

UWE: Harrowvale Roles & Responsibilities

- Head Shaper - 75 frags
- Assistant Head Shaper - 60 frags
- Shaper - 55 frags
- Monster Marshal - 45 frags
- Narrator - 40 frags
- Seasonal NPC - 35 frags
- Costume Marshal - 25 frags
- Logistics - 20 frags *does not pay for game
- New Player Liaison - 20 frags
- Head Medical Marshal - 20 frags
- Medical Marshal - 15 frags
- Head Armor/ Weapons Marshal - 20
- Armor / Weapons Marshal - 15 frags

All roles in attendance as an NPC during the event will also receive a blanket, in addition to the frags listed above.

NPC roles need to understand and adhere to:

- All members of the plot team represent Underworld LARP Edmonton: Guildhouse Harrowvale and must adhere to our behavior policies.
- Watch for and report cheating, harassment or other violations of rules or policies.
- Are expected to attend 80% of the games they sign up for that season. If games need to be missed, please notify the HOP or GMs as soon as possible so they have enough time to accommodate.
- Follow proper procedure when expensing items (refilling plot kit, first aid kits, marshaling kit.)
 - There will be an expense form one needs to fill out in order to be reimbursed. This form will be accompanied by the receipt given upon purchase of items.
- Should a player and any role get into an argument that cannot be resolved, the argument must be taken to either Carolina or Megan.
 - No role should tolerate disrespectful behavior from a player or fellow plot team member. Please be respectful when dealing with others.

Head Shaper

Rewards: 75 Frags

- Lead the monthly plot meeting.
- Shapers must be able to write a minimum of 8 approved mods per regular weekend Event. This number is increased to 12 on long weekend events.
- Shapers must have the ability to take a leadership role and supervise shift NPCs during mods.
- When a call needs to be made, the seniority is as follows:
 - *Owners >Lead Shaper>Monster Marshal > Shapers > Narrators > Seasonal NPCs > Shifters*
- All members of the plot team represent Underworld LARP Edmonton: Guildhouse Harrowvale and must adhere to our behavior policies.
- All members of the plot team are asked to attend one voice chat based meeting per month. In the event that the shaper is unable to attend the scheduled meeting, they are expected to keep themselves up to date by reading the meeting notes and submitting their feedback within 3 days of the meeting.
- Shapers must remain impartial - they must never target specific players, nor can they show favoritism to others. A Shaper should not run plot for their immediate friends or rp group, nor run plot that is too closely tied to their PC without explicit permission from the guild owners.
- Write story arcs, mods, and insta- mods which fit in with and enhance the game world and setting.
- Write personal plot for PCs, permitted they first receive the backstory and personal plot history from the ownership team. The personal plot should always be vetted prior to the event.
- Write Pathway (Dragon / God) plot for PC's, should there be a conflict of interest amongst the person you are writing for, this responsibility will fall to the Assistant Head Shaper. They may reference the Head Shaper for information, advice, but the plot must then be run by the Assistant HoP.
- Record player deaths, follow up after in-game thefts (supervise in-game thefts), oversee the creation of henges, churches (and other skills that require rp to create.)
- Act as a ritual marshal, once appropriate training is completed.
- Assist with plot camp set up and take down.

Assistant Head Shaper

Rewards: 60 Frags

- Shapers must be able to write a minimum of 6 approved mods per regular weekend Event. This number is increased to 10 on long weekend events.

