



SCORE ENTERTAINMENT'S VERIFIED EVENT NETWORK

THE JUDGE/HOST MANUAL – THE METHOD TO HOLDING SUCCESSFUL EVENTS



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***SEVEN* Judge and Host Program Overview**

This comprehensive guide will provide Players, retailers and distributors detailed information about the Judge and Host Programs for all Score Entertainment, a division of Donruss Playoff L.P., games. This document will be updated with current information throughout the year and when a news story is released it will be posted at www.ScoreEnt.com and a notice within the Judge forums.

Judge Roles and Responsibilities *(see the SEVEN General Rules Manual for additional details)*

- Judge applicants for all of Score Entertainment's games must have internet access and a valid e-mail address.
- Judge applicants for any Score Entertainment game must have detailed knowledge about the game they are applying for. *This includes, but is not limited to, any entries in the Current Rulings Document, the latest version of the Rulebook, Advanced Rules Document (ARD), Current Rules Document (CRD) and the Event Manual.*
- Applicants must be able to harness this knowledge and assess a situation accurately and quickly to produce a timely answer that does not disrupt overall game play.
- Since Judges are a resource that Players can use during games, the applicant must be personable and have good communication skills to facilitate rulings explanations.
- If a ruling is unclear, a copy of the CRD and ARD should always be on hand as reference. In the instance where an answer is not found in the CRD, ARD or Rulebook, it will be left up to the Judge to make a ruling that is fair and correct, to the best of their ability. **During a tournament, the Judge always has final say over a ruling and all Players should accept the ruling and continue play immediately.**
- Judges are also responsible for the tournament environment at the event's location, i.e. disruptive Players and cheating are just a few topics falling under a Judge's jurisdiction. If it is a reoccurring problem and the Judge is unable to control the situation, the Judge should first ask the Host or store management on how to handle the situation. Any questions or concerns that occur should be logged and then sent to the Organized Play Manager after the tournament has been completed.
- Judges are responsible for submitting all forms regarding a tournament. This means that Judges must complete the Tournament Overview, Score Cards and collect any new *SEVEN* ID cards. Tournament prizes are sent to the Host but must be handed out by the Judge and distributed in accordance to Score Entertainment's current guidelines (See the Event Manual and the instructions included in every Tournament Kit for additional information). **Registered events will be handled completely online at www.ScoreEnt.com . No paper forms will be accepted.**
- A Judge can be appointed by a Host to report event results. Once the Host has authorized a Judge to enter results for his events, the Judge can log into his account on www.ScoreEnt.com and enter those results for all events held at the Host's store front.

Host Roles and Responsibilities *(see the SEVEN General Rules Manual for additional details)*

- Host applicants for all of Score Entertainment's games must have internet access and a valid e-mail address.
- Host applicants must have a "brick and mortar" store front and be able to verify their address upon submission of their Host application.
- The Host shall furnish and maintain in full force and effect at all times during the term of this Agreement occurrence-based comprehensive general liability insurance in the name of the Host in the minimum amounts of \$100,000 per occurrence for bodily injury and property damage,

with a minimum total aggregate amount of \$200,000 for all occurrences. This liability insurance must provide coverage for defense costs in addition to the stated policy limits. Host will provide proof of current insurance coverage to Score Entertainment upon request.

- A Host is responsible for maintaining a suitable environment for all ages while a *SEVEN* Sanctioned Event is taking place. This includes assisting a Judge whenever a large problem occurs.
- A Host must appoint a Judge(s) within their Online SEVEN account to enter results for events held at the Host's storefront. This is only if the Host himself is not an approved Judge. They can do this by simply logging into their account and adding the Judge's SEVEN ID# to their approved list. This will allow that judge to enter results for any or all of the Host's registered events. A Judge can then log in under their account and enter results.
- It is a Host's responsibility to monitor the quality of a Judge's performance and report any problems to the Organized Play Manager. This includes but is not limited to absenteeism, improper rulings, or other misconduct.
- After the completion of the event, the Host must communicate with the Judge to make sure that all results have been reported to Score Entertainment. Failure to report results can result in a Judge/Host's removal from the *SEVEN* Program.

Organized Play Manager (Judges) – Scott Sager – Judges@ScoreEnt.com

Community Manager (Hosts) – Erin Giddings – Tournaments@ScoreEnt.com

Judges and Hosts must inform Score Entertainment on any changes of address, e-mail accounts, etc. by sending an e-mail to Tournaments@ScoreEnt.com (*Please put "Information Change" in the subject line and include your SEVEN ID#*). Judges will be able to find out their current Reward Total as well as the current Rewards List on our websites located in the Judge forum. This Reward List will contain anything and everything, including Judge T-Shirts, exclusive promo cards only released to Judges and possibly other personalized Judge items.

