

How To DQ a Player

Every time a player is disqualified from a sanctioned event, the Head Judge is required to submit an investigation report. In this “How To” you will find how to do it and the process that follows.

Main things to remember

Required Information You Will Need:

- Disqualified player’s name and DCI number (ask the scorekeeper)
- Tournament sanctioning number (ask the scorekeeper or the tournament organizer)

The most important part is asking the player, involved judges, and witnesses to leave their **contact information**.

What to do?

Explain to the player the infraction they committed and the reason why they are being disqualified. Do what you can to de-escalate, but recognize that it may be impossible. Then, do the following:

- Inform the Tournament Organizer that you have disqualified a player. They may find the [TO DO FAQ](#) helpful.
- Print a copy of the 1-page [Player Disqualification FAQ document](#) (localized [here](#) at the bottom of the page), and hand it to the player. Help the player understand its contents as it has most information they need.
- Answer any additional questions the player may have.
- Gather all relevant statements. This may include other players or judges involved.
 - Offer the player the chance to write their statement. If they choose to write a statement, provide them with pen and paper. The player might be frustrated or angry, keep this in mind when dealing with them. Do not force them to do anything. If they wish to provide a statement at a later time, that is fine.
- Make sure the infraction and penalty is entered into WER (Wizards Event Reporter).
 - Go to the Penalties-tab on the event.
 - Fill in the correct penalty on the player that has committed the infraction.
- Within one week you should enter a disqualification report using the Google form linked from JudgeApps for each player who is DQ’ed.

What are statements?

A statement is a written record of the events from the perspective of the author. In order for the investigations committee to review the DQ properly, they need statements from as many involved parties as possible.

- Each statement should include the person’s name, DCI #, and email address.
- All statements must be submitted in writing (either on paper or by email). Verbal statements are not acceptable. Do **NOT** read the player’s written statement until after you have finished writing your statement. You may check the player’s statement very briefly to verify that you can read the handwriting and to confirm that the player’s contact info is correct
- Write your statement. To avoid influencing your own statement, be sure not to look at the other statements before writing your own.
 - Use punctuation, spaces, and skip lines. If your statement is a huge block of text, it’s very hard for the investigations committee to read it.

- Start your statement with when the incident happened (which round, time in the round, etc). Please be brief, provide only the cards in play, cards in hand, etc., that were directly relevant to your decision to disqualify the player.
- If you have any direct evidence (for example, pictures or video), please store it online and provide a link in your statement.
- Do include any background information about the player's experience, behavior, previous DQs, reputation, etc.
- State how sure you are. It's your responsibility to protect the integrity of your event, not to prove guilty beyond a reasonable doubt. The Investigations committee wants to know when you're removing a player because of accumulated circumstantial evidence versus when you're removing a player who you personally caught in the act.. .
- All statements must be entered as originally written. Please no reported speech. (See the Statements section about Translations).
- You will need to determine what statements are relevant and when to get them.
 - Disqualified players can submit their statement at a later time as described in the Player Disqualification FAQ.
 - If you consider the opponent's or any other spectator's statement to be relevant, ask them to write their statement. Obtain DCI numbers and email addresses.
 - If you consider any other judge's or staff member's statement to be relevant, you may ask them to write their statement later during the event or the next day by email.
- If possible, statements should be written in English.
 - If the person cannot write in English, they may write in their own language. If so:
 - Please translate the statement into English before uploading it.
 - If you cannot translate it, please enter as is, and someone will translate it later.
- When typing any statement, it is best to type it using a word processor first then copy/paste it in to avoid losing the content because of a misclick.

OK, where do I send these statements?

Great job getting all the statements. Now you have to send them in. Do the following:

- Go to Judgeapps <https://apps.magicjudges.org/investigations/>
- Fill out the Google form. If reporting a DQ on behalf of someone else, please make sure they have given you all of the relevant information first.
- After submitting a report, you will see a link that allows you to edit your submission later. Please bookmark this link in case you need it.
- If you have additional materials (such as photos, screenshots, etc) that can't be submitted through the Google form, please e-mail them to investigations@wizards.com. Include the player's name and DCI number.
- If you cannot access Google forms, send your report by e-mail to investigations@wizards.com instead.

All done, what happens next?

All cases from the current month will be reviewed by the investigation committee in the next month. If more information is needed, players/judge/spectators will be contacted via email.

- Following a set of rules, the committee votes on whether the infraction warrants additional penalties. The outcome can be:
 - No Action: The committee decides that no further action is required.
 - Warning Letter: The disqualified player is warned not to do it again.
 - Suspension: The player is suspended for a period of time, ranging from months to years.

Results are forwarded to Wizards of the Coast. And in the following month, Wizards of the Coast processes those cases. The disqualified player is notified of the resolution by email, and the player database is updated. While online, Wizards Event Reporter will show “suspended” status when entering a suspended player’s DCI number.