

## UK FREEFORMS POLICY ON THE ALLOCATION OF GAME SPACES TO POTENTIAL PLAYERS

### The Identification of Available Character Roles:

1. The GMs for the upcoming weekend game "Game" for the following year (the "GMs") may, in their absolute discretion, permit children (under 18 years of age) to take part in the Game.
2. The GMs shall supply to UKF, as soon as reasonably possible and, in any event, in advance of UKF conducting the lottery, a breakdown of:
  - a. the number of character roles of each gender (M, F, N and A= any other gender type), with the exact meaning of neutral/other gender roles being defined by the GMs; and
  - b. the number and gender of character roles for children (under 18 years of age)(collectively, the "spaces") which are eligible for casting in the game.
3. In the event that the GMs create additional character roles for the game prior to the Game, the GMs shall notify UKF as soon as reasonably possible. UKF shall allocate any such additional character roles in accordance with the process used for the allocation of spaces, as set out below.

### Registering an Interest for the Game:

4. Immediately following the just concluded weekend game "Last Game", UKF shall gauge the interest for the Game by inviting players interested in participating in the Game ("Potential Players") to register, using an online survey and/or any other appropriate and accessible method determined by UKF in its absolute discretion (the "Survey") and announced by UKF in advance of its implementation.
5. UKF shall ensure that the Survey remains open for completion for a period of approximately two weeks after the end of the Last Game or such other period as UKF deems appropriate. UKF shall advertise the closing date and time (the "Closing Date") for the Survey on the UKF mailing list and the UKF Facebook page and on such other mailing lists, websites, and social media presences as UKF deems, in its absolute discretion, appropriate but giving not less than 48 hours prior notice.
6. Potential Players shall notify UKF in the Survey which of the following categories they wish to be considered to participate in the Game as (their "Category") and the preferred gender of their character in the game (their "Preferred Gender"), using the definitions provided by the GMs:
  - a. a single individual (M, F or N); or
  - b. a couple (of whatever combination of M F N or A); or
  - c. a family group (with details of the relevant gender types as above). Children under 18 must be accompanied by a parent or legal guardian.
7. UKF may, but shall not be required to, seek clarification if any Potential Players who link themselves in any response to the Survey do not select the same Category as each other.
8. Any Potential Player may, at any time, withdraw their expression of interest in participation in the game by notifying UKF by means of an email to: [ukf-admin@ishtari.co.uk](mailto:ukf-admin@ishtari.co.uk)

9. If there are:
  - a. fewer Potential Players than the number of spaces in the game, both overall or for all individual gender categories, then there will be no need for UKF to adopt an additional process for the allocation of spaces to Potential Players.
  - b. more Potential Players than the number of spaces in the game, either overall or for any individual gender categories, then UKF will conduct a lottery to allocate spaces, in accordance with the procedure set out below.

Pre-Allocation of Spaces to the GMs of the Weekend Game of the Current Year, their Partners and Dependents:

10. If there are:
  - a. six or fewer GMs from last game who have registered as Potential Players, UKF shall pre-allocate one space to each member of the GM team for the last game, up to a maximum of six, who have registered as Potential Players.
  - b. more than six GMs from the Last Game who have registered as Potential Players, UKF shall pre-allocate spaces to six of those GMs, selected at random, and add the remaining GMs to the lottery.
11. UKF shall pre-allocate three spaces to significant others and/or children of less than 18 years of age (provided that the GMs have confirmed to UKF the eligibility of children to participate in the game) of the current year's GMs or essential game support staff (the "GMs' Partners & Dependents") who have registered as Potential Players.
  - a. If three or fewer GMs' Partners and Dependents have registered as Potential Players, then UKF shall pre-allocate spaces to all GMs' Partners & Dependents.
  - b. If more than three GMs' Partners & Dependents have registered as Potential Players, then UKF shall pre-allocate spaces to three GMs' Partners & Dependents, selected at random, and add the remaining GMs' Partners & Dependents to the lottery.

Pre-Allocation of Spaces to waitlisted players from the Last Game

12. Players who registered for the previous year's game by the Closing Date and
  - c. did not get into the game in the initial draw;
  - d. remained on the Waitlist until the previous year's game ran;
  - e. were not offered a place in that game;
  - f. did not decline a place in the game if offered;

will be pre-allocated a space in the Game. This will be for the immediate Game and will not be transferrable to future years. They must register their desire to play the current game at the same time as all other prospective players.

