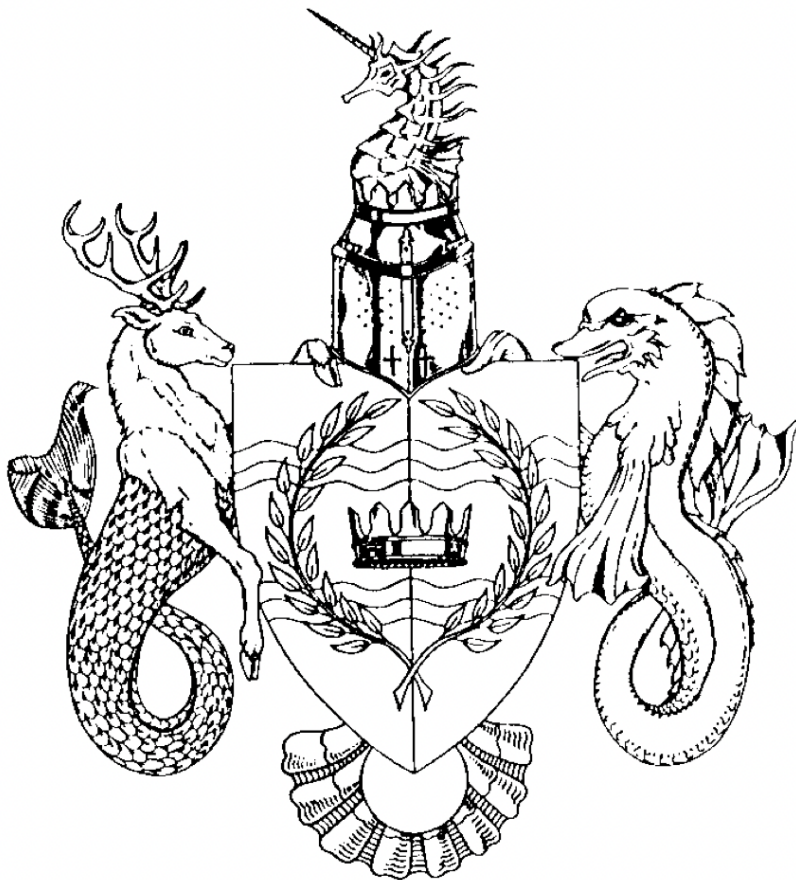


The Atlantian Book of Policy

Effective **March 2022**

By the Grace of Their Majesties of Atlantia, Eckehard and Jane, 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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Table of Contents

1 Policies of Kingdom Seneschal

- 1.1 Branch Seneschal
- 1.2 Duties
- 1.3 Submission of Reports and Waivers
- 1.4 Incipient Branches
- 1.5 Branch Definitions & Responsibilities
- 1.6 Reserved
- 1.7 Chancellor of Youth Activities
- 1.8 Kingdom Waiver Secretary
- 1.9 Deputy for Kingdom Event Bids
- 1.10 Deputy Seneschal for Media Relations
- 1.11 Policy on Alcohol at Events

2 Policies of the Triton Principal Herald

- 2.1 Structure
- 2.2 Purpose
- 2.3 New Branches
- 2.4 Procedures for Becoming a Warranted Atlantian Herald
- 2.5 Quarterly Reports
- 2.6 Local Herald
- 2.7 Submission Procedure
- 2.8 Processing of Submissions by Kingdom
- 2.9 OSCAR Commenting
- 2.10 Special Procedures for Official Courts
- 2.11 The Clerk of the Signet

3 The Policies of the Kingdom Marshal

- 3.1 General Policies
- 3.2 Problem Resolution
- 3.3 Training
- 3.4 Appearance on the List Field
- 3.5 Armored Combat
- 3.6 Authorization of Minors
- 3.7 Equestrian
- 3.8 Youth Combat
- 3.9 Youth Rapier Combat
- 3.10 Target Archery
- 3.11 Thrown Weapons

- 3.12 Rapier Combat
- 3.13 Armored Steel Combat

4 Policies of the Kingdom Minister of the Lists

- 4.1 Duties of the Kingdom Minister of the Lists
- 4.2 Becoming a Minister of the Lists
- 4.3 Duties of a Minister of the List
- 4.4 Requirements for Participation in Combat
- 4.5 Authorization Records
- 4.6 Renewal of Authorizations and Confirmation of Authorizations
- 4.7 Out of Kingdom Fighters
- 4.8 Minors
- 4.9 Cavalry
- 4.10 Youth Combat

5 Policies of the Kingdom Exchequer

- 5.1 General Policies
- 5.2 Branch Exchequer
- 5.3 Duties of the Local Exchequer
- 5.4 Reports
- 5.5 Financial Policies
- 5.6 Incipient Branches
- 5.7 Duties of the Exchequer Sponsoring an Incipient Branch
- 5.8 Duties of the Regional Deputies
- 5.9 Non-Member Surcharge (NMS)
- 5.10 Deputy for the NMS

6 Policies of the Kingdom Chronicler

- 6.1 Duties and Responsibilities of the Kingdom Chronicler
- 6.2 Warrants
- 6.3 Responsibilities and Duties of Branch Chroniclers
- 6.4 All Branch Required and Suggested Newsletter Content
- 6.5 Publishing Permissions and Copyright Issues
- 6.6 Financial Responsibilities of Branch Chroniclers
- 6.7 Deputies to the Kingdom Chronicler
- 6.8 Removal from Office
- 6.9 Acorn Submission Information
- 6.10 Event Registration
- 6.11 Event Flyers
- 6.12 Unofficial Events
- 6.13 Official Activities

6.14 Advertising

7 Policies of the Kingdom Minister of Arts & Sciences

- 7.1 Purpose
- 7.2 Local Officers
- 7.3 Reports
- 7.4 The Editor of The Oak
- 7.5 Historical Martial Arts

8 Policies of the Kingdom Web Minister

- 8.1 Purpose
- 8.2 Duties and Responsibilities
- 8.3 Kingdom Deputies
- 8.4 Warrants
- 8.5 Group Web Ministers
- 8.6 Non-Group Web Sites
- 8.7 Publication Permission and Copyright Issues

9 Policies of the Kingdom Chatelain

- 9.1 Maintenance
- 9.2 Purpose
- 9.3 Responsibilities of the Kingdom Chatelain
- 9.4 Responsibilities of the Kingdom Regional Deputies
- 9.5 Responsibilities of the Local Branch Chatelain
- 9.6 Demos

1 Kingdom Seneschal Policies

1.1 Group Seneschal

- 1.1.1 Every group must have a seneschal.
- 1.1.2 To receive a warrant, the warrant form on the Atlantia.sca.org website 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 warrant request 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 requires the signatures of both the outgoing seneschal and the nominee and two other group officers. In the case of a Barony, the signature/s of the current Baronage is required. 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 deputy Seneschal of every branch should be warranted in the same manner listed in 1.1.2. 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. The Seneschal must request approval from the Kingdom Seneschal to hold any additional office. No territorial Baronage may be seneschal of their 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 or a Regional 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. They may send a representative with a written proxy, or may send a letter to both Monarchs stating that they 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. They 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 Stewards are considered to be deputies of the local Seneschal for the duration of the event. The seneschal shall have every Event Steward complete an Event Steward warrant (found on the Atlantia.sca.org website.) This document will be kept in the branch seneschal's files with the other documents relating to the event for 7 years.

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 January 5 (for the period October 1 December 31), April 5 (for the period January 1 - March 31), July 8 (for the period April 1 – June 31) and October 5 (July 1 – September 30). 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, email or hardcopy reports will be accepted. Written reports should be legibly written on 8.5" X 11" paper and reports 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.
- a list of all other officers and any unfilled offices.

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 may 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: If 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 branches 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 branch will be recognized as "incipient" and listed in the Regnum when it has:
 - Met all prerequisites for incipency.
 - Submitted a completed New Branch Application.
 - Met the minimum officer requirements as listed in Corpora.
- 1.4.10 The president of the incipient branch shall be considered a deputy seneschal of the sponsoring branch, and shall perform all functions required of other seneschals, which includes the filing of reports and waiver materials.
- 1.4.11 An incipient branch 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 branch.
- 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 incipient branch be elevated to full status, setting forth the proportion of their numbers favoring the move, and the how 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 branches 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 Branch Definitions & Responsibilities

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

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

1.5.3 All events must be sponsored by a branch. Any branch sponsoring an event within another branch's boundaries must obtain the consent of the other branch'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, Event Stewards, 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.
- 1.7.2.6 To verify that all youth officers maintain a current SCA background check.

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, Event Stewards, 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 branches and at events sponsored by branches where there is not a local Youth Officer. If a local branch within the region does not have a local Youth Officer, the Regional Vice-Chancellor of Youth will assist that branch, 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 branches are encouraged to maintain a warranted Youth Officer for their branch in order to establish and oversee all youth programs as appropriate for

their branch. 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, Event Stewards, 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 January 5 (for the period October 1 – December 31), April 5 (for the period January 1 - March 31), July 8 (for the period April 1 – June 31) and October 5 (July 1 – September 30). 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 Event Steward.

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 on 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 and 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 branch Seneschal and/or Event Steward 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 Event Steward to run Youth Activities at a specific event. This individual shall be at least 18 years of age and will wear a nametag 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. However, 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 nametags 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 email address for contacting the Kingdom Waiver Secretary.
 - 1.8.1.4 Assist the Kingdom Seneschal in publishing clear guidance on waiver submissions. Instruct branch seneschals on waiver submissions duties. Publish and update forms used by branch seneschals for the submission of signed waivers.
 - 1.8.1.4.1 Notify the seneschal of a hosting branch if waiver materials have not been received for an event or fighter practice period by the due date. Notify the Kingdom Earl Marshal if 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 branch 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 branch to the Kingdom Seneschal for sanctions due to noncompliance with waiver submissions policies. Notify the Kingdom Seneschal and seneschal of the hosting branch 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 branch to the Kingdom Earl Marshal for sanctions due to noncompliance with waiver submissions policies. The Waiver deputy will notify the Kingdom Earl Marshal and seneschal of the hosting branch when waiver materials have been received.
 - 1.8.1.4.5 Investigate branches 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 branches 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 Kingdom Event Bid Coordinator

- 1.9.1 The Deputy Kingdom Event Bid Coordinator (DKEBC) is responsible for managing the state of all kingdom event bids that are the responsibility of the seneschal's office.
- 1.9.2 The DKEBC shall encourage and receive bids from varying regions of the kingdom. When there are insufficient bids, the DKEBC shall actively solicit bids from branches.
- 1.9.3 The DKEBC shall report to the Kingdom Seneschal monthly on the status of current kingdom event bids.
- 1.9.4 The DKEBC 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.
- 1.9.6 Kingdom events shall rotate among the Southern, Central, and Northern areas

- 1.9.6.1 The Northern Region will consist of the Barony of Bright Hills, Barony of Dun Carraig, Barony of Highland Foorde, Barony of Lochmere, Shire of Roxbury Mill, Shire of Spiaggia Levantina, Barony of Storvik, Barony of Stierbach, and Barony of Ponte Alto.
- 1.9.6.2 The Central Region will consist of the Barony of Black Diamond, Barony of Marinus, Barony of Tir-y-Don, Barony of Caer Mear, Shire of Berley Cort, and Shire of Isenfir.
- 1.9.6.3 The Southern Region will consist of the Shire of Border Vale Keep, Barony of Hawkwood, Barony of Sacred Stone, Barony of Raven's Cove, Barony of Hidden Mountain, Barony of Windmaster's Hill, Barony of Nottingham Coill, and Shire of Seareach.

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 that 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 Triton Principal Herald is the administrative head of the Atlantian College of Heralds and Scribes, and is warranted jointly by the Crown of Atlantia and the Society Herald as a Great Officer of State.
- 2.1.2 The Triton Principal Herald is responsible for overseeing heraldic and scribal activities within the Kingdom, and for reporting to the Crown of Atlantia and the Society Herald as a Great Officer of State. 2.1.3 Triton's Staff consists of the Golden Dolphin Herald, the Finsterwald Pursuivant, and the Undine Pursuivant, as well as any other heralds who may be named to Triton's Staff for such purposes as deemed necessary.
 - 2.1.3.1 The Golden Dolphin Herald is in charge of submissions of names and armory for the Kingdom of Atlantia. The Golden Dolphin Herald is warranted jointly by the Crown of Atlantia and the Triton Principal Herald as an Officer of State.
 - 2.1.3.2 The Finsterwald Pursuivant is the Clerk of the Order of Precedence, and is in charge of the recording of awards given by the Crown of Atlantia, and in maintaining the Order of Precedence. The Finsterwald Pursuivant is warranted jointly by the Crown of Atlantia and the Triton Principal Herald as an Officer of State.
 - 2.1.3.3 The Undine Pursuivant is the Clerk of the Signet, and is in charge of overseeing the production of scrolls in the Kingdom, as well as any other Kingdom documents that may be requested by the Crown. The Undine Pursuivant is warranted jointly by the Crown of Atlantia and the Triton Principal Herald as an Officer of State.
- 2.1.4 The Atlantian College of Heralds and Scribes consists of the Triton Principal Herald, Triton's Staff, and all warranted heralds and scribes in the Kingdom of Atlantia. The current structure of the College can be found on the Atlantian College of Heralds website (herald.atlantia.sca.org)

2.2 Purpose

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

2.3 New Branches

- 2.3.1 When a new branch is being formed, it is suggested that the branch's proposed seneschal or herald contact the Triton Principal Herald at the same time that they contact the Kingdom Seneschal for necessary paperwork. As a new branch needs both a name and a device, Triton can then work with the branch to come up with registerable items.

2.4 Warranting

- 2.4.1 Each barony or larger branch in the Kingdom of Atlantia must have a warranted herald as an officer. It is suggested that all branches maintain a warranted, local herald.
- 2.4.2 To become a warranted herald in the Kingdom of Atlantia, a letter of request should be sent to the Triton Principal Herald stating an intention to be a warranted herald. An email letter is acceptable. This letter of request must include the following information: •
Modern Name

- SCA Name
- Full mailing address
- Telephone number
- Email address
- SCA membership number and expiration date.

SCA Membership is required for all branch heralds, per Kingdom law. At-large heralds are not required to be SCA members, but they are highly encouraged to be.

- 2.4.3 Branch heralds should include a letter from the outgoing herald stating that it is his/her intention to resign, and/or a letter from the seneschal confirming the branch's request for a warranted herald. This can all be one letter signed by the appropriate parties. An email letter is acceptable.
- 2.4.4 Triton may also warrant interested individuals as heralds-at-large. At-large heralds are not officers of a branch. They report directly to Triton.
- 2.4.5 Warrants consist of two-year terms that are renewable upon request assuming previous positive representation of the College and SCA heraldic arts.
- 2.4.5.1 It is recommended that branch heralds not serve more than two consecutive terms. Exceptions must be approved by Triton.
- 2.4.6 In order to maintain their warrant, heralds must complete one hour of continuing education approved by Triton in each calendar year.
- 2.4.7 Warrants may be removed for just and stated cause by Triton. The Crown must be consulted if it is deemed necessary to revoke warrants for Officers of State (Golden Dolphin, Finsterwald, and Undine).

2.5 Quarterly Reports

- 2.5.1 All warranted heralds must file quarterly reports to maintain their warrants.

Quarterly reports are sent to Reporting Herald (Kraken) and to Triton, with courtesy copies going to the appropriate branch seneschals, if applicable.

2.5.2 Reports are due on the following schedule:

Quarter	Quarter Covers	Report Due
1 st	Jan 1 – Mar 31	Apr 30
2 nd	Apr 1 – Jun 30	Jul 31
3 rd	Jul 1 – Sep 30	Oct 31
4 th	Oct 1 – Dec 31	Jan 31

2.5.3 An online report form can be found on the Atlantian Herald's website (herald.atlantia.sca.org). If any herald is unable to use the online form, they should contact Kraken or Triton directly.

2.5.4 Missing two reports in a row is considered grounds for removal of warrant.

2.6 The College of Herald's

2.6.1 All warranted heralds are representatives of the College of Herald's & Scribes.

Branch heralds are the representatives of the College of Herald's & Scribes for their branch and the primary point of contact for heraldic matters.

2.6.2 Branch heralds or their deputies should attempt to attend local meetings and/or events to be available to answer heraldic questions and help with local submissions. If the local herald does not know the answer to the question, he or she should direct any inquiries to Triton Staff for answers.

2.6.3 When processing submissions, branch and at-large heralds should check them for completeness before accepting payment. This includes the correct number and type of forms, documentation, and the payment of correct fees. If possible, the herald should also check submissions to make sure they meet all of the Society's requirements and notify the submitter of any potential problems. Submission fees and types of payment are referenced in the Submission Procedure of these policies.

2.6.4 The receiving herald must forward submissions and payments to Golden Dolphin in a timely manner, not to exceed fourteen (14) days.

2.7 Submission Procedure

2.7.1 All Atlantian submissions should be made with the assistance of a warranted Atlantian herald, or from an approved consult table in order to reduce the number of corrections Golden Dolphin must make. Exceptions to this procedure can be made only on a case-by-case basis.

