e Premiere Approved Play

WizKids sponsors a number of championship and pre-release events each year in most of our product lines. These events are intended to bring the player community together for an afternoon, evening, or weekend of entertaining competition and exceptional prizes. While WizKids selects the locations and times of these events with an eye to making them as accessible as possible to qualified players, these events are not intended as a substitute for weekly competition at the local venue level.

- **National and World Championships** are hosted directly by WizKids or by one of WizKids' international distributors. These events vary from line to line—please consult the game line-specific tournament rules for details.
- **Pre-Release Tournaments** are hosted by WizKids' premiere tournament organizers. These events generally feature special “preview edition” participation prizes (available while supplies last), and are held on a specific weekend prior to an expansion's release. Check **wizkidsgames.com** for details on upcoming events.
- **Invitational Championships and other special events** are hosted by WizKids' premiere tournament organizers. These events generally feature exclusive limited edition participation prizes (available while supplies last) and are held at various times throughout the year. Check **wizkidsgames.com** for details on upcoming events.

### 1.7 Demo Events

Demos are the heart and soul of WizKids Approved Play. In teaching new players, we expand our community and increase the excitement of competitive play. Envoys and venues are encouraged to make regular demos each month. A demo event is considered to last a minimum of one hour.

### 1.7a Demo Blitzes

From time to time, WizKids will organize a demo blitz to promote a new or existing product line. These special programs provide envoys with the opportunity to earn additional rewards and provide venues with focused promotion and support for sales of WizKids games.

### 1.8 Event Status

Every event registered on **wizkidsgames.com** has a status that indicates the event's position in the event-sanctioning cycle. The event statuses are:

- **Approved.** This event has met all registration requirements and has been sanctioned by WizKids.
- **Completed.** This approved event has been run and reported.
- **Deleted.** This event has been removed from the WizKids database.
- **Invalidated.** This event is in violation of WizKids tournament rules. If this event has not yet occurred, it will not occur. If this event has already occurred, the results will not affect player ratings or rewards or envoy rewards. When a WizKids-supported event is invalidated, the associated envoy must contact WizKids for instructions on what to do with the event's prize support.
- **Never Occurred.** Registration for this event was not completed and the date and time of this event has passed.
- **New.** This event has just been created. No other steps in the registration process have been completed.
- **Pending.** This event has not yet been sanctioned by WizKids. This is generally because the event does not have all necessary steps completed.
- **Recorded.** The results of this event (battle records, winning sides, etc.) have been entered by the envoy associated with this event.
- **Reviewed.** This event has been reviewed by the associated envoy and will automatically switch to completed status during the next system update.

WizKids reserves the right to reject or terminate, in its sole discretion, event sanctioning privileges for noncompliance with its policies or any other reason whatsoever. Invalidated events may be appealed within 30 days by submitting an email to ([appeals@wizkidsgames.com](mailto:appeals@wizkidsgames.com)).

### 1.9 International Approved Play

WizKids Approved Play outside North America (U.S., Canada, and Mexico) is administered through WizKids' international distributors. All questions about international WizKids Approved Play should be directed to the appropriate distributor or to the WizKids Approved Play staff at [approvedplayROW@wizkidsgames.com](mailto:approvedplayROW@wizkidsgames.com).

## II. Players

WizKids Approved Play exists to serve the players of WizKids games. This section outlines the rights and responsibilities of players in the WizKids Approved Play Program.

### 2.1 Player Eligibility

The following types of players may not participate in rated/ranked events and may not accept any prize at a WizKids-sanctioned event.

- Corporate employees of WizKids, Inc. and members of their immediate families
- The venue, envoy, and tournament officials of record

Players who are suspended by WizKids from its tournaments may not participate in any WizKids-sanctioned event.

## 2.2 Unregistered Players

All players are required to bring a copy of their User ID number to each WizKids Approved Play event they attend. Unregistered players can obtain a WizKids Player ID card from the envoy in charge of the event or may register online before attending the event. **Players who choose not to register may participate in non-rated/ranked WizKids events, but are not eligible to receive prizes.**

## 2.3 Player Registration

Registered players can earn official ratings and rankings (see section 1.4) as well as other rewards when they participate in sanctioned WizKids events. WizKids provides, free of charge, a personal player Web page that allows registered players to track their official ratings and rankings online and locate sanctioned events near them. Players can register by visiting the WizKids website at **wizkidsgames.com** and choosing the “Registration” link or by completing a WizKids player ID card. No player may have more than one active WizKids player account at any time. Player registration is a requirement for participation in **rated/ranked** WizKids Approved Play events **and only registered players are eligible to receive prizes in WizKids sanctioned events. Players may register after winning a prize, but may not accept that prize until he or she provides the event’s envoy with a valid WizKids Player ID number.**

### 2.3a Signup for Registered Players

Registered players are encouraged to sign up in advance for sanctioned WizKids events, using the tools on their personal player pages. This helps envoys and venues to plan to accommodate all players. All players are required to sign up for every WizKids sanctioned event they participate in, either by pre-registering online in advance of the event or by providing their username or User ID number to the head envoy of the event. If venue space is limited, venues have the right to cut off events at a certain number of players. If a cutoff is necessary, the venue must accept players in the order that they arrive for the event, but must accept all pre-registered (associated with the event on **wizkidsgames.com**) players before accepting any players who did not pre-register for the event.

### 2.3b WizKids Player ID Cards

WizKids issues player ID cards for new players to sign up for the Approved Play Program (players who already have a user ID can still get a card; they just have to download it). These cards allow anyone to sign up to become a registered WizKids player without having to access the Internet. Once a player registered in this manner wants to take advantage of the online benefits of being a registered player, all he or she has to do is go to our website and enter his or her User ID and registration code (printed on the card); that player will then be able to fill out all the information necessary to activate his or her membership. Envoys are responsible for entering initial player ID card information into the WizKids system.

## 2.4 Player Rewards

Each month, WizKids will send out player reward figures for each of our core lines (**Mage Knight**, **MechWarrior**, and **HeroClix**). The figures awarded for these prizes will change every three months, and will be figures that are available elsewhere, either as prizes or envoy rewards. Reward winners will be selected as outlined below:

- The winners of these figures will be randomly selected from a pool of people who played in WizKids-supported events during that month. In order to be added to this pool, a player must sign up to participate in the program by verifying his or her mailing address on his or her personal home page at **wizkidsgames.com**.
- Every time a registered player plays in a WizKids-supported event but does not win a Champion prize, he or she is entered into the pool once. Thus, playing in but not winning multiple tournaments increases a player's chance of receiving a player rewards figure.
- Once a player wins a player reward prize during a three-month period, he or she cannot win again during that period.
- Envoys and venues are not eligible for player rewards.
- Prizes will be shipped directly to the winning player's mailing address.

## 2.5 Player Deactivation

WizKids reserves the right to reject or terminate, in its sole discretion, player accounts and other privileges for noncompliance with its policies or any other reason whatsoever. Player deactivation may be appealed within 30 days by submitting an email to ([appeals@wizkidsgames.com](mailto:appeals@wizkidsgames.com)).

## III. Venues

A venue is any location that is sanctioned to run WizKids Approved Play events. Venues receive free prize support for their WizKids-supported events and free publicity for all registered events on **wizkidsgames.com**.

