

10 Policies of the Kingdom Chatelain

10.1 Every branch in Atlantia, regardless of size, is strongly advised to maintain a warranted Chatelain(e), Hospitaller, or Castellan for their branch to assist in new member recruitment, education, 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 new member 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 new members, Gold Key, etc. Serve as a resource for local officers and aide 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.

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://chatelaine.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://chatelaine.atlantia.sca.org/>.) Reports must contain the following information:
 - Legal name, address, phone number, and e-mail address. Please note if any of this information has changed.
 - SCA name, branch name, SCA membership number, and expiration date.
 - A complete list of deputies to your office with the same information as 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 gatherings to educate newcomers in both SCA and Atlantian customs and assist 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 demos 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.