



ALDERAC ENTERTAINMENT GROUP, INC.

4045 GUASTI ROAD, SUITE 210

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Website: [www.l5r.com](http://www.l5r.com) and Facebook: <http://www.facebook.com/legendofthefiverings>

## **Legend of the Five Rings**

### **Kotei Tournament Organizer Instructions & Application**

Welcome to the *Legend of the Five Rings* 2013 Kotei Season!

This document is intended for Tournament Organizers (TOs) interested in applying to host a Kotei Tournament during the 2013 Kotei Season.

This year's season begins **MARCH 9<sup>TH</sup>, 2013** and ends **JUNE 30<sup>TH</sup>, 2013**

Applications must be submitted via the online webform (URL located at the end of this document), **FULLY COMPLETED**, before the **Final Acceptance Date**

Any application not following the Rules and Requirements will be refused.

#### **Contents**

This document contains all of the information you will need to understand what our expectations are and how to run a successful event. To aid in this we've divided the information into different sections:

1. **Section 1**: Rules and Requirements
2. **Section 2**: Detailed instructions of what must be included in the Kotei Application

We would like to take this opportunity to thank all of you in advance for everything you do in support of *Legend of the Five Rings*. It is going to be a great Kotei Season!

Sincerely,

The AEG 2013 Kotei Team



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### **Important Dates**

- **Final Application Acceptance Date: November 19<sup>th</sup>, 2012**
  
- **Application Approval: December 3<sup>rd</sup>, 2012**
  
- **Final Kotei List Announced: December 7<sup>th</sup>, 2013**
  
- **All Kit(s) Payment due by: January 7<sup>th</sup>, 2013**
  
- **Kotei Kits Begin Shipping: February 4<sup>th</sup>, 2013**
  
- **Last Day to Report a Missing Kit: March 18<sup>th</sup>, 2013**
  
- **Kotei Season: March 9<sup>th</sup>, 2013 through June 30<sup>th</sup>, 2013**



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## Section 1

### Rules & Requirements for Hosting and Running a Kotei

#### Rules

Every Kotei will be run using the most current L5R Floor Rules. These are available online ([rules.l5r.com/floor\\_rules](http://rules.l5r.com/floor_rules)) and will be updated prior to the Kotei Season.

Each Kotei will run the number of Swiss rounds prescribed by the Floor Rules for its attendance.

After the Swiss rounds, TOs will run elimination matches as prescribed by the Floor Rules based on attendance.

#### **Important Notes:**

- All Elimination matches run after the Swiss are single elimination
- All matches prior to the final can be run either as a best of one (1) or best of three (3). Once you have started running best of three (3) in the elimination matches, the remainder of the matches have to be run as best of three (3).
- The final match **MUST** be best of three (3) games.

#### Requirements

##### **Kotei Prize Kit**

TOs will be required to purchase a \$400 USD prize kit from AEG that will serve as a minimum level of support and constitutes a good baseline of prize support for up to 60 players. It will contain:

- 1 case (10 boxes) of boosters from the most recent L5R set
- Up to 75 Kotei Specific Promo Packs (based on previous years' attendance)
- Exclusive Top of Clan Prizes (1 per Clan)
- Exclusive Top 4 prizes.
- Exclusive Honor Winner prize
- 8 Rare sets (based on set availability)



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- Prize Certificates for the Main Event (\$100) and for the non-CCG Event Winners (\$50)

TOs may also request up to 2 supplemental kits at \$350 USD for each.

Each will contain the following:

- 1 case (10 boxes) of boosters from the most recent L5R set
- 30 Additional Kotei Specific Promo Packs
- 4 Rare Sets (based on set availability)

We fully encourage Tournament Organizers to look into 'unique to their event' prize support (glassware, playmats, t-shirts, etc.) to make their Kotei stand out and a more unique experience for attendees.

Generally speaking, all your attendees should feel like they received prizes commensurate to the entry fee they paid to enter the tournament.

#### **Payment Methods:**

This year, we are using a different method of payment for the Kotei Prize Kit that TOs are required to purchase. Once your application has been accepted and you are granted access to the 2013 Kotei Organizers Forum, you will be given a link to a hidden page on the AEG Online Store. There, prize kits will be available for purchase – you will purchase them as you would any other product, and put into the notes section any relevant information (such as if you're shipping to a final destination via a Freight Forwarder). This will streamline the process and make it significantly easier on everyone involved in the process to collect payments and ship prize kits.



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### Prize Kit Usage:

- The contents of the Kotei Kit(s) purchased from AEG or provided by AEG will be awarded to players in the main event, unless it is specifically provided for a Kotei related side event as described by AEG.
- **SELLING OR RAFFLING OF THIS PRODUCT IS STRICTLY PROHIBITED AND WILL RESULT IN THE TO TEAM BEING BANNED FROM RUNNING L5R EVENTS.**

### Shipping:

Shipping arrangements must be provided to AEG in your application. If you do not provide a U.S. shipping address, freight forwarder information and final destination address, you will be charged for USPS express mail shipping charges (see below)

United States TOs are required to provide a United States shipping address that accepts UPS or USPS deliveries.