2.7.2 Given the changing nature of submissions requirements as the College of Arms makes better use of current technologies, the most up-to-date Atlantian submissions requirements can be found on the Atlantian Herald's Web Page at <http://herald.atlantia.sca.org/submissions/>

- 2.7.3 The cost of a 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.
- 2.7.4 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 "SCA Inc., College of Heralds of Atlantia." 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.
- 2.7.5 Heralds may not use their own cash, checks, or money orders to pay for submissions for anyone other than their own immediate family. Incomplete packages will be held until the missing information is received.

2.8 Golden Dolphin Herald

- 2.8.1 Golden Dolphin shall be ultimately responsible for processing submissions received from residents of the Kingdom of Atlantia, including submissions received at authorized consult tables held outside the boundaries of the Kingdom (e.g., at Pennsic). This responsibility may not be delegated except with the explicit approval of Triton.
- 2.8.2 Golden Dolphin may maintain whatever staff deemed necessary but will include Opal Pursuivant to manage Notifications in a timely fashion

2.9 Processing of Submissions

- 2.9.1 All submissions received by Golden Dolphin shall be included on a Letter of Presentation, which shall be posted in the Atlantian Kingdom Garden on OSCAR (the Online System for Commentary And Response.) Such Letters of Presentation will normally be posted on a monthly basis. In no case will more than 60 days elapse between Letters of Presentation. Submissions without payment will be held from the Letter of Presentation until full payment has been made.
- 2.9.2 After an appropriate period for commentary, Golden Dolphin will accept, return or pend each submission from the Letter of Presentation based on the commentary received and/or any independent research by Golden Dolphin or its staff.
- 2.9.3 Accepted items 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 a Letter of Presentation 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 Letter of Presentation for reasons which have been resolved.

- 2.9.4 Golden Dolphin will be responsible for meeting all requirements of the Laurel Office with regard to provision of submissions forms, documentation and coordinating with Coral Branch to ensure payment for any submissions forwarded to the College of Arms for consideration.
- 2.9.5 Items will be returned only for specific and unquestionable violations of the Standards for Evaluation of Names and Armory (commonly called SENA), including problems of style, conflict with previously registered items or other issues that Golden Dolphin reasonably believes would prevent registration of the submission by the College of Arms.
- 2.9.6 Items may be pended for incomplete paperwork, for clarification of the submitter's intent or for issues that may not be a specific violation of SENA but which Golden Dolphin feels might negatively affect the submission when considered by the College of Arms.
- 2.9.7 Official notification of actions taken both in kingdom and by Laurel will be sent by Opal Pursuivant to each submitter via email using the Online System for Notifications function of OSCAR. Opal will use email, the kingdom e-list, Facebook pages and/or any other reasonable method of communication to contact submitters who do not respond to the initial notification e-mail.
- 2.9.8 Opal will send US Postal Letters of Notification for any electronic notification that is not 'picked up' within 30 days of the initial email.
- 2.9.9 Notifications will outline the result of the consideration of their submission at kingdom and then Laurel. 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, offer advice and help to address the reasons for the action and specify the period within which the submitter may make a resubmission without payment of further fees.

2.10 OSCAR Commenting

- 2.10.1 The Triton Principal Herald and the Golden Dolphin Herald, current and past, shall be ex-officio members of both the College of Arms and OSCAR. They are expected to participate by following Atlantian submissions and providing support and defense for them and to support other kingdoms, Wreath and Pelican Sovereigns of Arms with commentary equal to the heralds' skills.
- 2.10.2 Members of Triton Staff, Golden Dolphin staff and all branch heralds are expected to have an account on OSCAR and to follow Atlantian submissions, and provide kingdom commentary equal to the herald's skills.
- 2.10.3 Since OSCAR participation is such an effective education tool for SCA heraldry, any warranted Atlantian herald who requests an account on OSCAR will be granted kingdom commenting privileges and Laurel read privileges without any commitment to commentary.
- 2.10.4 Individuals with satisfactory commentary for three months or more in OSCAR may request Laurel commenting privileges which will be granted at the discretion of Triton.

- 2.10.5 Heralds from other kingdoms may request Atlantian Garden commenting permissions which will be granted on a case-by-case basis at Triton's discretion.
- 2.10.6 OSCAR commentary represents both the Kingdom and the College. It is to be kept professional, polite, and relevant to the submissions. Commentary is to be held confidential. Specifics are to be discussed only with others with OSCAR privileges as comments out of context can be confusing and, occasionally, hurtful. Violation of these ideas will be grounds for revocation of commenting privileges.

2.11 Reporting for Official Courts

- 2.11.1 Official Courts are those courts convened by the Crown, Their Heirs or Coronets at official SCA events appearing on the kingdom calendar.
- 2.11.2 The duties of the court herald are to assist the Crown, Their Heirs or Coronets with accurate information gathering and dissemination, proper court set up, docket management, providing the voice for court or other heraldic activities they may be called upon to perform.
- 2.11.3 It is the responsibility of the court herald to file a report listing all awards/orders bestowed during that court to the Crown, Their Heirs or Coronets within two weeks of the event, with copies being sent to Triton, Finsterwald, Undine and their Backlog Deputy.
- 2.11.4 Official court reports must include the name(s) of the presiding Crown/Coronet, event name, event date, court time (if multiple courts held), herald's name and a chronological listing of awards/orders given with the recipient's SCA name. Reports should also include recipients' modern name, home branch, and whether the recipient received an original scroll or a promissory when possible. Reports should not be held late for lacking information such as modern names and branches. They should be filed in timely fashion and updates sent later if further information is found.
- 2.11.5 It is recommended, but not required, that court heralds also prepare a Court Report that lists and/or describes all activities and events that occurred during the court, for public dissemination. Modern names must not be included in this narrative report.

2.12 Silent Heraldry

- 2.12.1 The Silent Heralds provide a volunteer service to those who have difficulty hearing the activities during court.
- 2.12.2 Silent Heralds are fully warranted heralds in the Atlantian College of Heralds, and are authorized to participate in all heraldic activities subject to the policies of the Silent Herald Deputy (Alcyon Pursuivant) as described in the Silent Heralds Handbook.
- 2.12.3 Silent Heralds must meet the requirements as outlined in the Silent Heralds Handbook, and must undergo a period of training/evaluation of demeanor/confirmation of

possession the basic skills required and be approved by the Silent Herald Deputy or a designated deputy.

- 2.12.4 The Triton Principal Herald and the Silent Deputy Herald are the final authority on the granting or suspension of a Silent Herald's warrant.

2.13 The College of Scribes

- 2.13.1 The College of Scribes is responsible for the production of scrolls for subjects of Atlantia and for other Kingdom documents that the Crown may request under the direction of Undine Pursuivant the Clerk Signet. Undine is solely responsible for the assignment of scrolls to the College of Scribes.
- 2.13.2 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. 2.13.3 Scribes are expected to maintain valid contact information with Undine or a designated deputy. Inability to locate scribes may result in released assignments.
- 2.13.4 Award recipients who no longer participate in Society functions may have their scrolls completed on a lesser priority to those awards received by active participants.
- 2.13.5 All scrolls should be inspected and verified by Undine before being presented for signature and/or seal by the Crown and/or Triton Herald.
- 2.13.5.1 The accuracy of scrolls not inspected and verified by Undine shall be the responsibility of those signing the scrolls.
- 2.13.5.2 The Crowns signing are responsible only for the verification of the award bestowed to the recipient.
- 2.13.5.3 Triton or authorized individuals signing for Triton are responsible to ensure the name, blazon and emblazon are properly registered as noted on the scroll.
- 2.13.5.4 Only those scribes who have been specifically authorized by Triton and Undine may sign Triton's name to a scroll, in the absence of Triton.
- 2.13.6 Scrolls for all award recipients who have registered names and arms may include a blazon and display of those arms, and will include text of verification by Triton below the Royal signature ("Verum Est"). 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, no depiction of arms, and no verification by Triton.
- 2.13.7 In cases where scrolls are delivered directly to the recipient, responsibility for obtaining signature/seal by the Crown (and Triton as needed) falls to the recipient.
- 2.13.8 Until an award is announced in court, the scroll for it is considered an assignment. All assignments are the responsibility of Undine, unless otherwise directed by the current Monarchs.

- 2.13.8.1 All scroll assignments and their contents are to remain confidential until the scroll is presented in court.
- 2.13.8.2 Violations of this confidentiality may result in the offending scribe losing the privilege of receiving advance assignments.
- 2.13.9 All scrolls, once given to Undine, the official court herald or other Royal representative, become the property of the Kingdom until they are delivered to the recipient.
- 2.13.10 Private commissions are permitted and encouraged. Undine must be notified of the commission to prevent duplicate assignments. Neither Undine nor the Office of the Clerk Signet has any responsibility or authority to ensure that the commissioned scroll meets current guidelines. 2.13.10.1 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.
- 2.13.11 The Scrivener Royal is a Kingdom Notable chosen through competition overseen by the Undine Pursuivant. The position is held for a 6-month term, changing at each Coronation. Duties are to be a scribal assistant to the Crown and the Signet Office, primarily dealing with scroll production and any special scribal needs at events. The Crown may have additional duties which They wish for the Scrivener Royal to perform.

2.14 Financial Policy

- 2.14.1 These financial policies are in addition to the Society Financial Policies and Atlantian Kingdom policies and should be followed as if incorporated into Kingdom Law. This Policy is superseded by: Kingdom Exchequer Policy, Kingdom Financial Policy, Kingdom Law, Society Exchequer Policy, Corpora, State, and Federal Law. This policy may be changed by unanimous vote of the College of Herald's Financial Committee with approval of the Kingdom Chancellor of the Exchequer.
- 2.14.2 The exchequer of the College of Herald's & Scribes is the Coral Branch Pursuivant and will maintain a working knowledge of laws and policies involving the use and control of the College of Herald's & Scribes assets, both financial and tangible.
- 2.14.3 Coral Branch will preserve all records and produce all reports required by Society or Kingdom policy with the assistance of the Kingdom Exchequer where required; serves as a signatory on the bank account of the Atlantian College of Herald's & Scribes; and serves on the CoHS Financial Committee.
- 2.14.4 The College of Herald's & Scribes will maintain a checking account at an appropriate banking institution. Two signatures will be required on any check. The Kingdom Exchequer, Triton Principal Herald, Coral Branch Pursuivant, and Golden Dolphin Herald must be signatories on the account. Other signatories may be added for the efficient management of the CoHS's funds at the discretion of the CoHS Financial Committee and the Kingdom Exchequer. In accordance with Society and Kingdom financial policy, no two

signatories may reside in the same household and no debit or ATM card may be associated with any account.

- 2.14.5 Coral Branch will report directly to the Kingdom Chancellor of the Exchequer in all financial matters. All reports should be made on the approved quarterly report forms. All required forms must be attached and completed when the form is submitted; this includes copies of all bank statements for that quarter. The Triton Principal Herald and the College of Heralds Exchequer should sign the report. Signed copies of the report should be sent to the Kingdom Exchequer and the Triton Principal Herald for retention in their files. Coral Branch should also retain a signed copy of the report as part of the permanent exchequer files.
- 2.14.6 Quarterly reports and the annual end-of-year (Doomsday) report are due according to the deadlines established by the Kingdom Chancellor of the Exchequer. Extensions may be granted if the Kingdom Chancellor of the Exchequer is contacted in advance. Failure to report by the due date will cause the Kingdom Chancellor of the Exchequer to contact the Triton Principal Herald to give notice of Coral Branch's suspension. The Triton Principal Herald will be informed of what is required to lift the suspension. Electronic copies of the quarterly reports may be sent to the Kingdom Chancellor of the Exchequer as proof that the report was completed on time. However, the paper copy must be sent once the appropriate signatures are obtained.
- 2.14.7 The Golden Dolphin Herald will maintain a monthly record of all deposits made to include the date of deposit, the modern name of the submitter, the SCA name of the submitter, the address of the submitter, as well as the amount received and the type of submission (names, badges and arms). This information will be forwarded to Coral Branch on a monthly basis, to be received no later than two weeks after the end of each month. Deposits made by Golden Dolphin must be reconciled against bank statements within one week of the receipt of the list from Golden Dolphin.
- 2.14.8 Income to the College of Heralds & Scribes is primarily derived from heraldic submissions received at consultation tables and/or sent to Golden Dolphin by warranted heralds or other authorized individuals. Donations may also be received for specified heraldic purposes, e.g., purchase of books, creation of regalia, etc. Specific donations should be recorded and tracked as special funds if appropriate. All deposits of submissions fees, event fees, or any other funds received by the College of Heralds & Scribes shall be made in a timely manner.
- 2.14.9 The College of Heralds Financial Committee must be comprised of the Triton Principal Herald, the Golden Dolphin Herald and the Coral Branch Pursuivant. Additional members may be included at the discretion of these three officers with the permission of the Kingdom Exchequer. All CoHS Financial Committee members must maintain current membership in the SCA, Inc.
- 2.14.10 Meetings of the College of Heralds & Scribes Financial Committee may be held in person, by telephone or by electronic means (e.g., by exchange of email). If such meetings are held in person or by telephone, it is the responsibility of the Coral Branch Pursuivant to create and preserve a written record of all decisions of the committee. If the meeting is

held by email, then Coral Branch may opt to retain copies of all relevant emails as the permanent record of the meeting.

- 2.14.11 Routine administrative expenditures of the office of the Triton Principal Herald and its staff required by College of Arms and/or College of Heralds policy do not require specific pre-authorization by the CoHS Financial Committee. Such expenditures include purchase of supplies and postage for submissions notification letters, routine College of Arms and/or College of Heralds correspondence and/or payment of submissions fees to the College of Arms.
- 2.14.12 All other expenditures, including purchase of books, office supplies and other materials by the office of the Triton Principal Herald and its staff, require pre-authorization by a vote of no less than two-thirds of the CoHS Financial Committee, one of whom must be the Triton Principal Herald. In cases of emergency, any two of the three required officers on the CoHS Financial Committee (Triton Principal Herald, Golden Dolphin Herald and Coral Branch Pursuivant) may authorize expenditures without a meeting of the College of Heralds & Scribes Financial Committee as a whole.

2.15 College of Herald's Sponsored Events

- 2.15.1 Potential Event Stewards shall present a written, itemized budget for an event to the College of Heralds & Scribes Financial Committee at least three months prior to the event date and before any expenditure for the event is made and before the event flyer has been published. The CoHS Financial Committee must authorize any itemized expenditure in excess of the approved amount. The budget may include provisions to waive gate and feast fees for sitting Monarchs, Their Heirs, and the event's Event Steward, Head Gatekeeper and Head Cook.
- 2.15.2 The Coral Branch Pursuivant must receive event-related receipts and requests for reimbursement within fourteen days of the event.
- 2.15.3 Event refund requests must be received in writing no later than ten days after the event. Feast refund may be provided if the feast spot was resold to another attendee. All refunds shall be paid by check from the branch's checking account. No refund shall be issued until the event books have been closed and all reservation checks have cleared. No funds shall be removed from the cash box except as change for funds received.
- 2.15.4 The event financial report shall be completed by the event Event Steward and presented to the College of Heralds & Scribes Financial Committee after the event books have been closed.

3 The Policies of the Kingdom Earl Marshal

This document incorporates the policies and rules for all martial activities.

3.1 General Policies

3.1.1 Scope and Validity

- 3.1.1.1 This document delineates the rules and regulations that govern martial activities 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 activities are Armored Combat, Combat Archery, Rapier Combat, Armored Rebated Steel 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 Kingdom Earl Marshal's (KEM) 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 Event 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 Marshals must enforce rules evenhandedly, regardless of the rank or affiliation of the individuals involved.
- 3.1.2.3 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 protective eyewear that meets ANSI Z87 basic impact standards.
- 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: (the KEM and all Deputy Earl Marshals (DEM)).

- Branch Level: (a local branch's Knight's Marshal (KM) and Deputy Knights Marshal)
- Training Level: (Marshals in Training--MITs)

There is a DEM for each approved martial activity and to support training. DEMs report directly to the Kingdom Earl Marshal and to a Corporate Officer (if one exists in that role). DEMs have no direct reports except for any deputies that they may create to aid them. DEMs oversee all aspects of their activities, recommend rules changes to the KEM, and work with the DEM for Training to create and maintain appropriate training materials. Branch Level marshals report directly to the KEM 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 Kingdom Earl Marshal (KEM)

- 3.1.3.1.1.1 The KEM is responsible for the formulation, publication, and distribution of the rules of all martial activities and policies. The KEM may delegate to one or more deputies for this purpose, but the ultimate responsibility lies with the KEM.
- 3.1.3.1.1.2 The KEM reviews sanctions imposed by the Marshal In Charge of an Event (MIC-Event). The participants must be notified in writing by electronic mail 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 KEM must submit required reports to the Society Earl Marshal.
- 3.1.3.1.1.4 The KEM must meet the requirements established in SCA Corporate Policy, Kingdom Law, and Kingdom Policy.
- 3.1.3.1.1.5 The KEM appoints all Atlantian marshals and may designate Deputy Marshals to appoint Marshals in their disciplines as well.
- 3.1.3.1.1.6 The KEM appoints Deputies for each martial discipline and any other deputies as required.
- 3.1.3.1.1.7 The KEM must appoint an Emergency Deputy to handle proper transition of the KEM office if the KEM is no longer able to serve.
- 3.1.3.1.1.8 The KEM will determine and publish the rules and regulations for experimental weapons and other experimental rules.

