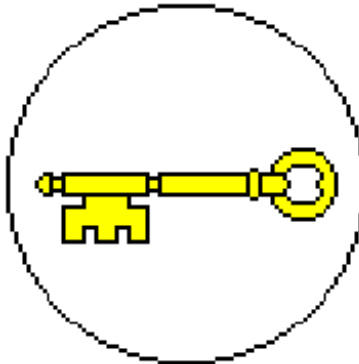


# Kingdom of Caid

## Branch Seneschals Handbook

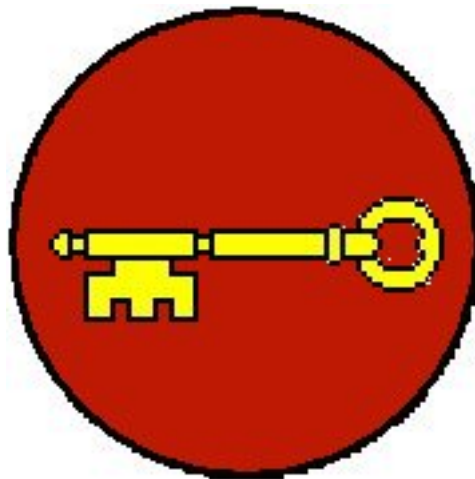


This is the branch seneschal's manual of the Kingdom of Caid, published for the citizens of Caid of the Society of Creative Anachronism, Inc. It is not a publication of the SCA, Inc. and does not delineate SCA policy.

## Acknowledgments

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Previous editions of the Seneschal's Handbook were written by Duke Jason Griffiths of Shadowhyrst, Master Colin Wynthorpe, Duchess Naptha of Thebes, Mistress Xena Baxter Wynthorpe, Viscountess Caitriona ni Bhriain, and Baronesse Cara Michelle DuValier  
Many thanks to all of these hard working Caidan Seneschals.



I would like to thank you for your time and interest in being a Seneschal of Caid. May all good fortune be with you.

# Table of Contents

<b><u>Acknowledgments</u></b> .....	<b>0</b>
<b><u>Table of Contents</u></b> .....	<b>2</b>
<b><u>Introduction</u></b> .....	<b>4</b>
<b><u>I. A Word About the Structure of the SCA</u></b> .....	<b>6</b>
<b><u>The Board of Directors</u></b> .....	<b>6</b>
<u>Your Input to the Board of Directors:</u> .....	6
<b><u>Society officers:</u></b> .....	<b>6</b>
<b><u>Kingdom and branch officers:</u></b> .....	<b>6</b>
<b><u>The Crown:</u></b> .....	<b>6</b>
<b><u>The Landed Baronage:</u></b> .....	<b>7</b>
<u>Your input to the Crown:</u> .....	7
<b><u>Where does all this leave you?</u></b> .....	<b>7</b>
<b><u>II. The Basic Job Description</u></b> .....	<b>8</b>
<b><u>Qualifications:</u></b> .....	<b>8</b>
<b><u>III. Responsibilities and duties of the Seneschal</u></b> .....	<b>10</b>
<b><u>Administration</u></b> .....	<b>10</b>
<u>Deputies/Staff:</u> .....	10
<u>Officers:</u> .....	11
<u>Event Steward/Autocrats:</u> .....	11
<u>Meetings:</u> .....	11
<u>Financial Committee:</u> .....	12
<b><u>Communications</u></b> .....	<b>12</b>
<u>Paperwork:</u> .....	12
<u>Letters:</u> .....	13
<u>E-Mail/Electronic Communication:</u> .....	13
<u>Telephone:</u> .....	14
<u>Reports:</u> .....	14
<u>Financial Reporting:</u> .....	15
<u>Event Reports:</u> .....	15
<b><u>Legal Representative:</u></b> .....	<b>16</b>
<u>Contracts:</u> .....	16
<u>Age of Majority:</u> .....	17
<u>The Law:</u> .....	17
<u>Weapons:</u> .....	17
<u>Copyrights:</u> .....	17
<u>Alcohol:</u> .....	18
<b><u>Events:</u></b> .....	<b>19</b>
<u>Types of Events:</u> .....	19
<u>Calendar Date Request/Change Forms:</u> .....	21
<u>Binding on Kingdom Events:</u> .....	21
<u>Insurance:</u> .....	21
<u>Waivers</u> .....	22
<b><u>Health and Safety</u></b> .....	<b>24</b>
<u>Support</u> .....	24
<u>Privies –</u> .....	24
<u>Kitchen Safety</u> .....	25

<u>Fire Safety</u> .....	25
<u>Communicable Diseases and Other Disruptive Medical Conditions</u> .....	25
<u>Minors</u> .....	26
<b><u>New Branch Application:</u></b> .....	<b>26</b>
<u>Group Suspension:</u> .....	26
<b><u>Handling the Media</u></b> .....	<b>27</b>
<u>Helpful Hints:</u> .....	27
<b><u>Staying Out of Trouble</u></b> .....	<b>28</b>
<b><u>IV. Organizing Yourself</u></b> .....	<b>30</b>
<u>Burnout</u> .....	30
<b><u>V. Forms</u></b> .....	<b>32</b>
<u>Agreement to Serve</u> .....	34
<u>Seneschal's Report Form</u> .....	36
<u>Autocrats report form/Checklist for Events</u> .....	38
<u>Standard Warrant Form</u> .....	40
<u>Doomsday Report for Year 200x</u> .....	42
<u>Caid Calendar Request Form</u> .....	44
<u>Calendar Change Form</u> .....	46
<u>Waiver Package Cover Sheet</u> .....	48
<u>Insurance Certificate ordering instructions – revised 8/99</u> .....	50
<u>Request for “Additional Insured” Certificate</u> .....	51
<u>Medical Authorization For Minors</u> .....	52
<u>Minor's Waiver And Informed Consent To Participate</u> .....	54
<u>Consent To Participate And Release Liability</u> .....	56
<u>New Branch Application</u> .....	58
<u>Event Budget Worksheet</u> .....	60
<u>Sample Polling Ballot</u> .....	62
<u>Council Meeting Agenda</u> .....	64
<u>Council Sign-in Sheet</u> .....	66
<u>Tax-deductible Donation Solicitation</u> .....	68
<u>Kingdom Awards</u> .....	70
<u>Internal Revenue Service and State of California Corporation Docs</u> .....	73

## Introduction

As Corpora, Kingdom Law and the Society change, so will the functions of the officers. This document is intended to be a guide to the duties and requirements of the position of Branch Seneschal. This document is not the absolute authority, but just a guideline. Please always refer to the SCA Organizational Handbook and Kingdom Law for all current rules and policies.

As seneschal, you will fill many shoes. At different times you will be coordinator, organizer, legal representative, contract-signer, cheerleader, advocate, president, teacher, font of information, listener, and sometimes nursemaid. This is a big job, and if you're feeling a bit nervous right now, that's good. It means that you are aware of how demanding the job can be, and you'll probably be a very good seneschal.

When you take an office your participation in the organization is no longer entirely voluntary. You take on an obligation to do certain things whether or not you feel like it. As difficult as the job may sound the real challenge is the "people" part. It's now your job to be an activities planner, fundraiser, hand holder, arbitrator, and the person "in the know". You must encourage other officers to do their jobs without insulting their competence or micro-managing them.

Changes to this Handbook can easily be incorporated through revisions. It should be as easy as removing a page and replacing it with the new ones.

Suggestions for improvements to this handbook are encouraged. All criticisms should be accompanied by constructive suggestions and all suggestions should apply to the office in question. Comments should be addressed, in writing, to the Kingdom Seneschal.

A copy of this Handbook should be kept with the Branch files. All files accumulated as a result of the normal function of the Branch Seneschals office are the sole property of the Society for Creative Anachronism, Inc. These files must be turned over to the incoming officer upon the conclusion of your term in office.

This can be a most rewarding position. If at any time it no longer gives you any pleasure it's time to begin training a replacement and move on.

Welcome to the Seneschalate.....



## **I. A Word About the Structure of the SCA**

Understanding the Structure of the SCA can be difficult. You first have to understand that there are two chains of command. The 20<sup>th</sup> Century Corporation, and the Historic Feudal Monarchy we attempt to recreate.

### **The Board of Directors**

The Board of Directors is the highest level of the modern chain of Command. Decisions made by the Board flow through the Society Seneschal to the other society officers, and to their counterparts in administrative districts (Kingdoms, Principalities, Baronies, Shires, Cantons, Etc.)

The Board of Directors is self-perpetuating, meaning that it chooses its own members. Anyone in the organization can nominate members for a seat on the BoD. The BoD then solicits input from the membership on the qualifications of candidates. Board decisions are made by a majority vote – the only place in the SCA where decisions are made this way.

### **Your Input to the Board of Directors:**

The Board of Directors and their decisions may not seem to impact you or your branch very much, but if you pay attention to what they are doing you will find more impact than you thought. The BoD may request comment from the membership on a particular issue. If you have any opinion at all about the subject at hand, write to the Board and let them know. Also, encourage members in your branch to comment as well. If we don't give our opinions on the workings of the organization, how are they who make decisions going to know?

### **Society officers:**

The next level in the 20<sup>th</sup> Century chain of command is the Society Officers. There are Society level officers to correspond to the Kingdom level officers. The Society Seneschal has the authority to make policy decisions and to interpret the SCA's governing documents. His/her rulings are subject to approval by the Board of Directors, and must be reported to the board at their next meeting. The other Society officers may make decisions and rulings in their particular areas of authority, with the BoD's final approval.

### **Kingdom and branch officers:**

The Kingdom Seneschal is the legal representative for the Kingdom of Caid to the modern world. The Kingdom Seneschal's job is to interpret Kingdom Law, and make decisions about the day-to-day workings of the Kingdom. These decisions are subject to approval by the Crown and the Society Seneschal.

The Branch Seneschal is the legal representative for the Branch they serve, within the Kingdom. They make decisions about the day-to-day working of the Branch subject to the approval of the Baron and Baroness, if they have one, and the Kingdom Seneschal.

### **The Crown:**

The Crown (the King and Queen working together) are the highest level of the Historical Chain of Command. They appoint Kingdom level officers in conjunction with the

appropriate Society level officer. They have the power to change Kingdom law (however, Kingdom law can't be changed in such a way as to conflict with the Society's governing documents or real-world law).

**The Landed Baronage:**

The Landed Baronage is the final level in the Historical Chain of Command. They are the representatives of the Crown at the local branch level.

**Your input to the Crown:**

It is the privilege of every participant in the society to make award recommendations to the Crown or Baronage. Be sure to inform your branch that everyone has a right to write letters to the Crown and Baronage, it doesn't matter what your SCA background is. The Crown and Baronage can't know all Their subjects, and they really want to hear from you. If you don't do it, who will?

**Where does all this leave you?**

You are the conduit between the modern corporation and the historical feudal game.

**Even though your group may be a barony or a canton, with the baronage in attendance, they are the ceremonial representatives of the Crown and, as such, are not the president of the barony or canton, you are. But never forget they have significant impact and power in the group as they do represent the Crown.**

Usually the baronage are responsive, aware and comfortable enough in their position not to be authoritative and overbearing. And generally the populace respects the office of the baronage and therefore accords their words considerable weight. This is all well and good for the Society. However, in practical matters, it is possible there can be a conflict of authority between the seneschal and the baronage. All attempts should be made to settle any problems privately, so as not to diminish the office or roles of any of the individuals. If problems continue to exist, or there is no resolution, such a conflict of interest must be taken to the next higher level of the Seneschalate. Remember that it is the officer corps with the group in mind that make the whole group run, and run well.

In groups without local Crown representation (Shire, College, Stronghold) the seneschal is the administrative director. Making decisions with heavy input from the other officers and the membership of the branch, and always with the wishes of the Crown in mind.

