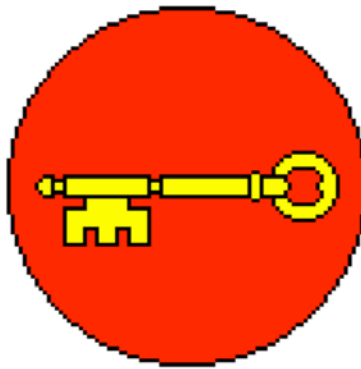


THE SENESCHAL'S HANDBOOK



KINGDOM OF EALDORMERE

Revised May 2008

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PREFACE

By Duchess Marion FitzWilliam, OP
Fifth Kingdom Seneschal

Welcome to the second edition of the Kingdom of Ealdormere Seneschals' Handbook.

While updates and changes have been made to individual sections of the handbook over the years, I believe this is the first time since we became a kingdom that a complete revision of the handbook has been undertaken. The world has changed much since then and the kingdom has changed along with it. I hope that the changes we've made to the handbook are useful and relevant for seneschals, and reflect our culture and policies as they've developed over the years.

Many thanks to the Honourable Lady Nadrah bint Valizan al-Garnatiyya, who was the primary editor, and who spent many tedious hours comparing handbooks, laws and corpora documents and highlighting errors and discrepancies. I couldn't have done this without you.

INTRODUCTION AND ACKNOWLEDGEMENT

By Viscountess Moria the Black, OP
First Kingdom Seneschal

Acknowledgement

Welcome to the first edition of the Kingdom of Ealdormere Seneschal's Handbook. This book is meant to help guide the volunteer through the process of being a Seneschal in the Kingdom of Ealdormere. Hopefully, this book will answer most of your questions, whether you are a new Seneschal of a new group, or an old, wisened Seneschal verifying what you already know to be true.

This book is being published in a 3-ring loose leaf format in order to allow for future changes to policies and updates to be incorporated easily. If you find anything in this handbook to be confusing, or contradictory, please do not hesitate to point this out to the Kingdom Seneschal. If you don't understand it, others probably haven't either. We want this handbook to be an informative and quick read.

Thank you to the Kingdom of the Middle, who so graciously granted Ealdormere copyright to use their handbook as a basis for ours. Many sections of this book are taken, and adjusted to fit the Kingdom of Ealdormere, from "The Boke of the Seneschal" by Master Gareth Tancred Wilfrith, Middle Kingdom Seneschal, A.S. XXVII. Without the many years the Middle Kingdom has put into developing their system, this book would not be as informative as it is. I also wish to offer thanks to the Seneschal's Handbook Committee, who have offered great insight and suggestion into the writing of this book. Heartfelt thanks to Viscountess Elina de Braose for stepping in and spearheading the committee when things got too hectic for me during the Kingdom bid process. Also to Lord James the Mercer and Lady Suzanna the Unyielding who muddled through all of this,, combined ideas and suggestions, and basically came up with a well-formatted book which is the basis of what you are about to read.

I would like to give a special word to two ladies who spent many a sleepless night during the last two months before publication helping me with this book. Thanks to Lady Sanchia of Ealdormere for her continuous secretarial work and trying to keep me sane. Lastly, kudos and special thank you to Lady Tabitha Dearval, whose unending support, advice, editing and extensive computer talents made this finished product possible.

Many people have worked hard to bring you a meaningful book that should make your job as easy as possible. I hope that you find this book to be insightful, informative and easy to follow. As an addendum to this handbook, I have written a policy manual that provides a written record of the policies of the Kingdom Seneschal and the Seneschallate. It also includes some edited sections on advice that did not make it into this Handbook. I have also included a few suggestions of my own based upon my 15 years in the Seneschallate and the good advice I have received over the years. Though not required as part of the Seneschal's Office, I would suggest that it be purchased as a secondary manual to this Handbook. "The Addendum and Policy Manual for the Seneschal's Office of the Kingdom of Ealdormere" will be available through the Information Office.

INTRODUCTION

What is a Seneschal?

You have just agreed to take on a very responsible and essential office of the Society for Creative Anachronism Inc. Without your predecessors, you, or your eventual successor, the group you belong to would not be able to function. The Seneschal is the legal representative of the group. You are the source of information and updates which will keep your group functioning over the term of your office.

Myths of the Office

Perhaps the greatest pitfall of the office of the Seneschal is the typical myth that your group cannot function without you. They can. Your group needs a Seneschal to function, but that does not necessarily need to be you. They can find a replacement for you. Try to keep yourself from falling for the most common myths associated with this office:

1) *I am the absolute power in the group.*

No, you are the representative of the group. You are the means by which the group is allowed to function and get things done within the SCA. You are expected to advise the group on what is allowed, or not allowed in the SCA, Inc. You have the right to stop any illegal activities from happening in your group. You have the right to remove legal sanctioning (and thereby insurance coverage) from any group activity if something that contravenes safety rules, mundane laws, Kingdom laws or Corpora is occurring. However, you are first and foremost the legal REPRESENTATIVE of the SCA Inc. and the members of your group.

2) *I am the only one who can do the job.*

If you truly believe this, you are in danger of suffering from burnout. It is time to look around for a replacement. Try ensuring that you have a deputy, and use your deputy as often as possible. Your job is to make sure the paperwork gets done and the information gets shared. Remember that if you tend to step in and do everything, others will let you do so. This does not mean there isn't anyone else capable of doing it, just that you are the one doing it right now.

3) *As Seneschal, I am the most important person in the group.*

As the Seneschal, you are an integral part of the group. However, without the other officers and the members of your group, there is no group. A Seneschal is an administrative officer. There are no titles and no privileges that come with the job - only the thanks of those for whom you toil. It may seem like a thankless job sometimes, but others do notice. What you do helps others to play. You volunteered to do this job, and that speaks volumes as to the type of person you are. Remember that respect is earned, it is not demanded or taken. If you do your job well, and remember that you are here to serve the SCA and your group, the respect will come. And that is perhaps the greatest reward for any job well done.

4) *What I say, goes.*

No. What you say will be taken into consideration by your other group members if you have shown that you know what you are talking about, if you have gained the respect of the people in your group, and if you treat others with respect. Your personal opinion is worth the same value you put on the personal opinion of others. Even as a Seneschal, it is just your opinion. Your opinion counts no more or less than any other member of your group. The only time you have the final say is when group policy, Kingdom Law or Corpora is being violated. In all other things you must abide by the policy and majority opinion of the members of your group. Sometimes the hardest job to do is to implement something that you do not fully support or believe in. However, if it does not break a law or policy, and it is the wish of the majority of your group, then it is your job to see it gets implemented

5) *The group says I'm the Seneschal, so that means I am.*

Sorry. After everything I've just said about listening to and doing what your group wants, this and most other things which your group wants are only proposals until they receive sanctioning from the appropriate officer involved. Please try to remember that our structure is that of a medieval atmosphere. You will find that almost anything your group wants to happen will happen, if you approach everything from the viewpoint of a request. When you apply to the appropriate officer for warranting as a Seneschal, request it, do not demand it. If your group wants to host a Kingdom event, put in a proposal with recommendations, not a "this is how it will be done" type of document. Anytime you find yourself writing "the group wants..." change it to "the group would like to..." and you will get just about anything, including the appointment of your officers.

6) *Only my superior can remove me!*

Half right. The Kingdom Seneschal, with agreement from the Crown, can remove you from office for failure to complete the duties of your job, or upon recommendation from the Baronial Seneschal/KDS. However, if the members of your group wish to have you removed from office, they can submit a petition to your immediate superior. If this petition is supported by a majority of the members of your group, the Kingdom Seneschal has the right to pull your warrant and remove you from office. This should never happen. If your group members are beginning to sound dissatisfied with you, talk to them. Find out what the problem is and try to rectify it.

Tips for being a good Seneschal:

READ, READ, READ! Read everything you see, and then read it again, and again. Knowledge is the key to being a good Seneschal, then share that knowledge where and as it is needed. Follow the instructions you have read to the letter. A competent Seneschal will be able to find the answer to any question in writing somewhere, and if not, they can obtain it.

LISTEN, LISTEN, LISTEN! Listen to the members of your group. Listen to your superiors. Listen to the announcements at Royal court. Listen to whoever wants to talk to you. You learn far more when you are listening than when you are talking. You will know more about what is going on around you, and that is always important for a Seneschal. Often, if you learn of a problem early enough, you can help prevent it from growing into a major headache.

KEEP IN TOUCH! Keep a good rapport with the other group officers. You will be working in tandem to keep your group operating. If one of your officers is not doing their job, you must step in and do it until a replacement acceptable to that superior is found. The other officers may ask you when their deadlines are, what reports are needed, etc. Surprise them all and know the answer, and then refer them to the issue of the Kingdom newsletter and the Officer column that it was published in.

NEVER MAKE IT UP! If you are not sure exactly what the policy is, say that. Tell people you think it is this, and that you will look it up and let them know. There is no shame in checking just to make sure you are right. It helps with your credibility, and it helps you to learn the policies and laws. No one person can ever know everything, so don't be afraid to admit that you don't know.

Happy Seneschaling!

THE NEW SENESCHAL

(If you are in a Canton, you belong to a barony and report to the Baronial Seneschal. If you are in a Shire, you report through the (KDS) Kingdom Deputy of Shires)

As the new Seneschal of your branch, your very first duty is to complete a Change of Officer form, available in the back of this handbook, or from the kingdom website or any current seneschal, and to send a copy to your Baronial Seneschal or KDS with a copy to the Kingdom Seneschal. You must be acceptable to your immediate superior. Upon acceptance by your superior, they will pass the Change of Officer form onto the Kingdom Seneschal with a recommendation for acceptance. Until the Kingdom Seneschal has accepted the recommendation and has warranted you in your position, you are an "interim" Seneschal. Publication of your name in the Kingdom newsletter does not represent warranting.

Please note that for any report, form or letter that you send to a superior a copy should be kept for your own files.

The most helpful single piece of information for you as a new Seneschal is the name and contact information for your Baronial Seneschal/KDS. Your Baronial/KDS knows the SCA people in your area, and therefore can, not only answer your questions about forms, rules and schedules, but can also put you in touch with people who will be willing to help you get off to a good start. The names, addresses and phone numbers of each Seneschal in the Kingdom are published in the Kingdom newsletter each month. Besides your Baronial/KDS, you will find many other deputy Seneschals listed there who are eager to help.

To serve as a warranted Seneschal of a local branch, you must be able to sign contracts in Canada. Every officer in the SCA must be an international member or must be an associate or family member and live at an address where the Kingdom newsletter is received. The single most important source of current information in Ealdormere is the Kingdom newsletter and therefore, it is important that officers have ready access to it each month.

If your office does not already have them, you should also obtain copies of the SCA's Governing Documents (Corpora) and Ealdormere's Kingdom Laws. These are all available online or through the kingdom seneschal, again listed in the Kingdom newsletter. You will find the answers to many of your questions in these documents. Reading this handbook carefully is also important, of course.

Probably the best advice for the new Seneschal is to read everything you receive. Read it once, then read it again, and make sure you understand it. You will be the main source of information for your group. They will come to you to find out when the other officer reports are due, how to set up events, what the rules are regarding this and that. Keep informed and up to date. If you are asked a question, and you do not know the answer, obtain counsel from your predecessor (if available), the people in your group, other Seneschals throughout the Kingdom, and particularly your Baronial Seneschal/KDS, and the Kingdom Lawspeaker. In Ealdormere, a Seneschal's electronic mailing list has been set up for all the seneschals. If you have not been added to this list, please ask the Kingdom Seneschal. This can be yet another great source of answers and advice. Again, read everything, and then read it again. Often information that you will need to do your job effectively is found in the other Officers' columns in the Kingdom newsletter, or copies of reports from your superiors.

Thank you for agreeing to serve. Good fortune and welcome to the Seneschallate of Ealdormere.

THE NEW BRANCH

How to Get Started

If you wish to start a new branch, the first step is to contact the Kingdom Chatelaine listed in the Kingdom newsletter. The Chatelaine will send you out an initial contact packet, and will give you the name of the appropriate Baronial Seneschal/KDS for your area. If your area lies within an established Barony, you will become a Canton or College. If you are in unclaimed territory, you will become a Shire.

The Baronial Seneschal/KDS will be pleased to offer information, counsel and contact people to help you get started. Ask for help from neighbouring branches. Besides offering valuable moral support, established branches can often offer help with demos and events, rides to weekend events in other areas, experienced SCA teachers to meet with your new branch, and introductions to the rest of the area and Kingdom.

Types of Groups

Most branches will start as one of three types: Shire, Canton, or Institutional branch. Shires are independent branches, meaning that they are designated to serve a particular geographic area. Shires can only exist beyond the boundaries of an established Barony.

A canton is a subgroup of its barony, falling within the baronial boundaries, with each of the canton officers sending their reports to their respective superior officers of the barony. Each member of the canton is a full member of that barony, and the territory of the canton is part of the territory of the barony.

An institutional branch is situated around/in a modern institution (university or military base) and is established to serve the SCA members who reside in the institution, rather than those who live in a particular geographic area. Colleges, ports and strongholds (types of institutional branches) sometimes experience cyclical changes in membership, so when all the college students go home over the summer, or most of the members of a naval base head off for a term at sea, the branch becomes "dormant" rather than disbanded. When members return, they simply continue as if there had been no break. Also, members' participation is defined within the modern institution rather than by their home address. If your institution is within the boundaries of an existing branch, you will function as a special sort of subgroup to the existing group.