Judge Application Process

The following is a step-by-step procedure explaining what will occur for Judge Applicants:

1. Prospective Judges must download and complete a Judge Application located at <http://www.scoreent.com/newMember.html>. Once completed, that application must be e-mailed to the Organized Play Manager at Judges@ScoreEnt.com.
2. All applicants must be at least 16 years of age and include a photo copy of their photo ID, which may range from a driver's license, passport or any state issued ID that denotes the applicant's date of birth. ***No student IDs will be accepted. Any applications from persons under 16 will be denied.*** If the applicant does not have a *SEVEN* ID, they will be assigned an ID upon completion of the application.
3. All applicants under 18 years of age must have their application signed by their parent or legal guardian and submit a copy of the parent's or legal guardian's driver's license with their application.
4. Once Score Entertainment receives and approves the application, the applicant will be entered into the *SEVEN* database and a Judge Test will be sent out to the applicant within 14 days from when the application was received.
5. The Judge Test must be completed and returned to Score Entertainment within 30 days of the test being received or that person must reapply. Once received at Score Entertainment, the

Judge Test will be graded and an invitation or declination will be sent out to the applicant within 14 days.

6. Approved applicants will be sent an invitation and the password for the appropriate Judge Message Board Forum.
7. Declined applicants can re-apply one month after being declined. They will only need to send an e-mail to the Organized Play Manager stating that they would like to reapply. They do not need to resend the paperwork.

Host Application Process

The following is a step-by-step procedure explaining what will occur for Host Applicants:

1. Prospective Hosts must download and complete a Host Application from <http://www.scoreent.com/newMember.html>. Once completed that application must be faxed (817-983-0498), or e-mailed to the Community Manager at Tournaments@ScoreEnt.com.
2. All applicants must be the owner or manager of a "brick and mortar" store front. The applicant must submit a copy of a sales license, utility bill or other proof of address upon submission of their application.
3. Once Score Entertainment receives and approves the application, the applicant will be entered into our database and a welcome e-mail will be sent out to the applicant within 14 days from when the application was received. This e-mail will include the Host ID number and also a password which will be used to register your events online.
4. If the address cannot be verified, a decline notice will be sent to the applicant. The applicant will need to reapply once they are able to submit a method of address verification with their application.

Event Registration Process

After a Host and Judge are registered into the database, the Host will need to register the tournaments they want to run.

Registration Steps

1. The Host goes online and logs in on www.ScoreEnt.com to register a tournament(s) in to the database. The Host must input the Host *SEVEN* ID, game (DB GT, YYH, Inuyasha, etc.), tournament format (standard, sealed, draft, etc.), hours of the event and any additional information if applicable. **Online registration is required.**
2. The Host should receive tournament support by the 30th of the month prior to the event. The Judge should check and make sure that the store receives the materials needed before the event.
3. Once submitted, the Judge may then access the tournament overview where they enter tournament results online **within 21 days** of the conclusion of the tournament. Each kit will support up to 20 players unless otherwise notified.

Entering Tournament Results

After the tournament, the responsibilities are as follows:

- The Judge needs to input the results online within 21 days after the tournament date.
- Any problems with a Host or a Judge should be reported to Score Entertainment immediately so proper action can be taken.
- Judge points are added to the Judge's account once entered.
- The Judge may go back in and fix any mistakes within 5 days of the results being entered.

Judge Penalties

This is a list of possible infractions on a Judge's part and penalties for committing those infractions. Score Entertainment reserves the right to change this list at any time, without notice. This list is not all possible infractions or penalties. The final decision is always handled by the Organized Play Manager.

1. *If the Judge does not show up at an event:* Unless there are extenuating circumstances, the Judge can be stripped of rank.
2. *If there are not enough Players for the tournament to become SEVEN sanctioned:* If a Judge or Host does not receive the minimum number of Players for a sanctioned tournament on a consistent basis, they will not be sent prize support in the future. Tournament Kits are provided to help promote the game within a store. If the Player base is not increasing over a specific time frame of 90 days, then prize support is not being used properly and/or is not helping in the method intended by Score Entertainment. When this is the case, further prize support should not be requested or needed by that Host or Judge. The Host is also responsible for helping to promote events.
3. *False Player Registration or Results Entry:* If a Judge falsely records Players as having participated in an event or creates false Player registrations in any manner, that Judge will be removed without question from the SEVEN Program.
4. *Malicious Rulings against Players:* Making a false ruling **on purpose** against a Player for any reason can result in removal from the SEVEN Program. (*Rulings should always be fair and impartial*). To report a problem contact the Organized Play Manager at Judges@ScoreEnt.com.
5. *Improper Use of Prize Support:* If a Judge is found to be using Prize Support or promotional items in any way other than that intended by Score Entertainment, the Judge will be removed from the SEVEN Program.

