

*Kingdom of
Ealdormere
Earl Marshal's
Handbook*

Policies and Procedures of the
Office of the Earl Marshal

Record of Revisions

REVISION RECORD				
Version	Issue Date	Initiator	Pages	Nature of Change
1.1	03/05/2011	U/K	All	Initial release
1.2	U/K	U/K	U/K	U/K
1.3	U/K	U/K	U/K	U/K
1.4	29/10/2015	Evander	2,5,11-13, 16, 17	Added Record of Revisions, amended reporting dates, removed Chirurgeon requirements, added Marshal of the Field reporting requirements

These policies and procedures are designed to provide commonality among the martial disciplines practiced in the Kingdom of Ealdormere. These are not complete without the Society and Kingdom Handbooks, policies and procedures for each discipline. All marshals are expected to be familiar with their related handbooks and policies and to have copies of them available. Copies of the waivers have deliberately not been included in this Handbook to avoid outdated versions staying in circulation. Copies of the current waivers, etc. are available from the Kingdom and Society webpages.

1. Officers of the Marshallate of Ealdormere

- 1.1. Martial activities in the Kingdom of Ealdormere are governed by the Marshallate. The Officers of the Marshallate are as follows:
- 1.2. Kingdom Earl Marshal (KEM): The KEM is responsible for overseeing all martial activities in Ealdormere, including but not limited to tournament lists, wars, combat archery, siege weapons, rapier and youth combat, as well as such related activities as target archery and thrown weapons. The KEM holds the position of Deputy Marshal for Armoured Combat, and acts as the representative for martial activities on the Privy Council. The KEM bears primary responsibility for promoting both the safety and the authenticity of the martial arts in the kingdom. The KEM is also the primary contact with the Society Earl Marshal.
- 1.3. Deputy Kingdom Marshals (DKM): Where levels of participation warrant, the KEM may delegate authority to Deputy Kingdom Marshals for designated martial activities. The DKMs are responsible for issues relating to their particular disciplines. They have similar authorities to the KEM, but restricted to their discipline. Other than the Deputy for Armoured Combat, all other Deputy positions may or may not be filled dependent upon levels of participation. The DKMs of Ealdormere may include, but are not limited to:
 - 1.3.1. Deputy Kingdom Marshal for Armoured Combat (held by the KEM)
 - 1.3.1.1. Deputy Kingdom Marshal for Siege
 - 1.3.1.2. Deputy Kingdom Marshal for Combat Archery
 - 1.3.2. Deputy Kingdom Marshal for Rapier
 - 1.3.3. Deputy Kingdom Marshal for Archery
 - 1.3.3.1. Deputy Kingdom Marshal for Thrown Weapons
 - 1.3.4. Deputy Kingdom Marshal for Youth Combat
 - 1.3.5. Deputy Kingdom Marshal for Horse
- 1.4. Group Marshals: Each DKM will appoint, as necessary, marshals at the Group and Baronial levels to assist in the administrative duties of the office.
- 1.5. Marshal of the Field: A fully warranted marshal without responsibility for any particular geographic jurisdiction. The warranting process will be determined by each DKM.

- 1.6. Group Marshal in Training (GMiT): These are marshals who have not yet completed their training and are warranted only to hold local fight practices.
- 1.7. Marshal in Training (MiT) These are marshals who have not yet completed their training. They are not yet warranted, and may not act in any official capacity except under the supervision of a warranted marshal.
- 1.8. Minister of the List (MoL): The MoL is an officer designated by each Deputy, if necessary, to maintain the official database of authorizations and waivers. The MoL does not need to be an authorized participant in the discipline.

2. Responsibilities of Marshals

2.1. General

- 2.1.1. Warranted marshals are the personal representatives of the Earl Marshal and, ultimately by reason of their warrant, the Crown of Ealdormere. An unwarranted marshal has no such authority. Warranted marshals include the Earl Marshal, Deputy Kingdom Marshals, Group Marshals, Marshals of the Field, and Group Marshals In Training.
- 2.1.2. Warranted marshals are considered to be Officers of the Society and as such must be paid members of the Society for Creative Anachronism, and must be at least 18 years of age.
- 2.1.3. Out-of-Kingdom Marshals may not act as Marshal in Charge of an event, conduct authorizations, or sign off on Marshals in Training without the specific and prior approval of the KEM or appropriate DKM, to be judged on a case by case basis for good and sufficient reason. This is to ensure that the marshals conducting those roles are familiar with the laws and traditions of Ealdormere.