### 3.1 Retail and Nonretail Venues

Venues are divided into two broad categories: retail (retail stores) and nonretail (conventions and game clubs). While the WizKids Approved Play Program is designed primarily to support retail venues, WizKids recognizes that in some areas players may not have access to a retail store for regular play. In these cases, players should consider establishing a WizKids Approved Play game club. Retail venues are eligible to run any or all WizKids-supported events available each month. Nonretail venues are eligible to run one non-Marquee WizKids-supported event per game line, per month. This event may not be a National Championship qualifier (see the game-specific tournament rules for details). Both retail and nonretail venues may run an unlimited number of venue-supported events each month.

### 3.2 Venue Responsibilities

Sanctioned WizKids events must be created by and held at registered venues. Specific venue responsibilities and rights include:

- Accepting the WizKids venue contract.
- Choosing the date and time that the tournament will take place or approving a primary envoy to manage this process (see section 4.6).
- Creating the event and approving the envoy using the WizKids online database or approving a primary envoy to manage this process (see section 4.6).
- Providing all materials necessary to run the event (tables, chairs, product for Sealed or Draft formats, etc.)
- Staffing the event with all necessary officials.
- Advertising the event in advance of the event date.
- Retaining a verified copy of the event results for one year.
- Ensuring that the event runs in a manner that is fun, fair, and consistent with all sanctioned WizKids event rules and policies, including, but not limited to, ensuring that all prizes are



awarded to players. Please note that WizKids prizes are not for re-sale. Selling prize support is grounds for removal from the WizKids venue program.

- Providing replacements for defective starters or boosters opened during a Sealed or Draft format event. Defective product may be returned through our normal replacement policies.
- Serving as a “shipping venue” for envoys associated with the venue. Shipping venues receive envoy reward packages along with their monthly prize support shipment, and are responsible for giving these rewards to the envoy whose name is on the package when the envoy comes to claim his or her rewards. These rewards are not the property of the venue and must be returned to WizKids if not picked up by the envoy in a reasonable amount of time. If this problem occurs, please contact WizKids for assistance.
- Calling toll free to WizKids retail support at 1-866-WIZKIDS (940-5437) between 8am and 4pm PST on business days. Your call will be answered immediately or your message returned within two business days.

### 3.3 Entry Fees

A WizKids retail venue may charge a reasonable entry fee to offset the costs of hosting an event or may require the purchase of WizKids product as a prerequisite for participating in an event. Venues may choose to waive such fees for regular customers.

### 3.4 Venue Types

#### 3.4a Conventions

WizKids games are featured at game, comic, and other conventions across the world. Conventions are a centerpiece of the gaming community, providing WizKids envoys with opportunities to showcase the fellowship, responsibility, and fun of being a part of the most exciting gaming community in the world. WizKids divides its convention program into two categories.

**Attended Conventions:** Conventions to which WizKids sends paid staff are called “attended conventions.” Attended conventions events are not registered like other venues, but are organized and run by WizKids staff with the assistance of approved envoys. WizKids strives to participate in at least one significant convention in each major region of the United States each year.

**Supported Conventions:** Conventions to which WizKids sends special prizes and promotional materials, but not paid staff members, are called “supported conventions.” These conventions register through the WizKids website on the conventions page <http://www.wizkidsgames.com/convention/> and assume the responsibility of finding an envoy in their area to head up the WizKids presence at their event. In the case that there is no envoy associated with the convention, WizKids may assist in locating an envoy in the local area to assist the convention organizers. There are no formal RSVPs or rewards associated with assisting at a supported convention, but WizKids may provide extra materials at the discretion of the convention and event manager. Conventions must register their sanctioned events through the website, just as if they were a registered venue. There are two types of events that can be registered, WizKids-supported events (see 1.3) and venue-supported events (see 1.2). Supported Conventions must adhere to all registration deadlines regarding these events. To be approved, supported conventions must

- provide a verifiable public location for holding sanctioned events,
- provide a valid shipping address for prize support (WizKids cannot ship to post office boxes),
- register for approval on the WizKids website, and
- **provide a working website as proof of the event.**

After the convention has taken place it is encouraged that the event manager provide a post show report and pictures that may be featured on the WizKids website.

### 3.4b Retail Stores

Without local retail stores, there would be no gaming community. These stores form the great majority of WizKids' venues and are, in no small part, the reason for the program's existence. By bringing players together to enjoy WizKids games in retail venues across the country, WizKids Approved Play provides an important marketing tool for local game, comic, and hobby shops. To become a registered retail venue, a store must

- provide a verifiable public location for holding sanctioned events,
- provide verifiable federal and state tax ID numbers when requested,
- provide a valid shipping address for prize support (WizKids cannot ship to post office boxes),
- provide a valid public telephone number, and
- be a brick-and-mortar retail store; wholesalers and Internet-only stores cannot be venues.

### 3.4c Game Clubs

**Standard Game Clubs.** A standard game club is a group of gamers organized independently of a school or military organization. To become a registered standard game club venue, a club must

- register all members online through the WizKids website,
- register a minimum of eight members,
- provide WizKids with a complete list of registered members,
- include at least one registered envoy among its members,
- provide a valid shipping address for prize support (WizKids cannot ship to post office boxes),
- provide a valid telephone number,
- provide a verifiable public location for holding sanctioned events (address, telephone number, and contact name),
- run no more than one WizKids-supported event for any one WizKids game line (**Mage Knight, HeroClix**, etc.) in each calendar month, and
- not run Marquee tournaments, Qualifiers, Leagues, Scenario, or other retail-exclusive events as defined by WizKids.

**School-Based Game Clubs.** A school-based game club is a group of gamers organized through a school, college, or other educational institution. To be approved as a venue, a school-based game club must

- register all members online through the WizKids website,
- register a minimum of three members,
- provide WizKids with a complete list of registered members (real names and user ID numbers),
- include at least one registered envoy among its members,
- provide a valid shipping address for prize support (WizKids cannot ship to post office boxes),
- provide a valid telephone number,
- provide a verifiable public location for holding sanctioned events (address, telephone number, and contact name),
- run no more than one WizKids-supported event for any one WizKids game line (**Mage Knight, HeroClix**, etc.) in each calendar month,

- not run Marquee tournaments, Qualifiers, Scenario, Leagues, or other retail-exclusive events as defined by WizKids.
- submit a letter from the principal, vice principal, dean, or counselor stating that there is a game club that will be meeting at the school.

**Military Game Clubs.** A military game club is a group of gamers organized through a deployed military unit or base. Military game clubs may run Marquee tournaments, Qualifiers, Scenario, or other retail-exclusive events as defined by WizKids. To be approved, a military game club venue must

- register all members online through the WizKids website,
- register a minimum of four members,
- provide WizKids with a complete list of registered members (real names and user ID numbers),
- have Internet access,
- include at least one registered envoy among its members,
- provide a valid shipping address for prize support (must be an AP APO address),
- provide a valid telephone number, and
- provide a verifiable public location for holding sanctioned events (address, telephone number, and contact name).

### 3.5 Venue Deactivation

WizKids reserves the right to reject or terminate, in its sole discretion, venue (including but not limited to retailers) sanctioning and other privileges for noncompliance with its policies or any other reason whatsoever. Venue deactivation may be appealed within 30 days by submitting an email to ([appeals@wizkidsgames.com](mailto:appeals@wizkidsgames.com)).