Territory and type of branch

To set group boundaries you must work with all groups that will border your group. You must also work closely with the Baronial Seneschal if you are in a Barony, and the Baron and Baroness of that Barony. If your area is at the far edge of a Barony, and you believe that the distance will cause a hardship for service by the Barony, you may apply to become a shire. However, this will require the permission of the Baron and Baroness and will need Society approval to change the Baronial boundaries.

Again, remember that all branch boundaries are primarily for administrative purposes and neither preclude nor compel the attendance of anyone at any meeting. Participants are free to attend any meeting or function they wish, even if they don't live within that group's geographical boundaries. So don't sweat it, and work towards a mutually satisfactory agreement early.

GROUP REQUIREMENTS

For the Incipient Branch:

In order to become an incipient branch, your group must meet the following requirements, as set out in Kingdom Law and Corpora:

- 1) Proof of a minimum of five international members
- 2) Letters of introduction from a Seneschal, Exchequer, and either a Herald, a Minister of Arts and Sciences or a Marshall. All officers need to also send a letter of introduction to their baronial and/or kingdom superior.
- 3) A completed New Branch Application form
- 4) A proposed name
- 5) An introduction letter including your proposed territory and the type of members in your group.

Once you have accumulated all of the above, you send it to your Baronial Seneschal, or the Kingdom Deputy for Shires (KDS). They will review the packet, and if they find that everything is in order, will write a letter of recommendation accepting the establishment of an Incipient Group. They will send your packet and their letter to the Kingdom Seneschal. The Kingdom Seneschal, upon reviewing the packet will take your application to the Crown and the Privy Council. Once they have accepted the application, the Kingdom Seneschal will inform the Baronial Seneschal/KDS. The creation of an Incipient group is the responsibility of the Kingdom, and does not need Society approval or to be announced in Court.

Full Status and Group Advancement:

Article X of the Kingdom Laws also lists the minimum requirements for advancement of a group. This is to tell you how those requirements are met. The corresponding Article of Law follows each requirement:

Requirements for an incipient group to be advanced to full status:

- 1) A list of participants and proof of at least five international members. (Corpora)
- 2) A list of officers who have been reporting regularly to their superiors. (Corpora, X-202, X-203)
- 3) A completed Full Status Application form. (X-200)
- 4) A name registered with the College of Arms (Heralds) (Corpora, X-204).
- 5) A map of the geographical area where you will be operating. (Corpora)
- 6) A summary of group activities and events held since its inception. (X-201)
- 7) Letters of recommendation from nearby groups and your baron/ess where applicable. (X-205)
- 8) A petition to the Crown, signed by the group members, requesting elevation (Article X-205).

Send the above to your Baronial Seneschal or KDS. They will review the packet, and if everything is in order, will write a letter of recommendation accepting the elevation of the branch. They will send your packet and their letter to the Kingdom Seneschal. The Kingdom Seneschal, upon reviewing the packet, will take your application to the Crown and the Privy Council. Once they have accepted the application, the Kingdom Seneschal will pass it onto the Society Seneschal, so that the Board of Directors may be informed. The full status is in effect once the Crown has announced the elevation in Court.

Requirements for a full status canton or shire to be advanced to barony:

- 1) Full set of officers, regularly reporting (Corpora, X-302, X-303)
- 2) At least 25 paid members (Corpora)
- 3) A name and device registered with the College of Arms (Heralds) (Corpora, X-304).
- 4) Record of service and support to area (Corpora, X-301)
- 5) Completed written poll showing support for advancement to barony from members in proposed area (Corpora, X-305)

6) Completed written poll showing support for proposed Baron and/or Baroness. (Corpora, X-306)

Send all of the above information to your current Baronial Seneschal, or KDS. They will review the packet, and if everything is in order, will write a letter of recommendation accepting the elevation of the branch. If you are currently in a Barony, the Baronial Seneschal will also approach the current Baron and Baroness for their letter of recommendation. The Baronial Seneschal/KDS will send your packet and their letter to the Kingdom Seneschal. The Kingdom Seneschal, upon reviewing the packet will take your application to the Crown and the Privy Council. If they accept the application, the Kingdom Seneschal will pass it onto the Society Seneschal for presentation to the Board of Directors. The Board of Directors must approve any elevation in status to Barony and above.

Members and Officers

To form a new branch in the SCA, you need a minimum of five international members. Membership forms are found in each month's Kingdom newsletter and in your initial contact package from the Kingdom Chatelaine, and may be copied and distributed freely.

A Seneschal, Exchequer, and one other officer out of Minister of Arts and Sciences, Marshal or Pursuivant (herald) are required for every branch. A Marshal is required if you wish to hold fight practices. Other officers include Chatelaine, Chirurgeon, and Chronicler. See Appendix A for a complete description of the officers and what they do. All officers must be international members, or must be associate or family members and live at an address where the kingdom newsletter is received. Groups are encouraged to fill as many of the offices as possible, without overloading or burning out the available pool of officer candidates.

To advance to full status, the list of local officers must include at minimum, the seneschal, exchequer, and either a herald, a marshal or a minister of arts and sciences.

It is recommended that every Seneschal have at least one deputy. This deputy could run the meeting when you are unable to, and generally help with the workload. Additional deputies could do specific short-term tasks. Encourage the other officers of the group to have deputies as well, so the work and experience of the officers is shared amongst more of the group. It helps others become trained in the job in case of emergency, and allows more people to feel involved.

In Corpora (the rules of the Corporation) VII.J.4, it states

...Local officers must not be substantively opposed by the people of the branch, but the final decision remains with the superior officer and royalty.

The procedure for choosing each officer is up to the people of each branch, but a consensus process is generally preferred. That choice is then conveyed to the superior officer as a recommendation. The final decision to accept that person will be made by the respective kingdom officer and the Crown. Until the officer is accepted, they are considered "interim" or "acting" officers. When choosing officers, it is a good idea to spend some time talking about what the members in your group would like to see happen in the various offices. Appendix A has a sample description of SCA offices, and includes a "ballot" that could be used for people to suggest their preferences for filling the various offices.

Your Branch's Name

Every full-status branch must have a name registered with the Society College of Heralds. For information about the process of submitting heraldic applications, check with a warranted Pursuivant (herald). Others in the Society will know you by your branch's heraldic name so invest some time to pick a name that everyone in your group will appreciate. Your branch name must be unique within the Society. You may submit your application to become an incipient branch before your branch name has been fully approved, but you may not petition for full status until your branch name has been passed.

Applying for Baronial Status

When a branch petitions for advancement to baronial status, it needs to demonstrate much more than the required membership numbers (as set by the Board of Directors and described in Corpora) and a full slate of officers. There ought to be a balance of SCA activities within the group, representing a solid diversity of interests and abilities. There must be a core of solid leadership sufficient to not only effectively manage the business of the barony, but to also provide assistance to other groups as needed. People in the barony should be regularly travelling to out of area events, and be willing to serve and pitch in and help where and when needed. Finally, a barony ought to have matured in decision-making processes so that the group works well together.

After adequate time for discussion, it is time to begin the formal polling process. Your group will probably already have a set way to do polls by this time. If not, talk to your Baronial Seneschal/KDS and ask them to help set up a polling procedure. Kingdom Law requires all baronies to have a written policy concerning the selection procedures for Baron and Baroness, which is acceptable to and approved by the Crown. When you are selecting your polling procedure, keep this in mind, and use the same polling procedure for determining your Baron and Baroness. Currently, each of the Baronies in Ealdormere have their own Baronial Polling Policies in place, therefore, you may use whichever procedure best suits your group. However, you must ensure that the polling procedure does not prohibit or restrict any paid member of the SCA who lives within your boundaries from being able to participate in the polling. Group policy can decide such things as the voting of minors and participation requirements for non-paid members.

There are many different kinds of polls. A member-label poll is when the Kingdom Seneschal requests the membership labels for your group for you. The labels are then used to mail a poll to each paid member in your group. The poll can then be returned to your polling officer via mail, dropped in a polling box, or turned in at a meeting. A member label poll ensures that all paid members, regardless of status, are given the chance to participate. It does not preclude the involvement of non-paid members though, as any non-paid member could request a poll from your polling officer, if their poll is marked as a non-paid member poll.

Another polling method could be the meeting distribution and retrieval method. This is where notification of the polling is given to all members of the group. The polling is run over a few different meeting nights, to allow for everyone to have a chance to come to the meeting. During the meetings, the polls are distributed and collected. Each person receiving a poll must sign for the poll, and should show whether they are a paid member. Each poll should have a spot to show whether it is a paid member filling out the poll.

A third method, and rarely used anymore, is the support petition method. This is a petition written up, and members of the group are asked to sign, showing in the appropriate column their support or objection. This method is often seen as the easiest; however, the resulting hard feelings that may arise are often not worth the speed and ease of the poll. Many people are uncomfortable with any type of polling method that does not offer confidentiality. The second problem with this type of poll is that it is very easy to miss members, and this will cause a problem later on.

It is usually a good idea to preserve the privacy of the polling while maintaining this list. For example, you could place a signature list beside the polling box. When someone drops their poll into the box, they sign their name on the list. You could have a two-part ballot with the actual poll on one part and the signature of the member on the detachable part of the poll. Each ballot must be clearly discernible whether or not this is a paid member's poll or a non-paid member. However you do this, the number of ballots must match the number of SCA members on the polling list. Remember that this is a poll, not a vote and the decision criteria are a consensus, not majority. The wording in Kingdom law and Corpora states that it must not be "substantively opposed." This is different from "substantially," which refers to degree of numbers. Substantive refers to degree of opinion. Strong opposition can exist from

a few people. Don't be afraid to discuss all viewpoints and opinions. Baronies are forever, and taking an extra year to come to a strong, mutually agreeable decision is far better than to rush things through.

When you apply to become a Barony, you must include the names of your recommended candidates for Baron and Baroness, and a written selection proposal for all future Baronial selections. Corpora and Kingdom law do not regulate who can become a Baron or Baroness, except that the candidates must be acceptable to the Crown and not "substantively opposed" by the members of the proposed barony. The group may set its own policy for requirements on the candidates for Baron and Baroness. Again, the polling procedure should be the same as the one used in the elevation of status poll discussed above.

While a Baron or Baroness may hold a local group office, they cannot hold the position of Seneschal, whether at local group or baronial level, nor may they hold the position of Baronial Exchequer. They may hold any other office allowed for in Corpora, including Sovereign and Consort.

To Dissolve a Branch

If your group is no longer functioning as it should be, there are a number of options open to you.

1. Ask outside people to help get your group back on its feet by aiding in demos, events, etc.
2. Do nothing and wait for the Kingdom to dissolve your group through means of suspension or abeyance. This will result in the Board of Directors being asked to dissolve you officially. Your group will be removed from the roster, it will not be allowed to hold events, and all funds must be transferred to the Kingdom. All accounts must be closed, and the group heraldry may become available for other people to use. It may also mean that no one currently in your group may be involved in starting a new group in your area for the next couple of years, depending on why your group was closed.
3. Ask to be dissolved. This will mean that the Board of Directors will be asked to dissolve your group officially. Your group will be removed from the roster and it will not be allowed to hold events. All funds must be transferred to the appropriate Barony or Kingdom and all accounts closed. The group heraldry may become available for others to use. The major difference is that people currently in your group may try again at a later date, if they wish.
4. Only ports/strongholds/colleges may go dormant. These are specific types of local groups located at a military base or educational institution. They also may only go dormant for set periods of time. Dormancy is a set matter, and the Board does not have to approve each dormant period of the group.

In order to ask to be dissolved, the group Seneschal must write a request, accompanied by a petition of support from the paid members of the group to the Baronial Seneschal/KDS. The request must be accompanied by proof of transfer of all funds from the group bank accounts to the kingdom (or, by request of a majority of officers of the disbanding group, the barony or a kingdom sub-fund) and proof that all accounts have been closed. (More information on what constitutes acceptable proof is available from the Kingdom Exchequer.) Your request will be relayed to the Kingdom Seneschal, who will present the request to the Crown and Privy Council. The Kingdom Seneschal shall then inform the Society Seneschal. When the request has been granted, the Kingdom Seneschal shall inform the Baronial Seneschal/KDS, who will then inform the group.

Any group may be dissolved at the request of the Kingdom and/or the Crown for purposes such as failure to report, or a proven inability to maintain a healthy atmosphere, as per the Seneschal's policies. The request for dissolution must be approved by the Privy Council and forwarded to the Society Seneschal and the Board of Directors for approval.

STRUCTURE OF THE SOCIETY

To be a good Seneschal you need an understanding of how the Society as a whole functions.

The Corporation

From the Introduction of the Organizational Handbook:

The Society for Creative Anachronism, Inc. is a non-profit educational organization devoted to the study of the Middle Ages and the Renaissance.

From Articles of Incorporation Amendments, Article II:

This corporation is a non-profit public benefit corporation and is not organized for the private gain of any person. It is organized under the Non-profit Public Benefit Corporation Law for charitable purposes.

Written Rules

Corpora, with the Bylaws and Governing and Policy Decisions, are the written rules of the corporation. These are all conveniently placed together and may be downloaded free from the main SCA website, or obtained from the kingdom seneschal. If you do not already have a copy, get one. As Seneschal, you are responsible for knowing and upholding the rules of the organization.

Corpora covers things such as event requirements, the Board of Directors and corporate offices, types of branches and requirements, requirements for Royalty and the running of Crown and Coronet lists, responsibilities and duties of the territorial barons/esses, Officers of State, peerages and titles of rank. You will find in Corpora answers to many questions people will ask you. You should know the answers, or at least be able to look them up quickly.