Host Penalties

This is a list of possible infractions on a Host's part and penalties for committing those infractions. Score Entertainment reserves the right to change this list at any time, without notice. This list does not include all possible infractions or penalties. The final decision is always handled by the Community Manager.

1. *Selling Promotional Materials:* A Host is not allowed to sell monthly prize support provided by Score Entertainment for any reason. This also includes any promotional materials. If a Host is found to be selling these items in any form or fashion, they will be removed from the SEVEN Program immediately. ***Prize support or promotional items must be used in the method intended by Score Entertainment.***
2. *Selling Product Before the Official Release Date:* A Host is not allowed to sell a new product released by Score Entertainment until or after the official release date. A Host found to be doing so will be removed from the SEVEN Program immediately.
3. *False Player Registration:* If a Host falsely records Players as having participated in an event or creates false Player registrations in any manner, they will be removed without question from the SEVEN Program.
4. *If there are not enough Players for the tournament to become SEVEN sanctioned:* If a Judge or Host does not receive the minimum number of Players for a sanctioned tournament on a consistent basis, they will not be sent prize support in the future. Tournament Kits are provided to help promote the game within a store. If the Player base is not increasing over a specific time frame of 90 days, then prize support is not being used properly and/or is not helping in the method intended by Score Entertainment. When this is the case, further prize support should not be

requested or needed by that Host or Judge. The Judge is also responsible for helping to promote events.

Restrictions

Hosts are allowed to run 1 event per week per game. A *SEVEN* Judge may judge any number of events in a week however results for those events must be submitted to receive any Judge reward points.

Judge Reward Rules and Updates

- Judges receive Reward Points dependant on the number of successful events they run and report to Score Entertainment. This point total is cumulative and rolls over each month until the Judge spends them or they are erased at years end. Judges will have until February of the following year to redeem these points. If they fail to do so their points will be reset.
- The current Reward Total and Rewards List for all Judges will be updated in the database and posted in the respective Message Board Forum or website around the 15th of every month.
- The Rewards List will be updated every 3 months. The updated list will be posted with the Rewards Total for that month and subsequent months.
- In order to redeem your Points for any of the listed items, the Judge must e-mail the Organized Play Manager your completed Judge/Volunteer Points Redemption Form (PRF) with what they are requesting. It must include the following information: Full name, mailing address, and *SEVEN* ID number. Any PRF's that do not include all of the requested information will not be accepted, as well as any e-mails that inquire about the number of points a particular Judge has currently.
- Redeemed items will be mailed out within 30 days from when the request is received. The Judge may receive an e-mail confirming the order within 10 business days. Items will be sent in the order they are requested, and only while supplies last.
- **Score Entertainment reserves the right to change any portion of this at any time without notice.**

Judge Updates

- Every month, Judge Shirts will be sent out to new Judges. These will be mailed out at the end of each month.
- New Judges must e-mail the Organized Play Manager their current mailing address and their requested shirt size (L, XL, XXL, XXXL) upon completion of their Judge Test.
- Periodically the Organized Play Manager may post surveys regarding topics ranging from current rulings, the local tournament environment, or general feedback. These surveys will be posted on the Message Board. In some cases Judges may earn bonus points for completing the survey in the time allotted.

Head Judges

Becoming a Head Judge in your area is more than just taking another step-up; A Head Judge will come under the tutelage of the Organized Play Manager and must be available to travel to a Premiere Event to become the backup Judge for the Organized Play Manager.

- The Judge's level (Standard or Head Judge) will reflect how large of an event can be judged. After he has trained at a convention, he may be required to run a Premiere Event in his area.
- Head Judges are meticulously hand picked by the Organized Play Manager based on past performance, the number of tournaments judged, their overall standing in the Player

environment and current Judge level. Running a Premiere Event includes but is not limited to, setting up the tournament area, running the current version of the tournament software, completing all scheduled rounds in the allotted time and cleaning up the area after the event is finished.

