

The Atlantian Book of Policy

Effective February 2015

By the Grace of Their Majesties of Atlantia, Michael and Seonaid, this is the updated Atlantian Book of Policy, being a compilation of the Policies of the Great Officers of State of the Kingdom of Atlantia. Atlantia is a branch of the Society for Creative Anachronism, Inc., and this Policy is published as a service to the SCA's membership. Subscriptions (available only to members) are \$35 per year. Memberships are available from the Office of the Registry, SCA, Inc., P.O. Box 360789, Milpitas, CA 65036-0789. All changes of address or questions about subscriptions should be sent to the Registry.

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1 Kingdom Seneschal Policies

1.1 Group Seneschal

1.1.1 Every group must have a seneschal.

1.1.2 To receive a warrant, a letter should be sent to the Regional Deputy Seneschal stating the outgoing seneschal's intent to resign and the nominee's willingness to accept the office. The letter must include the nominee's SCA and legal names, complete address, telephone numbers (day and evening), and times most easily reached by phone, membership number, type, and expiration date. It should be signed by both the outgoing seneschal and the nominee and two other group officers. Should this be impossible (due, for example, to the death, severe illness, or disappearance of the outgoing seneschal) a letter of explanation should be presented to the Kingdom Seneschal, signed by at least two group officers. Please remember that all officers are appointed by the Crown and the corresponding Officer of State. Letters regarding a change in the seneschal should say: "The people of X request that Y be appointed as the seneschal", not "Y is the new seneschal of X". In accordance with Corpora, all seneschals must be paid members of the SCA, and must have ready access to the kingdom newsletter. Seneschals are considered "Acting" once their request for a warrant has been received by a regional seneschal. Seneschals are warranted when they are listed in the Acorn.

1.1.3 Every seneschal should check his or her listing in each month's Acorn to be sure that the information there is accurate, current, complete, and should notify the Kingdom Seneschal promptly of any changes. Any contact information changes

are to be sent concurrently to the Kingdom Seneschal and the Kingdom Chronicler.

- 1.1.4** Every seneschal should have a deputy, who should be prepared to take over the seneschal's office on short notice. The Kingdom Seneschal is to be notified of any change in the deputy's name, address, or telephone number.
- 1.1.5** Each seneschal shall be warranted for a term of two years. A seneschal may request re-warranting for a second two-year term, not to exceed a total of four consecutive years in office. No seneschal may hold any other office, at any level, unless the other office requires so little work as to not interfere with the seneschal's duties AND no one else can be found to fill it. No territorial Baron or Baroness may be seneschal of his/her Barony or of any College or Canton therein.
- 1.1.6** All branch seneschals and deputies of the Kingdom Seneschal must have regular daily access to e-mail and to the World Wide Web. All seneschals must also be willing to participate in the branch seneschal's electronic list.
- 1.1.7** All seneschals and candidates for seneschal warrants must be subjects of Atlantia by residence or treaty as described in the governing documents.
- 1.1.8** All seneschals must attend the Seneschal 101 class on the duties of the seneschal and the Seneschal 102 class on SCA policy and procedure within 90 days of assuming the office. This may be done at an Atlantian University or by appointment with the Kingdom Seneschal to be done at another Atlantian Event. Seneschals must take this class with every renewal of a warrant.

1.2 Duties

- 1.2.1** The seneschal shall act as the president of the local chapter of the SCA, Inc. The seneschal is responsible for filing all reports and signed event waiver materials, as required by the Kingdom Seneschal.
- 1.2.2** Every seneschal is expected to attend meetings of the Curia Regis. He/she may send a representative with a written proxy, or may send a letter to the King and Queen stating that he/she cannot attend. The letter should outline the seneschal's opinions concerning items on the agenda. Any seneschal who is not represented at Curia should not expect to be otherwise consulted on items to be addressed in Curia.
- 1.2.3** Every seneschal is expected to attend Unevent. He/she may send a representative with a written proxy.
- 1.2.4** A seneschal shall represent other officers under the following circumstances: When a required office is vacant, the seneschal of the group is responsible for filing any reports required of the missing officer. When the office of the Chancellor of the Exchequer (Treasurer) is vacant, the seneschal is responsible for filing the annual tax report and any interim reports required by the Kingdom Exchequer.
- 1.2.5** While the seneschal is responsible for confirming group officer transition with that office's kingdom superior, the seneschal does not select any group officers.

- 1.2.6** Event autocrats are considered to be deputies of the local Seneschal for the duration of the event.

1.3 Submission of Reports and Waivers

- 1.3.1** Reports: It is the duty of the local seneschal to keep the Kingdom Seneschal informed of local developments.

- 1.3.1.1** Quarterly reports are due on March 1 (for the period December 1- February 28); June 1 (March 1- April 30); September 1 (May 1- August 31) and December 1 (September 1- December 1). Reports shall be sent via the Atlantian Seneschal online report system.

In the event that the online system is down or a Seneschal is temporarily unable to access the system, hardcopy reports will be accepted. Reports should be legibly written on 8.5" X 11" paper and should include, at a minimum, the following information:

- the date
- the group name
- the quarter for which the report is being submitted
- Seneschal's (and deputy's) SCA and legal names, mailing addresses, telephone numbers, addresses (if available), membership numbers, and expiration dates
- estimated number of active members and estimated number of paid members in the group.

Thereafter, the report should describe any events/demos held by the group during the reporting period, a list of any regular practices/meetings/workshops held, anything special your group did and should be noticed for, any noticeable change (up or down) in the level of local activity, and any change in local officers. In addition, reports should include any group goals for the upcoming quarter(s), any problems experienced (and their resolution if any) and any suggestions for the Kingdom Seneschal.

- 1.3.1.2** Interim reports should be submitted to the Kingdom Seneschal and/or regional seneschals in the event of emergencies or major problems arising within the group, or in the group's interaction with modern non-SCA entities.
- 1.3.1.3** Seneschals are to send copies of the quarterly seneschal reports to the Kingdom Chatelaine and Chancellor of Youth Activities if these offices are not filled for their group.
- 1.3.1.4** Canton and College Seneschals must provide a copy of their report to their Baronial counterpart, in addition to the regional seneschal.
- 1.3.1.5** Seneschals of Colleges (which are based at an institution or facility and not zip code of residence) should include a membership list of modern names with group reports, which will define residency.

1.3.1.6 A group that misses two consecutive reporting cycles should be prepared to provide good reasons why its seneschal should not be replaced, or the seneschal will be recommended to the Crown for removal and the group recommended for suspension. Groups with a pattern of missing/late reports shall be recommended for dissolution.

1.3.2 Waivers: It is the duty of the responsible seneschal to file signed waivers with the Kingdom Waiver Secretary to ensure their proper long-term storage in accordance with corporate policies.

1.3.2.1 Event Waivers: Any waiver signed during the course of an official Society event will be collected by the seneschal of the hosting group at the completion of the event.

1.3.2.1.1 All signed event waivers and a completed event waiver report will be submitted to the Kingdom Waiver Secretary within fourteen calendar days of the completion of the event.

1.3.2.2 Fighter Practice Waivers: In the event that a group has no warranted marshal or is not hosting fighting practices, the seneschal will complete a fighter practice waiver report, certifying that no fighter practice waivers were collected, and submit it to the Kingdom Waiver Secretary. An electronic fighter practice waiver report may be accepted at the discretion of the Kingdom Waiver Secretary.

1.3.2.2.1 The fighter practice waiver report will be submitted on a quarterly basis, in accordance with the following schedule: Due April 15 (for fighter practices held between January 1 - March 31); July 15 (April 1 - June 30); October 15 (July 1 - September 30); and January 15 (October 1 - December 31).

1.3.2.2.2 Groups hosting fighter practices must submit those waivers on the same quarterly basis to the Kingdom Waiver Secretary.

1.3.2.3 Late- or non-submission of waiver materials: If waiver materials have not been received by the Kingdom Waiver Secretary by the due date, the seneschal of the hosting group will be issued a warning, and may be granted a grace period of up to fourteen days.

1.3.2.3.1 The seneschal of the hosting group may submit a request for a grace period to the Kingdom Waiver Secretary, which will be granted at his or her discretion.

1.3.2.3.2 In the event of partial or total catastrophic loss of waiver materials, the seneschal of the hosting group may submit a request for release from waiver filing requirements to the Kingdom Waiver Secretary for that event or fighter practice period.

1.3.2.3.3 In the event that the waiver materials have not been received within the authorized period, and no release from waiver filing requirements has been granted, the group will be recommended for sanctions to the Kingdom Seneschal.

- 1.3.3 Every group should file its own reports and waiver materials, *i.e.*, Baronies should report baronial activities, not Canton activities, and Cantons should report independently.
- 1.3.4 The seneschal may delegate submission of these reports or waiver materials to a deputy, but it is the seneschal's responsibility to see that the reports are filed.

1.4 Incipient Branches

- 1.4.1 Incipient branches have no official status or territory until they advance to full status.
- 1.4.2 Society members who wish to form a branch or advance an existing branch or group of branches in status must first determine whether the area they have in mind is eligible for such treatment, decide upon established borders (enclosing a single, contiguous area), and choose a branch designation. This process shall involve consultation with the Kingdom, Regional, and Principality (if any) Seneschal, and with the Seneschals of any nearby branches.
- 1.4.3 Determine that the proposed region has sufficient membership and interest to indicate the ability to sustain minimum membership requirements.
- 1.4.4 Members of the proposed region must have copies of the Atlantian Great Book of Law, the Atlantian Book of Policy, The SCA Organizational Handbook, and the Known World Handbook.
- 1.4.5 The appropriate Great Officers of Atlantia must be contacted to obtain approval for, at a minimum, the respective required officers.
- 1.4.6 A consensus must be reached as to a proposed name (and device, where required and/or desired), and heraldry should be submitted to the College of Arms as defined by the Atlantian College of Arms.
- 1.4.7 Upon completion of the above tasks, the group must file a New Branch Application (New Branch Applications are available from the Regional Seneschal), which includes indication that the above requirements have been met, a map clearly showing the proposed boundaries, and those boundaries of the surrounding groups, and letters from the seneschals of all groups bordering and/or potentially affected by the change, and indication of approval from the appropriate Great Officers.
- 1.4.8 All paperwork must be sent to the Seneschal of the branch with jurisdiction over the area (as defined by kingdom law and custom), who shall review it and forward it to the Kingdom Seneschal (through any designated representative) with a recommendation.
- 1.4.9 A group will be recognized as "incipient" and listed in the Regnum when it has:
 - Met all prerequisites for incipency.
 - Submitted a complete New Branch Application.
 - Met the minimum officer requirements as listed in Corpora.

1.4.10 The president of the incipient group shall be considered a deputy seneschal of the sponsoring group, and shall perform all functions required of other seneschals, which includes the filing of reports and waiver materials.

1.4.11 An incipient group must fulfill the following requirements for advancement to full status:

- Have a consensus among members in the area favoring establishment of the proposed branch.
- Have a name (and device, where required) registered with the College of Arms.
- Continue to meet the minimum officer requirements as specified in Corpora.
- Sustain minimum membership requirements as defined in Corpora.
- Host at least one society event under the sponsorship of an established group.
- Have continued in good standing for at least one year after filing the New Branch Application.

1.4.12 After all requirements are met, the populace of the affected area must prepare a petition to request the group be elevated to full status, setting forth the proportion of their numbers favoring the move, and the manner in which the requirements have been met, and send it to the appropriate representative. The Kingdom Seneschal shall review the petition and proceed as per Corpora.

1.4.13 Incipient groups that miss two consecutive reporting cycles and/or that are suspended for more than one reporting cycle should be prepared to provide good reasons why they should not be disbanded.

1.5 Group Definitions & Responsibilities

1.5.1 Group boundaries are defined by zip codes. People residing in a group's zip codes are counted as members of that group for the purpose of minimum membership for group status, pollings for group status changes, etc.

1.5.2 Except in unusual circumstances, no new group will be approved within 50 miles or an hour's driving time of an established group.

1.5.3 All events must be sponsored by a group. Any group sponsoring an event within another group's boundaries must obtain the consent of the other group's seneschal.

1.6 Reserved

1.7 Chancellor of Youth Activities

1.7.1 The Purpose of the Family and Youth Programs.

1.7.1.1 To facilitate the education of youth about the SCA and history within the SCA period; support and encourage the participation of youth in age-appropriate activities; provide activities for all youth and to help parents encourage their children and teens to become an active and vital part of the SCA; and assist Seneschals, Chatelaines, Autocrats, Youth Officers, and

Coordinators in providing and/or organizing classes, educational activities, and opportunities for all youth to become more involved within the SCA.

1.7.2 Duties and Responsibilities of the Chancellor of Youth Activities

- 1.7.2.1** To act as the Kingdom liaison for and oversee non-combat related youth programs and related websites; and to establish and develop policies/guidelines for non-combat related youth programs within Atlantia.
- 1.7.2.2** To keep all Youth Officers and the Seneschallate notified of relevant changes to the office, to provide resources, and facilitate communication between offices. (For groups without a Local Youth Officer, the office of the Seneschal shall be responsible for the duties of the Local Youth Officer.)
- 1.7.2.3** To report, as required, to the Special Deputy for Family and Youth Programs and to the Kingdom Seneschal.
- 1.7.2.4** To ensure the coordination of Youth Activities at Kingdom-level events, Atlantian-sponsored activities at inter-kingdom wars, universities, and collegia.
- 1.7.2.5** To maintain and publish a current roster of all Regional Vice-Chancellors of Youth, Local Youth Officers, and Youth Officers-at-large, in Atlantia.

1.7.3 Duties and Responsibilities of Youth Officers

- 1.7.3.1** The Vice-Chancellor of the Pages' Academy. To manage and support the Pages' Academy and ensuring the program enhances the Kingdom's Family and Youth Program; serve as the Kingdom-level liaison for the Pages' Academy; and ensure the facilitation of Page classes, activities, and inductions.
- 1.7.3.2** Regional Vice-Chancellors of Youth
 - 1.7.3.2.1** A warranted Youth Officer that assists the Chancellor of Family and Youth Programs with notifying Local Youth Officers of relevant changes to the office, facilitating communication between offices, and assisting with providing support and resource materials to Local Youth Officers.
 - 1.7.3.2.2** To coordinate with their local Seneschals, Chatelaines, Chancellor of Family and Youth Programs, Autocrats, and Youth Activities Coordinators on providing age-appropriate and historically interesting activities, and provide current information about the Kingdom's Family and Youth Programs to members, newcomers, and the general public.
 - 1.7.3.2.3** To ensure that Youth Activities are available for groups and at events sponsored by groups where there is not a local Youth Officer. If a local group within the region does not have a local Youth Officer, the Regional Vice-Chancellor of Youth will assist that group,

as appropriate. Regional Vice-Chancellors of Youth will hold the Local Youth Officer position for their local Shire or Barony.

- 1.7.3.2.4 To ensure that they run activities at events for the youth of the Kingdom twice a year for the duration of their warrant/ background check.

1.7.3.3 Local Youth Officers

- 1.7.3.3.1 Local groups are encouraged to maintain a warranted Youth Officer for their branch in order to establish and oversee all youth programs as appropriate for their group. The Youth Officer serves as a deputy to the Seneschal and should work closely with that office regarding educational programs for youth.

- 1.7.3.3.2 To coordinate with their local Seneschal, Chatelaine, Chancellor of Family and Youth Programs, Regional Vice-Chancellor of Youth, Autocrats, and Youth Activities Coordinators on providing age-appropriate and historically interesting activities, and provide current information about the Kingdom's Family and Youth Programs to members, newcomers, and the general public.

- 1.7.3.3.3 To ensure that they run activities at events for the youth of the Kingdom twice a year for the duration of their warrant/ background check.

1.7.3.4 Youth Officers-at-Large

- 1.7.3.4.1 Youth Officers-at-large are not warranted officers. They are volunteers within the Kingdom that assist with facilitating Youth Activities, and coordination with local Youth Officers and the Chancellor of Family and Youth Programs.

- 1.7.3.4.2 To ensure that they run activities at events for the youth of the Kingdom twice a year for the duration of their background check.

1.7.4 Warrant and Background Check Requirements

- 1.7.4.1 All Youth Officers **must** be at least 18 years of age, a paid member of the SCA, and must receive a background check that has been approved by Corporate.

- 1.7.4.2 All warrant requests for Local Youth Officers **must be approved** by the local Seneschal. (Warrant request and background check paperwork can be found at the Chancellor of Family and Youth Programs page on Atlantia's web site: <http://youth.atlantia.sca.org/staff.shtml>)

- 1.7.4.3 Warrant requests and background checks **must** be processed through the Chancellor of Family and Youth Programs. A Youth Officer will receive a letter from Corporate when their background check has been approved. Warrants are for the duration of the approved background check. If a Youth Officer intends to renew their warrant/background check, it is advised that

they start the process, at a minimum, 2-3 months prior to the date of expiration of the warrant/background check.

1.7.5 Reporting and Training

1.7.5.1 It is **required** of all warranted Youth Officers to keep the Chancellor of Family and Youth Programs informed of developments related to youth programming and activities through regular reports. The reporting schedule shall be the same as that of the Office of the Seneschal; quarterly reports are due on April 15 (for the period January—March); July 15 (for the period April—June); October 15 (for the period July—September); and January 15 (for the period October—December) and an additional end-of-year report. If there is no activity related to youth programming during a specific period, specify such in the report.

1.7.5.2 It is **required** of all Children Officers-at-large and/or Coordinators of Youth Activities at events, to report any youth programming or activities that they have facilitated by sending a report within 10 days of the activity to the Chancellor of Family and Youth Programs and event Autocrat.

1.7.5.3 Reports should be legibly written or sent electronically to the Chancellor of Family and Youth Programs and must include, at a minimum, the following information:

- The date for which the report is being submitted, either quarter dates or event date;
- Youth Officer's SCA and legal names, officer title/position, mailing address, telephone number, email address (if available), membership number, and expiration date.
- Summary of activities that occurred during the reported time period, either quarter or end of year.
- Summary of planned future activities.
- Any issues, questions, or concerns.

1.7.6 Participant's/Parents' Responsibilities

1.7.6.1 **The responsibility for minors lies solely on the parent or legal guardian (or temporary guardian) at SCA activities.** See the minimum standards listed in section 11 of the Great Book of Law for the Kingdom of Atlantia.

1.7.6.2 Youth Activities is intended for children age five (5) through ten (10).

1.7.6.3 Minors under the age of five (5) (and/or not toilet trained) **must** have a parent/guardian or other responsible party present at Youth Activities at all times.

1.7.6.4 Minors that are eleven (11) years of age and younger must be checked in periodically during any youth programming or activity; and Minors that are thirteen (13) years of age or younger are **not suitable** child-minders for younger children.

- 1.7.6.5 Participants must be signed in/out of all youth programming or activities with complete and correct information, by a parent, guardian, or other responsible party or they will not be allowed to participate; and must be picked up no later than 15 minutes after the posted close of Youth Activities.
- 1.7.6.6 Youth should not bring personal articles with them while attending supervised Youth Activities and the Coordinator **will not** be responsible for lost, broken, or stolen items.
- 1.7.6.7 Youth who are disruptive, abusive, endangering themselves, or endangering others during youth programming or activities will receive one verbal request to stop the specific behavior. Continued disruption will result in the minor being returned to the parent/guardian. If problems persist with a youth, the matter may be reported to the appropriate group Seneschal and/or Autocrat for action.
- 1.7.6.8 Parents should make a donation of supplies and/or contribute volunteer hours to youth programming or activities.
- 1.7.7 Concerning Minors and Events. See the standards listed in Section 11 of the Great Book of Law for the Kingdom of Atlantia.
- 1.7.8 Youth Activities
 - 1.7.8.1 A "Coordinator" is the volunteer selected by the Autocrat to run Youth Activities at a specific event. This individual shall be at least 18 years of age and will wear a name tag or other item that clearly identifies them as the Coordinator. The Coordinator will communicate with the Chancellor of Family and Youth Programs or their Regional Vice-Chancellor of Youth to ensure they understand the current policies and law regarding Youth Activities and minors.
 - 1.7.8.2 The Coordinator is **not required** to have a background check. At least one "background-checked" individual must be present at the event where they are coordinating Youth Activities. That background-checked individual must check in on the Youth Activities several times during the scheduled activity.
 - 1.7.8.3 The Society's "two-deep" requirement must be upheld at all times during Youth Activities. These individuals may not be related or live in the same household.
 - 1.7.8.4 There may be a helper present with the Coordinator during the open hours of the Youth Activities. Helpers cannot be left in charge of the Youth Activities. All helpers need to wear identifying name tags or other items that clearly identify them as associated with helping at the Youth Activities.
 - 1.7.8.5 No adult/older teen shall ever be alone with a single child; and minors are never to be left unattended while participating in Youth Activities.
 - 1.7.8.6 See "**Participant's/Parents' Responsibilities**" in this policy for guidelines that must be followed by participants, parents, and guardians.

- 1.7.8.7 Coordinators and their helpers **will not** physically discipline minors at Youth Activities.
- 1.7.8.8 The Coordinator has the right to refuse to allow a disruptive youth back into the activities.
- 1.7.8.9 If a minor is badly hurt or bleeding, the Coordinator or other volunteer will take the minor to get first aid and get the parent/ guardian. If this can't be done simultaneously, care will be sought first. If the youth is only mildly hurt (a bruise/bump and is crying for attention), the Coordinator or a helper should take the minor to their parent/guardian for treatment.
- 1.7.8.10 Coordinators **must** use a sign-in/out sheet for all youth programming or activities. (See the Chancellor of Family and Youth Programs web site for the required form <http://youth.atlantia.sca.org/forms.shtml>)
- 1.7.9 Youth Activities at Demos. All the policies for Youth Activities must be followed. Additionally, non-SCA minors must be accompanied by a parent/guardian or other responsible party at all times; and Coordinators or helpers may not accompany non-SCA minors to the bathroom.

1.8 Kingdom Waiver Secretary Duties and Responsibilities:

- 1.8.1 Supervise and coordinate the collection and storage of signed waivers in accordance with corporate policies.
 - 1.8.1.1 Read and understand corporate policies, and keep apprised of any changes pertaining to the collection and storage of signed waivers.
 - 1.8.1.2 Assist the Kingdom Seneschal in publishing and maintaining Kingdom waiver submissions policies.
 - 1.8.1.3 Maintain and publish a U.S. Postal mailing address, phone number, and e-mail address for contacting the Kingdom Waiver Secretary.
 - 1.8.1.4 Assist the Kingdom Seneschal in publishing clear guidance on waiver submissions. Instruct group seneschals on waiver submissions duties. Publish and update forms used by group seneschals for the submission of signed waivers.
 - 1.8.1.4.1 Notify the seneschal of a hosting group if waiver materials have not been received for an event or fighter practice period by the due date. Notify the Kingdom Earl Marshal in the event that fighter practice waiver materials have not been received by the due date.
 - 1.8.1.4.2 At his or her own discretion, approve requests for release from waiver submissions requirements due to catastrophic loss of waiver materials. Notify the seneschal of the hosting group and the Kingdom Seneschal of acceptance of release from waiver submissions requirements due to catastrophic loss of waiver materials.

- 1.8.1.4.3** In the event that event waiver materials have not been received by the end of all officially granted grace periods, and no release from waiver submissions requirements has been approved, refer the group to the Kingdom Seneschal for sanctions due to noncompliance with waiver submissions policies. Notify the Kingdom Seneschal and seneschal of the hosting group when waiver materials have been received.
- 1.8.1.4.4** In the event that fighter practice waiver materials have not been received by the end of all officially granted grace periods, and no release from waiver submissions requirements has been approved, refer the group to the Kingdom Earl Marshal for sanctions due to noncompliance with waiver submissions policies. Notify the Kingdom Earl Marshal and seneschal of the hosting group when waiver materials have been received.
- 1.8.1.4.5** Investigate groups with a history of sanctions, or indication of other possible misconduct pertaining to waiver policies, with the assistance of the Kingdom Seneschal, and, where appropriate, the Kingdom Earl Marshal and Kingdom Minister of the Lists. Refer groups with a pattern of missing/late waiver submissions to the Kingdom Seneschal for sanctions.
- 1.8.1.5** Store all submitted waiver materials, including event waivers and fighter practice waivers, in an organized manner.
 - 1.8.1.5.1** Hold all submitted adult event or fighter practice waivers for a minimum period of seven years, and hold all submitted minor event or fighter practice waivers for a minimum period of twenty years.
 - 1.8.1.5.2** Document the status of event or fighter practice waivers (pending, filed, late, or lost), as well as for what length of time waivers from a particular event or fighter practice period have been stored.
 - 1.8.1.5.3** Make waiver materials for any filed event or fighter practice accessible as requested by the Kingdom Seneschal.
- 1.8.1.6** Submit a quarterly report to the Kingdom Seneschal on the status of waivers in the Kingdom.

1.9 Deputy for Kingdom Event Bids

- 1.9.1** The DKEB is responsible for managing the state of all kingdom event bids that are the responsibility of the seneschal's office.
- 1.9.2** The DKEB shall encourage and receive bids from varying regions of the kingdom. When there are insufficient bids, the DKEB shall actively solicit bids from groups.
- 1.9.3** The DKEB shall report to the Kingdom Seneschal monthly on the status of current kingdom event bids.

1.9.4 The DKEB shall provide copies of all kingdom event bids to the Crown and Kingdom Seneschal.

1.9.5 The Kingdom Events Deputy will solicit the input of the following officers:

1.9.5.1 Kingdom Minister of the Arts and Sciences concerning Kingdom Arts and Science Festival

1.9.5.2 The Chancellor of the University of Atlantia concerning University sessions.

1.9.5.3 The Dean of Youth concerning the Tournament of Chivalry.

1.10 Deputy Seneschal for Media Relations

1.10.1 Purpose: To ensure that all information provided to organized news media is presented professionally and conveys a true, accurate, and unbiased sense of the purpose and intent of the SCA in accordance with the society media relations policy.

1.10.2 Definitions

1.10.2.1 Organized News Media – as stated under the society media relations policy

1.10.2.2 Media Relations - as stated under the society media relations policy

1.10.2.3 Reportable Media event - as stated under the society media relations policy

1.10.3 Responsibilities of the Kingdom Deputy Seneschal for Media Relations

1.10.3.1 Maintain a working knowledge of Media Relations documents and notify local officers of changes.

1.10.3.2 To act as liaison to organized news media on behalf of the Kingdom of Atlantia at or regarding Kingdom sponsored events and activities.

1.10.3.3 To disseminate society prepared press materials for kingdom use; to author and disseminate Kingdom-specific materials; and to author and disseminate or approve event-specific materials, as needed.

1.10.3.4 Quarterly reports are due on April 15 (for the period January 1 - March 31); July 15 (April 1 - June 30); October 15 (July 1 - September 30) and January 15 (October 1 - December 31) to the Kingdom Seneschal and the Society's Assistant Vice President for Media Relations. Reports must include all reportable media events as defined in media relations policy, including, but not limited to, contact from a Media representative for the purpose of doing a news story, column, or media presentation; a SCA Branch or representative wishing to publicize an event or activity in modern media venues; an unfortunate occurrence. Reports must include: date of activity, location, modern and society names (if applicable) of all contacts, and description of activity.

1.10.3.5 Copies of stories, articles, newscasts, and/or televised features must be forwarded to the Deputy Society Seneschal for Media Relations for retention in the Knowledge Base.

1.10.3.6 Unfortunate occurrences that might result in media coverage, including but not limited to, severe Injury or fatality; incident resulting in official law enforcement being summoned to an SCA activity; and negative news resulting in the organization being displayed in an unfortunate light—e.g. destruction of property, prominent member retained on criminal charges, etc. must be reported within seven days to the Kingdom Seneschal and the Society's Assistant Vice President for Media Relations. Report must include, but not limited to, SCA and modern name of member, specifics on occurrence, degree of police and/or media involvement.

1.10.4 Responsibilities of Local Seneschals

1.10.4.1 The local branch seneschal is responsible for all Organized News Media contact at the branch level. Duties may be delegated to members who meet society media relations criteria.

1.10.4.2 The seneschal must:

1.10.4.2.1 Follow Society and Kingdom Media Relations policies, practices, and procedures.

1.10.4.2.2 Utilize approved Society or Kingdom press materials

1.10.4.2.3 Contact the Kingdom Deputy Seneschal for Media Relations for creation or approval of event specific materials, when desired.

1.10.4.2.4 Report to the Kingdom Deputy Seneschal for Media Relations within seven days of a Reportable Media Event as described in, but not limited to, Society Media Relations policy. Report must include date of activity; location; modern and society names (if applicable) of all contacts; Barony, Canton, and Shire affiliation (if applicable); and description of activity.

