

# **Legend of the Five Rings**

## **2009 Kotei Tournament Organizer Instructions & Application**

Welcome to the *Legend of the Five Rings* 2009 Kotei Season!

This document is intended for Tournament Organizers (TOs) interested in applying to host a Kotei during the 2009 Kotei season. This year's season begins March 1, 2009 and ends June 30, 2009.

### **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 three different sections:

- Section 1: Rules and requirements for hosting and running a 2009 Kotei
- Section 2: Detailed instructions of what must be included in the Kotei Application
- Section 3: Application Template

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 2009 Kotei Team



## **Section 1**

### **Rules and Requirements for Hosting and Running a 2009 Kotei**

1. Every Kotei will be run using the current L5R floor rules. These are available online and will be updated in the coming weeks.
2. Each Kotei will run the number of Swiss rounds prescribed by the floor rules for its attendance.
3. After the Swiss rounds TOs will cut to the number of players for final rounds as prescribed by the floor rules based on attendance.
4. All rounds run after the Swiss will be single elimination. You may run best of three (3).
5. All prize support purchased from AEG or provided by AEG will be awarded to players in the main event. **There is no selling or raffling of this product.** The prize support is not to be used for side events.
6. Each Kotei will have a minimum of three (3) staffers—a Tournament Organizer (TO), a Head Judge and a Scorekeeper, none of which may play in the event. Additional staff may be needed depending upon your experience level and attendance.
7. TOs will be required to purchase a \$600 prize kit from AEG that will serve as a minimum level of support.
  - Any credit card information being sent via email should be sent in two or three parts: First eight digits, last eight digits and expiration date. Also include the name on card, billing address and phone number. We only accept Visa and MasterCard. Please send to Leticia Hayler at [lhayler@alderac.com](mailto:lhayler@alderac.com).
  - You can mail a check or money order to:  
L5R 2009 Kotei Payment  
Alderac Entertainment Group  
4045 E. Guasti Road, Suite 210  
Ontario, CA 91761 USA



8. TOs are required to provide a United States shipping address that accepts UPS or USPS deliveries. If you cannot provide a valid US shipping address you will be responsible for USPS Express Mail International shipping charges. (This is the only international shipping with tracking.) This method is very expensive. Using a freight forwarder is the best option for non-US locations. Please email [lhayler@alderac.com](mailto:lhayler@alderac.com) to provide your freight forwarder information.
  - *Shipping arrangements must be provided to AEG upon acceptance of the Kotei bid on October 20, 2008.*
  - *Applications without a U.S. ship to address, freight forwarder information and final destination address will be charged actual shipping charges on the due date of November 14, 2008. (Please see page 7 of this application for all important dates.)*
9. Professional tournament management software s required. (Any professional software is acceptable; an Excel spreadsheet you made yourself is not.)



## **Section 2**

### **Detailed instructions of what must be included in the Kotei Application**

#### **2009 Kotei Application**

An independent contractor will organize each Kotei for the 2009 season. Alderac Entertainment Group (AEG) will select these independent contractors by evaluating the short but detailed Application (max. 4 pages) that must be submitted to AEG. No handwritten applications will be accepted.

No application will be accepted from any TO who has an unpaid or outstanding Samurai Fund balance.

This Kotei Application must include the following:

*(If your proposal is missing any of this information, it will not be approved.)*

#### **Proposed Location:**

Please include the actual address and important information about the area (nearest airport, nearest major highways, local attractions, nearby eateries and hotels). All locations must have adequate seating for at least 64 people. If you are looking for a location to hold an event, look in the yellow pages under hall rental. Other popular locations include game stores, community centers and schools. Please include a picture or a link to your venue's website if possible.

*Once your location has been approved, it may not be changed for any reason.*

#### **Proposed Dates:**

Please provide at least two (2) dates between March 1, 2009 and June 30, 2009. Dates will be assigned according to how they fit into the available schedule.

*Once your date has been approved, you may not change it for any reason.*

#### **Tournament Team:**

Contact information for the entire team (email addresses and phone numbers). Please provide previous experience of the team members. Your tournament team must include a minimum of three (3) people with one filling each of the following roles:

##### **Tournament Organizer:**

This person is responsible for the logistics of the event such as paying for the prize kit and booking the venue. They are also responsible for running the tournament. Please note all major tournaments you've previously organized. Designate which member of your team will be your backup in case of an emergency.

*(The TO may not play in the event.)*

##### **Head Judge:**

This person must be well versed in the rules and rulings of the *Legend of the Five Rings* card game. Please note all judging experience and judging references.

*(The Head Judge may not play in the event.)*



**Scorekeeper:**

This person will be responsible for taking results and handling the tourney software. Please note the system and back-up system you will use for registration and pairings. (Any professional Swiss pairing software is acceptable, but software you have programmed yourself such as an Excel spreadsheet is not.)