## II. The Basic Job Description

The term “seneschal” appears to have Germanic origins, akin to the Gothic “seneigs”, meaning old, and to the Old High German, “scalc”, meaning “servant”. Therefore a seneschal was an old and trusted servant of the household, an agent or steward in charge of a lord’s estate in feudal times. The historic seneschal of the Middle Ages was responsible to the “Lord of the Manor” for the efficient administration of the estate and as senior servant had the authority and responsibility given him by the lord of the estate.

In our Current Middle Ages, the Seneschal performs in the same manner. Each is the senior servant of the estate, be it kingdom, barony, shire or canton. He/she is responsible for the efficient administration of that area. More specifically s/he is responsible for:

- ◆ The legal representation of the branch.
- ◆ Submitting the required officer reports on a timely basis. All office must report at least quarterly. This includes assuring that each branch office reports on time.
- ◆ Participating in financial decisions as a member of the branch’s Financial committee.
- ◆ Overseeing conflict and dispute resolution when the issue can be resolved at the local level.
- ◆ Appointing and supervising autocrats in charge of group activities.
- ◆ Arranging events that meet the needs of the populace and the SCA.
- ◆ Assuring that the branch complies with real-world law, Corpora, and Kingdom Law either by reference to SCA documents or consultation with the Kingdom Seneschal.

In general terms, the seneschal is the administrator and coordinator of a branch of the SCA. S/he is responsible for the effective functioning of the group as a whole and in the conduct of its affairs with other SCA groups as well as the real world. The role of coordinator includes liaison between the various offices, other branches, public contacts and Kingdom officers.

### Qualifications:

The requirements set forth in Corpora for the job of seneschal are:

- ◆ A willingness to assume the position.
- ◆ Be a member of the SCA as set forth in Corpora: a member with access to the Kingdom newsletter at their residence. Such membership must be maintained during the entire tenure in office.
- ◆ Be warranted by the Kingdom Seneschal and the Crown. This denotes approval within the administrative chain of command for meeting the requirements of the position.
- ◆ Be of legal age to sign contracts. In the State of Calif. the age of majority is 18 years. (Note – The society does not permit discrimination by age, except where modern law requires such discrimination, and does not permit discrimination by gender at all)

The job of seneschal can be time consuming and successful performance requires adequate time available. Further, attention to paperwork, letter writing, and some public contact is a necessary part of the smooth functioning of the Seneschalate. As a result,

you should also possess tact, diplomacy, discretion, patience, organization, wit and a thick skin. You will need a phone, a typewriter/computer and should have ready access to a copier. E-mail is an invaluable tool. It can save you time and considerable amounts of money on phone bills and postage. (see e-mail section for more information)

You cannot hold any other major office, except an office, which must be filled, and no other person is available for the position. This should be a temporary condition.

- If you are not familiar with the SCA documents (Corpora, and Kingdom Law) when you take office, you should read them as soon as possible and discuss any questions that you might have with the Kingdom Seneschal.

Succession or replacement to the local office of seneschal should occur within the normal tradition of the group and may occur only with the concurrence of the Kingdom Seneschal. Once the new seneschal has been chosen, the outgoing officer should have them complete the "WARRANT OF APPOINTMENT TO OFFICE" form found at the back of this handbook. This form, and a letter nominating the replacement, should be sent to the Kingdom Seneschal right away. If the candidate has the support of the local group and the outgoing officer the Kingdom Seneschal will most likely accept the candidate, if there is some concern they may request a meeting. Until the Kingdom Seneschal has accepted the new candidate and included their name on the Warrant Roster, they are an "Interim Seneschal". Interim Seneschals may not sign contracts or act as a legal representative of any SCA branch. Publication of your name in the Kingdom newsletter does not represent warranting.

### III. Responsibilities and duties of the Seneschal

#### Administration

General administration is the quiet conduct of business as needed to ensure the smooth and effective running of a local group. This can be the most time consuming and complicated of all the seneschal's duties.

You are responsible for the general well being and conduct of the local group. The duties assumed in this area are vague and general. Some of them are: ensuring the group has the minimum required memberships. Contact with The Crown Prints staff for regnum changes and event announcements. Publishing special meeting notices, all calendar business, conducting business with other local SCA groups, defining (with other local seneschals and the Kingdom Seneschal) boundaries or working on committees, etc. There may be additional duties of coordination between the local group and the Crown, various groups or projects. The nature of each group will dictate the amount of involvement or work required of a Seneschal.

To quote the former Steward, Mistress Hilary, "work is an activity performed by non-seneschals". This is a humorous way of saying you are the administrator, the one who manages or supervises. It means that you do not do all the "front line" work yourself but must effectively motivate others to do so. Keep in mind though, that you lead by example.

#### Deputies/Staff:

You may have various deputies who report to you. In a small group, you might have only some of these deputies, in which case you would fulfill the duties of the remaining offices. If the workload gets too heavy in a particular area, then recruit a deputy. The larger groups, and Baronies, will usually have all of these. These deputies, while reporting to their Kingdom superior (if they have one), also report directly to you. It is your responsibility to maintain an effective staff of deputies and coordinate with them. These deputies may be:

- ◆ Avant Courier (media contact)
- ◆ Chatelaine (newcomers class, hospitalier at events)
- ◆ Constable
- ◆ Minister of Children
- ◆ Demo Coordinator
- ◆ Phone listing
- ◆ Autocrats (these deputies have special requirements, see that section)
- ◆ Special projects

Each of these deputies has a direct impact upon public demonstrations, tournaments or revels. As some of these deputies have a Kingdom superior, it is not necessary to "supervise" them, so much as to coordinate with and for them. Each of these deputies has a requirement to work for and with you as well, assisting in their areas of expertise. The Chatelaine, Avant Courier, Demo Coordinator, Minister of Children and Constable have Kingdom Level superiors and will get help and advise through them also. As these officers have direct contact with the non SCA world, they must work more closely with you.

*Deputies who work on special projects or reports and assist you with the day-to-day chores can be an important part of your staff. Deputy Seneschals also form a pool of talent from which to draw when selecting your replacement. This avoids complicated or incomplete training of replacements and maintains a good flow of responsibility to the local group.*

Officers:

- **It is the responsibility of each new Branch officer to contact his/her Kingdom Superior!**

All officers of a local group have a Kingdom Superior to whom they must report and from whom they receive their warrant.

You are also the coordinator between officers in the local group. You can respond to higher authorities, Kingdom Officers or Seneschal, if there are problems that need to be elevated to that level. You are to ensure that reporting is being done by the local officers to their Kingdom superior. Your local officers should be coping you on their reports to their kingdom superior. You can not require or demand anything more from another officer, than what is required for that officer as described in the organizational handbook of the society, kingdom law or other documents from that officers superior.

- **All officers of the group must be members of the SCA.**

Event Steward/Autocrats:

The Event Steward or Autocrat is a deputy responsible for a particular event. Event Steward/Autocrats of local events are not typically warranted; however, **they must be paid members of the SCA** because they are considered temporary officers. A deputy autocrat need not be a member, but the head autocrat must be.

You are responsible for making sure that group activities are planned to try to serve the needs of the populace and the SCA. As seneschal, you are also ultimately responsible for making sure that all group SCA activities are in compliance with applicable laws, the requirements of Corpora, and Kingdom laws and policies. Therefore if an autocrat must abandon an event at the last minute it becomes your job to make it happen.

If you are not familiar with the SCA documents (Organizational Handbook of the SCA, and Kingdom Law) when you take office, you should read them as soon as possible and discuss any questions that you might have with the Kingdom Seneschal.

Meetings:

In every group there should be at least monthly business or council meetings. You should conduct these meetings. This involves running the meetings effectively, ensuring that all business which needs to be placed before the populace is relevant and handled efficiently.

The business can be new or old, officers and guild reports, autocrats reports, Kingdom law changes and announcements. You are responsible for the coordination of these activities as well as determining the order in which they are addressed. This can be accomplished by using an agenda. (See sample at the back of the Handbook). It is merely a tool for efficiency and should not be restrictive. The agenda allows the meeting to be orderly, cover all officers reports, old and new business and serves as a basic record of the meeting. A good agenda is a skeleton for the meeting.

Therefore, you run the meetings with due respect given to the Baron and Baroness and their input and leadership. In all cases, you need to work with the Crown and their representatives, the Baronage, as their wisdom and experience, as well as position, are necessary to the conduct of Society business. Remember, Kingdom Law says,

“Voting” is discouraged but a wise leader “polls” his/her populace and attempts to get a consensus before making a decision.

#### Financial Committee:

You will serve, per Society financial policy, as a member of the barony's financial committee, and you should be a signatory on the checking account. The treasurer (exchequer) is also required to serve on the committee. The Baronage is not required to do so, but may if they wish, and they will probably wish. Other officers or members of the group may serve on the financial committee, depending on the wishes of the group. All members of the financial committee will participate in making decisions about budgeting and expenditures.

Your Baron and Baroness may not directly appoint or remove Baronial officers (that responsibility rests with the Crown and the appropriate Kingdom Officer), they have considerable influence in officer selection – probably more so than anyone else. While they may not make unilateral decisions about how the groups' money is spent (nobody should be doing this!) they usually will have veto power on spending decisions, just as the Crown does on Kingdom level expenditures. Because they have veto power on spending does not mean that they have approval power.

If your branch is a Shire, College or Stronghold, you and your treasurer may be the entire financial committee. You would be **very wise** to make financial decisions with the wishes of the populace in mind.

#### Communications

##### Paperwork:

Some paperwork is required in the efficient running of every organization. Within the SCA, people seem to regard it with a marked distaste. You are responsible for a number of reports at various times of the year. Please remember that communication is an important tool and asset. Correspondence, report writing and special communications should never be ignored or delayed. Completing monthly reports makes compiling your Doomsday reports much easier and local historical data is collected.

Agendas of meetings, meeting summaries and officers reports can be useful if maintained on a regular basis and kept in local files. They not only create a sense of “history” for the group, but also act as an accurate method of information retrieval for the various reports.

Letters:

Date everything using modern dates. Society year dates are a pleasant addition, but not enough on their own.

Put your return address on the letter as well as on the envelope. If you're willing to talk on the phone, also include your phone number and indicate the times you can be reached.

Use standard letter sized paper (8 1/2" X 11" in the U.S.) of a moderate weight and in white or some light and easily photocopied color. If you use printed letterhead or envelopes, make sure they're your own, and not your employer's.

Make sure the text is easy to read. Dark typescript in a plain, legible font is best.

Avoid fancy fonts or handwriting.

If several people need to see the same message, address it to one of them, and put the other on a courtesy copy list at the bottom. Resist the temptation to send them all personalized copies of the same letter; if you do that, your addressees will get very irritated with you when they compare notes!

Send mail that can be delivered without the recipient signing for it, (unless your Kingdom Seneschal has instructed you to). Postal return receipts do improve your chances of getting to the right person – and getting him to admit that you did so - but they slow down your message, and will virtually guarantee that your target will be irritated with you. For Society business, it is generally preferable to include a return postcard if you want to be sure that your message got through.

Take your time with difficult letters. During your tenure you will probably have to write at least one letter that is as likely to cause trouble as to fix it – answer an intemperate complaint, correct misguided behavior, recommend unwelcome action... Your goal in such letters must be to try to get the results you want, that is, a return to the constructive side of life in the Current Middle Ages, rather than to vent your feelings about the situation. Here are some helpful principles:

Let matters cool for a day or two before you write anything.

Set your letter aside and read it again the next day. Consider whether what you've said makes the impression you wanted, and revise as necessary. It may be necessary to repeat this process once or twice to get the effect you want. However, don't let this stretch out too long --the task won't go away if you ignore it, and it may even get worse.