1.10.4.2.5 Unfortunate occurrences that might result in media coverage, including but not limited to, severe Injury or fatality; incident resulting in official law enforcement being summoned to an SCA activity; and negative news resulting in the organization being displayed in an unfortunate light—e.g. destruction of property, prominent member retained on criminal charges, etc.; must be reported within seven days to the Kingdom Deputy Seneschal for Media Relations. Report must include, but not limited to, SCA and modern name of member, specifics on occurrence, and degree of police and/or media involvement.

1.11 Policy on Alcohol at Events

1.11.1 When a site written contract is silent on alcohol, branches may not publish in any announcement that alcohol is permitted or excluded and may not sponsor activities related to alcohol. In order to have SCA sponsored activities which

require the use of alcohol such as brewing and vinting competitions, the written contract must be revised giving permission. Verbal authorization is not sufficient. However, the SCA will not prohibit or monitor the responsible use of alcohol by individuals at these sites.

1.11.2 Site contracts which include alcohol permission may be advertised as such.

1.11.3 Sites with alcohol prohibitions will be advertised as dry sites and the seneschal and event steward will be responsible for maintenance of the signed contract. Exceptions to the contract must be in writing from the site owner or contractual authority.

2 Policies of the Triton Principal Herald

2.1 Structure

2.1.1 The Atlantian College of Heralds consists of the Triton Principal Herald, Triton's Staff, and all warranted heralds in the Kingdom of Atlantia.

2.1.2 The Triton Principal Herald is the administrative head of the College of Heralds and is responsible for overseeing all heraldic activities within the kingdom and for reporting to the appropriate corporate superior.

2.1.3 Triton's Staff consists of the Golden Dolphin Herald, who handles submissions for the kingdom; the Clerk of Precedence, who maintains the Order of Precedence and precedence records; the Clerk of the Signet, who produces the scrolls for the subjects of Atlantia; and those heralds which are named to Triton's Staff by him/her for such purposes as he/she deems necessary.

2.2 Purpose

2.2.1 The Atlantian College of Heralds exists to provide heraldic services to the Crown and the people of Atlantia; to allow individuals interested in heraldry to improve their knowledge and skills while serving the Kingdom; and to continue to advance the Kingdom's and the Society's knowledge and practice of heraldry.

2.3 New Groups

2.3.1 When a new group is formed (canton, shire, college, etc.), it is suggested that the group's proposed seneschal or herald contact the Triton Principal Herald at the same time that they contact the Kingdom Seneschal for necessary paperwork.

2.3.2 It is not the responsibility of Triton to contact each new group.

2.4 Procedures for Becoming a Warranted Atlantian Herald

2.4.1 To become a warranted herald in the Kingdom of Atlantia, you must send a letter of request to the Triton Principal Herald stating your wish to be a warranted herald. This letter of request must include the following information:

- * Modern name
- * SCA name
- * Full mailing address
- * Telephone number
- * Email address
- * Proof of membership and expiration date
- * Additionally, if you do not have a registered name, it is requested that you submit a name within six months of becoming a warranted herald.

2.4.2 Each barony or larger group in Atlantia must have a warranted herald. There can be no exception to this rule, since this is a Corpora requirement.

2.4.3 In addition to the requirements stated above, if you are replacing an existing herald, you should include a letter from the old herald stating that it is his/her intention to resign. If this cannot be obtained, a letter from the Seneschal may be substituted.

2.4.4 Triton will warrant interested individuals as heralds-at-large.

2.4.4.1 These are people who are interested in heraldry and who are not officers of a group. They report directly to Triton.

2.4.5 Warrants consist of a two-year term. All group heralds can serve a two-year term with an approved warrant. A primary group herald can serve no more than two consecutive warrants (for a total of 4 years).

2.4.6 No person shall be warranted who has an outstanding NSF check with the College of Heraldry of Atlantia, written on their personal checking account.

2.4.7 In order to maintain a warrant, heralds must attend one heraldry class per calendar year. Triton may approve other classes to fulfill this requirement, such as MoL or scribal classes, at their discretion.

2.5 Quarterly Reports

2.5.1 ALL warranted heralds, unless given special dispensation by Triton, MUST file quarterly reports. Quarterly reports must be sent to Triton with courtesy copies going to the local Seneschal.

2.5.2 Reports are due on the following schedule:

Quarter covers:	Report due:
Jan 1-Mar 31	Apr 30
Apr 1-Jun 30	Jul 31
Jul 1-Sep 30	Oct 31
Oct 1- Dec 31	Jan 31

2.5.3 Blank report forms can be found on the Atlantian Herald's website (www.herald.atlantia.sca.org), are mailed out periodically in the Herald's Point newsletter, or can be requested from Triton. E-mailed reports are preferred. While Triton will make an effort to remind the College of Heraldry when reports are due, reporting is the ultimate responsibility of each individual herald.

- 2.5.4** Missing two reports in a row will be considered a resignation of warrant and that person will be removed from the roster. Persons removed for non-reporting or non-activity cannot be re-warranted for a period of one year.

2.6 Local Herald

- 2.6.1** The local herald or deputy should attempt to attend local meetings and/or be available to answer questions and help local members with heraldry questions. If the local herald does not know the answer to the question, he or she should direct any inquiries to Triton or Golden Dolphin for answers.
- 2.6.2** If processing submissions, as submissions come in, the local herald should check them for completeness and documentation and payment of correct fees. If possible, the herald should also check submissions to make sure they meet all the requirements of the Society's Rules for Submission, including documentation, period style, conflict and/or use of reserved or offensive charges and notify the submitter of any potential problems.
- 2.6.3** If no problems are found with a submission, the receiving herald has 14 days from receipt of forms and fees to send the completed submission packet to the Golden Dolphin Herald at the address shown in the Acorn. If the receiving herald believes there to be a problem, the submitter must be notified within the same period and given the option of addressing the problem or having the submission forwarded to Golden Dolphin for further consideration.

2.7 Submission Procedure

- 2.7.1** All submissions must be made with the assistance of a warranted herald or through an approved consultation table. The herald should have the official submission forms and the Rules for Submissions and be able to assist the submitter with finding documentation sources. When possible, the herald should have reliable books about period names and armory. If there are any problems, contact the Golden Dolphin Herald. If, within a reasonable amount of time, the situation is not resolved, contact the Triton Herald. All Atlantian submissions must come to the Golden Dolphin Herald from a warranted Atlantian Herald, or from the Pennsic consulting table. Exceptions to this procedure can be made only on a case by case basis, IN ADVANCE.
- 2.7.2** The submitter will prepare (for transmittal to Golden Dolphin Herald) at least TWO copies of the information sheet, THREE copies of the picture sheet, and ONE black and white line drawings for each submission. One information sheet and two colored picture sheets will be sent to the Laurel Sovereign of Arms and the remainder kept in Golden Dolphin's files. These requirements may be waived when submitting through a kingdom consult table, depending upon the circumstances. It is **STRONGLY RECOMMENDED** that the submitter and submitting herald each retain an extra copy of his/her submission for emergency purposes.
- 2.7.3** The cost of submission, which must be included with the submission is \$10.00 per submission element (name, device, badge, etc.). Submission packages with insufficient monies, with an insufficient number of forms, with illegible forms or forms that are not filled out with dark ink will be returned to the submitting herald.

- 2.7.3.1** Submitters are responsible for providing the correct number of copies of submissions forms and any fees required by the College of Heralds of Atlantia. Receiving heralds may also request that the submitter provide postage to cover forwarding the submission to the Golden Dolphin office. Any waiver of these responsibilities is totally at the option of the herald, but, if waived, the herald may not require any fee for copying and postage.
- 2.7.3.2** No submission is complete without payment of the appropriate fees. Fees may be paid by a check or money order from the submitter made out to "College of Heralds of Atlantia, SCA Inc." Any other form of payment (e.g., cash) must be made through an authorized Society bank account with the amounts shown in quarterly reports as a transfer to the College of Heralds of Atlantia. Heralds MAY NOT use their own cash, checks or money orders to pay for submissions for anyone other than their own immediate family.
- 2.7.3.3** Incomplete packages will be pended until the missing information is received.

2.8 Processing of Submissions by Kingdom

- 2.8.1** The Golden Dolphin Herald shall be responsible for processing all submissions received from residents of the Kingdom of Atlantia, including submissions received at authorized consultation tables held outside the boundaries of the Kingdom (e.g., at Pennsic). This responsibility may not be delegated except with the explicit written approval of Triton.
- 2.8.2** The Golden Dolphin Herald shall be responsible for arranging authorized consultation tables to provide submissions assistance and receive submissions at appropriate kingdom and regional events. The responsibility for arranging such tables may be delegated as deemed appropriate by Golden Dolphin and/or Triton.
- 2.8.3** Processing of Submissions:
 - 2.8.3.1** All submissions received by the Golden Dolphin Office shall be included on an Internal Letter of Intent which is circulated electronically to all heralds on the Atlantian Internal Commentary List. Such Internal Letters of Intent will normally be circulated on a monthly basis and in no case will more than 60 days elapse between Internal Letters of Intent.
 - 2.8.3.2** After an appropriate period for commentary, Golden Dolphin will accept, return or pend each submission from the Internal Letter of Intent based on the commentary received and independent research by Golden Dolphin staff.
 - 2.8.3.3** Items accepted will be forwarded for consideration to the College of Arms following the current requirements for submissions under the published policies of the Laurel Office. The only items which may be submitted to the College of Arms without appearing on the Internal Letter of Intent for the appropriate month are releases of previously registered materials, withdrawals or corrections of items previously submitted to the College of Arms, transfers of previously registered items by heraldic will or properly

drawn transfer documents, or items which were pended from a previous Internal Letter of Intent for reasons which have been resolved. The Golden Dolphin Herald will be responsible for meeting all requirements of the Laurel Office with regard to provision of submissions forms, documentation and payment for any submissions forwarded to the College of Arms for consideration.

- 2.8.3.4** Items will be returned only for specific violations of the Rules for Submissions, including problems of style, conflict with previously registered items or other issues which Golden Dolphin reasonably believes would prevent registration of the submission by the College of Arms.
- 2.8.3.5** Items may be pended for incomplete submissions paperwork, including non-payment of fees, for clarification of the submitter's intent or for issues which may not be a specific violation of the Rules for Submissions but which Golden Dolphin feels might negatively affect the submission when considered by the College of Arms.
- 2.8.3.6** An official Letter of Notification will be sent to each submitter by the U. S. Postal Service as soon as possible after a decision has been made outlining the result of the consideration of their submission. Such Letters of Notification will specify the details of the submission in question and in the case of a return or pend indicate the reason for the action and specify the period within which the submitter may make a resubmission without payment of further fees.
- 2.8.3.7** For each Internal Letter of Intent Golden Dolphin will post an Internal Letter of Acceptances and Returns on the web site of the College of Heralds of Atlantia. This letter will include all submissions sent to the College of Arms, whether or not a specific submission appeared on the corresponding Internal Letter of Intent, as well as all returned or pended items with the specific reasons for the action taken. Both blazons and emblazons shall be included for all armorial submissions.
- 2.8.3.8** The Golden Dolphin Herald will publish in Acorn a summary of all actions taken internally on submissions from Atlantia. Such publication shall include all names and blazons as well as summary reasons for return or pend of submissions, but will not include emblazons unless requested by the Kingdom Chronicler.
- 2.8.3.9** Upon written notification by the Laurel Office of the results for submissions forwarded to the College of Arms, the Golden Dolphin Herald shall be responsible for appropriate publication of those results as follows:
 - 2.8.3.9.1** An official Letter of Notification will be sent to each submitter by the U. S. Postal Service as soon as possible after notification is received from the Laurel Office. Such Letters of Notification will specify the details of the submission in question and in the case of a return or pend indicate the reason for the action and specify the period within which the submitter may make a resubmission without payment of further fees.

2.8.3.9.2 Golden Dolphin will post a letter detailing the results of the deliberations of the College of Arms on the web site of the College of Heralds of Atlantia. This letter will include all acceptances, returns or pends, together with the specific reasons for the action taken in the case of returned or pending items. Both blazons and emblazons shall be included for all armorial submissions.

2.8.3.9.3 The Golden Dolphin Herald will publish in Acorn a summary of all actions taken by the Laurel Office on submissions from Atlantia. Such publication shall include all names and blazons as well as summary reasons for return or pend of submissions, but will not include emblazons unless requested by the Kingdom Chronicler.

2.9 OSCAR Commenting

2.9.1 The Triton Principal Herald shall nominate heralds to the Laurel Sovereign of Arms for membership in the College of Arms and/or participation in the Society-wide submissions commenting list (OSCAR) as follows:

2.9.1.1 The Triton Principal Herald and the Golden Dolphin Herald shall be ex-officio members of both the College of Arms and OSCAR.

2.9.1.2 Other heraldic officers of the Kingdom of Atlantia may be nominated as members of the College of Arms as Triton deems necessary without any commitment to commentary or nomination for participation in OSCAR.

2.9.1.3 Individuals who have previously served as Triton Principal Herald or Golden Dolphin Herald or in an equivalent office in another kingdom may be nominated for participation in OSCAR upon their request with no further qualification.

2.9.1.4 Individuals can provide evidence of satisfactory commentary for three months or more in OSCAR or the antecedent College of Arms commentary system may be nominated for participation in OSCAR upon their request with no further qualification, whether or not such commentary was made as a member of the College of Heralds of Atlantia.

2.9.1.5 Individuals not otherwise qualifying for participation in OSCAR shall not be nominated for participation in OSCAR until they have commented upon at least three Atlantian Internal Letters of Intent to the satisfaction of the Triton Principal Herald and Golden Dolphin Herald.

2.9.2 Nominations by the Triton Principal Herald for membership in the College of Arms and/or participation in OSCAR are in all cases subject to the approval of the Laurel Sovereign of Arms.

2.10 Special Procedures for Official Courts

2.10.1 The duties of the court herald are to assist the Crown or Landed Baronage in whatever duties they call upon the herald to do.

2.10.2 It is the responsibility of the court herald to file a report listing all awards/orders bestowed during that court to the Crown or Landed Baronage within two (2) weeks of the event, with copies being sent to Triton, the Clerk of Precedence, Clerk Signet and the Backlog Deputy. Official court reports must include the name(s) of the presiding Crown/Baronage, event name, event date, court time (if multiple courts held), heralds name and a chronological listing of awards/orders given, with both the recipient's SCA name and modern name. In addition, for Royal courts, the herald should include whether the recipient received an original scroll or a promissory. Failure to do so may result in removal of warrant.

2.11 The Clerk of the Signet

2.11.1 The Office of the Signet is responsible for production of scrolls for subjects of Atlantia and for other Kingdom documents that the Crown may request.

2.11.2 The Scrivener Royal is a Kingdom Notable chosen through competition overseen by the Clerk of the Signet. The position is held for a one-year term. Duties are to be a scribal assistant to the Crown and the Clerk of Signet, primarily dealing with scroll production and any special scribal needs at events.

2.11.3 Policies

2.11.3.1 The Clerk of the Signet, (here after known as Signet) is solely responsible for the assignment of scrolls to the College of Scribes.

2.11.3.2 Membership in the SCA, Inc., is not required for award recipients to receive scrolls. Membership in the SCA, Inc., is not required in order to be an active scribe.

2.11.3.3 Scribes are expected to maintain valid contact information with the Office of the Signet. Inability to locate scribes may result in released assignments.

2.11.3.4 Award recipients who no longer participate in Society functions will have their scrolls completed on a lesser priority to those awards received by active participants.

2.11.3.5 All scrolls should be inspected and verified by the Signet before being presented for signature and/or seal by the Crown and/or Triton Herald.

2.11.3.6 The accuracy of scrolls not inspected and verified by the Signet shall be the responsibility of those signing the scrolls. The Crowns signing are responsible only for the verification of the award bestowed to the recipient.

2.11.3.7 If an award scroll has a display of Arms and or blazon, the recipient must have registered both Name and Arms with the College of Arms. The scroll will include text of verification by Triton below the Royal Signatures. If the recipient does not have a registered name and/or device they may receive a scroll with the text "known as" with the name they are known by and no depiction of arms.

- 2.11.3.8** In cases where scrolls are delivered directly to the recipient, responsibility for obtaining signature/seal by the Crown (and Triton as needed) devolves to the recipient.
- 2.11.3.9** Until an award is announced in court, the scroll for it is considered an assignment. All assignments are the responsibility of the Signet, unless otherwise directed by the current Monarchs.
- 2.11.3.10** All scrolls once given to the Signet, Court Herald or other Royal representative become the property of the Kingdom.
- 2.11.3.11** Private commissions are permitted and encouraged. The Signet must be notified of the commission to prevent duplicate assignments. The Office of the Signet has no responsibility or authority to ensure that the commissioned scroll meets our guidelines.
- 2.11.3.12** A privately commissioned scroll is defined as "a scroll production done via an agreement between a scribe and an interested person". This agreement may or may not include direct compensation or exchange of services. Scrolls are commissioned only after an award is announced in court.
- 2.11.4** The Signet will assist Atlantians moving out of Kingdom in contacting the Scroll Officer in their new Kingdom of residence to facilitate scroll production there, if so requested by the relocating Atlantian award recipient.

3 The Policies of the Kingdom Marshal

This document is a complete rewrite of the previous policies of the Kingdom Marshal. All previous versions are nullified as of the date of publication in the Acorn. For the first time, this document incorporates the policies and rules for all marshal activities, not just Armored Combat. All previous documents for sports other than Armored Combat are also now null and void.

3.1 Section I - General Policies

3.1.1 Scope and Validity

- 3.1.1.1** This document delineates the rules and regulations that govern the marshaling of combat in Atlantia.
- 3.1.1.2** All combat and animal activities must be conducted according to the policies defined in this document.
- 3.1.1.2.1** Combat Disciplines are Armored Combat, Combat Archery, Rapier Combat, Target Archery, and Thrown Weapons.
- 3.1.1.2.2** Animal Disciplines are Equestrian Activities and Hounds.
- 3.1.1.2.3** All activities under these categories must be supervised by a marshal warranted by the Atlantian Earl Marshal's Office to do so.

3.1.2 General Responsibilities

- 3.1.2.1 Safety must be the primary concern of all Marshals. If a safety problem arises through the rules, the Marshal must halt the activity until a safe way can be found to conduct the activity. If this happens, the Marshal In Charge of Events (see MIC-Events, section 3.1.3.2.1) must report this as a serious problem, following the procedures defined in Problem Resolution section, including the nature of the conflict between rules and safety, the resolution at the event, and the other Marshals present.
- 3.1.2.2 The Marshals must enforce rules evenhandedly, regardless of the rank, affiliation, or degree of rudeness of the fighters involved.
- 3.1.2.3 All Marshals must conduct themselves in a safe, courteous, and controlled fashion.
- 3.1.2.4 In any contact discipline that includes projectile weapons, the Marshals must wear shatterproof sports or industrial high impact plastic eye protection.
- 3.1.2.5 Marshals are expected to contribute to the rules modification process by suggesting improvements or commenting on proposed changes to Policies and Conventions.

3.1.3 The Structure of the Marshallate

There are 3 basic levels of marshal:

Kingdom Level (this includes the Earl Marshal, and all Deputy Earl Marshals (DEM)).

Group Level (this includes the group Knight's Marshal (KM) and all of his or her Deputies (DKM)).

Bottom Level (this includes all Apprentice Marshals (MIT) and Crowd Control Assistants (CCA, Line Marshals, etc.)

There is a DEM for each sanctioned marshal activity. They report directly to the Earl Marshal and to a Corporate Officer (if one exists in that role) and have no direct reports save any regional deputies that they may create to aid them. Their role is to oversee all aspects of that activity, recommend scenarios to the Group Level Marshals, recommend rules changes to the Earl Marshal, work with the DEM for Training to create and maintain appropriate training materials.

The Group Level marshals report directly to the Earl Marshal for the purposes of submitting event reports and reporting problems. They should seek advice on the design of scenarios from the DEM of their activity as needed and recommend rules and training changes to them as well.

3.1.3.1 The Types of Marshals and their Responsibilities

3.1.3.1.1 Earl Marshal (EM, KEM)

- 3.1.3.1.1.1** The Earl Marshal shall be responsible for the formulation, publication, and distribution of the rules of all activities and the marshal's policies. The Earl Marshal may delegate to one or more deputies for this purpose, but the ultimate responsibility lies with the Earl Marshal.
 - 3.1.3.1.1.2** The Earl Marshal must conduct appropriate review of sanctions imposed by the Marshal In Charge of an Event (MIC). The participants must be notified within five (5) business days of receiving of the report, or appeal, whichever arrived first. The participants must be informed of the status of the investigation - closed and upheld, closed and overturned, or pending further investigation, with an explanation of the reason for delaying a decision.
 - 3.1.3.1.1.3** The Earl Marshal must submit required reports to the Society Earl Marshal.
 - 3.1.3.1.1.4** The Earl Marshal must meet the Marshal's mandate established in Kingdom Law and must meet the requirements of the Corporate Policy and those of the Society Earl Marshal.
 - 3.1.3.1.1.5** The Earl Marshal must appoint all Atlantian marshals but may designate Deputy Marshals to appoint Marshals in the Earl Marshal's place.
 - 3.1.3.1.1.6** The Earl Marshal must appoint Deputies for each Combat Discipline.
 - 3.1.3.1.1.7** The Earl Marshal must appoint an Emergency Successor to handle proper transition of the Earl Marshal office in case the Earl Marshal is no longer able to serve.
 - 3.1.3.1.1.8** The Earl Marshal will determine and publish the rules and regulations for experimental weapons and other experimental rules.
 - 3.1.3.1.1.9** The Earl Marshal is the arbiter for interpretation of all conventions or policies for all disciplines of combat.
 - 3.1.3.1.1.10** The Kingdom Marshal will impose sanctions upon those groups failing to comply with fighter practice waiver submissions policies, as appropriate, and will investigate repeated group sanctions for non-compliance with fighter practice waiver submissions policies, in collaboration with the Kingdom Seneschal.
- 3.1.3.1.2** Deputy Earl Marshal for an Activity (DEM)
- 3.1.3.1.2.1** The DEM must assist the Earl Marshal in creating and maintaining the conventions of the discipline, including:

- Equipment standards
- Authorization standards
- Rules of Engagement
- Scoring/Acknowledgement conventions
- Safety Rules

3.1.3.1.2.2 Conventions produced by a DEM must be approved by the Earl Marshal and published according to policy and/or law before taking effect.

3.1.3.1.2.3 In the absence of the EM at an event, the DEM will be the final authority on the interpretation of conventions in their specific discipline. In extreme cases, the DEM may overrule the MIC of an event, but only if they are not participating in the activity at the time of the dispute.

3.1.3.1.2.4 The DEM may appoint assistants, but they will have no official standing within these policies.

3.1.3.1.3 Deputy Kingdom Marshal for Training (DEM-T)

3.1.3.1.3.1 The DEM-T will establish a training program that will maintain quality marshal's activities.

3.1.3.1.3.2 The DEM-T may designate Deputy Marshals to carry out the training program across the Kingdom.

3.1.3.1.3.3 The DEM-T will screen training program applicants. Those applicants accepted will become apprentice marshals.

3.1.3.1.4 Knight's Marshal (KM)

3.1.3.1.4.1 Any group that wishes to conduct any marshal related activity at an event must have a Warranted Marshal or sponsorship from a warranted Atlantian Marshal that will assume responsibility for the event. If the Marshal is unable to serve as Marshal in Charge for the event/activity (unable to attend the event, not warranted for the activity, or for some other reason) a warranted marshal must be recruited to serve as MiC.

3.1.3.1.4.2 Each group will have at most one Knight's Marshal.

3.1.3.1.4.3 The Knight's Marshal must ensure that practices are conducted in accordance with SCA corporate policy and the guidelines that are defined in this document and its appendices. The Knight's Marshal must ensure that the group has a representative marshal present at such practices for all of the disciplines being practiced. Any one marshal may represent any or all disciplines in which he or she is an authorized marshal.

- 3.1.3.1.4.4** The Knight's Marshal should encourage the other marshals in their group to accumulate loaner equipment and do so themselves.
- 3.1.3.1.4.5** The Knight's Marshal should encourage the marshals of each discipline in the group to become cross-trained in other disciplines and do so themselves.
- 3.1.3.1.4.6** The Knight's Marshal must train new participants in the activities for which the Knight's Marshal is a warranted marshal. The Knight's Marshal may delegate this responsibility to another marshal as long as that marshal is warranted in that particular discipline.
- 3.1.3.1.4.7** The Knight's Marshal must ensure that there is a Marshal-In-Charge (MIC) for each local event that includes any marshal related activity. In this process, the Knight's Marshal must work with the group's seneschal and the event's autocrat to select a mutually acceptable MIC. The Knight's Marshal need not be the MIC.
- 3.1.3.1.4.8** The Knight's Marshal shall ensure that the MIC for events hosted by their group files an event report. A Knight's Marshal that fails in this obligation may be removed from office.
- 3.1.3.1.5 Deputy Knight's Marshals (DKM)**
 - 3.1.3.1.5.1** Marshals who have completed the specific training and testing program for a given discipline will become a warranted marshal in that discipline.
 - 3.1.3.1.5.2** Warranted marshals with no other role will be assigned as a DKM of their local group.
 - 3.1.3.1.5.3** Local groups may have any number of DKMs.
 - 3.1.3.1.5.4** The DKMs are deputies of the KM. The DKM must train participants in the disciplines that they are warranted in, upon request by those participants in that discipline. The DKM may offer assistance, but may not mandate participation in training exercises by any participant.
 - 3.1.3.1.5.5** Upon request by the KM or the MIC-Event, the DKM must assist the MIC-Event with the administration of marshaled activities at events sponsored by the DKM's home group.
- 3.1.3.1.6 Marshal-at-Large (NO LONGER IN USE)**
 - 3.1.3.1.6.1** The position of Marshal-at-Large is immediately terminated. All Marshals-at-Large in every discipline will be assigned as DKM to their group of residence.

3.1.3.1.7 Apprentice Marshals (also known as Marshals In Training (MITs))

- 3.1.3.1.7.1** Apprentices may not serve in any of the capacities listed above. They may serve as line marshals with warranted marshals who are training them.
- 3.1.3.1.7.2** Apprentices must meet the requirements listed for all marshals in Item 3.1.3.1.9 (below).
- 3.1.3.1.7.3** Anyone wishing to join the apprenticeship program must send a written request to the Earl Marshal containing all of his or her contact information.
- 3.1.3.1.7.4** Apprentices must attend at least one marshals' training seminar.
- 3.1.3.1.7.5** Apprentices must make arrangements with a mentor to guide them through the apprenticeship. This mentor must be a warranted marshal and must be listed in the request for entrance into the apprenticeship program.
- 3.1.3.1.7.6** The apprenticeship program consists of the following:
 - 3.1.3.1.7.6.1** Apprentices must assist in marshalling at least four different events.
 - 3.1.3.1.7.6.2** The apprentice must get the prior approval of the Marshal in Charge for that event.
 - 3.1.3.1.7.6.3** At these events they will assist in all marshal functions.
 - 3.1.3.1.7.6.4** At least two of these events must be outside their local group.
 - 3.1.3.1.7.6.5** At least one of these events must be in a different region of the kingdom.
 - 3.1.3.1.7.6.6** At least one of these events must have significant melee combat.
- 3.1.3.1.7.7** A warranted marshal must supervise all of the apprentices' activities.
- 3.1.3.1.7.8** At the end of the combat activities, the apprentice must get written feedback from the Marshal in Charge. This must be recorded on the apprenticeship form.
- 3.1.3.1.7.9** After completing the apprenticeship program the apprentice shall send the completed form to the relevant discipline Deputy Earl Marshal.
- 3.1.3.1.7.10** Completion of the apprenticeship program makes the apprentice eligible for a warrant, or warrant-eligible.

3.1.3.1.7.11 Warrant-eligible apprentices may be warranted to a vacant knight marshal or deputy knight marshal position and then become warranted.

3.1.3.1.8 Crowd Control Assistants (also known as "line marshals" (CCA))

3.1.3.1.8.1 Crowd Control Assistants are only allowed at the discretion of the MIC-Event or the MIC of an Activity.

3.1.3.1.8.2 Anyone may be a Crowd Control Assistant.

3.1.3.1.8.3 The only activity of the Crowd Control Assistants is the warning of participants and spectators that they are approaching the boundaries of the combat activity.

3.1.3.1.8.4 If the MIC deems that any CCA is dangerous, incompetent, or redundant, the MIC may remove the CCA from participation.

3.1.3.1.8.5 Warranted marshals must take into account that Crowd Control Assistants may not be completely experienced in safety measures around a given activity and that they should be protected from dangerous situations.

3.1.3.1.9 Responsibilities of all Marshals

3.1.3.1.9.1 All marshals must attend an Atlantian Marshal's Seminar in their discipline once every three years. This could be their discipline meeting at Unevent or any marshal's training approved by the Earl Marshal or the appropriate discipline deputy.