- Head Judges must have an appearance and demeanor that conveys professionalism to all players and convention administrators.
- Rewards for running a Premiere Event will be discussed with the Organized Play Manager prior to the event and will be sent within 30 days after the event's completion.

Event Checklist - Judge

Check for these items prior to any *SEVEN* sanctioned events that you are going to run:

- _____ Advanced Rulings Document (ARD)
- _____ Current Rulings Document (CRD)
- _____ Judge Guide
- _____ Tournament Manual
- _____ Current Rulebook
- _____ Tournament Score Cards
- _____ *SEVEN* ID Cards
- _____ Tournament Overview
- _____ Prize Support (Check with Host to verify arrival by the 30th of each month)

Check for these items after you have completed a *SEVEN* sanctioned event:

- _____ Collect all *SEVEN* ID applications from new Players
- _____ Keep all Tournament Score Cards for at least 30 days
- _____ Enter tournament results no later than 21 days after the tournament
- _____ Fill in any Host feedback information
- _____ Check for Judge Points around the 15th of every month

Other Information:**Additional Note**

Score Entertainment reserves the right to change any portion of this document without notice. Players, Judges and Hosts should always verify that they have the most up-to-date version by checking with their specific game's web site.

Participant Actions

All Hosts, Judges, Players and On-Line Users participating in any *SEVEN* sanctioned event or on-line forum are acting on their own behalf, and they have no authority to speak or act on behalf of Donruss Playoff L.P. and Score Entertainment. Donruss Playoff L.P. and Score Entertainment do not approve, consent or endorse any action by a Host, Judge, Player or On-Line User in connection with a *SEVEN* sanctioned event or on-line forum.

Rule - Players

SEVEN tournaments are open only to legal residents of the continental United States and Canada, 2 years of age or older. Void in Puerto Rico and where prohibited. Employees and household family members of Donruss Playoff LP, Score Entertainment, and their respective affiliates, distributors, advertising, promotion and fulfillment agencies, and affiliates are not eligible. Unless the participant is a minor, entry constitutes entrant's permission to post their first initial and last name on the Host's, Donruss Playoff L.P.'s or Score Entertainment's web sites and their consent to the use of his/her name, photographs, voice recordings and likenesses for publicity purposes without additional compensation or permission, except where prohibited by law. This Tournament shall be governed and construed by Texas law, and the venue for all controversies will be in state or federal court in Arlington, Texas.

Premiere Prize Listing

Check with the respective game's web site news articles for a listing of all the Prizes for a particular event. At the discretion of Score Entertainment, any or all Players (or parent if winner is a minor) may be required to complete an Affidavit of Eligibility and Liability Release and, except where prohibited, a Publicity Release. Affidavit must be returned within 10 days of receipt. If an affidavit is required, but it is not returned within the time period specified, the prizewinner will be disqualified and an alternate prizewinner will be randomly chosen. Travel and accommodation restrictions may apply. Expenses not specified are winner's sole responsibility. In the event a winner can not take a trip on the designated travel dates, an alternate winner will be selected. If the winner is allowed a traveling companion as part of the prize awarded, the companion must be the winner's parent or legal guardian if the winner is a minor. Winner's travel companion must sign and return a liability release prior to issuance of travel documents. If the traveling companion is a minor, the release must be signed by minor's parent or legal guardian. The winner, and, if applicable, the winner's traveling companion, by acceptance of prize, releases and agrees to hold harmless Donruss Playoff LP, Score Entertainment and each of their parents, affiliates, subsidiaries, officers, directors, agents, employees and all others associated with the development and execution of this Tournament (the "Released Parties") from any and all liability claims or action of any kind whatsoever for injuries, damages or losses to persons and property which may be sustained, in whole or in part, directly or indirectly in connection with a receipt, acceptance, possession, misuse or use of activity and participation in this tournament. **No transfer or assignment of any Prize is permitted and the cash equivalent of a Prize will not be substituted (if winner is a**

minor, prize will be awarded and taxed to parent/guardian). If any prizes cannot be awarded due to circumstances beyond the control of the Released Parties, a substitute prize of equal or greater retail value will be awarded. Taxes, if any, are winner's (or winner's parent or legal guardian's) sole responsibility.

Winner's List

For a list of the names of the winners of a particular Premiere Event directly run by Score Entertainment, send a stamped, self-addressed envelope for receipt by 180 days after the end of the tournament to: Score Entertainment Tournament Winners List, 2300 E. Randol Mill Rd., Arlington, TX 76011. Please specify the date, time and location of the tournament in your request.