### 3.6 Venues as Players

If an individual's WizKids account is the venue of record for a rated/ranked event, he or she may not participate in that event as a player. If an individual's WizKids account is the venue of record for an event that is not rated/ranked, he or she may participate in that event as a player, but may not accept any prize associated with that event. In the event of a rules dispute involving the venue, WizKids strongly encourages the venue to concede the point to the other player involved. The event's envoy remains the rules authority for the event and the venue must accept all rulings made by that envoy during the course of the event. If the event's venue of record is the event's Champion, the event's envoy must award the Championship prize to the second place winner. If the event's venue of record is the event's second place winner, the event's envoy must award the second place prize (if any) prize to the third place winner. The event's venue of record is not eligible to be considered for the Fellowship or Sportsmanship prize. Please note that a venue playing in an event at his or her own retail store location cannot list him or herself among the event's registered players and may not be counted toward envoy rewards for the individual running the event.

## IV. Envoys

There are currently five types of envoys: **HeroClix** Judges, **Mage Knight** Warlords, **MechWarrior** BattleMasters, **SportsClix** Coaches, and **Pirates of the Spanish Main** Privateers. An individual can be one or more of these types simultaneously. While a number of envoy duties are game specific, **all envoys are responsible for knowing the information contained in this document and abiding by all rules and policies it contains.**

## 4.1 Requirements

All WizKids envoys are required to meet the following basic requirements:

- A good working knowledge of the game and tournament rules for the relevant WizKids product.
- Good overall communication skills, including the ability to explain core rules.
- Able to work with venues to conduct events.
- Willing and able to project a positive image of WizKids and the gaming community in general.
- Willing to be responsible for the conduct of any sponsored envoy.
- Age 18 or older.
- Able to use the WizKids website to keep track of official rules updates, tournament structures, and other important announcements.
- Have an email account and be able to check messages frequently.
- Able to honestly and accurately report the results of sanctioned events within one week of their completion.
- Know and follow WizKids policies, including all rules and regulations contained in this document.

## 4.2 Sponsors

To become a WizKids envoy, you must be sponsored by an active envoy of level 2 or higher or by a WizKids sanctioned venue. Your sponsor will provide you with his or her referral code, which consists of his or her user name, a colon, and a three-to-five-digit number. You must enter this code when you fill out your online envoy application.

### 4.2a Sponsoring New Envoys

Once you are a WizKids envoy of level 2 or higher, you can sponsor other envoys in the program. Be thoughtful, however, because your sponsorship means something. When you sponsor a new envoy, you are vouching for that person's abilities and integrity as a member of the WizKids community. Envoys are expected to keep in touch with their sponsors and with the people they sponsor.

## 4.3 Retired Accounts

At any time, you can choose to "retire" your envoy account for an indefinite period of time. A retired account is simply placed "on hold" until you choose to reactivate it. To retire or reinstate your account, contact the envoy coordinator at [envoyssupport@wizkidsgames.com](mailto:envoyssupport@wizkidsgames.com).

## 4.4 Rewards Program

WizKids rewards envoys with exclusive information and merchandise. These items are gifts given at the discretion of WizKids; they are not compensation for work nor are they a right bestowed by envoy status. WizKids is committed to creating an exciting environment for envoys. The Rewards Program is an important component of this process.

Envoys can receive LEs and other WizKids merchandise as thank-you gifts for running events or for helping out WizKids at a convention. An event must be in completed status before the next month's event registration deadline in order to be eligible for envoy rewards (e.g. an event run on April 30, 2004 must be reviewed by May 10, 2004 in order to be eligible for envoy rewards; an event run on May 8, 2004 must be reviewed by June 14, 2004 in order to be eligible for envoy rewards). If an event is not eligible for envoy rewards as of the relevant registration deadline, it is never again eligible for envoy rewards.

Envoys can also receive demo kits and other promotional items for specific purposes. When an envoy accepts any merchandise from WizKids (including gifts), he or she agrees to abide by the terms under which the item was given (some items, for example, are not for resale).

Envoys may not sell any reward item until that item is available to be won in an event or is distributed by WizKids at a convention. If the reward item is a Marquee piece, it may not be offered for sale until the Monday after the Marquee weekend. Once an envoy reward item is available as a WizKids-supported event prize or has been distributed by WizKids at a convention, envoys are free to sell that item.

#### **4.4a Monthly Attendance Rewards**

WizKids is committed to giving our envoys access to all of our limited edition game pieces. To further this goal, we have devised an incentive package designed to underline our expectations and to reward our envoys for meeting them. Under this reward system, if you meet our expectations as an envoy, you will receive a complete set of Approved Play limited edition pieces for the expansion.

Envoy rewards for standard venue-level WizKids-supported events are processed on a monthly basis. For the Mage Knight, HeroClix, and MechWarrior collectible miniatures games (CMGs) there are two levels of envoy rewards kits. Rewards for MLB SportsClix will be handled more informally on an event-by-event basis. Envoys whose monthly registered player attendance totals 8-15 players will receive the Basic reward kit containing approximately two to four limited edition game pieces. Envoys whose monthly attendance totals 16 or more players will receive the Full reward kit, containing approximately four to eight limited edition game pieces. These kits will not contain duplicate figures and envoys who receive the Full reward kit every month over the course of an expansion will receive a complete set of Approved Play Limited Edition (LE) game pieces for that expansion. Those envoys who earn every Full reward kit over the course of an expansion will also receive a bonus reward kit, sponsored in part by Wizard Entertainment, that contains the mail-away and other incentive limited edition pieces for that expansion—completing their set in its entirety. Envoy rewards for constructible strategy games (CSGs) will be included in prize kits, and are standard for all events.

In addition to the standard rewards as outlined above, WizKids will provide special rewards and incentives to envoys whose activity and event attendance exceed the expectations as outlined above. These rewards will not generally be announced or publicly scheduled, but those envoys who contribute “above and beyond the call” need have no worry that their efforts will go unrecognized.

Please note that due to production schedules, this envoy reward program will be deployed on a rolling basis as limited edition product is available. This reward system will take effect immediately for the Pirates line, in September 2005 for the HeroClix and MechWarrior lines (Fantastic Forces and Firepower—July event rewards, arriving with September prize support), and in November 2005 for the Mage Knight line (Nexus—September event rewards, arriving with November prize support). Bonus kits provided in part by Wizard Entertainment will be as complete as possible during 2005, but may not at first contain pieces that are not available in sufficient quantities. WizKids asks that envoys be patient and understanding through this transition.

#### **4.4c Special Rewards**

From time to time, envoys will receive special rewards from WizKids. These rewards will be distributed at the discretion of WizKids and will be shipped to the envoy’s shipping venue along with the envoy’s attendance rewards and/or the venue’s monthly prize support shipment. The contents of these reward shipments will vary, and may include items such as t-shirts, timers, calculators, or other WizKids branded items. Higher level envoys may receive product (such as factory sets) direct from WizKids—this product is not for resale.

