



Seneschal's Handbook



This document is intended to aid Ansteorra's Seneschals in performing their duties in the Kingdom and is part of Kingdom Law. The Seneschal's Handbook has been reviewed to ensure that it reflects the interests and goals of Ansteorra and does not conflict with either Kingdom Law or Corpora.

Any questions about these guidelines should be directed to the Kingdom Seneschal.

Signed April 1, 2006 at Crown Tournament

Madhi II & Valeria II, Rex et Regina

Modius von Mergentheim, Kingdom Seneschal

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Introduction: What is a Seneschal?

To be a Seneschal of a local group is to wear many hats:

- The **peacemaker** must promote peace, harmony, and prosperity within the group.
- The **administrator** holds meetings, files forms, manages officers, and does other administrative tasks.
- The **legalist** knows Kingdom and Society law and makes sure the rules are followed.
- The **communicator** keeps information flowing smoothly throughout the group.
- The **leader** encourages the group to grow, explore, and remain vibrant through example, persuasion, and tact.
- The **facilitator** helps operations run smoothly, from event planning and new member recruitment to doing something special the nobility requests in order to get their job done.
- The **mentor** prepares others to follow, teaching future Seneschals and Event Stewards the mechanics of their jobs.
- The **liaison** works with other branch and regional offices and the Crown. In baronies and cantons, the liaison also works with the landed nobility.

Your objective as a branch Seneschal is to manage your officers and your populace through the skillful and tactful use of your communication and people skills. We are volunteers brought together by happenstance and an enjoyment of history. Each of us has different goals in the Society and enjoys different activities. Yet we work together so our individual visions can happen. Offer encouragement to your officers, assist them if needed, and leave them alone to do their jobs when things are going well. Notice your volunteers and thank them. No job is too small or unimportant to ignore when giving thanks. It's truly amazing how much people are willing to offer of themselves and their time if they feel truly appreciated.

Your group's members are your most valuable assets. Use them! Delegate, delegate, delegate! It is best to avoid taking on additional large jobs, such as Event Steward or Head Cook, while you are Seneschal. You are needed to manage the group and make sure everyone has what they need to get their job done. You cannot do this well if you are also in charge of an activity. Use your members! Let them take on new jobs, learn them, and gain experience. If they haven't done the job before, offer to help or find them help, but let them do the job.

Another valuable resource is the Regional Seneschal. Your Regional Seneschal is able to answer questions, offer support, help find solutions, and act as mediator if needed. Regional Seneschals have experience you can draw on to solve sticky situations, settle disputes, and generally offer advice in group management. Always keep your Regional Seneschal aware of problems and potential problems. They don't like surprises any more than the Kingdom Seneschal or Crown does. If you know something is brewing, call your Regional Seneschal or drop them a quick email. Do not circumvent your regional officer.

If you live in a barony, be sure to keep the landed nobility fully informed. Don't let the Crown ask them about a problem they know nothing about. Work with your landed nobles to help them achieve their goals for your group.

Remember that you must be the decision maker for the good of the group. Democracy is fine, but you are responsible for making sure the rules are followed. Do not place your own personal agenda above the goals of the group.

Being a Seneschal can be a very rewarding experience. It can also be difficult and frustrating at times. You can't please everyone at once, but you can be respectful and let them feel heard. You are the group's guide. If you listen to your members and communicate with your group and your superior officers, you will do well. Focus on the good times, manage the hard times, and remember to have fun in your office.

I. Applying for Seneschal

A. Requirements

The requirements to hold the office of Seneschal are easily met:

- You must be 18 or older.
- You must be a member of the SCA and have regular access to the Kingdom newsletter, the Black Star.
- You must attend the Seneschal's and Treasurer's warranting classes.
- You must not live at the same address as the group's Treasurer.
- You must be reachable by telephone, especially in the evenings.
- It is critical to have email access, but it's not required unless you are applying for a regional or Kingdom office.

What does all this mean in practice? You must read the Black Star regularly so you are aware of important communications from Their Royal Majesties, Kingdom Officers, and others. The Black Star also contains a complete listing of group Seneschals and Kingdom officers and their deputies. And, of course, the Black Star lists upcoming events. The official Kingdom Calendar in the Black Star can be helpful when planning group activities.

Training is important. You must take a class to learn about the Seneschal's office, and you must have an understanding of the Treasurer's office. Seneschal's and Treasurer's classes are offered twice a year at King's Round Table and may be offered at other times by your Regional Seneschal or Treasurer. It's a good idea to take these classes at least once every two years to stay apprised of policy changes.

People must be able to contact you. The number you list for your telephone should be the one at which you can be reached in the evenings. Having an answering service or voice mail when you aren't available is a plus and will lower the frustration of those trying to contact you. If you have email and check it regularly, then you should provide an email address. However, email is only required for Regional Seneschals, not local ones. Regardless of whether people contact you by phone or email, try to respond within 24 hours.

B. Applying for office

A suggested application form is available online at the Kingdom website on the “Forms” page. If you choose to write a letter instead, be sure to include the following information:

- SCA and Modern name
- The name of your local branch
- Address
- Phone number
- Email address (if applicable)
- A copy of your membership card
- A copy of your Driver’s License or other picture ID
- The dates you took the Seneschal’s and Treasurer’s classes
- Your experience and qualifications, both modern and SCA

In the text of your letter, be sure to demonstrate that you understand and are able to fulfill the responsibilities of the office, including the financial and time requirements. Do not write a book. One or two pages should be enough to cover the necessary information.

If you are applying for a local Seneschal position, send your application to:

- Your local Seneschal
- The baronial Seneschal and the landed nobility, if you are applying to be the Seneschal of a canton or barony
- Your Regional Seneschal

If you are applying for a Regional Seneschal or other Deputy Kingdom Seneschal position (Kingdom Calendar Deputy, Waiver Secretary, and so forth), send your application to the Kingdom Seneschal and the current deputy.

C. Who makes the decision?

Only the Regional Seneschal or the Kingdom Seneschal can select and warrant local Seneschals. However, the local officers, the landed nobility, and the populace are encouraged to comment on the candidates applying for office. Also, Kingdom Law gives the landed nobility of a group limited veto power over applicants. The final decision by the Regional or Kingdom Seneschal is based on many factors. If you are the only applicant, do not assume that you are guaranteed the office. The Regional and Kingdom Seneschals can open the office for additional applicants if they receive no acceptable applications. If you are chosen for office, the Regional or Kingdom Seneschal will notify you. However, because the Kingdom of Ansteorra uses roster warrants to appoint officers, you will not receive a written warrant. If you are not chosen, don’t be deterred from applying in the future. Also, consider volunteering your services as a deputy to the office.

D. Duration of appointment

Warrants of appointment are of six-month duration, renewable up to two years. Generally, two years is long enough in any office. After that time, many people experience burn out. Extending your time in office beyond two years is dependent upon special circumstances in your group. If you think the group cannot continue without you, then it is likely you are experiencing burn out and it is time to step down. Don’t feel guilty

if you must end your term before a full two years. Do what is best for you and your branch. If you must step down before a six month period is over, make sure your emergency replacement can step in for the interim.

II. Responsibilities of the Seneschal

Your responsibilities include but are not limited to:

- A. Promoting peace, harmony, and prosperity
- B. Conducting regular meetings
- C. Overseeing group finances
- D. Training deputies
- E. Submitting award recommendations
- F. Maintaining a reference library
- G. Conducting opinion pollings
- H. Acting as the legal representative of your group
- I. Dealing with modern authorities
- J. Pacing yourself and knowing when to step down
- K. Ensuring your group meets all the requirements to maintain its group status
- L. Writing and filing reports
- M. Ensuring that the local waivers are sent into the Waiver Secretary
- N. Overseeing the planning and hosting of events
- O. Overseeing demos and public relations

A. Promoting peace, harmony, and prosperity

Your primary responsibility is to promote peace, harmony, and prosperity in your group. The tasks you have all boil down to these three things. Listening to your members and being patient with them goes a long way toward making sure this happens. Listening is always your most important skill. Whether you are communicating in person, by phone, or by email, always assume that your words will become public. Therefore, as Seneschal, you should strive never to speak or write in anger. Yours must be the voice of reason and calm.

B. Conducting regular meetings

Your most visible activity is conducting meetings. Remember, you are the leader of the group, not the dictator. In baronies, you must coordinate with the Baron and Baroness.

A meeting generally consists of the following activities:

- Officer reports
- Event planning
- Demo planning
- Other activity planning
- New business

Before the meeting, make an agenda so that you don't forget anything important. If you live in a barony, share the agenda with the Baron and Baroness. Different groups have different methods of conducting meetings, so know your group! Do not change tradition just because you can. Work with your officers and read the reports they give you. They

will appreciate knowing that someone is reading about their hard work and it will ensure that you stay up-to-date on their activities.

C. Overseeing group finances

Let the group Treasurer do their job, but make sure you are aware of how much money the group has and how it is being spent.

The Treasurer is required to send copies of all reports directly to you. These reports are very important and you must make sure that they are being submitted in a timely manner. You also need to make sure the information is correct. Review the bank statement, treasurer's report, and any event reports carefully and thoroughly. Always be aware of expected deposits from events and the approximate amounts so that you can determine if they were made in a timely way.

The Seneschal is part of the Financial Committee for the group, which also includes, at a minimum, the Treasurer, another officer, and the landed nobility (if any). The Financial Committee must approve all group expenditures and event budgets. When planning events and budgets, the Financial Committee should always leave the group some cushion in case an event loses money. Each group may have a slightly different Financial Policy, so check yours for specifics.

A local Seneschal is responsible for signing contracts and at times co-signing checks. Read all contracts carefully to make sure you are not committing your group to more than they can afford. When you co-sign checks, know what they are for and who is receiving the check. Don't sign anything unless you understand the expenses and know that the paperwork is correct.

For more info about financial matters, see *Ansteorran Financial Policy*, the *Society Chancellor of the Exchequer Officer's Handbook*, or contact the Regional Treasurer.

D. Training deputies

Ideally, you should have two warrantable deputies: an Emergency Replacement (ER) deputy and a deputy you are training as a replacement. An ER deputy should be someone who can take over on short notice in the event that you are unexpectedly unable to fulfill the duties of the office. They should have extensive SCA experience and, ideally, have held a Seneschal position previously. You should also train a replacement. This deputy can help with management activities while learning the ropes and be ready to take over when you are ready to resign or if you step down unexpectedly. However, remember to caution your deputies that they are not always chosen to replace you as the next local Seneschal. The Regional Seneschal may appoint an interim-Seneschal who is different from your ER deputy.

You can choose to appoint additional deputies to help you with your duties—for example, a demo coordinator or a waiver deputy—but ultimately, you are responsible for your office.

E. Submitting award recommendations

Anyone can write an award recommendation, but officers in particular should keep an eye out for people who are deserving of awards. If you live in a barony, be sure to copy your landed nobility on any award recommendations you send to the Crown. If an award you recommend is not granted in one reign, resubmit it during the next.

F. Maintaining a reference library

Your reference library should include all of the following:

- The *Organizational Handbook* for the SCA, also called the Governing Documents of the SCA, which includes Corpora, the By-Laws, Corporate Policies, and the Articles of Incorporation
- Ansteorran Kingdom Law
- Seneschal's Handbook
- Kingdom Financial Policy
- Complete Participant's Handbook (the Ansteorran rules governing combat)
- Chronicler's Handbook
- Equestrian Handbook
- Monthly Report form
- Event Report form
- "Request for Date on Kingdom Calendar -or- Bid for Kingdom Event" form
- Seneschal's End of Reign Report form
- End of Year Financial Report form
- Proof of SCA liability insurance
- Equestrian insurance procedures
- Newcomer guides such as "The Guiding Hand" and "The Knowne World Handbook"
- Order of Precedence (list of the awards that have been granted to the populace)
- Roster Waivers
- Minor Waivers, both types

You are not required to read all of these documents immediately. However, you must have them available in case you need to consult them. All of these documents are available online.