Board of Directors

The Directors are ordinary SCA people who serve the SCA in an extraordinary role. The board has no place in the medieval structure of the SCA and its members receive no awards or titles from their service on the board. When conducting board business, members wear modern clothes and address each other by modern names. These measures help keep the board focused on the corporation and overall structure of the SCA, rather than on the particulars of the medieval recreation aspects of the society left to the Kingdoms and corporate officers whenever possible.

Specifically, the Board of Directors is primarily involved with issues such as:

- 1) the direct supervision of the corporate officers,
- 2) the oversight of the Crowns of all the Kingdoms,
- 3) final adjudication of disputes that have not been resolved at Kingdom levels,
- 4) maintenance and revision of Corpora, as necessary,
- 5) establishment and dissolution of branches and changes in boundaries, and
- 6) long-term planning for the Society.

Board members serve overlapping terms, and nominees for consideration are constantly sought. They publish a listing of the people available for consideration as board members in Tournaments Illuminated regularly. Any member of the Society is encouraged to write to the board with recommendations for new nominees or comments about those already on the list. New members of the Board of Directors are chosen by the board from this list with an eye to maintaining a balance of SCA experience, skills and geographical perspective.

The board usually meets quarterly and at least one meeting each year is held away from the Corporate offices in California. If you can attend a board meeting when it meets close to you, you would likely gain much insight into the workings of the Society.

The Board of Directors assigns each Kingdom an ombudsman, a member of the board explicitly not from the Kingdom being served, responsible for representing the Kingdom to the board and the board to the Kingdom. If you have any questions or concerns you would like to address to the Board of Directors, you should send them to the Ealdormerean ombudsman, whose name and address are published each month in the Kingdom newsletter.

The Kingdom

From Corpora (III.C.3)

Kingdoms. *A Kingdom is a sovereign entity within the Society which has the right to select ruling Kings & Queens by combat.*

Among the guiding principles behind the creation and constant process of revision of Corpora is the notion that the corporation wishes to create a framework within which the diverse Kingdoms can develop "personalities" based on various traditions, customs and practices. (As noted in Corpora).

A body of Laws that are overseen by the Crown govern Kingdoms. Kingdoms are administered by Kingdom officers (in Ealdormere, we call these the Officers of State), and commonly do the work of the Kingdom through council meetings with the Crown. (In Ealdormere, we call this the Privy Council). Kingdoms also operate under a set of Operating Policies, which are general policies maintained and administered by the Kingdom Seneschal. These policies are published with the Kingdom laws. Each Officer of State then has a set of Officer Policies, which help to administer that specific office. Kingdom Law and policy are superseded by modern civil and criminal law, By-Laws and Corporate Policies, Corpora, and Society Officers' Policies. Kingdom law and policies, including Officer policies, supersede all local group policies.

The Crown

From Corpora (glossary)

Crown. *The Sovereign and Consort of a Kingdom, acting together.*

One of the honours of the Seneschallate is to serve the Crown well. As a Seneschal of a local branch, you are most likely to have the opportunity to serve the Crown in one of these three ways:

Provide Counsel to the Crown

Occasionally the Crown asks for information or for opinions about some topic. Ask others in your group, and then distil the various views expressed into a letter to the Crown (with a copy to your Baronial Seneschal/KDS.) It is your duty as Seneschal to represent the thoughts, positions and viewpoints of the members you serve to the Crown, and also representing the positions and concerns of the Crown to the people.

Offer Recommendations for Recognition

Watch for gentles who are worthy of recognition for their service to the Crown and to the Kingdom, and recommend worthy individuals to Their Majesties. When you make an award recommendation, give complete information about that person being recommended. For your convenience an award recommendation form is available on the kingdom website, and all the information needed is included

on this form. If you do not have access to the form be sure to include the modern name, full Society name (and gender, if it is not obvious from the name), the exact nature of the service for which you are recommending recognition, a little about their persona (if they have one) and a short list of events the individual is likely to be attending. Anyone has the right to make award recommendations to the crown for any level of award, even if they do not hold that award themselves, and you should encourage your members to do so.

Seek Out Opportunities to Serve

As a courtesy to Their Majesties, see that someone (the Event Steward, or a deputy) is in charge of contacting the Royal Chamberlain or Head of Entourage, who will assist your group in seeing to the comfort of the Royalty, when They are attending an event held by your group. In addition, you may be asked, if there is no more senior warranted Seneschal present at the event, to stand in court as Seneschal for Their Majesties.

The Barony

From Corpora III.C.5

***Baronies.** ...are large branches within and subject to the administration of a Kingdom... baronies possess ceremonial representatives, appointed by the Crown and therefore have the ability to create and administer awards...*

If you are the Seneschal of a barony, you will be working closely with the Baron and/or Baroness of your Barony. The Baron/ess serves as the representative of the Royal Presence in Their Majesties' Baronies, and so ought to be treated with the respect due a personal representative of the Crown.

As an officer of a barony, you should submit copies of your reports to your Baron/ess to help in keeping them informed. As the representative of the Crown, it is the right and responsibility of the Baron and Baroness to be active in the selection of baronial officers and to be concerned for the health and governance of their Barony. Though the Barons and Baronesses do not have the authority to appoint, warrant or remove officers in the barony, they should be actively involved in the process.

You are in a relationship to the Baron/ess similar to the relationship of the Kingdom Seneschal to the Crown. Your working relationship ought to be professional, cordial and co-operative. If you are the Seneschal of a multi-group Barony, you will also be required to act as a superior officer to the local group Seneschals within your Barony. See section entitled "Baronial Seneschal/Deputy of Shires" for a complete list of duties.

Privileges of The Royal Presence

All awards and recognition in the SCA come from the Crown. Thus, territorial barons and baronesses, in their role as representatives of the Crown, may hold baronial courts and make and establish non-armigerous awards. No other branch (excepting a principality) may hold courts, or make or establish awards. Anyone, including the Seneschal, can give someone a thank-you note, but we should not refer to the people who receive such a note as a group. Shires cannot hold courts, even if there is a Court Baron or Baroness present. It is the relationship to the Crown, not the title of Baron/Baroness that represents the Royal Presence in the barony.

WARRANTS AND REQUIREMENTS FOR OFFICERS

A warrant is the acknowledgement by the Corporation that an individual is serving as a representative of the organization. As an officer, you must be a paid member and have access to the Kingdom newsletter at your place of residence. The Kingdom Seneschal and the Crown sign all warrants related to the Seneschal's office.

The Seneschallorum

A roster of all Seneschals is printed each month in the Kingdom newsletter. Publication is not a warrant, as those are issued separately. Please check your name, address and phone number on the Seneschallorum in each month's Kingdom newsletter. If it is not correct, notify your Baronial Seneschal/KDS right away. Baronial Seneschals/KDS should send these corrections to the Clerk of The Roster (in absence of a Clerk of the Roster the corrections will be sent directly to the Kingdom Seneschal), who prepares the list each month for printing in the Kingdom newsletter. Note that the Kingdom Chronicler does not prepare the list, therefore it will not help to send changes directly to the Kingdom Chronicler. Please be patient, and keep in mind that any changes to the Seneschallorum might take two months or more to show up.

Requirements For All Levels Of Seneschals

- 1) No person may remain a Warranted Seneschal in any one group for more than three years without the permission of the Kingdom Seneschal.
- 2) Every Warranted Seneschal must be a paid member of the Society for Creative Anachronism, and receive the Kingdom newsletter at their place of residence.
- 3) Every Warranted Seneschal must retain a current copy of the Certificate of Insurance on file.
- 4) No Warranted Branch Seneschal may reside in the same place of residence as the Exchequer for the same Branch.
- 5) A warrant only lasts for the duration of the reign of the King and Queen who have signed it. The Seneschal will receive confirmation of their warrant with every new warrant roster.
- 6) Only a warranted Seneschal may stand in court, vote in Lawspeaker elections, or sign contracts on behalf of the Society.
- 7) Any Seneschal who fails to report will have their warrant revoked.
- 8) Any Seneschal who has failed to comply with the duties of their office may have the warrant revoked and may be removed from office.
- 9) A Seneschal is responsible for ensuring that, for events held within their group, Autocrat Event Reports and Event Financial Reports are completed on time by event autocrats and submitted to the appropriate officers as per the Ealdormere Administrative Guide for Autocrats.

Kingdom Seneschal

From Corpora VII.B

The Seneschal is the chief administrative officer of the Society for the Kingdom, which includes co-ordinating the other Kingdom officers as required for the smooth operation of the Kingdom and for its relations with outside agencies.

Kingdom Seneschal - The Process

The Kingdom Seneschal will be selected by the Officer Selection Policy of the Kingdom of Ealdormere. It is recommended that the selected candidate has experience in the position of Seneschal, and be knowledgeable about Corpora, Society Policy and Kingdom Law.

Kingdom Seneschal - To Obtain a Warrant

The Kingdom Seneschal is responsible to the Crown and the Society Seneschal, and therefore is warranted by the Crown of Ealdormere and the Society Seneschal.

Kingdom Seneschal - Duties of the Office

- 1) The Kingdom Seneschal must report the state of the Kingdom to the Society Seneschal as required. Copies of the Kingdom Seneschal's reports are provided to Their Majesties and Their Highnesses to keep Them informed of the status and health of Their Realm.
- 2) The Kingdom Seneschal must advise the Crown on the legal implications of any action taken by the Crown which may contravene Society or Kingdom Law, and must provide wise counsel to the Crown as required.
- 3) The Kingdom Seneschal must sign all laws prior to publication in the Kingdom Newsletter in order for them to become Law. The Kingdom Seneschal is responsible for the maintenance and publication of the Kingdom Laws and the Operating Policies (GOP) of Ealdormere, as provided for in the Laws and Seneschal's Policies. The Kingdom Seneschal must make the Kingdom Laws and GOP available every two years to the people of Ealdormere, and have them published and sent to the Kingdom membership every ten years.
- 4) The Seneschal shall review all proposed changes to Kingdom law to determine compliance with the governing documents of the Society. The Seneschal will with due promptness either acknowledge the propriety of the changes by signing them prior to the Crown's enacting them, or shall state any conflicts in writing to the Crown and the Officers of State of the Kingdom. Once law has been enacted, the Seneschal shall ensure that the Society Seneschal and the Board Ombudsman receive current copies, including the Seneschal's opinion regarding apparent conflicts if any.
- 5) The Kingdom Seneschal must sign all legal contracts concerning the Kingdom in order to make them binding or valid.
- 6) The Kingdom Seneschal must be a member of the Finance Committee.
- 7) The Kingdom Seneschal is required to be present at all meetings of the Privy Council. A designated representative may be appointed by the Kingdom Seneschal to attend a Privy Council meeting in unusual circumstances. As the legal representative, no motion or action taken at that meeting may be acted upon, until the Kingdom Seneschal has reviewed the minutes of the Privy Council Meeting and determined the legality of any such actions or motions.
- 8) The Kingdom Seneschal is responsible for the creation and distribution of the Agenda for all Privy Council meetings. The Kingdom Seneschal is responsible for the taking, publication and distribution of the minutes of the Privy Council meetings.
- 9) The Kingdom Seneschal is responsible for ensuring the appropriate Kingdom Officer promptly answers all correspondence to the Privy Council.
- 10) The Kingdom Seneschal must approve of all other appointments to the Seneschallate and must maintain the Warrant roster of the Seneschals of Ealdormere.
- 11) The Kingdom Seneschal is responsible for the maintenance of the Seneschallorum in the Kingdom newsletter and may appoint a deputy to fulfil this duty.
- 12) The Kingdom Seneschal is required to appoint a Deputy Seneschal for the explicit purpose of taking over should the Kingdom Seneschal be unable to complete his/her term. This deputy must be acceptable to the Crown and able to replace the Kingdom Seneschal as soon as possible in the event that it is required.
- 13) The Kingdom Seneschal is responsible for the appointment and/or removal of all Deputies to the Office of the Seneschal. The only deputy that must be ratified and accepted by the Crown upon appointment is the replacement Deputy. The Crown may choose not to accept the Warrant Roster for any person placed upon it, including Deputies.
- 14) The Kingdom Seneschal must meet with the members of the Seneschallate at least once per year, or more frequently at the discretion of the Kingdom Seneschal.
- 15) The Kingdom Seneschal is required to keep his/her deputies, and the Seneschallate informed of any changes to Society and/or Kingdom Law or Policy.
- 16) The Kingdom Seneschal solicits and collects bids for Kingdom events, for consideration and award by the Crown in consultation with Privy Council.
- 17) The Kingdom Seneschal is responsible for the maintenance of the Kingdom Calendar of Events and may appoint a deputy to fulfil this duty.

- 18) The Kingdom Seneschal confirms that all entrants (combatants and those who inspire them) fulfil the eligibility requirements of Corpora, Kingdom Law and Policies, before each Crown Tournament and advises the Crown.
- 19) The Kingdom Seneschal shall present each request for advancement in status to the Crown and Privy Council for consultation, after following the procedures described in the Seneschal's Policies.
- 20) The Kingdom Seneschal initiates and administers the election for the appointment and removal of the Lawspeaker, as per the Seneschals Policies.
- 21) The Kingdom Seneschal oversees and administers the Court of Chivalry as per the General Operating Policies and the Seneschal's Policies
- 22) The Kingdom Seneschal maintains the Seneschal's Policies.