#### **4.4d Shipping Venue**

To participate in this program, you must select a WizKids-approved venue as your shipping venue. Your LEs will come in an envoy rewards kit with your name on it. This kit will be sent to your shipping venue along with the next month's prize support shipment. If you run events at more than one venue, your envoy rewards from all of the events that you run at all of your venues will be shipped to your shipping venue.

**NOTE: Envoys that do not select a shipping venue will not receive envoy rewards.**

#### **4.5 Envoy-Only Information**

WizKids regularly releases information to envoys before the general public. Unless specifically stated otherwise, all such special information (e.g., sneak peeks of future releases, advance copies of rules, and insight into the processes of game design and production) is not to be shared with the general public (i.e., anyone who is not a WizKids staff member or envoy). As a rule of thumb, information is cleared for public release only when it appears on the public sections of **wizkidsgames.com**.

#### **4.6 Primary Envoys**

A primary envoy is an envoy selected by a venue to register events through the WizKids website. In order for this selection to be valid through the WizKids website, the envoy must accept the selection. Primary envoys are game-line specific, though a venue may select an envoy for more than one line if he or she is an approved envoy for the relevant game. Venues interested in appointing a primary envoy should consult the WizKids Venue Manual (available on venue personal home pages at **wizkidsgames.com**) for details.

#### **4.7 Envoys at Attended Conventions**

From time to time, WizKids requests the assistance of envoys at attended conventions. WizKids will post a request for RSVPs to the Envoy Announcements Forum when such assistance is desired. This announcement will detail WizKids' needs for the convention and the process for submitting an RSVP. If we receive more RSVPs than we can accept, WizKids Approved Play staff will select an envoy group that best suits the needs of the particular convention (often, this will mean giving priority to envoys who have offered to assist on all days of the show). Envoys that WizKids selects to assist at attended conventions will receive a reward kit based on the number of days the envoy assisted WizKids at the convention.

While responsibilities may be delegated to envoys, all envoys at an attended convention ultimately report to the WizKids staff member in charge of their specific area. While WizKids sends staff from a number of different departments to attended conventions, any problems or questions that envoys have at an attended convention should be directed to the Approved Play staff. At all conventions, please remember that even when you are "off duty" your actions represent WizKids Approved Play and the company as a whole.

#### **4.8 Envoy Appreciation Nights**

On the first night of attended conventions and on certain other occasions, the WizKids Community Program hosts an Envoy Appreciation event. Envoys that have been selected to assist at an attended convention are automatically added to the guest list for the Envoy Appreciation Night. These events are an opportunity for you to get together with other envoys and WizKids staff for games, food, and general good times. All envoys are welcome, even if they are not attending or assisting at the convention. If you are not scheduled to assist at an attended convention in your area, look for the Envoy Appreciation Night announcement and RSVP to get yourself on the list. Envoys who have not RSVPd, and nonenvoy guests, may be admitted to the event at the discretion of WizKids Approved Play staff, but may not receive any special gifts or merchandise distributed at the event.

#### **4.9 Communication and Information Policies**

#### **4.9a Game and Tournament Rules**

Envoys are required to know, follow, and enforce all game and tournament rules for their chosen product line(s), including but not limited to, the product rulebook, current FAQ, product line tournament rules, and all rules contained in this document. All questions about game and tournament rules should be directed to the rules arbitrator for the appropriate product line.

#### **4.9b Envoy Forums**

Information posted to any of the envoy-exclusive forums is considered envoy-only information. This information is not to be shared with anyone outside the envoy program unless it has been posted to a public area of the WizKids website by a WizKids staff member or unless clearly specified otherwise.

Envoys are required to read all new posts in the Envoy Announcements forum within two business days. Only WizKids staff may post to this forum. Envoys may direct all discussion of issues raised in the Envoy Announcements forum and any other issues pertaining to the program to the Envoy Announcements Discussions forum. While any issue of relevance to the program may be discussed in the Envoy Announcements Discussions forum, envoys are encouraged to direct any discussions specific to a particular product line to the appropriate forum (Warlords, Judges, BattleMasters, Coaches, and Privateers respectively).

#### **4.9c Email Communication**

WizKids envoys are expected to check their email on a regular basis and are responsible for the contents of email they receive from WizKids. Most envoy-related questions should be directed to [envoyssupport@wizkidsgames.com](mailto:envoyssupport@wizkidsgames.com). Concerns about missing envoy rewards should be directed to [approvedplay@wizkidsgames.com](mailto:approvedplay@wizkidsgames.com). Concerns relating to possible fraud should be directed to [fraud@wizkidsgames.com](mailto:fraud@wizkidsgames.com). Appeals should be directed to [appeals@wizkidsgames.com](mailto:appeals@wizkidsgames.com). When sending messages to any WizKids email address, envoys are required to provide the following information: name, user name, User ID number, and the Event ID numbers of any relevant WizKids-sanctioned events. Please limit your communication to one issue per email—this helps us respond to your concerns more quickly. The Approved Play staff is committed to responding to all email messages within two business days of receiving them (please note that appeals and fraud report emails are handled separately due to the time required to investigate concerns. Appeals emails will receive a reply within 30 days. Depending on the nature of the report fraud reports may not receive a response other than the automatic reply indicating that the message has been received—this is due to privacy concerns and the need to manage a potentially contentious process in a balanced and objective manner.) After conventions or during especially busy times, it may take longer to respond to email messages.

#### **4.9d Telephone Communication**

Envoys are always welcome to call the Approved Play staff with general questions, concerns, or comments about the program. ALL ISSUES THAT NEED ACTION, INVESTIGATION, OR RESOLUTION, HOWEVER, MUST BE SUBMITTED THROUGH EMAIL. WizKids Approved Play staff are not required to investigate or answer any specific issues over the phone. Because we need physical records of all issues, email is the preferred method of communication. If another method of communication is more appropriate for your issue, a WizKids staff member will direct you to the appropriate medium.

#### **4.10 Dress**

WizKids does not have a rigid dress code for envoys, but appearance is important. Wear clean clothes, and remember that children and parents are playing WizKids games. Wear clothing appropriate to the game and WizKids products; do not advertise for other companies and products. As an envoy, you do not want to have an overwhelming aroma, either natural or cosmetic. Because miniatures games by their

nature require tight-quarters interaction, an overwhelming aroma can be offensive or damaging. In addition, socially appropriate grooming is strongly recommended.

#### **4.11 Etiquette**

To keep your conversations with others positive and pleasant, please adhere to the following guidelines:

- Do not be negative about other game companies, games, games systems, and/or store owners. We are part of a larger gaming community. Remember that anything that helps that community helps us, and anything that hurts that community hurts us as well.
- Remember that you are a WizKids envoy; your goal is to promote fun games that people of all ages and backgrounds will enjoy playing. In the eyes of the players, everything you do will reflect on the game and our company.
- Be positive about the game and products that WizKids makes. If you do not like something or disagree with a policy, events or other public places or forums are not the place to air your complaints. Use the appropriate envoy forum or email WizKids about any concerns you may have.
- Smile and be friendly. Always listen to questions and then give a positive answer. Try to avoid using “no” for an answer; instead, explain how something can be done or how it is not possible under the rules. You can also tell them that even though their suggestions are not allowed in an official tournament, players can always try out nonstandard play ideas (house rules) in a nonsanctioned or Unrestricted format tournament.
- Keep the atmosphere friendly and fun. Be alert to what is going on in the event area and bring any problems to the attention of the store owner or manager.