E-Mail/Electronic Communication:

Over the past few years our computers have become very important to us, and have changed the way we do business. Communication at the speed of light can be a positive tool or a catastrophe.

According to SCA policy, e-mail can only be used for official business if all parties involved have consented to such use. If I provide you with my e-mail address and say that you can report via e-mail, I have consented. Under no circumstances can you require that business be conducted via e-mail. Hard copies are always acceptable.

Always keep in mind that although a huge majority of the populace is connected via the computer many are not. You may not make special offers, discounts, or information available only via e-mail or the web. Remember to include the same information in the event announcements seen in newsletters as seen on web pages.

Most of the suggestions regarding written correspondence apply to e-mail as well. Use common sense and remember to keep copies of important messages.

The warning about not sending a letter in anger applies triply to e-mail. It is so easy to write an intemperate response to something, hit the reply button, and send your message into the void.

Always double and triple check the **Send To, and CC** addresses. It could save you horrible embarrassment.

Always re-read your message. For some reason typos seem more frequent in e-mail.

#### Telephone:

Telephone calls are not “official” communications. If something major is being decided via phone, you need to follow it up with a letter or e-mail to confirm what was discussed. However, telephone calls are a necessary and frequent part of the job. Here are some helpful guidelines:

- Always take notes. Note the date and time of the call, the callers full name and details of the conversation. This may save you some embarrassment later when you've forgotten the details.
- Call before 9 or 10 PM. Call at a reasonable hour. Normally after 10AM or before 10PM is good, unless you have made specific arrangements.
- Use modern names, not SCA names whenever possible. Once you have your party on the phone, be pleasant, but get down to business quickly. Ask your question; give your information, or whatever it is you called to do. After the business part of the call is over you can chat if the other person is willing.
- Ask the person if this is a good time to talk. If your call will take more than a minute or two, offer to call again at a better time.
- Leave clear complete messages on answering machines. Think about what you'd say to a machine before making the call. If you don't have an answering machine you should strongly consider getting one.

#### Reports:

The Kingdom Seneschal compiles his/her monthly report to the Crown and the Society Seneschal, from your reports. It is vital to include information that is important to the branch, such as: whether the group is still functioning well, new officers, problems, solutions, activities, etc. There is an example of a Seneschal's Monthly Report form in the back of this book that you can use.

Be timely – if it looks like you will be late, let the requestor know.

Keep it short. Don't cover information that you're fairly certain the requestor already knows. And don't be afraid to say, "I have nothing to report", just make sure that is truly the case if you do.

Include everything you promise. Re-read each report before you send it and check the envelope for all the enclosures. If you change your mind about something, edit out the reference – a simple pen line through is enough – to save your reader a frustrating search.

Be patient waiting for answers – remember recipients have other things to deal with besides your report, both in the Known World and the real one.

However, DO expect to get an answer eventually. If you send in a report and it seems to disappear, write or call after a month or so to see what happened to it.

The Society strongly encourages officers who get reports to provide news for the reporting population in return. Feel free to be politely persistent in asking for a response, and to include your superior's superior on the copy list if you find you have to ask repeatedly.

Financial Reporting:

Work with your branch treasurer (or the Kingdom Exchequer) to decide what records, reports, and receipts are required, and how best to help everyone keep things straight.

Each branch in the U.S. with a bank account must have the name and Federal ID of the SCA on it. You **may not** make arrangements to use a personal account. Each branch that has a bank account must have a treasurer or exchequer to manage it. Contact the Kingdom Exchequer for the particulars on the corporate requirements in setting up and maintaining your bank account.

You are ultimately responsible for making the required financial reports. The groups' exchequer completes the report but if s/he fails to do so or there is no exchequer, then you fulfill the duty. The annual report is especially important, and must be filed by the deadline. The Kingdom exchequer provides the forms and advice and prepares the Kingdom's report to go to the Society level and from there to the IRS.

**Caid can, and will, restrict the privileges of branches that don't report properly, and may arrange to have them disbanded.**

All branches should have internal policies on when and how they will spend money, within the guidelines set by the Society and the Kingdom.

Event Reports:

This particular report allows an autocrat to monitor and evaluate the progress of an event. There is a sample event report at the back of this handbook. It can assist in the planning of the event and is a checklist for the event.

When used as a planning tool, the report lets you evaluate progress. The report also acts as a historical document for future reference on sites within Caid and as a guide for the same or similar events in the future. Though it can be used as an evaluation tool to

identify areas needing improvement, it is not meant to be used as a report card or as a document to criticize people. Since autocrat duties revert to you if something happens to the appointed autocrat, it is an important document. It can be used if the appointed autocrat is unable to continue with his/her duties and you find yourself taking over the event.

### **Domesday Reports**

The Domesday is the year end report required by the Society. There is example of a [doomsday report](#) from in the back of this book. The report often will include a progress report on the past year, including events hosted and the progress and health of the group, and any sub-groups. If the monthly reports have been made, the year-end report is easy to compile.

***Failure to submit a Domesday report may result in your removal from office.***

### **Legal Representative:**

You are the legal representative of the local branch. This means you, or your designee, (such as an autocrat of an event) are the only legal and binding signatory for the group. This includes doing any paperwork required to maintain any standing your branch has outside the SCA, such as paperwork required to maintain student group status at the local college. When you sign a contract with an organization, it is a legal contract and binding with the group. However, you should only sign a contract that is within the means of the local branch to fulfill, unless delegated (in writing) by a higher-level seneschal who thus commits the resources of the higher-level group to the project. For example: Canton Seneschals should not sign contracts for Baronial events unless they have permission from the Baronial Seneschal, in writing. Generally you will be contracting for the use of halls and other event sites. You may not sign contracts that say "Society for Creative Anachronism" only the Kingdom Seneschal could sign this contract. Your contracts will need to say "SCA, Barony of XYZ" or "SCA, Shire of XYZ"

Additionally, you are the legal representative in all other matters of public contact. The Constable and Avant Courier are officers who report to you. These officers work directly with their modern and mundane counterparts and have the responsibility for any actions, reports, news releases or other contact with the non SCA world. You should therefore review all official or quasi official statements intended primarily for reading by people who are not members of the SCA, to ensure that they do not damage the public image of the Society.

### **Contracts:**

Read everything carefully before you sign it. Take this responsibility seriously, and make sure your autocrats do to.

Contracts are usually written, but may also be verbal, formal or informal. So be very careful what you agree to.

In the SCA, contracting authority rests with the Seneschal at each level. The seneschal may delegate a specific contract to someone else, such as the autocrat of an event, but no one is authorized to initiate a contract on behalf of an SCA branch without the approval of its seneschal. Example: The Baron may not contract for new regalia without the approval of the Seneschal.

The Seneschal may only delegate contracts to paid members of the Society. (Autocrats must be members)

Seneschals may only sign or delegate contracts affecting their own branches and subdivisions thereof. So make sure the contract reads “SCA, Barony of XYZ”

**Barons and Baronesses may not sign contracts without the approval of the Seneschal.**

Age of Majority:

The age of majority varies from place to place, although most areas consider 18 to be the age of majority. The term refers to the age one must be to enter into legally binding contracts. It is not necessarily the same as the age at which it is legal to consume alcohol or other legally significant dates in the human life – many of which are also significant to SCA operations.

The Law:

The Society uses the word “law” to describe some of its internal rules, so it is useful to issue an occasional reminder that the laws enacted by local, state and national governments take precedence over everything we may say or do internally. This is explained in detail in Organizational Handbook. At all times, remember that the Society's historical structure is a recreation, a hobby, A GAME. The swearing of oaths in a Society context have whatever impact on the 20<sup>th</sup> century that the swearer and recipient choose to place upon them, but such oaths have no legal bearing in 20<sup>th</sup> Century jurisprudence.

Weapons:

The bearing of live steel (edged weapons or any other form of weapon) places a legal and moral responsibility on the bearer, regardless of the reason for carrying or the type of steel carried. Local statutes govern such things as permitted lengths, where weapons are allowed, concealed or exposed licensing, age of bearer, etc. Seneschals and or security officers (Constables) should check with local law enforcement agency on a routine basis to monitor these laws, so that you can advise your members and guests.

Anyone, using any kind of weapon in a threatening way should be removed from the site by the mundane authorities immediately. And of course you will call the Kingdom Seneschal immediately.

Copyrights:

The SCA uses a large number of references – books, articles, audio and video recordings, etc. Many of them are from sources long out of print and free from general use, but many others are not. Violation of copyrights is a serious offense. Consider carefully why you are reproducing the source, and get permission (in writing) from the copyright holder before you use any copyrighted material. If you can't get permission, don't copy the material, ideas are free to all, and you can make the points you need in your own words.

If you have any questions concerning your role as legal representative, contact the Kingdom Seneschal.

Alcohol:

The Board of Directors has seen fit to make an Alcohol Policy. The policy allows alcohol to be purchased as a cooking ingredient, and also allows Chirurgeons to purchase rubbing alcohol.

The policy reads as follows: “The SCA prohibits, in the United States and it’s territories, the use of any SCA funds for the purchase of potable alcohol, except for such quantities as may be necessary for cooking.”

At present the Board’s ruling forbids the purchase of alcohol using SCA funds. The ramifications of the insurance policy, however, go farther. While we cannot ever eliminate the possibility of being sued, we wish to do what we can to limit our exposure to lawsuit. In light of this, The Kingdom policy on alcohol is as follows:

Brewers Guild members and students will be expected to purchase their own materials and equipment out of their own pockets. They must also obey any and all Federal, State and local laws pertaining to the manufacture of alcohol. Private individuals may bring alcohol to an event (provided the site permits alcohol) and serve it to whom ever they please – as an individual. The SCA has not banned alcohol, and we may not forbid its use by individuals, except where such use violates mundane law or the rules imposed by a site owner. The Barony (or Kingdom) or it’s official representatives (officers and Baronage) may NOT serve alcohol, no matter who paid for it.

To make this easier to understand keep in mind the “Five Deadly Sins”.

1. Manufacturing
2. Distributing
3. Selling
4. Serving
5. Furnishing

If your activity seems to mirror any of these **THEN DON'T DO IT**. Any of these activities would indicate that we are “in the business” of providing alcohol. In all cases, all Federal/National, State, and local laws **MUST** be enforced! The SCA must adopt a zero-tolerance stance on violations of the law, such as providing alcohol to minors.

Donated bottles of alcohol may not be auctioned off as an SCA fundraiser. Remove bottles of alcohol from presentations. Joe may give John alcohol separate from an SCA event, as a private gift. However, Baron Joe may **NOT** give King John, or anyone else, alcohol as part of an SCA event as he is an officer of the Society.

Brewing and vintning as an Arts and Sciences competition category may continue – just keep it controlled and use good judgment.

Be careful what you publish in event announcements! Avoid implying that there will be SCA provided alcohol (The word Tavern really upsets the insurance people.)

**Events:**

As stated earlier, you may end up being the autocrat of an event, if the appointed one can't finish the job for some reason, or a replacement can't be found. However, neither you nor the Baron or Baroness should be the main autocrat in the beginning. Autocrats are your deputies and report directly to you. Per Kingdom law and Corpora you cannot be your own boss. The three way relationship between Autocrat, Seneschal, and Baronage is very important to the decision making process as it relates to events. You will give the event's autocrat broad responsibility in organizing the activity. You should monitor the progress enough to know whether or not all is well. If the event were one that requires months of planning, you would be wise to ask for periodic progress reports. This could be an agenda item for the council meeting.

The autocrat is the principal point of contact on all event matters requiring outside assistance. S/he establishes priorities and has a plan for making the event succeed. The autocrat may have several other assistants, or "sub-autocrats". These might be responsible for day activities, feasts, revel, games, or special activities.