Kingdom Seneschal - Deputies

The deputies of the Kingdom Seneschal may include, but are not limited to:

Council Secretary - responsible for minutes of council meetings

Chatelaine - responsible for helping new and prospective members of the SCA.

Calendar Secretary - responsible for maintaining the Kingdom calendar of events.

Kingdom Media Deputy – responsible for assisting groups with dealing with the modern world media and monitoring media coverage of the SCA within the kingdom

Kingdom Information Officer - responsible for distribution of published materials.

Deputy for Children's Activities - responsible for the organization of Children's activities.

Clerk of the Roster - responsible for maintaining and publishing contact information for the Seneschals and all Kingdom officers.

Replacement Deputy – must be acceptable to the Crown, responsible for taking over if the Seneschal cannot complete his/her term.

Lawspeaker - see Lawspeaker section below.

Lawspeaker

From Laws of Ealdormere, Article IX-100 and IX-101:

The Lawspeaker shall be an experienced member of the Society who commands the respect of the subjects of Ealdormere. This person shall possess the capacity to mediate, arbitrate and provide counsel. The Lawspeaker will act as a mediator and ombudsman and as a counsellor to the Crown. The Lawspeaker will stand as a deputy to the Kingdom Seneschal and will be appointed, and removed from office, as detailed in these laws.

Due to the nature of the work required of the Lawspeaker, the position of Lawspeaker will be a warranted deputy of the Kingdom Seneschal, for the purposes of Legal and Insurance coverage. This warrant is to be enacted by the Crown, and Kingdom Seneschal when the Lawspeaker takes office, to be renewed for the entire term of office of the Lawspeaker. The only process by which this warrant can be revoked is outlined in section IX-600 of Kingdom Law. It is hereby noted that while the Lawspeaker is a warranted deputy of the Kingdom Seneschal, the Lawspeaker is not a Seneschal and does not report to the Kingdom Seneschal, nor does the Kingdom Seneschal have any influence on the Office of Lawspeaker. The Lawspeaker stands outside the formal reporting structure of the Kingdom, the better to act as a mediator, ombudsman and councilor to the Crown and people of Ealdormere.

Lawspeaker - The Process

Nominations for the position will be solicited in the Kingdom Newsletter and submitted in writing to the Kingdom Seneschal. No Sovereign, Consort, Heirs to the Crown, Territorial Baron or Baroness, Kingdom Officer or member of the Seneschallate may be nominated for the position of Lawspeaker. Those people receiving nominations from twelve armigerous subjects of Ealdormere who are confirmed by either the outgoing Lawspeaker or a member of the Royal Family will be approached privately by the Seneschal and asked if they accept the nomination. Upon acceptance of the nomination, The Kingdom Seneschal will declare that person a candidate for the position.

If there is only one nominee that person will be acclaimed as Lawspeaker. In the event there are two or more candidates, the Kingdom Seneschal will call an election and the names of the candidates will be made public. All warranted branch Seneschals of Ealdormere will be allowed one vote that will reflect the wishes of their branch. The candidate receiving the most votes will be declared Lawspeaker.

Lawspeaker - Duties of the Office

The Duties of the Lawspeaker are covered in Article IX-800 of Kingdom Law.

Baronial Seneschal/Deputy For Shires

The Baronial Seneschals are the direct representatives of the Kingdom Seneschal in their baronies, as is the KDS for all of the shires. They provide a source of assistance and information for the groups in their area. As well, they provide a voice for the local branch to the Kingdom Seneschal. Baronial Seneschals or the Kingdom Deputy for Shires (KDS) are responsible for encouraging and supporting new groups (and also the old), ensuring smooth transitions in local Seneschal offices, providing information about Kingdom procedures, copies of forms (including the insurance letter) and a listening ear when needed. You can find their names, addresses and telephone numbers in the Seneschallorum in each month's Kingdom newsletter.

Baronial Seneschal - The Process

The selection of the Baronial Seneschal will occur in a manner decided upon by the Baron/ess of the Barony, in conjunction with the people of the Barony. Once the Barony has chosen a successful candidate, the candidate's name will be forwarded to the Kingdom Seneschal. The Kingdom Seneschal will then convey acceptance or denial of the appointment to the Baron/ess who will inform the selected candidate of the result. The selected candidate will be an Acting Seneschal until he or she receives confirmation of the Warrant from the Kingdom Seneschal.

Baronial Seneschal - To Obtain a Warrant

The Kingdom Seneschal, at their discretion, will place the Baronial Seneschal's name on the Warrant roster to be signed by the Crown.

Baronial Seneschal - Duties of the Office

- 1) The Baronial Seneschals must report to the Kingdom Seneschal as required, incorporating information from the reports submitted to them by the canton seneschals. The schedule of reporting will be determined by the Kingdom Seneschal.
- 2) It is the duty of each Baronial Seneschal to remain informed on the state of each local group, and to monitor and aid each incipient group in the Barony. The Baronial Seneschals will be expected to write recommendations for advancement of status, and acceptance of Seneschal candidates for the local groups.
- 3) The Baronial Seneschals' reports must include an assessment of the state of each local group within their Barony, and the state of their Barony as a whole.
- 4) The Baronial Seneschals will keep and distribute forms for the general running of the groups. This should include the forms for advancement, reports, event sponsorship, waivers, as well as a list of contacts for the other officers and a list of what forms other offices require.
- 5) The Baronial Seneschal will check advancement packages, make and co-ordinate recommendations with the other baronial offices and then present the completed package to the Kingdom Seneschal for approval of the Crown and Officers of State.
- 6) The Baronial Seneschal will be required to keep a complete roster of all Seneschals in their Barony, and to convey this roster, with all recommendations for Warrant Status to the Kingdom Seneschal one month before Crown Tourney. In the interim, contact information changes for the Seneschals in their area may be forwarded to the Clerk of the Roster.
- 7) All duties and responsibilities listed for Local Seneschals also apply to Baronial Seneschals.

Deputy for Shires - The Process

- 1) Each shire has a say in the selection of the Deputy for Shires; therefore, each shire should chose a means to express their opinion. Acceptable means would include the voice of the Shire Seneschal, a vote by the members of the Shire, or by a committee of the Shire's officers.
- 2) The Kingdom Seneschal will solicit applications for the position from the members of the Shires. All applications will be presented to the Seneschals of the Shires. Each Shire will make their recommendation for the position based on the applications received.
- 3) Keeping the recommendation of all of the Shires in mind, the Kingdom Seneschal will then chose the successful applicant from all of the applications.

Deputy for Shires - To Obtain A Warrant

The Kingdom Seneschal, at their discretion, will place the Deputy for Shires on the Warrant Roster to be signed by the Crown.

Deputy for Shires - Duties of the Office

- 1) The Deputy for Shires must report to the Kingdom Seneschal as required, incorporating information from the reports submitted to them by the shire seneschals. The schedule of reporting will be determined by the Kingdom Seneschal.
- 2) The Deputy of Shires will act as a liaison for the Shires to the Kingdom Seneschal's Office.
- 3) The Deputy of Shires will keep and distribute forms for the general running of the Seneschallate. This package should include the forms for advancement, reports, event sponsorship, waivers, as well as a list of contacts for the other officers and a list of what forms other offices require.
- 4) The Deputy of Shires is required to monitor and aid in the development and advancement of all incipient Shires.
- 5) Upon the request for advancement to full status from an Incipient group, the Deputy of Shires will check the advancement package, and forward the request with a letter of recommendation to the Kingdom Seneschal.
- 6) The Deputy of Shires will forward contact information changes for the Seneschals of the shires to the Clerk of the Roster for the Seneschallorum.
- 7) The Deputy of Shires is primarily a monitoring and reporting Deputy, and does not have all of the same responsibilities and duties as a Baronial Seneschal. The Kingdom Seneschal will make all decisions regarding Shires, with the input of the Deputy of Shires.

Local Branch Seneschals

The local Seneschals carry out the responsibilities of the seneschallate for a local group such as a canton or shire. They provide a source of assistance and information for their group, and report either to the applicable Baronial Seneschal or the Kingdom Deputy for Shires.

Local Seneschal - The Process

The selected candidate must have the support of the group, and be chosen by whichever means the local group uses to select their officers.

The request to become a Seneschal for a canton must be sent, via a change of officer form, to the Baronial Seneschal or Kingdom Deputy for Shires for his/her acceptance. The Baronial Seneschal/KDS must forward the request, with his/her recommendation on to the Kingdom Seneschal. The Kingdom Seneschal will then convey acceptance or denial of the appointment to the Baronial Seneschal/KDS, who will inform the selected candidate of the result. The selected candidate will be an Acting Seneschal until such time as he or she receives confirmation of the Warrant from the Kingdom Seneschal, via the Baronial Seneschal/KDS.

Local Seneschal -To Obtain A Warrant

It is the decision of the Kingdom Seneschal as to whether or not the acting Seneschal will be placed on the next Warrant list. The King and Queen at each Crown Tourney will sign the Warrant list. The Kingdom Seneschal will take the recommendation of the Baronial Seneschal, if applicable, into consideration when compiling the Warrant roster.

Local Seneschal -Duties of the Office

- 1) The Seneschal shall ensure that the people of the group are offered a fair and equitable means of communication concerning group activities, vacant officer positions, upcoming events, changes to Kingdom and Society Law, and/or any activity or event which will effect the people of the group. This may be accomplished by, but is not limited to, regularly scheduled meetings of the group, where the date, time and place are made known to all members of the group. Newsletters, phone communication, etc., may also be used, particularly in widespread groups where well-attended regular meetings are not possible. All people who actively participate in the group must be kept informed, regardless of membership status.
- 2) The Seneschal should compile, and keep current, a complete roster of the participants in the group, including SCA name, modern name, address, phone number and Membership status (and number, if applicable). This duty may be allocated to another member of the group, but all changes to the roster must be cleared through the Seneschal's Office.
- 3) The Seneschal shall oversee the selection of group officers as laid out by the officer selection policy followed by the members of the group.
- 4) The Seneschal shall ensure that all required officer positions remain filled, and to monitor the group officers to ensure that Corpora and Kingdom Law are met.
- 5) The Seneschal shall write reports as required by the Kingdom Seneschal, the Baronial Seneschal and/or Deputy of Shires as applicable. These reports must follow the format laid out by the Kingdom Seneschal for each reporting period.
- 6) The Seneschal should advise the group members on the legalities of activities and functions.
- 7) The Seneschal should aid any group member in seeking information regarding the structure of the society and its laws.
- 8) The Seneschal shall keep the Baronial Seneschal/Deputy of Shires advised on the health and welfare of the group on a regular basis.
- 9) The Seneschal should attend Seneschal meetings as required by the Kingdom Seneschal.
- 10) The Seneschal shall solicit the majority opinion of the group members when voting in any electoral procedure on behalf of the group as required by Kingdom Law (i.e. Lawspeaker appointment)
- 11) The Seneschal shall advise the Kingdom Seneschal of any and all activities that violate Corpora or Kingdom Law within 48 hours of the occurrence, or within 48 hours of the Seneschal becoming aware of the incident.
- 12) The Seneschal shall act as a member of a finance committee, as required by Society policy, when dealing with financial decisions.
- 13) The Seneschal shall sign the Exchequer's reports signifying that they have read, understood, **and** agree with the contents of the group's financial report.
- 14) The Seneschal shall sign all contracts and official documents as needed for the smooth operation of the group, according to Canadian and Ontario Law, Corpora and the Bylaws, Society Policy, Kingdom Law, and/or Baronial procedure (if in a Barony), and your group's customs. No contract is valid unless signed by a warranted Seneschal.

Selecting Your Successor

Please give your branch as much notice as possible of when you intend to step down. Your successor should be chosen by the traditional method used by your group. The group as a whole can change their officer selection process at any time.

As soon as your successor has been selected, begin the changeover process by submitting a Change of Officer form to both the Baronial Seneschal/KDS and to the Kingdom Seneschal. There is a space on the form to list the effective date for the change, so don't worry about submitting the form too early.

REPORTING

The Society establishes local branches to serve its members in that area. In order to maintain the non-profit status of the Society, reports detailing the activities of all groups must be provided to the Society Officers. The local officer is responsible for the well being of the group, so it is necessary to maintain regular meaningful contact with your superior officer.

Your reports should be more than just a counting of meetings or arts and sciences projects, or of heraldic submissions - they should be an honest appraisal of the health of your area among the people you have agreed to serve. It is important to give an account of the number of members who regularly attend your meetings, but it is even more important to assess the nature of their participation in the Society.

Send your reports to your Baronial Seneschal or KDS, keeping a copy for your files. They are accountable for knowing what is going on in their area. You are required to be in verbal contact with your immediate superior on a regular basis. Written, formal, reports are required twice per year, a mid-year report in July and a full-year report in December (called the Domesday Report).

Under no circumstance should any report of any Seneschal be delayed because someone else's report has not been received. Even if you do not have the subsidiary reports in front of you, as Seneschal you ought to know enough about what is happening in the group to fashion a report. The Kingdom Seneschal establishes all report deadlines in the Seneschals Policies.

Branches who fail to submit a complete report on time risk being placed in suspension. (Branches who fail to submit a timely report to the office of the Exchequer will be placed into abeyance). In both cases, the branch will be unable to host events, and may not disburse checks from SCA accounts. It is important you do not neglect these reports.

Domesday Report

Domesday information packets are usually sent out during the early part of November. If you have not received the packet by December 1, contact your Baronial Seneschal/KDS to receive a copy. Please don't wait until you receive your packet to start gathering information. The report will usually require a count of various types of membership in your branch and a general account of your group's activities for the year.