#### Pre-Allocation of Spaces to the UKF Organisers:

13. UKF shall pre-allocate, in its absolute discretion, up to three spaces for UKF organisers (who shall be chosen as UKF deems fit, in its absolute discretion), in order to facilitate the delivery of the functions necessary for the efficient organisation of the game which may include, but shall not be restricted to, hotel liaison, finance, technical support and transportation.

#### Pre-Allocation of Spaces to New non-child Players, their Partners and Dependents:

14. UKF shall pre-allocate four spaces for players who have not previously attended a UKF weekend game ("New Players") who have registered as Potential Players.
  - a. If four or fewer New Players have registered as Potential Players, then UKF shall pre-allocate spaces to all New Players.
  - b. If more than four New Players have registered as Potential Players, then UKF shall pre-allocate spaces to four New Players, selected at random, and add the remaining New Players to the lottery.
15. UKF shall pre-allocate two spaces to significant others and/or children of less than 18 years of age (provided that the GMs have confirmed to UKF the eligibility of children to participate in the game) of the New Players ("New Players' Partners & Dependents").
  - a. If two or fewer New Players' Partners & Dependents have registered as Potential Players, then UKF shall pre-allocate spaces to all New Players' Partners & Dependents.
  - b. If more than two New Players' Partners & Dependents have registered as Potential Players, then UKF shall pre-allocate spaces to two New Players' Partners & Dependents, selected at random, and add the remaining New Players' Partners & Dependents to the lottery.

#### The Lottery:

16. UKF shall appoint an independent person (the "ID Holder"), who is not a Potential Player and is unrelated to any person connected with UKF and/or the GMs, to facilitate the allocation the remaining spaces in the game to Potential Players on an anonymous basis.
17. UKF shall provide the ID Holder with a list of the entries to be included in the lottery (each being a "Unit"), which shall specify the Category and the Preferred Gender of the Potential Players which make up each Unit - ie:
  - a. a single individual (M, F, N, A); or
  - b. a couple (with whatever permutation) or
  - c. a family group (with details of the relevant gender numbers and child players if appropriate as above).

For example, UKF shall enter two Potential Players who have registered as a couple collectively as a single Unit in the lottery. Likewise, UKF shall enter four Potential Players who have registered as a family collectively into the lottery as a single Unit. This will reduce the chance of such Potential Players having their Unit drawn in the lottery but, if their Unit is drawn, increases the chance that all Potential Players in the Unit are offered a space.

18. The ID Holder shall:
  - a. create an anonymised list of the Potential Players (the “Anonymised List”) in which each Potential Player is identified solely by: i. a unique number (their “ID Number”); and ii. their Preferred Gender.
  - b. create a list (the “Key List”) in which each Potential Player is identified solely by: i. their first and last name; and ii. their associated ID Number.
19. The ID Holder shall:
  - a. provide the Anonymised List to UKF.
  - b. provide the Key List to not less than two third parties on condition that the Key List shall not be shared, prior to the results of the lottery being announced, with any other person and especially not with any person connected with UKF.
20. UKF shall notify all Potential Players and shall conduct the drawing of the lottery at a place and time of its convenience, in the presence of not less than two UKF organisers. Interested parties shall be entitled to attend the drawing of the lottery at their own expense.
21. UKF shall, using the Anonymised List, select Units at random until all of Units in the lottery have been drawn. UKF shall allocate spaces to Potential Players in the order in which the Units were selected, subject to the Preferred Gender of the relevant Potential Player being compatible with the gender of an available space.
22. UKF shall compile:
  - a. a list, in the order drawn in the lottery, of the ID Number of every Potential Player whose Unit was drawn in the lottery and who was allocated a space (the “Player List”).
  - b. a list, in the order drawn in the lottery, of the ID Number and Preferred Gender of character of every Potential Player whose Unit was drawn in the lottery but for whom no space was available that was compatible with their Preferred Gender (the “Waitlist”).

Publication of the Results of the Lottery:

23. UKF shall publish:
  - a. the Player List; and
  - b. the Waitlist,as soon as reasonably possible after conducting the lottery.
24. The ID Holder shall, as soon as reasonably possible after the drawing of the lottery:
  - a. publish the Key List, enabling the Player List and the Waitlist to be decrypted;
  - b. compile the Player List in decrypted form and make such list available, on request, to any Potential Player and UKF; and
  - c. compile the Waitlist in decrypted form and make such list available, on request, to any Potential Player and UKF.

However, in the interests of security, the ID Holder shall not publish the decrypted Play List and/or the decrypted Wait List.