It is especially important that you are familiar with Kingdom Law, the Seneschal's Handbook, Kingdom Financial Policy, and Corpora, including the "Suggested Channels for Complaint and Appeal."

You should also have a general understanding of the offices in your group and the rules they operate under. You can best offer encouragement and help to your officers if you understand their jobs.

G. Conducting opinion pollings

Seneschals, primarily Regional Seneschals, are sometimes called upon to conduct pollings on behalf of the Crown. Pollings can be conducted for a variety of reasons. Most often, they are used to gauge a group's support for candidates for Baron and Baroness, but can also be used to determine the opinions of the populace on other

important issues, such as changes in group status. Consult your superior officer before conducting formal polls.

For more information on pollings, refer to “Conducting a polling” later in this document.

H. Acting as the legal representative of your group

As the legal representative of your group, Seneschals are called upon to sign all contracts on behalf of the SCA. Sometimes an event steward while acting as your deputy will take on this responsibility for you; however, you still need to understand what is being signed and are ultimately the one held accountable.

I. Dealing with modern authorities

As much as we hope it will never happen, bad things do occur, even at SCA events. When they do, you need to know what to do. If a Seneschal, one of their warranted deputies (such as an Event Steward), or an agent of the SCA (such as a warranted officer of any level of the SCA) is made aware that a crime has been committed, they must call the modern authorities and the Kingdom Seneschal. How do you determine under what circumstances it is appropriate to call the authorities? It's simple: use the "Reasonable Person Test." Would a reasonable person call the authorities in this situation? Crimes of violence: yes. Crimes involving minors or of a sexual nature: yes. Jaywalking: no. Speeding on site: no. If you need help determining the appropriate course of action, contact an up-line officer for assistance.

It is the task of modern authorities to sort out whether a crime has been committed and what action to take. If the alleged victim declines to press charges or give a statement to the modern authorities, then it will be handled between the alleged victim and the modern authority. In the case of a violation of a court order, Seneschals and Event Stewards should refer participants to modern authorities for the enforcement of the court order.

If someone is acting dangerously, call the modern authorities. Never try to restrain someone yourself. Simply remove others from the area of danger and monitor the situation until modern authorities arrive. When meeting with modern authorities, it is best to wear modern clothing and meet them at the entrance. You can then escort them to the incident location.

Whenever you call modern authorities while at an SCA activity, call the Kingdom Seneschal immediately and report the incident. “Modern authorities” includes EMS as well as the police or other law enforcement authorities.

If you suspect mismanagement of funds or equipment, contact the Kingdom Seneschal and Kingdom Treasurer first. Do not confront the suspected person yourself. The Kingdom officers will give you guidance on how to proceed. Ansteorra has zero tolerance for theft and will likely file charges, depending on the circumstances.

J. Pacing yourself and knowing when to step down

It is better to regret leaving an office than to keep it so long that you regret having accepted it. Always remember that you are free to step down for any reason during your

term. If you feel you need to step down, notify the appropriate people as soon as possible of your intended date of resignation:

- Local Seneschals should notify the local group officers, the landed nobility, and the Regional Seneschal.
- Regional Seneschals and Deputy Kingdom Seneschals should notify the Kingdom Seneschal.

If possible, give at least two months notice to allow time to publish the vacancy and process applications. Announce the search for applicants at populace meetings and in your group's newsletter. The Regional Seneschal will solicit your input on the applications, as well that of the landed nobility and the general populace. Be prepared to turn over the files of the office as soon as possible, no longer than a month after your replacement takes office.

Anyone can burn out in any particular job. If it is harder and harder for you to pay the needed attention to the details of your position, you are burned out. It is time to resign and let someone else take the reins. There is no shame in recognizing this need and resigning.

K. Ensuring your group meets all the requirements to maintain its status

It is critical that you know the requirements for your group to maintain its status and make sure they are fulfilled. Every group must:

- Maintain a minimum number of paid members (25 for baronies and 5 for incipient groups, cantons and shires).
- Maintain a specific slate of officers. For baronies or provinces, this means a Seneschal, Herald, Knight Marshal, Minister of Arts and Sciences, Treasurer, Chronicler, and Hospitaler. For incipient groups, cantons, and shires, it means a Seneschal, Treasurer, and at least one of the following: a Marshal, Herald, or Minister of Arts and Sciences.
- Stay current on officer reporting. It is especially critical that the End of Year Financial Report is filed accurately and on time.
- Ensure all deposits are made promptly and all funds are handled appropriately.
- Send all original waivers to the Waiver Secretary in a timely way following events and practices.

All groups should:

- Publish a regular a newsletter on a regular basis
- Host one Kingdom Calendar Event per year.

For more information about the requirements for a particular group status, see Kingdom Law and Corpora.

L. Writing and filing reports

Reports serve to improve communication and inform various local, regional, and Kingdom officers of your group's activities, issues, and successes.

Local Seneschal **monthly reports** are due on the 10th of each month to the Regional Seneschal. Use the online report form, which automatically sends a copy of your report to your regional officer, the Waiver Secretary, and your own email address. The form also allows you to specify two additional addresses. Use this feature to ensure that a copy of your report goes to the local Treasurer and the landed nobility as well.

Your monthly report should include information about any events, demos, or fighter practices held during the month. It should also include comments on how your group is doing, what is going well, and whether there are any current or upcoming problems. Always keep a hard copy of your report.

Local officers must send copies of their monthly reports to their regional officer, the landed nobility (if any), and to you as the local seneschal. This requirement allows you to ensure that all local reporting is occurring as required. If you aren't receiving reports, make gentle inquiries to determine what the issue is. You may also want to check with the local officer's regional superior to verify that they are receiving reports as well.

Regional officers report to their Kingdom superior, and Kingdom officers report to their Corporate superior, the Kingdom Seneschal, and the Crown. Regional officers do not receive reports from other regional officers. Regional seneschals are only responsible for the local seneschals in their region. However, it is good practice to keep other regional officers informed of potential problems that could affect the offices they oversee.

You are required to file an **End of Reign report** every six months. The report for January–June is due by June 10; the report for July–December is due by December 10. In this report, list the events and demos you have held and summarize the information you have reported over the last six months. It's a good idea to include a look at how your group has progressed and the upcoming goals of the group. An online form is available for the End of Year report.

You should also be involved in every **Event Report**. This report must be sent to the Regional and Kingdom Treasurers within 4 weeks after an event. It must include an accurate accounting of the event money. The Treasurer will send an event report along with the NMS and profit split (if applicable) checks to the NMS Deputy. You must also send the original waivers from an event to the Waiver Secretary with the group name and event name written on all the waivers. If the waivers are not sent in a timely way, your group can lose their reserved dates on the calendar and lose the right to hold fighter practices.

The most important report your group must file is the **End of Year Financial report**, due no later than January 31 of each year. Your group can lose their status if this report is not filed on time. If your Treasurer needs help, make yourself available to assist or contact the Regional or Kingdom Treasurer. Working on this report will give you an excellent feel for your group's finances.

A note on electronic communications:

Posts to electronic media, such as email lists, bulletin boards, and blogs, are not considered official communications. However, submitting reports by email is permitted if

the superior officer has agreed to accept reports in that format. Keep in mind that websites are considered official only for groups. Official group websites must be maintained by a warranted web minister.

M. Ensuring that the local waivers are sent into the Waiver Secretary

Waivers are an important part of protecting your group from harm. Waivers have protected the SCA from lawsuits in the past and will continue to do so in the future.

Generally, a waiver must be signed if a person:

- Does not have a blue membership card with them that denotes both an SCA membership and a signed Consent to Participate **OR**
- Is not a member of the SCA **OR**
- Has forgotten their blue membership card

There are several kinds of waivers:

- Roster Waiver—formally called the “Consent to Participate and Release Liability,” this form contains the same waiver language as is found on a membership application, but allows for multiple signatures. The Roster Waiver is also sometimes called an “Event Waiver,” “Adult Waiver,” “Fighter Practice Waiver,” or “Consent to Participate.”
- Minor Waiver—formally called the “Minor’s Consent to Participate and Hold Harmless Agreement,” this form grants a minor permission to attend and participate at an SCA event or practice with their parent or legal guardian. The Minor Waiver is also sometimes called a “Child’s Waiver,” “Children’s Waiver,” or “Youth Combat Waiver.”
- Minor Permission form—formally called the “Minors Permission Form/Event Waiver,” this form gives the consent of a parent or legal guardian for their minor child to attend and participate at an SCA event or practice with a non-parent adult.
- Equestrian Waiver—formally called the “Waiver And Informed Consent To Participate In Sca, Inc. Equestrian Activities,” this form is the waiver required for participation in any equestrian activities.

Waivers are required at the following activities:

- Events (both on-calendar and off-calendar)—Required waivers include the Roster Waiver for attendants without a blue membership card, Minor Waivers for any minors in attendance, and Minor Permission forms for minors in attendance without their parent or legal guardian. The Equestrian Waiver is also required if the event includes equestrian activities.
- Official fighter practices—The Roster and Minor Waivers are required as above for participants, but not bystanders. See below for more information on what constitutes an “official” fighter practice.
- Equestrian practices—The Equestrian Waiver is required for participants, but not bystanders.

Waivers are **not** required for thrown weapons practices, target archery practices, or meetings (populace, business, or guild).

Failure to submit waivers to the Waiver Secretary in a timely way may affect your group's ability to hold certain activities:

- Future events may be removed from the calendar.
- Fighter practices may be suspended.

Waivers at events

Waivers at events must be signed at gate by the event attendee if they do not have a blue membership card with them. Waivers at events are usually in the form of Roster Waivers and must include the group name and event name. See the "Forms" section of this handbook for a link to an example.

Local Seneschals must send the waivers for each event their group hosts to the Waiver Secretary within 30 days of the event. Make a copy for your files and send the **original** waivers to the Waiver Secretary. Do **not** send the gate sheets.

Waivers at official fighter practices and demos

Combat participants must sign and date a waiver at their official local fighter practice each time they attend if they:

- Do not have a blue membership card with them that denotes both an SCA membership and a signed Consent to Participate **or**
- Are not a member of the SCA **or**
- Have forgotten their blue membership card

Waivers at fighter practices are usually in the form of roster waivers and must include the group name and note that the waiver is for a practice. Multiple practices may be on a page as long as participants sign and date each practice attended, but each sheet may cover only one calendar month. See the "Forms" section of this handbook for a link to an example.

The local Seneschal is responsible for ensuring that waivers for each official practice their group hosts are sent to the Waiver Secretary within 30 days after the end of the month in which the practice was held (for example, waivers for any practices held in October are due by November 30). A copy must be made for the local files and the **original** waivers must be sent to the Waiver Secretary. In some groups, the local Seneschal delegates this duty to the local Knight Marshal.

The local Seneschal's monthly report includes a list of all practices. The Waiver Secretary uses this information to ensure that she receives all the waivers. You are not required to send in a waiver for practices at which no combat occurs or if all participants have their blue card with them. In these two cases, a note of explanation should be included with the local Seneschal's monthly report.

Minor waivers

There are two kinds of waivers for minors:

- The **Minor's Consent to Participate and Hold Harmless Agreement** grants a minor permission to attend and participate at an SCA event (or participate in minor's combat activities at a fighter practice) with their parent or legal guardian.

It must be signed by a parent or legal guardian. This waiver is not required if the child has their own blue membership card with them.

- The **Minors Permission Form/Event Waiver** gives the consent of a parent or legal guardian for their minor child to attend and participate at an SCA event or fighter practice with an adult who is not their parent or legal guardian. This waiver must be signed by a parent or legal guardian and notarized by a legal notary prior to the event. It must be used regardless of the child's SCA membership status. This waiver designates an adult (preferably 21 or older) to be responsible for the minor during the event.