*(The Scorekeeper may not play in the event.)*

**Support Staff:**

Your staff should be proportional to the number of players you anticipate for your event. The three staffers described above are the minimum. It is acceptable to supplement your staff with knowledgeable player judges.

**Shipping Address:**

Please provide a United States shipping address that accepts UPS or USPS deliveries. If you cannot provide a valid US shipping address, you will be responsible for USPS Express Mail International shipping charges. (This is the only international shipping with tracking.) This method is very expensive. Using a freight forwarder is the best option for non-US locations. Please email [lhayler@alderac.com](mailto:lhayler@alderac.com) for more information. **No exceptions!**

**Pre-Registration:**

Please list your pre-registration methods, if any.

**Entry Fee:**

Maximum: \$30.00 entry (USD or foreign equivalent)

\$45.00 entry (USD or foreign equivalent)

(If Kotei is held at a convention, the total cost of the convention entry fee plus the entry fee cannot exceed this amount.)

**Advertising Plans:**

Please list all of the advertising you intend to use. They can include the following:

**Websites:**

Please list which websites you intend to advertise your event on.

**Print:**

Please list any print ads you propose to use.

**Sponsorship:**

Please list any sponsors you already have or intend to secure if awarded the Kotei.



**Prize Support:**

Please list the types of prizes you intend to award, broken down by elimination rounds and general participation prizes. **Prize support cannot be sold or raffled.**

AEG Mandatory Prize Kit: Cost \$600 (USD)

AEG Prize Kit Contents: The AEG Prize Kit contents will be formally announced soon. It will contain two (2) cases of Samurai/Celestial legal product, as well as many other prizes for various finishers.

AEG Supplemental Prize Kit: Will be available for sale. The AEG Supplemental Prize Kit contents and sale price will be formally announced soon.

**Plans for High/Low Attendance:**

List your plans for dealing with high and low attendance.

**References:**

Please list at least three (3) references. They can be any combination of the following types of people:

- Players
- Store Owners
- Other TOs
- AEG Staff
- AEG Bounty Hunters

Sample Reference:

Mike Colson – AEG Staff – [mcolson@alderac.com](mailto:mcolson@alderac.com)



**Important Dates:**

October 3, 2008—Deadline for all Kotei Proposals

October 20, 2008—AEG will offer TOs Koteis

November 14, 2008—Deadline for accepting Kotei Bid and paying for the mandatory prize support package (and applicable shipping charges).

November 21, 2008—Kotei locations announced to the public. If you haven't paid for the prize kit, you will not be announced and you will not run a Kotei.

January 23, 2009—All Kotei Prize Kits shipped

March 1, 2009 through June 30, 2009—Kotei Season

Three (3) weeks prior to your event date—Deadline to alert AEG that your prize kit is missing. If AEG is not notified at least three weeks in advance, the TO is responsible for ALL expedited shipping costs. **No exceptions.**

**Submission Methods:**

All Kotei Applications should be submitted in one of the following methods: (If you choose to mail your request, use a shipping method with package tracking.)

**Mailing Address:**

Kotei 2009 Request for Proposal  
Alderac Entertainment Group  
4045 E. Guasti Road, Suite 210  
Ontario, CA 91761 USA

**FAX:** 909-390-5446

**EMAIL:** [mcolson@alderac.com](mailto:mcolson@alderac.com)

Also cc: [juliez@alderac.com](mailto:juliez@alderac.com)

**Please Note:** Applications submitted after the deadline will not be accepted.

If you have any questions about the above information, please contact the AEG Event Coordinator at [mcolson@alderac.com](mailto:mcolson@alderac.com) or call Alderac Entertainment Group at 909-390-5444.



### Section 3

## Legend of the Five Rings 2009 Kotei Application

**Location:** *Enter the city, region (state) and country. You might also want to include the closest major city.*

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**Applicants:** *List everyone on the event team.*

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**Shipping Address:** *This is where the Kotei kit will be mailed. (Not always where the event is held.)*

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**Venue Information:** *The address of where the event will be held.*

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**Contact Information:** *The TO's email address and phone number go here. Make sure all correspondence comes through the TO.*

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**Proposed Dates:** *List at least two (2) different dates between March 1<sup>st</sup> and June 30, 2009 that you would like to run your Kotei.*

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**Kotei Logistics:** *Plans for prize support, side events and/ or other neat stuff you would like to do at your event.*

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**Location Information:** *Hotels, dining, and local attractions. Why would your city be a good location?*

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**Advertising Plans:** *Websites, billboards, TV ads. How do you plan to inform people about your event?*

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**Event Team Experience:** *Please give precedent to L5R experience.*

**Tournament Organizer:**  
*(The TO may not play in the event.)*

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**References:** *List at least three (3). Best references are storeowners, other TOs and AEG Staffers. Ask for permission before using people as references. Provide current contact info for your references.*

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**Other:** *Any other relevant information you would like to tell us about you, your city, or your event.*

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