Non-United States TOs will be responsible by default for USPS Express Mail International shipping charges. (this is the only international shipping with tracking.) This method is very expensive.

- To reduce this cost you may find it helpful to contact a freight forwarder in the US (either through your local distributor or through your own contacts). This is the best option for non-US locations.
- Please note, however, that the freight forwarding expenses are at your cost and you will need to pay them directly and separately from your Kotei Kit costs (not through AEG).
- Please also note in the case you are using a distributor's Freight Forwarder that AEG requires the distributors **written consent sent to us, by them or by you,** before the date of shipping.

### Staff:

Each Kotei is required to have a minimum of three (3) staff members – a Tournament Organizer (TO), a Head Judge, and a Scorekeeper – none of which may play in the event.

- Kotei with an attendance under 32 players are allowed (but not advised) to have a minimum of two (2) staff members instead – a Tournament Organizer (TO) and a Head Judge. Only the TO can act as Scorekeeper in this configuration.
- Additional staff (extra judges, helpers) may be needed depending on turnout



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### Venue:

The proposed venue must be suitable for comfortable playing areas for your expected attendance as listed in your application (and ideally for more in case of higher attendance).

Proper ventilation and/or air conditioning, bathrooms and adequate access to refreshments should all be taken into account.

### Miscellaneous:

The use of professional tournament management software is required (Any professional software is acceptable; an Excel spreadsheet you made yourself is not.)

Internet access from the venue and real time reporting to the AEG forums would be an advantage, to enable a wider fan base to enjoy the Kotei Experience.

TO's are **REQUIRED** to provide timely information on the L5R forums (in the appropriate section). This includes:

- Basic information on the event itself (date, entry fee, location, tournament specifics, etc.)
- Providing a rough schedule of the event to potential attendees for the tournament (1 or 2 day event, registration times, etc.)
- Informing that **AT LEAST 30 DAYS IN ADVANCE** of the nature of the Honor Event that will be run during the Kotei.
- Timely reporting of the event results both through the forums and to AEG (within **7 DAYS OF THE COMPLETION OF YOUR EVENT**)
- Layout of prizes for your event (packs, rares, etc.)

This is important for TOs to put in the official forum because it will increase the likelihood of better attendance to your event as well as provide AEG with useful information that can be used in the storyline tied to the events and improving the tournament experience on all levels.



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## Section 2

### Detailed Instructions of What Must Be Included in the Kotei Application

An independent contractor will organize each Kotei for the 2013 season. Alderac Entertainment Group (AEG) will select these independent contractors by evaluating the short but detailed application that must be submitted electronically to AEG.

- This year, we are doing something different with our applications, and all TOs who wish to apply for a Kotei must go to [www.l5r.com/2013-kotei-application](http://www.l5r.com/2013-kotei-application) and fill out the digital webform located there.
- **NO OTHER FORMS OF APPLICATION WILL BE ACCEPTED.**

The digital web form application will contain the following:

(All forms are required and if you willingly put information that is incorrect or that you fill in simply to 'complete' the application, then it will be denied.)

- TO's Name
- TO's Phone Number (including international access code if outside the US)
- TO's E-Mail Address
- TO's AEG Forum Handle (required; if you don't have one, please create an account)
- Proposed Event Location (Address, City and State/Country, please include the nearest major city if you are in a major metropolitan area)
- Proposed Dates (at least two – IF YOU LIST BOTH DATES AS THE SAME, YOUR APPLICATION WILL BE DECLINED)
- Shipping Address (Final shipping address, if outside the US)
- Freight Forwarder address (if outside the US)
- Proposed Location Information (relevant information about the venue and region)
- Proposed Date Information (relevant information why you want the specific dates you listed)



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- Tournament Team Tournament Organizer (The TO for the event)
- Tournament Team Head Judge (The Head Judge for the event)
- Tournament Team Scorekeeper (The Scorekeeper for the event)
- Pre-Registration Information
- Entry Fee (Note: Cannot exceed \$30 USD)
- Tentative schedule for your event
- Advertising Plan (How and where you plan to advertise for your event)
- Kotei Logistics (Plans for high/low attendance, special event prizes, guests you are trying to book, etc. all go here)
- References (list three people with e-mail addresses as references for yourself. These can be Players, Store Owners, other TOs, or AEG Staff)
- Other Notes (For anything else you want to include that is relevant but you cannot find a place for)

After reviewing these instructions please go to [www.l5r.com/2013-kotei-application](http://www.l5r.com/2013-kotei-application) and fill out the form there completely and fully. If you ever have any questions please refer back to this document before e-mailing the events team, as most questions that we usually get can be answered within this document.

We are looking forward to another great Kotei Season, and to reviewing all of your applications. We wish you the best, and look forward to a great Kotei Season in 2013.

Thank you,

The AEG 2013 Kotei Team