3.1.3.1.9.2 All marshals must be members of the SCA and receive The Acorn at their place of residence.

3.1.3.1.9.3 All marshals must be completely familiar with the SCA Rules of the List, the SCA Marshal's Handbook, and this document.

3.1.3.1.9.4 Marshals must provide their names, addresses, phone numbers, email (if any), local group names, membership numbers, and membership expiration to the Earl Marshal. The Earl Marshal shall be notified when this information changes.

3.1.3.1.9.5 Marshals must complete the appropriate training program as set forth by the Earl Marshal.

3.1.3.1.9.6 If any officer with the authority (such as the event Autocrat, local, regional, or Kingdom Seneschale) removes sanction from an event, all warranted marshals must leave the site.

3.1.3.2 The Roles of the Marshal

There are three basic roles that a marshal may play at an event. They may be the Marshal In Charge of the event (MIC), they may be the Marshal In Charge of an activity, or they may be a regular marshal (*i.e.*, has no supervisory role).

The responsibility of each role is delineated below:

3.1.3.2.1 Marshal In Charge of an Event (MIC-Event)

The MIC-Event is the marshal who is listed on the event registration form filed by the autocrat with the Kingdom Chronicler. If the marshal listed on the event registration form is unable to fulfill this commitment, they must inform the autocrat and the group's Knight's Marshal as soon as possible. A new MIC must be identified and the event registration form updated.

- 3.1.3.2.1.1** The MIC-Event shall oversee all combat at an event (including official practices and published demos).
- 3.1.3.2.1.2** The MIC-Event must ensure that for each marshal related activity there is a marshal warranted in that discipline in charge of that activity.
- 3.1.3.2.1.3** The MIC-Event must submit an event report (See Event Reports).
- 3.1.3.2.1.4** Marshals who fail to properly handle their marshal-in-charge commitments will be removed from all marshal positions.
- 3.1.3.2.1.5** MIC-Events may set specialty parameters to certain battles as long as the parameters are within current rules and explained in writing in the event announcement or in flyers at the door.
- 3.1.3.2.1.6** For inter-kingdom events, changes to the conventions of either Kingdom must be published in both Kingdom newsletters as per Society Earl Marshal ruling.
- 3.1.3.2.1.7** MIC-Events must set scenarios, or delegate to a MIC-Discipline. Note that the event's Autocrat defines the general nature of the scenario; however, all details of the execution of the scenarios are in the purview of the MIC-Event and MIC-Discipline.
- 3.1.3.2.1.8** The MIC-Event must enforce all policies and conventions, and apply problem resolution as needed.
- 3.1.3.2.1.9** The MIC-Event must withdraw sanction from any event where the MIC-Event is unable to halt unsafe or illegal activity.
- 3.1.3.2.1.10** An MIC-Event must have:
 - A Marshal's Staff

- A Marshal's tabard (or other readily identifiable garment)
- High-impact eye protection, if missile weapon combat is involved
- A copy of this document
- A copy of the SCA Marshal's Handbook
- A copy of the SCA Rules of the List
- A Pen
- Paper
- A whistle on his/her person while on duty, if large melees are involved

3.1.3.2.1.11 The MIC-Event may not participate in any marshal-related activities at the event outside the role of MIC-Event.

3.1.3.2.2 Marshal In Charge of an Activity (MIC-Activity)

3.1.3.2.2.1 Each marshal related activity conducted at an event must have a MIC-Activity.

3.1.3.2.2.2 The MIC-Activity must be authorized to marshal that discipline.

3.1.3.2.2.3 The MIC-Activity must deal with any problems during the discipline activity. All problems rated significant or severe must be reported to the MIC-Event.

3.1.3.2.2.4 The MIC-Activity has the specific right to remove any participant from the Activity. This is to be treated as a severe problem and reported accordingly.

3.1.3.2.2.5 The MIC-Activity must conduct, or assign subordinate marshals to conduct, an inspection of the armor and weapons that will be used by all combatants prior to starting combat activities.

3.1.3.2.2.6 Before each activity, the MIC-Activity must ask the combatants if they have had their equipment inspected. If any equipment has not been inspected the participant must complete the inspection process before starting the activity.

3.1.3.2.2.7 The MIC-Activity must attempt a quick visual inspection of all equipment before commencing the activity. This is not always possible, and does not take the place of proper inspection procedures, or the responsibility of the user to maintain equipment in a compliant status.

3.1.3.2.3 Marshals assisting MIC-Activity

3.1.3.2.3.1 These Marshals must be warranted in the discipline over which they are officiating.

3.1.3.3 (Deleted and reserved for future policies)

3.1.3.4 Participants and Their Responsibilities

3.1.3.4.1 Definition:

All individuals who wish to participate in a marshaled combat discipline in Atlantia must either:

- 3.1.3.4.1.1** Have a permanent address within the borders of the Kingdom of Atlantia where the participant receives their Kingdom newsletter and is authorized by the procedures outlined in this document.
- 3.1.3.4.1.2** Be resident in a foreign Kingdom as defined by Corpora and properly authorized by the Marshals of that Kingdom. Visiting fighters must review with the MIC the Policies and Conventions that apply to the discipline in which they wish to participate.

3.1.3.4.2 Combat Participant Responsibilities

- 3.1.3.4.2.1** All participants must know and follow the current rules.
- 3.1.3.4.2.2** All participants must report to the Minister of Lists and either show proof of waiver on file with the Office of the Registry or execute a waiver.
- 3.1.3.4.2.3** The Marshals assume that all participants believe they are acting in a safe and courteous conduct at all times. It is the participant's responsibility to demonstrate this by his or her actions before, during, and after the activity.
- 3.1.3.4.2.4** All participants are responsible for conducting themselves in a controlled, courteous, and safe fashion at all times, and must accept the criteria of the Marshals for these characteristics.
- 3.1.3.4.2.5** Participants at events may only participate in activities that they are correctly authorized in, with the exception of authorizing activities.
- 3.1.3.4.2.6** At official practices, participants must either show proof of a waiver on file with the Office of the Registry or complete a waiver of liability and submit it to the MIC of the practice.
- 3.1.3.4.2.7** All participants must have all equipment that they plan to use that day inspected by a Marshal for the activity or the designated Inspecting Marshal (if there is one) before participating in that activity.
- 3.1.3.4.2.8** If the participant has a grievance, resolution will be conducted immediately after the activity by the MIC of that activity, and can be appealed to the MIC-Event by the aggrieved individual.

3.1.3.4.2.9 The participant must give truthful information in cases where reports must be made. Falsification of information may result in termination of all authorizations or other sanctions.

3.1.3.4.2.10 All participants, regardless of office or rank, must obey the directions of the Marshals while involved in a marshaled activity. (NOTE: This applies to marshals as well.)

3.1.3.5 Dishonorable Behavior

3.1.3.5.1 It is understood by the Marshals that all but a tiny fraction of participants in the marshaled activities participate in a spirit of honor, dignity, and chivalry. However, even with the best intent, participants may behave in a manner contrary to that spirit. It is the Marshal's responsibility to bring any such behavior to the participant's attention in such a fashion to indicate the above message. Repeated behavior of unsportsmanlike nature will result in sanction at the Marshal's discretion. Such unacceptable behaviors will include, but not be limited to:

- Verbally abusing or arguing with the Marshals, CCAs, MoLs, Chirurgeons, or Waterbearers
- Name calling/taunting of other participants
- Pushing or other physical contact
- Excessive swearing
- Spitting at another participant or a Marshal
- Purposefully delaying the activity by any method
- Throwing equipment in a fashion that indicates anger or loss of control
- Any other behavior the Marshal finds inappropriate on the field

3.1.3.6 Holds

3.1.3.6.1 When hold is called, every participant must cease the marshaled activity at once, place their weapons on the ground if applicable, and stand in place, or kneel if directed by the marshal, until directed otherwise by a marshal.

3.1.3.6.2 The marshal for some group combat activities may declare a "bubble hold" option before the activity begins. In a bubble hold, the marshal may direct participants around the cause for hold to act as informal line marshals, informing other participants who approach the bubble of the perimeter of the hold. Participants who are directed in this fashion must hold their equipment in a fashion that will indicate that they are not combat ready, *i.e.*, holding a bow horizontal or a sword by the blade.

3.1.3.7 Warrants

3.1.3.7.1 Prospective Marshals must undergo an apprenticeship in a specific discipline in order to supervise that discipline. This requirement may be waived or modified, at the Earl Marshal's or relevant

discipline Deputy Earl Marshal's discretion. The Earl Marshal's office encourages all marshals to cross train in as many disciplines as possible.

- 3.1.3.7.2** A Marshal may not be warranted in disciplines in which they are not authorized to participate. This requirement may be waived, at the Earl Marshal's discretion.
- 3.1.3.7.3** Warrants will be kept by roster by the Earl Marshal.
- 3.1.3.7.4** For Knight's Marshals, warrants will remain in effect for 2 years from the date of issue, unless the warrant is suspended or removed by the Earl Marshal, or another warrant is issued for that position.
- 3.1.3.7.5** Deputy Knight's Marshal warrants expire upon resignation or termination by the Earl Marshal.
- 3.1.3.7.6** Kingdom Deputy Marshals serve at the pleasure of the Earl Marshal.
- 3.1.3.7.7** The Earl Marshal must annually audit the roster, and any individual no longer meeting the required attributes of a Marshal will have his or her warrant terminated. The KEM must submit the roster of Marshals to the Crown once per reign. This will usually happen at Curia Regis, or at Coronation on request of the incoming Crown.

3.1.3.8 Reporting

3.1.3.8.1 Event Reports

An event report must be filed by the MIC-Event within 10 days of each event (except where required to file a special report earlier due to problem resolution) and must include the following information. Event reports must be filed in writing and must include any supporting documentation as necessary.

- 3.1.3.8.1.1** The name of the Marshal in Charge of the Event submitting the report, and the Minister of the Lists.
- 3.1.3.8.1.2** The name of all marshals (incl. apprentices) and the capacity in which they served.
- 3.1.3.8.1.3** A list of all authorization attempts including weapon form and result.
- 3.1.3.8.1.4** A description of marshal activities for the day, including disciplines represented and scenarios enacted, with an evaluation of the activities for success and safety.
- 3.1.3.8.1.5** A description of any injuries requiring professional medical services. This is in addition to the requirement for notifying the KEM within 24 hours.

following guidelines govern incident reports:

- Incident reports must be filed within 10 days of the incident
- Incident reports must include the name of the filing individual
- The name of the offending individuals (if appropriate)
- The names of witnesses (if any)
- The specific description of the problem with a reference to Policy or Law to demonstrate the offense.

The Earl Marshal will evaluate the Incident report for action. If the Earl Marshal finds that the incident has merit, he will act on it as the equivalent of a "severe problem" as described in the section on Problem Resolution.

3.1.3.8.5 Deadlines

3.1.3.8.5.1 If a report is not turned in by the deadline, the marshal will be placed on suspension for a period of not less than 90 days, during which time s/he may not perform any marshal activities including (but not limited to):

- Authorizations
- Armor and weapon inspections
- Marshaling a fight
- Marshaling a practice
- Serving as MIC of any event

3.1.3.8.5.2 Following a second offense, the marshal's warrant will be revoked for a minimum of one year.

3.1.3.8.5.3 Failure to report may negate any sanctions or authorizations at the discretion of the Earl Marshal.

3.2 Section II - Problem Resolution

During all activities, the Marshals running that activity must enforce the rules governing participation. Infractions fall into one of three categories defined below. When a violation occurs, the marshal shall use the following guidelines to attempt to resolve the issue(s).

Ordinary: The vast majority of violations will be transitory single occurrences. These should be noted, but not be the subject of action during the activity. The marshal should discuss the problem with the individual or group after the activity ceases.

Significant: If there is a pattern of violations, or if there is a safety hazard, the marshal shall stop the activity, if it is a single bout. In a group activity, the marshal should pull the participant aside if possible without stopping the activity. Circumstances may make this inadvisable without a hold. Although it is desirable to allow activities to run while problems are resolved, this may not be allowed to compromise the need for safe management of the activity.

The Marshal will clearly, concisely, and courteously explain the violation to the combatant. The MIC of that activity may remove the combatant from participation in the duration of the activity, or from the next scheduled activity.

The Marshal will clearly communicate that the violation must not be repeated. The Marshal will inform the erring combatant that report of this action will be in the event report.

Severe: These are severe safety hazards, a continuing pattern of violations, or an injury requiring medical attention.

The MIC of an activity must order the participant to leave the activity area and prohibit that participant from any further activity either for that day or the duration of the event. In head to head competitive activity this is treated as a lost bout. In scored activities, the score accrued before ejection becomes null and void. During group activities, the activity continues without the sanctioned participant. (No resurrection allowed.)

In all three of the above situations, the MIC-Activity must inform the MIC-Event at the end of the activity about the violations and any actions taken. In the case of an injury, the activity must be stopped until the injured participant can safely be removed for medical assistance. If the injury requires off-site medical assistance, the MIC must record the name of the emergency service or hospital used in the MIC report. The MIC must inform the KEM within 24 hours by telephone.

3.2.1 MIC Responsibilities and Powers

The MIC-Event must assess any problems for immediate action.

3.2.1.1 The MIC must immediately record, on paper, all significant or severe problems and include them in the event report.

3.2.1.2 In the case of severe or continuing problems, the MIC may remove the participant from further participation in any activity for the remainder of the event.

3.2.1.3 If the MIC feels that the participant represents an ongoing problem or danger s/he must suspend the authorization of the participant.

3.2.2 Suspension

The suspension of any one Authorization by the MIC-Event will also be a suspension of a participant's authorization in all disciplines until resolution by the Earl Marshal.

3.2.2.1 The MIC-Event will physically take possession of the participant's authorization card.

3.2.2.2 If the combatant does not cooperate that is an additional violation.

3.2.2.3 The MIC must complete the event report immediately after the event.

3.2.2.4 The MIC must contact the Earl Marshal by email or telephone within two days of the end of the last activity of an event.

3.2.2.5 The MIC must send copies of the event report to both the Earl Marshal and Minister of Lists.

3.2.2.6 Suspensions last until lifted or replaced by the Earl Marshal.

3.2.3 Review and Investigation

3.2.3.1 The Earl Marshal will begin a review of any authorization suspension immediately upon receipt of the report.

3.2.3.1.1 The Earl Marshal may lift the authorization suspension.

3.2.3.1.2 The suspension may be left in place during further consideration.

3.2.4 The Earl Marshal may designate an investigator for serious rules violations.

3.2.4.1 The investigator will gather information and make recommendations.

3.2.4.2 This initial investigation must take less than 15 days.

3.2.4.3 After reviewing the investigator's recommendations the Earl Marshal will take any action at his/her sole discretion, including dropping the matter.

3.2.5 Marshal's Court

For the resolution of serious problems, the Earl Marshal may either convene a Marshal's Court or begin a summary problem resolution (see below).

3.2.5.1 The Earl Marshal may not unilaterally levy sanctions more severe than suspension without such sanctions being recommended by a Marshal's Court.

3.2.5.2 The Marshal's Court will consist of three to five marshals and may not include the Earl Marshal.

3.2.5.3 The Marshal's Court shall determine their deliberative process with due regard to Fairness.

3.2.5.4 The sanctions imposed by a Marshal's Court may include, but are not limited to, the following sanctions:

- An official reprimand. This must be paired with a required public written apology by the offending participant, which must be published in the Acorn.
- The suspension of all authorizations for a fixed period.
- Recommendation of the permanent revocation of all authorizations.
- The suspension of a specific weapon authorization for a fixed period.
- A restriction of activity, such as no melees.
- Recommendation of banishment, permanent or fixed period, from the lists.

- The revocation of a marshal's warrant.
- Probation: Probation may include special requirements to address the problem but the offender must agree to the conditions of the probation. The results of violations of probation must be specific.

3.2.5.5 Appeals of the Marshal's Court decisions may be appealed to the Society level.

3.2.5.6 The Marshal's Court may make the following recommendations (to the Crown):

3.2.5.6.1 A Court of Chivalry

3.2.5.6.2 A Court of Courtesy

3.2.5.6.3 Banishment of all types

3.2.5.6.4 Revocation of rank and awards.

3.2.6 Summary Problem Resolution

3.2.6.1 The Earl Marshal may involve the subject of an investigation in a summary resolution process.

3.2.6.2 The Earl Marshal and the subject must both agree to an open ended summary resolution. The subject agrees to an abbreviated process run directly by the Earl Marshal.

3.2.6.3 Fixed summary resolution results from an agreement between the Earl Marshal and the subject specifying the violations and the sanctions. The fixed summary resolution must be specified in writing and signed by both the Earl Marshal and the subject. There are no limitations on the terms of this problem resolution.

3.2.6.4 Once the subject and the Earl Marshal agree to either an open ended or fixed summary resolution, any Marshal's Court shall be terminated.

3.2.7 External Problems

3.2.7.1 Marshals at all levels may have to deal with problems beyond the combatants and the Marshals.

3.2.7.2 In all such cases the marshals are expected to work with the appropriate officers to resolve such problems.

Example: A child gets too close to the fighting. The first time, the marshal calls hold and directs the child out of the way. If the problem recurs, the marshal must find and counsel the parent. If the problem continues, the marshal must work with the autocrat to have the child removed from the area of the combat.

3.2.8 Complaints and Appeals

- 3.2.8.1** Complaints or grievances by marshals or participants must be submitted in writing within 15 days of the last activity of an event using an incident report form such as that furnished in the Reports Appendix or the Marshals Web Page.
- 3.2.8.2** Participants' appeals of sanctions must be made in writing, postmarked within 15 days of the MIC-Events sanction.
- 3.2.8.3** All submissions must be typed or printed out and must be signed and dated. Electronic submissions must be followed within 15 days of the last activity of an event by typed or printed copies which are signed and dated.

3.3 Section III - Training

3.3.1 Deputy Earl Marshal for Training

The proficiency of the Marshallate is one of the primary concerns of the Earl Marshal. In order to foster professionalism and competency, the Deputy Earl Marshal for Training (DEM-Training) position has been created. The DEM-Training shall be responsible for:

- 3.3.1.1** Creating and maintaining instructional material.
- 3.3.1.2** Planning and staffing the track of marshalling classes at each session of the University of Atlantia.
- 3.3.1.3** Working with the other Deputy Earl Marshals to be sure that the available curricula address the specific needs of that discipline.
- 3.3.1.4** Training senior marshals in the prepared materials to enable them to serve as instructors.

3.4 Section IV – Authorization

3.4.1 Armored Combat Authorization Procedures

- 3.4.1.1** Authorization is designed to ensure that all fighters are able to conduct themselves in a safe and courteous manner while on the field of combat.
- 3.4.1.2** The authorization process ensures that all fighters taking the field are conducting themselves according to a common standard.
- 3.4.1.3** This process also ensures the minimal level of proficiency necessary to ensure that they do not present a threat to themselves or anyone else on the field.
- 3.4.1.4** All combatants in tournaments and melees in Atlantia must be authorized in the weapons they wish to use.
- 3.4.1.5** Visitors to Atlantia may participate at Atlantian events if they go over the Atlantian rules with an Atlantian marshal before they compete.

3.4.1.6 Fighters with a valid authorization from another kingdom who move into Atlantia may trade in for an Atlantian authorization card. See the Policies of the MoL for the procedure.

3.4.2 Who May Become Authorized

3.4.2.1 To become authorized a fighter must meet the following requirements.

- Be at least 16 years old.
- Combatants under the age of 18 have additional authorization requirements described in the minor authorization procedures.
- Thorough familiarity with all weapon and armor standards, conventions of combat, and other rules concerning combat related activities in Atlantia.
- Complete an authorization.

3.4.3 Where Can Someone Go Through the Authorization Procedure

3.4.3.1 All armored combat authorizations will be held either at an SCA event or at fighter's practice.

3.4.3.2 Marshals wishing to conduct authorizations at practice must obtain prior permission to do so from the Deputy Earl Marshal for Armored Combat, and coordinate MOL support to insure all reporting standards, both for MICs and for MOLs, are adhered to.

3.4.4 When Can Authorization Occur

3.4.4.1 Authorizations can be held at any time during the course of the event. When a combatant authorizes during an event they may participate in subsequent activities as allowed by their new authorization.

3.4.5 Marshals

3.4.5.1 At least one of the marshals must live in a different local group from the candidate. If the candidate lives in a barony, at least one of the marshals must live outside that barony.

3.4.5.2 At least one marshal MUST be authorized in the applicable weapons form.

3.4.5.3 Inspect the armor and equipment of all personnel participating in the authorization process.

3.4.5.4 Test the knowledge of the candidate regarding the applicable rules governing combat in Atlantia.

3.4.5.5 The knowledge test should include questions applicable to the weapons being used in the authorization.

3.4.5.6 Inform the participants in the authorization of how the authorization is to be conducted.

3.4.5.7 Ensure that both combatants' armor is legal.

3.4.5.8 Neither of the marshals may be fighters who regularly practice with the candidate.

3.4.5.8.1

3.4.6 Authorization for Minors

In order for anyone who is 16 or 17 years old to become an authorized fighter in Atlantia outside of Youth Combat, the following procedure must be followed.

- 3.4.6.1** The candidate must have either a Minor waiver on file at SCA Corporate Headquarters (blue membership card) or must complete a SCA 'Minor's Consent to Participate and Hold Harmless Agreement (General Waiver for Minors)'.
- 3.4.6.2** For a minor to fight or even practice, either a parent or legal guardian shall be present, or someone holding a notarized Medical Authorization for Minors granting them authority to approve medical treatment shall be present.
- 3.4.6.3** During early training, those who are running the practice must make careful determination as to the minor's physical and emotional maturity. The variations among minors are considerable. At this age, many are unready, either physically or emotionally, for SCA combat. The marshals must be conservative in this respect. If there is any question, remember that if the minor is truly emotionally ready, they will not react inappropriately to being told to wait a year. If the marshal is not sure that the minor is ready, they must be told to wait a year.
- 3.4.6.4** The local marshal will arrange for at least one of the parents or legal guardians to observe the fighting practice. Every attempt should be made to ensure that the parents leave with a familiarity with SCA fighting.
- 3.4.6.5** The minor must attend at least one fighting event before the event at which the minor attempts to authorize.
- 3.4.6.6** The parents or legal guardians shall be asked to come to an event before authorization.
- 3.4.6.7** A standard authorization will be conducted with at least one of the officiating marshals being the Earl Marshal or designated Deputy Earl Marshal.
- 3.4.6.8** All of the paperwork involved in the minor's authorization must be reviewed by the Earl Marshal or designated Deputy Earl Marshal before being processed by the Minister of Lists.
- 3.4.6.9** The front half of the helms and masks of sixteen and seventeen year olds who participate in combat activities, either as armored, rapier or equestrian combatants, combat archers or siege engineers, must be clearly marked with three green dots, no less than 1" in diameter, arranged in a triangular formation forming a trefoil.

3.5 Section V - Weapons and Armor Standards

3.5.1 All equipment on the field of combat will be inspected for compliance with Kingdom Law section 10.1.4, which requires items to present a period appearance. For specifics and examples of this requirement, please refer to the Earl Marshal's Web Site – <http://marshal.atlantia.sca.org/>.

3.5.2 Armored Combat Weapons and Armor Standards

3.5.2.1 Armor Regulations. Atlantia uses the SCA regulations without additions.

3.5.2.2 Armor Inspections. All participants must have their arms and armor inspected by a warranted marshal before participating in combat at each event, practice, or other official activity.

3.5.2.3 Weapon Inspections. The marshal in charge of each bout should visually inspect weapons before each bout unless they are using a method of marking already inspected weapons. Questionable weapons must be physically inspected prior to combat commencing. For simple swords, these checks should be extremely brief. Marshals should pay more attention to padded weapons and thrusting tips.

3.5.2.4 Weapon Regulations. Atlantia uses the SCA regulations with the following additions:

3.5.2.4.1 Polearms

3.5.2.4.1.1 A polearm shall be constructed so as to emulate a medieval example. Allowable examples of a medieval emulation would be a padded head in the form of a period weapon, or a split-rattan head in the form of a period weapon.

3.5.2.4.1.2 Atlantia defines an excessively flexible polearm as one that allows the head of the weapon to strike a telling blow to a target despite the intercession of an unyielding block to the haft of the weapon.

3.5.2.4.2 Greatswords

3.5.2.4.2.1 Greatswords must be 6' or less in overall length

3.5.2.4.2.2 The grip must be 18" or less.

3.5.2.4.2.3 The portion of the great sword above the quillons (called a ricasso) may be left without edge markings and therefore can be grasped.

3.5.2.4.3 Spears may not be more than 9 feet long overall.

3.5.2.4.3.1 Mandrake style 2" tips are no longer acceptable as thrusting tips on fiberglass spears. Section VII-D-5 of

the Society's Marshal's Handbook is no longer valid in Atlantia.

3.5.2.4.4 Offensive shields are prohibited

3.5.2.4.5 During combat, the blade of the sword may not be grasped. Also the striking surface of a mass weapon or thrusting tip may not be grasped.

3.5.2.4.6 Single-handed weapons shall not be constructed so as to place a thrusting tip or butt spike within four inches of a rigid structure such as a basket hilt, metal pommel, or steel-gauntleted hand.

3.5.3 Combat Archery Weapons and Armor Standards

3.5.3.1 Armor Regulations.

3.5.3.1.1 Armor standards for combat archers are the same as those for armored combat participants except that Demi Gauntlets may be worn on one or both hands in place of the full Gauntlets.

3.5.3.1.2 When utilized in conjunction with rapier combat, rapier armor standards shall apply. This removes the white diamond rules.

3.5.3.2 Weapons Regulations.

All combat archery weapons (including projectiles) must meet the requirements of the SCA Missile Combat Rules. The following additional requirements apply in Atlantia:

3.5.3.2.1 Arrows/bolts may have a base construction of a fiberglass shaft or Siloflex tubing as described in the SCA Marshals Handbook. All fiberglass shafts must be longitudinally covered with a filament strapping tape and are required to have an 'approved' Anti-Penetration Device (APD) IAW the Society Marshal's Handbook. Shafted arrows/bolts are not required to have APDs when used in Rapier Combat.

3.5.3.2.2 Fiberglass shaft arrows/bolts may utilize Baldar Blunt, CUBB and UHMW heads. CUBB and Baldar blunts shall not be used in Rapier Combat. All ammo used on the rapier field shall have no less than 1 inch of resilient padding after taping. This must be added in front of the blunt and be at least the same diameter as the blunt.

3.5.3.2.3 Siloflex arrows may be gleaned and fired again. A warranted marshal must inspect all other arrows prior to reuse. All arrows shall be clearly marked for identification with the name of the user, home branch and kingdom

3.5.4 Equestrian Horse and Rider Regulations. Atlantia uses SCA regulations with the following additions and changes:

3.5.4.1 The Deputy Earl Marshal of the Horse

3.5.4.1.1 The Kingdom Equestrian Officer shall be known in Atlantia as the Deputy Earl Marshal of the Horse (KEO). The KEO is a deputy of the Kingdom Earl Marshal of Atlantia and shall be warranted by the Kingdom Earl Marshal and The Monarchs of Atlantia.

3.5.4.1.2 The Deputy Earl Marshal of the Horse (KEO) will oversee the training and warranting of cavalry marshals as well as maintaining a roster of qualified cavalry marshals for events, and a roster of qualified instructors for the required Atlantian cavalry classes.

3.5.4.1.3 The KEO defers all regulation of the authorization documentation to the office of the Kingdom Minister of the List (KMOL), who will issue and track all paperwork necessary to ensure the proper registration of riders. The KEO will track all paperwork necessary for authorizing ground crew.

3.5.4.2 Regional Cavalry Marshals

3.5.4.2.1 The KEO will warrant a regional marshal for the North Eastern (MD), North Central (VA), Central (NC) and Southern (SC, Augusta, GA) regions of Atlantia, as needed. These shall be known as Regional Cavalry Marshals.

3.5.4.2.2 The Regional Cavalry Marshals are required to ensure that the additional insurance certificate has been issued for each event where horses will be present in their region. A copy of the insurance certificate must be provided to the KEO.

3.5.4.2.3 The Regional Cavalry Marshals will be responsible for coordinating cavalry activities and events in their region to ensure that each activity and event that include horses are staffed with the necessary marshals and that all regulations are followed.

3.5.4.2.4 The Regional Cavalry Marshals will be responsible for holding Marshal-in-Training (MIT) paperwork until such time as the MIT is ready to be warranted. Upon such time as the MIT is ready to be warranted, the Regional Marshal shall forward a copy of the MIT paperwork and any other written recommendations to the KEO. Copies should be retained in the regional marshal's files.

3.5.4.2.5 The Regional Cavalry Marshals will also be responsible for assigning a mentor for the MITs in their region. Mentors must be warranted marshals and must agree to mentor the MIT.