2.2. Kingdom Earl Marshal (KEM)

- 2.2.1. The Kingdom Earl Marshal is the representative of the Society Earl Marshal (SEM) in Ealdormere. The KEM is warranted directly by the SEM and the Crown. The Earl Marshal reports to the SEM every quarter, and participates in Society Marshal's meetings and discussion groups.
- 2.2.2. The Earl Marshal is the representative of the Marshallate on the Privy Council. The Earl Marshal is required to attend one Privy Council meeting per reign. Attendance at all meetings is encouraged. It is the duty and responsibility of the Earl Marshal to represent and present any concerns of the Deputy Kingdom Marshals to the Privy Council, and to convey any information from the Privy Council to the Deputy Kingdom Marshals.
- 2.2.3. The Earl Marshal and the appropriate Deputy Kingdom Marshal must be in agreement on any proposed changes to a martial activity in Ealdormere. This is to ensure that the Earl Marshal is aware of the change and that the change would not violate Society laws or safety of the participants. Should the Earl Marshal and the Deputy Kingdom Marshal not agree, the Crown will arbitrate.
- 2.2.4. The Earl Marshal is ultimately responsible for ensuring that the administrative duties of the Marshallate are being met at the Society level. The Earl Marshal must strive to ensure that any proposed changes to martial activities are legal and safe. The policies of the Deputy Kingdom Marshals are under their own jurisdiction, and the Earl Marshal should attempt to allow the Deputy Kingdom Marshals as much authority and leeway in their discipline as possible.

- 2.2.5. The Earl Marshal acts as the Deputy Kingdom Marshal for Armoured Combat within Ealdormere.
 - 2.2.6. The Earl Marshal and the Crown must sign warrants each reign, at Coronation, for all marshals in the Kingdom, including those of the Deputy Marshals. The Deputy Marshal will also sign his own warrant list.
 - 2.2.7. The Earl Marshal shall be the Marshal-in-Charge of Ealdormere Crown Tournament, or will designate an alternate Marshal-in-Charge subject to the prior approval of the Crown, in accordance with Kingdom Law.
 - 2.2.8. The Earl Marshal shall appoint an Emergency Deputy, as required by Kingdom Law.
 - 2.2.9. The Earl Marshal shall appoint DKMs as needed. Openings for these positions should be well advertized beforehand.
- 2.3. Deputy Kingdom Marshals:
- 2.3.1. It is the duty and responsibility of each DKM:
 - 2.3.2. To determine the rules and policies governing their respective disciplines in Ealdormere, consistent with the decisions of the Society Marshal and the Board of Directors of the SCA, Inc, Ealdormere Kingdom Law, and these policies. Changes to policies must be approved by the Privy Council.
 - 2.3.3. To determine the equipment standards of Ealdormere consistent with the decisions of the Society Marshal and the Board of Directors of the SCA, Inc.
 - 2.3.4. To determine the qualifications necessary for warranting as a marshal, including the Marshal in Training process.
 - 2.3.5. To maintain a Kingdom Handbook for their discipline, and ensure that it is kept up to date. This handbook shall provide details on sections 2.3.1, 2.3.3, and 2.3.4 above.
 - 2.3.6. To maintain as far as possible a full complement of marshals at all levels throughout the Kingdom, and to nominate suitable persons to fill vacant positions in the marshallate.
 - 2.3.7. To grant authorizations in Ealdormere, and to determine the authorization categories and requirements.
 - 2.3.8. To appoint a Minister of the Lists (MOL) who will ensure that an accurate list of authorizations, and that a valid, i.e. no older than 7 years, waiver is kept on file.
 - 2.3.9. To revoke without limit, authorizations and warrants, to ban persons from participation, or to apply other lesser sanctions as is seen fit. Such actions may be appealed to the Lawspeaker, in accordance with Kingdom Law, as detailed in Section 3 below.
 - 2.3.10. Keep an accurate list of warranted marshals, and MiTs
 - 2.3.11. Report to the KEM every quarter, NLT than 10 Mar, 10 Jun, 10 Sep and 10 Dec, with number of participants, number of warranted marshals, status of any experimental weapons programs, injuries, and any other issues that the KEM should be aware of.
 - 2.3.12. Provide three signed copies of the warranted marshals list to the KEM each Coronation for approval by the Crown.
 - 2.3.13. Report to his Society superior as required, and to act as Ealdormere's representative in meetings and discussion groups.
 - 2.3.14. Decisions of other marshals may be appealed to the Deputy Marshal, and then the Lawspeaker, in accordance with Kingdom Law, as detailed in section 3 below.