There is also a document parents can use to authorize medical treatment in their absence, the **Medical Authorization for Minors**. This document should be used any time a child attends an event without their parents to ensure that the child will receive all necessary medical treatment in the event of an injury or other medical emergency.

If you are a parent and bring your own child who has no Blue card with them, you only just need to sign a **Minor's Consent to Participate and Hold Harmless Agreement**.

If you bring a child who is not yours legally, you must bring all three documents.

- **Minor's Consent to Participate and Hold Harmless Agreement AND**
- **Minors Permission Form/Event Waiver AND**
- **Minor's Consent to Participate and Hold Harmless Agreement**

Equestrian waivers

This waiver is required for participation in any equestrian activities. It must be used regardless of the participant's SCA membership status.

Equestrian waivers can be in the form of roster waivers and must include the group name and event name (or note that the waiver is for a practice). See the "Forms" section of this handbook for a link to an example.

Local equestrian marshals must send the waivers for each official practice their group hosts to the Waiver Secretary. The local equestrian marshal should make a copy for their files and send the **original** waivers to the Waiver Secretary. However, the local Seneschal is ultimately responsible for ensuring that the waivers are sent.

The local Seneschal's monthly report includes a list of all practices. The Waiver Secretary uses this information to ensure that she receives all the waivers. You are not required to send a waiver for practices at which no equestrian activities occur.

Lost waivers

If you have had problems with waivers being lost in the mail when sent to the Waiver Secretary, you can send them in the following ways:

- United States Postal Service Priority Mail with Delivery Confirmation. The postal carrier will scan the envelope when it is delivered and you can check the USPS web site (or call a toll-free number) to see when it was delivered. This does not require a signature for delivery.

- UPS, DHL, FedEx, and so forth. These services provide a tracking number for your envelope which you can check on their web site (or by calling a toll-free number). Be sure to waive the signature requirement.

Your receipt or tracking number is proof that you sent the waivers in case the Waiver Secretary does not receive them. However, you must still follow up with the Waiver Secretary by sending in a copy of the waivers. Do **not** use the “signature required” option to send in waivers. Always waive the signature when using delivery confirmation.

What is an “official” fighter practice?

For a local fighter practice to be "official," it must be sanctioned by the local group and the following must be present:

- A warranted Marshal (or their designated deputy who is an authorized marshal)
- A local officer or their designated deputy.

These can be the same individual, as would be the case with a local Knight Marshal or local Rapier Marshal.

If you are holding a chivalric fighter practice, a warranted chivalric combat marshal must be present; if you are holding a rapier practice, a warranted rapier marshal must be present; and so forth.

Warranted Marshals include the following:

- Local Knight Marshal—the chief warranted Marshal of a local group
- Local Rapier Marshal—the warranted Rapier Marshal of a local group
- Regional Marshal—any warranted Combat Marshal designated as the deputy of a recognized region within the Kingdom. Regional Marshals are appointed by the Kingdom Earl Marshal or his designated deputy.
- Authorization (Authorizing) Marshal—a warranted official of the SCA who has the knowledge and ability to authorize individuals to participate in SCA combat-related activities within the Kingdom of Ansteorra

Individuals who marshal at Society events may or may not be Warranted Marshals, but they must, at a minimum, be authorized to participate as a Field Marshal in the appropriate SCA combat style. This makes them an **Authorized Marshal**. Being an Authorized Marshal does not necessarily mean that you are a Warranted Marshal or an Authorizing Marshal.

Official deputies to the local Knight or Rapier Marshal are also considered to be warranted and must be Authorized Marshals. They might not appear on the Kingdom Earl Marshal or Kingdom Rapier Marshal's roster warrant, but local deputies that are warrantable are considered to be covered under the Warranted Local Marshal's warrant.

In order to hold an official fighter practice, a deputy must be designated as an official deputy to the local Knight or Rapier Marshal **and** be an authorized marshal in that form of combat.

N. Overseeing the planning and hosting of events

One of the major responsibilities of the Seneschal is to help plan events. Events raise money to cover the group's expenses, let people shine in their area of expertise, give people an opportunity to help out and try new things, and add a lot of fun to a group's experience.

Kingdom Calendar Events

For an event to be considered an official Kingdom Calendar Event, it must be:

- Sponsored by an officially recognized branch of the Kingdom
- Advertised at least once in the Black Star.
The event announcement must include the date, time, and location of the event. To place an event announcement in the Black Star, send a paper copy of the event announcement, any required releases for artwork or maps, payment (if required), and the "Event Announcement Checklist and Seneschal Sign Off" form to the Kingdom Chronicler.
- Listed in advance on the official Kingdom Calendar in the back of the Black Star. To have a date added to the official Kingdom Calendar (in the Black Star) and the Event Planning Calendar (online), send a "Request for Date on Kingdom Calendar -or- Bid for Kingdom Event" form to the Kingdom Calendar Deputy.

If an event is not advertised at least once in the Kingdom newsletter, no activities of long-term importance or official business may take place at that event, including the granting of awards. A listing on the Kingdom Calendar in the Black Star is **not** sufficient. The event can still occur, but it is considered an Off-Calendar Event.

Requests for event dates can be submitted to the Kingdom Calendar Deputy up to two years in advance. Always include alternate dates in case your preferred date is unavailable. If you are scheduling an event far in advance and have not yet selected an Event Steward, you may use the Seneschal's name as a placeholder for the Event Steward. An official Event Steward must be designated at least three months before the event. To change the steward for an event, use the "Request for Date on Kingdom Calendar -or- Bid for Kingdom Event" form.

When submitting any forms to the Kingdom Calendar Deputy and the Kingdom Chronicler, be sure to fill out the forms **completely** and to provide all required signatures. Failure to fill out the forms completely may adversely affect approval of your event date.

Once your event date is on the Kingdom Calendar, make a preliminary event announcement and then post it as a web page so it can be linked to the Event Planning Calendar online. Also, consider placing an extra ad in the Black Star advertising your event the month before.

Multi-Group Calendar Events

A Multi-Group Calendar event is one that is hosted by two or more officially recognized branches of the Kingdom. These events must meet the same requirements as Kingdom Calendar Events. The Kingdom Seneschal is responsible for awarding an event multi-group status. Though one group should be tasked with handling all paperwork and

reporting, both groups remain ultimately equally responsible. So if one group fails to do the paperwork and reporting, both groups could be sanctioned.

Off-Calendar Events

Awards and events of long-term significance cannot occur at Off-Calendar Events. Other activities are still permitted, including combat, archery, feasting, and general merriment. Off-Calendar Events are not required to collect the NMS, but Event Reports and waivers must still be submitted as required for Kingdom Calendar Events.

Hosting Kingdom Events

Groups can bid on Reoccurring Kingdom Events such as Coronation, Crown Tournament, and Kingdom A&S. These events share their profit with the Kingdom. Kingdom Events and Gulf Wars provide all the income for the Kingdom to operate. Therefore, these events are very important to the Kingdom. For a complete list of Reoccurring Kingdom Events and profit percentages to be shared with the Kingdom, see Kingdom Law.

If your group is interested in hosting a Reoccurring Kingdom Event, either as a standalone event or in conjunction with one of your existing events, you should submit a “Request for Date on Kingdom Calendar -or- Bid for Kingdom Event” form to the Kingdom Calendar Deputy, Kingdom Seneschal, and Crown. Be sure to include a budget with profit projections; pictures of the site, if it’s one that’s not frequently used; an amenities list; a list of additional planned activities; any drawbacks of the site; and the dates that the site is available. The Kingdom Calendar lists due dates for bids for all Reoccurring Kingdom Events.

The hosting group for Crown Tournament rotates among the regions as follows:
Western – Coastal – Northern – Central – Southern

Event limits

The number of Kingdom Calendar Events that a group is permitted to host is limited as follows:

- Baronies and provinces may host two Kingdom Calendar Events per year.
- Shires, cantons, strongholds, and colleges may host one Kingdom Calendar Event per year.

Standalone Kingdom Events, like Coronation and Crown Tournament, and Multi-Group Calendar Events do not count towards a group’s event limit. Also, if a group hosts a Kingdom Event (like Eisteddfod or King’s Lancer) in conjunction with one of their own events, that event does not count toward their event limit.

When is NMS charged?

All Kingdom Calendar events and Multi-Group Calendar Events are required to collect the non-member surcharge (NMS). If no money is collected at a Kingdom Calendar or Multi-Group Calendar event, you are not required to collect the NMS. Off-Calendar Events are not required to collect the NMS. See the Society [Chancellor of the Exchequer Officers Handbook](#) or Kingdom Exchequer for more detailed information.

Event bids and planning

Bids to steward an event should be solicited from the populace six months or more before an event. All bids should include a proposed budget, Event Steward, and basic event crew. If someone is stewarding an event for the first time, it's a good idea to assign them a mentor to answer questions and give advice. Remember that Event Stewards are Deputy Seneschals, so they must meet all the requirements for a local Seneschal.

The group's financial committee must approve the final budget. When setting a budget for an event, it is recommended that you set a "Family Maximum" for the site fee that is the equivalent of three adult site fees. "Family" is defined as a group of people who are related and live at the same address. Maximums typically apply only to site fees, not feast fees.

Once a bid is chosen, it's the Seneschal's job to monitor how things go and to offer help and suggestions as needed. Consider using ACCEPS to allow for prepayment of site and feast fees online.

The Kingdom Seneschal's website has a document that discusses event stewarding.

Event announcements

At least one event announcement in the Black Star is required for every Kingdom Calendar Event, and must be submitted by the first of the month before the month of publication. Normally the Event Steward or a deputy writes the ad; however, for it to be published it requires your signature.

Review the "Event Announcement Checklist and Seneschal Sign Off" form on the Kingdom Chronicler's website to ensure that you include all the required information. Be sure to send a paper copy of the announcement, payment, and any releases for artwork **on time**. Failure to do so can mean your event announcement will not be published and your event will not be a Kingdom Calendar Event. This means that no awards can be given at your event.

Event announcements can make or break an event. An announcement should give a sense of the event and should be intriguing enough so that it will stand out among all the other announcements. Sell your event in your announcement! Make certain you create a web page for the event and link it to your local branch's website as well as the online Kingdom Calendar on the Ansteorran website.

Info for site owners

The SCA has designed a brochure that SCA groups can give to owners of sites they are interested in renting. The brochure is available on the SCA website at: www.sca.org/docs/for-siteowners.pdf.

Marshals

Warranted marshals are required for all combat, archery, and equestrian activities.

Planning for archery and equestrian activities at local events

When your local group is hosting archery or equestrian activities at an event, please ensure that you have the equipment and people necessary to conduct the activity. If you do not, consider approaching the Regional Missile or Equestrian Marshal for assistance in finding the help and equipment required for the activity. Do not assume that the individual archers or equestrians in attendance are equipped to run the activities themselves.

Alcohol

SCA funds cannot be used to buy alcohol except when used as an ingredient in food preparation. SCA funds cannot be used to buy ingredients to make alcohol. Any situation that gives the appearance that the SCA is providing alcohol is prohibited. Therefore, taverns or other establishments run by private individuals at events may not in any way imply that the SCA is involved, including accepting donations to give to the SCA.

Insurance

The SCA has liability insurance and most sites will require proof of that insurance. A copy of the insurance is available on the Kingdom Seneschal's website. A new certificate is available at the start of every year. Do not keep old copies on file. Always use the newest copy. Occasionally, a site owner may wish to be listed on the insurance certificate as "additionally insured". You can do this through the corporate office. A fee must be paid and the insurance certificate must be ordered six weeks in advance.