- 3.1.3.1.1.9 The KEM is the final Kingdom-level arbiter for interpretation of all conventions, policies, or appeals for all martial disciplines.
- 3.1.3.1.1.10 The KEM will impose sanctions upon those branches failing to comply with fighter practice waiver submissions policies, as appropriate, and will investigate repeated branch sanctions for noncompliance 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 DEMs assist the KEM in creating and maintaining the conventions of their disciplines, 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 KEM and published according to policy and/or law before taking effect.
- 3.1.3.1.2.3 In the absence of the KEM at an event, the DEMs are the final authority on the interpretation of conventions in their specific disciplines. A DEM may overrule the MIC of an event, 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 or deputies, but they have no official standing within these policies.
- 3.1.3.1.3 Deputy Earl Marshal for Training (DEM-Training)
- 3.1.3.1.3.1 The DEM-Training will establish a training program that will maintain quality marshal's activities.
- 3.1.3.1.3.2 The DEM-Training may designate deputies to carry out the training program across the Kingdom. These deputies will be issued Instructor Marshal warrants. Only individuals holding Instructor Marshal warrants and DEMs may provide training.
- 3.1.3.1.4 Knight's Marshal (KM)
- 3.1.3.1.4.1 Any branch that wishes to conduct any martial activity at an event must have a Marshal who will assume responsibility for the event, the Marshal in Charge-Event (MIC). If the KM is unable to serve as MIC for the event/activity, a warranted marshal must be recruited to serve as MIC.

- 3.1.3.1.4.2 Each branch will have at most one KM.
- 3.1.3.1.4.3 KMs must ensure that practices are conducted in accordance with SCA corporate and Atlantian Kingdom policies. KMs must ensure that the branch has a marshal present at such practices for all of the disciplines being practiced. Marshals may represent any or all disciplines in which they hold warrants.
- 3.1.3.1.4.4 KMs should encourage the other marshals in their branch to accumulate loaner equipment and do so themselves.
- 3.1.3.1.4.5 KMs should encourage the marshals of each discipline in the branch to become cross-trained in other disciplines and do so themselves.
- 3.1.3.1.4.6 KMs are expected to arrange training for novice fighters at the practices for which they are responsible.
- 3.1.3.1.4.7 KMs must ensure that there is a Marshal-In- Charge (MIC) for each local event that includes any marshal related activity. In this process, the KM must work with the branch's seneschal and the event's Event Steward to select a mutually acceptable MIC. The KM need not be the MIC.
- 3.1.3.1.4.8 The KEM issues warrants to individuals to serve as Knights Marshal in consultation with the local branch's seneschal.
- 3.1.3.1.4.9 The KM warrant shall be valid for a period of two years and may be renewed upon mutual agreement of the KM, the local branch's seneschal, and the KEM.
- 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 and who are approved by the KEM or relevant DEM may become warranted marshals in that discipline.
 - 3.1.3.1.5.2 Warranted marshals with no other role will be assigned as a DKM of their local branch.
 - 3.1.3.1.5.3 Local branches may have any number of DKMs.
- 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 branch of residence.
- 3.1.3.1.7 Apprentice Marshals (also known as Marshals In Training (MITs))

- 3.1.3.1.7.1 MITs are not warranted marshals and so may not serve as a marshal in any capacity.
- 3.1.3.1.7.2 MITs must meet the requirements listed for all marshals (See: Responsibilities of all Marshals).
- 3.1.3.1.7.3 Individuals wishing to join the MIT program must send a written request to the relevant DEM and register in the marshal warrant database (available by link from the Atlantia website).
- 3.1.3.1.7.4 MITs must attend formal instruction in their disciplines (101 classes) as well as the Field 201 class.
- 3.1.3.1.7.5 MITs must arrange with a mentor to guide them through the training program. This mentor must be a warranted marshal and must be listed on the MIT form.
- 3.1.3.1.7.6 The MIT program consists of the following:
 - 3.1.3.1.7.6.1 MITs must assist in marshalling at least three different events.
 - 3.1.3.1.7.6.2 MITs must get the prior approval of the Marshal in Charge of the event at which they wish to apprentice.
 - 3.1.3.1.7.6.3 At these events they will assist in all marshal functions within their discipline.
 - 3.1.3.1.7.6.4 At least two of these events must be outside their local branches.
 - 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 if melee combat is a component of the discipline.
- 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 MIC or discipline MIC. This must be recorded on the MIT form.
- 3.1.3.1.7.9 After completing the required events, the MIT shall send the completed form to the relevant discipline DEM, who will discuss the candidate's fitness for a warrant with the MIT's mentor and MICs under whom the MIT has served. The DEMs may, at their sole discretion, issue a warrant, require additional MIT events prior to re-evaluation of the MIT, or terminate the MIT process and decline to issue a warrant.

3.1.3.1.7.10 Completion of the MIT program makes the apprentice eligible for a warrant, or warrant-eligible.

3.1.3.1.7.11 Warrant-eligible MITs may be warranted as a KM or DKM.

3.1.3.1.8 Reserved for future use.

3.1.3.1.9 Responsibilities of all Marshals

3.1.3.1.9.1 All marshals must attend continuing education in their discipline once every three years. This could be their discipline meeting at Unevent or any marshal's discipline training approved by the KEM or the appropriate discipline deputy (e.g., Armored 101).

3.1.3.1.9.2 All marshals must be members of the SCA.

3.1.3.1.9.3 All marshals must be completely familiar with the SCA Marshal's Handbook, any discipline-specific handbooks (e.g., Fencing Marshal's Handbook), and Atlantia martial policies.

3.1.3.1.9.4 Marshals must provide their names, addresses, phone numbers, email (if any), local branch names, membership numbers, and membership expiration to the KEM in a manner determined by the KEM to facilitate record-keeping. The KEM 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 KEM and discipline deputies.

3.1.3.1.9.6 If any officer with the authority (such as the event Event Steward, local, regional, or Kingdom Seneschal) removes an event's authorization to continue, all warranted marshals must leave the site.

3.1.3.2 The Roles of the Marshal

There are three basic roles that marshals may play at an event. They may be the Marshal In Charge of the event (MIC-Event), they may be the Marshal In Charge of an activity, or they may be a regular marshal without a 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 Event Steward with the Kingdom Chronicler. If the marshal listed on the event registration form is unable to fulfill this commitment, the Event Steward must identify a new MIC-Event update the event registration form accordingly.

3.1.3.2.1.1 The MIC-Event oversees all martial disciplines at an event, including practices and demonstrations held at the site during event hours.

- 3.1.3.2.1.2 The MIC-Event must ensure that each martial activity is supervised by a marshal warranted in that discipline.
- 3.1.3.2.1.3 The MIC-Event must submit an event report shortly after the event (See: Event Reports).
- 3.1.3.2.1.4 Marshals who fail to properly handle their MIC commitments may be subject to discipline as directed by the KEM, including loss of warrants.
- 3.1.3.2.1.5 MICs-Event 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 event entrance.
- 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 MICs-Event must create scenarios or delegate to discipline MICs to do so. Though an event's Event Steward defines the general nature of the event, all details of the execution of martial scenarios are the purview of the MIC-Event.
- 3.1.3.2.1.8 The MIC-Event must enforce all martial activity rules and policies.
- 3.1.3.2.1.9 MICs-Event must terminate immediately martial activities at any event where they are unable to halt unsafe or illegal activity.
- 3.1.3.2.1.10 Marshals assisting at an event must have:
- A staff, tabard, or garment that readily identifies the bearer or wearer as a marshal
 - Protective eyewear that meets ANSI Z87 basic impact standards, if missile weapon combat is involved
 - A physical or electronic copy of this document
 - A physical or electronic copy of the SCA Marshal's Handbook
 - A physical or electronic copy of the discipline-specific rules related to activities being supervised by the marshal
 - Pen and paper
 - A whistle if large melees are involved
- 3.1.3.2.1.11 The MIC-Event (and discipline MICs) may not participate in any martial activities at the event outside of their official roles.
- 3.1.3.2.2 Marshal In Charge of an Activity (MIC-Activity)
- 3.1.3.2.2.1 Each martial activity conducted at an event must have a MIC-Activity.
- 3.1.3.2.2.2 The MIC-Activity must be warranted to marshal that discipline.

- 3.1.3.2.2.3 The MIC-Activity must deal with any problems arising within that 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 require that all participants' equipment is inspected by a \ marshal warranted in that discipline. If any equipment has not been inspected, the participants must complete the inspection process before they may participate in 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 they are officiating. The exception to this criteria would be a major inter-kingdom event held within the borders of Atlantia (e.g., War of the Wings) in which non-Atlantian marshals may assist under the direction of Atlantian marshals.

3.1.3.3 (Deleted and reserved for future use)

3.1.3.4 Participants and Their Responsibilities

- 3.1.3.4.1 Definition: Participants are individuals who are engaging in marshalled activities at an event or official activity within Atlantia.

3.1.3.4.2 Combat Participant Responsibilities

- 3.1.3.4.2.1 All participants must know and follow the rules and policies of the SCA, the Kingdom of Atlantia and of the event itself.
- 3.1.3.4.2.2 All participants must report to the Minister of Lists (MoL) and either show proof of waiver on file with the SCA Office of the Registry or execute a waiver.

- 3.1.3.4.2.3 Marshals assume that all participants believe they are acting in a safe and courteous conduct at all times. Participants are responsible for demonstrating this by their actions before, during, and after the activity.
- 3.1.3.4.2.4 Participants are responsible for conducting themselves in a controlled, courteous, and safe fashion at all times, and must accept the criteria of the activity marshals for these characteristics.
- 3.1.3.4.2.5 Participants at events may only participate in activities in which they have authorized, 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 SCA Office of the Registry or complete a waiver of liability and submit it to the KM or MIC of the practice or activity.
- 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 before participating in that activity.
- 3.1.3.4.2.8 If participants have grievances regarding the conduct of an activity or of marshals or individuals involved in an activity, resolution will be conducted immediately after the activity by the MIC of that activity. The MIC-Activity's decision can be appealed to the MIC-Event by the aggrieved individual.
- 3.1.3.4.2.9 Participants must give truthful information in cases where reports must be made. Falsification of information may result in sanctions as determined by the MIC-Event and KEM.
- 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. This applies to marshals as well.

3.1.3.5 Dishonorable Behavior

- 3.1.3.5.1 Marshals understand that all but a tiny fraction of participants in 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 include, but are not be limited to:

- Abusing or arguing with marshals, MoLs, event staff, or attendees
- Name calling/taunting of other participants
- Pushing or other physical contact outside of a combat activity
- 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

Note that these behaviors also may violate SCA anti-bullying policy and would be addressed outside of the marshallate. Marshals who observe behaviors that they believe violate the SCA anti-bullying policy are required to report the incident immediately to the activity Event Steward and to include a detailed description of the incident in the event report. See 3.1.3.8, below.

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. In rare instances this requirement may be waived or modified at the KEM’s or relevant discipline DEM’s discretion. The KEM 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 KEM’s or DEM for the discipline’s discretion.
- 3.1.3.7.3 The KEM will maintain a roster of current warrants.
- 3.1.3.7.4 Warrants as KMs are valid for 2 years from the date of issue, unless the warrant is suspended or removed by the KEM, or another warrant is issued for that position.
- 3.1.3.7.5 DKM warrants expire upon resignation by the marshal, termination by the KEM, or expiration of SCA membership. All marshal warrants also are terminated upon failure to meet the continuing education requirements (see 3.1.3.1.9.1). Terminated warrants may be reinstated by the discipline DEM or the KEM when the issue that caused the revocation of warrant is resolved. It is possible for a marshal to have a warrant terminated in one activity and active in another.
- 3.1.3.7.6 Kingdom DEMs serve at the pleasure of the KEM.

- 3.1.3.7.7 The KEM must annually audit the marshal roster, and individuals no longer meeting the required attributes of a Marshal shall have their warrants 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 7 days of each event (except where required to file a special report earlier due to problem resolution) and must include the information noted below. Event reports must be filed via the system designated by the KEM (the Kingdom marshal database unless stated otherwise) and must include any necessary supporting documentation.
- 3.1.3.8.1.1 The name of the MIC- Event or other marshal submitting the report, and the MoL.
 - 3.1.3.8.1.2 The name of all marshals and MITs 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 martial 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.
 - 3.1.3.8.1.6 A description of problems arising from martial activities, including the names of offending participants, the nature of the offense, and the resolution.
 - 3.1.3.8.1.7 Any intervention by higher ranking marshals.
- 3.1.3.8.2 Fighter Practice Waivers: Any waiver signed during the course of official local fighter practices shall be collected from the marshals- in-charge of fighter practices by the KM of the hosting branch on a monthly basis.
- 3.1.3.8.2.1 All fighter practice waivers and a fighter practice waiver report form will be submitted by the KM of the hosting branch to the Kingdom Waiver Secretary on a quarterly basis, in accordance with the following schedule: Quarterly fighter practice materials are 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).
 - 3.1.3.8.2.2 In the event that no fighter practice waivers have been collected at official local fighter practices, a fighter practice waiver report indicating this will be submitted by the KM of the branch on the above schedule. An electronic fighter practice waiver report may be accepted at the discretion

of the Kingdom Waiver Secretary in the event that no waivers have been collected.

3.1.3.8.3 Filing Reports: Reports must be filed by submission of the appropriate form in the Atlantian marshal database application on the Atlantian marshal website. The KEM may approve other methods of delivery on a case-by-case basis.

3.1.3.8.4 Incident Reports Anyone may file an incident report for any problem that they perceive in the execution of combat activities. Examples include, but are not limited to: reports by participants about marshals at an event, reports about participants by participants at an event, reports by marshals about participants at official activities (specifically including practices announced in the branch newsletter), and reports by marshals (other than the MIC-Event) concerning problems with other marshals. The following guidelines govern incident reports:

- Incident reports must be filed within 7 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, preferably with a reference to Policy or Law to demonstrate the offense. The KEM will evaluate the incident report for action. The KEM will act upon any reports that have merit as directed in section 3.2, Problem Resolution.

3.1.3.8.5 Deadlines

3.1.3.8.5.1 Marshals who do not submit necessary reports in a timely manner may be placed on suspension for a period of not less than 90 days, during which time they may not perform any of the duties of a warranted marshal.

3.1.3.8.5.2 Following a second offense, the marshal's warrant will be terminated for a minimum of one year or for any other duration deemed appropriate by the KEM.

3.1.3.8.5.3 Failure to report may negate any sanctions or authorizations at the event covered by the report at the discretion of the KEM.

3.2 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 for 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 and/or a continuing pattern of violations.

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 as quickly as possible, in any event no later than 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-Event report. The MIC-Event must inform the KEM within 24 hours by telephone or email.

3.2.1 MIC Responsibilities and Powers The MIC-Event must assess any problems for immediate action.

3.2.1.1 The MIC-Activity must immediately record all significant or severe problems, including the SCA and mundane names of the individuals involved, and include them in the event report.

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

3.2.1.3 An MIC of an activity or event who feels that a participant represents an ongoing problem or danger 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 KEM.

3.2.2.1 The MIC-Event will physically take possession of the participant's authorization card, if a physical card exists. The MIC-Event also will contact the Kingdom MoL (KMoL) via email (cc'ing the KEM), to notify the KMoL to suspend the participant's authorization in the online system.

- 3.2.2.2 If the combatant does not cooperate that is an additional violation.
- 3.2.2.3 The MIC-Event must complete the event report immediately after the event.
- 3.2.2.4 The MIC-Event must contact the KEM by email or telephone within 24 hours of the end of the last activity of an event. In the case of a multi-day event the MIC-Event must contact the KEM within 24 hours of incident unless poor cellular service prevents the notification. In that case, the KEM must be contacted within 24 hours of the end of the event.
- 3.2.2.5 The MIC must submit an event report via the Atlantia event report web application as well as send email copies of the event report to both the KEM and KMoL. This report must contain a full description of the incident and actions taken.
- 3.2.2.6 Suspensions of authorizations last until lifted or replaced by the KEM. A suspended participant may not re-authorize.
- 3.2.3 Review and Investigation
 - 3.2.3.1 The KEM will begin a review of any authorization suspension immediately upon receipt of the report.
 - 3.2.3.1.1 The KEM may lift the authorization suspension.
 - 3.2.3.1.2 The suspension may be left in place during further consideration.
- 3.2.4 The KEM may designate an investigator for serious rules violations.
 - 3.2.4.1 The investigator will gather information and make recommendations to the KEM.
 - 3.2.4.2 This initial investigation must take less than 15 days.
 - 3.2.4.3 After reviewing the investigator's recommendations, the KEM may take any action consistent with the powers of the office, including ordering a Marshal's Court, continuing the suspension of authorization, or summary problem resolution.
- 3.2.5 Marshal's Court For the resolution of serious problems, the KEM may either convene a Marshal's Court or begin a summary problem resolution (see below).
 - 3.2.5.1 The KEM 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 KEM.
 - 3.2.5.3 The Marshal's Court shall determine its 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:

- 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 some or all authorizations.
- The suspension of a specific weapon authorization for a fixed period.
- A restriction of activity, such as no melees.
- Prohibition from the lists for a fixed period or in perpetuity.
- 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 directed to the Society Earl Marshal.