2.4. Baronial Marshals:

- 2.4.1. The Baronial Marshal acts as a conduit for information between the Deputy Marshal and the local Group Marshals.
- 2.4.2. The Baronial Marshal should be an experienced marshal who can keep an eye on the activities of the groups under him and provide advice to the marshals who report to him.

2.5. Group Marshals (GM):

- 2.5.1. These officers are Marshals of Cantons, Marches, Shires, Strongholds and Colleges who have the responsibility for fostering communication within the local group, and between the local group and their superiors. The Group Marshal reports to the local seneschal, and the Baronial Marshal if applicable.
- 2.5.2. The Group Marshal is responsible for training, or of ensuring that a qualified, experienced individual is found to undertake the training of new members.
- 2.5.3. The GM should supervise his activity at events hosted by his group and submit all required reports to the appropriate superior officers.
- 2.5.4. A Group Marshal who is not already a warranted marshal must be approved to be a Marshal in Training prior to taking office, thus becoming a Group Marshal in Training.

2.6. Group Marshal-in-Training (GMiT):

- 2.6.1. Group Marshals-in-Training are warranted officers of the marshallate and may supervise local practices. They may not, however, conduct tournaments, run authorizations, or act as Marshal in Charge of an event.
- 2.6.2. The DKM warrants GMiTs as officers of the local group. These warrants are subject to a six-month probationary period; after that period the warrant extends for an additional one and one half years by which time they must have completed the MiT process or they will need to start over.
- 2.6.3. A GMiT must complete the same process as a MiT for advancement to full warranted status.
- 2.6.4. Under exceptional circumstances, and only with the specific written permission of the Earl Marshal and associated DKM, paragraph 2.7.4 below may be waived. This is only to be used when an isolated group does not have a local authorized participant available and is intended to allow isolated groups the opportunity to develop a core of authorized participants. Once that core is established it is expected that those individuals will become warranted marshals as soon as practical and take on the duties of the office.

2.7. Marshals in Training (MiT)

- 2.7.1. The MiT training and approvals process is dictated by each Kingdom Deputy. Details of the process are in the relevant handbook.
- 2.7.2. MiTs are not warranted marshals, and thus may not conduct authorizations, supervise a marshal in training, or to be Marshal in Charge of an event or demo, nor may they hold fight practices.
- 2.7.3. All prospective MiTs must first contact the appropriate DKM and request to be made a Marshal-in-Training.
- 2.7.4. In order to become a Marshal-in-Training the applicant must be or have been authorized in that discipline, if applicable.

- 2.7.5. After each training session the MiT must have the training form signed by the Marshal-In-Charge, or whichever marshal supervised their activities at that event.. Out of Kingdom marshals may not sign this form, except as described in paragraph 2.1.3.
- 2.8. Marshals of the Field (MotF):
- 2.8.1. These individuals are fully warranted marshals who are not responsible for a specific group, but perform all the field duties of a Marshal including assisting or running authorizations, supervising MiTs, and manning the list ropes.
- 2.8.2. MotFs are considered to be officers of the Society and as such must be paid members of the SCA and must be at least 18 years of age.
- 2.9. Marshals in Charge of an event (MiC):
- 2.9.1. The Marshal-in-Charge of an official event must be a fully warranted marshal. The Marshal-in-Charge must be acceptable to the Group Marshal, Group Seneschal, and autocrat. The Marshal-in-Charge is the person considered responsible for the event's activities by the DKM.
- 2.9.2. The MiC is responsible for conducting authorizations and ensuring that the appropriate paperwork is completed.
- 2.9.3. The Marshal-in-Charge of an event may have to discipline an individual. As a representative of the Crown and the Deputy Marshal, the Marshal-in-Charge may remove a participant from the lists or range, remove a warranted marshal, or prohibit the presence of other persons who have martial related activities. Any such action must be reported in detail to the DKM at the earliest available opportunity.
- 2.9.4. The Marshal-in-Charge may also suspend an authorization card for the duration of the event. The Marshal-in-Charge in that case must immediately notify the appropriate Deputy Marshal. This decision may be appealed to a Marshal's Court in accordance with section 3.3.
- 2.9.5. In the event of a serious violation of the rules, the Marshal in Charge may halt the martial activity over which he has authority from occurring at the event in its entirety. This would include shutting down the list field, range, and any informal "pick-up" style combat. Such action must be reported to the event autocrat immediately, and a detailed report made to the DKM, KEM, and Kingdom Seneschal. Any further violation will be handled by the event autocrat.
- 2.10. Minister of the List (MoL)
- 2.10.1. The MoL is responsible for maintaining a database that contains, at minimum, the following information: modern name, SCA name, waiver date, expiration date, phone number and authorized weapon forms.
- 2.10.2. The MoL shall issue authorization cards once they have received confirmation of passed authorization and a signed waiver.
- 2.10.3. The MoL shall renew authorization cards for up to two years, provided that they have a waiver on file which will be no more than 7 years old at time of expiry.
- 2.10.4. The MoL shall keep waivers on file for 7 years.
- 2.10.5. The MoL shall furnish this database to the relevant DKM and EM quarterly or when requested by the DKM or EM.