#### **4.11a Interacting with Venues**

To maintain a positive image when interacting with venues, please adhere to the following guidelines:

- Be polite. Venues are businesses, and they want to promote a positive image. As an envoy, you are the venue’s guest—treat the venue’s staff with respect and deference.
- Be at the event site at least one-half hour before the event starts. Have everything set up before starting the event.
- Be prepared to help the venue post flyers and information on the event. Do not assume that the venue will get around to it. Ask the venue if you can help put up the flyers.
- Make sure that the event area is clean before and after you are done with it. It is okay to ask the players to help you clean up.
- When talking to a store that is not a venue, it is very important to be polite. Have some press releases (found on the website) or other promotional material available to give the store owner/manager. Explain that the game draws players of all ages and that it is simple to learn and play. Offer to demonstrate a game for them. Give them the contact information for the WizKids Approved Play staff. And if they say “No, thank you,” be polite and thank them for their time.
- Work with the venue to set up monthly events before the sign-up deadline.

#### **4.12 Levels**

The envoy system has a level for each product line. The assignment of these levels is not automatic—each envoy level has specific requirements, responsibilities, expectations, and benefits. These levels are designed to facilitate communication within the Envoy Program and to recognize the time and effort each envoy is willing and/or able to contribute to assisting WizKids. More is expected of an envoy as his or her level increases. For an envoy to rise to the next level, he or she must be sponsored by a higher-level envoy and meet the requirements of the new level.

**Note:** THE ENVOY LEVEL SYSTEM IS PRODUCT-LINE SPECIFIC. You may, for example, be a level 4 Warlord, level 2 Judge, and level 3 BattleMaster at the same time.



**4.12a Level One Envoy Expectations:**

- Minimum score of 80 percent on the Envoy Exam, which covers the core rules of the product line, essentials of the product's game play, basic WizKids tournament structure, and WizKids policies.
- Actively promote the WizKids product they are approved for by running at least one sanctioned event every two months.
- Sponsorship by an approved venue or a level 2 (or higher) envoy.
- Act as a positive role model in the local game community by showing that gaming can be fun for all ages.
- Be an involved participant in the WizKids community; being punctual, proactive, enthusiastic, and respectful in your interactions with players, venues, and other Envoys.

**4.12b Level Two Envoy Expectations:**

- Level 1 Envoy in good standing with no penalty marks for the past six months.
- Minimum score of 85 percent on the Envoy Exam, which covers the core rules of the product line, essentials of the product's game play, basic WizKids tournament structure, and WizKids policies.
- Completion of at least twelve sanctioned events, either WizKids-Supported or Venue-Supported, in any combination.
- Actively promote the WizKids product they are approved for by running at least one sanctioned event every two months.
- Serve as an active mentor to sponsored envoys.
- Willing and available to answer questions from players, venues, and other Envoys (both locally and on forums).
- Be an involved participant in the WizKids community; being punctual, proactive, enthusiastic, and respectful in your interactions with players, venues, and other Envoys.

**4.12c Level Three Envoy Expectations:**

- To avoid any perceived conflict of interest, owners/managers of retail venues are not eligible.
- Level 2 Envoy in good standing with no penalty marks for the past six months.
- Able to run events in at least 2 WizKids product lines.
- Completion of at least fifteen sanctioned events, either WizKids-Supported or Venue-Supported, in any combination.
- Worked at least one WizKids Attended or Supported Convention as an Envoy.
- Minimum score of 90 percent on the Envoy Exam, which covers the core rules of the product line, essentials of the product's game play, basic WizKids tournament structure, and WizKids policies.
- Able to attend or assist in the organization of WizKids tournaments and demonstrations at local conventions and stores. More specifically - take an active lead in making sure local conventions within your area are running WizKids games and provide assistance locating Envoys to run events.
- Actively encourage local stores to carry WizKids products.
- Available to be assigned a defined geographical area to work with, help, and/or review (as directed) local venues and envoys. Such assignments will be determined on a case-by-case basis.
- Serve as a role model for other envoys.
- Read, follow, and take an active part in the forums on the official WizKids website.
- Willing to act as hosts for local Envoy Appreciation Nights – finding a location and moderating the event – once these events begin.

- Write a monthly report to Level 4 Envoys, detailing the overall health of the gaming community within their area; Envoy/player/venue concerns and praises; and if any assistance or guidance is needed on specific issues.
- Be an involved leader in the WizKids community; being punctual, proactive, enthusiastic, and respectful in your interactions with players, venues, and other Envoys.
- Willing to accept additional or alternate responsibilities as assigned by WizKids staff.

#### **4.12d Level Four Envoy Expectations:**

- To avoid any perceived conflict of interest, owners/managers/employees of retail venues are not eligible.
- Level 3 Envoy in good standing with no penalty marks for the past six months.
- Minimum score of 95 percent on the Envoy Exam, which covers the core rules of the product line, essentials of the product's game play, basic WizKids tournament structure, and WizKids policies.
- Familiarity with the game and tournament rules in at least 2 WizKids product lines.
- Completion of at least eighteen sanctioned events, either WizKids-Supported or Venue-Supported, in any combination.
- Willing and able to attend at least one WizKids attended convention each year and be responsible for coordinating Envoy presence for any supported conventions in their area that host WizKids events.
- Interview, train, monitor, mentor, and coordinate the efforts of envoys in their assigned state or region through regular contact via phone or email.
- Make personal phone calls to welcome new Envoys in their local region.
- Able, on request from a level 5 envoy or WizKids Approved Play staff member, to perform spot checks on venues running tournaments in the state and to submit administrative reports as needed.
- Collate and send weekly Buzz Reports to Level 5 Envoys.
- Able to interview, either by phone or in person, potential Level 3 Envoys.
- With assistance from Level 5 Envoys, coordinate Envoy recruitment for Demo Blitzes.
- Excellent communication skills and the ability to use email, telephone, and face-to-face communication to teach rules and tournament procedures and to answer questions from envoys, players, and venues throughout their assigned state.
- Act as initiators and coordinators for local Envoy Appreciation Nights – making sure these happen on a regular basis – once these events begin.
- Be an involved leader in the WizKids community; being punctual, proactive, enthusiastic, and respectful in your interactions with players, venues, and other Envoys.
- Willing to accept additional or alternate responsibilities as assigned by WizKids staff.

#### **4.12e Level Five Envoy Expectations:**

- To avoid any perceived conflict of interest, owners/managers/employees of retail venues are not eligible.
- Level 4 Envoy in good standing with no penalty marks for the past six months.
- Minimum score of 100 percent on the Envoy Exam, which covers the core rules of the product line, essentials of the product's game play, basic WizKids tournament structure, and WizKids policies.
- Must attend at least one WizKids attended convention each year (more if required by WizKids) and be responsible for coordinating envoys for supported conventions in assigned region. Willing to coordinate Envoy presence at these conventions, including assigning daily duties and break times.