3.2.5.6 In addition to the actions noted above, the Marshal's Court may make the following recommendations (to the Crown):

- A Court of Chivalry
- A Court of Courtesy
- Banishment of all types
- Revocation of rank and awards

3.2.6 Summary Problem Resolution

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

3.2.6.2 The KEM and the subject must both agree to a summary resolution, which is run directly by the KEM.

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

3.2.6.4 Once the subject and the KEM agree to a 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 marshalate.

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 Event Steward 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 Event Report form, available on the Atlantia Marshals Web Page.
- 3.2.8.2 Participants' appeals of sanctions must be made in writing, postmarked, or emailed within 15 days of the MIC-Events issuance of a 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 Training

- 3.3.1 Deputy Earl Marshal for Training (DEM-Training). The proficiency of the Marshallate is one of the primary concerns of the KEM. In order to foster professionalism and competency, the DEM-Training position has been created. The DEM-Training shall be responsible for:
 - Creating and maintaining instructional material.
 - Planning and staffing the track of marshalling classes at each session of the University of Atlantia.
 - Working with the other DEMs to be sure that the available curricula address the specific needs of that discipline.
 - Working with the other DEMs to train senior marshals in the prepared materials to enable them to serve as instructors.

3.4. Appearance on the List Field

All equipment or clothing used by participants on the list field must either have a pre-17th Century appearance or be covered in a manner to present such an appearance.

- 3.4.1 The purpose of this law is not to exclude participants from the list, but to encourage the historical appearance of events. These rules shall be applied with discretion and good judgment to encourage rather than to discourage.
- 3.4.2 Participants who are residents of another kingdom are considered our guests and are exempt from this ruling provided they meet Society minimum standards.
- 3.4.3 Newly transplanted subjects of Atlantia are to be granted a four-month period of time to come into compliance with these laws.

- 3.4.4 For specifics and examples of this requirement, please refer to the Atlantia Marshal Web Page.

3.5 Armored Combat

3.5.1 Armored Combat Authorization Procedures

- 3.5.1.1 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.
- 3.5.1.2 The authorization process helps ensure that all fighters taking the field are conducting themselves according to a common standard.
- 3.5.1.3 This process also establishes the minimal level of proficiency necessary to ensure that they do not present a threat to themselves or anyone else on the field.
- 3.5.1.4 All combatants in tournaments and melees in Atlantia must be authorized in the weapons they wish to use.
- 3.5.1.5 Visitors to Atlantia may participate at Atlantian events if they review the Atlantian rules with an Atlantian marshal before they compete.
- 3.5.1.6 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.
- 3.5.1.7 Who May Become Authorized
- 3.5.1.7.1 To become authorized a fighter must meet the following requirements.
- Be at least 16 years old. (Combatants less than 18 years of age 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.
- 3.5.1.8 Where Authorizations Can Occur
- 3.5.1.8.1 All armored combat authorizations will be held either at an SCA event or at an official practice.
- 3.5.1.8.2 Marshals wishing to conduct authorizations at practice must obtain prior permission to do so from the DEM for Armored Combat or the KEM, and coordinate MOL support to ensure all reporting standards, both for MICs and for MOLs, are adhered to.
- 3.5.1.9 When Can Authorization Occur

- 3.5.1.9.1 Authorizations can be held at any time during an event or practice, subject to the above limitations. When combatants authorize during an event they may participate in subsequent activities as allowed by their new authorization.

3.5.1.10 Marshals

- 3.5.1.10.1 At least one of the marshals must live in a different local branch from the candidate. If the candidate lives in a barony, at least one of the marshals must live outside that barony.
- 3.5.1.10.2 At least one marshal must be authorized in the applicable weapons form.
- 3.5.1.10.3 Inspect the armor and equipment of all personnel participating in the authorization process.
- 3.5.1.10.4 Test the knowledge of the candidate regarding the applicable rules governing combat in Atlantia.
- 3.5.1.10.5 The knowledge test should include questions applicable to the weapons being used in the authorization.
- 3.5.1.10.6 Inform the participants in the authorization of how the authorization is to be conducted.
- 3.5.1.10.7 Reserved for future use.
- 3.5.1.10.8 Neither of the marshals may be fighters who regularly practice with or train the candidate.

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. 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

3.5.2.1.1 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 in spite of 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 feet or less in overall length.

3.5.2.4.2.2 The grip must be 18 inches or less.

3.5.2.4.2.3 The portion of the great sword above the quillons (commonly 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, inclusive of tip and end cap.

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. 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 Armored 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.

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

3.5.3.2.1 All fiberglass shafts must be longitudinally covered with a filament strapping tape and are required to have an 'approved' Anti- Penetration Device (APD) per the SCA Marshal's Handbook.

3.5.3.2.2 Fiberglass shaft arrows/bolts may utilize Baldar Blunt, CUBB and UHMW heads.

- 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 Conventions of Combat for Armored Combat

3.5.4.1 Target Areas.

- 3.5.4.1.1 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.

- 3.5.4.1.1.2 Face: The area between the collarbones and the mid brow and forward of the ears.

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

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

- 3.5.4.1.1.5 Thighs: The leg from 1 inch above the top of the knee up to a line even with the bottom of the groin.

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

- 3.5.4.1.1.7 Arms: From the shoulder to 1 inch above the wrist.

3.5.4.2 Targeting

- 3.5.4.2.1 Blows landed outside the target areas need not be counted.

- 3.5.4.2.2 A fighter may not intentionally strike areas outside the target areas.

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

3.5.4.3 Telling Blows

- 3.5.4.3.1 A blow that strikes a legal target area with telling force will be acknowledged by the person receiving the blow.

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

- 3.5.4.3.3 "Fully armored" follows the definition in the SCA Marshal Handbook V.B.1, including the use of a "very light chain mail drape, permitting vision and resisting cuts by the mere touch of a bladed weapon." Blows that would incapacitate through this armor are telling blows.

- 3.5.4.3.4 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.
- 3.5.4.3.5 Missile weapons must strike the same targets as thrusting weapons. But, any contact from a projectile is considered a telling blow.
- 3.5.4.3.6 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.
- 3.5.4.3.7 Blows in which the weapon is dropped upon impact may be discounted.
- 3.5.4.3.8 Blows in which a weapon strikes a combatant because it physically breaks upon striking the shield or defensive weapon need not be counted.
- 3.5.4.3.9 Blows struck with the non-striking portion of the weapons shall not be counted (haft, hilt, etc.).
- 3.5.4.4 Results of Telling Blows
 - 3.5.4.4.1 Telling blows to the face, head, or torso are considered killing.
 - 3.5.4.4.2 Telling blows from a swung mace, great sword, or pole arm to the hip or shoulder are killing.
 - 3.5.4.4.3 All other blows are wounding blows.
 - 3.5.4.4.4 Projectiles have the same effect as thrusts.
 - 3.5.4.4.5 Thrusts to the head, outside of the face, are not telling blows and need not be counted.
- 3.5.4.5 Death
 - 3.5.4.5.1 After receiving a killing blow, fighters will cease throwing blows.
 - 3.5.4.5.2 After receiving a killing blow, fighters will fall to the ground or in some other way clearly indicate they have been defeated.
 - 3.5.4.5.3 In single combat the bout ends after a killing blow (except double kills).
 - 3.5.4.5.4 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.
- 3.5.4.6 Wounds

- 3.5.4.6.1 Wounding blows to the shoulder or arm will cause the loss of the use of that arm.
- 3.5.4.6.2 The wounded arm may not be used to block or throw blows.
- 3.5.4.6.3 A second telling blow to that arm or shoulder will be a killing blow.
- 3.5.4.6.4 Wounding blows to a thigh or hip will cause fighters to fight from their knees.
- 3.5.4.6.5 Fighter must keep one knee on the ground unless they hop.
- 3.5.4.6.6 Hopping is allowed if the fighter puts no weight on the wounded limb.
- 3.5.4.6.7 Hopping is frequently used to throw one blow after being dealt a wounding blow.
- 3.5.4.7 Interruptions.
 - 3.5.4.7.1 Any blow started before any interruption of combat (such as death or a hold) will count as if it landed before the interruption.
- 3.5.4.8 Starting Combat.
 - 3.5.4.8.1 Combat will be started when the marshals call lay-on.
 - 3.5.4.8.2 Except in special scenarios, fighters should start fights well out of range.
- 3.5.4.9 Holds.
 - 3.5.4.9.1 Effect of a Hold
 - 3.5.4.9.1.1 All combatants must immediately cease throwing blows.
 - 3.5.4.9.1.2 Combatants must stop moving about the field.
 - 3.5.4.9.1.3 Fighters should not drop their guard until all fighters have stopped throwing blows.
 - 3.5.4.9.1.4 Combatants may call Hold when any unsafe situation develops. For example, a fighter should call hold if his helm comes off.
 - 3.5.4.9.2 Calling a Hold
 - 3.5.4.9.2.1 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.
 - 3.5.4.9.2.2 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. Fighters who feel they are not defenseless in any of the above conditions

may ask the marshals not to call hold. If marshals feel that the request would not create a dangerous situation they will not call hold in the specified situation.

3.5.4.10 Use of Weapons

- 3.5.4.10.1 All weapons to be used in a particular bout of single combat will be declared to the opponent and the marshal before the fight.
- 3.5.4.10.2 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.
- 3.5.4.10.3 Except for the proper use of a weapon, grasping, pushing, or striking an opponent is not allowed.
- 3.5.4.10.4 Striking, pushing, or pressing an opponent's shield with a hand, weapon, or shield is allowed. Grabbing a shield or the guard or pommel of a one-handed weapon with an armored hand is not allowed.
- 3.5.4.10.5 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.
- 3.5.4.10.6 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.

3.5.4.11 Helms

- 3.5.4.11.1 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.

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

- 3.5.4.12.1 Fighters may only attack opponents with whom they are engaged.
- 3.5.4.12.2 To engage an opponent fighters must establish eye contact and be in the forward arc (front 180 degrees, defined by the shoulders) of the opponent.
- 3.5.4.12.3 Fighters may not attack opponents who cannot see them.

- 3.5.4.12.4 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.
- 3.5.4.12.5 If combatants are engaged and then turns their backs, or if they are charging past an opponent, the opponent may throw one blow immediately after the combatant turns away.
- 3.5.4.12.6 After that, engagement has been broken and the combatant must be engaged again.
- 3.5.4.12.7 A defenseless combatant may not be struck. In melees, defenseless is having no weapons and no shield in hand.
- 3.5.4.12.8 An otherwise defenseless person who remains in an active line, grabbing spears or blocking enemy movement, etc. will not be considered defenseless and may be stuck.
- 3.5.4.13 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.
 - 3.5.4.13.1 No more than four fighters shall attack a single opponent.
 - 3.5.4.13.2 Fighters who are members of a formed unit (such as a shield wall) that is fighting another formed unit, they may strike and be struck by any opponents 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.
 - 3.5.4.13.3 Fighters who are struck a telling blow by someone on their side must acknowledge the blow.
 - 3.5.4.13.4 A hold will not be called for fighters who loses a weapon in a melee.
- 3.5.4.14 Conventions of Combat for Combat Archery
 - 3.5.4.14.1 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-Activity, projectile strikes to the face may be allowed, even during scenarios in which face thrusts are prohibited.
 - 3.5.4.14.2 Archers shall not fire at a combatant if the arrow/bolt cannot leave the bow before contact with the target.
 - 3.5.4.14.3 On the cry of hold or when slain, all arrows will be unnocked, and crossbows will have bolts removed.

- 3.5.4.14.4 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.
- 3.5.4.14.5 Any bow that is struck by a projectile or melee weapon shall not be used until a combat archery marshal or target archery marshal inspects the bow.
- 3.5.4.14.6 For a combat area in which combat archery is present, non-combat areas shall be distanced a minimum of 10 yards or the maximum range of the longest-ranged missile weapon involved in the melee, whichever is longer.
- 3.5.4.14.7 A combat archer (or any other combatant) may yield. If a combatant yields, then he should not be touched.
- 3.5.4.14.8 Engagement with missile weapons: An archer need not have eye contact with opponents 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, targets may not realize they have been struck.

3.6 Authorization of Minors

<removed and included in the individual disciplines>

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.

- 3.6.1 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).
- 3.6.2 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.
- 3.6.3 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 the Minors who are emotionally ready will not react inappropriately to being told to wait a year. In the case of any uncertainty, the marshals must take the most conservative course and not conduct the authorization.
- 3.6.4 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 they leave with a familiarity with SCA fighting.

- 3.6.5 The Minor must attend at least one fighting event before the event at which the minor attempts to authorize.
- 3.6.6 The parents or legal guardians shall be required to attend an event before authorization.
- 3.6.7 A standard authorization will be conducted with at least one of the officiating marshals being the KEM, KEM Emergency Deputy, or appropriate DEM.
- 3.6.8 All of the paperwork involved in the Minor's authorization must be reviewed by the KEM or designated deputy before being processed by the Minister of Lists.
- 3.6.9 The front half of the helms and masks of Minors 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.

3.7 Equestrian

Atlantia follows all SCA standards with the following modifications.

Note: wherever the word "horse" appears in this document, it refers to all types of "equine", as defined in the SCA "Equestrian Marshals' Handbook".

3.7.1 The Deputy Earl Marshal of the Horse

- 3.7.1.1 The DEM of the Horse also shall be known as the Kingdom Equestrian Officer (KEO).
- 3.7.1.2 The KEO will oversee the training and warranting of equestrian marshals as well as maintaining a roster of qualified equestrian marshals for events, and a roster of qualified instructors for the required Atlantian equestrian classes.
- 3.7.1.3 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 for equestrian authorizations.

3.7.2 Regional Equestrian Marshals

- 3.7.2.1 The KEO may warrant a regional marshal for MD, VA, NC, and SC, Augusta, GA regions of Atlantia, as needed. These shall be known as Regional Equestrian Marshals.
- 3.7.2.2 The Regional Equestrian Marshals will be responsible for coordinating with Event Stewards and marshals of their region equestrian 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.
- 3.7.2.3 The Regional Equestrian Marshals will also be responsible for assisting MITs in arranging a mentor in their region. If a Regional Equestrian Marshal cannot or will not assist with arranging a mentor for an MIT, the MIT may appeal to the KEO or KEM for assistance.

3.7.3 Equestrian Marshal-in-Charge (EqMIC)

- 3.7.3.1 The EqMIC at an event must be a warranted equestrian marshal. The EqMIC is responsible for equestrian activities at the event and all reporting requirements relating to the event.
 - 3.7.3.1.1 Event and practice reports need to include the number of horses, the number of adults, the number of youths, the number of rental horses, the number of authorizations, the activities conducted, any accidents (if a human or equine needed professional medical attention), and any incidents (if a rider fell, a rider or marshal was disciplined, loose horse, damage done by a horse, etc.)
- 3.7.3.2 EqMIC shall work with event Event Stewards to arrange for the required additional insurance a minimum of 60 days before an event that includes horses.
- 3.7.3.3 An equestrian marshal must be on-site at all times at events at which horses are present. If the EqMIC must leave the site, an equestrian marshal of sufficient experience must be appointed to act in the place of the EqMIC, in all respects, until the EqMIC returns or until the end of the event.

3.7.4 Equestrian Marshal Regulations

- 3.7.4.1 Equestrian marshals and MITs must attend Unevent or an Equestrian Marshal 101 class every two years to maintain their warrants. Marshals who cannot attend must contact the KEO no later than 2 weeks following Unevent to arrange a time to discuss the equestrian program updates.
- 3.7.4.2 Becoming an Equestrian Marshal
 - 3.7.4.2.1 Those who want to become an equestrian marshal must take Equestrian Marshal 101 before being entered in the marshal database as an MIT.
 - 3.7.4.2.2 All Equestrian marshals will have completed the steps in the MIT program (see Section 3.1.3.1.7) as required by Kingdom policy before being warranted.
 - 3.7.4.2.3 MITs will be responsible for obtaining a mentor marshal. The mentor shall be an equestrian marshal with whom the MIT can work with on a regular basis (e.g., running local practices and events). Mentors must be warranted equestrian marshals and must agree to mentor the MIT.
- 3.7.4.3 Equestrian marshals will supervise the activities of all ground crew and equestrian MITs.
- 3.7.4.4 All warranted equestrian marshals can marshal riding and lancer level activities.
- 3.7.4.5 Mounted archery activities can only be run by an Equestrian Archery Marshal. Equestrian combat activities (Jousting, Mounted Combat, and Crest Combat) can only

be run by an Equestrian Combat Marshal. Equestrian Driving can only be run by an Equestrian Driving Marshal.

3.7.4.6 Equestrian Archery Marshals must complete the following before becoming warranted to run mounted archery activities:

3.7.4.6.1 Take the Archery Marshal 101 class

3.7.4.6.2 Assist with inspecting archery equipment (bows and arrows) at different events under the supervision of an equestrian archery marshal or a target archery marshal. These do not have to be mounted archery events, but can be target archery shoots at a non-equestrian event.

3.7.4.6.3 Assist with planning, range set-up, and running mounted archery shoots at 3 events. The intent is for the MIT to assist with all 3 aspects: the planning, the range setup, and running of the shoot.

3.7.4.7 Equestrian combat marshals (for marshaling jousting, mounted combat, and crest combat) must complete the following before becoming warranted to run equestrian combat activities:

3.7.4.7.1 The marshal must: Train under an authorized equestrian combat marshal and assist in running 6 activities. Within these 6 activities, the marshal must train in both jousting and either mounted combat or crest combat. Each activity must have a minimum of 2 training sessions. Multi-day events will count as one training activity per day.