3.5.4.3 Equestrian Marshal-in-Charge (EqMIC)(Marshal of the Horse)

3.5.4.3.1 The Marshal of the Horse in charge of the equestrian activities at an event must be a warranted marshal. The Marshal of the Horse is responsible for equestrian activities at the event and all reporting

requirements relating to the event. Reporting shall be done as per the requirements of the Earl Marshal of Atlantia.

3.5.4.3.2 EqMICs who will have horses at an Atlantian event must inform the appropriate Regional Cavalry marshal in writing a minimum of 90 days prior to the event to ensure adequate preparation time.

3.5.4.3.3 EqMICs shall work with event autocrats to arrange for proper funding for the required additional insurance and have this funding available to the appropriate Regional Cavalry marshal a minimum of 60 days before an event that includes horses.

3.5.4.3.3.1 Insurance requests must be presented to the KEO or the Cavalry Insurance Deputy to be forwarded to the Society Insurance Clerk to ensure all information is correct and complete prior to ordering. Payment must accompany request.

3.5.4.3.5 A warranted equestrian Marshal must be on-site at all times in which equines are present. If the Marshal of the Horse must leave the site, a cavalry marshal of sufficient experience must be appointed to act in the place of the Marshal of the Horse, in all respects, until the Marshal of the Horse returns.

3.5.4.4 Equestrian Marshal Regulations (Cavalry Marshals)

3.5.4.4.1 Cavalry marshals and cavalry marshals-in-training must attend Cavalry Marshal class or Unevent Session once every two years. The KEO may waive the Cavalry Marshal class in lieu of attending a Cavalry Marshal Seminar (weekend gathering to discuss rules and train marshals).

3.5.4.4.2 All cavalry marshals will have completed the Marshal-in-training program as required by the Atlantian Earl Marshal before being warranted.

3.5.4.4.3 The warranted cavalry marshals will supervise the activities of all grounds crew and cavalry marshals-in-training to help insure their safety.

3.5.4.5 Ground Crew Regulations

3.5.4.5.1 Anyone who plans to step out onto the Cavalry List field while horses are present or in the callforward area must complete a ground crew authorization. This authorization consists of successful completion of the liability class and any other requirements deemed necessary by the KEO.

3.5.4.5.2 Any person functioning within close proximity of horses, handling horses or within the arena as the mounted activities are run must be able to demonstrate the ability to move quickly out of the way of horses and riders in an emergency situation.

3.5.4.6 Ground Crew and Rider Waiver Responsibility

3.5.4.6.1 Every rider or ground crew must be a current SCA member with the proper waiver on file in Milpitas OR sign a waiver on site with the Minister of the Lists (MOL) at each event. Every rider and ground crew person must also sign the state specific equestrian waiver prior to stepping or riding out on the list field at each event.

3.5.4.6.2 Each rider must complete a Liability Seminar (Equine Safety Class) within six months prior to the mounted portion of the authorization process. Each grounds crew person must have attended a Liability Seminar prior to stepping out on the cavalry list field at events.

3.5.4.7 Authorizations

3.5.4.7.1 All equestrian authorizations must be conducted by two equestrian Marshals.

3.5.4.7.2 Atlantia recognizes the following equestrian authorization levels:

3.5.4.7.2.1 Ground Crew. Authorization consists of passing Liability Class.

3.5.4.7.2.2 Rider (Ride Only). Rider must demonstrate ability to control mount at a walk, trot or canter unencumbered by weapons or armor.

3.5.4.7.2.3 Lancer (Games). Rider must demonstrate ability to control mount and wield a single weapon safely while performing the games and unencumbered by armor.

3.5.4.7.2.4 Bannerat. Rider must demonstrate the abilities of Rider and Lancer as well as ability to safely use all equipment, weapons and armor for the Bannerat level game(s) they wish to authorize in. Bannerat riders must be able to compete at a canter.

3.5.4.7.2.4.1 Bannerat Level shall be defined as:

3.5.4.7.2.4.1.1 Any activity that calls for close contact between horses;

3.5.4.7.2.4.1.2 Any activity that calls for riders to be accoutered with helms, armor, or other equipment that may limit their field of vision or restrict movement significantly;

3.5.4.7.2.4.1.3 Any activity that demands that a rider use both hands to hold weapons or equipment (such as two swords, sword and shield) while controlling their mount;

3.5.4.7.2.4.1.4 This includes, but is not limited to mounted crest combat, mounted armored combat, and jousting.

3.5.4.7.2.5 Mounted Archer. Rider must demonstrate the ability of safely handling a bow from horseback. Rider must be able to demonstrate an ability to shoot with the horse moving faster than a walk. This authorization level is available to Lancer and Bannerat riders.

3.5.4.7.2.6 Driver. Rider must demonstrate the ability to safely control a horse-drawn cart or chariot while wielding weapons or transporting one passenger who is wielding weapons. This authorization level is available to Lancer and Bannerat riders.

3.5.4.7.3 Minor Equestrian Authorizations and Regulations

3.5.4.7.3.1 The Kingdom Earl Marshal, Deputy Earl Marshal of the Horse or a Regional Marshal of the Horse must be present for all minor authorizations.

3.5.4.7.3.2 Minors may not serve as Cavalry Marshals in Training.

3.5.4.7.3.3 Minors may authorize as Rider, Lancer, Archer and Driver, but may not authorize as Bannerat riders.

3.5.4.7.3.4 Minor archers are restricted to combat arrows only and may not use target points.

3.5.4.7.3.5 Minors may serve as ground crew for the purpose of waterbearing off the list field or resetting the games between riders. Minors may not hand off weapons to riders or be on the list field when horses are competing or warming up, unless they are an authorized rider.

3.5.4.7.3.6 Minors may not serve as horse monitors except under the condition that a warranted equestrian marshal is within hearing or line of sight of the minor and horses being monitored.

3.5.4.7.3.7 A parent or legal guardian of minor must be present and within line of site at all times while their minor is mounted.

3.5.4.8 Rider Responsibilities at events

3.5.4.8.1 Horse owners will be financially responsible for any damage to a site caused by their horse, truck and trailer or personal equipment, as well as any towing fees accumulated to pull their rig out if stuck at an event.

3.5.4.8.2 Stallions, known biters and kickers policy

3.5.4.8.2.1 Owners of stallions must notify the EqMIC of an event or practice prior to arriving that they intend to bring a stallion. Stallions must be marked with yellow ribbons in forelock and tail.

3.5.4.8.2.2 Horses that are known biters or known kickers are not allowed without the permission of the Kingdom Earl Marshal or KEO and the event Marshal of the Horse (EqMIC). Biters must be marked with red

tassel or ribbon on forehead. Kickers must be marked with red tassel or ribbon on tail.

3.5.4.8.2.3 The KEO may ban horses that have caused safety incidents at three or more events or practices from participating in SCA activities in Atlantia. There must be sufficient cause to warrant banning a horse from events.

3.5.4.8.3 Horse Supervision Protocol

3.5.4.8.3.1 Horses on site during the day must have a cavalry marshal or cavalry marshal-in-training in line of sight at all times unless they are in a barn within stalls. Horses in stalls must have a cavalry marshal or cavalry marshal-in-training within easy access.

3.5.4.8.3.2 Temporary Enclosures

3.5.4.8.3.2.1 The use of any barbed wire or electric wire to contain or restrain a horse is not allowed. All other enclosures are allowed at the discretion of the EqMIC.

3.5.4.8.3.2.2 The use of electric tape may be used only with the consent of the event Marshal of the Horse and Deputy Earl Marshal of the Horse or Kingdom Earl Marshal.

3.5.4.8.3.2.3 Enclosures should be clearly marked on each side that the tape is electrified (if applicable).

3.5.4.8.3.2.4 Horses in electric tape enclosures must be used to being restrained in such enclosures prior to attending the event.

3.5.4.8.3.2.5 The owner(s) of horses restrained within electric tape enclosures must remain on-site and within line of sight entire time horses are within electric tape enclosures or make arrangements for a horse monitor prior to the event.

3.5.4.8.3.3 Horses on site during the night must have a cavalry marshal or cavalry marshal-in training within easy access if they are housed in open pens of metal or wood. Horses housed in a barn with stalls must have a cavalry marshal or cavalry marshal-in-training within easy access of the barn.

3.5.4.8.3.4 Horse owners are required to care for their own horses during the event, including camping in the cavalry encampment, or make arrangements for a horse monitor prior to the event for the proper care of their horse. The owner or monitor must remain within easy access and hearing (preferably line-of-sight) during overnight hours.

3.5.4.8.4 Horse accessible areas at events

3.5.4.8.4.1 Riders may ride horses in the Cavalry encampment and the Cavalry list field and a designated path between the encampment and the field.

3.5.4.8.4.2 Riders may not ride in any other encampments except as directed for a processional.

3.5.4.8.4.3 The EqMIC may consult with the autocrat and designate "riding" areas at their event that may include riding on main thoroughfares between encampments and other areas of a site that can be traversed safely by mounted riders. Riders should announce their presence loudly as they enter those areas.

3.5.4.9 Rental Horses

3.5.4.9.1 Only money orders or certified checks payable to the rental agent may be held by the Marshal of the Horse for the event for the purpose of paying for rental horses (no cash or personal checks).

3.5.4.9.2 Cavalry marshals are not required to hold money for riders or arrange terms of agreements with rental agents. Agreements are between riders and the rental agent only.

3.5.4.10 Equipment and Weapons

3.5.4.10.1 Mounted Archery

3.5.4.10.1.1 Only non-living targets are allowed.

3.5.4.10.1.2 Bow poundage is not to exceed 30 pounds at 28-inch draw for use with fiberglass shaft combat arrows, 50 pounds at 28-inch draw for golf tube or Siloflex combat arrows and 35 pounds at 28-inch draw for target arrows.

3.5.4.10.1.3 Crossbows are prohibited.

3.5.4.10.1.4 The cavalry marshal must be a warranted Atlantian target archery marshal or have a warranted target archery marshal inspect bows and arrows and range set-up and enforce range safety. If only combat ammunition is used a warranted combat archery marshal may be used.

3.5.4.10.1.5 Range Set-up

3.5.4.10.1.5.1 An archery lane 4 to 8 feet wide by minimum 100 feet long with physical barriers on each side is required. A clear area is needed at each end for stopping horses.

3.5.4.10.1.5.2 A safety area beginning at each end of the lane and going back at least 150 feet at a 45 degree angle is required. If multiple targets are to be used, the lane must be long enough to allow riders to attempt more than one shot safely.

3.5.4.10.1.5.3 Targets must be placed no closer than 10 yards (30 feet) to the lane's inside barrier. Targets may not be placed closer than 10 yards (30 feet) from each end of the barrier.

3.5.4.10.1.6 Mounted archers must compete at a trot or canter and control their mount and weapons safely without the use of a foot attendant. Use of a foot attendant with mounted archery is not allowed except for training purposes at a practice.

3.5.4.10.2 Mounted Thrown Weapons

3.5.4.10.2.1 Only non-living targets are allowed.

3.5.4.10.2.2 Javelins (spears) are the only weapons authorized for use with mounted thrown weapons.

3.5.4.10.2.3 The Cavalry Marshal must be a warranted thrown weapons marshal or have a warranted thrown weapons marshal inspect the range set-up and equipment and enforce range safety.

3.5.4.10.2.4 Equipment Standards

3.5.4.10.2.4.1 Javelins should be at least four feet in length but not exceed 9 feet.

3.5.4.10.2.4.2 Javelin heads must be attached to the shaft as to not come off. The javelin shaft must be sound, free of cracks and without any burrs or rough surfaces that can cut or give splinters to the unprotected hand.

3.5.4.10.2.4.3 No tape is allowed on the shaft at all.

3.5.4.10.2.4.4 Mounted thrown weapons targets may only be soft targets (i.e. hay or straw bales).

3.5.4.10.2.5 Range set up

3.5.4.10.2.5.1 Mounted thrown weapons ranges must be set up with the target placed on the same side as the hand of the thrower.

3.5.4.10.2.5.2 The target should be set at approximately 45 degrees angle to the separation barrier running parallel to the riding lane with the left side of the target 10 feet from the lane barrier.

3.5.4.10.2.5.3 The run start line is a minimum of 80 feet from the target and 100 feet to the next and subsequent targets if used.

3.5.4.10.2.6 Rider rules

3.5.4.10.2.6.1 Lancer (Games) authorized riders must walk, trot or canter to the target, stop, throw and then walk, trot, canter away. They may only use one target. They may be assisted by a foot attendant as needed.

3.5.4.10.2.6.2 Bannerat riders may use two or more targets and may canter or hand gallop the run. Javelins may be placed along the lane 20-30 feet from the first target so that they can be grabbed by the rider and used for the next target.

3.5.4.10.2.6.3 Drivers will follow the same rules as per riders.

3.5.4.10.3 Mounted crest combat

3.5.4.10.3.1 Mounted crest combat is limited to Bannerat riders only.

3.5.4.10.3.2 A marshal must inspect rider's armor and weapons before mounted crest combat begins.

3.5.4.10.4 Mounted armored combat

3.5.4.10.4.1 Mounted armored combat is limited to Bannerat riders only

3.5.4.10.4.2 A marshal must inspect rider's weapons and armor before mounted armored combat begins, including the horse's armor.

3.5.4.10.5 Jousting

3.5.4.10.5.1 Jousting is limited to Bannerat riders only

3.5.4.10.5.2 A marshal must inspect rider's weapons and armor before jousting begins, including horse's armor.

3.5.4.10.5.3 The left elbow behind the shield must have the point and bones at either side of the elbow covered by rigid material underlain with at least ¼" (6mm) of closed-cell foam or equivalent padding. The shield may assist in providing this coverage, but is unlikely to be capable of providing full coverage by itself.

3.5.4.10.5.4 All riders must make right side passes on the tilt barrier and carry the lance in their right hand regardless of the rider's dominant hand.

3.5.4.10.5.5 Jousting shields should have at least 165 square inches of surface area (nominally 12" x 14") to present a reasonable minimum target area to the opponent.

3.5.4.10.5.6 At each event that jousting will take place, each horse will make practice passes down the list against another horse to ensure that they are comfortable with the activity on that day.

3.5.4.10.5.7 A marshal designated for this activity must be present for jousting to take place. This marshal shall arrange ground crew appropriate to the circumstances. This should include ground attendants to recover broken tips, and judges to help with the scoring.

3.5.4.10.5.8 Each rider shall be responsible for checking his or her equipment prior to commencing a match. The marshal of the field should also check the equipment and the field conditions.

3.5.4.10.5.9 Riders should have two lances available in order to be able to place one at each end of the list for those times when riders are not returning to a "home end" after each pass.

3.5.4.10.5.10 Riders should arrange for suitable assistance to quickly prepare for each pass and to assist with the replacement of broken tips and tubes.

3.5.4.10.5.11 Once the match is announced each rider should proceed to their end of the tilting lane and prepare for the pass. Once both riders have signaled their readiness, the marshal shall signal the commencement of the pass.

3.5.4.10.5.12 If a rider is having difficulty controlling his or her horse or equipment, or does not follow the conventions of the list, the marshal should suspend further passes until the situation is addressed. Remember safety is the first priority in this activity.

3.6 Section VI - Conventions of Combat

3.6.1 Conventions of Combat for Armored Combat

3.6.1.1 Target Areas.

3.6.1.1.1 Torso: All of the torso above the point of the hips including the shoulder blades and the area between the neck and shoulder will be considered part of the torso.

3.6.1.1.2 Face: The area between the collarbones and the mid brow and between the side burns.

3.6.1.1.3 Head: The whole head and the neck except the face (as defined above).

3.6.1.1.4 Hips: Begin with a line even with the bottom of the groin up to the point of the hip.

3.6.1.1.5 Thighs: The leg from one inch above the top of the knee up to a line even with the bottom of the groin.

3.6.1.1.6 Shoulder: From the point of the shoulder down to a line even with the top of the underarm.

3.6.1.1.7 Arms: From the shoulder to one inch above the wrist.

3.6.1.2 Targeting.

3.6.1.2.1 Blows landed outside the target areas need not be counted.

3.6.1.2.2 A fighter may not intentionally strike areas outside the target areas.

3.6.1.2.3 A fighter may not intentionally strike with the non-striking surface of a weapon (haft, hilt, etc.).

3.6.1.3 Telling Blows.

3.6.1.3.1 A blow that strikes a legal target area with telling force will be acknowledged.

3.6.1.3.2 Telling force is determined by evaluating the blow against the SCA standard of fully armored.

3.6.1.3.3 Fully armored is interpreted to mean wearing authentic medieval armor consisting of an open-faced helm and a fully riveted chain mail hauberk covering the torso, shoulders, and thighs. The arm and leg armor is covered by boiled leather armor. Blows that would incapacitate through this armor are telling blows.

3.6.1.3.4 The exact force level necessary to meet this standard is determined by each fighter but must be within the normal range defined by all Atlantian fighters.

3.6.1.3.5 Missile weapons must strike the same targets as thrusting weapons. But, any contact from a projectile is considered a telling blow.

3.6.1.3.6 Blows striking a weapon or shield before striking a target will be considered a telling blow if the force of the blow after striking the intervening shield or weapon is sufficient to be a telling blow.

3.6.1.3.7 Blows in which the weapon is dropped upon impact may be discounted.

3.6.1.3.8 Blows in which a weapon strikes a combatant because it physically breaks upon striking the shield or defensive weapon need not be counted.

3.6.1.3.9 Blows struck with the non-striking portion of the weapons shall not be counted (haft, hilt, etc.).

3.6.1.4 Results of Telling Blows.

3.6.1.4.1 Telling blows to the face, head, or torso are considered killing.

3.6.1.4.2 Telling blows from a swung mace, great sword, or pole arm to the hip or shoulder are killing.

3.6.1.4.3 All other blows are wounding blows.

3.6.1.4.4 Projectiles have the same effect as thrusts.

3.6.1.4.5 Thrusts to the head, outside of the face, are not telling blows and need not be counted.

3.6.1.5 Death.

- 3.6.1.5.1** After receiving a killing blow the fighter will cease throwing blows.
- 3.6.1.5.2** After receiving a killing blow the fighter will fall to the ground or in some other way clearly indicate he has been defeated.
- 3.6.1.5.3** In single combat the bout is ended after a killing blow (except double kills).
- 3.6.1.5.4** When both fighters, in a one-on-one bout, are killed, they either fight the bout over starting from mutually unwounded conditions or, both take the bout as a loss, depending on the scenario.

3.6.1.6 Wounds.

- 3.6.1.6.1** Wounding blows to the shoulder or arm will cause the loss of the use of that arm.
- 3.6.1.6.2** The wounded arm may not be used to block or throw blows.
- 3.6.1.6.3** A second telling blow to that arm or shoulder will be a killing blow.
- 3.6.1.6.4** Wounding blows to a thigh or hip will cause the fighter to fight from his knees.
- 3.6.1.6.5** The fighter must keep one knee on the ground unless he hops.
- 3.6.1.6.6** Hopping is allowed if the fighter puts no weight on the wounded limb.
- 3.6.1.6.7** Hopping is frequently used to throw one blow after being dealt a wounding blow.
- 3.6.1.6.8** This must be done without putting any weight on the wounded limb.

3.6.1.7 Interruptions.

- 3.6.1.7.1** Any blow started before any interruption of combat (such as death or a hold) will count as if they landed before the interruption.

3.6.1.8 Starting Combat.

- 3.6.1.8.1** Combat will be started when the marshals call lay-on.
- 3.6.1.8.2** Except special scenarios fighters should start fights well out of range.

3.6.1.9 Holds.

- 3.6.1.9.1** Effect of a Hold

- 3.6.1.9.1.1** All combatants must immediately cease throwing blows.
- 3.6.1.9.1.2** They must stop moving about the field.
- 3.6.1.9.1.3** Fighters should not drop their guard until all fighters have stopped throwing blows.
- 3.6.1.9.1.4** Combatants may call Hold when any unsafe situation develops. For example, a fighter should call hold if his helm comes off.

3.6.1.9.2 Calling a Hold

- 3.6.1.9.2.1** In single combat, hold will be called when a fighter is not capable of defense. In single combat, defenseless is defined as having no weapons in hand.
- 3.6.1.9.2.2** If a fighter falls, or if any portion of a hand, arm, or a part of the upper torso or head touches the ground the fighter is considered defenseless. A fighter who feels that he is not defenseless in any of the above conditions may ask the marshals not to call hold in a specific circumstance. If the marshal feels that the request would not create a dangerous situation he will not call hold in the specified situation.

3.6.1.10 Use of Weapons.

- 3.6.1.10.1** All weapons to be used in a particular bout of single combat will be declared to the opponent and the marshal before the fight.
- 3.6.1.10.2** If an auxiliary weapon is carried in such a way as to prevent proper acknowledgment of a blow, any blow striking the weapon will be considered a telling blow to the area that would have been hit.
- 3.6.1.10.3** Except for the proper use of a weapon, grasping, pushing, or striking an opponent is not allowed.
- 3.6.1.10.4** Striking, pushing, or pressing an opponent's shield with a hand, weapon, or shield is allowed.
- 3.6.1.10.5** If the opponent has an edged weapon, striking, pushing, or pressing an opponent's weapon's striking portion (regardless of the orientation of the edge) with any part of the body (for example grabbing a sword with the hand) is not allowed.
- 3.6.1.10.6** Weapon strikes with excessive force are not allowed. Blows with force levels that significantly exceed that necessary to be a telling blow, and significantly increase the chance of substantial injury are blows with excessive force.

3.6.1.11 Helms.

3.6.1.11.1 If a fighter's helm comes off or their visor opens during combat, the fight will be stopped and combatant declared dead. The combatant may not fight again until some steps have been taken to prevent a recurrence of the problem. A marshal will inspect the helm before it is used again.

3.6.1.12 Engagement. These rules apply to melee combat only. In one on one combat fighters are always considered to be engaged.

3.6.1.12.1 A fighter may only attack opponents they are engaged with.

3.6.1.12.2 To engage an opponent a fighter must establish eye contact and be in front of the opponent.

3.6.1.12.3 A fighter may not attack an opponent that cannot see them.

3.6.1.12.4 All fighters must attempt to engage all fighters who are attempting to engage them. The simplest way to meet this requirement is to back up until all those attempting to engage are in front of the fighter they are trying to engage.

3.6.1.12.5 If a combatant is engaged and then turns their back, or if they are charging past an opponent, the opponent may throw one blow immediately after the combatant turns away.

3.6.1.12.6 After that, contact has been broken and the combatant must be engaged again.

3.6.1.12.7 A defenseless combatant may not be struck. In melees, defenseless is having no weapons and no shield in hand.

3.6.1.12.8 An otherwise defenseless person who remains an active participant within a melee by actions such as staying in the line, grabbing spears or blocking enemy movement, etc. will not be considered defenseless and may be struck.

3.6.1.13 Melees. Individual battles may have their own particular rules and conventions besides those stated in this document as long as those rules do not conflict with any of the rules governing combat.

3.6.1.13.1 No more than four fighters shall attack a single opponent.

3.6.1.13.2 When a fighter is a member of a formed unit (like a shield wall) that is fighting another formed unit, they may strike and be struck by any opponent in that unit. If a breakthrough occurs in a segment of the unit, fighters in that segment may both attack and be attacked by passing opponents.

3.6.1.13.3 A fighter who is struck a telling blow by someone on their side must acknowledge the blow.

3.6.1.13.4 A hold will not be called for fighters who lose their weapon in melee.

3.6.2 Conventions of Combat for Combat Archery

3.6.2.1 The legal target area for projectile weapons shall be same as any thrusting weapon that is legal in a given scenario. Exception: At the discretion of the MIC, projectile strikes to the face may be made legal, even in scenarios where face thrusts are prohibited.

3.6.2.2 Archers shall not fire at a combatant if the arrow/bolt cannot leave the bow before contact with the target. For rapier combat, crossbows shall not fire at a combatant at a range of less than 15 feet.

3.6.2.3 On the cry of hold or when slain, all arrows will be uncocked, and crossbows will be uncocked.

3.6.2.4 Any projectile that strikes a legal target area, unimpeded and point first, shall be considered as telling. Any projectile that is blocked, deflected, or which strikes in any manner other than point (or edge) first need not be counted.

3.6.2.5 Any bow which is struck by a projectile or melee weapon shall be considered as broken and unusable until a qualified marshal inspects the bow. A qualified marshal is a warranted combat archery marshal or a warranted target archery marshal. This marshal may not be the active user of the bow needing inspection.

3.6.2.6 Reserved

3.6.2.7 For rapier combat, rapier conventions of combat are to be used.

3.6.2.8 A combat archer (or any other combatant) may yield. If a combatant yields, then he should not be touched.

3.6.2.9 Engagement with missile weapons: An archer need not have eye contact with an opponent in order to shoot at them, but should be able to see their face or the front of their body when targeting them. Inadvertent strikes in the back (such as when the target turns away after the missile is loosed, or when the missile strikes an unintended enemy or friendly target) still count if they are recognized, but it should be expected that, in some cases, the target may not realize they have been struck.

3.7 Deleted and Reserved

3.8 Section VIII - Youth Combat

3.8.1 Marshal Responsibility. Marshals for Youth Combat exist within the structure established under the Crown and Earl Marshal of Atlantia. All marshals for Youth Combat activities are warranted, have authority and are expected to conduct themselves as warranted marshals of this Kingdom, according to Kingdom Law and the Policies of the Earl Marshal.

3.8.2 Sanctions and Grievance Procedures

- 3.8.2.1** Youth Combat will follow the procedures for Sanction and Grievance established by the Office of the Earl Marshal.
- 3.8.2.2** The sole exception to 3.8.2.1 above is that, as necessary, the Marshal in Charge of Youth Combat for an event may remove a youth combatant from the field, tourney or melee based on the conduct of their parent(s) or persons serving in that role, if that conduct is disruptive to the activity or unsafe.

3.8.3 Participation

- 3.8.3.1** Any Youth Fighter Participant, desiring to participate in the SCA Youth Fighter Program, shall have a responsible adult assume all risks and liability for any harm or medical condition arising from the Youth's participation in these activities. This assumption of responsibility shall be signified by all legal documents required by the SCA and the Kingdom Minister of the List (MoL). For the purposes of youth combat a responsible adult is defined as (1) their parent or (2) their court-appointed legal guardian, (3) a person given medical authority over a child by a notarized Youth Combat Medical Authorization for Minors signed by one of the parents, listing the name of the responsible adult and specifically delegating this authority.
- 3.8.3.2** All Youth Fighters ten (10) years of age and under must have at least one (1) responsible adult (per 3.8.3.1) by the list at all times while the Youth Fighter is engaged on the list field. All Youth Fighters eleven to seventeen (11-17) must have a responsible adult (per 3.8.3.1) on site while the youth is engaged on the list field. The responsible adult never relinquishes responsibility for the minor. The marshals, MOLs, or any other SCA officials do not take responsibility for the minor during YC activities. It is strongly encouraged that when the responsible adult is not required to be list side that they stay within eye sight of the list field while the minor is engaged in YC activities.
- 3.8.3.3** Once a Youth has been authorized to participate in Adult Combat-Related Activities, the youth is no longer permitted to participate in the Youth Fighter Program.
- 3.8.3.4** No Youth shall participate in the Youth Fighter Program unless and until the youth has completed the paperwork and waivers necessary as defined by the policies of the Kingdom Minister of the Lists. No Youth shall be permitted to participate in Youth Fighter Program tournaments until the youth has been properly authorized under Kingdom procedures.
- 3.8.3.5** Combatants shall behave in a chivalrous manner, and shall fight according to the Kingdom Conventions of Youth Combat.
- 3.8.3.6** Groups of youth combatants

- 3.8.3.6.1** The Marshallate will not regulate “boffer” combat amongst children under the age of seven years beyond the following:
- 3.8.3.6.2** “Boffer” combat may take place at the discretion of the parents/legal guardians of the children involved and with the approval of the autocrat.
- 3.8.3.6.3** “Boffer” combatants will be restricted to the use of foam-only weapons, with NO rigid components whatsoever.
- 3.8.3.6.4** A responsible adult (per 3.8.3.1) must be within sight and sound of their child at all times during “boffer” combat.

3.8.4 Conventions of Combat

3.8.4.1 Youth Combat activities will be broken down under the following structure:

	Weapon Construction	Tourney	Melee
Division 1 (7-9)	Golf tube core, foam covered	Yes	No
Division 2 (10-13)	PVC core, foam covered	Yes	Limited Scenarios
Division 3 (14-17)	PVC core, foam covered	Yes	Yes

The Youth Fighter Marshals shall exercise discretion in the placement of fighters into their prospective groups, with the agreement of the fighter’s parent or guardian. There will be allowances for Youth Fighters who become advanced and experienced enough to work at the next level. Youth fighters must authorize with all weapons forms of their current division before they can be elevated into the next division.

