

Player Verification SOP

SOP #	Written by	Date Implemented	Date Last Modified
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Purpose	Establish a consistent and controlled process to verify players gender identity to maintain competitive integrity.
Scope	This SOP applies to any staff member working on the verification of players
Responsibility	The Managing Partner is responsible for this SOP
Procedure	1. Review a player verification form and ensure all required fields are completed. a. If any sections are missing or incomplete reject the form and instruct the player to resubmit the form with any missing fields. 2. Verify the Player's Discord. 3. Match the Player's IGN to Overstat. a. If the player has no Overstat search the player on Apex Legends Status. b. If a player has no account history, reach out for additional verification. i. Ask the Player to submit a screenshot of their stats page, on 3 randomly chosen legends, and in the firing range.

- ii. Additionally verify the platform on which the player plays (Steam, EA, Playstation, Xbox, Switch 2)
- 4. Verify the players social media and compare to their name.
 - a. If their name is not shown or is an alias such as their IGN or Stream name reach out for additional verification
 - i. Ask the player to submit identification with their name on it, ensuring any identifying information like a document number or address is blacked out.
 - ii. If a player's chosen/preferred name is different from their legal name, ask them to additionally submit an email, letter, or another document that has their preferred name on it, dated at least one month prior to verification.
 - iii. After a player's identity is verified, discard these photos.
- 5. Once all verification steps are complete notify the Director of Technology to assign verified status to the player.
 - a. If you are unable to verify the player, let them know via their additional contact method and the reasoning why. Additionally notify the managing partner as to the reasoning.