- The Assistant Head Shaper is also responsible for writing at least 3-4 insta mods, or helping to review insta mods written by Shapers and Narrators.
- Shapers must have the ability to take a leadership role and supervise shift NPCs during mods.
- When a call needs to be made, the seniority is as follows:
 - *Owners >Lead Shaper>Monster Marshal > Assistant Lead>Shapers > Narrators > Seasonal NPCs > Shifters*
- All members of the plot team are asked to attend one voice chat based meeting per month. In the event that the shaper is unable to attend the scheduled meeting, they are expected to keep themselves up to date by reading the meeting notes and submitting their feedback within 3 days of the meeting.
- Shapers must remain impartial - they must never target specific players, nor can they show favoritism to others. A Shaper should not run plot for their immediate friends or rp group, nor run plot that is too closely tied to their PC without explicit permission from the guild owners.
- Write story arcs, mods, and insta- mods which fit in with and enhance the game world and setting.
- Write personal plot for PCs, permitted they first receive the backstory and personal plot history from the ownership team. The personal plot should always be vetted prior to the event.
- Write Pathway (Dragon / God) plot for PC's, should there be a conflict of interest amongst the person you are writing for, this responsibility will fall to the Head Shaper. They may reference the Head Shaper for information, advice, but the plot must then be run by the HoP.
- Record player deaths, follow up after in-game thefts (supervise in-game thefts), oversee the creation of henges, churches (and other skills that require rp to create.)
- Act as a ritual marshal, once appropriate training is completed.
- Be able to create and sign tags as needed for players / the game.
- Assist with plot camp set up and take down.

Shaper

Rewards: 55 Frags

- Shapers must be able to write a minimum of 6 approved mods per regular weekend Event. This number is increased to 10 on long weekend events.
- Shapers must have the ability to take a leadership role and supervise shift NPCs during mods.
- When a call needs to be made, the seniority is as follows:
 - *Owners >Lead Shaper>Monster Marshal > Shapers > Narrators > Seasonal NPCs > Shifters*
- All members of the plot team are asked to attend one voice chat based meeting per month.

- In the event that the shaper is unable to attend the scheduled meeting, they are expected to keep themselves up to date by reading the meeting notes and submitting their feedback within 3 days of the meeting.
- Shapers must remain impartial - they must never target specific players, nor can they show favoritism to others. A Shaper should not run plot for their immediate friends or rp group, nor run plot that is too closely tied to their PC without explicit permission from the guild owners.
- Write story arcs, mods, and insta- mods which fit in with and enhance the game world and setting.
- Write personal plot for PCs, permitted they first receive the backstory and personal plot history from the ownership team. The personal plot should always be vetted prior to the event.
- Record player deaths, follow up after in-game thefts (supervise in-game thefts), oversee the creation of henges, churches (and other skills that require rp to create.)
- Act as a ritual marshal, once appropriate training is completed.
- Be able to create and sign tags as needed for players / the game.
- Must be present in plot camp in order to run their appropriate mods, to avoid confusion. Or entrust another shaper with the appropriate information to allow them to run it instead.
- Assist with plot camp set up and take down.

Monster Marshal

Rewards: 45 Frags

- Maintain a highly efficient and organized plot camp and kit including the sorting of tags.
- Direct NPCs and shifters to put things back in the correct place when returning from a mod.
 - Ensure unused tags are dropped off and re-sorted back into the plot kit or destroyed.
- Understanding the mod book and what is appropriate to run, when and where. Taking advice from shapers reporting in, to ensure consistent and quality content from behind the screens.
 - Ensure that the stats and loot being sent out are balanced well and provide a proper challenge to the player base as a whole, while still being rewarding.
- The monster marshal should utilize the mod book to decide which mods to prepare and have a plan for which mods will be sent out next. They should be able to construct a tentative schedule and prepare accordingly, taking input from shapers to adjust as needed.
 - Communicate with shapers so they know when to be in plot camp to run their mods
- Prepare NPCs for mods including stats, RP briefing, and clarifying any question that might come up.
- Receive player inquiries or reports at plot camp, ensure the report is recorded and that the shapers/owners are notified. This will ensure that skill uses or other reports are not forgotten or ignored.

