

Character Review Guide

Shadowhaven Support Document

Edit Log

Version	Date	Editor	Changes
1.0	04.20.2021	Silas (mechanics head)	Document created.
1.1	05/26/2021	DrBurst (Server Owner)	Added clarifications on how moderation interacts with reports generated by this process.

Table of Contents

Edit Log	2
Table of Contents	3
PURPOSE	4
TRIGGERING AND STAFFING	5
Triggering	5
Reviewer Requirements	5
Staff Pay	5
VARIATIONS	6
Limited	6
Individual	6
Full	6
Expanded	6
REVIEW NOTATION	7
Illegality	7
Possible Illegality	7
Note	7
Request for Clarity	7
Request for Data	7
POSITIVE EXAMPLE SHEET	8
NEGATIVE EXAMPLE SHEET	8
FULL AND EXTENDED REVIEWS	9

PURPOSE

The Character Review Process is a series of steps that the mechanics team, chargen team and thematics team will use to evaluate the legalities and possible irregularities with a character on Shadowhaven.

A character review is not a moderation tool. This process is not designed, nor should it be modified to be, a method for assigning guilt or blame for said mechanical irregularities or illegalities. The sole purpose of the Character Review Process is to find and log irregularities and illegalities for the benefit of the player and any individual requesting the review.

To maintain the integrity of the server, the members completing this form are expected to do so in good faith following all guidelines herein. Additionally, because this report may be utilized by the moderation team or the council as part of their duties, it is especially important that all information collected is as factual and free of bias as possible.

As a personal note: we are all volunteers who trade our time for fake LC currency. We do this because we value Shadowhaven and the friendships we make here. I appreciate that you have taken another stressful task upon yourself to help the community. The GMP associated with these tasks is insufficient for the time and emotional energy you'll invest, but the community is better for your efforts.

Thank you for your continued work building a fun and safe roleplaying community.

A handwritten signature in cursive script that reads "Sikzs".

TRIGGERING AND STAFFING

Triggering

- A player may request a limited or normal review of their player sheet.
- The server owner may trigger a review.
- Any four staff members of mechanics or chargen may trigger a review.
- Any department head may trigger a review:
 - Chargen,
 - Mechanics,
 - Moderation,
 - Shared Story,
 - or Thematics.

Reviewer Requirements

- Before completing any review, the staff member must read this guide and digitally “sign” in the #taskforcehaven channel.
 - To sign, simply post “**Character Review Guide #.#**” where #.# is the current version number.
 - It is expected that reviewers will periodically revisit this guide to view updates and refresh their memory of the process.
- Reviewers **MAY NOT** be the individual(s) who triggered the review.

Staff Pay

- There is no payout for reading the guide and digitally signing.
- There is a 2 GMP payout for limited reviews.
- There is a 5 GMP payout for all other review types.
- Review GMP is not capped by staff pay.

VARIATIONS

There are currently four versions of a character review utilized on Shadowhaven. Those four are--in ascending order of intensity:

Limited

- A limited review will be completed by one team member.
- This reviewer will focus on one element of the character. Evidence examined will include sheets, wiki pages, logs, paperwork channels, and so on as appropriate.
- Other areas are ignored unless irregularities lead the reviewer to recommend a wider review.
- A non-exhaustive list of areas for limited review are:
qualities, attributes, skills, martial arts, magic, ware, gear, vehicle legality, karma expenditure, nuyen earned and spent, GMP, character story, contacts, specific numbers (such as defensive stats, dice pools, or what happens during a background count,) or on table mechanics.

Individual

- An individual review will be completed by one team member.
- This review analyzes the entire character sheet, logs, paperwork channel, player GMP log, and so on.

Full

- Full reviews will utilize a team of 3 members.
- Each will complete an individual review, then--as a team--will complete the full review sheet.

Expanded

- Expanded reviews will be completed by a team of 3 or 5 members.
- Expanded review teams will include at least one council member or a designee of the council member
- Expanded review teams must have at least one representative from the chargen, mechanics, and thematics departments.
- No individual member may represent multiple departments.
As an example, DrBurst must explicitly be on the team as a mechanics member or a thematics member, but cannot represent both teams.

REVIEW NOTATION

Each item of record in the review will include a category, data, and an explanation.