**Main autocrats must be members of the Society, sub-autocrats don't have to be.**

Additionally, the autocrat oversees the cost and schedule of the event, evaluates the progress of the planning and recommends or performs any corrective action that may be needed. It does no one any good to find out on the day of an event that things that should have been done weren't, or that the local treasury is empty as a result of overspending or unplanned costs. By utilizing the Autocrat Report Form and the Event budget Worksheet (found in the back of this book) much of the needed information can be obtained without significant effort. This is a tool for good control and management. Personal involvement and communication also are needed to ensure that all matters are under control.

**Types of Events:**

There are three (3) separate kinds of SCA Event defined by Corpora and Caidan Kingdom Law.

**#1 Kingdom Event –**

Caid law defines these as; Both Crown Tournaments and Coronations, Twelfth Night, the annual Caid Publications Fund Prize Tournament, the Anniversary Tournaments for each of Caid's Baronies, the Festivals of the Rose, The Queen's Champion Tourneys (for all weapons formats), the Arts and Sciences Pentathlon, the Collegium Caidis, Make-A-Wish Tournaments, and such other events which may be declared to be Kingdom events by the Crown.

These events must be properly published on the KINGDOM CALENDAR, and in the Crown Prints (Kingdom newsletter).

These events, other than Baronial Anniv. (which remain the domain of the home Barony) may be bid upon by political subdivisions of Caid.

Contact the Kingdom Seneschals Deputy for Special Events for help and advise with planning Kingdom Events. S/he will have suggestions for sites, activities, contacts lists, reporting, and event requirements.

Contact the Kingdom Exchequer, well in advance, for assistance with funding Kingdom Events.

## #2 Kingdom Sanctioned Events –

These are events, hosted by branches of Caid, which meet all requirements outlined in Article 6 Section 2-15 of Caidan Kingdom Law. And must be published on the KINGDOM CALENDAR. This includes your general run of the mill Tournament or Arts event.

## #3 Society SCA Events –

All society events must be sponsored by branches of the Society, registered with the Seneschal of the sponsoring branch and publicized at least to the membership of that branch, and conducted according to Society rules. It must also be open to any SCA person who wants to attend. This includes local branch fighter's practices, dance practices, workshops, pot lucks, etc.

Therefore, private/invitation only birthday parties, or fighters practices are not SCA events and are not covered by the insurance policy.

The distinctions between the three are these;

a) Per Caidan Financial Policy, The Kingdom of Caid will share the financial burden, and rewards with the hosting branch, for most Kingdom Events. Collegium and Make-A-Wish are two exceptions to this rule.

This covers #1 above.

b) Per Corpora, Formal actions and announcements with long-term impact on the Society may occur only at Society events for which the date, time and place have been published in advance in the appropriate Kingdom newsletter.

This covers #1 & #2 above.

Therefore at event #3 above no official Kingdom announcements or awards may happen. Kingdom Sanctioned events appear in the CP, and official actions may happen at these events. However the hosting branch is completely responsible for this event, the Kingdom shares no automatic financial responsibility.

c) All three of these events are covered by Society Insurance as long as the rules and guidelines are followed that make them Society events. An event does not need to be published in the CP to be insured, however, it **must be published in the branch newsletter.**

Fighters practices and other workshops must be published in the Branch newsletter to be fully covered by the societies insurance policy.

No official business of the Society (awards, law changes, officer changes) may be done at an event which is not in the CP and on the Kingdom Calendar.

Only branch seneschals may request Calendar dates.

Each event must have a geopolitical sponsor.

Kingdom Events may not have another event within one hundred miles. There is no such rule for any other events.

No Wars may be scheduled between January 17 and March 18 .

A warranted officer must be present at all times. If it will not be possible for a warranted local officer to be present, you need to arrange with a neighboring group for a warranted officer to be present.

*Calendar Date Request/Change Forms:*

In order to handle an already crowded calendar in Caid, each group must bid for the date of an event using the form found at the back of this handbook. So that each area has a favorable chance, the form was designed to be versatile in the times for events, as well as priorities within the Kingdom. The particular format in use allows for the priorities of dates, theme and other general data. Again, the form is designed to help plan ahead and be of assistance to you in performing your duties. You should fill out the form as completely as possible, with as many alternate dates as realistic. This allows the Deputy Kingdom Seneschal for Calendar flexibility in awarding dates to groups.

The Deputy Kingdom Seneschal for Calendar now arranges the next year's calendar by 6 month duration at a time. Generally 15 January would be the deadline for Calendar requests for the first quarter of the following year.

When a group wants to host an event on a date which another group has already scheduled on the Kingdom Calendar, a "Calendar Change Form" is sent to the seneschal of the branch(es) with which there is conflict. This form should be sent soon enough to allow sufficient response time. Considerations of the type of event, relative location, possible impacts and attendance should be made in dealing with both sides of a calendar problem. If that group is willing to allow your group to conflict with it's date, the seneschal signs the form and sends it back to you. You can then include it with your request for a calendar date.

*Binding on Kingdom Events:*

If your group wants to bind on a kingdom level event, you will need to place a bid to both the Deputy Kingdom Seneschal for Calendar and the Deputy Kingdom Seneschal for Events.

*Insurance:*

You do not have to do anything special to get liability coverage for your Branch's event. Our coverage applies equally to all SCA sponsored activities, and you don't have to do anything unless the site-owner request proof of insurance and refuses to accept the Society's letter describing the policies. The only persons who may order insurance riders/certificates are branch Seneschals.

***Exception: Equestrian events. If you are planning an equestrian event contact the Kingdom Seneschal for special instructions.***

*Should I offer to have the site owner named as additional insured?*

NO. Owners of sites are protected automatically if you have published the event properly. Adding them to the policy just makes it a bit easier for them to file claims. If you make the offer, they're likely to accept even if they hadn't meant to ask, why spend the money if you don't need to? However, it can be done if they insist.

*So what should I say about insurance?*

As little as possible. Be cheerful and cooperative, but don't rush to cause yourself and the SCA extra trouble and expense. If you're asked if you've got coverage, say "yes". If it has to be at least a million dollars, smile and say "that's fine" (we've got two). If the owners want details, show the ACORD Statement. This is the same as a proof of coverage. A certificate of insurance naming them as additional insured CAN be issued, but wait for them to request it.

*How do I avoid last minute panic over insurance?*

When you reserve a site, ask about all the details that you'll need to know even if insurance isn't a factor. How and when you get the keys, if any. How and when you pay the fee. Whether there's extra time for set up and clean up. Read the contract if there is one. If insurance hasn't come up, say something like, "So that's everything we need to do...?" or "is there anything else you need from us?" Most of the time that will bring out insurance questions if they exist. If you need a certificate it's best to request at the same time you send your event information to the Kingdom Newsletter.

*Suppose the site owners want their own special form filled out by the broker?*

Try to talk them out of it. The insurance company prefers to stick to the industry standard ACORD form. They review all special forms individually and often refuse to sign off on them. If the site owners insist on their own form, send it to the Insurance Coordinator in plenty of time... and start looking for an alternate site.

*I've got more questions who do I ask?*

Start with your Kingdom Seneschal they handle these problems often. Then call the Insurance Coordinator.

### ***DO NOT CALL THE INSURANCE BROKER DIRECTLY!***

Remember that the insurance is for the site and damage to the site. It does not cover the individuals at the event. This is why we have waivers.

#### Waivers

This can be a confusing and complicated subject. But it is one that **we must** understand and comply with fully. Waivers may seem like a useless bother but they are not. Our SCA waivers have held up in courts of mundane law and do protect the society. The current policy was adopted by the Board of Directors in 1996.

When a person applies for membership in the Society for Creative Anachronism the first step is to complete a membership form, which includes a waiver. If the form is properly filled out and returned with the fees, the new member is issued a blue membership card. This signifies that the member has a properly completed waiver on file. If the waiver section is not properly filled out the new member is issued a white membership card. This member (with a white card) must for all purposes of signing paperwork be treated as a non-member. Most people want a blue card and correct this problem by simply re-filing a membership form with a properly completed waiver.

The standard text for an adult waiver is that which appears on the SCA membership forms.

No alteration of the adult waiver (found in back of book), or minor's waiver (found in back of book), text is allowed. If a person refuses to sign the waiver in full they can't be allowed to participate in the event.

If your group holds an event, you need to have certain pieces of paperwork available at the gate, including:

Consent to Participate and Release of Liability (waiver). You are permitted to alter the format so that the entire text appears at the top of the form, with several lines for signatures at the bottom. The text must appear **exactly** as it does on the membership form. Be aware that signers must sign on the same side of the form where the text appears. **They may not be asked to sign the back.** Signers could later claim they thought they were signing an ice cream order list. It must be VERY clear that they are signing a WAIVER and not the site roster. There is an example of a Roster Waiver form in the form section in the back of this book.

Site Roster (yes this is new, we've been asked by the BoD to begin doing this) This is simply a sign in sheet. Each person who attends an event should appear on this form. All attendees need to be listed, even small children.

Minor's Consent to Participate and Hold Harmless Agreement. (waiver) Per Corpora this **MUST** be copied on different colored paper. You must have one form for each minor, do not convert this form into a roster format. You may choose to require that this form be notarized, if the parent or legal guardian is not in attendance at the event, the Caidan Kingdom Seneschal strongly suggests that you do. This requirement should be widely published well in advance of the event. This requirement is being encouraged by the Society Seneschal and is becoming more and more common at large wars. It is a requirement of Lilies in Calontir, and Pensic. In some Kingdoms minors are not allowed without a parent or legal guardian. Be aware when traveling.

Optional: Medical Authorization for Minors. You can find a sample form at the back of this handbook. If a minor is attending with anyone other than their parent you may require this form.

If you are holding a local event, which will have SCA fighting, you still must enforce the above procedures. It doesn't matter whether you are charging a site fee or not, or whether the event is held on public property or in someone's backyard. If it is sponsored by the group, publicized locally as a group function, and has fighting, waivers must be collected.

After the event **do not throw the waivers away!** The SCA is required to keep adult waivers for 7 years, and minor's waivers for 18 years. The **MUST** be sent to the Deputy Kingdom Seneschal of Waivers. You must bundle the waivers from each event, label them with the date and name of the event, fill out the waiver cover sheet (found in the forms section at the back of this book) and send them to the Deputy Kingdom Seneschal of Waivers. The Kingdom Seneschal will inform you if this policy should change.

**Waiver must be present at every event sanctioned in the Kingdom of Caid**

**Health and Safety**

The Society must abide by laws on public health and safety and must provide a reasonably safe environment as events. All officers share this burden, but it falls chiefly on the branch seneschal and the autocrat of each event. The Chirurgeonate will usually help, but the job doesn't go away if they don't do it. (They can't even be required to attend events, because U.S. Good Samaritan and liability laws put first-aiders at great risk if they aren't working as free volunteers.)

All officers should know and follow the principles given here. Talk to the autocrat if it looks like any of them are being ignored at one of your branch events.

**Support**

The hosting branch is responsible for providing the following information and facilities. Advance notice of site hazards, including lack of shade or drinkable water. Event announcements should also note things like lakes, rivers or other places to drown, as well as pests and poisonous plants.

A map to the nearest hospital emergency room or equivalent – have copies at the gate as well as in the hands of officers likely to be asked for help, such as the Autocrat, Chirurgeon and Constable.

Ways to call an ambulance – if there's no phone on site, try to find someone who can bring a 2-way radio or a cellular phone. Cellular phones can be rented in many areas. Some drinking water – you can advise people to bring their own, but you must make sure that there are emergency supplies on site. If there are spigots or water trucks on site, make arrangements to see that the area around them is kept clean and free of garbage. Some ice – you don't have to provide supplies for general use, but make sure there is ice available for emergency first aid.

**Privies –**

If there are flush toilets on site, make arrangements to keep them clean, well supplied, and in service. For an overnight event, bring in portable privies if the site only has one or two flush toilets – you can't afford to trust that your precautions will work!