Any event or demo that includes equestrian activities must have equestrian insurance. See the "Animals" section below for more information.

Animals

Pets are welcome at events unless the site owner does not permit pets. Pet owners:

- Must be in control of their pets at all times.
- Are responsible for their pets and their pets' actions at all times.
- Must clean up after their pets and keep them from disturbing others.
- Should maintain vaccinations in accordance with the laws in their state of residence.

Vaccinations

Your group does not need to verify rabies certificates for pets unless a site owner mandates specifically that the SCA must personally verify that every pet is certified. If this is the case, our choice is to do so or to find another site. However, if the site rules say only that pet owners must have up-to-date rabies certificates, then it is up to individual pet owners, **not** the SCA, to make certain they have that proof. If the site owner discovers that an animal does not have a rabies certificate, then he can ask the pet owner to remove their pet from site. Coggins tests for horses do not fall under this guideline. See below.

Horses

Any event or demo that includes equestrian activities must have equestrian insurance. The insurance must be obtained at least 45 days prior to the event and can be ordered

from the corporate office. Various fees apply. Horse owners must provide proof of a negative Coggins test to be admitted to an event. A single insurance request may list multiple dates in the same calendar year for the same location. Therefore, if your group always has equestrian practice at the same location, you can include all the dates for the year on a single insurance request. Planning in this way will save your group money and time. More information is available from the Kingdom Equestrian Marshal and the Corporate office.

Service animals

Event announcements for sites that do not allow pets should specify "service animals only", **not** "service animals only with ID" or other similarly restrictive language. Federal and state laws in both Texas and Oklahoma say that service animals are allowed **everywhere** the public is allowed. You are permitted to ask the owner if the animal is a service animal. If the owner says yes, admit the animal. If the animal is aggressive or destructive, you are permitted to ask the owner and animal to leave.

Children

Children are the future of the Society and are welcome at all events, where we should offer ways for them to enjoy themselves. However, the SCA is not a huge, safe playground where children can wander freely. Parents are responsible for their children **at all times**. Parents should always know where their children are. If the children are under 12, they should be within eyesight or earshot of their children. Parents cannot leave the site without their children unless they have provided a notarized waiver for children in the care of a non-parent adult. Children under 12 are not suitable babysitters at SCA events.

Minors who are 15 or older are permitted to hold certain offices if the Kingdom officer is aware of the age of the minor and if that officer, the minor's parents, and the group approve. Minors cannot hold the office of Seneschal or Treasurer or manage the gate at an event.

SCA-Sponsored Children's Activities

Your group can choose to host children's activities at events for children between the ages of 5 and 12. Parents must sign their children into and out of children's activities, and must accompany any child under the age of 5 during the activities. If a child refuses to stay at the activity, the volunteer in charge cannot force them to remain, but should contact the parent.

Official SCA groups must ensure all SCA children's activities are approved by the local group Seneschal or Event Steward and if possible by the local Minister of Children (MoC). These activities should take place as near the main activities as possible, with safety of the children always in mind. Make parents aware that children's activities are not a babysitting service. These activities are provided to encourage participation by minors and to educate minors about our society and history.

For all organized SCA functions for minors, a minimum of two adults (age 18 or older), unrelated to one another by blood or marriage, must be present. This policy does not relieve parents or guardians from their primary responsibility for the welfare of their

children. This policy is not subject to the granting of variance or “grandfathering” of existing activities.

For the purpose of this document, the following definitions apply:

- Minor—A person under the age of 18
- Adult—A person who has reached the age of 18

The Seneschal is responsible for ensuring that volunteers at children’s activities are fully aware of all relevant policies and guidelines concerning minors and the running of activities. MoCs must ensure that sufficient leadership is provided for all activities, and have the right and responsibility to cancel activities if the requirements cannot be met. Encourage parents to volunteer for a couple of hours to help ensure that sufficient assistance is available.

Officers and volunteers are not responsible for correcting the behavior of children at children’s activities or for restraining or disciplining these children. Children exhibiting lewd, violent, or otherwise severely problematic behavior at organized activities should be returned to parents. The Event Steward or Seneschal should be notified of the problem if such actions must be taken. An MoC should not accompany an individual child to the bathroom, but may escort groups of children to the restroom facility. Parents are ultimately responsible for seeing to the physical needs of their children. Additionally, children who are ill must remain in the care of their parent, guardian, or designated caretaker and should not be brought to children’s activities.

When planning activities, MoCs should consider their available resources—such as volunteer assistance, funds for supplies, and available location—when determining size and structure of activities, and should try within those means to meet the needs of a given event. The recommended budget for children’s activities is \$20–50.

Seneschals and parents should review the “Guidelines for Ministry of Children’s Activities” for more information.

O. Overseeing demos and public relations

Demos are both an educational service of our society and a recruitment tool.

When demos are conducted in schools or for scout troops, they serve to educate children about the time period we recreate. These sorts of demos let us provide a rich and interesting educational experience for children, help us build ties with our local communities, and can be very fun and personally rewarding to participate in. However, they typically provide little information about the Society and offer few recruitment opportunities.

However, when we host demos at Renaissance Faires, movie openings, and other venues that attract adults, demos can be wonderful recruitment tools. These adult-oriented demos give us an opportunity to show off the SCA at its very best—as a fun, educational, interactive, family-friendly organization.

When the media ads detailed later in this section are used to promote a well-planned, entertaining demo that is followed by effective communication with potential new members, the result can be a substantive recruitment boost. The groups that are doing this currently have had great success.

Before the demo

The most effective recruitment demo is one that is well-planned and well-advertised. The following sections contain a suggested timeline for demo planning and valuable information on advertising your demo in the most effective way.

Note that any official demos—those that are advertised in the media as being sponsored by the SCA—must be approved by the Seneschal of a branch of the SCA.

Planning timeline

Your group should approach demos with the same sort of forethought and planning that typically goes into an event. Don't try to throw together a demo at the last minute—it won't serve either your group or your intended audience. Here's a suggested timeline for planning a recruitment demo:

Two months before the demo:

- Select a demo coordinator to be responsible for organizing the demo. Anyone can be a demo coordinator, including the Hospitaler or Seneschal.
- Choose a venue. This might be a local fighter practice or meeting at a public park, or you might choose to run your demo in conjunction with a larger public event, like a Renaissance Faire, a fantasy or science fiction convention, or a local 4th of July celebration.
- If not already determined by the venue, select a date and time for the demo that do not conflict with local or regional activities or a major SCA event. Sundays work well.
- Add the demo date to your group's calendar.
- If needed, contact nearby groups to help out.
- If needed, obtain equestrian insurance.

One month before the demo:

- Place an ad for your demo with the local media. For more information, see "Media ads," below.
- Generate interest in the demo amongst the members of your populace to ensure that there will be enough people on hand to handle the attention attracted by the ads.
- Encourage your populace to wear their nicest garb and to represent as many activities as possible—fighting, arts and sciences, dance, and so on.
- Encourage your populace to commit to a 4-hour window of time.

One week before the demo:

- Make plenty of copies of newcomer handouts, such as the ones found at http://www.ansteorra.org/regnum/demo/demo_materials.php. Be sure to add the modern name, phone number, and email address of a local SCA member who will be responsible for following up with potential new members.

- Make a sign-in sheet so that you can collect the names, address, phone numbers, and email addresses of potential new members.
- Be sure that enough marshals are available for fighting demonstrations.
- Select a handful of people to act as guides, ready to explain equipment and activities to the audience.
- Select someone appropriate to talk to the media if they show up.

Media Ads

Appropriately placed ads can help boost attendance at demos and provide greater recruitment opportunities. Several free or inexpensive advertising options are available to SCA groups. Most newspapers include some sort of a community calendar, and most types of media—newspapers, TV, and radio—have a website that includes a community calendar. Contact the appropriate media organization, ask for the Community Editor or the Assignment Editor, and ask them to consider publishing your announcement.

When talking with the editor, use this approved statement to explain the SCA:

The SCA or Society for Creative Anachronism was incorporated in 1968 as a 501(c)3, not-for-profit educational organization. It is part of the "living history" movement, which means that SCA members have a "hands-on" approach to history, engaging in activities that help them to explore the culture, activities, arts, and sciences of ages past. The SCA's time period encompasses pre-17th century Western Europe, with an emphasis on the Middle Ages and Renaissance.

The SCA and its 50,000 participants span the United States, Canada, Europe, Australia, and parts of Asia and Africa. It is divided into geographic regions called Kingdoms. In the US there are 17 Kingdoms and within each are local chapters known as cantons, shires, baronies, provinces, or principalities depending on their size and location. Texas and Oklahoma comprise the Kingdom of Ansteorra.

The following three ad templates are the **only** ads approved by the Kingdom Seneschal for submission and publication in the various forms of media. You can use these ads to publicize practices and meetings as well as demos. Be sure to customize each ad to reflect the correct location, time, date, activities, and contact information for your gathering. Use only the SCA web address, not the local or Kingdom web address.

Ad template for demos:

Do you dream of being an armored knight locked in combat armed with sword and shield or a dashing musketeer wielding a rapier in a duel? Come realize your dream with the SCA, an international non-profit living history organization devoted to the study of all aspects of the Middle Ages and Renaissance. Join us at our demo at City Park, located at 123 Main Street in Cityville, TX, at 1:00 pm on Sunday, August 21st. Activities include demonstrations of armored and rapier combat, European court dance, calligraphy and illumination, armor making, and costuming. For more information, contact John Doe at 555-123 -4567 or jdoe@isp.com, or visit www.sca.org.

Ad template for fighter practices:

Do you dream of being an armored knight locked in combat armed with sword and shield or a dashing musketeer wielding a rapier in a duel? Come realize your dream with the SCA, an international non-profit living history organization devoted to the study of all aspects of the Middle Ages and Renaissance. Join us at City Park, located at 123 Main St. in Cityville, TX, at 1:00 pm on Sunday, August 21st. For more information, contact John Doe at 555-123 -4567 or jdoe@isp.com, or visit www.sca.org.

Ad template for meetings:

Are you interested in exploring the arts and sciences of pre-17th century Europe? The SCA, an international non-profit living history organization devoted to the study of all aspects of the Middle Ages and Renaissance, is holding an arts and sciences meeting at City Park, located at 123 Main St. in Cityville, TX, at 1:00pm on Sunday, August 21st. Activities include European court dance, calligraphy and illumination, armor making, and costuming. For more information, contact John Doe at 555-123 -4567 or jdoe@isp.com, or visit www.sca.org.

This is the **only** language approved for media ads. Do not make any substantial changes to these paragraphs. If you must make modifications to these ads, contact the Regional or Kingdom Seneschal for approval.

IMPORTANT: While ads can be a great boon for demos, do **not** advertise your local event in the media unless you are prepared to accommodate a throng of people seeking a RenFaire type of experience. Always contact the Kingdom Seneschal by for approval before advertising an event in the modern media.

During the demo

Be mindful of how you talk to and around potential members. People form their opinions of groups and individuals quickly. When talking to potential members, do not talk about local or Kingdom politics, personal problems, or the latest gossip. Instead, describe activities in which people can participate, provide general information about events, or explain how the SCA functions (for instance, how Crowns are chosen or how Kingdoms are comprised of smaller groups).

You should also be careful with your word choices. Suggestions include:

- “Modern” instead of “mundane”
- “Martial arts” instead of “rapier” or “heavy weapons” or “stick jocks”
- “Event Steward” instead of “autocrat”
- “Feast Steward” instead of “feastocrat”
- “Gate” or “registration” instead of “troll”

Safety

Demos should be conducted with safety in mind. Always take whatever precautions are necessary to protect the public, including roping off or otherwise marking and monitoring combat areas so the public does not intrude.