- **Categories** include illegalities, possible illegalities, notes, requests for clarity, and requests for data as outlined below.
- **Data** is provided in the form of a screenshot or as a factual description free from connotation.
- **Explanations** include a short judgment free description of why you noted this item.

Illegality

An illegality is something that is expressly against the rules of Shadowhaven. Examples may be qualities that are banned.

Possible Illegality

A possible illegality is something that may or may not be illegal, depending on if the player is utilizing the items or information correctly.

Note

A note is intended to provide clarity to the requester or the player.

Request for Clarity

A request for clarity is when the reviewer requests information from the user. These should be simple questions without any judgment attached, and will most often be used for specific numbers or on table mechanics information.

Request for Data

A request for data may come in the form of asking for GMP logs, assistance in locating paperwork, or--in the case of older characters who may not have complete logs in the paperwork channel--a best guess about outdated information.

POSITIVE EXAMPLE SHEET

Category	Data	Explanation
Illegality	<ul style="list-style-type: none"> Sheet has Revels in Murder under positive qualities 	Revels in murder has been banned (see player rules here)
Possible Illegality	<ul style="list-style-type: none"> Sheet has Vashion Island suit equipped. Sheet has mortimer coat equipped 	Custom stack requires the items to be the same brand. These items cannot be stacked, but may be utilized individually.
Note	<ul style="list-style-type: none"> Power Focus F4 Spellcasting Focus F4 	Only one focus may be used at any time.
Request / Clarity	<ul style="list-style-type: none"> Mentor's mask for Mysad 	Did you take the adept or magician's version of mentor's mask?
Request / Data	<ul style="list-style-type: none"> No GMP data found in paperwork channel 	If you maintain a GMP sheet log, can you provide that? It would assist in our character review.

These statements are factual and provide valuable information to the requester and / or player. While we want to ensure that rules are followed, we shouldn't impose our version of fun on players if they are operating within the rules.

NEGATIVE EXAMPLE SHEET

Category	Data	Explanation
Illegality	<ul style="list-style-type: none"> Sheet has Revels in Murder under positive qualities 	You're not supposed to have this quality.
Possible Illegality	<ul style="list-style-type: none"> Sheet has Vashion Island suit equipped. Sheet has mortimer coat equipped 	You should buy coats and suits from the same brand to make them stack.
Note	<ul style="list-style-type: none"> Power Focus F4 Spellcasting Focus F4 	You wasted karma buying both foci. If you have a rating 4 power focus, getting a spellcasting focus makes no sense.
Request / Clarity	<ul style="list-style-type: none"> Mentor's mask for Mysad 	It looks like you're using both the adept and the magician version of mentor's mask, and that's not legal.
Request / Data	<ul style="list-style-type: none"> No GMP data found in paperwork channel 	Nobody can tell where all this GMP came from...it looks like there's way too much. Can you show us how you got this much?

These statements assign value and will damage our relationship and trust with the players here at Shadowhaven.

FULL AND EXTENDED REVIEWS

Full and extended reviews will require combining the reviews of several staff members into a single document. The process is outlined below:

1. The individual reviewers are selected; materials and files are distributed as needed.
2. Each reviewer completes an individual review utilizing the same notation as listed above.
3. When all reviews are complete, the reviewers combine all unique suggestions into a single review document.
4. The reviewers will each vote yes or no on whether or not each line item should be included in the final report; since each team should have an odd number of members, but--should a member abstain and an even split occur--the feedback will be included by default.
5. Before returning the report, all votes will be removed from the review sheet. Only the final combined report is submitted to the initiating party.

HANDLING OF INFORMATION BY MODERATION

In a separate process, the moderation team may review information gathered as part of these reviews, however, since the only course of action for cheating is a permanent ban, the following should be considered as mitigating reasons for any sheet's shortcomings, among other mitigating reasons:

1. Missed errors during chargen reviews
2. Chargen program failing to enforce a rule
3. Chargen program bug
4. Previous ShadowHaven rulings that have since been reversed
5. Unclear wording on the Shadowhaven's wiki
6. Rule unwritten on the Shadowhaven's wiki

However, there are some circumstances that increase the likelihood that the player cheated, including but not limited to

1. Player custom modification of the chargen program
2. Custom and illegal items such as muscle toner 4