- Must monitor and coordinate the activity of envoys in assigned region, fairly assess the appropriate level of response for inappropriate or fraudulent activities by envoys in assigned region, and communicate this information to Approved Play.
- Able to interview, train, monitor, mentor, and coordinate the efforts of envoys in assigned region.
- Approve Level 1 pending Envoys.
- Available to serve as an official representative at supported conventions.
- Collate and pass on weekly Buzz Reports to the main office.
- Manage regional email boxes and answer basic customer service questions (how to sign up as an Envoy, topics of interest in their region, etc)
- Manage and oversee Level 3 and Level 4 Envoy approvals.
- Perform Envoy exchanges for events within their assigned region.
- Willing to accept additional or alternate responsibilities as assigned by WizKids staff.
- Coordinate Envoy recruitment, with assistance from Level 4 Envoys, for Demo Blitzes.
- Be an involved principal leader in the WizKids community; being punctual, proactive, enthusiastic, and respectful in your interactions with players, venues, and other Envoys.

#### **4.12f Rules Arbitrators**

Rules arbitrators are special level 5 envoys who serve as the ultimate lay authority on the rules for a particular product line. As a key link between WizKids Game Design, Approved Play, and the public, rules arbitrators serve a central role in the ongoing development and promotion of WizKids games. A WizKids envoy coordinator serves as a rules arbitrator's manager, providing clear goals, expectations, and feedback on an ongoing basis. In addition, rules arbitrators are responsible to the product line game designer and are required to operate within the parameters set by the Game Design department. The requirements to become a rules arbitrator are as follows:

- Excellent written communication skills and an expert-level familiarity with the game and tournament rules of the relevant product line.
- Active participation in the rules and envoy forums for the relevant product line on a daily basis. The arbitrator is required to make at least one post every other day and must respond to every thread in the relevant rules forum.
- Answer all email rules questions within 48 hours.
- Keep in weekly contact with the product line's game designer and envoy coordinator, either through phone conversations or email reports.
- Serve as head envoy for the U.S. National Championship, World Championship, and/or other premier-level events as assigned.
- Compile and edit a monthly FAQ update for the product line.
- Agree to serve at least a six month term.
- Perform other duties as assigned.

#### **4.13 Disciplinary Procedures**

##### **4.13a Penalties**

Envoys may receive penalty marks on their accounts for violating WizKids policies. Penalty marks will be assigned for the following infractions:

- 1) Failure to report and review an event in a timely manner. You will receive a reminder after one week has elapsed since the event date. If you have not completed the event review process after two weeks, you will receive a penalty mark.

- 2) Inappropriate behavior or repeated failure to comply with WizKids policies.
- 3) Failure to report for scheduled assignments (e.g., not showing up for your scheduled convention shift or event at a venue).
- 4) Participating in an event under any User ID other than the User ID associated with your envoy account.
- 5) Other inappropriate activities as determined by WizKids Approved Play staff.

Penalty marks for late reporting of events will be assigned automatically by our computer system—all other penalty marks will be assigned manually by a WizKids staff member and will be accompanied by an explanation of the penalty.

#### **4.13b Deactivation**

If an envoy receives three penalty marks in a six-month period, his or her account will be deactivated. In addition, an envoy's account will be immediately deactivated for the following infractions:

- 1) Theft or misappropriation of prize support.
- 2) Conviction of a criminal offense that could influence or affect the individual's duties as an envoy.
- 3) Conscious and intentional deception, including rating and ranking fraud, lying to a WizKids staff member, or willfully inaccurate event reporting.
- 4) Severe abusive or inappropriate behavior as determined by WizKids Approved Play staff.
- 5) Failure to complete the online Envoy Agreement by January 31 of the relevant year.
- 6) Failure to meet the Level One Envoy requirement to run at least one sanctioned WizKids event every two months.

Upon request, deactivated accounts can be reviewed for possible reactivation after six months have passed since the date of deactivation. Accounts that have been deactivated for failure to submit documents can be reviewed for possible reactivation as soon as the required documents are on file at the WizKids office.

WizKids reserves the right to reject or terminate, in its sole discretion, envoy accounts and other privileges for noncompliance with its policies or any other reason whatsoever. Envoy deactivation may be appealed within 30 days by submitting an email to ([appeals@wizkidsgames.com](mailto:appeals@wizkidsgames.com)).

#### **4.13c Appeals**

If an envoy feels that his or her account has been penalized or deactivated unfairly, he or she can submit an email appeal. If you want to submit an appeal, send a written letter to ([appeals@wizkidsgames.com](mailto:appeals@wizkidsgames.com)) listing rebuttal to all accusations listed in the letter of explanation of Penalty or Deactivation within 30 days of receipt of the said letter. An appeal will be considered only if it includes all necessary information, including, but not limited to EventID and UserID numbers as well as the text of relevant email correspondence. If your appeal does not include the necessary information, you will be notified and given the chance to resubmit the appeal. When complete, your letter will be reviewed by all parties that were involved with the conclusion that was stated on the letter of explanation. A response will then be made to the letter within 30 days with the final decision on the appeal. All appeals on all matters are decided at WizKids sole discretion.

#### **4.14 Player ID Cards**

WizKids will periodically send Player ID cards with a venue's prize support. If you find that you need more cards and your venue has not received any, you may request some from WizKids. Send an email to ([approvedplay@wizkidsgames.com](mailto:approvedplay@wizkidsgames.com)) with the subject heading "Player ID Card Request" and include the following information:

Your name

Your User ID number

Your venue's name

Your venue's location

The number of ID cards requested (be as precise as possible)

#### 4.15 Alternate Envoys

The League and Unrestricted formats allow for an alternate envoy to be associated with an event. If the venue desires, it may approve an alternate envoy to aid in facilitating games and stand in for the event's envoy if he or she is unavailable. Alternate envoys are not responsible for reporting event results and are not eligible to receive envoy rewards for the event.

#### 4.16 Envoys as Players

If an envoy is the envoy **of record** for a **rated/ranked** event, he or she may not participate in that event as a player. **If an envoy is the envoy record for an event that is not rated/ranked, he or she may participate in that event as a player, but may not accept any prize associated with that event. An envoy who participates as a player in his or her own event may not list him or herself as a player in the online event report, and thus may not claim him or herself as a player toward envoy rewards.** If the event's envoy **of record** is the event's Champion, he must award the Championship prize to the second place winner. If the event's envoy **of record** is the event's second place winner, he must award the second place prize (if any) prize to the third place winner. **The event's envoy is not eligible to be considered for the Fellowship or Sportsmanship prize.**

As leaders in the gaming community, envoys are held to a higher standard of sportsmanship and conduct. As such, WizKids envoys are required to exhibit courteous and exemplary behavior at all times when participating in any capacity at any gaming event. Failure to meet this standard of conduct may result in penalty marks or removal from the envoy program. **In the event of a rules dispute between the event's envoy and another player in the event, the envoy may take one of the following courses of action: if the rule can be demonstrated by direct reference to a physical copy of the rulebook, tournament rules, PAC, or current FAQ, then the rule should be resolved in that manner; if the issue is minor and the player is clearly arguing in good faith, WizKids encourages the envoy concede the point; if there is another envoy for the game in question present at the event, both parties may agree to have that individual arbitrate the dispute; finally, if no other means can reach a resolution to the rules dispute in a reasonable period of time, the winner of a die roll between the disputants determines the ruling on the matter.**

## V. Tournament Rules

WizKids requires that all sanctioned events be run in compliance with these rules. The most recent versions of all referenced documents are posted on **wizkidsgames.com**.