Mid-Year Report

Reporting information packets are usually sent out during the early part of May. If you have not received the packet by June 1, contact your Baronial Seneschal/KDS to receive a copy. Although this will be a much less comprehensive report than the Domesday, please don't wait until you receive your packet to start gathering information.

Other Officers' Reports

Other group officers will report to their Baronial and Kingdom superiors. As local Seneschal you will need copies of their reports so that you can properly report on the group's activities to your superiors. By Kingdom law, all local officers must provide the local Seneschal with a copy of their report. The Seneschal is responsible for the group overall, therefore if one of the officers is not fulfilling their duties, it is your responsibility to initiate the process to find a replacement. For some offices (i.e. exchequer) it may be your responsibility to file an emergency report. Hopefully there will be a deputy who can do this for you, or perhaps a Baronial officer can help. Knowing the reporting schedule of the other officers is a great aid in monitoring how well your group is fulfilling its requirements.

In some cases, if a group office is vacant, such as chatelaine or marshal, you are required to complete a brief report and submit it to the kingdom or baronial officer responsible for that area. Even if you do not have any of those activities going on, you will need to submit a NIL ("no activity") report. Also, if your group has had media coverage, you will need to submit a report to the Kingdom Media Deputy.

MEETINGS, EVENTS AND FUNCTIONS

Meetings, Members and Attendees

Branch requirements, laws and fees

When someone becomes a member of the Society for Creative Anachronism, they send their application (and dues) to the Registrar at the corporate offices. Categories of membership, dues amounts and requirements for joining are all set by the Board of Directors. When you became a member you received the right to walk into any branch meeting of the Society anywhere in the world and experience the same level of service that every other member in attendance receives.

Local branches cannot establish sets of requirements or laws that are binding on the SCA members. Local policies that are agreed upon by the membership can be written down, but unlike by-laws, these are not binding if members of the branch decide to do something different the next time. Local branches cannot establish fees or dues for participating, though they can collect fees for use of facilities (collecting a fee from each fighter to pay for renting an indoor fighting site, for example).

Non - members who attend

The SCA, in an attempt to make it easy for people to enjoy the marvels of the Current Middle Ages, welcomes anyone to attend any branch meeting, whenever they choose. We do not limit non-members to a certain number of "free" meetings, and we never prevent attendance and participation on the part of those who have not yet joined.

The meeting place

No SCA meetings may be closed to paid members of the SCA, whether or not they are from your local group, therefore the meeting must be held in a place that is open to any member who wishes to attend. Similarly all paid members must be allowed to address your group at your meetings.

If you want people to attend branch meetings, it makes sense to make the branch meetings easy to attend. It is more likely that new people will attend meetings in a public place, for example, than in the home of a stranger. While you are at it, check out the physical obstacles: stairs, closed doors and dim lighting will all make it more difficult for people to come into the meeting. Most public places will be better suited to meet these needs than will private homes.

Events and Functions

From Corpora II.A.

The term "Society event" refers to tournaments, feasts and other activities whereby participants can display the results of their researches into period culture and technology in an environment which evokes the atmosphere of the Middle Ages and Renaissance. It also refers to educational activities involving either one - time classes or ongoing university organizations, and meetings where participants share skills or discuss the business of the group. All Society events must be sponsored by branches of the Society, registered with the Seneschal of the sponsoring branch and publicised at least to the membership of that branch, and conducted according to Society rules.

For purposes of this policy, the following definitions will apply to the following terms:

Events are tournaments, feasts, etc. as per Corpora that are organized by a local branch for the participation of the general membership of the SCA.

Functions are business meetings, demos, practices, classes, etc. that are organized by a local branch and directed towards the members of that same branch.

Rules of the Society include but are not limited to a reasonable attempt to wear clothing appropriate to the Middle Ages, accordance with all modern laws and chivalrous and courteous behaviour.

Functions

Business meetings, demos, practices of any of the martial activities, etc. must be advertised to the members of the group holding the function. Announcing the function at a group meeting, publishing it in the group newsletter, calling the members of the group, all count as advertising to the local members. If it is a Canton function, then it must be announced to the members of the Canton, if it is a Baronial function, it must be announced to the members of the Barony, etc. Regular, repeating functions have to have been announced as being regular and repeating.

For all functions, the insurance is in effect once the function has been announced to the members of the branch and the function has been registered with the branch's warranted seneschal.

Events

For the purposes of this policy, there are two types of events, *published* and *unpublished*. Events which are only listed on the Kingdom Event Calendar are considered to be *unpublished*.

To be considered a *published* event, a full advertisement must be published in advance in the Tidings. In exceptional circumstances, a full event flyer may be mailed out to all Tidings subscribers (in lieu of the Tidings advertisement) to have the event be considered *published*.

As per Corpora, Article II.C, formal actions and announcements with long-term impact on the Society may occur only at events for which a full announcement including date, time, and place has been published in advance in the Tidings. These actions include Crown Tournaments, Coronations and Investitures, appointment of kingdom officers, presentation of awards and titles, proclamation of law, and the establishment or advancement of branches.

Official Royal and Baronial courts may only be held at published events. Unofficial courts may be held at unpublished events, but any business conducted or awards given will have to be announced again later in an official court at a published event.

Deputy officers and local or baronial officers do not need be appointed at published events, but may be if Their Majesties (or Their Excellencies) so choose.

For all events, the SCA insurance is in effect once the event has been listed on the Kingdom Calendar and the event has been registered with the branch's warranted seneschal.

Sponsoring Events

The Seneschal is the only legal representative of a group within the SCA, and as such the Seneschal is the ONLY person with authority to sign contracts on behalf of the SCA group. This includes contracts for event sites, special occasion permit applications, rental agreements and any other legal documents.

When a group is recognised by the corporation as a full-status branch, it is granted the right to host an event, subject to the regulations of the organization. A group that is not full status may host an event only if they are under the sponsorship of a full-status branch. A sponsorship form can be found in Appendix B of this handbook.

As Seneschal, when your full-status branch sponsors an event, you are assuming responsibility for what happens. Sponsorship is not simply your permission for someone to hold an event, it is your agreement to accept responsibility for the proper conduct of the event. If something goes wrong, if someone gets hurt, if someone complains that the rules were not followed correctly, your Baronial Seneschal, the Kingdom Seneschal and possibly the Society Seneschal will be calling you.

Insurance Information

Group seneschals will receive a copy of the current proof of insurance certificate from the Kingdom Seneschal each January. This certificate should be kept in the group files until needed, and should be thrown out once the new certificate arrives the next year.

For all functions, the insurance is in effect once the function has been announced to the members of the branch and the function has been registered with the branch's warranted seneschal. For all events, the SCA insurance is in effect once the event has been listed on the Kingdom Calendar and the event has been registered with the branch's warranted seneschal.

Every event or function that has been properly listed on the Kingdom Calendar or announced to the branch members (as described previously) and registered with the branch's warranted seneschal is automatically covered by insurance. Please note that this insurance covers only the property of non-members and third party liability. If you have any questions about insurance, contact the Kingdom Seneschal for more information. If you have special insurance needs, you should gather all the pertinent information, including names, addresses and phone numbers of contact people for the site in question, and call the Kingdom Seneschal who will advise you of the appropriate procedures to follow.

Administrative Guide for Autocrats

A separate document has been prepared that outlines the requirements and responsibilities for running an event. This document is available on the Kingdom Website, from the Seneschals' YahooGroup Files Section or from the Baronial Seneschal/KDS or the Kingdom Seneschal if you do not already have a copy.

It is an important resource for autocrats, potential autocrats and group seneschals. It also contains all of the forms and instructions a group would need in order to hold an event and meet all of the administrative and reporting requirements. Please read the document carefully, and if you have questions ask the Baronial Seneschal/KDS or the Kingdom Seneschal for more information.

Events on Private Property

SCA events held on private property are still responsible for following all SCA policies, regulations, laws, guidelines, etc. as well as all modern era laws and by-laws. They must be treated in the same fashion as any other event of a similar nature. The fact that the site is owned by a private individual makes absolutely no difference in how the event should be run, or to how the reporting should be conducted.

This especially includes areas such as waivers, the Non-Member Surcharge, the attendance of minors at the event and the serving of alcohol. The same rules apply for these areas even if the event is held on private property. The site owner may not bypass or violate these rules nor permit or encourage the event staff or event attendees to bypass or violate them.

In addition, groups should be reminded that site owners may not be responsible for the gate at SCA events held on their property. They may supervise the process, but may not handle the cash or other financial arrangements at the gate.

This policy applies to all event sites owned by private individuals, regardless of their SCA membership or participation or lack thereof.

Events not following the above may have their SCA sanction pulled and will thus no longer be considered to be SCA events, and as such they would not be covered by SCA insurance nor would any official SCA business, combat activities, etc. be able to be conducted. In addition, the host SCA group and the individuals running the event may be subject to administrative penalties or sanctions, depending on the severity of the violation.

Waiver Policy

According to SCA policy, any person attending any SCA event or participating in fighting activities at a practice (including Chirurgeons, Marshals, Heralds, and Water Bearers), must either be a paid member of the SCA with proof of membership (a blue card), or must sign a waiver to gain admittance to the event.

You must use the waiver forms that have been provided by the SCA Corporate Offices. These are available on the main SCA website, or through any seneschal. They are also included in the Ealdormere Administrative Guide for Autocrats. If you are not sure which forms to use, please contact your baronial seneschal (if applicable) or the Kingdom Seneschal.

An event, for purposes of this policy only, is any SCA activity announced in the branch, Kingdom, or Principality newsletter, or at which any type of combat-related activities will occur. Business meetings, demos where there are no combat-related activities, guild meetings, dance practices, and the like are not included in the waiver policies. If there is doubt as to whether or not a specific function falls under this policy, please contact the Kingdom Seneschal for a ruling.

SCA members who do not have their 'blue cards' with them, or who have a non-blue membership card, indicating that there is no signed waiver on file for them in the SCA Corporate Office, must sign a waiver to attend an event or participate in fighting activities at a fighter practice.

Any minor attending an SCA event must have a Minor Waiver completed and signed by their parent/legal guardian. (Minors with blue cards indicating a signed waiver is on file in Milpitas are treated the same as adult blue-card attendees with regard to waivers.) Roster waivers are not acceptable for use with minors.

Additional sign-in or attendance sheets are not required, however if your group chooses to use them they become a part of the waiver package that must be sent to the Kingdom Waiver Deputy.

Waivers will be collected and sent to the Kingdom Waivers Deputy Seneschal for storage in a timely fashion. Waivers should be separated by function (event) and each grouping clearly labelled with the following information: name of the branch / name of the function (event) / date of the function.

Attendance of Minors at SCA Functions and Events

In general, minors (under 18) must be accompanied by a parent or legal guardian in order to attend SCA events. With the parents' permission, minors may accompany a designated guardian to an event, if they have with them signed minor waivers, minor medical waivers and a permission letter from the parents. While unaccompanied minors (e.g. older teens) may attend SCA meetings, A&S nights, practices, or other functions in any public venue, they absolutely may not attend any function held in a private residence without a parent or legal guardian present. For functions in public venues, it is recommended that a parent or guardian attends at least one meeting to meet the group and discuss the nature and format of the SCA.

Remember that Society-level Policy states that all organized SCA youth activities must be supervised by minimum of two unrelated adults at all times. This does not relieve parents or guardians of their primary responsibility for the welfare and behavior of their children, however, and groups are encouraged to organize activities that will involve both parents and children. Groups are also within their rights to establish and clearly post "sight and sound" rules for their events and functions, where children under 12 years of age must be within sight and sound of a responsible parent or guardian at all times.

Please see Appendix B for the full text of this policy.

Removal Of Sanction

If the rules of the Society or modern laws are being broken, the corporation no longer can accept responsibility for what is happening. The corporation has neither the resources nor the desire to compel groups of people to act in certain ways, but the corporation has the right to cease participation in the actions of individuals or groups who no longer choose to follow the guidelines.

When every other avenue for resolution of the problem has been exhausted, the ranking Seneschal (or marshal) should follow the procedures for Removal of Sanction as described in the Addendum and Policy Manual for the Seneschal's Office of the Kingdom of Ealdormere and Corpora. Fully document the situation immediately and collect signed statements from all the people who unsuccessfully attempted to resolve the problem. Telephone your Baronial Seneschal and Kingdom Seneschal immediately. Be prepared to testify before the Crown, Kingdom Seneschal, Society Seneschal and/or the Board of Directors. It is important to realize the necessity for a measure of last resort, but it is also important to realize the severity of invoking it. To date, no event in Ealdormere has suffered the removal of sanction.

DISPUTE RESOLUTION PROCESS

What if I have a problem?

The Kingdom of Ealdormere has set up a dispute resolution process that any member of the Kingdom may use. If members of your group are having a particular problem that does not relate to legal or policy issues, refer them on the following basis:

Advise any party to approach the other party in the dispute and discuss the problem. Everyone has the right to know when someone else has a problem with them or their actions, and have the right to be allowed to address those problems. Any dispute brought to any other party prior to self-mediation between the two parties, will be referred back for self-mediation.

Should the two parties be unable to resolve the dispute, their next step is to approach the Baron and Baroness if they reside in a Barony. If one or both of the parties reside in a Shire, then they can skip to the next step of the dispute resolution process. The Baron and Baroness will try to mediate any disputes. Should one or both of the parties find the resolution unacceptable, they may proceed to the next step.