3. Arbitration and Grievance Procedures:

3.1. In the event of a complaint, it is expected that the first step taken would be the traditional and generally informal mechanism for handling conflicts. That is to say, discussion among the involved parties, including the supervising marshal, then intervention of the Crown's representatives, the MiC and the DKM. The following procedures are not intended to weaken or limit any of those traditional and common sense methods for resolving complaints. Rather, they are supplementary steps to be followed if informal dispute resolution proves ineffective.

3.2. Report System:

3.2.1. This system provides for the formal resolution of grievances through the Deputy Marshal. It requires the Deputy Marshal to take an active role in the enforcement of the rules and supervision of the Marshallate.

3.2.2. Complaints about a participant related to SCA martial activities must be made to the appropriate Deputy Marshal. In the absence of the Deputy Marshal, complaints about a participant may be made to the Marshal-in-Charge of the event. The MiC may handle the complaint as detailed below, with a full report to the Deputy Marshal immediately afterwards.

3.2.3. Complaints may be either written or verbal. If written they must include the name of the complainant, and the date. If verbal, the Deputy Marshal shall make a written record of the gist of the complaint, and note who made it and when. The paper copy of the complaint shall be kept in the Deputy Marshal's files for a period of at least 2 years.

3.2.4. The Deputy Marshal shall present the complaint to the individual against whom the complaint has been filed (the defendant), and discuss it with that individual.

3.2.5. The Deputy Marshal may make any additional inquiries concerning the complaint, to discover if the complaint has merit.

3.2.6. If the Deputy Marshal finds that the complaint has merit, the defendant shall be put "on report", for a specified period of time (usually three to six months), and shall inform the defendant of this fact.

3.2.7. While the defendant is "on report", no further disciplinary action will be taken unless additional complaints are received.

3.2.8. If the defendant returns to acceptable levels of conduct during the report period, no further action shall be taken, and the individual shall be given a clean slate. This shall be noted on the record on file.