3.8.4.2 Youth combat will use the same conventions of combat as adult fighters, both for individual and melee combat – with the exception of calibration. Blow force to be used in Youth Combat is summarized in the table below.

	Cutting Blow	Body Thrust	Face Thrust
Division 1 (7-9)	Touch	Touch	Not Allowed
Division 2 (10-13)	Positive Contact	Positive Contact	Not Allowed
Division 3 (14-17)	Positive Force	Positive Contact	Touch

Suitable allowances will be made for the age and maturity level of the individual fighters in judging their compliance with these conventions. Calibrations are to be considered acceptable beginning with the minimum level of acknowledgement allowed per category up to the minimum level of acknowledgement of the next higher division.

3.8.4.2.1 If the marshals deem it acceptable to mix divisions for combat, then the youth shall fight at the lowest division conventions and weapons.

3.8.4.3 Armor Standards

3.8.4.3.1 All Youth Fighters must wear Marshallate-approved helmet with helmet padding and gorget. Head protection includes skull, face, front and cervical vertebrae. This includes full-face guard grill (metal only), gorget and camail or aventail. All helms shall be equipped with a chinstrap.

3.8.4.3.2 All Youth Fighters must wear Marshallate-approved gorgets for the protection of the entire neck and the cervical vertebrae of the back. Wearing of a camail or aventail does NOT preclude the use of a gorget.

3.8.4.3.3 Bars used in the face-guard grill shall be of metal not less than 3/16 inch (4.8mm) diameter, or equivalent. If the span between the crossbars is less than 2 inches, then 1/8 inch diameter bars may be used. Face guards shall prevent a 2-inch (50 mm) diameter dowel from entering into any of the face guard openings. The face guard shall extend at least 1 inch (25 mm) below the bottom of the chin and jaw line when the head is held erect.

3.8.4.3.4 Plastic face grills or face shields are NOT acceptable.

3.8.4.3.5 Eye-glasses worn within the helm shall be either "Sports Glasses" designed to withstand heavy impact or have lenses made of material that does not splinter during catastrophic failure. One type of acceptable lens material is polycarbonate. Glass lenses are not acceptable, including "safety glass."

3.8.4.3.6 All Youth Fighters must wear Marshallate-approved sports groin protection or quilted padding (for females).

3.8.4.3.7 All female Youth Fighters must wear Marshallate-approved protection for the breast area. Breast protection shall not be of a rigid nature, unless said protection is a full breast and back plate. Padded bra cups are not considered adequate protection and therefore not acceptable.

3.8.4.3.8 All Youth Fighters must wear Marshallate-approved kidney protection. This can be a single piece of hard leather 1/8 inch in thickness covering the kidneys and lower back.

3.8.4.3.9 All Youth Fighters must wear Marshallate-approved full hand/glove protection. Protection includes thumb, back of hand and wrist. This shall be at minimum commercially available padded street hockey gloves for Division 1 and at minimum commercially available ice hockey gloves with thumb plate protection for Divisions 2 and 3. Half-gauntlets, vanbraces or commercially available lacrosse gloves are acceptable forms of wrist protection.

3.8.4.3.10 All Youth Fighters must wear Marshallate-approved rigid elbow pads and kneepads. These shall be at minimum commercially available rigid elbow pads and kneepads.

3.8.4.3.11 The legs and lower bodies of all Youth Fighters while on the practice field or List Field must have their legs covered by pants (to include sweat pants) at all times. This is for practice, tournament, and melees.

3.8.4.3.12 The feet must be protected by shoes or boots at all times while on the practice field or List Field. No bare feet or sandals shall be allowed on the field during practice, tournament, or melees.

3.8.4.3.13 A minimum of a padded gambeson or arming coat (equivalent in thickness to 2 sweatshirts) to protect the chest, sides, and back must be worn.

3.8.4.3.14 For tournament and melee combat, all Youth Fighters should make a reasonable effort to attain a period appearance.

3.8.4.4 Weapons Standards – Division 1

3.8.4.4.1 All weapons on the field or at practice must meet Youth Fighter Rules and Regulations and pass a Youth Fighter Marshallate inspection. Acceptable weapons forms are sword and shield and two-sword or Florentine.

3.8.4.4.2 All single-handed weapons will be made of a single golf tube with one layer glass strapping tape on the golf tube and covered with closed-cell foam (1/2" thickness or greater) extending 1.5 in. past the end of the tube. The rolled-edge side of the golf tube must be on the hilt end, not the sword tip end. The sword edge must be taped in a contrasting color. As an additional option, non-rigid material may be used inside the golf tube for the handle, not to extend past the quillions or cross-hilt.

3.8.4.4.3 All single-handed thrusting weapons must consist of the above listed construction plus a thrusting tip consisting of closed cell foam and tape, loosely wrapped, a minimum 2.5 inches in diameter and extending 2.5 inches past the golf tube. The tip should be sturdy enough to not completely fold over upon impact. The thrusting tip should also be covered in a contrasting tape color.

3.8.4.4.4 Weapons must be covered with single layer of loosely wrapped duct tape for support.

3.8.4.4.5 All weapons must be proportional to the size of the combatant. Mass weapons should have no "mass" to them.

3.8.4.4.6 Basket hilts are not required but are allowed.

3.8.4.4.7 All weapons in this division must be clearly recognized as golf tube. This shall be accomplished by wrapping a thin strip of tape the same color as the striking edge or in a different contrasting color, completely around the diameter of the weapon, approximately in the middle of the striking surface. The thin strip of tape can be electrical tape or a thin strip of duct tape and should be ½ inch to 1 inch wide.

3.8.4.5 Weapons Standards – Divisions 2 & 3

3.8.4.5.1 All weapons on the field or at practice must meet Youth Fighter Rules and Regulations and pass a Youth Fighter Marshallate inspection. Acceptable weapons forms for Division 2 are sword and shield, two-sword, one-handed mace, war-hammer, axe, two-handed great weapons, and pole arms. Acceptable weapons forms for Division 3 include all of previous weapons forms. All surfaces of weapons, including non-striking surfaces, must be covered in foam, with the exception of handles and grasping spaces on hafts which must be covered by the fighter's hand and glove while fighting or pole arm hafts as described in section 3.8.4.5.3.12.

3.8.4.5.2 All Swords (non-thrusting type) must consist of:

3.8.4.5.2.1 Minimum 3/4" interior diameter (I.D.), Schedule 40 PVC

3.8.4.5.2.2 Two layers of glass strapping tape. Either one lateral layer and one spiral wrapped layer, or two spiral wrapped layers where one layer is wrapped in the opposite direction as the other.

3.8.4.5.2.3 Closed-cell foam (1/2" thickness or greater) extending 1.5 inches past tip of PVC

3.8.4.5.2.4 All ends must be PVC capped.

3.8.4.5.2.5 Minimum one layer duct tape wrapped loosely

3.8.4.5.2.6 Either quillions or basket hilt (of same construction)

3.8.4.5.2.7 A contrasting colored tape for edging must be used

3.8.4.5.2.8 Maximum weight of all swords not to exceed 1.5 lbs. empirical.

3.8.4.5.2.9 Minimum sword diameter of 1.75 inches.

3.8.4.5.2.10 The sword should be of appropriate length to the height and ability of the user. They should not be excessively long, but should be excessively padded. The outer duct tape layer should not pre-compress any part of the padding. Determining appropriate length - Single-handed weapons may be as long as a) the distance from the fingertips, hanging at rest at the side, to the ground, up to b) the distance from the bottom of the sternum to the ground.

3.8.4.5.2.11 All swords (thrusting type) must additionally consist of:

3.8.4.5.2.11.1 Rubber or foam with duct tape, covering thrusting end of PVC

3.8.4.5.2.11.2 Minimum 2.5" across and 2" long foam tip

3.8.4.5.2.11.3 Thrusting tip covered in a contrasting tape color.

3.8.4.5.3 Two-handed Weapons

3.8.4.5.3.1 No two-handed weapon will be longer than 66 inches (5.5 feet). Determining appropriate length - Two-handed weapons should not be longer than the height of the combatant up to 5.5 feet.

3.8.4.5.3.2 There should be minimal flex to the great weapon. Too much flex and the head or tip of the weapon will be able to unrealistically circumvent the traditional shield or sword block.

3.8.4.5.3.3 The outer duct tape layer should not pre-compress any part of the padding.

3.8.4.5.3.4 Minimum 1" I.D. Schedule 40 PVC

3.8.4.5.3.5 Two layers of glass strapping tape. Either one lateral layer and one spiral wrapped layer, or two spiral wrapped layers where one layer is wrapped in the opposite direction as the other.

3.8.4.5.3.6 Closed-cell foam (1/2" thickness or greater) extending 1.5" past tip of PVC

3.8.4.5.3.7 All ends must be PVC capped

3.8.4.5.3.8 Minimum of one layer duct tape wrapped loosely

3.8.4.5.3.9 A contrasting colored tape for edging must be used

3.8.4.5.3.10 Maximum weight of all swords not to exceed 2.5 lbs. Empirical

3.8.4.5.3.11 Thrusting tips and butt spikes are at least 2.5" across by 2" long.

3.8.4.5.3.12 Two-handed mass weapons (e.g., Polearms, great axes) shall be padded on the top 1/3 of the haft and if they have a butt spike, the bottom 9" shall be padded. If there is no butt spike, then just the bottom of the haft needs minimal padding.

3.8.4.5.4 NO SPEARS

3.8.4.5.5 One-handed Mass Weapons (e.g., Maces and one-handed axes)

- 3.8.4.5.5.1** May be thrusting type, if padded the same as Sword with thrusting tip (7.2.11)
- 3.8.4.5.5.2** May not consist of materials other than non-compressed foam and tape for the heads.
- 3.8.4.5.5.3** Mace heads must have a minimum of a 3" diameter. Axe heads must extend at least 3" from the haft on the striking portion, and 1" on the sides.
- 3.8.4.5.5.4** A contrasting colored tape for edging must be used where appropriate
- 3.8.4.5.5.5** A handle for a one handed mass weapon is defined as the area always covered by the hand and 2 inches on either side of it. All non-striking surfaces outside this handle area must be padded.

3.8.4.6 Shields – All Categories

- 3.8.4.6.1** 1 MAY NOT BE USED AS OFFENSIVE WEAPONS
- 3.8.4.6.2** Materials: wood, plastic or aluminum but the weight should not exceed the capacity of the user.
- 3.8.4.6.3** All edges must be covered by tubing, leather, foam, or equivalent resilient material to minimize damage to youth combat weapons.
- 3.8.4.6.4** No bolts, wires, or other stiff/sharp objects may project from any part of the shield without being padded. Rounded shield bosses are not included in this category
- 3.8.4.6.5** Shape should be recognizable as a period style shield.
- 3.8.4.6.6** No shield shall be designed so that it provides an unfair advantage to its user (e.g., a shield that can be seen through or one that has a mirror polish on its metal face).

3.8.4.7 Or weapons must be constructed to the following standard

- 3.8.4.7.1** All Divisions
 - 3.8.4.7.1.1** All weapons must be inspected regularly for deteriorated or compromised foam as well as damaged or broken components.
 - 3.8.4.7.1.2** No weapon shall use materials which might shatter or splinter on impact. Materials may be tested by placing the material on an anvil and striking it several times with a hammer.

- 3.8.4.7.1.3** No metal may be used in any weapons. This includes, but is not limited to: basket hilts, pommel weights, and hose clamps.
 - 3.8.4.7.1.4** Flails, pole axes, and two ending striking surfaces are not permitted.
 - 3.8.4.7.1.5** Weapons may not be excessively heavy. Weapons may not exceed 8 ounces per foot in weight.
 - 3.8.4.7.1.6** Thrusting tips shall be constructed of closed cell foam covered with duct tape or cloth. They must extend 2 inches past the end of the core and be at least 2.5 inches in diameter.
 - 3.8.4.7.1.7** Striking surfaces must be covered with at least 3/8 closed cell foam extending at least 1 inch past the core material. The foam must be covered with a single loose layer of duct tape or a cloth sleeve.
 - 3.8.4.7.1.8** Thrusting tips and "edges" must be marked with contrasting colored tape.
 - 3.8.4.7.1.9** Thrusting tips should be constructed so that they do not fold over.
 - 3.8.4.7.1.10** Pommels and the butt ends of weapons without butt spikes or basket hilts must be covered with at least 3/8 inch closed cell foam extending at least 1 inch past the end of the core material. This must be covered with a loose single layer of duct tape or cloth.
 - 3.8.4.7.1.11** Lanyards or triggers are required on all single-handed weapons.
 - 3.8.4.7.1.12** Basket hilts are permitted on single-handed weapons.
 - 3.8.4.7.1.13** Experimental weapons must be approved by the Society Deputy for Youth Combat.
- 3.8.4.7.2** Division 1-
- 3.8.4.7.2.1** The following are permitted as core materials for Division 1 weapons- rattan with a diameter between 3/4 and 1 inch, golf tubes, siloflex with a diameter of 3/4 inch, PEX tubing with a diameter of 3/4 inch.
 - 3.8.4.7.2.2** Rattan core weapons must have the ends rounded and/or covered with cloth or leather to prevent the edges from cutting through foam tips.

- 3.8.4.7.2.3** All other core materials must have the ends covered with cloth, leather or similar material.
- 3.8.4.7.2.4** Two-handed weapons made with golf tubes shall be constructed of two tubes taped together with an overlap of 3 inches.
- 3.8.4.7.2.5** Butt spikes are NOT permitted in Division 1.
- 3.8.4.7.2.6** All weapons must be proportional to the combatant. No weapon may be longer than 5 feet.
- 3.8.4.7.2.7** Spears are not permitted in Division 1.

3.8.4.7.3 Division 2

- 3.8.4.7.3.1** The core material for all weapons is rattan with a diameter between $\frac{3}{4}$ and 1 inch.
- 3.8.4.7.3.2** Both ends shall be rounded and/or capped with cloth or leather to prevent the rattan from cutting through the foam.
- 3.8.4.7.3.3** Butt spikes are permitted on two-handed weapons.
- 3.8.4.7.3.4** Spears are not permitted in Division 2.
- 3.8.4.7.3.5** All weapons must be proportional to the combatant. No weapons may be longer than 5.5 feet.

3.8.4.7.4 Division 3

- 3.8.4.7.4.1** The same weapon standards as Division 2 apply with the following exceptions:
- 3.8.4.7.4.2** Spears up to 7.5 are permitted. They may not have butt spikes.
- 3.8.4.7.4.3** Pole arms up to 6 feet are permitted.
- 3.8.4.7.4.4**

3.8.5 Youth Rapier Combat

The goal of Atlantian Youth Rapier is to recreate bated-blade fencing as practiced in various fencing schools of Europe during the 15th and 16th centuries. This combat will be one-on-one, and will be used to train younger students in the art of combat with those bated rapiers and various secondaries. All participants in youth rapier in Atlantia are expected to read and understand these rules before authorization, and are expected to know any changes or

updates that occur. Their parents/ legal guardians should read and understand these rules and standards and make sure that their child follows them.

3.8.5.1 General

3.8.5.1.1 Youths participants must be at least 6, but less than 18 years old to participate in Atlantian Youth Rapier.

3.8.5.1.2 An authorized Youth Rapier Marshal must be present and actively participating at all Youth Rapier activities.

3.8.5.1.3 Youth participants must have a Youth Rapier Authorization to participate in tournaments. See Authorization and Training for more information.

3.8.5.1.4 To participate in training, practice or in tournament a youth must:

1. Show a blue SCA membership card OR
2. The Youth's Responsible Adult, per 3.8.3.1, may sign a Minors Consent to Participate Form for the youth for each event or practice.

3.8.5.1.5 To participate in training, practice or in tournament a youth must have their Responsible Adult, per 3.8.3.1, present.

3.8.5.2 Authorization and Training

3.8.5.2.1 Adults may work with youths in controlled practice or training situations. Adults MUST BE authorized to work with youth. At least one Youth Rapier Marshal must be present during practice or training situations.

3.8.5.2.2 Youths need not be authorized to practice or train. Youths must have a Permission to Practice card as issued by the MOL office to practice at official practices. Youths must be authorized by the Youth Rapier Marshallate to participate in tournaments.

3.8.5.2.3 Youth rapier fighters and their parents/ legal guardian must attend the youth rapier fighter class prior to their first authorization.

3.8.5.2.4 Youth rapier fighters in Divisions 3 and 4 may fight with 'light rapiers'. Light rapiers are considered to be foils or epees, per 3.8.5.5.1.

3.8.5.2.5 Participants will be divided into 4 divisions: Division 1 will be for youths ages 6-9. Division 1 may authorize plastic foil only. Division 2 will be for youths ages 10-11. Division 2 may authorize in plastic foil, rubber daggers and padded parry devices. Division 3 will be those youths ages 12 and up. Division 3 fighters may authorize in light rapier and defensive secondary. Division 4 is for

fighters age 12 and up with experience. Division 4 fighters may authorize in light rapier and offensive secondary. Secondaries are a separate authorization in each division.

3.8.5.2.6 In tournaments, youths will compete with those from the same division.

3.8.5.2.7 Youth rapier combat will be conducted one-on-one for fighters in any division. Only those youth fighters in Division 4 may participate in melees.

3.8.5.3 Rules of the Field

3.8.5.3.1 Youth rapier will not be conducted on the same field at the same time as any other activities.

3.8.5.3.2 The entire body is a valid target.

3.8.5.3.3 Blows are to be struck by thrusting with the tip or slicing with the edge of the blade. Slapping with the blade or percussive blows are not allowed.

3.8.5.3.4 Valid blows:

3.8.5.3.4.1 Thrust: Any thrust that strikes with positive pressure in line with the blade.

3.8.5.3.4.2 Draw Cut: Anywhere the edge of the epee blade slides at least 6 inches when drawn across any body part is a valid blow. Cuts may not be performed with foil blades. If one fighter is using a foil and one an epee then the fighters must agree beforehand how or if cuts will be used.

3.8.5.3.4.3 Fighters may call blows as having a greater effect than is required by these rules.

3.8.5.3.5 Acknowledgment of Blows:

3.8.5.3.5.1 Youths shall acknowledge all valid blows per the following:

3.8.5.3.5.1.1 A blow to the torso, head or neck will end the fight, resulting in defeat for the recipient.

3.8.5.3.5.1.2 A blow to the Brachial artery (arm pit and inside upper arm down to one hand's width from the armpit) will end the fight, resulting in defeat for the recipient.

3.8.5.3.5.1.3 A blow to the Femoral artery (inside of thigh down to one hand's width from the leg crease) will end the fight, resulting in defeat for the recipient.

3.8.5.3.5.1.4 A blow to the arm will disable that arm.

3.8.5.3.5.1.5 A blow to the hand will disable the hand, but not the entire arm.

3.8.5.3.5.1.6 A blow to the leg or foot will disable that leg and ground the recipient. A grounded combatant will sit on the ground to continue the fight and may not rise from that position.

3.8.5.3.5.2 Participants may, at their discretion, yield at any time.

3.8.5.3.6 A combatant may not attack a grounded opponent from the far sides or from behind (more than 90 degrees either way from the direction the grounded opponent is facing).

3.8.5.3.7 An open hand may be used to parry an opponent's weapon or secondary. However, it may not be used to strike an opponent or grasp an opponent's weapon or equipment.

3.8.5.3.8 Some actions are not allowed because they are unsafe and are grounds for removal from the field or from the Atlantian Youth Rapier Program for a time specified by the marshal. These include, but are not limited to:

1. Punching, kicking, shoving, tripping, or grabbing an opponent or his weapons
2. Whipping or chopping with a weapon
3. Striking or pressing an opponent with any piece of equipment not approved for such use
4. Throwing a weapon or other piece of equipment not approved for such use
5. Hitting with excessive force

3.8.5.3.9 Conduct by either a fighter, or responsible adult, per 3.8.3.1, that is obstructive to normal rapier activities is not allowed and is grounds for removal of the fighter from the field or from the Atlantian Youth Rapier Program for a time specified by the marshal. These include, but are not limited to:

1. Consistently ignoring blows
2. Deliberate misuse of the rules (purposefully retreating into the ropes, calling "Hold" when pressed, or ignoring another fighter's attempt to engage you)
3. Striking an opponent who is unaware of your presence

4. Any other action the marshal's feel is obstructive

3.8.5.3.10 No real weapon (live steel) will be allowed upon the field at any time during combat.

3.8.5.3.11 Engaging in youth rapier with the deliberate intent to inflict injury on an opponent is strictly forbidden.

3.8.5.3.12 Upon hearing the call of "Hold" all fighting shall immediately stop. The fighters shall freeze, check for hazards in their immediate vicinity, and then assume a non-threatening position with their weapons pointed away from their opponents. "Hold" will be called by the marshals or any others present, including fighters, on the field, when unsafe or obstructive actions are noticed or any other significant concern is manifest.

3.8.5.4 Protective Equipment Standards

3.8.5.4.1 General Requirements

3.8.5.4.1.1 All protective equipment must be tested prior to initial use. Subsequent testing will take place at the discretion of the marshalle. It is the participant's and their parent's or legal guardian's responsibility to be sure that equipment is tested and meets these standards.

3.8.5.4.1.2 All equipment should be inspected before use at any kingdom event by a marshal.

3.8.5.4.1.3 All required protection shall be constructed and worn so as to provide the specified coverage in all combat situations, regardless of stance or maneuver.

3.8.5.4.1.4 No piece of armor or protection that will prevent the wearer from properly judging the validity of blows shall be allowed.

3.8.5.4.2 Specific Standards

3.8.5.4.2.1 Overall: Abrasion-resistant material is the minimum allowable protection for any area of the body. All portions of the body not specifically requiring the heavier protection detailed below will be covered with abrasion-resistant material. See Materials Standards below.

3.8.5.4.2.2 Face/Head: The face must be covered by a sport fencing legal 12 kilogram mesh mask. The sides of the head back to and including the ears must be covered with 12-kg mesh or rigid material, excluding leather. The back of the head must be covered with at least puncture resistant material. This protection must be fastened securely so as not to come off during combat. See Materials Standards below.

3.8.5.4.2.3 Neck: All youths will wear neck protection covering (at minimum) the entire throat and the sternal notch, and the cervical spine. This protection will be a rigid gorget per Society standards.

3.8.5.4.2.4 Torso: The torso is defined so as to include the chest from the neck out to the shoulder joint, the back from the neck to the top of the pelvis out to the shoulder joints, the abdomen, groin, and sides from the top of the pelvis up to and including the armpits. The torso shall be covered with puncture-resistant material. See Society Rapier rules for the definition of the material standards.

3.8.5.4.2.4.1 Acceptable minimum armpit coverage is provided by a triangle extending from the armpit seam, covering the lower half of the sleeve at the seam, and extending down the inner/under arm, one-third the distance to the fighter's elbow.

3.8.5.4.2.4.2 Male participants shall wear an athletic cup or similar rigid protection. All holes large enough to admit a broken blade will be covered on the outside with puncture resistant material.

3.8.5.4.2.4.3 Female participants are NOT required but are encouraged to consider using breast protection and a female athletic cup or similar protection.

3.8.5.4.2.5 Participants must wear properly fitting, closed-toe shoes that provide safe reliable footing. Sandals with socks are not sufficient footwear for youth participants.

3.8.5.5 Weapons and Secondaries

3.8.5.5.1 Bladed weapons:

3.8.5.5.1.1 Sport fencing legal foils and epees are the standard weapons for Atlantian Youth Rapier Divisions 3 and 4.

3.8.5.5.1.2 Nasycon "Aramis" type plastic foils are the only approved plastic foils for Atlantian Youth Rapier Divisions 1 and 2. Nasycon "Aramis" foils may be purchased from Leon Paul USA, Zivkovic Modern Fencing Equipment, and www.fencing.net.

3.8.5.5.1.3 The epee should be a single wide non electric practice blade of any length.

3.8.5.5.1.4 Metal, commercially produced daggers will be the Atlantian Standard Youth daggers. The use of "flexidagger" dagger blades will be allowed. Use of daggers requires an Offensive Secondary Authorization.

3.8.5.5.1.5 Atlantian Youth Rapier fighters in Division 2 may use a flexible rubber dagger such as the Revival Rubber Rondel Dagger (www.revival.us). Youth Marshals shall inspect daggers to ensure

adequate flexibility. Use of the rubber rondel dagger is only allowed for Division 2 fighters, and requires a separate authorization.

3.8.5.5.1.6 Quillions or cross guards, if used, may not be designed to entrap or break a blade.

3.8.5.5.1.7 Orthopedic (or "pistol") grips will not be used.

3.8.5.5.1.8 Blades must be of commercial manufacture. Blades may not be altered by filing, cutting, heating, hammering, or other such actions that could significantly alter their temper, flexibility, or durability. Normal combat stresses and blade care do not violate this rule. The tang of the weapon may be altered to facilitate attaching handles, hilts and/or pommels.

3.8.5.5.1.9 Blade ends must be capped with a manufactured rubber or plastic tip. These tips will be at least 3/8 inch (9mm) in diameter. They will be firmly affixed to the blade and be taped at the base with tape of a color contrasting with the blade and the tip.

3.8.5.5.1.10 Blades with serious defects, such as kinks, sharp bends, cracks, or irrecoverable "S" bends shall not be used.

3.8.5.5.2 Secondary Devices: Shall consist of two types: Offensive secondaries and Defensive secondaries. Defensive secondaries will be a separate authorization from offensive secondaries.

3.8.5.5.2.1 Offensive Secondaries: a device used in addition to the rapier blade to deflect an opponent's weapon and/or secondary that may also be used to attack an opponent. This requires a separate authorization. These include but are not limited to:

3.8.5.5.2.1.1 Dagger: a long knife that must be constructed so as to meet the rules for bladed weapons.

3.8.5.5.2.1.2 Case or second rapier: using two rapiers, one in each hand.

3.8.5.5.2.1.3 All other offensive secondaries will be considered non-standard and must be approved by a marshal designated by the Kingdom Youth Rapier Marshal in addition to the regular inspection process.

3.8.5.5.2.2. Defensive Secondaries: a rigid or non-rigid item used in addition to the rapier blade to deflect an opponent's

weapon and/or secondary. This requires a separate authorization. These include but are not limited to:

3.8.5.5.2.2.1 Bucklers: A small, rigid shield. A buckler shall be constructed of lightweight, sturdy materials, resistant to splintering and breakage. Division 2 bucklers must have padded edges.

3.8.5.5.2.2.2 Cloaks: a non-rigid item that must be recognizable as a cloak, though the size, weight, and shape are left to the discretion of the user. They may be weighted using soft hem weights such as rolled cloth or rope. Metal or rigid weights or fastenings are not allowed for weighting the hem.

3.8.5.5.2.2.3 All other defensive secondaries will be considered non-standard and must be approved by a marshal designated by the Kingdom Youth Rapier Marshal in addition to the regular inspection process. Any other secondaries used for Division 2 must be padded.

3.8.5.5.3 Any weapon or secondary that is likely to seriously injure a combatant or to entangle, break, or otherwise damage equipment is prohibited. Thus, equipment with small, rigid openings large enough to admit a tipped foil or epee may not be used.

3.8.5.6. Marshaling

A. Marshals for Youth Rapier exist within the structure established under the Crown and Earl Marshal of Atlantia. All marshals for Youth rapier activities are warranted, have authority and are expected to conduct themselves as warranted marshals of this Kingdom, according to Kingdom Law and the Policies of the Earl Marshal.

3.8.5.6.1 Youth Rapier Marshals: The Kingdom Youth Rapier Marshal will be responsible for issuing Youth Rapier Marshal and Junior Youth Rapier Marshal warrants.

3.8.5.6.1.1 A warranted Youth Rapier Marshal is a person at least age 18 who in addition to their reporting duties as a kingdom or at-large officer:

- 1) Is an authorized Youth Rapier Marshal
- 2) Is allowed to teach the pre-authorization class
- 3) Is allowed to authorize youth combatants in all weapon combinations
- 4) It is strongly suggested that a Youth Rapier Marshal have a current authorization to marshal Adult Rapier combat.

3.8.5.6.1.2 A Junior Youth Rapier Marshal is a person aged 14-17 authorized to, under supervision of a Youth Rapier Marshal:
1) Marshal on the field of Youth Rapier combat
2) Inspect weapons and armor for Youth Rapier combat

3.8.5.6.2 Marshallate responsibilities

3.8.5.6.2.1 All Youth Rapier Marshals and Junior Youth Rapier Marshals are required to attend prewarranting classes. These consist of Field Marshal 201, the Rapier Marshal 101 class, and the appropriate youth marshal class(es).