SCA fighters participating in a combat demonstration must have a blue membership card or sign the appropriate waiver. An SCA fighter should never hit a member of the public, with or without armor. If audience members show an interest in fighting, direct them to a local fighter practice.

“Fight-the-knight” activities for children may only be conducted with boffer weapons constructed like those for the 6-9 year old youth boffer combatants. The SCA combat participant must meet normal SCA chivalric armor requirements. Allow sufficient room around the activity to keep both the child and the audience safe. A waiver is not required for the non-SCA child with the boffer.

Always obtain permission from the demo location before bringing any weapons to a demo, including heavy weapons, fencing foils, archery equipment, and live steel. Many schools do not allow live steel. Never leave live steel unattended or allow the audience to handle live steel.

If a demo involves horse, the sponsoring group must purchase equestrian insurance. Equestrian participants must sign the appropriate waivers.

Waivers are not required at demos that do not include combat or equestrian activities.

Any injuries must be reported in the Monthly Report. Contact the Kingdom Seneschal immediately to report any serious injuries, such as ones that a trip to an emergency room or that an ambulance be called.

Interacting with the media

Only the Seneschal or individuals approved by the Seneschal are authorized to approach and deal with media outlets. If you need to provide information to a member of the media about the SCA, use the approved statement provided in the “Media ads” section of this document. For additional information, you can direct your media contact to the SCA Media Relations Officer at media@sca.org.

If you know the media will be present at a demo, designate someone to accompany them during the day. The designated representative should be in garb, well-spoken, and presentable. They should be able to speak in short sound bites without rambling or filling space. Make sure they emphasize our safety record and our devotion to safety. They may also want to review the “Planning for the Media and Organizing a SCA Tour” document, located in the appendix.

After the demo

Remember that interest wanes quickly, so it’s important to follow up with all newcomers within seven days, while their interest is high. If you wait more than two weeks to contact them, you’ve probably lost them. It is the Seneschal’s responsibility to make sure that a designated representative, usually the demo coordinator or the Hospitaler, follows up with anyone who provided contact information at a demo.

Contact potential members by email or phone to thank them for their interest. Invite them to a local event, newcomer's meeting, fighter practice, or populace meeting. Email

messages should include links to the local, Kingdom, and SCA websites. If a local event is coming up soon, include a link to that website as well. Consider offering special incentives to newcomers, such as half-off site fees (your local Financial Committee must approve these kinds of expenditures first).

At the next event after your demo, and the next few meetings and practices, be sure that someone is assigned to welcome your newcomers, answer their questions, introduce them around, and make them feel comfortable. If you expect a large turnout of newcomers, work with your local Hospitaler to ensure that they have plenty of assistance.

Additionally, consider holding a newcomers' meeting. Set aside a night just for your newcomers in which they can ask questions and become familiar with the SCA. Invite one or two experienced and enthusiastic members of the local group to talk about the various activities the SCA offers. Remember to keep conversations positive—don't gossip or complain about local politics. Make sure that all newcomers have contact information for someone they can call if they have any questions—the Seneschal and Hospitaler are both appropriate. If your group has an email list, provide your newcomers with information about how to subscribe. If you have enough interested newcomers, assign each one a mentor.

There are lots of options for getting your newcomers involved. The following suggestions are excerpted from the *Ealdormere Chatelaine's Handbook*.

Theme Meetings

- *Have a panel discussion on selected topics about the SCA (ask the newcomers what they want to know).*
- *Act out key social situations such as being called up into court. Do good and bad examples, and ham it up. Let everyone comment after.*
- *Have A&S days on newcomer topics, such as beginner garb, chain mail, calligraphy, or whatever your newcomers want. (Note: Old-timers might like these classes too!)*
- *Invite newcomers to an event pre-cook.*
- *Invite newcomers to an event planning meetings, and ask them what they want to do to help.*
- *Have your local pursuivant do regular name and device consulting at meetings.*
- *If you have several people that want to fight, band together to buy materials and rent tools, and set a regular day to get together until the armor is done.*
- *Get your best craftspeople to bring out their first piece of work, and a recent piece for comparison.*

Other Ideas

- *Help each newcomer find a mentor with whom they associate for six months.*
- *Make sure each newcomer has a small task at each local event, such as serving or setup. There's nothing that encourages belonging like having a job to do.*
- *If newcomers are going to be borrowing garb, bring it to a meeting beforehand so they can find something that fits.*
- *For newcomers who want to fight, find them a fighting mentor who will teach them the basics and make sure they have some armor to try out.*

- *Prepare local handouts for demos and for newcomers, and have them available by the hundreds if necessary. Make sure you have lots of phone lists, too.*
- *Ask newcomers what they need to know. Then give it to them. Don't just say, "You can call Dame High-above-it all," that's a very intimidating call for a newcomer to make. Introduce them in person instead.*

Resources

Many resources for demos and newcomers are available online:

- http://www.ansteorra.org/regnum/demo/demo_materials.php
This site includes fliers for demos in several formats, as well as an entertaining and informative CBS piece from Gulf Wars
- <http://www.ansteorra.org/regnum/hospitaler/newcomers.php>
This site includes links to useful guides and introductory material for newcomers.
- <http://www.ansteorra.org/regnum/hospitaler/>
The Kingdom Hospitaler website:
- <http://www.sca.org/newcomers.html>
The SCA website for newcomers:
- <http://www.ealdormere.sca.org/files/chatelainehandbook20031125.pdf>
The Ealdormere Chatelaine's Handbook includes great ideas for holding newcomer's meetings and working with newcomers

Appendix A. Conducting a polling

Regional Seneschals in particular are sometimes called upon to conduct pollings on behalf of the Crown. Pollings can be conducted for a variety of reasons. Most often, they are used to gauge a group's support for candidates for Baron and Baroness, but can also be used to determine the opinions of the populace on other important issues, such as changes in group status.

Typically, the local or Regional Seneschal is responsible for setting a date and place for the polling. You must announce the polling as broadly as possible—in the local newsletter, at populace meetings, and on any local email lists—a month prior to the polling. It is important to give voice a chance to be heard. Always stress that members and non-members alike can participate. To include more people in the polling process, you can conduct multiple pollings. If it is necessary to conduct a polling quickly, you can inform people of the polling details via email or phone calls.

Sample polling timeline

When you are made aware that the landed nobility of a group intend to step down, you should create a timeline for the polling process as soon as is practical. Get the approval of the landed nobles and the current Crown and Heirs, then ensure that the timeline is published in the group's newsletter and posted to their email list. Making the process public in this way helps manage people's expectations and clarify what can be a very confusing time.

The following timeline is intended to provide a suggested flow for the baronial polling process. Be sure to modify this for your specific needs.

Timeline for Baronial Polling and Selection

- *Thursday, October 6, 2005 (two months before the polling): An informational populace meeting is held to discuss the polling process and encourage candidates to submit letters of intent.*
- *Thursday, October 20, 2005 (two weeks later): This is the deadline to declare baronial candidate status—no new entrants are allowed after this date. Final letters of intent by baronial candidates are due to the Crown and Heirs by email.*
- *Monday, October 24, 2005 (within 5 days): The final opinion poll form with candidate names is posted to the baronial website. Brief, single-page candidate letters with full contact information are also posted to the website.*
- *Mid-month, November 2005: The December edition of the baronial newsletter is mailed. It includes the final opinion poll form with the names and candidate letters of the baronial candidates, the same as found on the baronial website. The newsletter must be in everyone's hands at least one week before the official polling.*
- *Saturday, November 19, 2005: All baronial candidates meet one-on-one with the Crown and Heirs at a designated event.*

- *Thursday, December 1, 2005 (one week before the polling): Have you sent an email to the Crown and Heirs with your commentary about the baronial candidates? If not, do so right away.*
- *Thursday, December 8, 2005: **The Big Day.** Polling occurs during the regular populace meeting, 7 pm at 123 Main Street in Cityville, TX. The Kingdom or Regional Seneschal will be there to conduct the polling.*
- *Thursday, December 15, 2005 (one week later): All mail-in opinion polls are due by regular mail to the Regional Seneschal. All email with commentary about the baronial candidates is due to the Crown and Heirs.*
- *End of December 2005: The Crown and Heirs announce their final decision. This is to allow them enough time to read each and every one of the opinion poll forms and commentary emails.*
- *Saturday, January 15, 2006: TRM and TRH officially invest the new Baron and Baroness. This is a big occasion and the populace is urged to attend to lend their support to their new landed nobility.*

Opinion polling clarifications

The following clarifications should be published in both the group's newsletter and website as well as posted to their email list along with the polling timeline. Be sure to include your contact information at the bottom.

Polling Clarifications

Baronial pollings are not a democratic vote and do not necessarily determine who will be chosen for a position. Rather, pollings provide a way for the Crown to hear and consider the opinions of the populace on the matter of Baronial succession. The Crown considers many factors when choosing new landed nobility, including the results of the polling.

Candidate discussion

Try to avoid candidate discussion on email lists. If you have questions for the baronial candidates, contact them directly by email, not on a list, or talk to them in person.

Candidate meetings

If baronial candidates have an overwhelming reason not to be available to meet with the Crown and Heirs at the designated event on Saturday, November 19, 2005, they must make an effort to meet with the Crown in another venue before Thursday, December 1, 2005.

Where to send commentary

The opinion poll form does not include space for written commentary, so any commentary about the baronial candidates should be emailed directly to the Crown at crown@ansteorra.org and to the Heirs at coronet@ansteorra.org. Do not send commentary to the Kingdom or Regional Seneschal.

Who can fill out an opinion poll form?

Everyone: member and non-members, residents and non-residents. If you are a member, bring your membership card with you to the polling on December 8, 2005.

Mail-in opinion poll forms

Mail-in opinion poll forms will be accepted only if they are filled out completely, signed, and accompanied by a letter explaining the dire and pressing issue that prevented the author from attending the physical polling on Thursday, December 8, 2005. Mail-in opinion poll forms should be mailed directly to the Kingdom Seneschal at the address listed in the front cover of the Black Star.

Results of the polling

*The results of the baronial polling will not be made public. This is the norm for opinion polls conducted in Ansteorra. The results of the polling will be known only by the Kingdom Seneschal, the Crown, and the Coronet. The results will not be shared with anyone else: not the candidates, not the current local landed nobility, not the populace, **no one**. If anyone hints that they know the numbers, they are not from this plane of existence.*

Please understand that the poll is a measure of your opinions, not a democratic vote. The Crown alone makes the decision, in consultation with their Heirs.

If anyone has any questions, contact me directly at jdoe@isp.org or 555-123 - 4567.

Sample polling form

Opinion Polling: Pleasant Keep Landed Nobility

Results of this opinion poll will be shared only with the Kingdom Seneschal, the Crown, and the Coronet. The results of this baronial opinion poll will not be made public. This is the norm for opinion polls conducted in Ansteorra. Please understand that this poll is a measure of your opinions, not a "vote." The Crown alone makes the decision, in consultation with their Heirs.

The following candidates have declared their intent to run for the position of landed nobility of the Barony of Pleasant Keep. Please rank each couple or candidate in order with 1 being your **first** choice. Remember that the final decision rests with Their Majesties.

Candidates	Rank (with 1 being your first choice)
Sven Svensson and Olga Olafsdottir	
John and Jane of York	
Ludwig von Bayern	

Please enter your information below.

Legal name: _____

SCA name: _____

Membership # (if applicable): _____
If you are not an SCA member, please use the yellow form.

Signature (legal name): _____

Zip code of residence: _____

SCA group of residence: _____

Appendix B. Planning for the Media

Most branches in the Society come into contact with the media at some time. Interacting with the media can be perilous—the result can be very positive or quite negative. Handling the media, whether proactively (as in the case of solicited coverage of an event) or reactively (as in a crisis), can create a lasting positive impression or destroy a local branch.