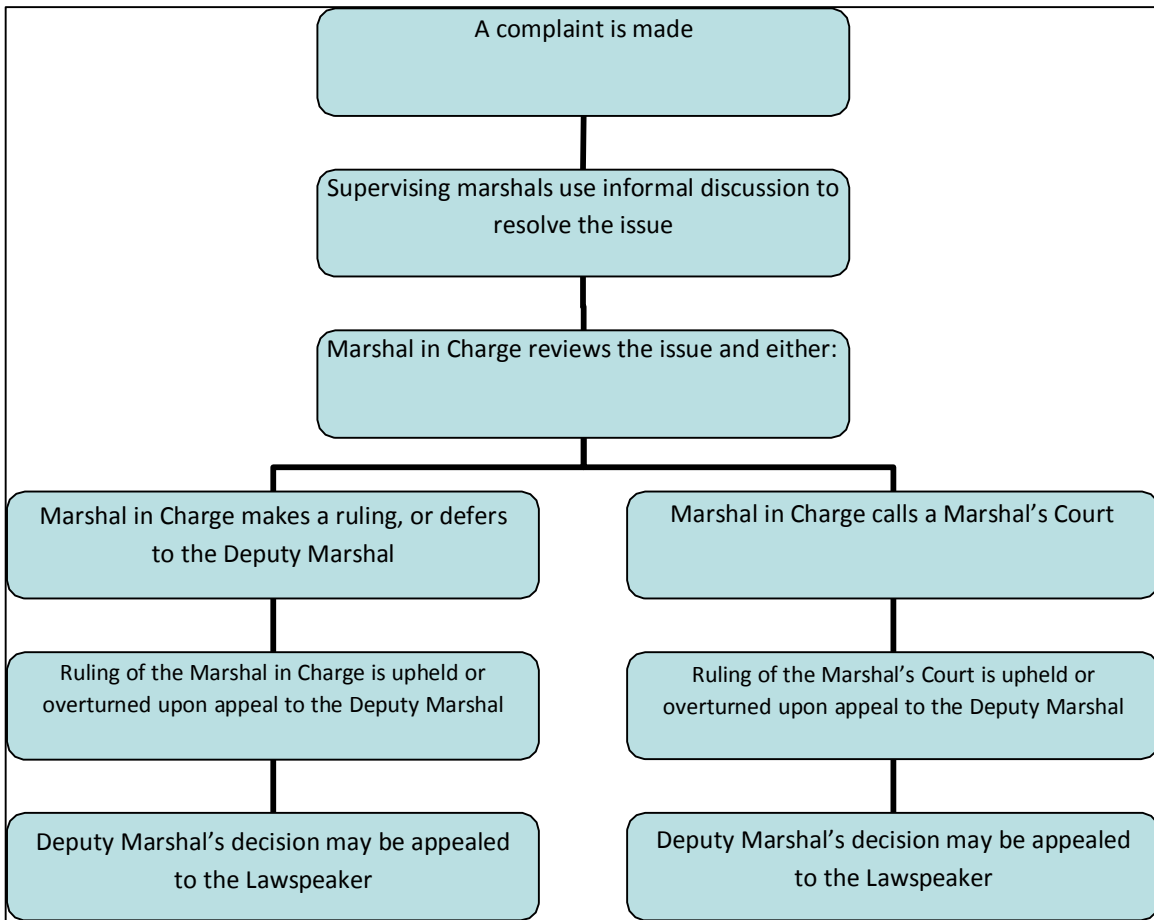
3.2.9. If additional complaints are received and found to have merit, further disciplinary action (such as the suspension of authorization) by the Deputy Marshal is recommended. This decision may be appealed to the Lawspeaker, and the complaints process detailed in Kingdom Law followed.

3.3. Marshal's Court:

3.3.1. This system provides for the resolution of grievances when the Deputy Marshal decides such a Court is a better mechanism than the Report System for resolving the grievance. This may also be used if the Deputy Marshal is unavailable, or the MiC feels that the situation is beyond his abilities to handle.

- 3.3.2. Following the initial reporting and investigation stages described in section 3.2, the defendant and the complainant shall be informed that a Marshal's Court will be convened at the event, and when it will be held.
- 3.3.3. The Deputy Marshal, or the Marshal-in-Charge in the absence of the Deputy Marshal, shall then make the arrangements to hold the Marshal's Court. The Court shall be composed of at least:
 - 3.3.3.1. The Head of the Court, who shall be either the Deputy Marshal, or the MiC in the absence of the DKM. In the event of a conflict of interest, a senior warranted marshal who is acceptable to both parties shall be chosen.
 - 3.3.3.2. A senior, experienced, authorized participant chosen by the Head of the Court. In the case of a Marshal's Court for armoured combat, a member of the Order of Chivalry, if available and without conflict of interest, should be chosen.
 - 3.3.3.3. An individual chosen by the defendant.
- 3.3.4. The Court shall review the complaint, and may seek additional information from witnesses or involved parties.
- 3.3.5. The defendant shall be given an opportunity to present his side of the story, and may call witnesses or involved parties to speak on his behalf.
- 3.3.6. The Court shall reach a decision regarding the complaint by majority vote of its members. The Court may decide:
 - 3.3.6.1. To confiscate the defendant's authorization card.
 - 3.3.6.2. To remove the defendant from participating in martial activities for the duration of that event.
 - 3.3.6.3. To warn the defendant that he may face disciplinary action should the conduct which led to the complaint continue.
 - 3.3.6.4. That there were mitigating circumstances which led to the complaint, and that disciplinary action is necessary.
 - 3.3.6.5. That the defendant was not guilty of any action which requires disciplinary action.
- 3.3.7. The Head of the Court shall ensure that a 'Court Report', with the authorization card, if it has been confiscated, is forwarded to the Deputy Marshal immediately. The Deputy Marshal shall keep a copy of the Court Report in the files for a period of 2 years. A copy of the report shall be provided to the defendant. Should the defendant be from another Kingdom, the KEM shall forward a copy of the report to the other Kingdom's Earl Marshal, along with the authorization card, if it has been confiscated.
- 3.3.8. Appeals of any decisions of the Marshal's Court by the complainant or the defendant shall be made to the Deputy Marshal, if absent from the Marshal's Court. Should further appeal be desired, the question shall be forwarded to the Lawspeaker, and the complaints process detailed in Kingdom Law shall be followed. Any decision of the Marshal's Court shall remain in effect until such review is completed.