### 5.1 Official Rules

Sanctioned tournaments use these rules and all of the following official rules, except as noted herein:

- The WizKids game rules and abilities card for the specific game.
- The Frequently Asked Questions (FAQ) document for the specific game. This FAQ is tournament legal as of the date on the FAQ. FAQ's are also tournament legal in sealed events before this date and/or at WizKids discretion.
- The WizKids tournament rules for the specific game. Tournament rules are legal as of the date printed on the relevant tournament rules document.

## 5.2 Necessary Materials

Each player must bring the following materials to each sanctioned tournament in which he or she participates:

- A copy of his or her WizKids User ID number or Player ID card (required for all rated/ranked events and for any player who wishes to be eligible for a prize)
- A tournament-legal WizKids army, force, battleforce, team, or fleet.
- The appropriate dice.
- A measuring device, such as a tape measure, if game-line appropriate.
- Beads, coins or other objects that can serve as counters.
- Markers, tokens, cards, flight stands and any other materials required for complete game play.
- A pen or pencil for marking score cards or slips where appropriate.

## 5.3 Pairing Styles

WizKids approves three pairing styles: Swiss, single elimination, and round robin. The envoy chooses a pairing style that best serves the players and venue. WizKids strongly recommends the Swiss system because it guarantees that all players will be able to participate in the opening rounds; final rounds are single elimination. (Please see “How to Run Swiss Rounds,” available through envoy personal home pages at [wizkidsgames.com](http://wizkidsgames.com).) Each sanctioned WizKids event must consist of a minimum of three full rounds, as defined in the game-specific tournament rules.

## 5.4 Verification

Envoys may require players to provide a list of the figures used in their army, battleforce, or team. Envoys will determine and conduct the procedure for ensuring that figures are tournament legal. Often, envoys will verify that each figure is tournament legal when players register their armies.

## 5.5 Tardy or Absent Players

All players should be prepared to begin the battle when each round begins. Players who fail to begin within five minutes of the beginning of the round forfeit the battle. Players who fail to arrive by the end of the round are dropped from the tournament. A player without an opponent receives a bye. At the head envoy's discretion, a player who arrives late for the first round of a tournament may be awarded either a bye or a loss for that round. A player who does not arrive for a tournament is considered dropped from the tournament.

## 5.6 Withdrawing and Conceding

A player who withdraws from or concedes a battle is dropped from the tournament. A player who refuses to play in a battle is presumed to withdraw and is dropped from the tournament. If a player withdraws before the current round is ended, the round is scored as a loss for the withdrawing player and a win for his or her opponent, who receives victory points and/or conditions in accordance with the game-specific tournament rules.

## 5.7 Byes

Byes are awarded differently in each game. Please see the game-specific tournament rules for details.

## 5.8 Prizes

Prizes at sanctioned WizKids events must be awarded as advertised or announced. The materials in the prize support kits that WizKids provides to venues must be offered to the winners of the sanctioned

tournament. For most sanctioned tournaments, WizKids provides free LE prizes for the tournament champion (first-place winner) and Fellowship winner.

### **5.8a Fellowship or Sportsmanship Prize**

Each sanctioned WizKids tournament features a WizKids Fellowship or Sportsmanship prize. WizKids believes that players who demonstrate courtesy, helpfulness, friendliness, promptness, and the qualities of sporting play, and who make the tournament more fun for everyone, should be recognized for their contributions. Envoys are encouraged to take players who volunteer for a first round “bye” (see the relevant game-specific tournament rules for details) into consideration for the Fellowship or Sportsmanship prize. The head envoy for the event is responsible for selecting the Fellowship or Sportsmanship winner based on the above criteria. The Fellowship or Sportsmanship prize may not be awarded to the champion of the event. If the head envoy chooses, he or she may poll other envoys or players in the event for advice in this decision. The Fellowship or Sportsmanship award is not to be awarded by popular vote or by any criteria other than those outlined above. Envoys who abuse their discretion in this matter may be subject to immediate removal from the program.

### **5.9 Legal Figures**

All WizKids figures are considered tournament legal provided that they meet the following criteria:

- The figure is produced by WizKids.
- The figure is correct for the base.
- The figure’s collector’s number on the base matches the collector’s number on the combat dial.
- The figure is original (figures may be painted and modeled as players choose, but other players must be able to identify each figure without difficulty).
- The figure was released at least two weeks prior to the tournament date. Sealed and draft format tournaments and LE figures (see section 5.9b) are an exception to this rule.
- The figure is not a promotional, demo, proxy, preview, or other invalid figure as defined by WizKids.
- The figure has not been retired from play in the tournament’s format. A complete list of retired figures for each game is available in the game-specific tournament rules.

WizKids metal figures whose collector’s number match on both their bases and combat dials are tournament legal. No more than one of each Unique figure (as defined in the game rules) may be included in a single army, although an army can include as many different Unique figures as a player wishes and the game rules allow.

### **5.9a Illegal Figures**

The head envoy may, at his or her discretion, disallow the use of any figure that is painted in such a way as to disclose the statistics for the figure, conceal information on the base of the figure, or mislead other players as to the type or nature of the figure. A figure whose dial has been modified in any way is also considered an illegal figure. The envoy shall be the final judge in any discrepancy involving an illegal figure. If a figure is discovered to be illegal during the course of a battle or tournament, the player using the illegal figure loses the current battle and is disqualified from the tournament. While these rules are explicitly directed at miniature figures, all WizKids games and game components are subject to this policy. The head envoy of any event may disqualify any game piece that is modified in an intentionally or inadvertently confusing or deceptive manner.

### **5.9b Limited Edition Figures**

Limited edition figures are tournament-legal as soon as they are “in hand.” Such figures, however, may not use any ability, power, special equipment or game mechanic that is not supported by the existing game rules. Such abilities, powers, special equipment, or game mechanics become tournament-legal only when the rules supporting them are tournament-legal.

### **5.9c Substituting Figures**

Players must use the same game pieces throughout the entire event and may not substitute or “swap” pieces in or out of their army, force, battleforce, team, or fleet except where specifically permitted by WizKids scenario or format rules.

### **5.10 Conduct**

All tournament players and officials are expected to conduct themselves in a respectful and courteous manner that supports good fellowship at all times.

#### **5.10a Unsporting Conduct**

Unsporting conduct will not be tolerated at sanctioned tournaments. Players who argue, act belligerently or harass other players, tournament officials, or spectators will be subject to expulsion from the tournament or penalties at the discretion of the envoy. Only a venue or WizKids Approved Play staff may ban a player from participating in a tournament. All expulsions and bannings are subject to WizKids review, and additional penalties may be assessed at that time.

#### **5.10b Delay of Battle**

Players must take their turns in a timely fashion. Taking a reasonable amount of time to think through game strategy is acceptable; excessively slow play or stalling for time is not. If a judge determines that a player is delaying the battle by engaging in these activities, the player will be subject to penalties at the discretion of the head envoy.

#### **5.10c Dice Etiquette**

All dice must be rolled at the same time. If one die is not laying flat on the playing surface or falls off the table, then all dice used in that roll should be rolled again.