Should the dispute remain unresolved, one or both of the parties may petition the Lawspeaker for mediation. The Lawspeaker will try to mediate the dispute and find a reasonable and acceptable solution. Should one or both parties find the resolution unacceptable, they may petition the Lawspeaker to begin the process of the Courts of Justice, as laid out in the General Operating policies for the Kingdom of Ealdormere. The step of petitioning for Court of Justice should not be taken lightly and should only be undertaken under the gravest situations and as a last resort.

At no time should a local Seneschal become involved in mediating personal disputes within a group.

Legal or Policy Issue Disputes

If you or members of your group, can not solve a legal or policy issue by means of Corpora, Kingdom law or policies (or if you are directly involved in the dispute), then you may refer the matter to your Baronial Seneschal/KDS. If they are unable to resolve the issue, they will refer the matter to the Kingdom Seneschal. If the Kingdom Seneschal is unable to resolve the issue, he/she will refer the matter to the Society Seneschal. If your issue is with your Baronial Seneschal/KDS, you must discuss it with them prior to sending it to the Kingdom Seneschal.

If a question arises concerning the duties, limitations and responsibilities of the Seneschal by members of the group, then it must be referred to the superior officer, and not handled by the Seneschal involved.

The reason for this policy is that all Seneschals must be seen as impartial administrative officers. The Seneschal is not a unilateral decision or policy maker. You are here to help guide your group through the administrative and reporting obligations, to help motivate the group and to guide them towards operating as a healthy unit in the Society. In order to maintain that impartiality, you should not involve yourself in personal disputes or group dynamics that are negative in nature.

It is also very important to follow the appropriate steps in the dispute resolution process. It is best if the dispute can be resolved at the initial levels such as with a local or baronial seneschal, rather than escalating it up the chain of command. At no time should levels be skipped as a dispute is passed up the chain of command, unless that particular individual is directly involved in the dispute.

THE MODERN WORLD

Contracts

Article VIII.A of the SCA's By-Laws gives the President the authority to sign contracts and to delegate that authority to others. The President delegates it to the Society Seneschal's line of officers, the Seneschallate.

Seneschals are responsible for signing any and all contracts on behalf of their group and the SCA. For sites where the signing authority must be a member of the organization (i.e. Legions, Lions' Clubs, Curling Clubs, etc.) in order to lease the site or benefit from special pricing, the member may sign the contract on behalf of the group but the contract must be previewed and initialled by the seneschal first.

No Seneschal may sign a contract binding any other group. You may also not sign any contract that contains performance clauses (i.e. an additional fee for hotel conference space if less than a certain number of SCA attendees book rooms in the hotel) unless your group has enough uncommitted funds in your bank account to cover the full cost of those performance clauses.

Before you sign anything on behalf of the SCA, be sure you read it completely, understand it and will receive a copy. A copy of any contract must be included with the Event Reports.

Politics

From Articles of Incorporation IV:

No substantial part of the activities of this corporation shall consist of the carrying on of propaganda or otherwise attempting to influence legislation, nor shall this corporation participate in or intervene in (including the publishing or distributing of statements) any political campaign on behalf of (or in opposition to) any candidate for public office.

In short, if it seems directed at influencing political action, i.e: to pass a local bylaw or to influence a vote in a parliamentary election, don't involve the SCA.

Religion and magic

From Corpora II.F:

Having no wish to recreate the religious conflicts of the period under study, the Society for Creative Anachronism, Incorporated, shall neither establish nor prohibit any system of belief among its members. No one shall perform any religious or magical ceremony at a Society event (or in association with the name of the Society) in such a way as to imply that the ceremony is authorised, sponsored or promulgated by the Society or to force anyone at a Society event, by direct or indirect pressure, to observe or join the ceremony. However, this provision is in no way intended to discourage the study of historical belief systems and their effects on the development of Western culture.

Except as provided herein, neither the Society nor any member acting in its name or that of any of its parts shall interfere with any person's lawful ceremonies nor shall any member discriminate against another upon grounds related to either system of belief.

To understand where the lines are in terms of religion in the Society you should begin by considering the difference between study and practice. Studying (or even performing) a 10th century Gregorian Chant, 14th century Muslim blessing or 8th century Casting of the Bones are different things than offering a 20th century prayer, blessing or fortune telling. If you are trying to accomplish something other than demonstration of the archaic (e.g. improve someone's life, invoke supernatural assistance or give advice about what might happen) you have strayed from study to practice.

Demos and public works

Demonstrations are an important part of the SCA, allowing us to attract new members, effectively showing what the SCA is all about, as well as performing an educational function, teaching people what the Middle Ages were really like. Demos are a primary source of new members for many branches. The way in which your branch portrays itself in demos will directly affect the type of people who will join your group. Take care that your demos represent who you are as a branch and what you would like to become.

Excellent information about holding effective demos, including the SCA's official policies and many useful handouts, can be found on the Society Chatelaine's webpage (via the main SCA webpage). You may also get assistance and support from the Kingdom Chatelaine.

The local SCA branch should be a constructive part of the modern community. As an organization, we benefit from many of the services and resources provided by the community. It makes sense then that we give back something to our community. Community service is not a chore, but an opportunity. Possibilities for good sites for events can sometimes be discovered, or created, through community service. New members can often be found through the exposure that frequently accompanies community service. Yet it is important to realise that we have a particular focus as an organization. Community service ought to be offered but if we can find creative ways to serve the community while enhancing our participation in the Current Middle Ages, we can enjoy the best of both worlds. Service can be fun if we strive for medieval instead of a modern feel.

Dealing with the Media

The official position of the SCA on media relations is primarily a reactive one, which aims to show the SCA in a positive light in any media stories. The goal is to demonstrate that the SCA is an ordinary hobby, just like belonging to a sports or craft club. When dealing with the media, please let that be your guiding philosophy. If in doubt (for example, when contacting a local newspaper to promote an upcoming activity), please contact the Kingdom Media Relations officer for advice and copies of the appropriate press releases and other documents. There is also an official SCA Media Relations policy that you need to be aware of, and the Kingdom Media Relations officer can assist you with locating and understanding that policy. Your local chatelaine, and the newcomers' section of the main SCA webpage, can provide helpful language for introducing non-members to the SCA.

If you are contacted by the media, particularly about a potentially negative story, contact the Kingdom Media Relations officer immediately and provide them with all the factual information they need to respond. This may seem paranoid, but there are certain TV shows, for example, with which no one is to have contact except through the Society Seneschal because of their past history of trying to get individual groups to participate in shows that could portray the Society very negatively. There are also issues of permissions and personal privacy for SCA members that need to be dealt with according to Society policies. This method for dealing with the media has been set up in part because how our hobby is perceived can have serious consequences for other aspects of our lives.

Please provide copies of all local media stories involving the SCA to the Kingdom Media Relations officer. Ideally, you should provide them as they appear. At a minimum, they should be provided as part of your regular reporting cycle.

APPENDIX A - OFFICERS

Here is a brief description, in alphabetical order, of some of the main offices for a group in the SCA. Groups do not have to fill all of these offices. See the section on Group Requirements for specific information as to which offices must be filled at which types of branches.

All officers are expected (at a minimum) to maintain their SCA membership throughout their term of office, participate at the group level and to follow reporting practices to the group Seneschal and to their superiors at the kingdom and/or baronial levels. Some offices may have additional requirements. Contact the relevant kingdom officer for more specifics on a particular office.

Chatelaine - The Chatelaine is responsible for greeting new people, introducing them to the group and helping them assimilate into the SCA. The Chatelaine may also be responsible for organizing and coordinating public demos on behalf of the group.

Chirurgion - Chirurgions provide voluntary first aid at events. Members of the Chirurgionate must be certified in the modern world in first aid, and are usually available at events to provide first aid for minor injuries. Due to the nature of the office, it is not a required one for local groups, and chirurgions are usually warranted on a kingdom-wide basis.

Chronicler - The Chronicler is responsible for publishing the group's newsletter, which can range from a simple schedule of upcoming events to a booklet containing articles by local members. The chronicler may also maintain the group webpage, or that may be done by a separate officer called a webminister.

Exchequer - The exchequer is the group treasurer, and is in charge of the financial affairs of the group. The exchequer keeps accurate records of the income and expenses of the group, but is not the final say on how the funds are to be disbursed.

Herald (Pursuivant) - Heralds are in charge of making announcements and helping people research their names and heraldic devices in preparation for submission to the College of Heralds. The warranted Herald may also speak with the voice of Their Majesties during courts.

Marshal - A local Marshal is responsible for arranging, holding and supervising local combat activity practices and ensuring rules and conventions of the SCA and Kingdom are followed. A warranted Marshal is often responsible for the training of new fighters and for being the Marshal in Charge for events hosted by the local group. (In addition to an armoured combat marshal, your group could have a fencing marshal and/or archery marshal as well.)

Minister of Arts and Sciences - The Minister of Arts and Sciences is responsible for promoting the arts and sciences of the Middle Ages in the local group. The Minister of Arts and Sciences does not necessarily have to be talented in the arts and sciences - they need to be enthusiastic and possess a broad range of interests, and be able to encourage others to participate.

Seneschal - The Seneschal is the facilitator and administrator of the local group, and is the legal representative of the SCA at the local level. The Seneschal is not the "boss" of either the group or the other officers (officers report to their baronial and/or Kingdom superiors and to the group). Frequently, the Seneschal is responsible for running group meetings, but this is not absolutely necessary. The Seneschal must be legally able to sign contracts within Canada.

APPENDIX B – FUNCTION & EVENT ATTENDANCE FOR MINORS

Events

Minors (under 18 years of age) may only attend SCA events under one of the following two conditions:

One: Minor is accompanied by their legal guardian, and a signed minor waiver is on file at the Gate (or the minor has a blue membership card). The guardian must remain at the event with the minor, and may NOT leave the minor at the event and come back later to pick them up.

...or, Two: Minor is accompanied by a designated guardian over the age of 18 and a variety of paperwork completed and signed by their legal guardian. This paperwork includes a complete, signed minor waiver (or a blue membership card) and a complete, signed minor medical waiver, as well as a signed letter from the legal guardian specifically naming the designated guardian for the day. The designated guardian should bring two copies of each of these paperwork items, and file one copy of each with the Gate when they arrive, and carry one copy of each on their person at all times. These paperwork items are required to meet legal and SCA requirements, and MUST be complete and on file before the minor will be allowed to attend without their legal guardian. The designated guardian must remain at the event with the minor, and may NOT leave the minor at the event and come back later to pick them up.

Situation Two is designed so that an older relative (uncle/aunt, sibling, cousin, etc.) or family friend can bring a minor (usually a teen) to an event if the parents are not interested in the SCA. This designated guardian needs to be aware, however, that they are responsible for the minor's care and well-being at the event, and for all of the minor's actions while they are at the event...just as a parent would be.

Minors who show up and do not meet one or the other of these two conditions outlined above WILL NOT be permitted to attend that SCA event. They will be sent home, and if necessary, a parent may be called to the event site to collect them.

Questions about this policy should be directed to the Kingdom Seneschal.

If the minor wishes to participate in combat activities without a parent present, contact the Earl Marshal to get the most up-to-date policy information.

For out-of-kingdom events such as Pennsic, you must follow the laws and policies of that kingdom (which in the case of Pennsic is that minors may only be accompanied by their legal guardian or someone with a notarized legal guardianship document).

Emancipated Minors

An emancipated minor would need to produce court or legal documents verifying that they are indeed independent and living on their own. A copy of those documents could be filed at the gate along with the minor waiver, etc. signed by the emancipated minor in lieu of a guardian. The guidelines for emancipated minors do not apply to students at college or university who are living away from home for their studies. Those minors should follow the standard minor event attendance guidelines listed in the first section of this document.

Meetings and Practices

While unaccompanied minors (e.g. older teens) may attend SCA meetings, A&S nights, practices, etc. in any public venue, they absolutely may not attend any function held in a private residence without a parent or legal guardian present. For meetings, etc. in public venues, it is recommended that a parent or guardian attends at least one meeting to meet the group and discuss the nature and format of the SCA.

Forms

Minor Waivers and Minor Medical Waivers can be found on the main SCA website.

Supervision of Youth Activities

The following policy is a Society-level Policy, and needs to be strictly adhered to at all times. The full text of this policy can be found in the Society Seneschal's Handbook. Questions regarding this policy or its enforcement should be directed to the Kingdom Seneschal.

All organized SCA activities for minors must be supervised by a minimum of two adults, unrelated to one another by blood, marriage, or relationship, at all times. This policy does not relieve parents or guardians of their primary responsibility for the welfare and behavior of their children. Parents (or guardians who bring minors to an event, function, meeting, or practice) must ensure their children's activities are compliant with SCA Governing Documents, Laws, Policies, and site rules, including any Kingdom or event rules regarding a requirement for minors 12 and under to be within sight/sound of responsible parent/guardian at all times.

This policy also applies to organized non-youth-specific activities where minors are also participating alongside the adults. At least two unrelated adults (as noted above) must be present at all times during the course of the activity if minors are participating.

Event organizers are responsible for clearly posting any site- or event-specific rules regarding the supervision of minors, so that parents and guardians are informed and may ensure their children's activities comply with those rules in addition to the ones outlined in this policy.

Enforcement

Individuals in charge of events, meetings, functions, or any other activities covered by SCA insurance are required to enforce this policy. If an activity begins with two unrelated adults present, but the number of unrelated adults present drops below two later on in the activity, the activity will cease at once and not resume until at least two unrelated adults are present.

Persons in charge of events, meetings, functions, or activities covered by SCA insurance are required to report to their branch superior when non-compliance with this policy has been discovered.

Penalties for Non-Compliance

When activities with minors present do not have at least two unrelated adults present, the official discovering the lapse will correct it immediately or terminate the activity. All lapses require a report of the incident to the official's superior. Under emergency conditions it is expected that persons in charge will act to ensure safety first and compliance second. Individuals who knowingly violate this policy will be banned from representing the SCA as an officer in the operations chain via administrative sanctions as described in Corpora Section X, and the Uniform Sanction Procedure.

Neglect of Parental (or Guardian) Responsibility for Minors

Parents must ensure that their children are properly supervised at all times, in accordance with SCA, kingdom, event and site rules. Parents have primary responsibility for the welfare and behaviour of their children during their participation in the SCA and any official or unofficial youth activities.

If event/branch/SCA officials find minors in breach of SCA Governing Documents, Laws, Policies, or site rules they will (for a first offence) escort the minors to their parent/guardian and issue a verbal warning. A report on the incident will be tendered to the Kingdom Seneschal.

On a second offence at a given function, the parent(s)/guardian(s) will be required to keep their minor(s) with them for the remainder of the function. A report on the incident will be tendered to the Kingdom and Society Seneschal.

On a third offence at a given function, the minor(s) and parent(s)/guardian(s) will be expelled from the event, and the matter will be reported to Kingdom and Society Seneschals.

Habitual offenders will be subject to review by Kingdom and Society level for possible sanctions.

APPENDIX C – JOBS OF THE SENESCHAL

By Duchess Marion FitzWilliam, Fifth Kingdom Seneschal of Ealdormere

While the Seneschals' Handbook goes into much more detail, and lists many more tasks that tend to fall to the seneschal to take care of, my personal summary of the jobs of the seneschal is as follows. When it really comes down to it, the crucial jobs of the seneschal are really straightforward, and there's not even that many of them. I tend to sum it up as five main tasks.

1. Do complete and timely reports.

In order to do this easily, you need to be active and involved with the activities of the group. However, none of the reports are that hard, and they're only twice a year, so even a temporarily inactive seneschal should be able to complete them with a little input from the rest of the group. If you're having trouble, talk to your baronial or kingdom counterpart before the report is due, especially if you know you're not going to be able to complete your report on time. The baronial and kingdom officers are there to support the local officers, and they are all happy to help out whenever they can.

2. Make sure the other officers are doing their reports completely and on time.

This one's easy...just talk to them. If they're having trouble, encourage them to talk to their baronial or kingdom counterpart before the report is due, especially if they know they're not going to be able to complete their report on time. Again, the baronial and kingdom officers are there to support the local officers, and they are all happy to help out whenever they can.

3. Be a cheerleader and cat herder.

Try to keep your group encouraged, focused, enthusiastic and all pointed in the same direction. It's tough sometimes, but it's an important part of the job. A happy group is one that will accomplish great things together, and will attract new members and retain the current ones.

4. Make sure that autocrats have the report forms and other instructions they need.

As soon as an event is in the pre-planning stages, you should be giving the autocrat a copy of the Administrative Guide for Autocrats. Do not wait for them to ask you for it. Be proactive. They may not even realize the package exists. Doing complete event reports and following all of the event policies is NOT optional...and it's YOUR job to make sure that the autocrat is aware of the requirements and carries through on them by the deadlines. An autocrat is officially a deputy of the seneschal. Help them. Supervise them. Make sure they have the necessary tools to run a successful event.

Remember that all of the files are available to you either on the kingdom website or in the Files section of the Seneschals' YahooGroup (the Seneschals' email list) page and it is important that you pass them on to the members of your group at the appropriate times.

5. Communicate.

It's important for the seneschal to communicate with everyone about everything. You should be reading the Seneschals' YahooGroup list frequently and the full Tidings each month, particularly the Seneschal's letter, and letting your group know what's going on. If possible, you should also follow the kingdom list (E-List) and your baronial list, and forward important information to your group's list, or read it at a meeting. And, if there are things going on in your group, good or bad, you don't have to wait for your next report to let your baronial seneschal or the kingdom seneschal know about them...and in most cases, you shouldn't wait. Frequent communication will not only help solve problems, but it can often help avoid them as well.

APPENDIX D - FORMS AND RECORD KEEPING

This appendix includes copies of some of the forms you might need as Seneschal. Feel free to make unaltered copies of these forms and distribute them for use in Ealdormere. If this manual is the file copy for your branch, be sure you retain the original pages to serve as masters for future copies.

Event-related forms can be found in the Administrative Guide for Autocrats. This is a separate document that is available from the Baronial Seneschal/KDS, the Kingdom Seneschal, the Files Section of the Seneschals' YahooGroup, or from the kingdom website.

Waiver forms should be downloaded from the main SCA website to ensure that the most recent version of the form is used. There are also copies of the forms in the Administrative Guide for Autocrats.

Domesday and mid-year report forms are usually sent to group seneschals about one to two months before the report due date. If you do not receive the forms within a month of the due date, contact your Baronial Seneschal/KDS or the Kingdom Seneschal for the appropriate forms. These forms are also usually available in the Files Section of the Seneschals' YahooGroup.

Record keeping

Each officer has a responsibility to their Kingdom Officers and to their group to maintain a good set of records of their office. As you develop and maintain your record - keeping system, you should keep three separate goals in mind:

1. **Present use:** You will save much time and incalculable headache if your records allow you to quickly and easily find information, forms, informational letters and checklists that you might need in the future. The trick here is to think in terms of retrieving information, rather than filing information. Try to match your filing system to the way you think and work.

2. **Future use:** Some day you will pass on the office to someone else. This transfer will go much more smoothly if your records are complete and easy to reference. A good record-keeping system will also save you time and headache should you ever be called upon to account for your tenure in office. If your Domesday report gets lost in the mail, for example, you can whip out your copy from the files and mail it again.

3. **Past use:** Even though we tend to live in the present, there is much to be gained from remembering the past. A good record-keeping system will help the group's Seneschal 10 years from now to better understand why a particular thing was done a particular way, or why a smashing success (or a dismal failure) was successful (or not). Without a recorded history, your group cannot learn from your mistakes. A good filing system is an investment in your group's future good decisions. (And SCA historians will come to revere you.)



KINGDOM OF EALDORMERE - NEW BRANCH APPLICATION FORM

Group Name		Branch Type	
Location (does not need to incorporate residences of everyone attending meetings, but must not overlap with existing groups)			

TIMELINE

Approximate First Meeting Date	
Date Name Sent to Heralds	
Date Submitted to Baronial Seneschal/KDS	
Date Submitted to Kingdom Seneschal	

NUMBER OF MEMBERS

International Members	
Associate or Family Members	
Other (non-members attending regularly)	
Total SCA Members	
Total of All People Attending Meetings	

SENESCHAL (Required, must be of legal age to sign contracts)

SCA Name			
Modern Name			
Street Address			
City			
Postal Code			
Phone Number			
Email Address			
Membership Number		Expiry Date	

EXCHEQUER (Required)

SCA Name			
Modern Name			
Street Address			
City			
Postal Code			
Phone Number			
Email Address			
Membership Number		Expiry Date	

THIRD OFFICER (Required, must be one of Herald, Marshal or Minister of Arts & Sciences)

SCA Name			
Modern Name			
Street Address			
City			
Postal Code			
Phone Number			
Email Address			
Membership Number		Expiry Date	

ADDITIONAL OFFICER (Optional)

SCA Name			
Modern Name			
Street Address			
City			
Postal Code			
Phone Number			
Email Address			
Membership Number		Expiry Date	

ADDITIONAL OFFICER (Optional)

SCA Name			
Modern Name			
Street Address			
City			
Postal Code			
Phone Number			
Email Address			
Membership Number		Expiry Date	

As Acting Seneschal for this proposed branch:

I certify that this form is accurate and complete to the best of my knowledge.

I understand that the creation of branches is subject to the approval of the kingdom seneschal.

I understand that officer selection is subject to the approval of the corresponding kingdom officer.

Signature	Date



EALDORMERE - APPLICATION FOR BRANCH ADVANCEMENT TO FULL STATUS

Group Name		Branch Type	
Location (does not need to incorporate residences of everyone attending meetings, but must not overlap with existing groups)			

TIMELINE

Date Established as Incipient	
Date Name Passed by College of Heralds	
Date this Application Submitted to Baronial Seneschal/KDS	

NUMBER OF MEMBERS

International Members	
Associate or Family Members	
Other (non-members attending regularly)	
Total SCA Members	
Total of All People Attending Meetings	

SENESCHAL (Required, must be of legal age to sign contracts and must reside within group boundaries)

SCA Name			
Modern Name			
Street Address			
City			
Postal Code			
Phone Number			
Email Address			
Membership Number		Expiry Date	

ENCLOSURES (Required)

	Map of Area, showing proposed group boundaries, and boundaries of adjacent groups
	Group membership Roster, including proof of membership for at least 5 international members living within the proposed boundaries. (Copies of membership cards, or current Kingdom newsletter address labels)
	Full Roster of Branch officers, with names, addresses, proof of membership, and copy of latest report.
	Summary of activity, showing the diversity and quality of activities (events, meetings, demos, etc.) that your group has held as an incipient branch.
	Letters of recommendation from the Seneschals of adjacent groups and from the baron/ess of your barony.
	Letter of petition to the Crown and Kingdom Seneschal, asking for elevation to full status. (A simple letter of request, signed by the officers and populace of your group is sufficient).

As the Seneschal for this incipient branch:

I certify that this form is accurate and complete to the best of my knowledge.

I understand that the advancement of branches is subject to the approval of the Crown and the kingdom seneschal.

I understand that officer selection is subject to the approval of the corresponding kingdom officer.

Signature	Date



KINGDOM OF EALDORMERE - CHANGE OF OFFICER FORM

Group Name	
Location	
Office Changing Over	
Effective Date	

OUTGOING OFFICER

SCA Name	
Modern Name	
Phone Number	
Signature	

I understand that it is my duty to transfer all of the files and property of my office to my successor promptly.

ACTING OFFICER

SCA Name	
Modern Name	
Street Address	
City	
Postal Code	
Phone Number	
Email Address	
Membership Number	
Signature	

I understand that it is my first duty to notify my Kingdom Officer. I understand that I will function as an acting officer until I am warranted by the Kingdom Officer and the Crown of Ealdormere. I am a member in good standing of the SCA. I understand that I must regularly report on the state of my office to the branch members and to the appropriate Kingdom Officers. To the best of my knowledge I am able to fulfil all requirements and perform all the duties of the office.

OTHER BRANCH OFFICERS (Also Baron/ess if applicable)

We, the undersigned officers of the above mentioned branch, support this proposed officer change in our branch.

Signature	Date



Kingdom of Ealdormere Kingdom Event Bid Form

The original copy of this bid form is to be sent to the appropriate Crown and/or Heirs. Additional copies should be sent to the Kingdom Seneschal, and the local and/or baronial seneschal. Be sure to keep a copy for yourself!

This bid is for the following Kingdom-Level Event:

<input type="checkbox"/> Spring Crown Tourney	Date – 4 th Saturday of May
<input type="checkbox"/> Spring Coronation	Date – 4 th Saturday of April
<input type="checkbox"/> Fall Crown Tourney	Date – 4 th Saturday of October
<input type="checkbox"/> Fall Coronation	Date – 4 th Saturday of September
<input type="checkbox"/> Kingdom A & S Competition	Date – 3 rd Saturday of November
<input type="checkbox"/> Other <i>please state</i> _____	Date _____

Proposed Date of Event: _____

Group placing bid: _____

Seneschal's SCA name: _____

Seneschal's modern name: _____

Address: _____

Phone number(s): _____

Email address: _____

Kingdom Use Only	Date Received _____
	Bid Accepted Yes No Date Group Notified _____

Site Information

Name of Site	
Site Address	
Directions / Location	
Opening / Closing Times	
Estimated Site Capacity	
Number / Size of Rooms	
Size & Ceiling Height of Fighting Area	
Number / Size of Washrooms	
Number of Showers	
Number / Size of Parking Lots	
Feast Hall Capacity	
Other Site Amenities	
Site Restrictions	

Check if the following are available:

- Royalty Room
- Changing Areas separate from the washrooms
- Stage or dais area for thrones, etc. for court
- Rooms for order meetings
- Hotels convenient to site
- Alcohol allowed on site: wet discretely damp dry

Staff information

Autocrat	Feast Steward	Head Gatekeeper
(SCA)	(SCA)	(SCA)
(modern)	(modern)	(modern)
Address	Address	Address
Phone number	Phone number	Phone number
Email	Email	Email
Membership number	Membership number	Membership number
Previous Experience / Qualifications	Previous Experience / Qualifications	Previous Experience / Qualifications

Other Proposed Staff:

Position	SCA Name

Proposed Schedule / Description of Activities

Please attach a proposed description and schedule of the possible activities for the day.

Keep in mind that all ceremonial activities (processionals, courts, etc.) will be scheduled at the preference of the reigning royalty, but please list staff preferences of times for Their information.

Site Plans and/or Photos

Please attach any available photographs or site plans that will assist in illustrating the layout and type of rooms and facilities available at the site.

Proposed Budget

Please attach a proposed budget for the event. Use the budget forms and/or styles available in the Administrative Guide for Autocrats.

The hosting branch understands and agrees that _____% of the profits (what is left after all expenses are met) from this Kingdom-level event will be donated to the Kingdom of Ealdormere.

The Kingdom's share of the profits will be forwarded to the Kingdom Exchequer within four (4) weeks of the close of the event. If this is a joint bid, the hosting branches will share the profits or whatever losses are mutually agreed.

Understandings and Agreements

If our bid is accepted, we understand that:

- all scheduling during the event, including Court times, must be approved by the Crown or Crown designee. We will schedule Order meetings, Kingdom Officer meetings, etc. as requested by the Crown and/or Kingdom Seneschal.
- the Crown and/or Heirs will require a private area to hold meetings or to relax.
- it is our group's responsibility to meet all deadline requirements for submission of event advertisements to the Tidings.
- it is our group's responsibility to complete and submit all event paperwork on time, including the Non-Member Surcharge, as per the requirements and deadlines outlined in the Administrative Guide for Autocrats.

We, the undersigned, have read and approved this bid for the above-named event.

Signature of Autocrat _____

Signature of Seneschal _____

Signature of Baron/Baroness (if applicable) _____

Date _____

Kingdom Event Bid Appendix – Relevant Laws and Policies to be Aware of

From the Kingdom Laws

ARTICLE IV - Kingdom Events

- IV-100** The Kingdom events shall be the Crown Tournaments, the Coronations, the Kingdom Arts and Sciences event, and other events so named by the Crown after consultation with the Privy Council.
- IV-200** The Privy Council shall solicit bids for Kingdom events from all branches within Ealdormere through publication in the Kingdom newsletter. Branches wishing to host Kingdom events must submit a written bid to the Crown and Privy Council following the guidelines outlined in the Ealdormere Operating Policy concerning Kingdom events.
- IV-300** There shall be two reigns per year. Coronations shall be scheduled for the months of April and September, and Crown Tourneys shall be scheduled for the months of May and October as specified in the Ealdormere Operating Policies pursuant to Policy #4 of the Addendum and Policy Manual for the Seneschal's Office in the Kingdom of Ealdormere, save and except in unusual circumstances as decided upon by the Crown with consultation of the Privy Counsel.
- IV-400** No event shall occur in Ealdormere on the same day as a Kingdom event without express prior approval of the Crown.

From the General Operating Policies

Section Three - CROWN TOURNAMENTS, CORONATIONS AND KINGDOM EVENTS.

3.2 Finances for Crown Tourneys and Coronations

- 3.2.1 It is an honourable tradition of Ealdormere that the Kingdom and host group share jointly in the financial aspects of a Crown Tourney, Coronation or Kingdom Event. The proposed financial split should be included in the event proposal. The Kingdom reserves the right to be included in financial planning and budgetary decisions.

3.3 Bids for Crown Tourney

- 3.3.1 All bids for Crown Tourney must be submitted to The Crown and the Kingdom Seneschal in writing. It is best to submit the bid as early as possible to give the group sufficient time to prepare should their bid be accepted. All bids must include:
- name of the host group (and sponsoring group if applicable)
 - date, time, location
 - a description of the facilities
 - a description and schedule of activities planned for the day
 - a proposed budget
 - a summary of names and qualifications of the key people working on the event (e.g. autocrat, head cook, etc.)
- 3.3.2 The proposed site must be of sufficient size to host a Kingdom level event (attendance may be 400+). Hall sizes should be included in the bid. The site must provide a minimum fighting area of 900 square feet, with a ceiling clearance of at least 15 feet. There must be enough space around the list to include room for Their Majesties' thrones and attendants, a six foot buffer zone, an area for the fighters to spread out their gear without impeding traffic through the hall, and room for a large number of spectators. There should be no windows or breakable hall property near the list area. If the list is to be outdoors, or at a camping event, a suitable indoor site must be available in case of inclement weather. The host group must supply list ropes/barriers and a list table.
- 3.3.3 The event site must also include a suitable Royalty Room for the Crown and the Heirs. An extra room for scribes and/or meetings would also be useful. The event should include a feast appropriate to the celebration of our new Heirs. There will be a Kingdom Court held in the evening; an appropriate location for the Royal Thrones, banners and attendants will be required, as well as sufficient seating for the populace.
- 3.3.4 Groups submitting a successful bid may wish to consider the following suggestions:
- The host group should consider that the list floor will be subject to scuffs from fighters' boots and knee cops. If this could cause damage to the hall, carpets or some other floor covering should be provided. There should be no loose edges for fighters to trip over.
 - A loading area for fighters' gear, on-site showers, a double list rope, a secondary list table for spectators to observe the progress of the tourney, and liquid refreshment for the combatants will help ensure that participants and spectators have the best day possible.
 - Either prearranged hotel or crash space should be available to those traveling to the event.
 - While Kingdom Officers conduct the major events of the day, it is hoped that volunteers from the local group will assist with marshalling, heralding, list table work, water bearing, guard duty, or just lifting and carrying.
 - This is one of the premier events of our Kingdom and it would be appropriate for the site to be one that has a less obtrusive modern atmosphere. Decorations that assist in providing an appropriate medieval setting are always welcome.

- 3.3.5 All bids will be forwarded to the Privy Council for consultation. Final acceptance of Crown Tourney bids rest with the current Crown.
- 3.4 **Bids for Coronation**
- 3.4.1 All bids for Coronations must be submitted to The Crown and the Kingdom Seneschal in writing.
- 3.4.2 All bids will be forwarded to the Privy Council for consultation. Final acceptance of Coronation bids rest with the current Crown.
- 3.4.3 The Kingdom Seneschal is required to ensure that the day's activities occur in a traditional, fair and legal manner. The Kingdom Herald is required to ensure Coronation of the Heirs is conducted in an appropriate and ceremonial manner.
- 3.4.4 It is best to submit the bid as early as possible to give the group sufficient time to prepare should their bid be accepted. All bids must include:
- name of the host group (and sponsoring group if applicable)
 - date, time, location
 - a description of the facilities
 - a description and schedule of activities planned for the day
 - a proposed budget
 - a summary of names and qualifications of the key people working on the event. (e.g. autocrat, head cook, etc.)
- 3.4.5 The proposed site must be of sufficient size to host a Kingdom level event (attendance may be 400+). Hall sizes should be included in the bid.
- 3.4.6 The event site must also include a suitable Royalty Room for the Crown and the Heirs. An extra room for scribes and/or meetings would also be useful. The event should include a feast appropriate to the celebration of our new King and Queen. There will be Kingdom Courts held throughout the day; an appropriate location for the Royal Thrones, banners and attendants will be required, as well as sufficient seating for the populace.
- 3.4.7 Groups submitting a successful bid may wish to consider the following suggestions:
- Either prearranged hotel or crash space should be available to those traveling to the event.
 - While Kingdom Officers conduct the major events of the day, it is hoped that volunteers from the local group will assist with marshalling, heralding, list table work, water bearing, guard duty, or just lifting and carrying.
 - This is one of the premier events of our Kingdom and it would be appropriate for the site to be one that has a less obtrusive modern atmosphere. Decorations that assist in providing an appropriate medieval setting are always welcome.

3.5 Kingdom Events

- 3.5.1 Any group wishing to hold an event bearing the name of "Ealdormere" must submit a written request to the Crown. If the request is for the use of the name only, and does not require the supervision, financial aid, or support of the Kingdom, and will not result in profit sharing of some form, the Crown may grant permission without seeking comment from the Privy Council. Should the Crown see fit to apply the name of the Kingdom to the event, They must inform the Kingdom Seneschal, so that the Kingdom Calendar may be updated. The use of the name of the Kingdom does not denote a "Kingdom Event" or patronage of the Crown, unless the Crown so declares the event to be a "Kingdom Event". Such a declaration must be conveyed to the Kingdom Seneschal and the procedure in Section 3.5.2 must be followed. Upon declaration of a "Kingdom Event", the date on the Kingdom Calendar is automatically protected by the Crown.
- 3.5.2 Any group wishing to have an event declared a "Kingdom Event" must petition the Crown in writing. If the event does not require the financial aid, supervision or support of the Kingdom, and will not result in profit sharing of some form, the Crown may follow the procedure as listed in Section 3.5.1. If the event requires the financial aid, supervision or support of the Kingdom, and results in profit sharing of some form, the Crown must present the event proposal to the Privy Council for comment.
- 3.5.3 The granting of the designation of a "Kingdom Event" rests with the Crown, and They may require or request revisions to the proposed event as They see fit. A Kingdom event would require local officers in charge consult with their Kingdom superiors when planning activities. Designation of an event as a Kingdom Event by the Crown is on a case-by-case basis. A recurring "event" can only be permanently designated as a "Kingdom Event" by a change to Kingdom Law.

From the Seneschal's Policy Addendum

Policy #4: Kingdom Bid Selection Policy.

Crown Tournaments shall be held on the 4th Saturday of the months of May and October, save and except special circumstances as decided upon by TRM and the Privy Council.

Coronations shall be held on the 4th Saturday of the months of April and September, save and except special circumstances as decided upon by TRM and the Privy Council.

Kingdom A&S shall be held on the 3rd weekend of November, save and except special circumstances as decided upon by TRM and the Privy Council. In the case that either A&S or Crown has moved due to special circumstances, A&S must be at least 2 weeks after Crown.

Other groups may book events on other weekends in the months of April, May, September, October, and November, before a Kingdom bid has been accepted. There will be an understanding that in special circumstances their event may be forced to change dates, or they may be asked to host the Kingdom Event, or they may choose to cancel.

In unusual circumstances, it will be the Kingdom Seneschal's responsibility to resolve any conflicts that arise due to another event already booked and a Kingdom event bid on the same weekend.

Coronations, Crown Tournaments and the Kingdom A & S tourney shall be rotated amongst the different regions (i.e. Baronies and Shires). The following schedule is the rotation and sets the pattern for the future:

Rising Waters	Spring Coronation 2008
Ramshaven	Spring Crown 2008
Ben Dunfirth	Fall A&S 2008
Septentria	Fall Coronation 2008
Skraeling Althing	Fall Crown 2008
Shires	Spring Coronation 2009 (with Septentria)
Rising Waters	Spring Crown 2009
Ramshaven	Fall A&S 2009
Ben Dunfirth	Fall Coronation 2009
Septentria	Fall Crown 2009
Skraeling Althing	Spring Coronation 2010
Shires	Spring Crown 2010 (with Skraeling Althing)
Rising Waters	Fall A&S 2010
Ramshaven	Fall Coronation 2010
Ben Dunfirth	Fall Crown 2010
Septentria	Spring Coronation 2011
Skraeling Althing	Spring Crown 2011
Shires	Fall A&S 2011
Rising Waters	Fall Coronation 2011
Ramshaven	Fall Crown 2011

At the end of the schedule the same pattern of regional assignments is repeated. Should the Baronies, or Shires, or the Kingdom Seneschal request a change to this rotation, the Kingdom Seneschal, in consultation with all of the landed Barons and Baronesses and Kingdom Deputy for Shires, shall compile a new rotation schedule and shall review it with TRM and Privy Council.

All bids must be submitted to the Privy Council and TRM for review and final approval. When it is a barony's or the shires' turn in the rotation, that group must put a bid in, unless they have given their event to another group. Details on this are given below. Other groups may also put it a competing bid, as they see fit. In the case of competing bids, assuming the bids are relatively equal, the Privy Council and TRM, should give preference to the bid that maintains the rotation, rather than the competing bid. Preference should also be given to bids that are on the correct Saturday. Baronial/Shire bids must be presented to Privy Council a MINIMUM of 9 months in advance, and more lead time is always acceptable. Privy Council may accept the first correct rotational bid that is presented, provided it is acceptable.

If a competing bid arrives at Privy Council, the Kingdom Seneschal will inform the Barony or Shire whose rotation it is. That Barony or Shire will have 6 months, if the event is 2 plus years away, or 3 months, if the event is between 12 months and 2 years away, to put together their bid. If the Barony/ Shire fails to submit a bid within the time limit, then the Privy Council and TRM will assume they are giving their event to the competing bid, as detailed below, without any compensation.

The Kingdom Seneschal shall privately inform the group(s) that has/have submitted a bid, as to the decision of the Crown and Privy Council prior to the announcement of the acceptance of any bid. The Kingdom Seneschal shall then inform the Calendar Secretary as to site location and date of the Kingdom event, if there are any changes. It is strongly recommended that all Kingdom events have flyers published in 2 issues of the Kingdom newsletter. These newsletters should be the month of the event and the month prior to it.

Since shires are less populated than Baronies, and neither the Kingdom, nor the Baronies, wishes to put undue hardships on the Shires, the Baronies will each take a turn supporting a Shire when they are required to bid on a Kingdom event and require assistance. The rotation for this will start in 2003 with Septentria, and continue in chronological order of creation of Barony, ending with Ben Dunfirth in 2007, and then will begin again. Since the needs of each Shire will be different for each bid, it is strongly recommended that an outline of whatever support is being asked of the Barony be placed in writing and accompany the bid to Privy Council. This should also include a letter from the baronial seneschal with the Baron and Baroness signature, agreeing to that level of support.

With the agreement of both parties, groups will be able to give another group their event in the rotation. Negotiation for another's event should take place through the Baron and Baroness and/or KDS, while keeping the group and baronial seneschals informed. The Baron and Baroness/KDS may put any reasonable condition upon giving up their event. This includes, but is not limited to, asking for an event in return. Final negotiation must be in writing, with a copy going to the Kingdom Seneschal, while keeping copies for themselves. A copy should also accompany the bid to Privy Council.

The Kingdom Seneschal, in conjunction with TRM and Privy Council, reserves the right to veto any agreement that they deem unacceptable, for stated cause.