25. UKF shall notify the Potential Players on the Player List and the Waitlist of the results of the lottery.

26. Once the Player List and the Waitlist have been publicly posted, UKF shall not publish any updates to either such list.

Players Dropping out of the Game:

27. If any Potential Player on the Player List does not wish to take up their space then they must notify UKF accordingly.
28. If a Potential Player who is part of a Unit comprised of more than one Potential Player chooses not to take up their space then the other Potential Players who comprise that Unit may decide independently whether they still wish will take up their spaces.
29. Spaces, whether pre-allocated or allocated through the lottery, are not transferrable under any circumstances and can only be taken up by the relevant named individual.
30. In the event that a Potential Player on the Player List notifies UKF, at any time, that they have ceased to desire to participate in the Game then:
  - a. if the GMs have not yet completed the casting for the Game, UKF shall offer the space to the next Potential Player on the Waitlist whose Preferred Gender of character matches that of the space which has become available; and
  - b. if the GMs have completed the casting for the Game, the GMs shall notify UKF which Potential Player on the Waitlist, in their absolute discretion, they wish the space to be offered to. UKF may provide the GMs with information regarding the availability of hotel room spaces but, for the avoidance of doubt, the final decision will rest with the GMs.
31. UKF shall be responsible for communicating with any Potential Player regarding whether they wish to accept or reject the offer of a space, any requirement to pay for such space and any other applicable logistical aspects of their attendance at the Game. Potential Players may accept or reject any offer of a space in their absolute discretion and, if the offer of a space is accepted, UKF shall add the name of the relevant Potential Player to the Player List.
32. For the avoidance of doubt, the acceptance or rejection of space by a Potential Player shall be deemed to constitute an irrevocable agreement by that Potential Player:
  - a. to abide by and refrain from contesting the results of the application of this policy to the process for the allocation of spaces in the Game; and
  - b. to accept the associated terms and conditions, as set out in this policy, covering the Game.

### Payment:

33. In consideration for being awarded the opportunity of a space, all Potential Players on the Player List who wish to confirm their space in the Game (“Confirmed Players”) must pay to UKF:
  - a. the game fee, being a sum determined by UKF in its absolute discretion, which shall be payable within 30 days of UKF offering the space;
  - b. Players may contact UKF to discuss paying their game fee in instalments. Any payment plan must be concluded, and the full game fee paid by the end of the month of September in the year immediately preceding the game.
  
34. UKF shall remind any Confirmed Player who has not made full payment or set up a payment plan with UKF by the required date, on a single occasion only, that any such payment is still outstanding. If UKF does not receive the full balance of the overdue payment within 14 days of the date of issue of the reminder then, at UKF’s discretion:
  - a. the space will be offered to players on the Waitlist, who (if accepting the offer of a space) shall be required to pay their deposit within 30 days of being issued with the offer;
  - b. the Potential Players who failed to pay by the deadline will be removed from the Player List and, if they so wish, added to the bottom of the Waitlist; and
  - c. any Potential Players in a Unit which includes a Potential Player who fails to pay and is removed from the Player List shall still be entitled to take up their space, subject to having paid their applicable fee by the relevant date.
  
35. If a Confirmed Player withdraws from the game:
  - a. before casting, UKF shall refund all monies paid by that player for that game, minus an administration fee of £10;
  - b. between casting and 30 calendar days prior to the start of the game, UKF shall refund half of all monies paid by that player for that game;
  - c. less than 30 calendar days before the game start, UKF shall not be required to issue a refund of any monies paid by the player for that game.
  
36. For the avoidance of doubt, any fees paid by any Potential Player in respect of a game are not transferrable to future games.

### Miscellaneous Terms and Conditions:

37. UKF shall be entitled, in their absolute discretion and without giving reasons, to exclude any Potential Player from consideration for allocation of a space and/or participation in the Game, whether before or after commencement of the Game. Factors which UKF may take into account shall include, but are not limited to, conduct at a UKF event or any other event which constitutes: participating in any illegal activity; acting in such a way as to endanger others; acting in an antisocial manner that is likely to spoil the enjoyment of others; being identified by the GMs as a person who hinders the casting or conduct of the game; causing damage to an event space; acting in breach of any anti-harassment policy, or otherwise acting in such a way likely to bring the reputation of UKF into disrepute.

38. The liability of UKF and its representatives and members and of the GMs under and in connection with this agreement and the preparation and administration of the game shall, save to the extent precluded by law, be limited to the refund of the game fee, less any reasonable expenses incurred.