3.7.4.7.2 Reserved for future use.

3.7.4.8 Equestrian driving marshals must complete the following before becoming a warranted to run driving activities:

3.7.4.8.1 The marshal must train under an authorized equestrian driving marshal and assist in running 2 driving activities.

3.7.4.8.2 Reserved for future use.

3.7.5 Ground Crew and Rider Responsibilities

3.7.5.1 Anyone who plans to step out onto an equestrian list field while horses are present or in the call forward area must complete a ground crew authorization. This authorization consists of successful completion of the Ground Crew 101 class and practical field training. The Ground Crew 101 class must cover: list field safety, safe weapons handling, and safety and liability with horses.

3.7.5.2 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.

3.7.5.3 Reserved for future use.

3.7.6 Authorizations

3.7.6.1 All equestrian authorizations must be conducted by two equestrian marshals. At least one of the two equestrian marshals must be warranted to marshal the activity the person is attempting to authorize in.

3.7.6.2 All authorizations must start with the question, "Have you read and do you understand the rules, as described in the Society Equestrian Marshal's Handbook and the Atlantian Earl Marshal's Policies?" If the answer is no, the authorization will be terminated at that time.

3.7.6.2.1 Candidates who answered no, can authorize later at the same event, if the EqMIC allows it and there is time, after they have read and understand the rules.

3.7.6.3 Atlantia recognizes the following equestrian authorizations:

3.7.6.3.1 Ground Crew. Candidates must take the Ground Crew 101 Class, and participate in the practical ground crew field training.

3.7.6.3.2 Rider (Ride Only). Candidates must complete ground crew authorization and then demonstrate ability to control mount at a walk, trot, or canter unencumbered by weapons or armor.

3.7.6.3.3 Lancer (Games). Candidates must have completed the rider authorization and then demonstrate ability to control mount and wield a single weapon safely while performing the games unencumbered by armor at a gait of their choosing.

3.7.6.3.4 Jousting. Candidates must complete the Lancer authorization and then demonstrate the ability to safely compete on the jousting list with appropriate armor, shield, weapon, and equine protection with the addition of another competitor on the other side of the list. Minimum gait is equivalent to the canter.

3.7.6.3.5 Crest Combat. Candidates must complete the Lancer authorization and then demonstrate the ability to safely compete on the list field with appropriate armor, equine protection, crest, and weapon with other competitors on the field. Minimum gait is equivalent to the trot or faster.

3.7.6.3.6 Mounted Combat. Candidates must complete the Lancer authorization and then demonstrate the ability to safely compete on the list field with appropriate armor, weapons, equine protection, with other competitors on the field. Minimum gait is equivalent to the trot or faster.

3.7.6.3.7 Mounted Archer. Candidates must complete the Lancer authorization and then demonstrate the ability of safely handling a bow from horseback and regaining control of the reins and horse by the end of the lane. Rider must be able to

demonstrate an ability to shoot in a controlled manner with the horse moving faster than a walk. This authorization is available to Lancer authorized riders. Minimum gait is equivalent to the trot or faster.

3.7.6.3.7.1 Mounted Archery authorizations are only to be done for equestrians who are already comfortable with a bow.

3.7.6.3.8 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.

3.7.6.4 Minor Equestrian Authorizations and Regulations

3.7.6.4.1 The KEM, and KEO or their designate must be present for all minor authorizations and must be notified in advance of the youth authorization.

3.7.6.4.2 Minors may not participate in the Equestrian MIT program and may not serve as Equestrian marshals.

3.7.6.4.3 Minors may authorize as Rider, Lancer, Archer, and Driver, but may not authorize in Jousting, Crest Combat, or Mounted Combat.

3.7.6.4.4 Minor archers are restricted to arrows with combat tips only.

3.7.6.4.5 Minors may serve as ground crew for the purpose of 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.

3.7.6.4.6 Minors may not serve as horse monitors unless an equestrian marshal is within line of sight and easy reach of the minor and horses being monitored.

3.7.6.4.7 In addition to any SCA or Kingdom requirements for supervision of minors at SCA activities, a parent or legal guardian of a minor must be present and within line of site at all times while the minor is mounted.

3.7.7 Owner/Rider responsibilities at events

3.7.7.1 Horse owners (or a custodian designated by the owner) shall be financially responsible for any damage to a site caused by their horse.

3.7.7.2 Stallions, known biters and kickers policy

3.7.7.2.1 Owners of stallions must notify the EqMIC of an event or practice 48 hours prior to arriving that they intend to bring a stallion. Stallions must be marked with yellow ribbons in forelock and tail.

3.7.7.2.2 Horses that are known biters or known kickers are not allowed without the permission of the KEM or KEO AND the event EqMIC. Biters must be marked with

red tassel or ribbon on the brow-band or attached to the forelock. Kickers must be marked with red tassel or ribbon on the tail.

- 3.7.7.2.3 The KEO or KEM 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.

3.7.7.3 Horse Supervision Protocol

- 3.7.7.3.1 While on-site, horses shall be either under the control of a human (lead or ridden), or they shall be restrained in an enclosure (e.g., trailer, barn or open enclosure), or by a well-secured lead line.

Horses on site during the day must have an equestrian marshal or an experienced horse-owner in line of sight and with easy access to halters and lead lines at all times unless they are in a barn within stalls.

3.7.7.3.2 Temporary Enclosures

- 3.7.7.3.2.1 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.
- 3.7.7.3.2.2 Enclosures should be clearly marked on each side that the tape is electrified (if applicable).
- 3.7.7.3.2.3 Horses in electric tape enclosures must be accustomed to being restrained in such enclosures prior to attending the event.
- 3.7.7.3.2.4 The owner(s) of horses restrained within enclosures must remain on-site or make arrangements for a horse monitor who is an experienced horse owner or rider.
- 3.7.7.3.3 Horses remaining on site overnight must have an equestrian marshal or an experienced horse owner within earshot if they are housed in open pens of metal or wood, temporary enclosures, or in barn/stable stalls.
- 3.7.7.3.4 Horse owners are required to care for their own horses during the event, including camping in a designated equestrian encampment, or making arrangements for a horse custodian prior to the event for the proper care of their horse. The owner or custodian must remain within easy access and hearing, in no circumstances greater than 50 yards away, during overnight hours. The intent here is that the people responsible for each horse (owner or custodian) camp and sleep in a tent or trailer near their horse.

3.7.7.4 Equine areas at events

- 3.7.7.4.1 Unless otherwise allowed by the Event Steward, equines are restricted to designated equestrian encampments, the equestrian list field, and a designated path between the encampment(s) and the field.
- 3.7.7.4.2 Equines may not enter any other encampments.
- 3.7.7.4.3 The EqMIC may consult with the Event Steward and designate “equine areas” at their event that may allow equines on main thoroughfares between encampments and other areas of a site that can be traversed safely by mounted riders.

3.7.8 Equipment and Weapons

3.7.8.1 Mounted Archery

- 3.7.8.1.1 Crossbows are prohibited.
- 3.7.8.1.2 A warranted Equestrian Archery Marshal or Target Archery Marshal must inspect bows and arrows, verify range set-up, and enforce range safety.

3.7.8.1.3 Range Set-up

- 3.7.8.1.3.1 An archery lane 4- to 8-feet-wide with physical barriers (such as fences or raised ropes) on each side of the lane is required. A clear area is needed at each end for stopping horses. Riders may only shoot while in the lane. For multiple targets, the lane needs to be long enough for riders to safely attempt more than one shot.
- 3.7.8.1.3.2 Unless otherwise approved by the KEO or designated deputy, a safety area with the following minimum boundaries is required: Beginning at each end of the lane, the boundary of the safety area shall extend at least 150 feet at a 45- degree angle from the shooting lane and then straight back from there. The safety area (behind the targets) must extend a minimum of 120 feet back from the farthest target. Exception: If a solid physical barrier (as described in the Target Archery Section) exists, the safety area does not need to extend behind the barrier.
- 3.7.8.1.3.3 Targets must be placed no closer than 30 feet from the lane’s inside barrier, except when performing or practicing for an IKEqC shoot, in which case, the target may be set up at 21 feet. Targets may not be placed closer than 21 feet from each end of the barrier.

3.7.8.2 Mounted Thrown Weapons

- 3.7.8.2.1 Only non-living targets are allowed.
- 3.7.8.2.2 Equipment Standards

- 3.7.8.2.2.1 Javelins (throwing spears) must be 4-9 feet in length.
- 3.7.8.2.2.2 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.
- 3.7.8.2.2.3 No tape can be hanging off the weapon (to avoid becoming tangled with a rider or tack).
- 3.7.8.2.2.4 Javelin targets may only be soft targets (e.g. foam or straw bales).

3.7.8.3 Jousting

- 3.7.8.3.1 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.
- 3.7.8.3.2 Jousting shields must, at a minimum, be around 168 square inches of surface area (nominally 12" x 14") to present a reasonable minimum target area to the opponent.
- 3.7.8.3.3 Riders should have three lances available in order to be able to place one at the distant end of the list for those times when riders are not returning to a "home end" after each pass.

3.7.9 Equestrian Activities

3.7.9.1 Crest Combat

- 3.7.9.1.1 Requires a Crest Combat or Mounted Combat authorization.
- 3.7.9.1.2 An Equestrian Combat Marshal must inspect rider's armor and weapons before crest combat begins.

3.7.9.2 Mounted Combat

- 3.7.9.2.1 Requires a specific Mounted Combat authorization.
- 3.7.9.2.2 An equestrian combat marshal must inspect rider's weapons and armor before mounted armored combat begins, including the horse's armor.

3.7.9.3 Jousting

- 3.7.9.3.1 Requires a specific Jousting authorization.
- 3.7.9.3.2 An Equestrian Mounted Combat Marshal must inspect rider's weapons and armor before jousting begins, including horse's armor.

- 3.7.9.3.3 Riders must pass left shoulder to left shoulder down the tilt and carry the lance in their right hand, regardless of the rider's dominant hand.
- 3.7.9.3.4 The marshal of the joust shall arrange ground crew appropriate to the circumstances. This includes suitable line judges for scoring, and ground crew to prepare lances for each pass and to assist with the replacement and cleanup of broken tips and tubes.
- 3.7.9.3.5 Each rider shall be responsible for checking his or her equipment prior to inspections. The marshal of the joust should also check the field conditions.
- 3.7.9.3.6 Jousting is to be done at the trot or higher.
- 3.7.9.3.7 If a rider is having difficulty controlling their horse or equipment, or does not follow the conventions of the list, the marshal should suspend further passes until the situation is addressed.
- 3.7.9.3.8. If the riders break tip-to-tip, then no points will be awarded.

3.8 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.
 - 3.8.1.1 Youth Marshals are required to read, follow, and enforce Society's Two Deep Policy and Background Check Policy (Society Youth Rules Section XIV)
 - 3.8.1.2 All Youth Combat Marshals are required to complete the Youth Marshal MIT program.
 - 3.8.1.2.1 MITs are required to take the Youth Combat 101 class prior to serving as an MIT at an event.
 - 3.8.1.2.2 MITs must assist in marshalling at least four events.
 - 3.8.1.2.3 The MIT must get prior approval of the Youth Combat MIC for that event.
 - 3.8.1.2.4 At least one of these events must be outside the MIT's local branch.
 - 3.8.1.2.5 A warranted Youth Marshal must supervise all MIT activities
- 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.

- 3.8.2.1.1 The sole exception is that, as necessary, the MIC 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 Youth combat participants desiring to participate in the SCA Youth Combat 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:
 - 3.8.3.1.1 Their parent or
 - 3.8.3.1.2 Their court-appointed legal guardian,
 - 3.8.3.1.3 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 10 years of age and under must have at least one responsible adult adjacent to the list field at all times while the Youth Fighter is engaged on the list field. All Youth Fighters aged 11-17 must have a responsible adult on site within sight and sound of the field 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.
- 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 Combat Program.
- 3.8.3.4 No Youth shall participate in the Youth Combat 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 Event Steward.

- 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 must be within sight and sound of their child at all times during “boffer” combat.
- 3.8.4 Conventions of Combat. With the exception of the rules above, Youth Combat follows the rules laid out in the Society’s Youth Combat Handbook. The Handbook may be found on the SCA’s Website at:
<http://www.sca.org/officers/marshal/youthcombat/docs/SocietyYCRules.pdf>

3.9 Youth Rapier Combat

The goal of Atlantian Youth Rapier is to recreate pre-17th century fencing. 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 will read and understand these rules and standards and ensure their child follows them. Atlantia Youth Rapier follows all Society Youth Combat and Youth Rapier rules with the following modifications..

3.9.1 General

- 3.9.1.1 Youth participants must be at least 6, but less than 18 years old to participate in Atlantian Youth Rapier.
- 3.9.1.2 A warranted Youth Rapier Marshal and at least one additional unrelated adult must actively manage all youth rapier activities, including training, sparring, and combat.
- 3.9.1.3 Youth participants must have a Youth Rapier Authorization to participate in tournaments. See Authorization and Training for more information.
- 3.9.1.4 To participate in any aspect of youth rapier, a youth must:
 - 3.9.1.4.1 Show a blue SCA membership card OR
 - 3.9.1.4.2 The Youth’s Responsible Adult, per Youth Combat section, may sign a Minors Consent to Participate Form for the youth for each event or practice.
- 3.9.1.5 To participate in training, practice or in tournament, youths must have their Responsible Adult, per Youth Combat section, present.
- 3.9.1.6 All youth rapier combat must follow participation policies set forth in Youth Combat section.
- 3.9.1.7 Participants will be divided into the following divisions:
 - 3.9.1.7.1 Division 1: youths ages 6-9, may authorize in plastic rapier.

3.9.1.7.2 Division 2: youths ages 10-13, may authorize in plastic rapier and light rapier.

3.9.1.7.3 Division 3: youths ages 14-17, may authorize in light rapier and rapier.

3.9.2 Training

3.9.2.1 Youths must have a "Permission to Practice" card as issued by the MOL office to practice or train rapier combat.

3.9.2.2 Adults may train with youths under the following restrictions. The SCA two-deep rule always applies to all youth combat activities.

3.9.2.2.1 Biological parents, adoptive parents, or any court-appointed legal guardian may always work with their youths.

3.9.2.2.2 Adults authorized in light rapier may work with youths in Division 1 or Division 2 in controlled practice or training situations.

3.9.2.2.3 Adults authorized in rapier may work with youths in Division 3 using rapier in controlled practice or training situations.

3.9.2.2.4 Adults working with youths must follow the same weapon and armor standards.

3.9.3 Authorizations

3.9.3.1 Youths may only participate in tournaments or melees with an authorization.

3.9.3.2 Youths may only participate in tournaments or melees with those from the same division.

3.9.3.3 Youths may only participate in melees with a Division 3 authorization.

3.9.3.4 Youths and their responsible adult must attend at least one, and preferably more than one, youth rapier fighter practice prior to the youth's authorization.

3.9.3.5 Any youth authorized in adult rapier may not hold a youth rapier authorization.

3.9.3.6 Youth rapier marshals must witness the authorization and work with the MOL to ensure the required paperwork is complete.

3.9.3.6.1 Authorizations are done per age group and weapon type.

3.9.3.6.2 Authorizations shall be conducted in a manner appropriate for the division.

3.9.3.7 A Responsible Adult must be present for the youth's authorization.

3.9.3.8 All youth combatants must reauthorize when changing divisions. Youths are expected to practice at the next division before authorizing.

- 3.9.3.9 Combatants with a valid authorization may continue to participate in their current division if they fail an authorization for the next division.

3.9.4 Conventions of Combat

- 3.9.4.1 Youth rapier follows the rapier conventions of combat for Atlantia with the following modifications:

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

3.9.5 Rules of the List

- 3.9.5.1 Youth rapier follows the rapier rules of the list for Atlantia.

3.9.6 Weapons and Armor Standards

- 3.9.6.1 Youth rapier follows the rapier weapon and armor standards for Atlantia.

3.9.7 Marshals for Youth Rapier exist within the structure established under the KEM, reporting to the Kingdom Youth Rapier Marshal, who in turn reports to the DEM for Rapier.

3.9.7.1 Youth Rapier Marshals

- 3.9.7.1.1 The Kingdom Youth Rapier Marshal will be responsible for issuing youth rapier marshal warrants.

3.9.7.1.2 Requirements to become a youth rapier marshal:

- 3.9.7.1.2.1 In addition to completing the MIT process for Youth Rapier, prospective youth rapier marshals must do the following:

- 3.9.7.1.2.1.1 Maintain an active rapier marshal warrant.

- 3.9.7.1.2.1.2 Maintain an active SCA background check and fulfill all other requirements of a youth marshal.

- 3.9.7.1.2.1.3 Take the Youth Rapier Marshal 101 class at least once every three years.

- 3.9.7.1.2.2 In addition to normal marshal responsibilities, youth rapier marshals are responsible for the following:

- 3.9.7.1.2.2.1 Teach the pre-authorization class to potential parents and youth combatants.