If you need portable privies, get enough of them, and have them placed where they will be accessible to the populace. Most rental companies will help you decide the number you need.

Try to arrange hand-washing facilities in or near the privies.

On site warnings regarding hazards such as poisonous plants, hornets' nests, etc. Such things should be flagged in areas used for camping, combat, or other activities, and should be cleared out where site-use regulations permit.

On site advice regarding safety practices – food handling, wastewater disposal, fire, care of communal water sources, etc.

Ingredients lists for each dish at a feast, so that people with allergies can determine what is safe for them. (You don't have to give the exact proportions, but it's best not to use "secret" recipes – the Society is an educational organization.)

### Kitchen Safety

Bacteria are period, but ignorance of their ways is something the Current Middle Ages can do without. “The Middle Ages as they should have been” definitely include decent sanitation! Everyone handling food at a Society event should follow these principles:

Wash you hands frequently, with soap.

Use gloves if you can – but wash your hands (and gloves) frequently, and don't use unwashed gloves that have touched contaminated surfaces – like your face, or the countertops, or somebody's feast fee...

Keep hot foods **Hot** – above 160 degrees F (71 degrees C)

Keep cold foods **Cold** – below 40 degrees F (4 degrees C)

Keep frozen foods **Frozen** – if they thaw, use them within safe limits for cold food.

Throw away if you can't use them soon. Do not refreeze them.

Keep separate dishes **Separate** – don't move spoons from one pot to another without washing them, because some of your guests may have allergies that could be triggered by trace amounts of ingredients.

Keep all foods **Covered**

Remember the ways of bacteria – they double in population every two hours at room temperature, and they can be dangerous even when dead. Some bacteria are harmless if you kill them off by cooking, but others produce toxins that stay deadly no matter what you do to the food.

Meat is very vulnerable to toxic bacteria. A good refrigerator will hold raw meat about two days, and cooked meat about five days, but a cooler – even will iced – is probably safe only one day for raw meat and three for cooked.

Swollen or rusty cans or canning jar lids are a sure sign that the contents are deadly. Throw them away.

### Fire Safety

Abide by site limits for numbers of people who can safely attend.

Insist that all camps are accessible in the event of fire, and that camps using fire have fire extinguishers or water (or sand) buckets in easy reach.

Make sure that propane and similar fuels are stored upright and out of the sun. Cover them with heavy cloth even if they're in a shady spot; they're very dangerous if they get over 120 degrees F (49 degrees C). Do not allow them to be drained on site.

### Communicable Diseases and Other Disruptive Medical Conditions

People with chicken pox or similar highly communicable diseases should be asked to leave the site as soon as their condition becomes known.

Note: This policy does NOT apply to HIV, hepatitis, or other diseases that are not transmitted through casual contact.

People with medical conditions that they can't deal with themselves and that over-extend the capacity of the no site first aid services may be asked to leave the event.

The SCA does try to accommodate as many persons as possible at events, however, we are not required to follow the Federal ADA. If you have any further questions contact the Kingdom Seneschal.

### Minors

All minors must have parental permission to attend events, and must be in the care of a responsible adult at all times. (If the responsible adult leaves the site, the minor must leave too).

### **New Branch Application:**

In order to become a recognized ACA group, the new group must apply for this status. This is done by filling out the New Branch Application (found in the back of this book) and returning it to the Kingdom Seneschal. The new group must have at least 5 paid members. It must also have warranted officers who are paid members of the Society. Any group below Barony level must have a Seneschal, Marshal, and Art & Sciences officer (baronies must have a full slate of officers).

The new group must also submit a name through the heraldic channels. This must have passed before the branch will be recommended for Official status. Arms may be registered as well but are not required below baronial level.

Once these have occurred, the Kingdom Seneschal can advance the group to incipient status. This gives the group unofficial recognition, but it must have the sponsorship of an official group in order to hold official SCA events.

After a period of activity, the Kingdom Seneschal may consider recommending the group be advanced to official status. It is then a fully recognized SCA group. One of the main things expected before making this recommendation is a sustained history of activity (group meetings, dance/fighter practices or even the hosting of an event or two) and a good reporting history. The Kingdom Seneschal will ask the other Kingdom Officers how their deputies in the new group are doing and consider their comments before making a recommendation to the Society Seneschal for advancement to official status. If the decision is made in favor of advancement, the Crown makes the announcement at an event.

### Group Suspension:

Suspension is a last resort when problems cannot be resolved by any other means. The Kingdom Seneschal or the Kingdom Exchequer can put any branch on suspension. Suspension means that:

The branch may not schedule events on the Kingdom Calendar, and any events they do have on the calendar will be removed.

The branch may not host any demos or fighter practices, and may only meet to work on removing the cause for the suspension.

Branches may be suspended for any of the following reasons:

Failure to report to the Kingdom Seneschal as required.

Failure to submit financial reports to the Kingdom Exchequer.

Lack of essential officers, especially the Seneschal.

Failure to adhere to the laws or policies of the SCA or mundane law.

### **Handling the Media**

To work with the media effectively, keep in mind the conditions media people work under. They face serious time pressure, and also pressure to make their output as interesting and dramatic as possible. Always present information clearly and simply. If the media have to summarize what you tell them, your chances of being misquoted are very high – and no matter how vigorously protested, a misquote has a life of its own, and is almost immortal.

#### **Helpful Hints:**

**Do Talk** – It is better to say a little and explain why you can't say more than to say nothing. If you don't want a reporter to rely on garbage from someone else, tell your side!

**Tell The TRUTH** – This doesn't mean you have to give every detail, but be truthful, honest, and accurate in what you do say.

**Do Not Say Anything "Off the Record"** – If you don't want it quoted or referred to, don't say it.

**Respond Quickly** – Media people have deadlines. If you don't help them get in on time with accurate information, uninformed editing may undo the good the story might have done.

**If Bad News Is There To Find Call you Kingdom Seneschal FAST!** Discuss what you can and should say by way of damage control.

**Don't Say "No Comment"** – This implies guilt, plain and simple. If you don't know an answer, say so, and either recommends another contact (probably your Kingdom Seneschal) or offer to find out and call back. If the answer is potentially embarrassing, say what you can in a positive light.

**Emphasize The Positive Educational Nature of the Society** – Avoid in-jokes and inverted humor, and stay away from words that have very different meanings in the SCA and outside it. (The two biggest problems are "mundane" and "medieval", for opposite reasons. We use "mundane" for the harmless and useful "not-in-the-SCA", but outside it still means "boring and stupid" which is not going to endear you to anyone who thinks

you're talking about him. Meanwhile, although "medieval", is the correct adjective for "in or from the Middle Ages", a lot of people hear it as "mid-EVIL" and think it means "really evil and proud of it"! Either word can convey the mistaken impression that the SCA is weird and hostile...)

Stay Away from Liability Issues – Be as general as possible; don't talk about who is or may be responsible.

Make Sure Your Information Is Accurate – You should understand the details thoroughly, and they should be from reliable sources.

Make Sure the Media Representatives Understand Who the Spokesperson Is – Only the Seneschal (or a designated representative) is authorized to be spokesperson for the group. Try To Get Copies of the Articles, Reports, Etc. – Not just what the media person said on site, but how it finally came out in print (This is good for reports and PR packets.) Let the Kingdom Seneschal know if an article is especially glowing.

Tell Your Superiors at Once When You Talk with the Media – And follow up with copies of the articles and videos if you can. Your Kingdom officer will pass the news up the line of command, you don't have to.

Work with the media whenever possible. Brief them in advance, let them know what will happen at an event and why. Prepare and make available packets on the SCA and the local group. (Forward Into the Past, and "Introducing the Society" from the SCA Organizational Handbook are good starting points. The Kingdom Avant Courier, and Chatelaine also have wonderful info.)

Arrange for costumes and escorts, especially if they are going to mingle with the populace. Escorts should not try to interfere or control, just be available for safety (if combat is present) and ready reference. Make sure the escort is reliable and knowledgeable.

Encourage the media to participate (dance, etc.) as much as possible. If they try our activities they may well like them, and they'll surely find them harder to laugh at.

### **Staying Out of Trouble**

The Society has to cope with a wide variety of laws and regulations, and a number of apparently harmless acts could endanger the whole organization. Branches must not do anything that could remotely be described as one of the activities listed here without specific authorization.

Do not engage in non-SCA partisan politics.

Do not lobby for or against modern legislation.

Do not accept money for alcoholic beverages. (It doesn't matter what you call the transaction!)

Do not accept money for use of horses.

Do not assume responsibility for children (Which is not the same as providing activities for them)

Do not include religious elements in SCA ceremonies.

Do not donate money raised in the name of the SCA or its representatives (including you branch) to any individual or organization.

Do not raise money via modern gambling games like bingo.

Do not engage in business outside the scope of the SCA Articles of Inc. All forms of paid advertising and sales are risky; make sure you discuss any commercial plan with Kingdom officers before your branch commits itself!

Do not apply for cash grants.

Do not “loan” the SCA name or non-profit status to anyone for uses in grant application or similar documents.

Do not use obsolete proof of insurance. The policy is renewed each year, and the SCA issues new letters every year to describe it.

Do not misrepresent SCA activities to the owner or manager of a site. In particular, do not promise to run an alcohol-free event, and then tell people to be discrete about alcohol use!

## IV. Organizing Yourself

You can save yourself a lot of time by setting up your work area in a way, which is most convenient for you. This will help you do the best job in the least amount of time. It does no good, not the group you serve, and to spend hours looking for lost papers or spending more time on a project than is needed.

Put everything connected with the job in the same place. Set up shelves, a file cabinet or whatever works for you. Have a system for handling the paperwork so that you are less likely to lose anything. If the office comes with the baggage of past administrations in the form of many files, then read through them and sort out what you need to do the job now. Make these your “working files” and put the rest away for historical reference. Many officers find it useful to put the most current files in a portable file box so they can carry it with them to events.

Establishing a “pending” file is one way to make it less likely you’ll lose or forget something. When you first receive the item, just file it in pending until you’re ready to deal with it. Once you’ve finished with it, you can file it in its permanent place. Another way is to set up an “in” box or boxes. In this way you know whether you’re backlogged or caught up with your work. You can also use it to prioritize the workload.

Once you handle a piece of correspondence, always keep a copy of what you send out. This can save you enormous amounts of time. Just think about a Doomsday report, into which you’ve put several hours’ work, getting lost in the mail. If you didn’t make a copy, you have to start over again. If you staple your reply to the incoming correspondence, it will save time in linking them up again if you need to take further action. It’s also amazing how much of SCA correspondence is not dated... remember to date your. And always include the mundane year.

Another way to help you control your time is to keep a notebook for the office. Keep all notes pertaining to the seneschalate in this book. You can make list of “things to do” and notes on conversations on which you need to take action. This notebook can be an aid to memory. You may find that the busier you get, the more difficult it is to remember everything.

### **Burnout**

When you feel trapped by the job, resent the ring of the phone, hate to open obviously SCA mail, or feel no one else can do the job but you. You have the classic signs of burnout. You can’t do the job well but feel you also can’t give it up. You know you’re in trouble but feel like there’s no way out.

Think about preventing burnout the day you take the job. When you notice it, take a break. Plan before the fact what you’ll do when it strikes. Sometimes just a weekend “vacation” from the SCA will be enough to recharge your batteries. For some, setting limits on the time they’ll do seneschal business and planning out the workload can be prevention. If you let others treat you like a slave, then you’ll feel resentment. Don’t blow everything on an intense period of labor, which leaves you unable to think about ever taking an SCA office again.