3.8.5.6.2.2 At least one (1) Youth Rapier Marshal must be present for any practice bouts.

3.8.5.6.2.3 At least (1) Youth Rapier Marshal and one other Youth Rapier Marshal, Junior Youth Rapier Marshal or Marshal-in-training must be on the field for any tournament rapier bout. (The Adult Rapier Marshal warrant is NOT a substitute for the Youth Rapier Marshal warrant.)

3.8.5.6.2.4 Rapier marshals are responsible for combat safety. This includes, but is not limited to, checking weapons and equipment, observing combat, warning a combatant of inappropriate or dangerous actions, disallowing dangerous weapons, and, if necessary, removing a combatant from the field.

3.8.5.6.2.5 The marshals on the field are expected to take an active role in safety, sportsmanship, and assistance with blow calling.

3.8.5.6.2.6 Before any combat, Youth Rapier Marshals, in the presence of the parent or legal guardian, must inspect the gear of all the participants to ensure it is safe and functional. Before each bout the responsible adult and the marshal(s) on the field should take a moment to glance over each participant to be sure their equipment is properly in place and to assure that no real weapons are carried on the field.

3.8.5.6.2.7 The inspecting marshals will reject any weapons not following these rules or any equipment they feel is unsafe.

3.8.5.6.2.8 Combat Marshalling.

3.8.5.6.2.8.1 One (1) of the Youth Rapier Marshals on the field will be the designated MIC and the other marshal(s) on the field will be assisting marshal(s).

3.8.5.6.2.8.2 It is suggested to allow Junior Youth Rapier Marshals as much control and authority over combat as possible, however the final responsibility on the field is with the MIC.

3.8.5.6.2.8.3 Any adult marshal may override the decision of a Junior Rapier Marshal.

3.8.5.6.2.9 Before the marshals may begin a bout, they must receive a verbal acknowledgment from each participant declaring their readiness to begin.

3.8.5.6.2.10 Anyone who sees an unsafe situation on the field must call "Hold." The marshals should see that the problem is corrected before continuing.

3.8.5.7. Responsibilities of Parents/ Legal Guardians

3.8.5.7.1 Parents/legal guardians are to understand this is a contact sport and that injuries may occur.

3.8.5.7.2 The responsible adult, per 3.8.3.1, is to behave in a courteous and responsible manner at all times.

3.8.5.7.3 The parents/legal guardians are urged to become an authorized Youth Rapier Marshal so that they can work closely with their child in this activity.

3.8.5.7.4 The parents/legal guardians are responsible for their child's safety, with the Youth Rapier Marshals guiding the armoring/safety process.

3.8.5.7.5 The parents/legal guardians are required to read and understand these rules and standards and are to make sure that their child follows them.

3.9 Target Archery

3.9.1 Atlantia uses the Society Target Archery Rules, found at: <http://sca.org/> with the following changes & clarifications:

3.9.2 Equipment Standards

3.9.2.1 Marshals may make exceptions to the equipment standards on a temporary basis for new archers & children. These exceptions must be reported to the Deputy Kingdom Earl Marshal for Target Archery. No one falling under these exceptions can win a competition or score official rounds.

3.9.2.2 Compound bows and compound crossbows are not allowed.

3.9.2.3 Center-shot crossbows are not allowed. A center-shot crossbow is where the bolt passes through the prod, or between two parts of a split prod. It does not matter how little of a center-shot this is.

3.9.2.4 Non-period trackless crossbows are not allowed. Trackless crossbows have their string suspended in mid-air, and do not ride on a shelf.

3.9.2.5 Crossbows with a modern pistol grip, modern rifle or air-rifle-style stock are not allowed.

3.9.2.6 Bow quivers (ones that attach to the bow or crossbow) are not allowed.

3.9.3 Procedure & Marshalling Standards

3.9.3.1 Equipment Inspection

3.9.3.1.1 At all SCA activities, bows & ammo must be inspected by the marshal in charge or their designee before being used.

3.9.3.1.2 Hand bows should be brought to the marshal unstrung. Crossbows can be left strung.

3.9.3.1.3 At an event with 20 or more archers, stickers shall be used to mark bows that have been inspected.

3.9.3.1.4 Marshals shall not inspect their own equipment, unless they are the only marshal present.

3.9.3.2 Safety Zones

3.9.3.2.1 Safety zones need to be clearly marked off. However, visually obvious safety zones (such as a field full of targets with ample space between them), are allowable.

3.9.3.2.2 At a minimum, each shooting station will have a safety zone that extends 30 degrees from each end of the shooting line to a line even with the furthest target, or 50 yards, whichever is closer. The zone will then extend straight back from those points for 40 yards, or half the distance from the shooting line to the target, whichever is greater. A larger safety zone is recommended if possible.

3.9.3.2.3 Physical barriers such as a hill, permanent solid backstop, a wall, etc can be used to reduce the amount of safety zone needed. However, the barrier must completely cover the safety zone in order to count. A small barrier that could be shot around is not sufficient.

3.9.3.2.4 Archery netting can not be used to reduce safety ranges, but is encouraged to help archers recover missed arrows.

3.9.3.3 Bows & Crossbows may not be carried downrange.

3.9.3.4 A marshal may shoot while marshalling upon their own discretion based upon the current situation.

3.9.3.5 The Atlantian Royal Round is used as the official ranking system of Atlantian archers. Specific rules on running this shoot, and recording the scores, are found at the Kingdom Archery website:
<http://archery.atlantia.sca.org/>

3.9.3.6 An archery marshal from each local group must send reports quarterly about the state of archery within their group, and after each event to the Deputy Kingdom Earl Marshal for Target Archery.

3.9.4 Traditional Rulings

Archery has a long tradition in Atlantia. Many standards have developed that archers are used to obeying. When these standards are changed without warning, situations may occur. Therefore, the following rulings shall be considered always in effect, UNLESS the marshal running the particular shoot specifies otherwise. Marshals are encouraged, but not required, to publish any changes to these rulings in advance.

3.9.4.1 Archers are to straddle the shooting line. Those that sit, kneel, etc are to keep the point of their ammo in the same line as the standing archers when at full draw.

3.9.4.2 When an arrow breaks or just touches a dividing line between two scoring zones on a target, it should be scored in the archer's favor.

3.9.4.3 On speed/timed shoots, the call to shoot shall begin with the command 'loose', and end with the command 'hold'. Archer's may fire from the 'L' of loose, to the 'D' of hold. For each arrow let loose before or after this timing, the archer will forfeit the highest scoring arrow on the target.

3.9.4.4 During a timed shoot that calls out multiple targets, the archer may loose a shaft at the last target called until the next target is called. This means that an arrow might be fired at the first target then hit after the second target has been called, but still be considered good.

3.9.4.5 When archers are grouped by their Atlantian Rank, it is by the archer's current average (not permanent rank) for the bow type that the archer is shooting that day. An archer who knows that they are shooting better than their current average indicates, may wish to let the marshal know this and place them in a higher category.

3.9.4.6 Archers are allowed to switch bows during a competition.

3.9.4.7 Firing more than one shaft at a time is allowed. Archers must demonstrate competency in this technique to the marshal prior to performing it.

3.10 Thrown Weapons

3.10.1 Thrown Weapon regulations are per the Society regulations, which can be found at <http://www.sca.org>.

3.11 Rapier Combat

3.11.1 Rapier Authorization Procedures

3.11.1.1 Authorizations will be conducted under the following conditions:

3.11.1.1.1 All authorizations will be held at an SCA event or at an SCA fighter practice.

3.11.1.1.1.1 Authorizations may be held at a fighter practice only with the prior permission of the Deputy Earl Marshal for Rapier Combat.

3.11.1.1.1.2 Marshals shall ensure that an MOL is present to support the authorization.

3.11.1.1.2 A two-marshal team will run the authorization and shall satisfy the following requirements:

3.11.1.1.2.1 At least one of the marshals must live in a different local group from the candidate. If the candidate lives in a barony, at least one of the marshals must live outside that barony.

3.11.1.1.2.2 Neither the marshals nor the usher may be fighters who regularly practice with the candidate.

3.11.1.1.2.3 Both marshals shall be authorized in the form being attempted.

3.11.1.2 In order to authorize, a Rapier fighter must demonstrate the following:

3.11.1.2.1 Comprehension and application of the SCA Rules of the List, SCA Rapier Marshal's Handbook, and the Rapier Combat section of The Atlantian Book of Policy.

3.11.1.2.2 Ability to properly execute and acknowledge various valid blows.

3.11.1.2.3 Safe and competent execution of offense and defense during actual combat.

3.11.1.3 Fighters from other kingdoms shall participate as follows:

3.11.1.3.1 Marshals shall ensure that visitors with an out-of-Kingdom authorization understand and comply with Atlantian rules and conventions.

3.11.1.3.2 Rapier fighters who move into Atlantia shall obtain an Atlantian authorization prior to participating in rapier combat.

3.11.1.3.3 Fighters with a valid authorization from another kingdom who move into Atlantia may trade in for an Atlantian authorization card. See the Policies of the MoL for the procedure.

3.11.2 Rapier Combat Weapons and Armor Standards

3.11.2.1 Atlantia follows the Corporate Rules for Rapier in the Society for Creative Anachronism, Incorporated (found at the Society Marshals Web Site at <http://www.sca.org/officers/marshal/combat/rapier/index.html>), including cut and thrust rapier, with the following modifications:

3.11.2.2 No fiberglass blades are allowed.

3.11.2.3 Fighters who choose to participate in Cut & Thrust combat acknowledge that they will be struck with a harder blow than they would normally receive in heavy or light rapier combat, and they should act with the interest of the safety of their opponent in mind.

3.11.2.4 In addition to the Society requirements, for cut and thrust rapier combat, the back of the head must also be covered by rigid material, lined by at least ¼ inch (6mm) of closed cell foam or an equivalent padding.

3.11.2.5 In addition to the Society requirements, all heavy rapier and cut and thrust blade tips must include adequate protection against punch-through of the blade. This may include:

- A metal disc (such as a washer) placed between the end of the blade and the tip.
- A nut or other blunt metal object welded to the end of the blade in compliance with the Corporate Rules for Rapier in the Society for Creative Anachronism, Incorporated.
- Any approach specifically approved by the Deputy Earl Marshal for Rapier Combat.

3.11.3 Conventions of Combat for Rapier Combat

3.11.3.1 Definitions.

3.11.3.1.1 A Valid Blow is any thrust with positive force towards the opponent in line with the blade or any draw cut using at least 8" of the blade.

3.11.3.1.2 To be valid, a cut and thrust percussive cut must be delivered with positive force.

3.11.3.2 Additional Conventions.

3.11.3.2.1 For cut and thrust bouts, a fighter receiving a leg blow while delivering an incapacitating blow to an area other than the opponent's leg shall be the victor.

3.11.3.2.2 A Valid Blow to a hand will disable only the hand. The arm may still be used for parrying, but the hand may not grip, hold, or push.

- 3.11.3.2.3** Blows must recreate real attacks (thrusts in line with the blade, not slaps; cuts with the edge, not the flat).
- 3.11.3.2.4** Blow calling is the sole responsibility of the fighter receiving the blows. Fighters may, at their discretion, call blows good outside of those required. For example, they may decide to take tip cuts and/or push cuts.

3.11.4 Rules of the List for Rapier Combat

- 3.11.4.1** A combatant may decline any challenge without dishonor, and without specifying a reason. In a tournament bout, this may result in forfeiture of the bout.
- 3.11.4.2** Combatants may reject the use of a particular non-standard weapon or parrying device by an opponent, should they deem the weapon or parrying device unsafe.
- 3.11.4.3** All rapier combat is done in the round, not strip-style in a line.
 - 3.11.4.3.1** If a combatant has been placed on the ground (i.e. loss of leg or foot), the standing opponent may not attack from any angle greater than 120 degrees, central to the forward facing position of the fighter.
- 3.11.4.4** There shall be no combat between Rapier fighters and armored SCA combat fighters.
- 3.11.4.5** Brawling tactics or deliberate and unsafe misuse of weapons is not allowed. Examples include (but are not limited to):
 - 3.11.4.5.1** Grasping, grappling, tripping, or striking the opponent or the opponent's equipment with one's hand or body. Fleeting contact is permissible, as is parrying or grasping the blade per Society rules.
 - 3.11.4.5.2** Whipping or chopping with the rapier, dagger, cloak, buckler or anything else held in the fighter's hand.
 - 3.11.4.5.3** Throwing a cloak over an opponent's face so as to blind the opponent.
 - 3.11.4.5.4** Striking with any part of the weapon not designed for it, or with any buckler or parrying device not legal for thrusting.
 - 3.11.4.5.5** Deliberately trapping the blade in any fashion, except as permitted under Society rules.
- 3.11.4.6** A hold shall be called whenever a marshal, fighter, or spectator believes conditions warrant it. Such conditions include (but are not limited to):

- 3.11.4.6.1** A broken or unsafe weapon, armor, or other equipment.
- 3.11.4.6.2** Violations of the rules of combat.
- 3.11.4.7** Combatants or marshals may request a calibration at any time during a Hold.
- 3.11.4.8** A fighter is armed so long as at least one offensive weapon is retained. If a fighter is disarmed, their opponent has the option of allowing them to recover their weapon(s); otherwise, a disarmed fighter must yield.
- 3.11.4.9** A marshal shall, as necessary, warn or remove from the field any fighter whose conduct is deemed unsafe, discourteous or unchivalrous. Examples of unsafe conduct include (but are not limited to):
 - 3.11.4.9.1** Striking with excessive force or from behind.
 - 3.11.4.9.2** Problems with acknowledgment of blows.
 - 3.11.4.9.3** Deliberate misuse of the Rules of Combat to gain advantage over an opponent.
- 3.11.4.10** At the end of each bout, the Marshals shall ask each fighter if they are satisfied with the conduct of the bout. If either combatant is dissatisfied with the conduct of the bout, they must state any grievances before walking off the field. Any fighter who leaves the field without stating grievances is declaring him/herself satisfied with the bout.

4 Policies of the Kingdom Minister of the Lists

4.1 Duties of the Kingdom Minister of the Lists

The Kingdom Minister of the List (KMoL) shall maintain a list of all authorized fighters in the Kingdom and a roster of all warranted Ministers of the List (MoL).

- 4.1.1** The fighter list and MoL roster will be published *at least* quarterly each year. These records will be made available to all warranted MoLs.

- 4.1.1.1** The fighter list shall be published as two separate lists. The current list shall contain the names of all fighters in the kingdom with a valid authorization card. The recent expirations' list shall contain the names of all fighters whose cards have expired in the four years preceding publication of the current list.

4.2 Becoming a Minister of the Lists

- 4.2.1** MoLs shall be warranted for a period of two years. Warrants shall be issued and maintained at the discretion of the KMoL.

- 4.3.1** A warranted MoL is required to administer all combat activities at Atlantian events. For the purposes of this policy only, an Atlantian event is defined as any event announced in *The Acorn*. Any combat activity, including tournaments, demos, war practices, and training at Universities or Collegiums, held at these events requires an MoL.
 - 4.3.1.1** Each event shall have an MoL-in-Charge who is responsible for filing a tournament report within 14 calendar days of the event.
- 4.3.2** The MoL must ensure that each fighter checks in and completes the appropriate paperwork prior to entering the lists.
- 4.3.3** The MoL shall prepare one report for each tournament held at an event. If you have three tournaments, the KMoL's office should receive three report forms.
 - 4.3.3.1** If a tournament is scheduled but does not occur or is started but not completed, the MoL should send a tournament report stating this fact and the reason, for example bad weather or lack of marshals.
 - 4.3.3.2** All fees collected must be included with the tournament report. If fees are not paid the authorization or renewals will be void. These funds may not be run through personal accounts. MoLs must have a branch Exchequer issue a check for the total amount. Checks must be made out to "SCA, Inc./ Kingdom of Atlantia" and be included with the tournament report.
 - 4.3.3.3** A copy of the tournament report shall be submitted to the seneschal of the sponsoring branch.
- 4.3.4** Each month the KMoL will publish a list in *The Acorn* of overdue tournament reports. The MoL-in-Charge will have one month from the date of notification to submit the tournament report or contact the KMoL to resolve any problems.
 - 4.3.4.1** If at the end of the first month of past due notification, the MoL-in-Charge has not resolved the problem with the KMoL, the branch Seneschal will be responsible for locating and submitting the missing report or rectifying any issues with that report. The branch seneschal will have a second month to submit the missing report. The MoL-in-Charge will be suspended.
 - 4.3.4.2** At the end of two months, if the KMoL has not received the communication concerning the missing report, the branch sponsoring the event will be suspended from holding martial activities at events. All authorizations and/or renewals processed at the event may be voided by the KMoL. An announcement will be placed in *The Acorn* concerning the status of the authorizations/renewals.
 - 4.3.4.2.1** This suspension of the branch will be permanent unless all issues can be resolved and a letter is received from the branch seneschal requesting that the branch be reinstated. The suspension of the MoL-in-Charge will be permanent unless all issues can be resolved with the KMoL.
 - 4.3.4.2.2** Branches that have been suspended will be barred from holding fighting events until they have resolved all issues surrounding the

event or the KmoL has approved a substitute for a specific tournament/event. Branch suspensions will be published in *The Acorn*.

- 4.3.5 It is recommended that all independent branches (such as Shires, Baronies, and Strongholds) and sub-branches (Cantons and Collegues) have an MOL if they wish to host fighting events.

4.4 Requirements for Participation in Combat

- 4.4.1 All gentles who wish to participate in combat activities in any capacity at an event as defined in 4.3.1 must sign in with the MoL-in-Charge of the event.
- 4.4.2 All fighters must present a valid combat authorization card to the list table when signing in for a tournament. The MoL shall verify the fighter's authorizations with this card and/or the current fighter list. Photocopies of authorizations card are not acceptable.

4.5 Authorization Records

- 4.5.1 Authorization requirements are issued and administrated by the Kingdom Marshal's office. For an authorization or renewal to be officially recorded the following forms must be completed, signed, and accompanied by the \$5 fee or the authorization/renewal will be void.
 - 4.5.1.1 Verification of Authorization form. One of these forms must be completed any time the MoL processes an authorization, add-on weapons form, transfer of authorizations from another Kingdom, renewal of an expired card, or a lost card.
 - 4.5.1.2 Authorization Form/Temporary Card: Three copies are required. (One card goes to the KMoL with the tournament report, one card remains with the MoL-in-Charge's records, and the third card goes to the fighter to serve as their temporary authorization card.) This temporary card will be valid for three months. For example, if the authorization takes place on 1/00, the expiration date will be 4/00.
 - 4.5.1.2.1 For an authorization, the marshals, MoL, and fighter must sign the temporary card.
 - 4.5.1.2.2 For a renewal, the MoL and the fighter must sign the temporary card.
- 4.5.2 If a fighter is authorizing in an add-on weapon form, the process is exactly the same as if it were a new authorization and new cards will be issued. MoLs may NOT make any changes to the existing fighter card.

4.6 Renewal of Authorizations and Confirmation of Authorizations

- 4.6.1 Combat Authorization Cards are valid for four years from date of issue. At the end of that time, a fighter must execute a renewal. This may be done at an event list table or through a MoL-at-Large.

- 4.6.1.1** If the fighter is on the list of recently expired fighters, they may complete a renewal and fight.
 - 4.6.1.2** If the fighter cannot or will not renew or reauthorize, they may not fight.
 - 4.6.1.3** If a fighter's card has been expired for more than four years, all of their authorizations become void and they must re-authorize in all weapons forms.
- 4.6.2** If a fighter's card has been expired for more than four years, all of their authorizations become void and they must re-authorize in all weapons forms.

4.7 Out of Kingdom Fighters

- 4.7.1** If a fighter from another Kingdom is visiting Atlantia, they must show the authorization card from their Kingdom of residence in order to participate in combat activities.
- 4.7.2** When a fighter from another Kingdom moves to Atlantia, they must obtain an Atlantian authorization card within three months of their first Atlantian event. During this three month grace period, they may fight using their previous Kingdom's authorization card. To transfer authorization, the MoL should have the fighter and marshals complete a Verification of Authorization, and pay the fee. Then, the MoL should issue the fighter a temporary card.

4.8 Minors

Minors are a special case in combat. Any minor (aged 16 to 17 years) who wishes to engage in combat with adults, must authorize and go through the process prescribed by the Kingdom Marshal's office. If a minor wishes to authorize, the MoL must insure that the normal paperwork, as well as the additional forms stipulated by the Kingdom Marshal policies, have been completed before the authorization may be attempted.

- 4.8.1** Minor combatants will be issued a yellow card, which will expire on their eighteenth birthday. When signing in an authorized minor combatant, the MoL should ask to see their fighter card, and either their parent or guardian or their signed and notarized Minor Medical Authorization and adult authorized by the form to seek medical treatment for the minor.
- 4.8.2** For minor combatants seeking to authorize for the first time, the MoL should ask to see proof of waiver on file at SCA Corporate Headquarters (blue membership card), or have the minor's parent or guardian sign and submit a Minor's Consent to Participate and Hold Harmless Agreement (Minor Waiver) for the minor combatant.

4.9 Cavalry

- 4.9.1** All individuals participating in Cavalry events are required by Society policy to sign a State-specific Equestrian Waiver (where the event is located).
- 4.9.2** For all cavalry participants seeking authorization or add-on forms, an individual, State-specific Equestrian Waiver must accompany the Verification of Authorization and temporary cards.

4.10 Youth Combat

Youth Combatants are a special case in combat. Any minor (aged 7 to 17 years) who wishes to authorize as a Youth Combatant must go through the process prescribed by the Kingdom Marshal's office. If a minor wishes to authorize, the MoL must insure that the normal paperwork, as well as the additional forms stipulated by the Kingdom Marshal policies, have been completed before the authorization may be attempted.

4.10.1 Youth Combatants will be issued a green authorization card, which will expire in three (3) years from the authorization date, or their 18th birthday, whichever occurs first. When signing in at the list table, the MoL should ask to see the youth's Permission to Practice form or authorization card, and their parent or guardian.

4.10.2 Future Youth Combatants must attend the Youth Combat Class (taught by warranted Youth Combat Marshals) with their parent or guardian. At the completion of the class, the parent or guardian, YC Marshal, and MoL will complete the top two portions of the Permission to Practice form. The parent or guardian and the MoL will complete the Youth Combat Verification of Authorization, complete with proof of waiver information. The MoL will submit the YC VOA and waiver information to the KMOL.

4.10.3 For youths seeking to authorize for the first time, the MoL should ask to see the youth's Permission to Practice form, their parent or legal guardian, and proof of waiver on file at SCA Corporate Headquarters (blue membership card), or have the youth's parent or guardian sign and submit a Minor's Consent to Participate and Hold Harmless Agreement (Minor Waiver) for the youth combatant.

5 Policies of the Kingdom Exchequer

5.1 General Policies

5.1.1 No territorial Baron/ess may be an exchequer of any group in his/her Barony or be signatories on any account. In the instance that a signatory becomes territorial Baronage, the signature card must be changed within 30 days of Investiture.

5.1.2 Reigning Monarchs or their Heirs may not be exchequers or signatories on any account. In the instance that a signatory becomes the Royal Heir, the signature card must be changed within 30 days.

5.1.3 No two signatories on the same account may be related to one another.

5.1.4 Exchequers and anyone working as head gatekeeper/troll/reservationist in Atlantia must be 18 years of age or older.

5.1.5 Exchequers must be citizens of Atlantia by residence or by official treaty.

5.1.6 No signatory on any group account shall sign a blank check. The checks must have the "to" and "amount" lines filled out before the check is signed.

- 5.1.7** No signatory may sign a check made out to themselves.
- 5.1.8** All monies collected in the name of the SCA, Inc must be deposited into an SCA, Inc account. This includes heraldic income, MOL money, waiver fees, fundraising and Event Income. If money has to be transferred to another account, it must be done through a group check book. Money orders may not be used to transfer cash collected from an event to another SCA, Inc account.
- 5.1.9** All checks for group accounts should be printed with the "<group name, SCA Inc>" or <SCA, Inc group>, 2 lines for signatures and the statement "2 signatures required for checks to be valid" on the checks.
- 5.1.10** All checks should be deposited within 15 days of receipt.
- 5.1.11** No checks will be written to "CASH". For accountability, each check written must state to whom it is going.
- 5.1.12** No group shall give out "cash" or current legal tender as prizes. Gift certificates/gift cards are allowed for purchase only, if upon redemption, these certificates/cards can not be used to purchase items contrary to SCA Inc. policies. Pre-paid credit cards are not allowed under this policy.

5.2 Group Exchequer

- 5.2.1** Every group must have a warranted exchequer, and possess a current copy of the following documents: Society Exchequer's Handbook, Society Branch Financial Policy, a copy of Kingdom Law, Kingdom Financial Policy, and the local ("group") Financial Policy.
- 5.2.2** To receive a warrant, a request for warrant form will be sent to the Kingdom Exchequer verifying the selection of the incumbent exchequer. This form is signed by the current seneschal. The exchequer must also attend a class on the duties of the exchequer and the reporting process before assuming the office. This may be done at an Atlantian University or by appointment with the Kingdom Chancellor of the Exchequer or one of the Regional Exchequers.
- 5.2.3** Every exchequer should have a deputy, who should be prepared to take over the exchequer's office on short notice. The Kingdom Exchequer should be notified of any change in the deputy's name, address, email address, or telephone number on the Quarterly Reports.
- 5.2.4** Each exchequer shall be warranted for a term of two years. An exchequer may request re-warranting by submitting the request for warrant form to the Kingdom Exchequer before the warrant expires.
- 5.2.5** No exchequer may hold any other office, at any level, unless the other office requires so little work as to not interfere with the duties AND no one else can be found to fill it. A "Request for Variance" must be submitted to the Kingdom Exchequer for permission. This may be done via email. The variance, once granted, will be valid for 1 year and may be renewed at that time.

5.3 Duties of the Local Exchequer

- 5.3.1** The local exchequer shall act as the treasurer of the local chapter of the SCA, Inc. The local exchequer is responsible for filing all quarterly and year-end reports required by the Kingdom Exchequer and Society.
- 5.3.2** The local exchequer is responsible for ensuring that the group follows procedures as set out in the local Financial Policy, Kingdom Financial Policy, and Society Branch Financial Policy.
- 5.3.3** The local exchequer is accountable for all of the regalia for their group. If the group has a chamberlain/quartermaster that tracks the property of the group, this office falls under the office of exchequer.

5.4 Reports

- 5.4.1** It is the duty of the local exchequer to keep the Kingdom Exchequer informed of the status of all local accounts. The Kingdom of Atlantia follows the timelines set by the Society Financial Policy.

- 5.4.1.1** Quarterly reports are due ON the dates below:

- April 30 (January 1- March 31) – First Quarter
- July 31 (April 1- June 30) – Second Quarter
- October 31 (July 1-September 30) – Third Quarter
- January 31 (October 1-December 31) – Fourth Quarter

Note: Depreciation is done annually on the Q4 report

Reports shall be sent to the regional deputies as designated in the Acorn. Electronic reports may be accepted for deadline purposes but it is required that the original reports be forwarded by mail within five business days. The original reports must be signed by the seneschal and exchequer and have the entire quarters' bank statements attached with each report. Reports will be considered late if they are not received within five business days of the due date or if they are incomplete.

- 5.4.1.2** The Yearly Doomsday report (the compilation of all 4 quarters) is due ON the date below:

- January 31 – Doomsday report

Please attach a copy of the bank statements for January (start of the year being reported) and December (end of the year being reported) with the Doomsday.

- 5.4.2** Non-Member Surcharge (NMS) reports and monies are due to the office of the Chancellor of the Exchequer Deputy for the NMS no later than 14 calendar days after the event.
- 5.4.3** Any exchequer with two late or missed Quarterly reports will be subject to a review of books and the possibility of suspension. Any group failing to submit the fourth quarter report or doomsday by the deadline will be suspended. Any

group failing to submit a Non-Member Surcharge report within 30 calendar days after the event may be subject to suspension. Groups with a pattern of missing/late reports shall be remanded to the Kingdom Seneschal for action.

- 5.4.4 Event Reports** should be submitted for every event held by a local group. These should be completed with copies of the event receipts attached and sent with the corresponding Quarterly Reports. Kingdom Level events have more specific report requirements in addition to the Quarterly reporting and are defined in Atlantian Financial Policy.