- 3.9.7.1.2.2.2 Perform authorizations in all divisions

3.9.7.1.2.2.3 Perform inspections prior to combat, in the presence of the parent or legal guardian of the combatant.

3.9.7.1.2.2.4 Take an active role in combat management, sportsmanship, and assistance with blow calling.

3.9.8 Responsibilities of Parents/ Legal Guardians

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

3.9.8.2 The responsible adult is to behave in a courteous and responsible manner at all times. Failure to do so may result in the removal of their youth from the list or tournament.

3.9.8.3 The parents/legal guardians are urged to become warranted youth rapier marshals so that they can work closely with their child in this activity.

3.9.8.4 The parents/legal guardians are responsible for their child's safety, with the youth rapier marshals guiding the armoring and safety procedures.

3.10 Target Archery

3.10.1 Atlantia uses the SCA Target Archery Rules with the following modifications:

3.10.2 Equipment Standards

3.10.2.1 Marshals may make exceptions to the equipment standards on a temporary basis for new archers and children. These exceptions must be reported to the DEM for Target Archery in the event report. No one falling under these exceptions can win a competition or score official rounds.

3.10.2.2 Compound bows and compound crossbows are not allowed.

3.10.2.3 Center-shot crossbows are not allowed. A center-shot crossbow is a weapon in which 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.

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

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

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

3.10.3 Procedure & Marshalling Standards

3.10.3.1 Equipment Inspection

- 3.10.3.1.1 Bows and ammunition must be inspected by the MIC-Target Archery or other target archery marshals prior to use.
- 3.10.3.1.2 Hand bows will be brought to the marshal unstrung. Crossbows can be left strung.
- 3.10.3.1.3 At an event with 20 or more archers, stickers shall be used to mark bows that have been inspected.
- 3.10.3.1.4 Marshals shall not inspect their own equipment, unless they are the only marshal present.

3.10.3.2 Safety Zones

- 3.10.3.2.1 Safety zones need to be clearly marked. However, safety zones that are visibly obvious to archers and non-archers alike (such as a field full of targets with ample space between them) are allowable.
- 3.10.3.2.2 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 safety zone will extend from the shooting line back to at least 100 yards, or 1.5 times the distance from the shooting line to the target, whichever is greatest. A larger safety zone is recommended if possible.
- 3.10.3.2.3 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. A waiver must be requested in writing from the DEM Target Archery or a designated deputy by the Target Archery MIC before these types of physical barriers can be used. The DEM Target Archery may provide restrictions in order to use the modified range, such as restricting bow type and poundage. An indoor range does not need a waiver.
- 3.10.3.2.4 Archery netting cannot be used to reduce safety zones, but is encouraged to help archers recover missed arrows.

3.10.3.3 Bows & Crossbows may not be carried downrange.

3.10.3.4 Marshals may shoot while marshalling upon their own discretion based upon the current situation, so long as at least one marshal is managing the range and watching for bystanders.

3.10.3.5 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.

3.10.3.6 An archery marshal from each local branch must send reports quarterly about the state of archery within their branch, and after each event, to the DEM for Target Archery.

3.10.4 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.

3.10.4.1 Archers are to straddle the shooting line. Those who sit, kneel, or adopt other positions are to keep the point of their ammunition in the same line as the standing archers when at full draw.

3.10.4.2 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.

3.10.4.3 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.

3.10.4.4 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.

3.10.4.5 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.

3.10.4.6 Archers are allowed to switch bows during a competition.

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

3.11 Thrown Weapons

3.11.1 Atlantia uses the SCA Thrown Weapon regulations without modifications.

3.12 Rapier Combat

3.12.1 Rapier Authorization Procedures

3.12.1.1 Atlantia has the following rapier authorizations:

3.12.1.1.1 Light Rapier

- 3.12.1.1.2 Rapier
- 3.12.1.1.3 Rapier (two-handed sword)
- 3.12.1.1.4 Cut & Thrust
- 3.12.1.1.5 Cut & Thrust (two-handed sword)
- 3.12.1.1.6 Rapier Spear
- 3.12.1.2 Authorizations will be conducted under the following conditions:
 - 3.12.1.2.1 All authorizations will be held at an SCA event or at an SCA fighter practice.
 - 3.12.1.2.1.1 Authorizations may be held at a fighter practice only with the prior permission of the DEM for Rapier.
 - 3.12.1.2.1.2 Marshals shall ensure that an MOL is present to support the authorization.
 - 3.12.1.2.2 A two-marshal team will run the authorization and shall satisfy the following requirements:
 - 3.12.1.2.2.1 At least one of the marshals must live in a different local branch from the candidate. If the candidate lives in a barony, at least one of the marshals must live outside that barony.
 - 3.12.1.2.2.2 Neither the marshals nor the usher may be fighters who regularly practice with the candidate.
 - 3.12.1.2.2.3 At least one of the marshals shall be authorized in the form being attempted.
- 3.12.1.3 In order to authorize, a rapier fighter must demonstrate the following:
 - 3.12.1.3.1 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.
 - 3.12.1.3.2 Ability to properly execute and acknowledge various valid blows.
 - 3.12.1.3.3 Safe and competent execution of offense and defense during actual combat.
- 3.12.1.4 Fighters from other kingdoms shall participate as follows:
 - 3.12.1.4.1 Marshals shall ensure that visitors with an out-of-Kingdom authorization understand and comply with Atlantian rules and conventions.

3.12.1.4.2 Rapier fighters who move into Atlantia shall obtain an Atlantian authorization prior to participating in rapier combat at events. Authorization is not required for participation at practices.

3.12.1.4.3 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.

3.12.1.5 The KEM or DEM for Rapier shall warrant a select group of marshals for newly approved authorization forms. Future authorizations shall follow the standard authorization policies and procedures.

3.12.2 Rapier Combat Weapons and Armor Standards

3.12.2.1 Atlantia uses the SCA "Fencing Marshals' Handbook" with the following modifications:

3.12.2.2 Fighters who choose to participate in Cut and Thrust combat acknowledge that they may be struck with a harder blow than they would normally receive in rapier or light rapier combat. As with all forms of combat, fighters should act with the interest of the safety of their opponent in mind.

3.12.2.3 In addition to the Society requirements, all Rapier and Cut & 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 SCA "Fencing Marshals' Handbook".
- A properly sized Darkwood Rapier tip installed following manufacturer's installation instructions meets this requirement.
- Any approach specifically approved by the DEM for Rapier.

3.12.3 Conventions of Combat for Rapier Combat

3.12.3.1 Valid Blow Definitions

3.12.3.1.1 In Rapier and Light Rapier, valid blows are thrusts and draw cuts.

3.12.3.1.2 In Cut & Thrust, valid blows are thrusts, draw cuts, and percussive cuts.

3.12.3.1.3 In Rapier Spear, the only valid blow is a thrust.

3.12.3.1.4 Thrusts must be delivered using the tip, with positive force towards the opponent in line with the blade.

3.12.3.1.5 Cuts must be delivered with positive force with the edge to be valid.

3.12.3.2 Blow Calling Conventions

3.12.3.2.1 Blow calling is the sole responsibility of the fighter receiving the blows. Fighters may, at their discretion, call blows good outside of those required.

3.12.3.2.2 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.

3.12.4 Rules of the List for Rapier Combat

3.12.4.1 Combatants may reject the use of a particular non-standard weapon or parrying device (such as a drinking tankard) by an opponent. The Rapier MIC shall determine what is considered “non-standard.”

3.12.4.2 All rapier combat is done in the round, not strip-style in a line.

3.12.4.3 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.

3.12.4.4 There shall be no combat between rapier fighters and armored SCA combat fighters.

3.12.4.5 Brawling tactics or deliberate and unsafe misuse of weapons is not allowed. Examples include (but are not limited to):

- 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.
- Whipping or chopping with the rapier, dagger, cloak, buckler, or anything else held in the fighter’s hand.
- Throwing a cloak over an opponent’s face to blind the opponent.
- Striking with any part of the weapon not designed for it, or with any buckler or parrying device not legal for thrusting.
- Deliberately trapping the blade in any fashion, except as permitted under Society rules.

3.12.4.6 A hold shall be called whenever a marshal, fighter, or spectator believes conditions warrant it. Such conditions include (but are not limited to):

- A broken or unsafe weapon, armor, or other equipment.
- Violations of the rules of combat.

3.12.4.7 Combatants or marshals may request a calibration at any time during a Hold.

3.12.4.8 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.

3.12.4.9 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):

- Striking with excessive force or from behind.
- Problems with acknowledgment of blows.
- Deliberate misuse of the Rules of Combat to gain advantage over an opponent.

3.12.4.10 At the end of each bout, the Marshals shall fighters if they are satisfied with the conduct of the bout. If either combatant is dissatisfied with the conduct of the bout, any grievances must be stated before leaving the field. Marshals should check in with fighters individually if any issues arise.

3.12.5 Rapier Combat Archery

3.12.5.1 Armor Regulations.

3.12.5.1.1 Armor standards for combat archers are the same as those for standard rapier combat participants.

3.12.5.2 Combat Archery 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:

3.12.5.2.1 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. Shafted arrows/bolts are not required to have APDs when used in Rapier Combat.

3.12.5.2.2 Fiberglass shaft arrows/bolts may utilize 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.

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

3.12.5.2.4 Rubber Band Gun (RBG) regulations

3.12.5.2.4.1 RBGs must look like a period muzzle-loading weapon dated before 1600CE.

3.12.5.2.4.2 RBGS must be made of sturdy, lightweight materials that will stand up to normal combat with all edges and corners are smoothed off and that there are no splinters or cracks.

- 3.12.5.2.4.3 RBGS or similar apparatus that fires flexible projectiles using the elasticity of the projectiles as the sole propulsion force may not have a draw strength of greater than 30 lbs (13.6 kg) per projectile.

3.12.5.2.5 RBG Ammunition (referred to as RBG ammo) regulations

- 3.12.5.2.5.1 RBG ammo must be made from commercially available rubber tubing and must not contain any metal parts.
- 3.12.5.2.5.2 RBG ammo must not use any rigid materials beyond the minimum required to join the ends together.
- 3.12.5.2.5.3 Any rigid materials used to join the ends together must be covered and smoothed by vinyl duct tape or plastic shrink wrapping.
- 3.12.5.2.5.4 RBG ammo must not be filled with any material.
- 3.12.5.2.5.5 RBG ammo must be individually marked to identify the owner.
- 3.12.5.2.5.6 RBG ammo must be inspected and used with a specified weapon.
- 3.12.5.2.5.7 RBG ammo may not be shared between weapons without reinspection.

3.12.5.2.6 Use of RBGs

- 3.12.5.2.6.1 Marshals must wear appropriate ANSI-rated eye protection as with other forms of combat archery. Spectators must be kept further away than the effective range of the weapon.
- 3.12.5.2.6.2 RBGs must be unloaded or safely discharged into the ground prior to any participant removing their masks or marshals removing their safety goggles.
- 3.12.5.2.6.3 A shot from an RBG that strikes a weapon “destroys” that weapon, which may not be used until the weapon bearer has resurrected.
- 3.12.5.2.6.4 A shot from an RBG that strikes a non-rigid defensive object, such as a cloak, is considered to have gone through the defensive object and hit the person behind the defensive object.
- 3.12.5.2.6.5 There is no minimum range for an RBG.
- 3.12.5.2.6.6 Participants may not aim RBG at the back of anyone's head.
- 3.12.5.2.6.7 RBGs must be unloaded unless the marshals have declared RBGs can be loaded and fired.

3.12.5.2.6.8 RBGs must be unloaded upon marshal's declaration that RBGs should be unloaded.

3.12.5.2.7 Rapier combat archery is allowed only in melee scenarios specifically designated by the Rapier MIC.

3.13 Armored Steel Combat

3.13.1 Atlantia uses the SCA Armored Steel Combat rules without modifications.

3.13.2 The KEM shall warrant a Special Deputy for Armored Steel Combat to oversee all Armored Steel Combat in Atlantia.

3.13.2.1 The Special Deputy for Armored Steel Combat will review all event reports, oversee warranting of marshals, and creating and updating training programs for Armored Steel Combat in the Kingdom.

3.13.2.2 The Special Deputy for Armored Steel Combat shall act as the final appeal for any sanctions resulting from Armored Steel Combat prior to appealing to the KEM.

3.13.3 Armored Steel Combat marshals shall consist of Field Marshals and MIC Marshals

3.13.3.1 Field Marshals shall be able to inspect all armor and weapons and marshal combat in the list.

3.13.3.2 MIC Marshals may perform all the duties of Field Marshals and be Armored Steel Combat event Marshal In Charge. They are responsible for doing all paperwork and reporting. They shall act as the last point of appeal of any sanction prior to the Special Deputy for Armored Steel Combat.

4 Policies of the Kingdom Minister of the Lists

4.1 Duties

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.

4.2.1.1 All MoL's must request warrant renewal from the KMoL in writing. MoL's must work a minimum of 1 event in the previous year in order to remain warranted; this requirement may be waived at the KMoL's discretion.

4.2.2 Anyone wishing to become an MoL must attend the MoL 101 class and complete the MoL internship program.

4.2.2.1 After taking the MoL 101 class, the MoL trainees must complete a written test. Upon completion of the written test and internship program:

4.2.2.1.1 The Intern must submit, in writing, their desire to take on the office, legal name, SCA name, address, phone number, home branch, email (if available), membership number, and membership expiration date. The trainee must also confirm or deny 'permission to publish' their contact information in print and/or on-line.

4.2.2.2 The internship program consists of the following:

4.2.2.2.1 The Deputy KMoL for Training maintains a list of senior MoLs who are qualified to act as Mentors. Interns must assist a Mentor MoL at a minimum of two events.

4.2.2.2.2 Both events must involve a tournament format or list tree so the Intern may gain field experience in running tournaments.

4.2.2.2.3 In order to train at an event, the Intern MoL must get prior approval of the MoL-in-Charge of the event.

- 4.2.2.2.4 After each event is complete, the Mentor MoL mentor who worked with the Intern at that event will sign off on the Intern's paperwork. The Intern does not have to work with the same Mentor for both events, although they may.
- 4.2.2.2.5 After the Intern completes two events, they must submit the completed Internship forms with their Mentors' signatures to the Deputy KMoL for Training, who will review the Intern's paperwork, discuss their progress with the Mentoring MoLs, and either recommend warranting or further training.
- 4.2.2.3 The Deputy KMoL for Training may, at their discretion, waive the Internship requirements.
- 4.2.2.4 Interns may not serve as a MoL-in-Charge. They may not sign off as MoL on any list office paperwork. A Mentor warranted MoL must supervise all of an Intern's activities.

4.3 Duties of a Minister of the List

- 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 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 Colleges) 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 Combined Verification of Authorization and Temporary Authorization Card.

This form 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. 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.

4.5.1.1.1 For an authorization, add-on weapons form, or transfer of authorizations from another kingdom, the marshals, MoL, and fighter must sign the temporary card.

4.5.1.1.2 For a renewal or lost card, 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. 4.6.2 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 and sign a combined Verification of Authorization and Temporary Authorization 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 Baronage may be an exchequer of any branch in their 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 branch 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 branch 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 branch accounts should be printed with the "<branch name, SCA Inc>" or <SCA, Inc branch>, 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 branch 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 Branch Exchequer

- 5.2.1 Every branch 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 ("branch") 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 branch 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 branch. If the branch has a chamberlain/quartermaster that tracks the property of the branch, 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 branch failing to submit the fourth quarter report or doomsday by the deadline will be suspended. Any branch failing to submit a Non-Member Registration report within 30 calendar days after the event may be subject to suspension. Branches 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 branch.

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 branches 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 Branch 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 branch 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” branch 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 branch as well as the seneschal and exchequer of the sponsoring branch.
- 5.6.2 Upon granting of the warrant, the exchequer of the incipient branch is responsible for keeping in touch with the sponsoring branch. All money shall be maintained in the sponsoring branch’s account as a Dedicated Fund until such a time as the branch has been elevated to full status.
- 5.6.3 The incipient branch 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 branch to accurately maintain the account records for an incipient branch.
- 5.7.2 A fund shall be established in the sponsoring branch's accounts to track all money deposited and spent in the name of the incipient branch. This establishment of the fund does not mandate the sponsoring branch donating money from its account into the incipient branch's account. This fund should be tracked on the Quarterly Report on the Dedicated Funds page. 5.7.3 When the Incipient Branch has reached full status and established their own bank account, the sponsoring branch 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 branches in their region.
- 5.8.2 To validate the quarterly reports for incipient branches against data provided by the sponsoring branches.

5.9 Non-Member Registration (NMR)

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

- 5.9.2 The NMR 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 NMR funds collected will be forwarded to the office of the Chancellor of the Exchequer Deputy for the NMR, 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 NMR funds to the Corporate office.

5.10 Deputy for the NMR

- 5.10.1 The Deputy for the NMR shall have the following duties:
 - 5.10.1.1 To report quarterly to the Chancellor of the Exchequer on the current NMR status.
 - 5.10.1.2 To ensure that branches are collecting the NMR as appropriate and forwarding them to the appropriate kingdom account.
 - 5.10.1.3 To notify the Chancellor of the Exchequer of the NMR to be sent to the Corporate Office.

6 Policies of the Kingdom Chronicler

6.1 Duties and Responsibilities of the Kingdom Chronicler

6.1.1 Publishing Activities

- 6.1.1.1 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 Kingdom Calendar 6.1.2.1 The Kingdom Chronicler, along with the Kingdom Seneschal, is responsible for maintaining the Kingdom's calendar of events. These responsibilities may be delegated to a special deputy appointed by the Kingdom Seneschal for this purpose.