It is important to recognize when you can't go on with the job. If you start early to train a chief deputy to succeed you, you'll feel more able to turn over the office if you're suffering from terminal burnout. But before you let yourself get to that point recognize what's happening and figure out what can help relieve the stress. It is often helpful to talk to someone whose judgment and guidance you respect. If the result is the recognition that the best thing for you and your group is to turn over the office, than do so quickly and without guilt. And then spend at least six months to a year off before taking on another office. This advice applies even if you aren't burned out when you give up the office.

**How to Resign Right:** Talk over the plan with your branch first, and reach a consensus on who should replace you. Write to the Kingdom Seneschal to say you plan to resign, giving reasons if you feel they'll be helpful, and introduce your proposed successor – with real and SCA name, qualifications, address and phone. The agreement to serve form covers all of these requirements. (Remember that the final choice is not yours but that your superior will normally be delighted to take your recommendation as long as there's no controversy, and you don't take the outcome for granted.)

***Removal From the Job*** (This refers to any branch officer)

Why it can be done. The society has to be able to protect itself and it's members from officers who aren't serving the group's interests. An officer can be fired for failure to fulfill the specialized duties of the office, and also for unethical or discourteous behavior, misusing branch funds, or promoting dissention in the branch. A lapse of membership may be regarded as the equivalent to resignation, and so can failure to report as required, or dropping out of touch with the branch by moving without telling people, or by changing or disconnecting the phone. Kingdoms normally try to work with officers and help them get back on track if things go wrong, but office at any level is a privilege and not a right. Dismissals can be appealed up the line, eventually to the Board of Directors, but it is unusual to see one overturned.

Who can fire you and how. The decision belongs to the warranting officer. The royalty of your branch can suspend a branch officer for a stated period, putting the job in the lap of the warranted deputy if there is one and requiring the branch to find a stand-in if there isn't. Both together can fire someone outright. They must explain the reasoning to the affected officer, including "just and stated cause" of the type outlined in the previous paragraph. It is relatively rare for branch officers to be dismissed, but when it happens, the impetus usually comes from the Kingdom officer, who is either dissatisfied with the quality of the reports, or responding to complaints from other members in the branch. No warranted officer can fire any other at the same level. For example: A Baronial Seneschal can't fire a Baronial Herald.

What happens if you don't leave in time. The job and files and other property of the office belong to the Society, not to you. If you don't relinquish your position when required, your superior and group have the option of taking the files and other office materials unilaterally. If necessary, they will take you to court OUTSIDE the Society to get the property back...

## V. Forms

<u>Agreement to Serve .....</u>	<u>34</u>
<u>Seneschal's Report Form .....</u>	<u>36</u>
<u>Autocrats report form/Checklist for Events.....</u>	<u>38</u>
<u>Standard Warrant Form.....</u>	<u>40</u>
<u>Doomsday Report for Year 200x .....</u>	<u>42</u>
<u>Caid Calendar Request Form .....</u>	<u>44</u>
<u>Calendar Change Form.....</u>	<u>46</u>
<u>Waiver Package Cover Sheet.....</u>	<u>48</u>
<u>Insurance Certificate ordering instructions – revised 8/99.....</u>	<u>50</u>
<u>Request for “Additional Insured” Certificate .....</u>	<u>51</u>
<u>Medical Authorization For Minors.....</u>	<u>52</u>
<u>Minor's Waiver And Informed Consent To Participate .....</u>	<u>54</u>
<u>Consent To Participate And Release Liability .....</u>	<u>56</u>
<u>New Branch Application .....</u>	<u>58</u>
<u>Event Budget Worksheet .....</u>	<u>60</u>
<u>Sample Polling Ballot .....</u>	<u>62</u>
<u>Council Meeting Agenda.....</u>	<u>64</u>
<u>Council Sign-in Sheet .....</u>	<u>66</u>
<u>Tax-deductible Donation Solicitation .....</u>	<u>68</u>
<u>Kingdom Awards.....</u>	<u>70</u>
<u>Internal Revenue Service and State of California Corporation Docs</u>	<u>73</u>



## Agreement to Serve

I understand the responsibilities of the job of \_\_\_\_\_  
(title of office)

of the \_\_\_\_\_ and I agree to undertake the  
(branch name)

duties and to serve said Branch, The Kingdom of Caid and the Society for

Creative Anachronism to the best of my ability.

\_\_\_\_\_  
Legal Signature \_\_\_\_\_ Date \_\_\_\_\_

Print legal name \_\_\_\_\_

SCA Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

Other forms of contact; e-mail, pager, etc. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Note: Listing an e-mail address assumes responsibility on your part. If you give an e-mail address as contact information, you agree to keep your local branch and your Kingdom Superior advised of any changes to your address. You also agree to check that address often for incoming mail.



## Seneschal's Report Form

For the month of \_\_\_\_\_ Year \_\_\_\_\_

\_\_\_\_\_  
 Name of Area                      Date                      Seneschal

Council Meeting:

\_\_\_\_\_  
 Date              Officers Present (Number)      Members Present      New-comers

Officers Reports:

In person

Read by another

Marshal Herald Arts Science Exchequer Lists Chronicler Chatelaine Constable Other	_____ _____ _____ _____ _____ _____ _____ _____ _____ _____	_____ _____ _____ _____ _____ _____ _____ _____ _____ _____	(names)
--	--	--	---------

Demos: list location and organization: \_\_\_\_\_  
 \_\_\_\_\_

Autocrats Reports: \_\_\_\_\_  
 \_\_\_\_\_

Problems presented: \_\_\_\_\_  
 \_\_\_\_\_

Problems resolved: \_\_\_\_\_  
 \_\_\_\_\_

Projects: \_\_\_\_\_  
 \_\_\_\_\_

State of Branch: \_\_\_\_\_  
 \_\_\_\_\_

Income for the month: \_\_\_\_\_ Expenses: \_\_\_\_\_ Funds Available: \_\_\_\_\_

Signature of Seneschal: \_\_\_\_\_



## Autocrats report form/Checklist for Events

Name of Event: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Autocrat: \_\_\_\_\_ Telephone: \_\_\_\_\_

1. Site Information (attach map, special instructions, copies of agreements, receipts, etc.)

A. Location: \_\_\_\_\_

B. Contact: (Person or office) \_\_\_\_\_

C. Fees/ Contract requirements: \_\_\_\_\_

D. Limitations: \_\_\_\_\_

E. Time of Use: \_\_\_\_\_

F. Insurance \_\_\_\_\_

2. Local Information (attach phone numbers, directions, maps, etc.)

A. Law Enforcement: \_\_\_\_\_

B. Paramedic: \_\_\_\_\_

C. Hospital E.R.: \_\_\_\_\_

D. Local restaurants, ATM's, conveniences: \_\_\_\_\_

3. Necessary Personnel: (Name and confirmation that arrangements have been made)

A. Herald \_\_\_\_\_ B. Chirurgeon \_\_\_\_\_

C. Constable \_\_\_\_\_ D. Marshal \_\_\_\_\_

E. Lists \_\_\_\_\_ F. Chatelaine/Gold Key \_\_\_\_\_

G. Exchequer \_\_\_\_\_ H. Other \_\_\_\_\_

4. Submissions and Publicity

A. Crown Prints articles \_\_\_\_\_ B. Local Newsletters \_\_\_\_\_

C. Flyers \_\_\_\_\_ D. Local media \_\_\_\_\_

5. Miscellaneous

A. Contests (Description/Name, sponsor) \_\_\_\_\_

B. Site preparation: \_\_\_\_\_

Set up Branch Pavilion \_\_\_\_\_ Signs \_\_\_\_\_

Reserve parking for royals \_\_\_\_\_ Eric \_\_\_\_\_

C. Announcements at Court: \_\_\_\_\_

D. Clean up \_\_\_\_\_

E. Entertainment \_\_\_\_\_

F. Communicate with Royals/Chamberlain \_\_\_\_\_

G. Visiting Royals/Royal Representatives \_\_\_\_\_

F. Budget, Site Fee \_\_\_\_\_

G. Feast/Revel \_\_\_\_\_



# **Standard Warrant Form**

## **Warrant Of Appointment To Office**

### **Society for Creative Anachronism, Inc.**

Let it be known that \_\_\_\_\_(Legal Name)  
of \_\_\_\_\_(Full Address)  
\_\_\_\_\_(Telephone and Email)  
known within the Society as \_\_\_\_\_(Society Name)  
is hereby appointed as \_\_\_\_\_(Office/branch)  
for a period of \_\_\_\_\_(Term of Office or Equivalent) or until \_\_\_\_\_(Date).  
This Warrant shall become effective upon \_\_\_\_\_(Date) and  
supersedes any existing or previous Warrant for this office.

**SIGNED:**

**DATE:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Required signatures – please sign with legal name only:

Corporate Officers: three Board members.

Deputy Corporate Officers: two Board members and the appropriate Corporate Officer.

Kingdom Officers with Corporate Superiors: Crown and the appropriate Corporate Officer.

Great Officers: Crown/Coronet and the appropriate kingdom/principality officer, if any.

Lesser Officers: Crown/Coronet and the appropriate kingdom/principality officer, if any.

Other officers: as established by kingdom law and custom, but must include more than one signature, and must include royalty.

This warrant supersedes all previous warrants for this position. Once it has been completed, copies must be sent to all parties involved in the execution of the warrant. It will serve as formal proof of appointment for any officer.

This form may be photocopied or reproduced in any mechanical medium that preserves the complete text. No alterations are permitted, except for the establishment of consolidated warrants prepared as described in Corpora VII.K.1.



**THE SOCIETY FOR CREATIVE ANACHRONISM, INC.**  
**KINGDOM OF CAID**  
**<UNIT> OF <NAME>, OFFICE OF THE SENESCHAL**  
**Doomsday Report for Year 200x**

<Date:>

Required Officers

Seneschal:

<Warrant date>

<SCA Name>

<Mundane Name> <Street Address> <City>, <State> <Zip> <Phone #>

<email>

Performance:

Chief Deputy:

<Warrant date>

<SCA Name>

<Mundane Name> <Street Address> <City>, <State> <Zip> <Phone #>

<email>

Performance:

Herald:

<Warrant date>

<SCA Name>

<Mundane Name> <Street Address> <City>, <State> <Zip> <Phone #>

<email>

Performance:

Marshal

<Warrant date>

<SCA Name>

<Mundane Name> <Street Address> <City>, <State> <Zip> <Phone #>

<email>

Performance:

A&S:

<Warrant date>

<SCA Name>

<Mundane Name> <Street Address> <City>, <State> <Zip> <Phone #>

<email>

Performance:

Exchequer:

<Warrant date>

<SCA Name>

<Mundane Name> <Street Address> <City>, <State> <Zip> <Phone #>

<email>

Performance:

Chronicler:

<Warrant date>

<SCA Name>

<Mundane Name> <Street Address> <City>, <State> <Zip> <Phone #>

<email>

Performance:

Chirurgeon:

<Warrant date>

<SCA Name>

<Mundane Name> <Street Address> <City>, <State> <Zip> <Phone #>

<email>

Performance:

Baron & Baroness (if applicable)

<Warrant date>

<SCA Name>

<Mundane Name>

Performance:

Participation

Number of Active Participants: \_\_\_\_\_

Number of Events Held: \_\_\_\_\_

Number of Demos: \_\_\_\_\_

Number of Newcomers: \_\_\_\_\_

Number of Guilds: \_\_\_\_\_

Problems faced during 200\_

Success of 200\_

Summary of the Sub-Groups (if applicable):

Summary:

Concerns or questions

This report written by my hand this XX<sup>th</sup> day of \_\_\_\_\_ 200\_.