5.5 Financial Policies

- 5.5.1** All groups will have a financial policy that meets the Society Branch Financial Policy Guidelines and contain the following information: an emergency way to spend money, an Event Section (how event finances from budget to report will be handled) and a Refund policy.
- 5.5.2** Group policies should contain the following statement "This Policy is superceded in order by: Kingdom Exchequer Policy, Kingdom Financial Policy, Kingdom Law, Society Exchequer Policy, Society Branch Financial Policy, Corpora, State, and Federal Law"
- 5.5.3** This policy shall be approved by the local group and then the Kingdom Exchequer.
- 5.5.4** Any changes to approved financial policies will be sent to the Kingdom Exchequer for approval

5.6 Incipient Branches

- 5.6.1** A recognized "incipient" group must submit a "Request for warrant form" to the Kingdom Exchequer for their proposed exchequer. This form can be found in the Exchequer's Handbook. This form should be signed by the exchequer and seneschal of the Incipient group as well as the seneschal and exchequer of the sponsoring group.
- 5.6.2** Upon granting of the warrant, the exchequer of the incipient group is responsible for keeping in touch with the sponsoring group. All money shall be maintained in the sponsoring group's account as a Dedicated Fund until such a time as the group has been elevated to full status.
- 5.6.3** The incipient group exchequer is responsible for filing reports to the regional deputies to ensure accountability of funds held and an understanding of the reporting process.

5.7 Duties of the Exchequer Sponsoring an Incipient Branch

- 5.7.1** It is the duty of the exchequer of the sponsoring group to accurately maintain the account records for an incipient group.

5.7.2 A fund shall be established in the sponsoring group's accounts to track all money deposited and spent in the name of the incipient group. This establishment of the fund does not mandate the sponsoring group donating money from its account into the incipient group's account. This fund should be tracked on the Quarterly Report on the Dedicated Funds page.

5.7.3 When the Incipient Group has reached full status and established their own bank account, the sponsoring group will transfer the money to the newly formed branch account.

5.8 Duties of the Regional Deputies

5.8.1 To submit a report on a quarterly basis with recommendations and the status of all groups in their region.

5.8.2 To validate the quarterly reports for incipient groups against data provided by the sponsoring groups.

5.9 Non-Member Surcharge (NMS)

5.9.1 The NMS will be collected from each event in the kingdom as defined by the Society Board of Directors.

5.9.2 The NMS funds forwarded to the kingdom will be determined directly by the amount defined by the Corporate Office and event attendance, and shall not be affected by the profit or loss from the event.

5.9.3 The NMS funds collected will be forwarded to the office of the Chancellor of the Exchequer Deputy for the NMS, separate from any other money, no later than 14 calendar days after the event.

5.9.4 The check should be made out to the Kingdom of Atlantia, SCA, Inc.

5.9.5 On a quarterly basis, the office of the Chancellor of the Exchequer will forward the collected NMS funds to the Corporate office.

5.10 Deputy for the NMS

5.10.1 The Deputy for the NMS shall have the following duties:

5.10.1.1 To report quarterly to the Chancellor of the Exchequer on the current NMS status.

5.10.1.2 To ensure that groups are collecting the NMS as appropriate and forwarding them to the appropriate kingdom account.

5.10.1.3 To notify the Chancellor of the Exchequer of the NMS to be sent to the Corporate Office.

6 Policies of the Kingdom Chronicler

6.1 Duties and Responsibilities

- 6.1.1** The Kingdom Chronicler is responsible for all publishing activities within the Kingdom of Atlantia and for disseminating information of importance to the populace of Atlantia.
- 6.1.2** The Kingdom Chronicler along with the Kingdom Seneschal is responsible for maintaining the Kingdom's calendar of events. The policy for registering events is contained in section 6.4 of this document. These responsibilities may be delegated to a special deputy appointed by the Kingdom Chronicler for this purpose.
- 6.1.3** The Kingdom Chronicler is responsible for the content of The Acorn web site. The maintenance of this site may be delegated to a special deputy appointed by the Kingdom Chronicler for this purpose, or by agreement, handled by the Kingdom Web Minister.
- 6.1.4** The Kingdom Chronicler is required to be conversant with the governing documents that pertain to the office. This includes the United States Postal Service bulk mailing regulations.
- 6.1.5** The Kingdom Chronicler has no financial reporting, all accounts for the Acorn are handled on a corporate level. There is an Acorn savings account handled by the Kingdom Exchequer.
- 6.1.6** The Kingdom Chronicler is responsible for supervising the activities of his/her deputies, which include the Atlantian Historian and any other deputies the Kingdom Chronicler appoints.
- 6.1.7** The Kingdom Chronicler is responsible for warranting all local group chroniclers and monitoring their publications for compliance with these policies and other applicable governing documents. The duty of monitoring publications may be delegated to a deputy, but ultimate authority remains with the Kingdom Chronicler.

6.2 Warrants

- 6.2.1** Branch chroniclers and chroniclers-at-large are warranted and maintained on a roster. A term of office is defined as two calendar years and may be renewed at the end of each term. There is no limit to the number of consecutive terms an individual may hold the office, provided the chronicler wishes to remain in office and continues to have the support of the branch seneschal and populace. A warrant form is required to be completed, and signed by the Branch Seneschal as a minimum. If the group is a Barony, then the warrant must also be signed by the Baronage. The completed warrant form must be sent electronically to the Kingdom Chronicler and accepted by the Kingdom Chronicler to be valid.

The Kingdom Chronicler reserves the right to deny a warrant.

- 6.2.2** The following items must be received by the Kingdom Chronicler for a group or chronicler-at-large to be warranted:

- 6.2.2.1** A completed warrant form for the Chronicler signed, at a minimum, by the branch's seneschal confirming that the applicant is acceptable to the

branch. The completed warrant is to be sent electronically to the Kingdom Chronicler.

6.2.2.2 A letter from the applicant expressing their desire to be warranted. This letter is to be electronic. This letter must include:

- 6.2.2.2.1** Branch Name (*i.e.* - Barony of...)
- 6.2.2.2.2** Name of Publication
- 6.2.2.2.3** Publication periodicity (monthly for Baronies and either monthly, bimonthly, or quarterly for smaller branches).
- 6.2.2.2.4** Applicant's SCA and legal names
- 6.2.2.2.5** Applicant's membership number and expiration date
- 6.2.2.2.6** Applicant's address, telephone number, and email address
- 6.2.2.2.7** A statement denoting how much of the applicant's personal information (legal name, phone number, PERSONAL email address) may be posted on the online chronicler roster
- 6.2.2.2.8** A statement from the applicant that he or she is 18 years of age or older.

6.3 Acorn Submission Information

Submissions are preferred in electronic form (*i.e.* - emailed to chronicler@atlantia.sca.org).

6.3.1 All submissions must be received by the Chronicler no later than midnight of the first day of the month preceding the publication month (*i.e.*- December 1 for January Acorn.)

6.4 Registering Events

6.4.1 All events intending to be official must have a completed current event registration form filed with the Calendar Deputy prior to the publication of any event information. Events are to be registered using SPIKE (System for Processing Information for Kingdom Events) located at <http://chronicler.atlantia.sca.org/spike/>. If internet access is not available, a hard copy of the Event Registration Form can be requested by sending a self-addressed stamped envelope to the Chronicler.

6.4.2 Events are placed on the calendar for the month that the event is to take place in date order. Any events beyond the month of publication are placed on the calendar in date order as space permits.

6.4.3 The following fields of the event registration form must be filled out to get an event on the calendar.

6.4.3.1 Name of Event.

- 6.4.3.2** Date(s) desired for Event.
- 6.4.3.3** Names of Holding/Sponsoring Branch. If the holding branch is an Incipient Branch, the event must be sponsored by the Incipient Branch's sponsor. The Sponsoring Branch is financially responsible for the event (checks made payable to SCA, Inc./Sponsoring Branch) and the Seneschal of the Sponsoring Branch must fill out the seneschal information on the Event Registration Form. A Sponsoring Branch may also be used if the Holding Branch does not have a warranted Knight Marshal or warranted Branch MoL and desires to hold fighting activities at their event.
- 6.4.3.4** Name and legal address of the site. This block may be listed as "To Be Announced" (TBA) if the site has not been secured, but this information must be provided to the Chronicler in time for publication for the month of the event.
- 6.4.3.5** Event duration. If the site has been secured, list the times that the site opens and closes.
- 6.4.3.6** Event conflicts. The first branch to submit a fully completed Event Registration to the Kingdom Chronicler may request that other branches be required to obtain permission to hold an event on the same date within the distance restrictions stated in the Atlantian Great Book of Law. Branches submitting an Event Registration Form that does not include a site location (TBA) may not request this restriction until they locate a site and inform the Kingdom Chronicler of the change. If the site changes after an event is registered, any request for other groups to obtain permission to hold an event on the same date within the driving restrictions will be re-evaluated in light of the site change.
- 6.4.3.7** Site restrictions. Use this block to note any site restrictions such as no open flames, no pets, etc. You must specify whether alcohol is permitted on site.
- 6.4.3.8** Autocrat's name (both SCA and legal), address, phone number (including area code), membership number and expiration date and email address (if available). If there is a deputy Autocrat for the event, list only one name on this form.
- 6.4.3.9** Seneschal's name (both SCA and legal), phone number, and email address. If there is a Sponsoring Branch listed, the Seneschal of the Sponsoring Branch must be listed there. The Seneschal must approve the event before the event will appear on the Kingdom Calendar.
- 6.4.3.10** Fighting Activities. If there are to be any fighting activities, the appropriate blocks should be checked. In accordance with the policies of the Earl Marshal and Kingdom MoL, a warranted Marshal-in-Charge (MiC) and warranted Minister of the Lists (MoL) responsible for submitting the event reports must be listed on the event registration in order for fighting to occur at the event. The MiC's and/or MoL's information may be left blank if the MiC or MoL has not been identified at the time of the submission, but the

information must be submitted in time for publication for the month of the event or the fighting activities may not take place.

6.4.3.11 Kingdom Level Events/Reserved Weekend Authorization. This block must be used if the registration is for a Kingdom Level Event or for an event that is to be held on one of the reserved weekends. These weekends are defined in the Atlantian Great Book of Law. (Note: The first weekend of the month is defined as the first full weekend of the month. Should the first of the month fall on a Sunday, that weekend will be considered as the last weekend of the preceding month.) Mark the appropriate block on the form to indicate how permission was received from Their Majesties, whether it was in person, via phone, or via email.

6.4.4 All activities at events, including martial activities, Arts and Sciences activities, etc. must be defined.

6.4.5 Any other pertinent information regarding the event must be included in the registration.

6.4.6 Changes to events already on the calendar.

6.4.6.1 If the date is changed after the event is on the calendar, a new event registration must be submitted.

6.4.6.2 Any other changes in event information (i.e. site change, name change, addition/deletion of types of fighting activities, change in staff) do not require a new form, but the Chronicler must be notified in time for publication for the month of the event.

6.5 Event Flyers

6.5.1 The Society Chronicler's Policy states that flyers for official events must be printed in the issue that covers the month in which the event is to be held. Flyers for Atlantian events will be printed for up to two months free of charge, the month prior to the event as space permits, and the month of the event. Kingdom level event flyers will be printed for three months free of charge. Each flyer will fit on one 8 1/2" x 5 1/2" page. Submission of flyers are accepted via SPIKE (System for Processing Information for Kingdom Events) at <http://chronicler.atlantia/sca.org/spike/> (preferred), or via email to the Chronicler.

6.5.2 All registered events may have the following minimum information printed in the Event Specifics section of The Acorn up to one year in advance, space permitting: Event name, date(s), branch holding event, location of event (City and State), Autocrat's name (both SCA and legal), address, phone number, email address, type of fighting activities, site restrictions, and a web site address. Any other information desired to be published in advance of the flyer may be purchased at the advertising rates.

6.5.3 All event flyers must contain the following for the event to be considered official. If the flyer is incomplete by the submission deadline for the month of the event, the event will be designated as unofficial. Information will be published on a space available basis.

- 6.5.3.1** Date of Event: Day, month, and Gregorian year that the event will take place.
 - 6.5.3.2** Full Branch Name: Complete full name of the Branch holding the event.
 - 6.5.3.3** Location and Directions: The full name and complete legal address of the Site must be included in the directions. Don't just list the campground/hall name . . . ask the ranger/site owner for the CORRECT address.
 - 6.5.3.4** Autocrat: Autocrat's Society name, legal name, address, and telephone number and email.
 - 6.5.3.5** Cost: Cost of the event with deadlines, as necessary. If there is a cost, the statement "Make checks payable to 'SCA, Inc./Branch name" must be included. If the event is free, say so!
 - 6.5.3.6** Activities: Brief synopsis of event: activities planned, type of A&S exhibitions or competitions, feast information, types of martial activities being held, merchandising information, child care (or lack thereof) information, whether it is a wet/dry site, whether or not pets are allowed, handicapped accessibility, and any other restrictions imposed by the site.
 - 6.5.3.7** Duration: Start and stop time of event.
- 6.5.4** All flyers for registered events will be included in the online calendar. If there is any reason that the flyer may not be posted to the Internet, in whole or in part, it is the responsibility of the Autocrat for the event to notify the Kingdom Chronicler and Kingdom Seneschal of the restriction(s) and why.

6.6 Unofficial Events

- 6.6.1** A registered event will become unofficial for one of the following reasons:
- 6.6.1.1** Incomplete flyer as of the deadline for submissions for the month of the event.
 - 6.6.1.2** Change in Autocrat without submitting a new Event Registration Form as of the deadline for submissions for the month of the event.
 - 6.6.1.3** Suspension of the hosting branch. Events that the branch has on the calendar at the time of suspension will be removed from the calendar.
- 6.6.2** Other events that are not on the calendar, such as SCA-style weddings, may be published at the Chronicler's discretion and are treated as advertisements. Flyers for such activities must be pre-paid or they will not be published. Event Registration Forms are not required for this type of event and their flyers will not be posted to the Acorn website.
- 6.6.3** The following activities are only permitted at official events:
- 6.6.3.1** The giving of awards by Their Majesties or Their representatives (*i.e.* - Landed Baronage)

6.6.3.2 The making of laws or other official business of the Kingdom (*i.e.* - Curia, Crown lists, Coronations, and Baronial Investitures)

6.6.3.3 Competitions to determine the Kingdom Notables

6.7 Advertising Information

6.7.1 Advertising is accepted on a space-available basis, at the rate of \$70 for a full page, \$50 for a half page and \$35 for a quarter page ad and must be pre-paid.

6.7.2 Checks are to be made payable to "SCA, Inc./The Acorn" and mailed to the Kingdom Exchequer.

6.7.3 Advertising submissions are handled in accordance with section 6.3 of these policies.

6.7.4 Commercial advertisements must be for products and services vital to the educational purposes of the Society, in accordance with the United States Postal Service regulations.

6.8 Statement of Ownership for Special Issues of The Acorn

Special issues of The Acorn are those publications printed at the request of Their Majesties that use the Registry mailing list for distribution (*i.e.* - The Oak, The Atlantian Great Book of Law, Order of Precedence, etc.). These publications must use the following modified statement of ownership:

"This the (Month), (Year), issue of (The Oak, the Atlantian Great Book of Law, etc.), a special issue of The Acorn, the official newsletter of the Kingdom of Atlantia. Atlantia is a branch of the Society for Creative Anachronism, Inc., and The Acorn is published as a service to the SCA's membership. Subscriptions (available only to members) are \$35 per year. Memberships are available from the Office of the Registry, SCA, Inc., PO Box 360789, Milpitas, CA 65036-0789. All changes of address or questions about subscriptions should be sent to the Registry.

(c) Copyright (Year), Society for Creative Anachronism, Inc. For information on reprinting letters and artwork from this publication, please contact the Chronicler, who will assist you in contacting the original creator of the piece. Please respect the legal rights of our contributors."

6.9 The Acorn Homepage

6.9.1 The online version of The Acorn (<http://acorn.atlantia.sca.org>) is not intended to replace the hard copy version and is provided for the sake of convenience only. The online version will not be updated until after the hard copy version has had time to be received by the subscribers so as to not undermine this valuable benefit of membership.

6.9.2 Under no circumstances will the website be used as the sole distribution point of information pertaining to the Chronicler's Office. All information on the site must be available in hard copy form for those members of the populace who do not have access to the Internet.

6.9.3 The website shall contain the following minimum information: the online calendar, the Regnum, and the Seneschallate listing. Other items may be included on the site as deemed appropriate by the Kingdom Chronicler.

6.10 Reporting Responsibilities of the Deputy Kingdom Chroniclers

The Deputy Kingdom Chroniclers shall submit periodic reports to the Kingdom Chronicler as outlined below. These reports may either be mailed or emailed to the recipients.

6.10.1 Atlantian Historian - The Historian shall submit an annual report to the Kingdom Chronicler, with a copy to the Kingdom Seneschal and Their Majesties. This report shall be due no later than the 31st of January and will cover the activities of the office for the preceding year:

6.10.1.1A A chronological listing of major events that occurred during the year. Examples of information that would be noted are:

6.10.1.1.1 Dates of the Crown Tourneys and the names of the fighters (and their consorts) who were in the final round. Annotate who eventually won . . .

6.10.1.1.2 Coronation dates

6.10.1.1.3 Dates of the Curia Regis

6.10.1.1.4 Changes in a branch's status (Shire elevation to Barony, etc.)

6.10.1.1.5 Creation of new groups, suspension and/or dissolution of a group

6.10.1.1.6 Dates of Baronial Investitures and the names of the new Baron/Baroness

6.10.1.1.7 Dates of those events where competitions for the Kingdom Notables were held, and the name of the new Notable

6.10.1.1.8 Dates of the turnovers of the Great Officers

6.10.1.1.9 Any other significant event should be recorded as well.

6.11 Branch and Group Chroniclers

All chroniclers of the Kingdom of Atlantia are required to be conversant with these policies and the SCA Publications Handbook. Copies of both of these documents should already be in the chronicler's possession, but extra copies may be obtained from the Kingdom Chronicler. All chroniclers shall endeavor to produce a newsletter that reflects the dignity of the group they represent. A branch or organizational newsletter is one that cites the name of the branch or recognized organization as its publishing authority, keeps its funds if applicable in an officially recognized SCA, Inc., bank account, and has as its editor a chronicler who is warranted by the Kingdom Chronicler. No other publications are considered for the purposes of these policies.

6.11.1 Baronial Chroniclers

All Baronies in the Kingdom of Atlantia are required to have a warranted chronicler who is required to publish a monthly newsletter. Baronial chroniclers who fail to publish their newsletter monthly will have their warrants revoked. Any Barony that fails to publish a newsletter for three consecutive months will be recommended to the Kingdom Seneschal for suspension. The Baronial seneschal and Baron/Baroness are discouraged from being the Baronial chronicler and may only fulfill the duties of chronicler as an interim measure until a new chronicler can be found. Note: Should a Principality be formed within the Kingdom of Atlantia this section shall also apply to the new Principality. The Prince/Princess and Principality Seneschal are forbidden to act as the Principality Chronicler.

6.11.2 Chroniclers for Smaller Branches

Branches below Baronial status are strongly encouraged to fill the office of chronicler and publish a newsletter. These chroniclers are required to have a warrant. The periodicity of the newsletter is up to the branch to decide either monthly, or quarterly. However, if the group has a monthly meeting, the newsletter must be monthly and include the meeting minutes.

All branch publications are to be published electronically and be available to everyone via the group's webpage.

6.11.3 Chroniclers-at-Large

Other recognized organizations of the SCA, such as the Atlantian College of Heralds, that meet the requirements stipulated in the opening paragraph of this section must also have a warranted chronicler. Special Interest groups like the Militant Society of Bards are not required to have a warranted chronicler to publish their newsletter since they do not meet those requirements. If a special interest group, as opposed to a branch or a recognized organization, publishes a newsletter, it must not cite the SCA as its publishing authority.

6.11.4 Complimentary Copies

Complimentary electronic copies of each newsletter (in pdf form, NOT a link to a website) must be sent to Their Majesties, Their Highnesses (unless there are no Heirs in that month), The Kingdom Seneschal, and the Kingdom Chronicler and the Kingdom Historian. Branches such as Cantons or Colleges that are part of a Barony must also send a copy to their Baronial Chronicler and Baronage. Note: Should a Principality be formed within the Kingdom of Atlantia all branches within the Principality must provide a copy to the Principality Seneschal and Chronicler in addition to those previously mentioned. These required copies are to be sent electronically. Other electronic complimentary copies may be sent at the chronicler's discretion. All branches are encouraged to consider sending electronic copies of their newsletters to the other Great Officers of the Kingdom, and the chroniclers in neighboring branches.

6.11.5 Electronic Copy Requirements

Newsletters are to be published NOT LATER THAN the 5th of the month they are for, however, it is encouraged that they are published no earlier than the 25th of the month prior, with an intent of the publication being available on the 1st.

6.11.6 Financial Requirements

Branch or At-Large chroniclers shall work closely with their local Exchequer to ensure that any and all financial transactions and fund raising efforts of the office are handled in accordance with the governing financial policies of the SCA and the Kingdom of Atlantia.

6.11.6.1 Subscription Liability

Hard copy newsletters are not required. It is highly encouraged to NOT print out the newsletter, and there will be NO charge for the hard copy. The electronic copy shall never be charged for and will be made available on the branch website by the 5th of the month of publication.

6.11.6.2 Disposition and Administration of Funds

The only funds that may be needed for a newsletter are those generated by advertising. Funds collected for a newsletter must be held in the local branch bank account, to be disbursed by the exchequer at the chronicler's request. The Chronicler must provide receipts for funds spent, and account to the local branch Exchequer once per quarter. This requirement may be met by the exchequer's copy of the chronicler's report. The Chronicler may be a signatory on the branch account if so directed by the branch's Seneschal and Exchequer.

6.11.7 Reports

All warranted Chroniclers are required to submit quarterly reports to the Kingdom Chronicler using the online reporting form or an email with the same information. These reports are due as follows and will refer to any and all activity that took place during the reporting time period:

- 1st Quarter (Covers Jan, Feb Mar): Due 15-Apr
- 2nd Quarter (Covers Apr, May, Jun): Due 15-Jul
- 3rd Quarter (Covers Jul, Aug, Sep): Due 15-Oct
- 4th Quarter (Covers Oct, Nov, Dec): Due 15-Jan

6.11.7.1 The following items must be included in the report: group name; publication name; chronicler's legal name, contact information, and membership information; format, frequency, and distribution method of the newsletter; funding and subscription information for hard-copy newsletters; and any problems related to the running of the office.

6.11.8 Meeting Minutes - Branch chroniclers are responsible for taking minutes at branch meetings or ensuring that someone takes the minutes and publishing them in the NEXT issue of the newsletter. As branch meetings can be scheduled at different times throughout the month, and meeting minutes may need to be posted electronically immediately after the meeting to promote branch

discussion and participation, they may also be published on the branch's website or electronic distribution list prior to being published in the newsletter. These minutes should include enough detail so that an individual who misses a given meeting has a reasonable indication of what business was conducted.

6.11.9 Required Contents of Local Newsletters. Each issue of a branch's newsletter must contain all of the following items. Each issue of a recognized organization's newsletter must contain the statement of ownership.

6.11.9.1 Statement of Ownership: This statement must appear in each issue of a publication which is produced by an organization of the SCA, Inc., but which is not published as a function of the Registry mailing list:

"This is the (Name of Publication), a publication of the (branch/organization name) of the Society for Creative Anachronism, Inc. (Name of Publication) is available from (legal name and address of chronicler). *Subscriptions are free as all publications are available electronically.* This newsletter is not a corporate publication of the Society for Creative Anachronism, Inc., and does not delineate SCA policies. (c) Copyright (Year), Society for Creative Anachronism, Inc. For information on reprinting letters and artwork from this publication, please contact the (branch/organization name) Chronicler, who will assist you in contacting the original creator of the piece. Please respect the legal rights of our contributors."

6.11.9.2 Cover: The cover will include the name of the newsletter, the branch or organization it is being published for, volume and issue numbers, and the date of the issue (in Gregorian reckoning, i.e. February 2014).

6.11.9.3 Regnum: A listing of local officers: This shall include their name (both SCA and legal), full address, and phone number (with area code) and eMail addresses. For those branches that are part of a Barony, such as Cantons and Colleges, the Baronial Regnum must be published, at a minimum, in every other issue.

6.11.9.4 Minutes: The minutes of the branch's last business meeting, to include all officers' reports.

6.11.9.5 Meeting Place: Information on the location of the next business meeting and the time that it is to be held.

6.11.9.6 Calendar: This may just be a bulleted list or a full-blown graphical calendar of any other meetings occurring the month of publication (*i.e.* - fighter practices, A&S gatherings, demos, etc.).

6.11.9.7 Other items that may be published include (but are in no way limited to): letters from group officers, A&S articles, how-to articles, cartoons, advice columns (such columns must be in good taste and pertain to the educational aspects of our Society), fiction, songs, etc.

6.11.10 Content Quality

All editorial material, both text and images, must conform to the goals and objectives of the Society, and portray the Society, Kingdom, and local group in a

positive light. No content is exempted from this requirement. The following items are a representative list of those things that shall not be allowed to be published:

- 6.11.10.1** Personal attacks on individuals or groups
- 6.11.10.2** Harsh criticism of the behavior of individuals or groups
- 6.11.10.3** Copyrighted material used without permission
- 6.11.10.4** Use of racial or religious stereotypes
- 6.11.10.5** Offensive words, phrases, or images
- 6.11.10.6** Political commentary and other items designed to inflame and divide the populace (politicizing of the office).
- 6.11.11** The Chronicler MUST have specific permission from each person whose contact information -legal name, address, phone number, personal email address, (if used instead of an office alias) appears in the newsletter to publish that information electronically.
 - 6.11.11.1** You must have specific permission from each person whose contact information (legal name, address, phone number, personal email address) appears in the newsletter to publish that information electronically.
- 6.11.12** Advertising

It is the policy of the Society that, due to the complexity of Internal Revenue Service regulations, local newsletters cannot accept paid advertising for publication in their newsletters. Individuals may, however, sponsor pages within the newsletter, and may have a brief announcement of that sponsorship listed either on that page or elsewhere within the newsletter.

6.11.13 Removal from Office

The Kingdom Chronicler may withdraw the warrant of a local chronicler and demand that the group replace the chronicler if circumstances warrant the replacement. Reasons for removal from office include, but are not limited to:

- 6.11.13.1** Failure to submit two consecutive reports.
- 6.11.13.2** Repeated failure to send a copy of the newsletter to the required complimentary copy recipients.
- 6.11.13.3** Repeated failure to meet publishing timelines.
- 6.11.13.4** Use of office funds for unauthorized or personal purposes.
- 6.11.13.5** Repeated use of copyrighted material without written permission.
- 6.11.13.6** Failure to abide by the policies contained in this document and the Society Chronicler's policies.

6.11.13.7 Repeated use of material that is in poor taste.

6.11.13.8 Blatant disregard of Kingdom Law.

6.11.13.9 Politicizing of the office.

6.11.14 Naming Convention and Newsletter file type

All newsletters will follow this naming convention: yyyy-mm-dd_group-name_newsletter-name_any-other-desired-qualifier.pdf where yyyy-mm-dd is the date that the newsletter is published and available for all to read on the group website, for example 2014-02-14_Ravens-Cove_The-Cry_VolIV-Issue2.pdf

All newsletters are to be distributed in PDF format only.

6.12 Publication Permission and Copyright Issues

6.12.1 For the purposes of these policies, copyrighted material is defined as any original work that falls under one of the following categories:

6.12.1.1 Literary works;

6.12.1.2 Musical works, including any accompanying words;

6.12.1.3 Dramatic works, including any accompanying music;

6.12.1.4 Pictorial or graphic works;

6.12.1.5 Motion pictures and other audiovisual works;

6.12.1.6 Sound recordings.

NOTE: Copyright protection subsists from the time the work is created in a fixed form. Original works do not need to be published or registered with the U.S. Copyright Office in order to receive copyright protection. For further information regarding copyrights refer to the United States Code, Title 17 – Copyrights.

6.12.2 It is the responsibility of each chronicler and web minister to ensure that they have permission to publish the items in their newsletter or on their website. Use of the Release Forms available on the Kingdom Chronicler's website and/or the Society Chronicler's website will be utilized. Any release forms obtained will be filled out completely, and correctly and MUST be signed. A copy of ALL release forms are to be sent to the Release Form Deputy who will maintain a listing of all forms and provide an online version of Model Releases at a minimum organized by SCA name with no personal information mistreated.

Any materials submitted for publication that fall under one of the categories listed above shall be treated as copyrighted material. Signed, written permission from the creator of the work must be received by the chronicler or web minister prior to it being published. Copyright infringement will not be tolerated in

Atlantian publications/web sites and repeated violations are cause for removing the chronicler or web minister's warrant

6.12.3 Material that is copyrighted (*i.e.* - bears a notice of copyright including the year of copyright and the owner's name) may be published in a group newsletter or on a group's website provided that the chronicler or web minister has received written permission from the creator/author of the copyrighted work. When such permission is granted, editors must ensure that the caveat "Copyright (Year), (Author's modern name). Used with Permission" is printed with the submission.