- Record any magic items written by shapers in the appropriate document, as well as any magic items created at game.
- Sign in shifters and ensure that they understand their roles while on shift.
- Double check all the mods submitted by shapers to ensure that the mods are stattd correctly. Leave comments / suggestions if you feel the stats should be changed. If a shaper asks for your help in statting, please do so.
- Ensure all mods that are submitted have written loot before game and organized for game start.
- Given permission to write and sign tags as per logistics, as well as on site when players are creating artifice or doing production.
- Assist with plot camp set up and take down.

Narrator

Rewards: 40 Frags

- Narrator's must be able to write a minimum of 4 approved mods per regular weekend Event. This number is increased to 6 on long weekend events.
- They must also write at least 8 approved insta-mods per event.
- Narrators must remain impartial - they must never target specific players, nor can they show favoritism to others. A Narrator should not run plot for their immediate friends or rp group, nor run plot that is too closely tied to their PC without explicit permission from the guild owners.
- All members of the plot team are asked to attend one voice chat based meeting per month.
 - In the event that the shaper is unable to attend the scheduled meeting, they are expected to keep themselves up to date by reading the meeting notes and submitting their feedback within 3 days of the meeting.
- Narrators must have the ability to take a leadership role and supervise shift NPCs during mods. Ideally, no shifters should ever be sent out without a shaper, narrator or seasonal npc among them. The Narrator should go out as one of the NPCs and lead by example while also supervising the other NPCs. In most cases, they should not be marshalling the mod OOG.
- Assist with plot camp set up and take down.
- When a call needs to be made, the seniority is as follows:
 - *Owners >Lead Shaper>Monster Marshal>Assistant Lead>Shapers > Narrators > Seasonal NPCs > Shifters*
- Will need Head Shaper/ Shaper permission in order to sign and write tags for players.

Seasonal NPC's

Rewards: 35Frag

- Seasonal NPCs must have the ability to maintain confidentiality when dealing with plot and character information, as these things are often discussed during meetings or in plot camp.
- Ideally, no shifters should ever be sent out without a shaper, narrator or Seasonal NPC.
- Seasonal NPCs must remain impartial - they must never target specific players for out of game reasons, nor can they show favoritism to others.
- Seasonal NPCs should have the ability to make occasional judgment calls during the event. These occasional calls are expected to not harm the integrity of the game. All such calls should be reviewed with ownership afterward. In most cases, if it does not hinder the flow of the game, it is better to have the players wait for an answer from the owners than to make an incorrect call.
- Seasonal NPCs are trusted with more plot information than weekend NPCs or Shifters, and thus are better equipped to deliver the story to the playerbase.
- Debrief other members of the plot team and guild owners in regards to the player response to mods. A verbal debrief with the relevant Shaper is usually acceptable. Anything that the Seasonal NPC feels is important to the story or should be followed up on.
- Assist with plot camp set up and take down.

Costume Marshal

Rewards: 25 Frags

- Ensure that plot camp is kept clean while npcs/ shifters are out on a mod.
- Handout costuming to npcs and shifters as needed.
- When shifters/npcs return costumes, it is your responsibility to fold/sort them into the correct bins.
- Ensure costumes, masks have been properly cleaned/sprayed down before they are put away.
- Ensure shifters are signing in with the Monster Marshals.
- Any laundry that must be done for the game will be the responsibility of the Costume marshal to clean and return items.
- If any costuming is ripped, torn or unusable please notify Gms, and they will go about replacing the item.
- You are to coordinate with the monster marshals, if they need help with statting or costuming up, that is something to communicate amongst yourselves.
- Assist with plot camp set up and take down.