Signed:

Date:

## Caid Calendar Request Form

1. Fill out completely
2. Type or Print Legibly in INK.
3. Send completed form to: Deputy Kingdom Seneschal for Calendar.  
See your current CP for name and address

Area Hosting Event: \_\_\_\_\_

Autocrat: \_\_\_\_\_

\_\_\_\_\_  
(SCA Name, Mundane Name and Phone #)

Branch Seneschal: \_\_\_\_\_

\_\_\_\_\_  
(SCA Name, Mundane Name and Phone #)

Name of Event: \_\_\_\_\_

Date Preference: 1st \_\_\_\_\_ 2nd \_\_\_\_\_

3rd \_\_\_\_\_ 4th \_\_\_\_\_

Are you willing to share the date with another area? \_\_\_\_\_

Brief description of theme and activities: \_\_\_\_\_

\_\_\_\_\_

Names and dates of Kingdom events you would like to host: \_\_\_\_\_

\_\_\_\_\_

This is a preliminary indication of interest. Further details may be requested at a later date.

Failure to request events in a timely manner may preclude their inclusion on the Official Kingdom Calendar due to overcrowding of dates or serious conflicts of major events. Make yourself aware of the current deadline requirements. These are usually at least one year, and one quarter prior to the date requested.



# Calendar Change Form

Date: \_\_\_\_\_

Unto: \_\_\_\_\_

From: \_\_\_\_\_

It is the desire of (Name of Area) \_\_\_\_\_

To host an event \_\_\_\_\_  
(name of event)

\_\_\_\_\_  
(type of event)

\_\_\_\_\_  
(date)

It is our understanding that this date conflicts with an event you are hosting.

\_\_\_\_\_  
(name of event)

\_\_\_\_\_  
(type of event)

As this date has been reserved for your event, it is our wish to obtain your approval to share this date prior to submitting our request to the Deputy Kingdom Seneschal.

We selected this date because: \_\_\_\_\_

Please fill out the following:

\_\_\_\_\_ Yes, we consent to this calendar proposal.

\_\_\_\_\_ No, at this time we find sharing this date would cause us hardship because

Please reply within 10 days. Thank you for your cooperation.

\_\_\_\_\_  
(signed) Seneschal

\_\_\_\_\_  
(Mundane name)

\_\_\_\_\_  
(date)

Send completed form to: (address of requesting Seneschal)  
\_\_\_\_\_  
\_\_\_\_\_



## Waiver Package Cover Sheet

Group Name: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Name of Event	Autocrat	Number of Adult Waivers	Number of Minor Waivers	Special Notes:

Seneschals Name: \_\_\_\_\_

Seneschals Phone Number: \_\_\_\_\_

Seneschal's Signature: \_\_\_\_\_

**Notes:**

Please remember that this package must contain all of the waivers for the given month.  
Please send them to the Deputy Seneschal for Waivers at the beginning of each month.



## The Society for Creative Anachronism, Inc.

P.O. Box 360789 \* Milpitas, California 95036-0789 \* Tel (408) 236-9305 \* Fax (408) 263-0641

### **Insurance Certificate ordering instructions – revised 8/99**

In order to facilitate prompt response when ordering insurance certificates; please follow the steps outlined below. Please allow **30 (Thirty)** days for completion of your request. Always include your legal name and daytime phone number.

***HOW TO: USE SEPARATE SHEET OF PAPER FOR REQUIRED INFORMATION & THE FORMAT LISTED BELOW ONLY.*** (Please see form letter on next page for your request [added by kingdom seneschal Jan-02])

1. Name & Physical address of the site
2. Date & Time of the event
3. Certificate Holder's Name & Address – (This is not your local group – it is the Church, Park Dept., etc. who is requesting that they be furnished a certificate)
4. Additional Insured Wording – The exact wording that the Certificate Holder wishes to appear on the certificate. They will provide you with the wording.
5. Fax Number (if applicable)
6. Routing Name for Fax (if applicable)
7. Event Coordinator: Name & Daytime Phone Number – (this is the autocrat of the event)

### **Ordering fees:**

***General Liability Policy & International Policy:***

If there is to be named “additional insured” the fee is \$40.00. if no “additional insured” is requested the certificate is free. ***FEE MUST BE RECEIVED WITH REQUEST. PROCESSING WILL NOT BEGIN UNTIL FEE HAS BEEN RECEIVED.***

***Equestrian Policy:***

Each time the Equestrian Policy is activated, weather there is “additional insured” or not, the fee is \$40.00. ***FEE MUST BE RECEIVED WITH REQUEST. PROCESSING WILL NOT BEGIN UNTIL FEE HAS BEEN RECEIVED.***

***Late Fee:***

If the 30 (thirty) day ordering period is not adhered to, there will be an additional \$100.00 late ordering fee charged. Occasionally, the sight will delay requesting a certificate and the fee may be waived by providing the Corporate Office with a letter from the site owner (on letterhead) detailing the cause of the delay. However, the late fee will need to be paid with the certificate fee, and will be refunded after the Site Owner's letter has been reviewed.

## Request for “Additional Insured” Certificate

Your Name  
Address  
Date

SCA, Inc.  
P.O. Box #360789  
Milpitas, CA 95036-0789

RE: Insurance for (Name or Event)

Dear Patricia,

I would let to order an insurance certificate. A check of the amount of \$40.00 is in closed from the Barony checking account. The following is the event information:

Name of Site: (insert site name and its physical address of event site)

Date & Time of the event: (insert date/dates & start and end time of the event)

Name of Certificate Holder: (insert name and address of holder, usually “City of XXX atten: Dept XXXX so-on”)

Additionally insured wording (Include this line if the site request any additional wording)

Fax Number: (insert fax number of certificate holder)

Routing Name for Fax: (insert who the fax goes to)

Event Coordinator: (insert name and address of and daytime phone number of the Autocrat of the event)

Please send me a copy of the certificate at my address listed above.

Thank you for your assistance in this matter. If you have any questions, please call me.

In service,

(name)  
Seneschal of the <type of group> of <name of group>

## The Society for Creative Anachronism, Inc.

### Medical Authorization For Minors

(required for all minors participating without their parent or guardian present)

I, \_\_\_\_\_, the parent or legal guardian of

\_\_\_\_\_, a minor, do hereby authorize any one or more of

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
as agents for myself in my absence or incapacitation to consent to any x-ray examination and anesthetic, medical or surgical diagnosis or treatment and medical care which is deemed advisable by and is to be rendered under the general or special supervision of any physician or surgeon licensed under the the provisions of the Medical Practice Act on the medical staff of any hospital whether or not such diagnosis or treatment is rendered at the office of said physician or at said hospital.

It is understood that this authorization is given in advance of any specific diagnosis, treatment or hospital care being required but is given to provide authority and power on the part of the aforesaid agents to give specific consent to any and all such diagnosis, treatment or hospital care which aforementioned physician in the exercise of his or her best judgement may deem advisable.

I hereby authorize any hospital which has provided treatment to the above-named minor to surrender physical custody of such minor to the above-named agents upon the completion of treatment.

The authorizations shall remain effective until \_\_\_\_\_, 19\_\_, unless sooner revoked in writing delivered to said agents;

Parent or Legal Guardian Signature:

\_\_\_\_\_

Date: \_\_\_\_\_

Please note any specific health plan or insurance information such as membership or policy numbers on the back of this form.

Copies of this form, duly executed, should be in the possession of the named minor; at least on adult named in the document and present at the event; and the parent or guardian executing the Medical Authorization.

The SCA requires minor participants (i.e. those having to have waivers) whose parents or legal guardians are not present at the event to have a valid Medical Authorization form and to be accompanied at any event to be accompanied by one or more of the persons named on the form. The SCA recommends use of the Medical Authorization for all minor attendees whose parent or legal guardians are present.



**The Society for Creative Anachronism, Inc.**  
**Minor's Waiver And Informed Consent To Participate**

Please see the Official Documents of the SCA website for this following document.

<http://www.sca.org/docs/chldwaiv.pdf>



## **Consent To Participate And Release Liability**

Please see the Official Documents of the SCA website for this following document.

<http://www.sca.org/docs/adltwaiv.pdf>

Roster waiver

<http://www.sca.org/docs/rosterwaiver.pdf>

### New Branch Application

Society for Creative Anachronism, Inc. 11/89

Branch Name (Subject to Approval): \_\_\_\_\_

Date Branch name sent to college of Herald's: \_\_\_\_\_

Date Name approved: \_\_\_\_\_

Note: You may apply to start a branch before the name is approved, however, full status may be withheld until it is approved.

Approximate date of first organizational meeting: \_\_\_\_\_

Proposed branch type: \_\_\_ Shire \_\_\_ Canton \_\_\_ Riding \_\_\_ Institutional

Location (Attach map, and list county, towns, and zip codes): \_\_\_\_\_

Population:            \_\_\_ Subscribers (Sustaining, or Associate members)  
                              \_\_\_ Family Members  
                              \_\_\_ International Members  
                              \_\_\_ Others who regularly attend

Note: You must have at least 5 active members. There are no formal requirements for additional population, but the Kingdom prefers to see more than the bare minimum number of people active.

#### Seneschal

Society Name: \_\_\_\_\_

(Required: must be of legal age to sign contracts in home state or province)

Legal Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone#: \_\_\_\_\_

Other methods of contact: \_\_\_\_\_

(E-Mail, Fax, Pager, Work Phone ,if available)

#### Herald (Required)

Society Name: \_\_\_\_\_

Legal Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone#: \_\_\_\_\_

Other methods of contact: \_\_\_\_\_

Marshal or Other Officer (You must have a Marshal if there are any fighters in the group.

If not a marshal specify office: \_\_\_\_\_)

Society Name: \_\_\_\_\_

Legal Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone#: \_\_\_\_\_

Other methods of contact: \_\_\_\_\_

If you have other officers (none are required, but you may fill whatever jobs you have

members interested in) please list them on the back of this form.

If you are in territory claimed by a shire, barony, or province, you must attach a letter from their Seneschal indicating agreement with your proposal. If they do not agree, your Kingdom Seneschal can help negotiate.

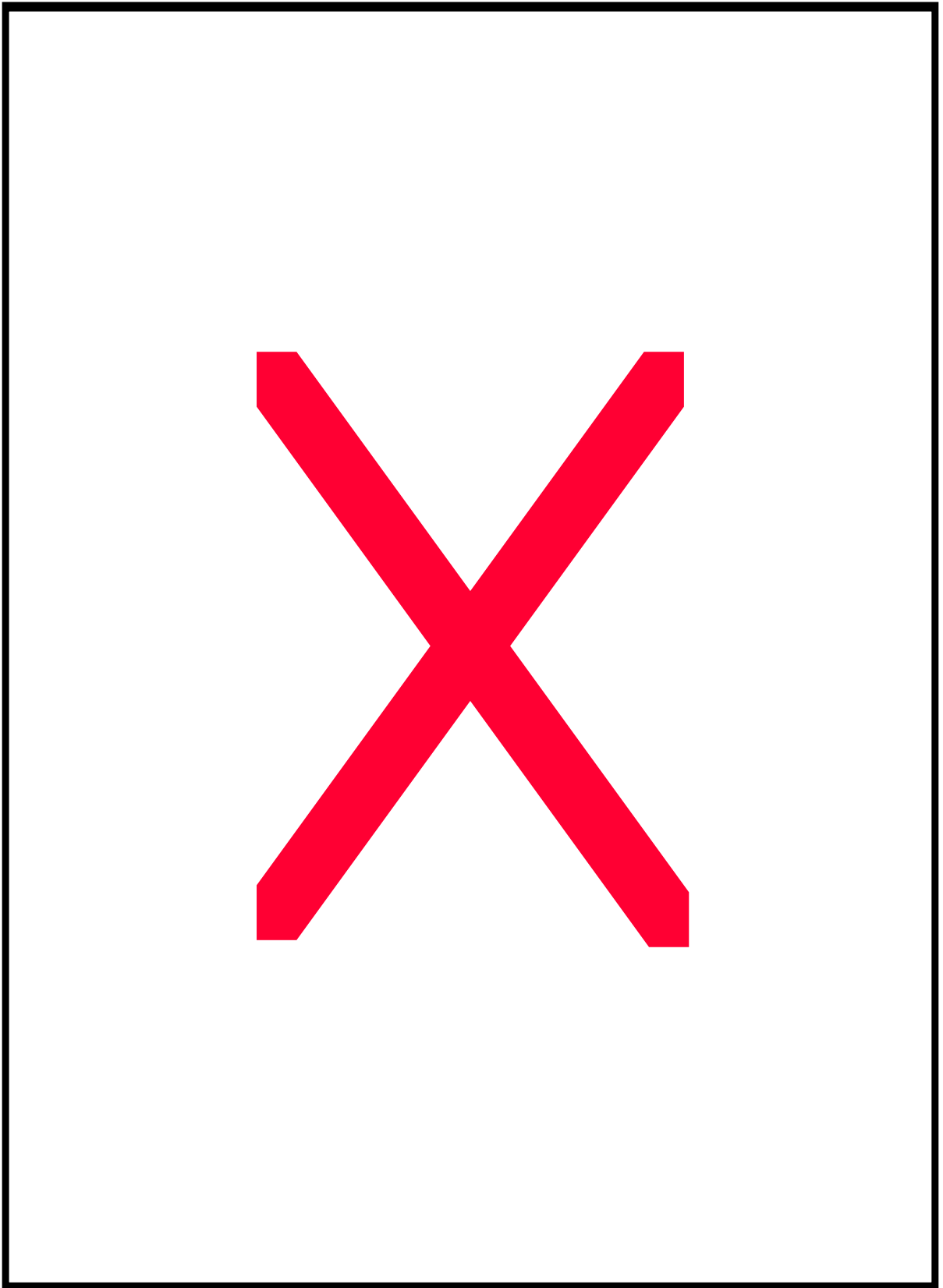
I DO, AS ACTING DEPUTY SENESCHAL FOR THE BRANCH HERE DESCRIBED, CERTIFY BY MY SIGNATURE BELOW THAT THIS FORM IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE.

