



## Disqualification Reporting Procedure

### **Introduction**

This document outlines for tournament players, judges and organizers their responsibilities for reporting the disqualification (DQ) of a DCI member from a DCI-sanctioned event.

This document is not intended to provide instructions on how to conduct a disqualification or on-site investigation. Head judges and tournament organizers should decide how best to conduct such reviews based on their particular circumstances.

### **Rationale**

All disqualifications from DCI-sanctioned events are reviewed by the DCI and are subject to investigation. Gathering statements and information according to this procedure reduces the length of time needed to resolve DCI reviews and investigations, and increases the accuracy of the required information. These reports also help assure that disqualifications are fairly issued.

### **Summary**

When any disqualification is issued during a DCI-sanctioned tournament, the head judge is required to file a detailed report with the Organized Play Investigations Manager at Wizards of the Coast Headquarters in Renton, WA (USA) within four business days of the conclusion of the tournament or convention.

### **Application**

- Compliance with this policy is required for all DCI-sanctioned tournaments.
- This policy applies to any DCI member that disrupts or interferes with a DCI-sanctioned tournament, including those not enrolled or active in that tournament.

### **Procedure**

The head judge is responsible for documenting all information gathered as part of the decision to disqualify a player, plus any additional information that may assist the DCI in evaluating the incident. All reasonable efforts should be made to minimize the disruption that collecting information and statements may have on the tournament.

### **Information to be collected**

**Statements:** Statements should be gathered from the following people as applicable:

- Disqualified player
- Opponent(s)
- Judges involved with the DQ
- Head Judge
- Observers interviewed in connection with the DQ

A player's statement is their written account of the relevant events leading up to and including the disqualification, including a denial or admission of the infraction(s) for which they were disqualified.

### **Head Judge's statement**

The head judge must provide their account of the disqualification. In this account, the head judge should indicate if anyone refused to provide a statement or otherwise hindered or interfered with the collection of information for a DQ report. If the head judge or tournament organizer believes it is not in the best interest of

the event to obtain a written statement from anyone involved with a disqualification, that opinion should be indicated in the head judge's report.

Statements should include the following information:

- full name
- mailing address
- email address
- DCI number
- phone number
- date of birth

*Other information:* The head judge should collect any documents or information relevant to the disqualification. This may include, but is not limited to:

- Player registration sheet
- Deck registration sheet (sealed or constructed)
- Draft deck list (judge may need to create)

Players that fail to comply with the instructions of a head judge, tournament organizer, or other tournament official are subject to review by the DCI. This may result in the suspension of their DCI membership. Failure to comply includes refusing to provide a written statement in connection with a disqualification.

Players and judges should write their statements in the language they are most comfortable using; translations will be obtained by the DCI (the head judge may also provide translations if they wish to do so). The head judge should review statements for legibility and clarity.

The head judge should include the **date** and **sanctioning number** of the event on each statement before submission to the DCI.

### **Submitting DQ reports to the DCI**

The head judge must send complete DQ reports to the Organized Play Investigations Manager within four business days following the end of the tournament or convention. The head judge must retain a copy of the DQ report, including all information collected for a period of one year. A cover sheet should be included with all disqualification reports; use of the cover sheet at the end of this document is recommended.

The tournament organizer must assist the head judge in any reasonable way to assure the timely submission of a DQ report (i.e., reimbursing the head judge for secure mail fees or fax service).

**Fax, email or secured mail** (i.e., UPS, FedEx, DHL) must be used for the submission of DQ reports. **Regular mail should not be used.** Reports should be submitted via a single delivery method.

- *Fax number:* 1-425-687-8287
- *Email address:* [dqreports@wizards.com](mailto:dqreports@wizards.com). Scanned items should be sent as .tiff, .gif or .jpg files.
- *Secured mail address:* *Wizards of the Coast*  
*ATTN: Organized Play Investigations Manager*  
*1801 Lind Ave SW*  
*Renton, WA 98055 (USA)*

If **fax or secured mail** is used, please send an email to [dqreports@wizards.com](mailto:dqreports@wizards.com) with a brief notice of the forthcoming report.

Questions and comments regarding this procedure should be sent to [dqreports@wizards.com](mailto:dqreports@wizards.com).



**Disqualification Report Cover Sheet**  
 Attn: Organized Play Investigations Manager

Event Information	
Date	
Sanctioning number	
Event Name / Location	
Tournament Organizer	
T.O. DCI#	

Disqualified Player	
Name	
DCI number	
Email address	
Mailing address	
Phone number	
Infraction(s)	

Head Judge Information	
Name	
DCI number	
Email address	
Phone number	

Please indicate which items are included with this report			
<input type="checkbox"/>	Head Judge's statement (required)	<input type="checkbox"/>	Deck registration sheet
<input type="checkbox"/>	Disqualified player's statement	<input type="checkbox"/>	Player registration sheet
<input type="checkbox"/>	Other Judges' statements	<input type="checkbox"/>	Draft deck list
<input type="checkbox"/>	Opponent's / Other players' statements	<input type="checkbox"/>	Other items (please specify below)

Please forward all indicated items via a single method:

- Fax number: 1-425-687-8287
- Email address: [dgreports@wizards.com](mailto:dgreports@wizards.com). Scanned items should be sent as .tiff, .gif or .jpg files.
- Secured mail address: *Wizards of the Coast  
 ATTN: Organized Play Investigations Manager  
 1801 Lind Ave SW  
 Renton, WA 98055 (USA)*