6.1.3 Governing Documents

- 6.1.3.1 The Kingdom Chronicler is required to be conversant with the governing documents that pertain to the office. 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.

6.1.4 Kingdom Chronicler's Deputies

- 6.1.4.1 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.

6.1.5 Kingdom Chronicler's Warranting Responsibilities

- 6.1.5.1 The Kingdom Chronicler is responsible for warranting all local branch 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.
- 6.1.5.2 Any branch of any level that has a newsletter must notify the Kingdom Chronicler and must apply for a warrant as a Branch Chronicler. Any branch that fails to notify the Kingdom Chronicler that they are publishing a newsletter and have no warranted Chronicler will be recommended to the Kingdom Seneschal for suspension.

6.2 Warrants

- 6.2.1 Branch Chroniclers and Chroniclers-at-Large are warranted and maintained on a roster.

- 6.2.1.1 A term of office is defined as two calendar years and may be renewed at the end of each term.

- 6.2.1.2 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.
- 6.2.1.3 A warrant form, found on <http://chronicler.atlantia.sca.org>, is required to be completed and signed by the Branch Seneschal at a minimum. If the branch 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.
- 6.2.1.4 The Kingdom Chronicler reserves the right to deny a warrant.
- 6.2.2 Requirements to be a Branch Chronicler.
- 6.2.2.1 To be considered for the Office of Branch Chronicler, the branch, should consider the following items. If any of these is a no, then, the person should not be considered. Their warrant will be denied:
- Does the volunteer have the required time to be able to put together the newsletter to meet the deadlines?
 - Does the volunteer have the skill set needed?
 - Does the volunteer have the requisite computer, software and internet access needed to put together the newsletter?
- 6.2.3 Actions required for a new Branch Chronicler to become warranted.
- 6.2.3.1 An eMail from the applicant expressing their desire to be warranted with the following information: • Branch Name (such as Barony of Raven's Cove)
- Name of Publication
 - Publication periodicity, monthly for Baronies and either monthly bimonthly, or quarterly for smaller branches
 - Applicant's SCA and legal name
 - Applicant's membership number and expiration date
 - Applicant's address, telephone number, and eMail address
 - 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
 - A statement from the applicant that he or she is 18 years of age or older
- 6.2.3.1.1 A completed warrant form that has been signed, (electronically signed is acceptable), at a minimum, by the Branch's Seneschal, confirming that the applicant is acceptable to the branch.
- 6.2.3.1.2 The completed warrant is to be sent electronically to the Kingdom Chronicler.
- 6.2.3.1.3 Confirmation by the applicant that they have read and understand the policies of the Kingdom Chronicler's Officer.

6.3 Responsibilities and Duties of Branch Chroniclers

6.3.1 Kingdom Chronicler's Policies

- 6.3.1.1 All Chroniclers of the Kingdom of Atlantia are required to be conversant with the policies of the Office of the Kingdom Chronicler. These policies are available at <http://chronicler.atlantia.sca.org>.
- 6.3.1.2 All Chroniclers shall endeavor to produce a newsletter that reflects the history of the branch they represent.
- 6.3.1.3 A branch or organizational newsletter is one that cites the name of the branch or recognized organization as its publishing authority. It 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.

6.3.2 Baronial Chroniclers

- 6.3.2.1 All Baronies in the Kingdom of Atlantia are required to have a warranted Chronicler.
- 6.3.2.2 All Baronies are required to publish a monthly newsletter published between the 25th of the month before and the 5th of the month the publication is due. For example, for July, the newsletter will be published between Jun 25th and July 5th.
- 6.3.2.3 Publishing means a .PDF copy is available on the Branch's website and Facebook page (if one is used) and a copy has been sent to the publication list in 6.4.5.1.
 - 6.3.2.3.1 Should a Branch not have a Web Minister, it by default falls to the Branch Chronicler to be the Web Minister for that Branch.
- 6.3.2.4 Baronial Chroniclers who fail to publish their newsletter monthly will have their warrants revoked.
- 6.3.2.5 Any Barony that fails to publish a newsletter for three consecutive months will be recommended to the Kingdom Seneschal for suspension.
- 6.3.2.6 The Baronial Seneschal and Baronage 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.
- 6.3.2.7 Each Branch Chronicler is also the Historian for that Branch and will make every effort to maintain a comprehensive Branch history for that Branch on the Branch's webpage. The Kingdom Historian will be referencing the Branch's History page, so, it is encouraged that each branch have a separate page on their Branch website for their History

- 6.3.2.7.1 It is acceptable to have a Deputy handle the duties of Historian for the Branch so long as the Deputy is warranted as Chronicler-at-Large by the Kingdom Chronicler.

6.3.3 Chroniclers for Other Branches

- 6.3.3.1 Branches other than 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 branch has a monthly meeting, the newsletter must be monthly and include the meeting minutes.
- 6.3.3.2 All branch publications are to be published electronically and be available to everyone via the branch's webpage and sent to the publication list defined in Section 6.3.5.1.

6.3.4 Chroniclers-at-Large

- 6.3.4.1 Other recognized organizations of the SCA, such as the Atlantian College of Heraldry, that meet the requirements stipulated in the opening paragraph of this section must also have a warranted Chronicler.
- 6.3.4.2 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.

6.3.5 Distribution List

- 6.3.5.1 Electronic copies of each newsletter (in .PDF form, NOT a link to a web-site) are be sent to:
- Their Royal Majesties, TRM@atlantia.sca.org
 - Their Royal Highnesses (unless there are no Heirs in that month), TRH@atlantia.sca.org
 - The Kingdom Seneschal, Seneschal@atlantia.sca.org
 - The Kingdom Chronicler, Chronicler@atlantia.sca.org
 - The Kingdom Historian, Historian@atlantia.sca.org
 - Society Archivist, Archivist@sca.org
 - The Branch Seneschal
 - If a Baronial Newsletter, to the Baron and Baroness of the Barony
 - Branches such as Cantons or Colleges that are part of a Barony must also send a copy to their Baronial Chronicler and Baronage
 - Other electronic complimentary copies may be sent at the Chronicler's discretion
- 6.3.5.2 All branches are encouraged to send electronic copies of their newsletters to the other Great Officers of the Kingdom, and the Chroniclers of neighboring branches.

- 6.3.5.3 All communications shall be signed in such a manner that the recipient knows who the eMail/letter is coming from.

6.3.6 Reports

- 6.3.6.1 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.

- 6.3.6.2 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

- 6.3.6.3 The following items must be included in the report:

- Branch name
- Publication name
- Chronicler's legal name
- Contact information
- Membership information
- Frequency (For branches other than Barony)
- Any problems related to the running of the office
- Listing of releases gathered

6.4 All Branch Required and Suggested Newsletter Content

- 6.4.1 Naming Convention and Newsletter file type.

- 6.4.1.1 All newsletters will follow this naming convention:

yyyy-mm-dd_branch-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 branch website, for example 2015-02-02_Ravens-Cove_The-Cry_Vol5-Issue2.PDF All newsletters are to be distributed in .PDF format only.

- 6.4.2 Required Contents of Local Newsletters.

Each issue of a branch's newsletter must contain all of the following items.

- 6.4.2.1 Statement of Ownership:

- 6.4.2.1.1 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. All areas that are in italics are to be properly edited:

"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 eMail 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."

6.4.3 Cover

6.4.3.1 The cover will include:

- The name of the newsletter
- The name of branch or organization it is being published for
- Volume which is the number of years the branch or organization has been in existence plus 1, for example, in Aug 2015, Atlantia had been in existence for 34 years, so the volume number was 35
- Issue number is the month number, 1 for Jan, 2 for Feb, 3 for Mar, and so forth
- Date of the issue, for example July Anno Societatis (AS) 50, 2015

6.4.4 Regnum

6.4.4.1 A listing of local officers that at a minimum includes:

- SCA Name and eMail address they will answer (this can be an alias, such as Chronicler@atlantia.sca.org, or their personal eMail address, which-ever eMail address they will answer in a timely fashion)
- Given that this is an electronic age, the following is not required, but, can be published provided that the required permission is obtained according to section 6.6.1.
- Modern name, physical address, phone number (with area code)
- 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

6.4.5 Branch Monthly Business Meeting Minutes

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

6.4.5.2 Branch Chroniclers are responsible for taking minutes at branch meetings or ensuring that someone takes the minutes. Minutes are to be published in the next issue of the newsletter.

6.4.5.3 Business meeting minutes should include enough detail so an individual who misses a given meeting has a reasonable indication of what business was conducted.

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

6.4.6 Other items that may be published include (but not limited to):

- Letters from branch 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
- Scroll images
- Artwork, woodwork, garb, and so on

6.4.7 Content Quality

6.4.7.1 All editorial material, both text and images, must conform to the goals and objectives of the Society, and portray the Society, Kingdom, and local branch in a positive light. No content may be exempted from this requirement. The following items are a representative list of items are not allowed to be published:

- Personal attacks on individuals or branches
- Harsh criticism of the behavior of individuals or branches
- Copyrighted material used without permission
- Use of racial or religious stereotypes
- Offensive words, phrases, or images
- Political commentary and other items designed to inflame and divide the populace (politicizing of the office)

6.5 Publishing Permissions and Copyright Issues

6.5.1 Personally Identifiable Information (PII)

6.5.1.1 PII is any data that could potentially identify a specific individual. Any information that can be used to distinguish one person from another and can be used for de-anonymizing anonymous data can be considered PII. The Branch Chronicler must have specific permission from each person to publish their physical address and phone number in the regnum of the electronically published newsletter. This can be done either by release or by an eMail from the person provided it is from that person only.

6.5.2 Creative Releases

6.5.2.1 Releases must also be obtained to publish artwork, poems, stories, or any other works.

6.5.2.2 The release forms, named:

- ReleaseCreativeFillable
- ReleaseModelFillable
- ReleasePhotographerFillable

can be found on <http://chronicler.atlantia.sca.org> are to be filled out. If for some reason the release forms cannot be filled out, an eMail with the same information, sent from the person providing the permission, is acceptable.

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

- Literary works
- Musical works, including any accompanying words
- Dramatic works, including any accompanying music
- Pictorial or graphic works
- Motion pictures and other audiovisual works
- Sound recordings

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.

6.6 Financial Responsibilities of Branch Chroniclers

6.6.1 All newsletters are generated electronically.

6.6.1.1 Any hardcopies created are complimentary and will be provided at the discretion of the Branch Seneschal. Any monetary expenditures for hardcopies are to be paid for through the Branch Exchequer with no monies being exchanged through the Branch Chronicler. The Branch Chronicler has no monetary responsibilities, no money will ever be collected by branch Chroniclers for newsletters.

6.6.2 Expenditures.

6.6.2.1 Branch Chroniclers may be reimbursed for their expenditures as approved by their local Branch's policies.

6.7 Deputies to the Kingdom Chronicler

6.7.1 Release Deputy

6.7.1.1 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.

6.7.1.1.1 Use of the Release Forms available on the Kingdom Chronicler's website and/or the Society Chronicler's website will be utilized.

6.7.1.1.2 Any release forms obtained will be filled out completely, and correctly and must be signed. Electronic signatures are acceptable

6.7.1.2 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.

6.7.1.3 The Release Deputy shall submit a quarterly report to the Kingdom Chronicler. This report shall be on the same schedule as the branch Chroniclers in 6.3.6.2, and will cover such items as How many new Grant Use Forms received, and so forth.

6.7.2 Atlantian Historian

6.7.2.1 The Atlantian Historian shall maintain a copy of all the publications generated within the Kingdom of Atlantia for posterity electronically, and in hard copy if possible, working with the Web Minister to archive electronic copies of newsletters for easy access in the future.

6.7.2.2 The Atlantian Historian shall maintain a web page with the history of the Kingdom of Atlantia.

6.7.2.3 The Atlantian Historian shall submit an annual report to the Kingdom Chronicler.

6.7.2.3.1 The Kingdom Chronicler will publish this report in the Acorn.

6.7.2.3.2 The Kingdom Historian shall post the report on the Kingdom History web page.

6.7.2.3.3 This report is due to the Kingdom Chronicler on 01-Feb each year, and will cover the activities of the office for the preceding year being a chronological listing of major events that occurred during the year. Examples of information that would be noted are:

- Dates of the Crown Tournaments and the names of the fighters (and their consorts) who were in the final round. Annotate who eventually won
- Coronation dates
- Dates of the Curia Regis
- Changes in a branch's status (Shire elevation to Barony, etcetera)
- Creation of new branches, suspension and/or dissolution of a branch
- Dates of Baronial Investitures and the names of the new Baronage
- Dates of those events where competitions for the Kingdom Notables were held, and the name of the new Notable
- Dates of the turnovers of the Great Officers

- Any other significant event should be recorded as well

6.7.3 Additional Deputies

- 6.7.3.1 The Kingdom Chronicler reserves the right to create new deputy positions as needed and will provide duties and responsibilities at that time.

6.8 Removal from Office

6.8.1 Kingdom Chronicler removal of a Branch Chronicler.

- 6.8.1.1 The Kingdom Chronicler may withdraw the warrant of a Chronicler and require that the branch replace the Chronicler if circumstances warrant the replacement. Reasons for removal from office include, but are not limited to:

- Failure to submit two consecutive reports
- Repeated failure to send a copy of the newsletter to the required complimentary copy recipients
- Repeated failure to meet publishing timelines
- Repeated failure to respond to eMail communications to Kingdom Chronicler
- Repeated use of copyrighted material without written permission
- Failure to abide by the policies contained in this document and the Society Chronicler's Policies
- Repeated use of material that is in poor taste
- Blatant disregard of Kingdom Law
- Politicizing of the office

6.8.2 Branch request for Branch Chronicler Removal.

- 6.8.2.1 Branches may ask the Kingdom Chronicler to remove the warrant of their Branch Chronicler at any time for cause provided they put it in writing (eMail to Kingdom Chronicler from Seneschal/Baron/Baroness) with reason.

- 6.8.2.2 The branch should have an acceptable replacement (refer to section 6.2.2) for the person available to step into the position.

6.9 Acorn Submission Information

6.9.1 Format.

- 6.9.1.1 Submissions are required in electronic form eMailed to Chronicler@atlantia.sca.org.

6.9.2 Deadline

- 6.9.2.1 All submissions should be received by the Kingdom Chronicler no later than the first day of the month preceding the publication month but not later than the fifth of the month preceding publication to guarantee inclusion in the Acorn.

6.10 Event Registration

6.10.1 Registration Form.

6.10.1.1 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/>.

6.10.1.2 Events are placed on the calendar for the month that the event is to take place in chronological order.

6.10.1.3 Any event beyond the month of publication is placed on the calendar in chronological order as space permits.

6.10.1.4 The following fields of the event registration form must be filled out to be placed on the calendar.

6.10.1.4.1 Name of Event.

6.10.1.4.2 Date(s) desired for Event.

6.10.1.4.3 Names of Holding/Sponsoring Branch.

- If the branch holding the event 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's Marshal or Branch Minister of Lists and desires to hold fighting activities at their event

6.10.1.5 Name and legal address of the site.

6.10.1.5.1 This block may be listed as "To Be Announced" (TBA) if the site has not been secured, however, the information must be provided to the Chronicler by the 1st day of the month of the event so that it will be published in the Acorn.

6.10.1.6 Event duration meaning the time the site opens and closes.

6.10.1.7 Event conflicts.

6.10.1.7.1 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.

- 6.10.1.7.2 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 branches 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.
- 6.10.1.8 Site restrictions.
 - 6.10.1.8.1 Explain any site restrictions such as no open flames, no pets, and so forth. You must specify whether or not alcohol is permitted on site.
- 6.10.1.9 Event Steward Information.
 - 6.10.1.9.1 Provide the Event Steward's SCA and Legal name, physical address, phone number with area code, membership number with expiration date, and an eMail address they will respond to. If there is a deputy Event Steward for the event, list only one name on this form.
- 6.10.1.10 Provide the Registration person's SCA and Legal name, physical address, phone number with area code, and an eMail address they will respond to.
- 6.10.1.11 Seneschal Information.
 - 6.10.1.11.1 Provide the Seneschal's SCA and Legal name, physical address, phone number with area code, membership number with expiration date, and an eMail address they will respond to.
 - 6.10.1.11.2 If there is a Sponsoring Branch listed, the Seneschal of the Sponsoring Branch must also be listed. The Sponsoring Branch Seneschal must approve the event before the event is allowed to appear on the Kingdom Calendar.
- 6.10.1.12 Fighting Activities.
 - 6.10.1.12.1 Check the appropriate blocks for any fighting activities to be held.
 - 6.10.1.12.2 The proper warranted officials responsible for submitting event reports, Marshal in Charge (MiC), Minister of the Lists (MoL), in accordance with the policies of the Earl Marshal and Kingdom MoL, 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 they have not been identified at the time of the submission. The information must be submitted in time for publication for the month of the event or the fighting activities may not take place.
- 6.10.1.13 Kingdom Level Events/Reserved Weekend Authorization.

6.10.1.13.1 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.

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 Royal Majesties, whether it was in person, via phone, or via eMail.

6.10.1.14 Arts and Sciences activities should be defined.

6.10.1.15 Describe any other pertinent information regarding the event.

6.10.1.16 Changes to events already on the calendar.

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

6.10.1.18 Any other changes in event information such as 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 via eMail, by the 5th of the month the event is held in so that the change can be published in the Acorn.

6.11 Event Flyers

6.11.1 Monthly Requirement.

6.11.1.1 The Society Publications 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 the month of the event, free of charge, and the month prior to the event as space permits.

6.11.1.2 Flyers are variable in size, so, they will be accommodated as best as possible given Acorn size limitations.

6.11.1.3 Submission of flyers are accepted via SPIKE (System for Processing Information for Kingdom Events) at <http://chronicler.atlantia/sca.org/spike/> or via eMail only. Hardcopy will not be accepted.

6.11.1.4 All registered events may have the following minimum information printed on the Calendar in The Acorn, space permitting:

- Event name, date(s)
- Branch holding event
- Location of event - City and Stat
- Any other information desired to be published in advance space permitting

6.11.2 Flyer Content Specifications.

- 6.11.2.1 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 and will not be published. Information will be published on a space available basis.
- 6.11.2.2 Date of Event: Day, month, year that the event will take place.
- 6.11.2.3 Full Branch Name: Complete full name of the Branch holding the event.
- 6.11.2.4 Location and Directions: The full name and complete legal address of the Site must be included in the directions. However, with GPS capabilities of today, there is no need to include from all cardinal directions, include enough so that the site can be found if one loses connectivity.
- 6.11.2.5 Event Steward: Event Steward's SCA and legal name, address, telephone number and eMail address they will respond to.
- 6.11.2.6 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.
- 6.11.2.7 Activities: Give a brief synopsis of your event:
 - The activities planned
 - A&S exhibitions or competitions
 - Feast information
 - Types of martial activities being held
 - Merchant information
 - Child care (or lack thereof) information
 - Whether it is a wet/dry site
 - Whether or not pets are allowed
 - Handicapped accessibility • Alcohol allowed or not and any other restrictions imposed by the site
 - Anything else? Play it up, this is your place to sell your event
- 6.11.2.8 Duration: Start and stop time of event. For example, "The Site opens at 5:00 PM on Friday and will close at 1:00 PM on Sunday".

6.11.3 On-Line Calendar.

- 6.11.3.1 All flyers for registered events will be included in the online calendar.
- 6.11.3.2 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 Event Steward for the event to notify the Kingdom Chronicler and Kingdom Seneschal of the restriction(s) and why.

- 6.11.3.3 If the event becomes unofficial for some reason, it is the responsibility of the Event Steward to resolve the situation to make the event official or it will remain off the Kingdom Calendar.

6.12 Unofficial Events

6.12.1 Registered Events Becoming Unofficial.

- 6.12.1.1 A registered event will become unofficial for one of the following reasons:

6.12.1.1.1 Incomplete flyer as of the deadline for submissions for the month of the event.

6.12.1.1.2 Change in Event Steward without submitting a new Event Registration Form as of the deadline for submissions for the month of the event.

6.12.1.1.3 Suspension of the hosting branch. Events that the branch has on the calendar at the time of suspension will be removed from the calendar.

6.12.2 Chronicler's Discretion.

6.12.2.1 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.

6.12.2.2 Event Registration Forms are not required for this type of event and their flyers will not be published to the Acorn website.

6.13 Official Activities

6.13.1 The following activities are only permitted at official events:

6.13.1.1 The giving of awards by Their Royal Majesties or Their Representatives such as Landed Baronage.

6.13.1.2 The making of laws or other official business of the Kingdom such as:

- Curia
- Crown lists
- Coronations
- Baronial Investitures

6.13.1.3 Competitions to determine the Kingdom Notables.

6.13.1.4 The signing of any event specific documents such as waivers by Minister of the Lists, etcetera.

6.14 Advertising

6.14.1 Paid Advertising.

- 6.14.1.1 It is the policy of the Society that, due to the complexity of Internal Revenue Service regulations, local newsletters will not accept paid advertising for publication in their newsletters.
- 6.14.1.2 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.

6.14.2 Advertising Information

- 6.14.2.1 Advertising is accepted on a space-available basis.
- 6.14.2.2 Advertising submissions will be accepted in electronic format only.

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 branch 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 branch 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 branch. 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 Branch
- Dates of Reporting Period
- A&S Workshops/Classes hosted by the branch (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 branch
- Action items requiring assistance.

7.2.3.3 Officers of local branches 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 branches within their Barony. In branches without an Arts and Sciences officer, the Seneschal is responsible for filing reports.

7.3 Kingdom Notables

- 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 Chancellor of the University of Atlantia

- 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 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 Web Minister

8.1 Purpose

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 negative light will not be recognized.

8.2 Duties and Responsibilities

- 8.2.1 Electronic Services and Resources. The Kingdom Web Minister shall be responsible for maintaining and monitoring the Kingdom's electronic resources and services (including but not limited to):
- The Kingdom domains (atlantia.sca.org, atlantia.org) and subdomains, web sites, and server
 - Email systems
 - Social Media pages and services (i.e. Facebook, Twitter, etc)
- 8.2.2 Governing Documents. The Kingdom Web Minister shall be conversant with the governing documents pertaining to their office.
- 8.2.3 Quarterly Reports. The Kingdom Web Minister, when submitting their required quarterly report to the Society Web Minister, shall provide a copy to the Kingdom Seneschal.
- 8.2.4 Group Web Minister Warrants and Supervision
- 8.2.4.1 The Kingdom Web Minister shall be responsible for the warranting of all Group Web Ministers within the Kingdom.
- 8.2.4.2 The Kingdom Web Minister shall monitor all official Group web sites to ensure compliance with both the policies of the Kingdom of Atlantia and the Society for Creative Anachronism.
- 8.2.4.3 These duties may be delegated to a deputy, however ultimate authority remains with the Kingdom Web Minister.

8.3 Kingdom Deputies

The Kingdom Web Minister shall reserve the right to designate deputies as needed to oversee various duties (i.e. social media, special projects, etc.) related to the Office of Web Minister. These Kingdom deputies may be dismissed by the Kingdom Web Minister for any reason.

8.4 Warrants

- 8.4.1 The maintainer of a group's web site and/or electronic services, with the intent to have their site officially recognized by the Kingdom of Atlantia, may apply for a warrant. 8.4.2 A Group web minister's warrant is defined as two (2) calendar years, and may be renewed at the end of each term. No limit is placed regarding the number of terms of office a web minister may serve.
- 8.4.3 Notice of warrant shall be sent to the Kingdom Web minister, either electronically or by postal service.
- 8.4.4 The following items must be received by the Kingdom Web Minister before the warrant is approved:
- Group Name
 - URL of the web site
 - Applicant's SCA Name
 - Applicant's Legal Name
 - Applicant's membership number and expiration date
 - Applicant's address, telephone number, and email address
 - A statement denoting how much of the applicant's personal information (legal name, phone number, personal email address, etc.) may be posted on an online roster
- 8.4.5 Once a warrant has been received and approved by the Kingdom Web Minister and the Group Seneschal, a warrant shall be granted.

8.5 Group Web Ministers

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.

- 8.5.1 In the event there is no warranted web minister for the officially recognized site, the responsibility for maintenance of that web site may be passed to the group's warranted Chronicler.
- 8.5.1.1 If the Chronicler is unable or unwilling to perform said duties, the Seneschal shall be responsible for the web site and related electronic services. The Seneschal may delegate this maintenance at their discretion.
- 8.5.2 All information required to access the Group web site and electronic systems and/or services shall be passed to the responsible body. To prevent loss of access to group

electronic systems and services, copies of said information or equivalent credentials shall be provided to the Seneschal.

- 8.5.3 Group Web Ministers are required to inform the Kingdom Web Minister of any changes to the URL of their site, or to changes regarding contact information.
- 8.5.4 The Group Web Minister shall be conversant with the governing documents pertaining to their office, 8.5.5 The Kingdom Web Minister shall ensure that their associated Group web site(s) and electronic services meet all criteria listed within the Society Web Minister's Handbook, as well as SCA and Kingdom law and policy.
- 8.5.6 Yearly Reports. The Group Web Minister shall provide yearly report of the activities of their office. This report shall be due no later than December 15 of the calendar year.
- 8.5.7 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):
 - Repeated use of copyrighted material without written permission.
 - Failure to abide by Kingdom or SCA Policy, or by guidelines and criteria listed within the SCA Web Minister's Handbook
 - Repeated use of material that is in poor taste
 - Blatant disregard of Kingdom Law
 - Political commentary and other items designed to inflame and/or divide the populace (politicizing the office)
 - Inactivity or lack of response to requests

8.6 Non-Group Web Sites

- 8.6.1 The Web Minister may provide a subdomain and basic hosting services (server space, email services, etc.) to individuals or persons which are not officially recognized SCA groups but whose activities are associated with the Kingdom of Atlantia and/or the SCA. These include (but are not limited to):
 - Officers
 - Award Orders (i.e. Peerages, Orders of Merit, etc.)
 - Guilds
 - Activity Groups (i.e. Performance Art, Equestrian Activities, etc.)
- 8.6.2 In order to maintain their presence within the Kingdom of Atlantia web domain and server, said groups and individuals shall meet all requirements regarding content listed within the SCA Web Minister's Handbook, as well as any applicable Kingdom laws and policies.
- 8.6.3 Contact information for a person or persons responsible for the content of the web site (i.e. a web master) shall be provided and included as part of the content of the web site in a fashion similar to the requirement for a group web minister.

- 8.6.4 In the case of an Officer web site (ex. chronicler), the web master for the Officer site shall be considered a deputy to that office, and will work in conjunction with the Office of the Web Minister to ensure that the web site is in compliance. 8.6.5 The Kingdom Web Minister retains the right to revoke hosting services for any reason.

8.7 Publication Permission, and Copyright

- 8.7.1 Releases. A written release shall be obtained to publish artwork, poems, stories, copyrighted materials, or any other works.
- 8.7.1.1 Release forms may be found on the SCA Corporate site (<http://www.sca.org/docs/library.html#releaseforms>). If for some reason the release forms are unavailable, an email may be sent containing the same information, sent from the person(s) providing permission as an acceptable substitute. The Release forms are as follows:
- ReleaseCreativeFillable
 - ReleaseModelFillable
 - ReleasePhotographerFillable
- 8.7.1.2 of any release forms or equivalent permissions to publish materials shall be provided to the Kingdom Chronicler's Release Deputy, sent either by email or by U.S. Postal Service.
- 8.7.1.3 Copyrighted Materials. For the purposes of these policies, copyrighted material is defined as any original work that falls under one of the following categories:
- Literary works
 - Musical works, including any accompanying lyrics
 - Dramatic works, including any accompanying music
 - Pictorial or graphic works
 - Motion pictures or any other audiovisual works
 - 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 protections. For further information regarding copyrights, please refer to United States Code, Title 17 – Copyrights

8.7.2 Personally Identifiable Information (PII)

PII is any data that could potentially identify a specific individual. Any information that can be used to distinguish one person from another and can be used for deanonymizing anonymous data can be considered PII. The Group Web Minister must have specific permission from each person to publish their physical address and phone number in the regnum of the electronically published newsletter. This can be provided either by written release or by an email from the person.

8.7.3 The following items found on Group web sites do not require written permission for publication:

8.7.3.1 Branch Regnum (SCA name, office, or role email address (ex. webminister@yourbranch.org).

8.7.3.2 Letters submitted for publication by branch officers that pertain to the duties of their office.

8.7.3.3 Local calendar of activities

8.7.3.4 Minutes of the monthly business meeting

9 Policies of the Kingdom Chatelain

9.1 Definition

The term Chatelain shall be used to refer to both male and female officers in law and policy. Every branch in Atlantia, regardless of size, is strongly advised to maintain a warranted Chatelain for their branch to assist in newcomer recruitment, education, acclimatization, and retention. Chatelains are expected to assist the Seneschal regarding the media, promotional demonstrations (demos), and educational programs for new members.

9.2 The Purpose of the Chatelain Office

- 9.2.1 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.
- 9.2.2 To encourage people who show an interest to join the SCA and become involved in their local branch. Furthermore, to help those new members, through education, to more easily assimilate into the SCA and their local branch.
- 9.2.3 To encourage existing member retention.

9.3 Responsibilities of the Kingdom Chatelain

- 9.3.1 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.
- 9.3.2 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). Report a highlight summary of the Quarterly Reports to the Atlantian Chatelain Yahoo Group to inform the branch Chatelains of what is being done in other branches.
- 9.3.3 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 (loaner garb and equipment), etc. Serve as a resource for local officers and aid with the smooth running of their office through personal support, ideas, suggestions, and handouts.
- 9.3.4 Communicate with branch Chatelains on a regular basis, ideally, no less than once per quarter and have regular and frequent access to email and internet. 9.3.5 Report to Their Majesties' Curia and the Kingdom Seneschal.
- 9.3.6 Develop 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 a minimum, one Chatelain 101 class per quarter.

9.3.7 Submit letters for publication in the Kingdom's newsletter, the Acorn, to keep the populace apprised of the Office's activities.

9.3.8 Appoint Regional Deputies.

9.4 Responsibilities of the Kingdom Regional Deputies

9.4.1 Be familiar with the SCA Organizational Handbook and the Laws and Policies of Atlantia.

9.4.2 Assist in training the branch Chatelains.

9.4.3 Be available to assist branch Chatelains with problem solving within their branch.

9.4.4 Assist in ensuring that local branch Chatelains submit timely quarterly reports.

9.4.5 Receive, read, and summarize the quarterly reports of the local branches in your region. Provide a summary report to the Kingdom Chatelain by the designated date.

9.4.6 Hold at least twice annual meetings in their region for local Chatelains at a large event.

9.4.7 Communicate at least quarterly, or as often as needed, with the local Chatelains.

9.4.8 Assist in maintaining an online Chatelain presence on the various Social Media sites.

9.4.9 Any other special assignments/projects relating to newcomer recruitment and member retention as they may arise.

9.4.10 Any other special assignments/projects relating to newcomer recruitment and member retention as they may arise.

9.5 Responsibilities of the Local Branch Chatelain

9.5.1 Be familiar with the SCA Organizational Handbook and the Laws and Policies of Atlantia.

9.5.2 Chatelains and Deputy Chatelains must be warranted and must have a current paid SCA membership.

9.5.2.1 To obtain a warrant you must first be recommended by your branch for this position using any method which your branch deems appropriate. 9.5.2.2 The prospective Chatelain must complete a warrant request form which can be obtained by visiting the Kingdom Chatelain'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.

9.5.2.3 Upon receipt of your information, the Kingdom Chatelain will determine if you are an acceptable candidate for the office. If appropriate, you will be issued a letter or e-mail message confirming your addition to the official warrant roster.

- 9.5.2.4 All individuals representing themselves as a branch's Chatelain, including any deputies, must go through the warranting process.
- 9.5.2.5 All individuals must be approved by the Kingdom Chatelain and warranted before any of their information may be published on local branch web pages.
- 9.5.2.6 Each Chatelain shall be warranted for a term of two years. A Chatelain may request a renewal of office for subsequent two-year terms. There are no term limits on branch Chatelains.
- 9.5.3 All Chatelains must join the electronic list serve (currently Yahoo) in order to keep up to date with announcements and other Chatelain communications. Branch Chatelains are encouraged to use the electronic list serve as a means to share ideas with other branch Chatelains.
- 9.5.4 Local branch Chatelains report to their Regional Deputy (the Regional Deputies report directly to the Kingdom Chatelain).
- 9.5.5 Quarterly Reports.
- 9.5.5.1 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)
 - January 15 (4th quarter – October, November, December)
- 9.5.5.2 Submit all reports to the Kingdom Chatelain using the online form at the published address. Copies of these reports should be forwarded to the branch Seneschal for inclusion in their report.
- 9.5.5.3 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:
- 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
- 9.5.5.4 Failure to submit Quarterly Reports will result in withdrawal of warrant.
- 9.5.6 Help organize and attend programs for recruitment and educational purposes (i.e., demos). Insure that the branch Seneschal has signed off on the Demo.

- 9.5.7 Create and provide information about the SCA to prospective members and the public in the form of literature and/or, personal dialogue, or when necessary refer them to a more appropriate source.
- 9.5.8 In order to respond promptly to anyone who shows an interest in the SCA (ie, within forty-eight (48) hours), it is necessary for Chatelains to have frequent and reliable access to email and the internet.
- 9.5.9 Create, maintain, or otherwise acquire a list of prospective members and interested persons and follow up in a timely manner (ie, forty-eight (48) hours).
- 9.5.10 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.
- 9.5.11 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.

9.6 Removal from Office

The Kingdom Chatelain may withdraw the warrant of a local branch Chatelain if circumstances warrant it. Reasons for removal from office include, but are not limited to:

- 9.6.1 Failing to maintain membership requirements
- 9.6.2 Blatant disregard of Kingdom Law.
- 9.6.3 Failure to abide by the policies contained in this document, SCA Policy, and the SCA Publications Handbook.
- 9.6.4 Failure to file quarterly reports.
- 9.6.5 Failure to respond timely (ie, within 48 hours) to requests for information.
- 9.6.6 Failure to be professional and courteous.
- 9.6.7 Politicizing of the office.

9.7 Official Demonstrations

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