6.12.4 The following items found in Atlantia's newsletters do not need written permission to publish them:

- Letters submitted for publication by the branch's officers that pertain to their office
- Local calendar of activities
- Minutes of the monthly business meeting

7 Policies of the Kingdom Minister of Arts & Sciences

7.1 Purpose

7.1.1 To support the study of the Arts and Sciences of the SCA period by facilitating communications with artisans to encourage information sharing. Officers shall foster development by helping with activities including, but not limited to: classes, workshops, competitions, exhibitions, demonstrations, publications, guilds, etc.

7.2 Local Officers

7.2.1 Warranting

7.2.1.1 To receive a warrant, a warrant form must be sent to the Kingdom Minister of Arts and Sciences (hereafter KMoAS) stating the nominee's willingness to accept the office.

7.2.1.2 The warrant form must include:

- Society and legal names
- Contact information to include a mailing address, E-mail address (if available), and phone number
- SCA membership number and its expiration date
- Branch name
- A statement of how much contact information may be posted online and permission to publish

7.2.1.3 The warrant form must be signed by the group Seneschal, and the Baron and/or Baroness if serving a Barony.

7.2.1.4 All warrants are valid for 3 years from the date of signing but can be renewed indefinitely.

7.2.1.5 All local officers are appointed by the KMoAS, subject to confirmation by the Crown. A local officer must comply with the requirements for all officers of the Society.

7.2.1.6 All warrants shall be maintained via a roster. This roster shall be maintained by the KMoAS and presented to the Crown each reign for signature.

7.2.1.7 Removal from Office

7.2.1.7.1 The KMoAS may withdraw the warrant of a local minister and require that the group replace the minister if circumstances warrant the replacement. Reasons for removal from office include, but are not limited to:

7.2.1.7.2 Failure to submit reports.

7.2.1.7.3 Failure to abide by the policies contained in this document and the Society Minister of Arts and Science's policies.

7.2.1.7.4 Blatant disregard of Kingdom Law.

7.2.2 Primary duties

7.2.2.1 To ensure that reports are filed with the Kingdom Office in a timely manner.

7.2.2.2 To encourage the Arts and Sciences in the local group. This may be approached in any of a number of ways including, but not limited to, sponsoring classes, competitions, and displays at events, encouraging members of the populace to exchange knowledge and skills through workshops, classes, or published articles, and bringing promising and gifted members to the attention of the Crown or Baronage (if applicable).

7.2.2.3 To train deputies in the practices of the local office in order to serve the populace and ensure a reasonably smooth change of office.

7.2.2.4 To maintain accurate and complete files, providing institutional memory.

7.2.3 Reports

7.2.3.1 Quarterly reports are required from all local Ministers of Arts and Sciences, and are due on the following schedule:

- April 15th (1st quarter - covering Jan., Feb. and March Activity)
- July 15th (2nd quarter - covering April, May, and June Activity)
- Oct. 15th (3rd quarter - covering July, August, and Sept. Activity)
- Jan. 15th (4th quarter - covering Oct., Nov., and Dec. Activity)

7.2.3.2 Quarterly reports must contain the following information:

- SCA and modern name
- Membership number and expiration date
- Local Group

- Dates of Reporting Period
- A&S Workshops/Classes hosted by the group (including name of workshop, name of teacher, and Number of students attending, if known)
- A&S activities (competitions, displays, etc.) held at events or demos hosted by the group
- Action items requiring assistance.

7.2.3.3 Officers of local groups must report directly to the KMoAS, sending a copy to their regional Deputy KMoAS and their local Seneschal. Baronial officers are encouraged to work with any local officers of groups within their Barony. In groups without an Arts and Sciences officer, the Seneschal is responsible for filing reports.

7.3 To be responsible for and oversee the Kingdom Notables as outlined in the Charters for Atlantian Kingdom Notables- Appendix F of Law.

7.3.1 Ensure that the Kingdom Notables schedule and run the Kingdom Notable competitions. In the event that the Notable is unavailable to host the next competition, the KMoAS will work to help the Crown determine a successor.

7.3.2 Advise the Crown on any changes to the Notables listing

7.4 To be responsible for the office of Chancellor of the University of Atlantia- Appendix C of Law.

7.4.1 The University Chancellor will serve as a deputy of the KMoAS, for a term of two years, and can succeed him or herself for a maximum of one two year term.

7.4.2 The University Chancellor shall work with the Event Bid Coordinator, and the Kingdom Chancellor of the Exchequer to solicit, review, and accept bids for hosting University sessions.

7.4.3 The University Chancellor shall work with the Registrar to schedule classes for each session, make the schedule available, track student and teacher participation, and distribute degrees earned.

7.5 To be responsible for the deputy office of the Editor of The Oak, Atlantia's Arts & Sciences newsletter. The Editor of The Oak shall have the following duties:

7.5.1 Serve as a deputy of the KMoAS

7.5.2 Work closely with the Kingdom Chronicler to ensure the quality and content of The Oak is in keeping with applicable SCA and Kingdom Regulations regarding publications.

7.5.3 Work closely with the Kingdom Minister of Arts & Sciences to ensure that all articles and artwork are relevant to an art or science practiced prior to 1600 A.D.

7.5.4 Submit an annual report to the Kingdom Chronicler and the Kingdom Minister of Arts and Sciences. The report will contain the following:

- SCA Name, contact information and membership information for the Editor of the Oak
- Total number of issues published
- Status of submissions for the next issue, and any problems

7.6 Historical Martial Arts

7.6.1 Atlantia will follow Corporate guidelines for the Study and Education of Historical Combat Techniques as detailed in the Minister of Arts and Sciences web page with the following addition: If any activity (drill, play, technique presentation, etc.) is performed at full speed or within striking distance of another, eye protection is required for all active participants.

8 Policies of the Kingdom Chirurgeon

8.1 Purpose

- 8.1.1** The Atlantian Chirurgeonate is formed to provide First Aid within the Society for Creative Anachronism, Inc. (SCA).
- 8.1.2** All care is provided on a volunteer basis and is subject to the Good Samaritan laws of the state in which it is provided.
- 8.1.3** The Atlantian Chirurgeonate is part of the SCA Chirurgeonate under the direction of the Society Chirurgeon. All policies of the Atlantian Chirurgeonate are subject to the policies as defined in the Chirurgeons' Handbook of the SCA, Inc., the Laws of Atlantia, and SCA Corpora.

8.2 Chirurgeonate Structure

8.2.1 Chirurgeon in Training (CIT)

- 8.2.1.1** Shall be of at least 18 years of age, a paid member of the SCA (with signed waiver), and hold a valid First-Aid certification or acceptable alternative and a valid CPR certification as defined in the SCA Chirurgeons' Handbook.
- 8.2.1.2** A Chirurgeon in Training does not carry a warrant and may not provide First Aid without the presence of a warranted Chirurgeon in good standing. Any care rendered by a CIT is considered the action of a private individual.
- 8.2.1.3** A Chirurgeon in Training may wear the Chirurgeonate badge as a token or belt favor.
- 8.2.1.4** A Chirurgeon in Training shall follow the rules and procedures as defined in the SCA Chirurgeons' Handbook.

8.2.2 Chirurgeon

- 8.2.2.1** Shall be of at least 18 years of age, a paid member of the SCA (with signed waiver), and hold current accepted certifications. Also referred to as a warranted Chirurgeon.

8.2.2.2 A Chirurgeon may wear the Chirurgeonate badge displayed on a baldric or tabard.

8.2.3 Mentor Chirurgeon

8.2.3.1 Shall be of at least 18 years of age, a paid member of the SCA (with signed waiver), and hold current accepted certifications.

8.2.3.2 The distinction of "Mentor Chirurgeon" is given to those who have served the Chirurgeonate, Kingdom, and Society exceptionally. It is given solely at the discretion of the Kingdom Chirurgeon.

8.2.3.3 All duties, responsibilities, and warranting processes for Mentor Chirurgeons are the same as those for any other warranted Chirurgeon. The title "Mentor Chirurgeon" does not carry any rank, precedence, or privileges, but is merely an honorary distinction.

8.2.3.4 A Mentor Chirurgeon may wear the Chirurgeonate badge displayed on a baldric or tabard with the addition of gold or yellow stripes on the border.

8.3 Warranting

8.3.1 All warrants shall be maintained via a roster. This roster shall be maintained by the Kingdom Chirurgeon and presented to the Crown each reign for approval.

8.3.2 Certification and contact information for Chirurgeons in Training shall also be maintained on the roster for tracking purposes but does not convey a full warrant.

8.3.3 Obtaining a Warrant

8.3.3.1 A written or electronic request must be provided to the Kingdom Chirurgeon that includes:

- Modern Name
- Contact Information: Address, Phone Number, e-mail address if available
- SCA name
- Local Group
- Warrant Level (Chirurgeon in Training, Chirurgeon, Mentor Chirurgeon) - If a Chirurgeon's or Mentor Chirurgeon's warrant is to be issued also include proof of prior warrant from this or another kingdom
- Proof of Certification - see Certification Standards as defined in the SCA Chirurgeon's Handbook.
- Proof of SCA current membership with signed waiver on file
- Proof of Age (e.g., Drivers License)

8.3.3.2 The Kingdom Chirurgeon shall maintain copies of this information on file. Personal information shall be protected internally and only released on a need to know basis with other Society Officers. No public publication of any information other than SCA name and SCA location will occur without expressed written permission.

8.3.4 Local Officer Endorsement. Warranted Chirurgeons that wish to serve as a Local Branch Chirurgeon (Branch Officer) must submit a request to the Kingdom Chirurgeon. The Branch must approve of the request with verification by the Seneschal. The initial term of office and renewal are the same as that same of the Kingdom Chirurgeon. All requirements of a Local Officer as stated in Kingdom Law must be maintained.

8.3.5 Maintaining a Warrant

8.3.5.1 Individuals are required to complete and submit all applicable reports. Failure to submit an event or an annual report may result in suspension of a warrant. Consistent failure to report may result in removal of a warrant for a period of up to one year.

8.3.5.2 Inactivity for a period of one year or more will result in suspension of a warrant.

8.3.5.3 Warranted Individuals are also responsible for providing the Kingdom Chirurgeon updated certifications, proof of SCA membership (with waiver), and current contact information.

8.3.5.4 If a warrant is suspended for failure to maintain current certifications or for inactivity, a person may request in writing to have a warrant re-issued once their certification is current by following the procedures for obtaining a warrant. At that time a warrant may be re-issued by the Kingdom Chirurgeon.

8.3.6 Removal of a Chirurgeon. Any suspension or removal from office must follow the guidelines outlined in Corpora. Kingdom Law further stipulates process for removal of the Kingdom Chirurgeon, deputies and those serving in the role as a local branch officer.

8.4 Certification Standards

8.4.1 All members of the Chirurgeonate shall comply with the certification standards as defined in the SCA Chirurgeon's Handbook.

8.4.2 The acceptability of a specific training course(s) to meet the First-Aid and CPR requirements will be determined by the Kingdom Chirurgeon in consultation with the Society Chirurgeon. The Society Chirurgeon is the final arbitrator of what constitutes acceptable training.

8.5 Duties and Responsibilities

8.5.1 Standard of Care

8.5.1.1 It is the responsibility of each Chirurgeon to know and abide by the laws of each state, the guidelines of the SCA Chirurgeon's Handbook, and the Policies of Kingdom Chirurgeon.

8.5.1.2 No Chirurgeon shall provide care to a person against their wishes at any time.

8.5.1.3 When a person is not conscious, standard medical practice considers this person to have given implied consent. When treatment is given by implied consent, the Chirurgeon giving the care must document this as defined in the Chirurgeons' Handbook.

8.5.2 Branch Officers

8.5.2.1 No local SCA branch beneath Principality level is required to have a Chirurgeon represented as a branch officer.

8.5.2.2 Any Chirurgeon who is designated as a branch officer is required to submit a report every quarter, even if there is no activity to report during that period.

8.5.3 Staffing Events

8.5.3.1 All Chirurgeons who are willing, able, and designated to provide First Aid at an event or portion thereof shall display the badge of the guild while on duty. Those Chirurgeons who are unable or unwilling to provide First Aid for any reason should not display the Chirurgeonate badge.

8.5.3.2 It is the responsibility of each Chirurgeon on duty to possess or have access to appropriate First Aid supplies.

8.5.3.3 At any event where the Chirurgeonate is represented, there shall be a Chirurgeon-in-Charge (CIC). This person is selected either in advance by the autocrat or by following the processes defined in the SCA Chirurgeon's Handbook and is responsible for following the duties and responsibilities described therein.

8.6 Reporting

8.6.1 Events

8.6.1.1 Event reports are required for all events at which the Chirurgeonate functions, even if no incidents occurred. Incident reports should be filled out whenever treatment is rendered and are required for Moderate or Serious level illness or injury and when treatment is provided to a minor. These reports are defined in the SCA Chirurgeons' handbook; blank forms may be obtained from the Kingdom Chirurgeon, the Kingdom Chirurgeon's Staff, or electronically. All reports should be in the hands of the Kingdom Chirurgeon within 14 days of the close of the event. Event Reports may be submitted electronically provided that no personally identifiable patient information is included. Incident Reports are to be mailed to the Kingdom Chirurgeon.

8.6.1.2 The Kingdom Chirurgeon must be notified within 24 hours if an incident involves SERIOUS illness or injury of an adult, Emergency Services response occurs or the incident involves a minor. In these cases, the event Autocrat must be notified as soon as possible and a written account provided to the hosting group seneschal if requested. Supplemental documentation may be requested by the Kingdom Chirurgeon or the Kingdom Seneschal based on the situation.

8.6.2 Quarterly

8.6.2.1 Quarterly reports are required from all Chirurgeons who have provided care, or who acted as a Chirurgeon-in-Charge, during the period of that quarter.

8.6.2.2 Quarterly Reports are due on the following schedule:

- March 5th (covering Dec., Jan. and Feb. Activity)
- June 5th (covering March, April and May Activity)
- Sept. 5th (covering June, July and August Activity)
- December 5th (covering Sept., Oct. and Nov. Activity)

8.6.2.3 Blank forms are available from the Kingdom Chirurgeon, Kingdom Chirurgeon's Staff and electronically. Reports may be submitted in writing or electronically. Reports must contain the following information:

- Full contact information of the submitter
- Any updates/changes in certifications or membership status
- List of all events where treatment was rendered, with a summary listing of the treatment
- List of all events where the submitter was a Chirurgeon-in-Charge, with a summary listing of treatments rendered, and by whom
- Any additional activity, incidents, or comments that should be brought to the attention of the Kingdom Chirurgeon

8.6.2.4 Quarterly Reports shall be submitted to the Kingdom Chirurgeon. For those Chirurgeons who are also designated as a branch officer, a copy should be provided to the branch seneschal as well.

8.6.3 Annual

8.6.3.1 Annual reports are required from all Chirurgeons. These are due in writing or electronically by December 5th for the previous twelve months. It shall provide a summary of all activity and care provided during that period (see Quarterly Report format). Blank forms are available from the Kingdom Chirurgeon, Kingdom Chirurgeon's Staff, and electronically. This annual report can be combined with the regular fourth quarter report.

8.6.3.2 Failure to submit an annual report may result in the suspension of the Chirurgeon's warrant.

8.6.3.3 Annual reports shall be submitted to the Kingdom Chirurgeon. For those Chirurgeons who are also designated as a branch officer, a copy should be provided to the branch seneschal as well.

9 Policies of the Kingdom Web Minister

9.1 Duties and responsibilities

9.1.1 The Kingdom Web Minister is responsible for all recognized web sites within the Kingdom of Atlantia and the maintenance of the Kingdom Web Server.

- 9.1.2 The Kingdom Web Minister may accept responsibility for the maintenance of The Acorn web site (<http://acorn.atlantia.sca.org>) if requested by the Kingdom Chronicler.
- 9.1.3 The Kingdom Web Minister is required to be conversant with the governing documents that pertain to the office.
- 9.1.4 The Kingdom Web Minister will copy the Kingdom Seneschal on the required quarterly reports submitted to the Society Web Minister. In addition to Society reporting requirements, the report will contain the following:
 - 9.1.4.1 A brief overview of any technical support given to the web ministers and/or groups wishing to establish a web presence.
 - 9.1.4.2 A list of the Kingdom email aliases and the email addresses each references.
- 9.1.5 The Kingdom Web Minister is responsible for supervising the activities of his/her deputies.
- 9.1.6 The Kingdom Web Minister is responsible for warranting all web ministers of the Kingdom, and monitoring their web sites for compliance with these policies and other applicable governing documents. These duties may be delegated to a deputy, but ultimate authority remains with the Kingdom Web Minister.

9.2 Warrants

- 9.2.1 Group web ministers are warranted on a roster system in accordance with Society policy. The roster will be signed by the Monarchs each reign. A term of office is defined as two calendar years and may be renewed at the end of each term. There is no limit to the number of consecutive terms the office may be held provided the web minister wishes to remain in their office and continues to have the support of their seneschal. Notice of warrant will be sent electronically to web ministers.
- 9.2.2 The following items must be received by the Kingdom Web Minister before the person's name is added to the warranting roster:
 - 9.2.2.1 A letter from the group's seneschal confirming that the applicant is acceptable to the group. This may be either hard copy or electronic.
 - 9.2.2.2 A letter from the applicant expressing their desire to be warranted. This may be either hard copy or electronic. This letter must include:
 - 9.2.2.2.1 Group Name (*i.e.* - Barony of...)
 - 9.2.2.2.2 URL of the web site
 - 9.2.2.2.3 Applicant's SCA and legal names
 - 9.2.2.2.4 Applicant's membership number and expiration date

- 9.2.2.2.5 Applicant's address, telephone number, personal email address, and any role email address for the web site
- 9.2.2.2.6 A statement denoting how much of the applicant's personal information (legal name, address, phone number, personal email address) may be posted on the online web minister roster.

9.3 Group Web Ministers

The office of web minister was created by the Society in order to accept or decline responsibility for those web sites claiming to represent groups of the SCA. By warranting our web ministers, the Kingdom officially recognizes that the site maintained by the web minister accurately reflects the public image desired for the Society for Creative Anachronism, Inc., the Kingdom of Atlantia, and the group being represented. Those sites that put their group, the Kingdom, or the SCA in a bad light will not be recognized.

- 9.3.1 No group in the Kingdom of Atlantia is required to have a web minister. However, all groups are encouraged to create a web presence as an additional resource to the members of the group that have Internet access and for the purposes of public awareness.
- 9.3.2 The maintainer of a group's web page that desires to have their site recognized may apply for a warrant to obtain this official recognition.
 - 9.3.2.1 In the event there is no warranted web minister for the officially recognized site, the responsibility for maintenance of that web site shall fall to the warranted Chronicler. In branches without a Chronicler, the Seneschal will be responsible for and may delegate this maintenance. All access information shall be passed to the responsible body.
- 9.3.3 Web ministers are required to inform the Kingdom Web Minister of any changes to the URL of their site and any contact information changes.
- 9.3.4 Required Disclaimer. Web ministers are required to carry the standard SCA web site disclaimer, or a link to the disclaimer, on the entry page to their site, in accordance with Society Policy. The web minister email address may be a link to the web minister entry in the branch regnum.
- 9.3.5 Duplication of Newsletter Content. Should the web site contain information from a newsletter that is paid for by subscriptions, with the exception of meeting minutes which may need to be posted electronically immediately after a group meeting to promote group discussion and participation, every effort should be made to ensure that any updates to this information occurs after the newsletter has had a chance to be received by the subscribers to preserve the benefit of the subscription. By no means is the web site intended or allowed to replace the printed newsletter. In the event that the newsletter is wholly funded by the group or by fund-raising, then online updates can coincide with the production of the printed newsletter. Under no circumstances will the web site be used as the sole distribution point of information pertaining to the chronicler's office. All information on the web site must be available in hard copy form for those members of the populace who do not have access to the Internet.

9.3.6 Content Quality. All editorial material, both text and images, must conform to the goals and objectives of the Society, and portray the Society, Kingdom, and local group in a positive light. No content is exempted from this requirement. The following items are a representative list of those things that shall not be allowed to be published:

9.3.6.1 Personal attacks on individuals or groups

9.3.6.2 Harsh criticism of the behavior of individuals or groups

9.3.6.3 Copyrighted material used without permission

9.3.6.4 Use of racial or religious stereotypes

9.3.6.5 Offensive words, phrases, or images

9.3.6.6 Political commentary and other items designed to inflame and divide the populace (politicizing of the office).

9.3.7 External Links. Links off of recognized web pages should be for sites that pertain in some manner to the Society and its educational or research goals.

9.3.8 Removal from Office. The Kingdom Web Minister may withdraw the warrant of a web minister and withdraw recognition of the group's site if circumstances warrant it. Reasons for removal from office include, but are not limited to:

9.3.8.1 Repeated use of copyrighted material without written permission.

9.3.8.2 Failure to abide by the policies contained in this document, and the Society Web Minister's Handbook.

9.3.8.3 Repeated use of material that is in poor taste.

9.3.8.4 Blatant disregard of Kingdom Law.

9.3.8.5 Political commentary and other items designed to inflame and divide the populace (politicizing of the office).

9.4 Publication Permission and Copyright Issues

9.4.1 For the purposes of these policies, copyrighted material is defined as any original work that falls under one of the following categories:

9.4.1.1 Literary works;

9.4.1.2 Musical works, including any accompanying words;

9.4.1.3 Dramatic works, including any accompanying music;

9.4.1.4 Pictorial or graphic works;

9.4.1.5 Motion pictures and other audiovisual works;

9.4.1.6 Sound recordings.

NOTE: Copyright protection subsists from the time the work is created in a fixed form. Original works do not need to be published or registered with the U.S. Copyright Office in order to receive copyright protection. For further information regarding copyrights refer to the United States Code, Title 17 - Copyrights.

- 9.4.2** It is the responsibility of each web minister to ensure that they have permission to publish the items on their web site. Any materials submitted for publication that fall under one of the categories listed above shall be treated as copyrighted material. Written permission (email is acceptable) from the creator of the work must be received by the web minister prior to it being published. Such e-mail notifications should be archived, stored and in all other respects treated the same way written releases are treated. When such permission is granted, editors must ensure that the caveat "Copyright © [date and holder]. Used with Permission" is printed with the submission. Copyright infringement will not be tolerated in Atlantian web sites and repeated violations are cause for removing the web minister's warrant.
- 9.4.3** The following items found on Atlantia's branch web sites do not need written permission to publish them:
- 9.4.3.1** Group Regnum (SCA name, office, and role email addresses only. Permission is required to publish legal names, addresses, phone numbers, and personal email addresses.)
 - 9.4.3.2** Letters submitted for publication by the group's officers that pertain to their office
 - 9.4.3.3** Local calendar of activities
 - 9.4.3.4** Minutes of the monthly business meeting

10 Policies of the Kingdom Chatelain

- 10.1** Every branch in Atlantia, regardless of size, is strongly advised to maintain a warranted Chatelaine, Hospitaller, or Castellan for their branch to assist in newcomer recruitment, education, and acclimatization, and retention. Chatelains are expected to assist the seneschal regarding the media, promotional demonstrations (demos), and educational programs for new members. (The term Chatelain shall be used to refer to both male and female officers in law and policy. In this document, the term Chatelain shall also refer to Hospitaller and Castellan.)
- 10.2 The Purpose of the Chatelain Office**
- 10.2.1** To act as the newcomer liaison for a branch and ensure that all information that goes out to the public conveys a true, accurate, and unbiased sense of the purpose and intent of the SCA. To ensure that all information is conveyed in a respectful and courteous manner.
 - 10.2.2** To encourage people who show an interest to join the SCA and become involved in their local group. Furthermore, to help those new members, through education, to more easily assimilate into the SCA and their local branch.
- 10.3 Responsibilities of the Kingdom Chatelain**

- 10.3.1** Read and understand The SCA Organizational Handbook, and the Laws and Policies of Atlantia. Maintain a working knowledge of these documents and keep apprised of their changes. Keep local officers notified of relevant changes to their office.
- 10.3.2** Report to and work closely with the Society Chatelain. Reports to Society Chatelain are due June 1 (1st quarter), September 1 (2nd quarter), December 1 (3rd quarter) and March 1 (4th quarter).
- 10.3.3** Maintain an up-to-date Roster of all Warranted Chatelains in Atlantia. Encourage every branch to maintain its own Chatelain (and deputy) for newcomers, Gold Key, etc. Serve as a resource for local officers and aid with the smooth running of their office through personal support, ideas, suggestions, and handouts.
- 10.3.4** Communicate with branch Chatelains on a regular basis, ideally, no less than once per quarter. Kingdom Chatelain must have regular and frequent access to email and internet.
- 10.3.5** Report to Their Majesties' Curia, the Kingdom Seneschal, and to the Kingdom. Submit appropriate articles and reports to the Kingdom Newsletter.
- 10.3.6** Spend time developing materials and officers who will be helpful and welcoming to new members in the Society. Develop programs that will facilitate this on the local level. It is the responsibility of the Kingdom Chatelain to provide, at minimum, one Chatelain 101 class per quarter.
- 10.3.7** Appoint Regional Deputies

10.4 Responsibilities of the Kingdom Regional Deputies

- 10.4.1** Be familiar with The SCA Organizational Handbook and the Laws and Policies of Atlantia.
- 10.4.2** Assist in training the branch Chatelains
- 10.4.3** Be available to assist branch Chatelains with problem solving within their group.
- 10.4.4** Receive and read the quarterly reports of the local groups in your area.
- 10.4.5** Hold at least twice annual meetings in their region for local chatelains at a large event in your region.
- 10.4.6** Communicate at least quarterly with the local chatelains. Be familiar with The SCA Organizational Handbook and the Laws and Policies of Atlantia.

10.5 Responsibilities of the Local Branch Chatelain

- 10.5.1** Be familiar with The SCA Organizational Handbook and the Laws and Policies of Atlantia.
- 10.5.2** Chatelains and deputy Chatelains must be warranted and must have a current paid SCA membership. To obtain a warrant you must first be recommended by your group for this position using any method which your branch deems appropriate. The prospective Chatelain must complete a warrant request form which can be obtained by visiting the Kingdom Chatelaine's web site at <http://chatelain.atlantia.sca.org>. All sections of the form must be completed and must include your signature and the signature of your local branch Seneschal. Upon receipt of your information, the Kingdom Chatelaine will most likely determine that you are an

acceptable candidate for the office. You will be issued a letter or e-mail message confirming your addition to the official warrant roster. Each Chatelain shall be warranted for a term of two years. A Chatelain may request re-warranting for subsequent two-year terms. There are no term limits on branch Chatelains.

- 10.5.3** All Chatelains must join the electronic listserve (currently Yahoo) in order to keep up to date with announcements and other chatelain communications.
- 10.5.4** Local branch Chatelains report directly to the Kingdom Chatelain.
- 10.5.5** Quarterly Reports
- i.** Quarterly reports are required from all local Chatelains, and are due on the following schedule: **April 15** (1st quarter – January, February, March), **July 15** (2nd quarter – April, May, June), **October 15** (3rd quarter – July, August, September) and **January 15** (4th quarter – October, November, December). Submit all reports to the Kingdom Chatelain at the published address, or using the online form. Copies of these reports should be forwarded to the branch Seneschal for inclusion in their report.
 - ii.** Reports should be completed in accordance with the report format specified at the Kingdom Chatelain's web page (<http://chatelain.atlantia.sca.org/>). Reports must contain the following information:
 - Your legal name, address, phone number, and e-mail address. Please note of any of this information has changed.
 - Your SCA name, branch name, SCA membership number, and expiration date
 - A complete list of deputies to your office with the same information above.
 - Activities
 - New Contacts
- 10.5.6** Help organize and attend programs for recruitment and educational purposes (i.e., demos). Insure that the branch Seneschal has signed off on the Demo.
- 10.5.7** Provide information about the SCA to newcomers, prospective members, and the public in the form of literature and/or personal dialogue, or, when necessary, refer them to a more appropriate source.
- 10.5.8** In order to respond promptly to anyone who shows an interest in the SCA, it is necessary for the Chatelain to have frequent and reliable access to email and the internet. Create, maintain, or otherwise acquire a list of prospective members and interested persons and follow up in a timely manner.
- 10.5.9** Hold new member meetings educating them in both SCA and Atlantian customs and assisting them, and transitioning members, in becoming comfortable in their new branch.
- 10.5.10** Maintain a collection of loaner materials (garb, feast gear, etc.) suitable for use by a newcomer at an event. Designate a responsible person to bring the loaner materials to events even if you are unable to attend.

10.6 All instructional or promotional demonstrations (demo's) conducted in the name of the Society for Creative Anachronism within Atlantia must be sponsored by a recognized Atlantian branch as indicated by the approval of the branch seneschal before making any agreement or contract with an outside entity for such a demo. All demonstrations conducted in the Kingdom of Atlantia must be in compliance with the Society for Creative Anachronism's demo policy (available at www.sca.org) regarding the conduct of any combat or martial activities and requirements for the protection of spectators and particularly minors.