Logistics

Rewards: 20 Frags *Does not pay for event*

- Report any issues with the logistics website, or any errors within the database. (please send a report to gms.harrowvale@gmail.com)
- To ensure emails are being answered in between games, properly sorted.
- To update any frag purchases in the database and update characters as needed.
- To ensure that NPC shift lists, Prelog list has been printed before each event.
- Envelopes are filled with character cards & RM, ready to be handed out at event
 - Tags are to be printed and cut out so that they can be stuffed into appropriate envelopes.
 - Additional Usage/Ability Tags handed out for magic items, rituals on spirit etc.
- Take payment at an event.
- Must ensure that money from the event, pc log list and npc sheet is given to Gms once log is closed.
- Should the need for printer ink arise, Logistics must purchase the ink on their own time, keep the receipt and an expense form should be sent to Gms for reimbursement. MUST have the receipt to scan/ send as well.
- Ensure that 2 people are present at the logistics table at all times. (While logistics is open)
- Write out any character sheets that have not been printed, new players, etc and hand them to the player.
- Make sure to get new players equipped with everything they will need for their first & second event.

NPL (New Player Liaison)

Rewards: 20 Frags

- To greet new players at the event and ensure their questions are answered before the game starts & during.
- To read through the 'New player speech,' going over the basics of the game and explaining any questions, roles (in or oog) that need clarification.
- Organize an event every 2 months minimum, a social event to invite new players to come and learn about the game.
- Be available to answer discord / facebook messages that players might have about the game, their characters, etc.

Medical Marshal

Rewards: 15 Frags

- **Head Medical Marshal:** is to report any and all injuries to the Gms at the end of the game. A record must be kept of all incident reports, so please email this information to:
gms.harrowvale@gmail.com
 - Head Medical Marshal's must submit a report after each game. For injuries and any supplies taken from the first aid kit. If there were no incidents / nothing used, no email is required.
- Medical marshals must have a valid First Aid/CPR Card in order to apply, this card must be emailed to gms prior to applying.
- A first aid kit will always be available in plot camp, fully stocked and usable by all Medical Marshals.
 - If anything in the first aid kit in plot camp is used, please record what is taken out so that it can be replaced. (This can be reported to Gms directly or to the Head Medical Marshal to include in their "after game" email.)
- For any major injuries / mental health issues which require a player to sit out, a medical marshal **MUST** write a written slip stating what time the player 'signed out' of game. In order for the player to return to combat/game, they have their slip signed off by the same medical marshal.
 - This slip will be given to the player as proof that they cannot participate in combat/game, the same slip will need to be signed off by the medical marshal.

Armor / Weapons Marshal

Rewards: 15 Frags

- Be there as logistics opens, ready to marshal weapons and armor.
- Write out armor cards for the amount of armor repped, hand to each player that is marshaled.
- Ensure that unsafe weapons / armor do not pass and inform the player that they may not use it during the game.
 - Offer suggestions on how the player can fix their unsafe weapon/ armor so it can potentially be fixed and re-marshalled.
- Weapons and armor will need to be re-marshalled every 3 months, please ensure the appropriate stickers with the date are on each weapon.
 - Players must ensure they are keeping track of their weapons and armor to get them re-marshalled within this time.
- ***Head armor marshal:** is to email Gms in case the marshaling kit requires any new equipment.
 - They will then purchase whatever is needed and bring / email receipt to Gms.

- There should always be two marshals at the table, if someone needs to go setup please arrange a time where there can always be 2 people available.
- Armor / Weapons Marshals should be at the table so long as logistics is open.

Disciplinary Actions

If anyone on the plot team is found to be in violation of their role as outlined in this document, the following disciplinary actions will be taken.

First Warning:

The ownership team will discuss the transgression with the [role] and a warning will be issued. Additional limitations may be given to the [role] for the remainder of the season.

Second Offense:

The [role] will forfeit all frags earned for the event in which the transgression took place. The ownership may choose to remove them from their position as a [role] or from the plot team.

Third Offense:

The [role] will receive a suspension for one or more events and will be removed from the plot team if they have not been already. A discussion with the ownership team will be required prior to returning to Harrowvale

If a [role] is removed from the plot team due to disciplinary action, or if they quit, they may receive a suspension from NPC shifts for a length of time to be determined by the ownership team. (Meaning they will have to opt out for the duration of their suspension.)