---

Signature

Date

# Event Budget Worksheet





## Sample Polling Ballot

Date \_\_\_\_\_

Unto all good citizens of <political unit> does <name of Baron and Baroness>, Baron and Baroness of <name of political unit> send warm and courteous greetings,

We have announced our intentions in stepping down as your Baron and Baroness at <event>. After much consideration and consultation, We announce as our choice of successors, <full name and titles of purposed new Baron and Baroness>.

As Caid law requires, a “vote of confidence” must be taken. As a paid member living within the zip codes of the barony, you are entitled to participate in this “vote of confidence”. This is a confidential poll. Please return your ballot directly to the Kingdom Seneschal. Please mark “Yea” or “Nay”. You may include any comments you feel relevant.

Following information is required:

SCA Name: \_\_\_\_\_

Mundane Name: \_\_\_\_\_

SCA Membership Number: \_\_\_\_\_

**YEA**

**NAY**

Comments:

Please return by <month> <day>, 2001 to: Rowen Killian (Owen Shribman), 7701 Lehigh Place, Westminster, California 92683

Yours in service,

Baron and Baroness.



# Council Meeting Agenda

Meeting Opens: \_\_\_\_\_

Date: \_\_\_\_\_

Baron's and/or Baroness Comments

Upcoming events that they will be attending:

Seneschal Comments

Private reminders:

Officers Reports

- Archivist** –
- Arts & Sciences** –
- Chatelaine** –
- Children** –
- Chronicler** –
- Constable** –
- Demos** –
- Exchequer** –

Guilds \_\_\_\_\_ General \_\_\_\_\_ Total Funds available \_\_\_\_\_

- Heralds** –
- Keys** –
- Lists** –
- Marshal** –
- Sexton** –

Guild Head's Reports

- Archery** –
- Bardic** –
- Cooking** –
- Costume** –
- Newcomers** –
- Rapier** –
- Scribes** –
- Webwright** –

Old Business

New Business

Notes to Share / Birthdays / Anniversaries

Newcomer and Guest Introductions

Meeting Adjourns: \_\_\_\_\_







## Society for Creative Anachronism, Inc.

### Tax-deductible Donation Solicitation

The Society for Creative Anachronism, Inc. is a non-profit education organization dedicated to the research and recreation of the Middle Ages and Renaissance periods of history. While nearly all of our activities are funded by personal donations from members, there are some materials and services that are beyond our ability to obtain.

Besides costuming, armoring, and combat, activities include calligraphy, dancing, music cookery, and board and field games, plus a variety of technical and social skills, which help establish the ambiance of life at a period court. Society events are open to the public, but, in keeping with the emphasis on living history rather than dramatic performance, all attendees are expected to make an attempt to preserve the atmosphere and fit in with the SCA's standards of dress and behavior. Many chapters keep collections of period clothing and other gear to loan out, and larger events often include arrangements to assist unprepared visitors.

Teachers and other planning programs related to the Middle Ages and Renaissance are welcome to write to the SCA. Various useful publications are available, either free or for a nominal fee, and (where possible) the SCA arranges contacts with members who can set up demonstrations of combat, dance, heraldry and other themes designed to appeal to audiences of all ages.

Any contribution you or your company can make would be greatly appreciated. If you have questions about coordination of donations, please contact:

*<Branch Seneschal information should go here!!>*

**Remember, all donations are fully tax-deductible. Any checks should be made payable to SCA – Kingdom of Caid.**

*This section to be completed by donor.*

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Yes! I would like to help. I (we) will donate: \_\_\_\_\_

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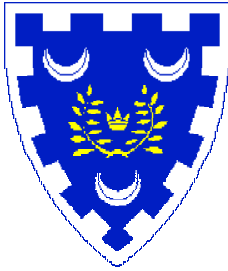
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The Society for Creative Anachronism, Inc. is thankful for your generous donation.

The Society for Creative Anachronism, Inc. is a non-profit (501c3) organization registered with the State of California and recognized by the Internal Revenue Service. Donations are tax-deductible.



# Kingdom Awards



## The Kingdom of Caid

by Mistress Jessa d'Avondale

(Updated from an article originally published in *Tournaments Illuminated* #114 - Spring 1995)

Caid was created as a principality of the West Kingdom in [A.S. IX](#), and became the sixth kingdom of the Society for Creative Anachronism in [A.S. XIII](#). The arms of the kingdom are: *Azure, a crown within a laurel wreath Or, between three crescents within a bordure embattled argent*. Many of the badges and tokens associated with Caid's awards incorporate the kingdom colors of blue and silver.

Former Kings and Queens may be awarded **Patents of Arms**, if they do not already have them, when they depart the thrones and assume their county or ducal rank. Former consorts are also inducted into the **Order of the Rose**.

**Grants of Arms** can be given as separate awards, and traditionally are given to recognize the efforts of kingdom officers. The following awards also convey a Grant:



**Order of the Gauntlet of Caid (OGC):** given for martial prowess. The order's badge is: *Azure, a dexter gauntlet sustaining by the blade a sword fesswise, a bordure embattled argent*.



**Order of the Crescent (OOC):** given for service. The order's badge is: *Azure, three crescents conjoined, horns outward, within a bordure embattled argent*.



**Order of the Lux Caidus (OLC):** given for skill in the arts and sciences. The order's badge is: *Azure, a sunburst within a bordure embattled argent*.



**Order of Chiron:** given for skill in archery. The order's badge is: *Azure, a sagittary salient regardant and drawing his bow to sinister a bordure embattled argent*.

**Order of the White Scarf of Caid:** given for skill in rapier fighting.

The titles of **Court Baron** and **Court Baroness** are most commonly awarded to territorial Barons and Baronesses when they step down from their positions. They are also given to recognize those who have been of exemplary service to the Crown. As per Corpora, an Award of Arms accompanies the title if the recipient is not already armigerous.

**Grants of Arms** can be given as separate awards, and traditionally are given to recognize the efforts of kingdom officers. The following awards also convey a Grant:



**Order of the Argent Arrow (OAA):** given for excellence in archery, and for having period equipment and appearance on the field. The order's badge is: *Azure, an arrow between in fess two crescents argent.*



**Order of the Crescent Sword (OCS):** given for a combination of skill in fighting and praiseworthy appearance on the field. The order's badge is: *Azure, a crescent surmounted by a sword all within a bordure embattled argent.*



**Order of the Dolphin of Caid (ODC):** given for service. The order's badge is: *Azure, a dolphin embowed uriant to sinister argent.*

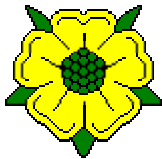


**Order of the Harp Argent (OHA):** given for excellence in a particular art form or scientific endeavor. The order's badge is: *Azure, a harp within a bordure embattled argent.*



**Order of the Duellist:** given for excellence in rapier combat. The order's badge is: *Per pale azure and argent, two rapiers and a bordure embattled counterchanged.*

The following awards and orders do not convey arms or precedence:



**Legion of Courtesy (LOC):** given by the consort in recognition of continuing courtesy. The order's badge is: *A rose Or barbed and seeded vert.* The token is a medallion in the form of a yellow (heraldic) rose, dependant from a blue and white ribbon.



**Crossed Swords of Caid:** given by the sovereign to fighting units for prowess in wars. The order's badge is: *Per fess argent and azure, two swords in saltire counterchanged.*



**Honneur de la Chanson (HdIC):** given by the consort for musical performance. The token is a silver cup. The badge is: *Azure, a goblet argent, charged on the bowl with a crescent azure, within a bordure embattled argent.*

**Vanguard of Honor (VOH):** given by the sovereign for exemplary chivalry and courtesy on the tourney field. The token is an armband of woven black and orange ribbon.

**Signum Regina (SR):** given by the consort to those who have served faithfully during the reign. The token is a brooch in the form of a silver crescent, engraved with the sigil of the consort, and often decorated with a semi-precious stone or other designs.

**Sigilum Rex:** given by the sovereign to those who have served faithfully during the reign.

**Corde de Guerre of Caid (CDG):** given for exemplary fighting skill in war combat. The token is a blue and white forragere, worn over the arm at the shoulder.

**Order of the Acorn:** given to children for good behavior and service. The token is a wooden or natural acorn on a cord.

**Royal Recognition of Excellence (RRE):** given to individuals or groups for unique reasons, ranging from running a spectacular event to real-life heroism.

**Augmentation of Arms:** this is a special and very rare honor, given only a few times in the history of the kingdom. The recipient is entitled to register a modification to their arms, specified at the time of the award.

Other kingdom honors and recognition include:

**Right Noble Guild:** a royal charter granted by the Crown to those guilds they deem worthy.

**King's Champion:** the title usually given to the other finalist in Crown Tournament, or to someone who fought exceptionally well in the tournament. The champion receives a sword and tabard to wear for the duration of the reign.

**Queen's Champion:** the winner of the Queen's Champion Tournament, held the day after Coronation. The champion receives a sword and tabard to wear for the duration of the reign.

**Queen's Archery Champion:** the winner of the Queen's Champion Archery Tournament, held sometime after Coronation. The champion receives a tabard to wear for the duration of the reign.

**Queen's Rapier Champion:** the winner of the Queen's Champion Rapier Tournament, held the day after Coronation. The champion receives a tabard to wear for the duration of the reign. There also may be a separate Light Weapons Champion.

**Arts and Sciences Pentathlon Champion:** the winner of the Arts and Sciences Pentathlon, which is usually held every other year.

**New Battered Helm:** presented, by the previous holder, for the best death at the Queen's Champion Tournament. (Similar to the West's "[Old Battered Helm.](#)") The token is the Battered Helm itself. The recipient must do some damage to the helm before passing it

## **Internal Revenue Service and State of California Corporation Docs**

The following section has the documents for both our tax-exempt status for the IRS and the Articles of Incorporation for the SCA and the State of California.

See Kingdom Seneschal for this info.