If you are contacted by a local paper or TV station, set up a small committee to plan for each aspect of their visit. Get help from the local seneschal, the local chatelaine or hospitaler, the event autocrat, and the local royalty or nobility (if any).

To actually conduct the tour, select someone well-spoken with extensive knowledge of the SCA. This could be an ex-Crown, the ruling Baron and Baroness, the seneschal, a peer, or just someone who has been in the SCA a long time. A media escort will give you a degree of influence over the coverage and help ensure accuracy. Never leave the media representatives alone. You may want to select an assistant to act as a runner for the spokesperson.

Determine a route for the tour and note which areas could present potentially damaging material. These areas should not be exposed to the press (never forbid—just don't show them). Aim to show the SCA at its best. For example, a wet T-tunic contest will not present the SCA in the best possible light.

Before the big day, brief all the people who will be involved and provide them with a schedule of events. If you have the time, conduct a mock tour to ensure a smooth experience. Pre-select and pre-screen all individuals to whom you introduce the press, including merchants. It's also a good idea to give the local populace a summary of what will be occurring so they can plan something to say if they are surprised by someone with a microphone. Make sure that everyone knows that the message we want to communicate to the media is that researching the Middle Ages and Renaissance is fun.

A typical tour should last two to three hours. Be aware that if the media are on site for a long event, the "handlers" must be prepared to give up **all** their time. Try to schedule the tour around lunch, either preceding or following the meal. A meal with the local noble and a limited number of SCA officials would be nice. Try to plan the conversation closely.

During the tour, the media should be passive onlookers to normal activities rather than active participants, unless they specifically request otherwise. Let the event unfold as it normally would. Offer to provide them with garb, but do not force them to wear it. If they accept the offer, make sure that they are given clean, attractive garb. Always walk everywhere with the news crew—do not offer or provide golf carts. If they are tired by the end of the day and don't want to attend evening festivities, do not encourage them to stay.

Focus on the educational aspects of the Society as well as the combat. A good mixture of activities might include:

- Arts and sciences displays or competitions (de-emphasize alcohol, pagan materials, and out-of-period displays)
- Bardic or musical competitions (as period as possible with low filk content)
- Rapier combat or a demo highlighting an experienced fencer. Mention our safety standards.
- Armored combat or a demo with well-spoken knights. Mention our safety standards.
- Dancing (very evocative of the Middle Ages and shows folks having a lot of fun)
- The SCAer-on-the-street perspective on what they have learned in the Society
- Equestrian and archery (both very photogenic)
- Merchants (focus on those carrying period and reproduction wares)

Television reporters and news photographers will be looking for visuals to tell the story. Here again, advance work pays off. Taking the time to scout out locations for the most favorable visual portrayal of our activities can ensure that all of your work with the media is not ruined by an unfortunate on-location shot.

At the end of the tour, make some SCA literature available. It could be a couple of issues of Tournaments Illuminated and your kingdom newsletter, or it could be the local newcomer recruitment flyer. Ask when the segment or article will appear and whether you can get a tape. Give a contact name and phone number for follow-up calls—do not use your SCA name.

Make sure to write a report for the Kingdom Hospitaller and the Seneschal. Note any pertinent details, particularly things that went especially well or especially poorly. Make sure to let them know if there is any potential for negative coverage.

When communicating with the press:

- Be clear and concise.
- Look confident and sound knowledgeable.
- Be honest and sincere.
- Wear attractive garb to help establish the tone. The primary contact should wear garb that is as accurate and attractive as possible, and should be able to describe their garb simply (for example, “This is a recreation of a 12th-century nobleman's tunic”).
- When dealing with broadcast reporters, answer questions with easily-quoted 15-to-20 second "bites" rather than with longer statements, which can be taken out of context in the tape editing process. If you need a moment or two to come up with a positive, informative reply, repeating the question buys a little time.
- Print reporters may have room in their stories for longer answers, and you can take a quiet moment to formulate a detailed reply.
- Assume that all reporters are after a "big" story, but don't assume that all reporters are hostile.
- Determine the message you want to convey in advance. Don't just answer the reporters' questions, but don't ignore or duck the questions. Reasoned responses will help you stay in control of the interview.
- Maintain a professional attitude during interviews, even if the media seems aggressive or negative.

- Plan ahead for the worst possible questions. Don't go into an interview without a warm-up. Practice answering tough questions so that you can keep your cool when the lights are hot.
- Avoid using the term “medieval.” Astounding as it seems, to some ears it may come across as “middle-evil,” and therefore “satanic.” Use the term “Middle Ages” instead.
- Avoid the term “mundane.” Some people find it insulting or demeaning. Use “modern” instead.

In a media crisis:

- Follow the chain of command. The legal SCA representative in a kingdom is the Kingdom Seneschal. Above the kingdom level, it is the Society Seneschal, the President of the SCA, and the Board of Directors.
- If you are contacted by the media about a situation, remember that it is **always** better to offer to have a representative call them back shortly than to give a response that will haunt you or the SCA for a long time.
- Be helpful and cooperative.

Appendix C. Forms

All the forms referred to in this document are available online.

Applications and warrants

- Application for office
<http://www.ansteorra.org/regnum/seneschal/forms/Application.pdf>
- Warrant of Appointment to Executive Office (for Seneschals)
<http://www.ansteorra.org/publications/forms/Executive%20warrant.doc>
- Warrant of Appointment to Financial Office (for Treasurers)
<http://www.sca.org/docs/FinanceOfficeWarrant.pdf>
- Warrant of Appointment to Office (for other officers)
<http://www.ansteorra.org/publications/forms/Standard%20warrant.doc>

Reports

- Monthly Report
<http://www.ansteorra.org/regnum/seneschal/monthlyreport.html>
- Event Report
<http://www.ansteorra.org/regnum/treasurer/pdf/event.PDF>
- End of Reign Report
<http://www.ansteorra.org/regnum/seneschal/EORreport.html>
- Quarterly / End of Year Financial Report
<http://www.ansteorra.org/regnum/treasurer/pdf/quarter.PDF>

Waivers

- Roster Waiver (also called an “Event Waiver,” “Adult Waiver,” “Fighter Practice Waiver” or “Consent to Participate”)
<http://www.ansteorra.org/regnum/seneschal/forms/Consent.pdf>
- Minor Waiver (also called a “Child’s Waiver,” “Children’s Waiver,” “Youth Combat Waiver” or “Minor’s Consent to Participate”)
<http://www.ansteorra.org/publications/forms/MinorConsent.pdf>
- Minor Permission form
<http://www.ansteorra.org/regnum/seneschal/forms/MinorPerm.pdf>
- Minor Medical Authorization form
<http://www.ansteorra.org/publications/forms/MinorMedicalnotary.pdf>
- Equestrian Waiver (“Waiver And Informed Consent To Participate In Sca, Inc. Equestrian Activities”)
http://www.ansteorra.org/publications/forms/adult_equestrian_waivers.pdf

Calendar and Black Star

- Request for Date on Kingdom Calendar / Bid for Kingdom Event form
<http://www.ansteorra.org/regnum/seneschal/forms/Calendar.pdf>
- Event Announcement Checklist and Seneschal Sign Off
<http://www.ansteorra.org/regnum/chronicler/Forms/EventAdChecklist-Signoff.pdf>
- Publication Permission form (artwork release)
<http://www.ansteorra.org/regnum/chronicler/Forms/PubPerm.pdf>

Insurance

- Proof of Liability Insurance (this file is very large)
<http://www.ansteorra.org/regnum/seneschal/forms/scainsurance.pdf>
- Equestrian Insurance information
<http://www.sca.org/docs/eq-insurance.pdf>
- Insurance Certificate Ordering Instructions
<http://www.sca.org/docs/insurancecert.pdf>

Other forms and information are available on the Kingdom website (www.ansteorra.org) and the SCA website (www.sca.org).

Appendix D. Regional Seneschals

Applying for a Regional Seneschal office

In order to apply for a Regional Seneschal position, you must fulfill all the requirements as defined in the “Applying for office” section earlier in this document. Send your application to the current Regional and Kingdom Seneschals. If you are not chosen, don’t be deterred from applying in the future. Also, consider volunteering as a deputy.

Responsibilities of the Regional Seneschal

The specific role of a Regional Seneschal is determined by the current Kingdom Seneschal, but the general responsibilities of the office include promoting the health of the region, overseeing the local seneschals, writing and filing reports, and conducting opinion polls.

Promoting peace, harmony, and prosperity

One of your most important responsibilities as Regional Seneschal is to foster harmony and facilitate communication in your region. Problem solving and conflict resolution are a critical part of your job, so always be aware of potential issues in your groups. When you become aware of a conflict in your region:

- Only get involved if you need to. You don’t have to solve every problem personally. Trust your local Seneschals.
- Offer support, help find solutions, and act as a mediator if needed.
- Remain as neutral as possible. Always be diplomatic and assume everything you say will be repeated and published. Seek the high ground, be helpful, and be constructive.
- If you must get involved in a situation, try to defuse the issue through positive, non-threatening, non-inflammatory interaction with the parties involved.
- Remember that not every phone call or piece of correspondence requires that you take action. People often just want to be heard.

Selecting local Seneschals

Local Seneschals should notify the local group officers, the landed nobility, and the Regional Seneschal when they decide to step down, and should provide at least two months notice to allow time to publish the vacancy and process applications. Once you have been made aware of a vacancy, you should:

- Ensure that the local seneschal announces the vacancy at populace meetings, in the local newsletter, and to any local discussion boards.
- Encourage the local officers, the landed nobility, and the populace to comment on the candidates applying for office.
- If necessary, appoint an interim Seneschal. You might need to do this if the Seneschal has to step down suddenly or has been removed for cause. The interim Seneschal does not necessarily need to be the local Seneschal’s ER deputy, although that’s often the most logical choice.

Applicants must send their applications to you, the current seneschal, and the local landed nobility, if any. However, only the Regional or Kingdom Seneschal can select the new local Seneschals. Although Kingdom Law gives the landed nobility limited veto

power over applicants, you should never let it come to this. Always include the landed nobility in the decision process.

Be sure to consider a broad range of factors before making a final decision, including:

- SCA and modern experience
- Ability and willingness to work with others
- Fairmindedness
- Acceptability to the group

If you receive no acceptable applications, you can open the office to additional applicants. Do not choose someone you think is unacceptable for the position.

Once you make a decision:

- Notify both the applicant you've selected for office and the other applicants before you publish or publicly announce the new officer.
- Email the Kingdom Seneschal to have the new local seneschal added to the Seneschals' roster warrant. All Seneschals are considered to be Acting Seneschals until the roster warrant is signed at King's Round Table.
- Email the Kingdom Chronicler to update the Seneschal's information in the Black Star.
- Ensure that the retiring local seneschal turns over their files to their replacement within 30 days.

Removing Seneschals

Occasionally, you may have to remove a local Seneschal. Before you even consider removing someone, you should:

1. Attempt to counsel the individual about whatever difficulties are occurring.
2. Provide a written 30-day improvement plan to give the individual a chance to resolve the issues.
3. Issue at least two written warnings.

If these steps fail to resolve the issues, inform the individual by phone that the Kingdom is opening the office for bids. When you announce the vacancy publicly, be sure to thank the retiring seneschal for the service they gave.

Training local Seneschals

The Seneschal's warranting class is offered twice a year at King's Round Table by the Kingdom Seneschal, but you should be prepared to teach it at other times as well if it is needed in your region. Teaching the warranting class in your region is one of your primary duties. Remember that it is your responsibility to act as a resource for your local Seneschals. Be accessible and make yourself available to answer questions.

Receiving reports from local Seneschals

It is your responsibility to ensure that all local Seneschals are reporting as required. If you aren't receiving reports, make gentle inquiries to determine what the issue is. Ask the local landed nobles for help if needed.