Table 1 - Complaints Process Summary



4. Reports:

4.1. Incident Reports:

4.1.1. Any time a marshal takes a disciplinary action, or a marshal believes that the Deputy Marshal needs to know about something, the MiC, or senior marshal present, will make an Incident Report. If the marshals present do not agree on the events, each marshal should write a report. The report should contain, as a minimum, the names of the individuals involved, the date, the name of the event, the name and contact information of the reporting marshal, and a brief description of the incident.

4.1.2. The Deputy Marshal shall keep all incident reports on file for at least 2 years.

4.2. Injury Reports:

4.2.1. A separate injury report must be sent to the DKM for each instance of an injury involving a martial activity. An injury requiring reporting is considered to be any that required the services of a medical professional. The Marshal in Charge is responsible for describing the nature of the injury and the circumstances under which the injury occurred.

4.2.2. Any injury involving experimental weapons shall be reported.

4.2.3. Any injury requiring medical attention after the event, shall be reported to the DKM immediately. Serious injuries will be reported by the DKM to the KEM, who will then inform the SEM.

4.2.4. Any injury involving a minor (under the age of 18) will be reported immediately to the Deputy Marshal, the Earl Marshal, and the Kingdom Seneschal.

4.3. Authorization Forms and Waivers:

4.3.1. Authorization paperwork shall be conducted in accordance with the relevant Deputy Marshal's Handbook.

4.3.2. Waivers must be kept on file with the Deputy Marshal or associated Minister of the List. Waivers are good for 7 years, after which a new waiver must be signed and filed.

4.4. Quarterly Reports:

4.4.1. All Deputy Marshals shall report to the Earl Marshal on or before the tenth day of March, June, September, and December. These reports will be compiled by the Earl Marshal to be forwarded to Society.

4.4.2. Quarterly reports will consist of current number of authorized participants, current number of warranted marshals, plus any injuries, incidents, status of experimental weapons programs or any other information deemed necessary or requested by the Earl Marshal.

4.5. Doomsday Reports:

4.5.1. Deputy Marshals' Domesday Report is the December Quarterly report.

4.5.2. Each Group Marshal is required to submit a copy of the Domesday report by September 1. The report will cover the entire year's activity. It need not be long, just complete. This report is sent to the local Seneschal, the Deputy Marshal, with a copy to the Baronial Marshal, if the Group belongs to a Barony.

4.5.3 All Marshals of the Field shall report their Domesday to the Earl Marshal on or before the first day of September.

4.5.4 All Marshals are required to provide, as part of the Domesday; mundane name, SCA name, membership number and date of expiry as part of the Domesday in addition to the above information.

Table 2 - Reporting Schedule

Officer	Report Type	Due When?	Report Goes To
Marshal in Charge	Incident, Injury	Immediately	DKM
	Court Report	Immediately	DKM
	Authorizations	Within one week	DKM or MoL
Deputy Marshal	Quarterly Report – 1	10 March	Earl Marshal
	Quarterly Report – 2	10 June	Earl Marshal
	Quarterly Report - 3	10 September	Earl Marshal
	Doomsday	10 December	Earl Marshal
Group Marshal	Doomsday	1 September	Group Seneschal, DKM, BM, EM
Marshal of the Field	Doomsday	1 September	DKM, EM
Earl Marshal	Quarterly Report -1	15 March	Society Marshal
	Quarterly Report – 2	15 June	Society Marshal
	Quarterly Report – 3	15 September	Society Marshal
	Doomsday	15 December	Society Marshal
MOL	Fighter Roster	10 March	DKM, EM
	Fighter Roster	10 June	DKM, EM
	Fighter Roster	10 September	DKM, EM
	Fighter Roster	10 December	DKM, EM