#### **5.10d Cheating**

Cheating will not be tolerated at sanctioned tournaments. The head envoy reviews all cheating allegations and may expel the player from the tournament or assign penalties at his or her discretion. The head judge reports all expulsions to WizKids for review, at which point additional penalties may be assessed.

Cheating includes, but is not limited to, the following intentional activities:

- Colluding to alter the results or outcome of a battle. **Players may not “make a deal” to alter the outcome of a battle in any way.**
- Misrepresenting figures or abilities (including intentionally misaligning figure arcs, intentionally misplacing a figure on the battlefield, modifying a game piece’s stats in any way, or clicking the combat dial in either direction more or less than required by game effects).
- Receiving outside assistance or coaching (such as reference materials on the statistics and abilities of figures, also known as “cheat sheets”).
- Stalling the length of a turn to take advantage of a time limit.
- Intentionally failing to inform an opponent that he or she is taking an illegal action.
- Misrepresenting damage inflicted or received.



Envoys running events may use their discretion within the established penalty guidelines (see the relevant game-specific tournament rules) when dealing with cheating players. Any time a player is expelled from an event for cheating, the envoy must file a report through the WizKids online support database with the player's name, ID number, the event ID number, and the date of the incident.

#### **5.10e Wagering**

Players and/or tournament officials may not wager, ante, or bet on the outcome of any portion of a sanctioned WizKids tournament.

#### **5.10f Spectators**

At any time, a player may request that a spectator leave the immediate area of the game if he or she feels that the spectator is being disruptive or acting in a manner contrary to the tournament rules. Any disputes over such requests are to be decided by the envoy running the tournament in question. Envoys are strongly encouraged to err on the side of player concerns in any such dispute.

#### **5.11 Penalties**

Lists of tournament infractions and appropriate penalties for each WizKids game are available in the game-specific tournament rules.

#### **5.12 End of Game**

When time is called, the game ends in accordance with the relevant game-specific tournament rules.

#### **5.13 Promotional Publishing**

WizKids reserves the right to publish, for promotional purposes, any and all information related to any sanctioned event, including names, ages, and hometowns of participants; game and tournament results; players' army, battleforce, or team lists; photographs or other images of the event; and video reproductions of the event. The event envoy and venue are also permitted these rights at the discretion of WizKids.

#### **5.14 Event Cancellation and Leftover Prize Support**

An event may be canceled by a venue if the following conditions have been met:

- The venue has notified WizKids of an unavoidable conflict that has arisen between the completion of the event and the event date and time. Such notification must be submitted through the WizKids Support Database (<http://www.wizkidsgames.com/ss/>) at least five business days in advance of the scheduled date and time of the event. In the event of an emergency cancellation, the venue must notify WizKids as far in advance as possible. WizKids reserves the right to assign appropriate penalties to venues who cancel events for reasons that WizKids deems invalid.
- The venue has informed all players who have registered for the event.
- The venue has informed the envoy designated to run the event.

In the event that a Marquee, League, "Faction War," or other special event as designated by WizKids is canceled, the venue must return all prize support for the event to WizKids. Such shipments should be directed to:

WizKids, Inc.  
11040 Main St., Suite 100  
Bellevue, WA 98004  
Attn.: Approved Play Support Coordinator

In the event that a standard WizKids-supported event (i.e. not a Marquee, League, “Faction War,” or other special event as designated by WizKids) is canceled, the venue must use the prize support as additional prizes for players in another sanctioned WizKids event of the same universe and format. Leftover or extra prize support may not be kept by the venue or envoy and may not be sold. Venues or envoys who sell or otherwise misappropriate prize support may be subject to deactivation from the program or other penalties at the discretion of WizKids.

Any questions or special requests regarding usage of leftover or extra prize support should be addressed to ([approvedplay@wizkidsgames.com](mailto:approvedplay@wizkidsgames.com)).

### 5.15 Events with Zero, One, or Two Players

Events that are intended to occur, but receive zero or one player in attendance, are not considered canceled. A player must meet all requirements for participating in an event in order to be considered “in attendance” for the event (e.g. a player must purchase the required number of boosters or starters to be considered “in attendance” for a Sealed format event).

- *Events with zero players* in attendance should be reviewed with zero attendance. Leagues and Special format events are an exception to this rule and must be cancelled if no players attend the event. Prize support from all events with zero players should be handled in the same manner as a canceled event (see section 5.14).
- *Events with only one player* in attendance should be reviewed with one attendance. That player receives the Champion Award and is recorded as the winner of the event. In the event that only one player attends a tournament, WizKids encourages the envoy to offer to play a friendly game with this player. The Fellowship Award and all other prizes should be handled in the same manner as a canceled event (see section 5.14).
- *Events with two players* are valid competitive events and should be completed and reviewed in accordance with the standard tournament rules, with the exception of pairing rules. The player who wins 2 out of 3 games may select his or her choice of the event’s prizes. The remaining player may select the next prize. Any remaining prizes should be handled in the same manner as a canceled event. (see section 5.14).

### 5.16 Envoy Exchanges

If it is necessary to change envoys for an Approved event, one of the involved envoys or the venue must submit the following information to [envoyssupport@wizkidsgames.com](mailto:envoyssupport@wizkidsgames.com):

Original envoy name:

Original envoy user name:

Original envoy user ID:

New envoy name:

New envoy user name:

New envoy user ID:

Venue name:

Venue user ID:

Event ID(s):

Date of event(s):

Reason envoy exchange is necessary:

If the event is already in Completed status, we will need to reset the event to Approved status prior to performing the envoy exchange. This will mean that the new envoy will need to reenter the battle results

(if the line requires battle results). Please specifically request us to reset the event to Approved status for any event the original envoy has already Completed.

### 5.17 Game-Specific Tournament Rules

WizKids maintains game-specific tournament rules for each of its game lines. These rules are available at [wizkidsgames.com](http://wizkidsgames.com) and serve as a supplement to these general tournament rules. In the event of a conflict between these general rules and the game-specific rules, the game-specific rules take precedence.

### 5.18 Path to Glory: Premier Approved Play

Rules for the “Path to Glory” programs for WizKids games are available in the game-specific tournament rules.

## VI. Approved Play Staff

The WizKids Approved Play Program **staff keeps** regular office hours on weekdays between **8:00 A.M. and 5:00 P.M.** pacific standard time. The WizKids Approved Play and related staff members are (online handles in parentheses):

### North and South America, Australia, Asia, and the Middle East—WizKids Bellevue

James Carrott (Magister), Director of Consumer Experience

James Chott (Malchyor), Approved Play Coordinator

Leslie Ku (HaiKu), Envoy Coordinator

Scott Magner (Bhagwanx), Approved Play Lead

Tony Rivera (Terrascream), Envoy Program Manager

### Europe and South Africa—Topps U.K.

Cyril Grillon (honksontest), European Consumer Experience Manager

Anup Dave, (kurel), UK Approved Play Manager

## VII. Revisions

This document is subject to revision at any time. WizKids reserves the right to update and alter all rules and program documents, including, but not limited to the following: this policy, the official tournament and league rules, and the official game rules. WizKids also reserves the right to modify, interpret, clarify, or otherwise issue official changes to these rules without prior notice. Any change made to this document will be posted to [wizkidsgames.com](http://wizkidsgames.com) and will go into effect on the date listed on the first page of this document.