Monthly reports are due to you by the 10th of each month through the online report form, which automatically sends a copy of the report to you, the Waiver Secretary, and the local Seneschal.

End of Reign reports are due to you every six months through the online report form. The report for January–June is due by June 10; the report for July–December is due by December 10. In this report, the local Seneschal should list the events and demos held over the last six months and summarize any other information reported during that time.

Reporting to and communicating with the Kingdom Seneschal

Regular reporting is vital to keeping the Kingdom Seneschal informed of your region's activities, issues, and major successes. The Kingdom Seneschal may also include information from your reports in his reports to the Crown and the Society Seneschal. The reports you must submit to the Kingdom Seneschal include:

- Quarterly reports
 - Quarterly reports must be submitted to the Kingdom Seneschal his reports are due to the Society seneschal and the Crown. This means your reports are due by the 1st of December, March, June, and September.
 - Your report should take the form of a paragraph or two on how your region is doing. Focus on any problem areas and any major kudos.
- End of Year report
 - End of Year reports must be submitted to the Kingdom Seneschal by February 15, so that the Kingdom Seneschal can submit his report to the Society Seneschal by March 1.
 - Include a summary sentence on each group in your region.
 - List the number of events and demos held during the year, as well as the number of active guilds. This information can be gleaned from the monthly local Seneschal reports you received.

The type and amount of information you are required to include in these reports may vary depending on the Kingdom Seneschal.

Always keep the Kingdom Seneschal in the loop regarding any problems that may be brewing. A quick email or phone call is all it takes. If a problem that the Kingdom Seneschal needs to know about arises at an event, demo, or practice, call immediately, no matter the time, especially if the incident involves a serious injury or potential criminal activity. Never assume that the local Seneschal or Event Steward has called already.

Acting as a liaison to other regional officers

As Regional Seneschal, you are in a good position to facilitate communication amongst the officers of the region. While you do not receive reports from the other regional officers, it is good practice to keep them informed of potential problems that could affect the offices they oversee.

- If your local seneschal is not receiving reports from another local officer, check with that local officer's regional superior to verify that they are receiving reports. That regional can then remind their officer that they also need to send reports to the local seneschal.

- If you know of a specific problem that will affect another local or regional office, call or email the appropriate regional officer. Do not circumvent them by going to their up-line kingdom officer.

Approving media ads

It is possible that a group will ask you for approval to use language for media ads that is different from the approved text found in the “Planning for the Media” section in this handbook. However, you should not make any substantial changes to these paragraphs. Direct any questions about changing the language of the media ads to the Kingdom Seneschal.

Conducting opinion polls

Regional Seneschals are sometimes called upon to conduct polls on behalf of the Crown. Polls are most often used to gauge a group’s support for candidates for Baron and Baroness, but can also be used to determine the opinions of the populace on other important issues, such as changes in group status.

Typically, the local or Regional Seneschal is responsible for setting a date and place for the polling. The polling should be announced as broadly as possible—in the local newsletter, at populace meetings, and on any local email lists—a month prior to the polling. Always stress that members and non-members alike can participate.

If it is necessary to conduct a polling quickly, you can inform people of the polling details via email or phone calls.

For more information, see the “Conducting a Polling” section in this handbook.

Appendix E. Seneschal's Warranting Class Outline

I. What is a Seneschal?

- Peacemaker, administrator, legalist, communicator, leader, facilitator, mentor, liaison

II. Applying for Seneschal

A. Requirements

- 18 or older
- SCA membership and get the Kingdom newsletter
- Attend a Seneschal's and Treasurer's warranting classes.
- Not live at the same address as the group's Treasurer.
- Be reachable by telephone in the evenings.
- It is critical to have email access.

B. Applying for office

- Application online at the Kingdom website on the "Forms" page.
- For a local Seneschal position, send the app to the both the local and Regional Seneschals.
- For baronial or canton Seneschal, also send the app to the baronial Seneschal and B&B.
- The landed nobility of a group have limited veto power over applicants.
- Only Regional or Kingdom Seneschal can select and warrant local Seneschals.

C. Duration of appointment

- Warrants are of six-month duration, renewable up to two years.

III. Responsibilities and duties of the local Seneschal

A. The primary duty and skill

- Promote peace, harmony, and prosperity in your group.
- Listening is always your most important skill. Listen and be patient with your members.
- Always assume your words become public. Never speak or write in anger.

B. Conducting regular meetings

- A meeting consists of officer reports, planning (event, demos or other) and new business.
- Make an agenda. If in a barony, coordinate and share agenda with the Baron and Baroness.
- Work with your officers and read the reports they give you.

C. Overseeing the management of the group's finances.

- Let the group Treasurer do their job.
- Be aware of how much money the group has and how it is being spent.
- Read the monthly Treasurer's report and a copy of the bank statement.
- Read all contracts carefully. When co-signing a check, know what it is for and who is receiving it.
- Financial Committee consists of Seneschal, Treasurer, another officer, and B&Bs (if any).
- Financial Committee approves all group expenditures and event budgets. (Leave some cushion in event budgets in case the event loses money.)

D. Ensure you have a replacement seneschal (ER deputy) and a deputy trained as a replacement.

E. Submit award recommendations

- Anyone can write an award recommendation.
- CC your landed nobility.
- If an award you recommend is not granted in one reign, resubmit it in the next reign.

F. Maintaining a Seneschal's reference library of laws, handbooks, and forms

- The *Organizational Handbook* for the SCA, also called the Governing Documents of the SCA (includes Corpora, the By-Laws, Corporate Policies, and the Articles of Incorporation)
- Ansteorran Kingdom Law

- Seneschal's Handbook
- Kingdom Financial Policy
- Complete Participant's Handbook (governing armor, weapons, and combat)
- Monthly Report form
- Event Report form
- "Request for Date on Kingdom Calendar -or- Bid for Kingdom Event" form
- Seneschal's End of Reign Report form
- End of Year Financial Report form
- Proof of SCA liability insurance
- Equestrian insurance procedures
- Newcomer guides
- Order of Precedence (list of the awards that have been granted to the populace)
- Roster Waivers
- Minor Waivers, both types

G. Conducting opinion pollings

- To determine the opinions of the populace on important issues such as changes in group status.

H. Acting as the legal representative of your group (includes signing of all contracts)

I. Dealing with modern authorities

- If a Seneschal, one of their warranted deputies, or an agent of the SCA is made aware that a crime has been committed; they must call the modern authorities and the Kingdom Seneschal. "Modern authorities" includes EMS as well as the police or other law enforcement authorities.
- When to call the authorities? Use the "Reasonable Person Test." Would a reasonable person call the authorities in this situation? Crimes of violence or involving minors or of a sexual nature: yes. Jaywalking or Speeding: no.
- If you need help, contact a superior officer.
- Modern authorities sort out whether a crime has been committed and what action to take.
- If someone is acting dangerously, call the modern authorities. Never try to restrain someone yourself. Remove others from the area of danger and monitor the situation until authorities arrive.
- Wear modern clothing to meet and escort modern authorities to the incident location.
- If you suspect mismanagement of funds or equipment, contact the Kingdom Seneschal and Kingdom Treasurer first. Do not confront the suspected person yourself. Ansteorra has zero tolerance for theft and may file charges.

J. Pacing yourself and knowing when to step down

- You are free to step down for any reason during your term.
- Give at least two months notice. Announce the search for app at populace meetings and in your group newsletter. The Regional Seneschal will take your input as well that of the landed B&B.

K. Ensuring your group meets all the requirements to maintain its status

- Maintain a minimum number of paid members (25 for baronies/provinces and 5 for all others).
- Maintain a specific slate of officers.
 - For baronies/provinces: Seneschal, Herald, Knight Marshal, MoAS, Treasurer, Chronicler, Hospitaler
 - For all others: Seneschal, Treasurer, and one of the following: Marshal, Herald, or MoAS
- Stay current on officer reporting. The End of Year Financial Report must be filed on time.
- Ensure all deposits are made promptly and all funds are handled appropriately.
- Send original waivers to the Waiver Secretary within 30 days following events and practices.
- All groups should publish a regular a newsletter and host one Kingdom Calendar Event per year.

L. Writing and filing reports

Email lists & bulletin boards are not official communications. Can submit reports by email.

Local officers must send copies of their monthly reports to their regional officer, the landed nobility (if any), and the local seneschal. If you don't receive reports, determine what the issue is.

- Monthly reports (due on the 10th of each month to the Regional Seneschal)
 - Use the online report form. Automatically sends a copy of your report to your regional officer, the Waiver Secretary, and your own email address, and allows you to specify two additional addresses (for the local Treasurer and the landed nobility).
 - Include information about events, demos, or fighter practices held during the month.
 - Include comments on group status. Always keep a hard copy of your report.
- End of Reign report (every six months.)
 - The report for January–June is due by June 10;
 - The report for July–December is due by December 10.
 - List the events & demos held and summarize the info reported over the last 6 mos.
 - Online form is available for the End of Year report.
- Event Report (after an event)
 - Send to the Regional and Kingdom Treasurers within 30 days.
 - Send the original waivers from an event to the Waiver Secretary with the group name and event name on all the waivers.
- End of Year Financial report
 - The most important report your group must file.
 - Due no later than January 31 of each year.
 - Your group can lose their status if this report is not filed on time.
 - If Treasurer needs help, assist yourself or contact the Regional or Kingdom Treasurer.

M. Ensuring that the local waivers are sent in to the Waiver Secretary

Waivers must be signed by the event attendee or a combat participant if they:

- Are not a member of the SCA, OR
- Do not have a blue membership card with them that denotes both SCA membership and a signed Consent to Participate on file at Corporate

Waivers protect the SCA from lawsuits.

- Roster Waiver—Also called the “Consent to Participate and Release Liability,” contains same waiver language as found on a membership application, but allows for multiple signatures. Also called an “Event Waiver,” “Adult Waiver,” or “Fighter Practice Waiver.”
- Minor Waiver—Also called the “Minor’s Consent to Participate and Hold Harmless Agreement,” it grants a minor permission to attend and participate at an SCA event or practice with their parent or legal guardian. Also called a “Child’s Waiver,” “Children’s Waiver,” or “Youth Combat Waiver.”
- Minor Permission form—Also called the “Minors Permission Form/Event Waiver,” it gives the consent of a parent or legal guardian for their minor child to attend and participate at an SCA event or practice with a non-parent adult.
- Equestrian Waiver—Also called the “Waiver And Informed Consent To Participate In SCA, Inc. Equestrian Activities,” it is required for participation in any equestrian activities.

Events (require waivers)

- The Roster Waiver signed at gate by attendees without a blue membership card with them.
- Minor Waivers for any minors in attendance
- Minor Permission forms for minors in attendance without their parent or legal guardian.
- The Equestrian Waiver if the event includes equestrian activities
- Send the **original** waivers for each event to the Waiver Secretary within 30 days. Make a copy for your files. **Do not send the gate sheets.**

Official fighter practices and demos (require waivers)

- Roster and Minor Waivers are required as above for participants, but not bystanders.
- Combat participants must sign a waiver at their local fighter practice each time they attend if they do not have a blue membership card with them
- Must include the group name and note that the waiver is for a practice.
- Multiple practices may be on a page as long as participants sign and date each practice attended.
- Each sheet may cover only one calendar month.
- Send **original** waivers to the Waiver Secretary within 30 days after the end of the month in which the practice was held, and make a copy for local files.
- In some groups, the local Seneschal delegates this duty to the local Knight Marshal.

- Waiver Secretary uses the local Seneschal's monthly report to ensure that she gets all waivers.
- No waiver for practices if no combat occurs or if all participants have their blue card with them.
- Waivers are not required for thrown weapons practices, or target archery practices.

Equestrians at practices and at demos (require waivers)

- The Equestrian Waiver is required for participants, but not bystanders.

Equestrian waivers

- Required for participation in any equestrian activities. Used regardless of SCA membership.
- You bring a horse, you need a waiver.
- Usually roster waivers and includes the group name and event name (or note if for a practice).
- Equestrian marshal sends original waivers to the Waiver Secretary and makes a copy for files.
- The local Seneschal is ultimately responsible for ensuring that the waivers are sent.
- Waiver Secretary uses the local Seneschal's monthly report to ensure that she gets all waivers.
- No waivers required for practices at which no equestrian activities occur.

Minor waivers (2 Kinds)

- **Minor's Consent to Participate and Hold Harmless Agreement** not required if the child has their own blue membership card with them
- **Minors Permission Form/Event Waiver**
 - Must be notarized by a legal notary prior to the event.
 - Must be used regardless of the child's SCA membership status.
 - Designates an adult (21 or older) to be responsible for the minor during the event.

Medical Authorization for Minors authorizes medical treatment in a parent's absence.

If you are a parent and bring your own child who has no Blue card with them, you only just need to sign a **Minor's Consent to Participate and Hold Harmless Agreement**.

If you bring a child who is not yours legally, you must bring all three documents.

- **Minor's Consent to Participate and Hold Harmless Agreement AND**
- **Minors Permission Form/Event Waiver AND**
- **Minor's Consent to Participate and Hold Harmless Agreement**

Lost waivers

- If you have problems with waivers being lost in the mail, send them in the following ways:
 - United States Postal Service Priority Mail with Delivery Confirmation.
 - UPS, DHL, FedEx, etc.
- Your receipt or tracking number is proof that you sent the waivers. Follow up with the Waiver Secretary by sending in a copy of the waivers.
- Do **not** use the "signature required" option to send in waivers. Always waive the signature when using delivery confirmation.

Failure to submit waivers in a timely way could cause future events to be removed from the calendar or fighter practices to be suspended.

What is an "official" fighter practice?

- A warranted Marshal (or their designated deputy who is an authorized marshal) **and** a local officer (or their designated deputy) are required.
- Can be the same individual (ie a local Knight Marshal or local Rapier Marshal)
- If holding a chivalric fighter practice, a warranted chivalric combat marshal must be present; if you are holding a rapier practice, a warranted rapier marshal must be present, etc.
- Being an Authorized Marshal does not necessarily mean that you are a Warranted Marshal
- Warranted Marshals include the following:
 - Local Knight Marshal—The chief warranted Marshal of a local group
 - Local Rapier Marshal—The warranted Rapier Marshal of a local group
 - Regional Marshal—Warranted Combat Marshals designated as the regional deputy and appointed by the Kingdom Earl Marshal or his designated deputy.

- Authorization (Authorizing) Marshal—Warranted by the Kingdom Earl Marshal or his designated deputy to authorize individuals in SCA combat-related activities
- The Local Knight or Rapier Marshal are warranted by the Kingdom Earl Marshal or Rapier Marshal and appear on their respective Kingdom Warrant roster. To be warrantable they must be an authorized marshal. Authorized just means they can fight.
- All official deputies to the local Knight or Rapier Marshal are also considered to be warranted and must be authorized Marshals. Though they might not appear on the Kingdom Earl Marshal or Kingdom Rapier Marshal's roster warrant, local deputies that are warrantable are covered under the Warranted Local Marshal's warrant.

N. Overseeing the planning and hosting of events

Kingdom Calendar Events

- Sponsored by an officially recognized branch of the Kingdom
- Advertised at least once in the Black Star.
- The event announcement must include the date, time, and location of the event.
- To place ad in the Black Star, send paper copy of ad, artwork/maps releases, payment, and the “Event Announcement Checklist and Seneschal Sign Off” form to the Kingdom Chronicler.
- Listed in advance on the official Kingdom Calendar in the back of the Black Star.
- To add event to the Kingdom Calendar in the Black Star or online, send a “Request for Date on Kingdom Calendar -or- Bid for Kingdom Event” form to the Kingdom Calendar Deputy.

If an event is not advertised at least once in the Kingdom newsletter, no activities of long-term importance or official business may take place at that event, including the granting of awards. A listing on the Kingdom Calendar in the Black Star is not sufficient. The event can still occur, but it is considered an Off-Calendar Event.

Multi-Group Calendar Events

- Hosted by two or more officially recognized branches of the Kingdom.
- Meet the same requirements as Kingdom Calendar Events.
- The Kingdom Seneschal is responsible for awarding an event multi-group status
- One group can be designated as the paper-pusher but both are held responsible.

Off-Calendar Events

- Awards and events of long-term significance **cannot** occur at Off-Calendar Events.
- Off-Calendar Events are not required to collect the NMS, but Event Reports and waivers must still be submitted as required for Kingdom Calendar Events.

Reoccurring Kingdom Events (such as Coronation, Crown Tournament, and Kingdom A&S)

- Share profit with the Kingdom.
- Must submit a “Request for Date on Kingdom Calendar -or- Bid for Kingdom Event” form to the Kingdom Calendar Deputy, Kingdom Seneschal, and Crown. Include a budget with profit projections, pictures of the site, amenities, additional activities, any drawbacks of the site.

Event limits

- Baronies and provinces may host **two** Kingdom Calendar Events per year.
- All other groups may host **one** Kingdom Calendar Event per year.
- Kingdom Events, like Coronation and Crown Tournament, and Multi-Group Calendar Events do not count towards a group's event limit. Also, if a group hosts a Kingdom Event (like Eisteddfod or King's Lancer) in conjunction with their own event, that event does not count toward event limit.

Event bids and planning

- Event bids should be solicited from the populace six months before an event.
- All bids should include a proposed budget, Event Steward, and basic event crew.
- Event Stewards are Deputy Seneschals, so must meet all the requirements for a local Seneschal.
- Assign a mentor to first time stewards to answer questions and give advice.
- Set a “Family Maximum” equivalent to three adult site fees. “Family” are people who are related and live at the same address. Maximums apply only to site, not feast fees.

- Remember the group's financial committee must approve all final budgets.
- Use the "Request for Date on Kingdom Calendar -or- Bid for Kingdom Event" form
 - To submit a request for a preferred date (always include alternate dates)
 - To assign or change an Event Steward (acts as a officer warrant)
- Can request event dates up to 2 years in advance from the Kingdom Calendar Deputy
- Can use the Seneschal's name as a placeholder for the Event Steward.
- Official Event Steward must be designated at 3 months before the event.
- Fill out the forms completely and provide all required signatures.
- Consider using ACCEPS to allow for prepayment of site and feast fees online.
- Make a preliminary event ad and post it as a webpage so it can be linked to the online calendar. Also, consider placing an extra ad in the Black Star advertising your event the month before.

Event announcements

- At least one event announcement in the Black Star is required for every Kingdom Calendar Event
- Must be submitted by the first of the month before the month of publication.
- Review the "Event Announcement Checklist and Seneschal Sign Off" form on the Kingdom Chronicler's website to ensure that you include all the required information.
- Send a paper copy of the ad, payment, and any releases for artwork on time. Failure to do so can mean your event will not be a Kingdom Calendar Event and that no awards can be given.

When is Non-Member Surcharge (NMS) charged?

- All Kingdom Calendar events and Multi-Group Calendar Events are required to collect the NMS.
- If no money is collected at a Kingdom Calendar or Multi-Group Calendar event, **no** NMS.
- Off-Calendar Events are not required to collect the NMS.

Marshals

- Warranted marshals are required for all combat, archery, and equestrian activities.

Planning for archery and equestrian activities at local events

- Ensure that you have the equipment and people necessary to conduct the activity.
- If not, contact the Regional Archery or Equestrian Marshal to find the help/equipment required.
- Do not assume that individual archers or equestrians in attendance are equipped to run activities.

Alcohol

- SCA funds cannot be used to buy alcohol except when used as an ingredient in food preparation.
- SCA funds cannot be used to buy ingredients to make alcohol.
- Any situation that gives the appearance that the SCA is providing alcohol is prohibited.
- Taverns run by private individuals at events may not in any way imply that the SCA is involved, **including** accepting donations to give to the SCA.

Insurance

- The SCA has liability insurance and most sites will require proof of that insurance.
- A copy of the insurance is available on the Kingdom Seneschal's website.
- If site owner wants to be listed on the insurance certificate as "additionally insured" a fee must be paid to the corporate office. The insurance certificate must be ordered six weeks in advance.
- Equestrian insurance is required if horses attend an event or demo.
 - Obtained at least 45 days prior to the event and is ordered from Corporate
 - A single insurance request may list multiple dates in the same year for the same loc.
 - SO if your group always has equestrian practice at the same location, you can include all the dates for the year on a single insurance request.

Animals

Pets are welcome at events unless the site owner does not permit pets. Pet owners:

- Are responsible for and must be in control of their pets and their pets' actions at all times.
- Must clean up after their pets and keep them from disturbing others.
- Should maintain vaccinations in accordance with the laws in their state of residence.
 - The gate does not check vaccination records (including rabies)
 - Horse owners must provide proof of a negative Coggins test to be admitted to an event

- Service animals
 - Event announcements for sites that do not allow pets should specify "service animals only", not "service animals only with ID"
 - Federal and state laws allow service animals everywhere the public is allowed.
 - You can ask the owner if the animal is a service animal. If yes, admit the animal.
 - If animal is aggressive or destructive, you can ask the owner and animal to leave.

Children

- Parents are responsible for their children at all times.
- Parents should always know where their kids are. If <12, kid should be within eyesight/earshot.
- Parents cannot leave the site without their children unless they have provided a notarized waiver for children in the care of a non-parent adult.
- Children under 12 are not suitable babysitters at SCA events.
- Minors (a person under the age of 18) cannot run gate or be a Seneschal or Treasurer
- Children's activities at events and other locations:
 - For all organized SCA functions for minors (under age 18), a minimum of two adults (age 18 or older), unrelated to one another by blood or marriage, must be present.
 - Kids <5 must be accompanied by a parent/legal guardian to participate in kid activities.
 - For additional information and policies, see the Ministry of Children website.

O. Overseeing demos and public relations

- Demos must be approved by the Seneschal of a branch of the SCA.
- Encourage your populace to wear their nicest garb and to represent as many activities as possible—fighting, arts and sciences, dance, and so on.
- Make a sign-in sheet of potential new members.
- Newspapers have some sort of a community calendar, and most types of media—newspapers, TV, and radio—have a website that includes a community calendar. Contact the media organization, ask for the Community Editor or the Assignment Editor, and ask them to consider publishing your announcement. Use the approved ad template for demos.
- Fighters participating in a combat demo must have a blue membership card with them or must sign the appropriate waiver.
- An SCA fighter should never hit a member of the public, with or without armor. If audience members show an interest in fighting, direct them to a local fighter practice.
- "Fight-the-knight" activities for children may only be conducted with boffer weapons. The SCA combat participant must meet normal SCA chivalric armor requirements.
- Allow sufficient room around the activity to keep both the child and the audience safe.
- A waiver is not required for the non-SCA child hitting with the boffer.
- Never leave live steel unattended or allow the audience to handle live steel.
- If a demo involves horse, the sponsoring group must purchase equestrian insurance. Equestrian participants must sign the appropriate waivers.
- Waivers are not required at demos that do not include combat or equestrian activities.
- Contact the Kingdom Seneschal immediately to report any serious injuries
- Remember interest wanes quickly, follow up with all newcomers within 7 days
- Invite newcomers to populace, a local event, newcomer's meeting, fighter practice.
- Email messages should include links to the local, Kingdom, and SCA websites. If a local event is coming up soon, include a link to that website as well.
- Consider offering special incentives to newcomers, such as half-off site fees (your local Financial Committee must approve these kinds of expenditures first).
- At the next event after your demo, be sure that someone is assigned to assist your newcomers.