5. Participation in Martial Activities:

- 5.1. All participants in martial activities must have a current waiver on file with the MoL. A current waiver is less than 7 years old. This includes new fighters training at practices, who should have a waiver on file with the local marshal.
- 5.2. Participation of minors in martial activities is determined by each DKM, with the approval of the KEM, with the following guidelines:

- 5.2.1. Minors participating in armoured combat or rapier must be marked with a yellow diamond as per Society rules.
- 5.2.2. By Society policy, participants under the age of 18 in contact martial activities, ie armoured combat and fencing, must be identified to other participants. Any participant who does not wish to meet the minor on the field may exercise his option to yield the bout in accordance with Rules of the List 7.
- 5.2.3. The authorization cards of minors will be marked "MINOR" in an obvious location.
- 5.2.4. Parents of minors must sign a waiver, showing informed parental consent prior to their child participating in combat activities.

6. Experimental Weapons

- 6.1. Experimental weapons are, by their nature, outside of Society rules. Therefore, any such weapon can only be used with the express permission of the Society Marshal. Upon receipt of permission from Society, the DKM may initiate an experimental weapons program.
- 6.2. Experimental weapons programs in Ealdormere shall:
 - 6.2.1. Be conducted in stages such that Stage 1 shall be limited to a few individuals selected by the DKM. Should Stage 1 prove successful, stage 2 shall be opened up to a wider audience, at the DKM's discretion.
 - 6.2.2. Be fully documented for future reference, especially negative commentary and any injuries. This documentation should be kept on file in the event of issues raised by the weapon in the future, or should the experiment be repeated. Thus they shall serve as a lessons learned report.

7. Other guidelines:

- 7.1. Although the Autocrat is the chief person responsible for an event, the Marshals-in-Charge of the event are still charged with ensuring that all martial activities are done in a safe and organized manner. The marshal should consult with the autocrat to ensure that the desired activities can be done safely at the proposed site.
- 7.2. If any non-SCA martial demonstrations are desired, the permission of the appropriate Deputy Marshal, and the Earl Marshal must be obtained. The Marshal-in-Charge should investigate carefully to see that such demos are to be carried out only by persons competent in the activity.
 - 7.2.1. No one may bar an individual from the lists for medical reasons, unless the individual cannot follow the Rules and Conventions governing that activity

KEM	Kingdom Earl Marshal
EM	Earl Marshal, same as KEM
DKM	Deputy Kingdom Marshal, an officer of the KEM responsible for a particular martial activity
DM	Deputy Marshal, same as DKM
MiC	Marshal in Charge, a fully warranted marshal responsible for running a particular martial activity at an event
MiT	Marshal in Training, someone undergoing a training process to become a fully warranted marshal
SEM	Society Earl Marshal
GM	Group Marshal, a fully warranted marshal responsible for the particular martial activities within a Canton, Shire, College, Stronghold etc
GMiT	Group Marshal in Training, as for GM but not yet fully warranted
MoL	Minister of the List
Crown	the Sovereign and Consort of the Kingdom, acting together
Warranted Marshal	an individual who has successfully completed the marshal's training process, has been approved by the DKM, and whose warrant has been signed by the Crown
Authorization	an examination process used to determine if the individual may participate in one of the martial disciplines
Minor	any participant under the age of 18

EALDORMERE MARSHAL'S INCIDENT/INJURY REPORT

(report may be made by email, as long as all information below is included)

If the incident/injury involves a minor, contact the DKM, KEM, and Kingdom Seneschal IMMEDIATELY

REPORTING MARSHAL:

SCA name:

Legal name:

Phone Number:

Membership number:

Date of report:

DATE OF INCIDENT:

LOCATION OF INCIDENT:

MARSHAL IN CHARGE (if different from above):

MARSHALS PRESENT:

Description of the incident or injury, include names of all involved/injured parties:

Actions Taken:

EALDORMERE DEPUTY MARSHAL'S QUARTERLY REPORT

(report may be made by email, as long as all information below is included)

Reports due by 10 March, 10 June, 10 September, 10 December

(Doomsday)

REPORTING MARSHAL:

Deputy Marshal of:

SCA name:

Legal name: Phone

Number:

Membership number:

Current total of authorized participants:

Current total of warranted marshals:

Current total of marshals in training:

Current status of experimental weapons programs:

Brief description of any incidents or injuries in the last quarter:

Any other items that should be brought to the attention of the Earl Marshal: