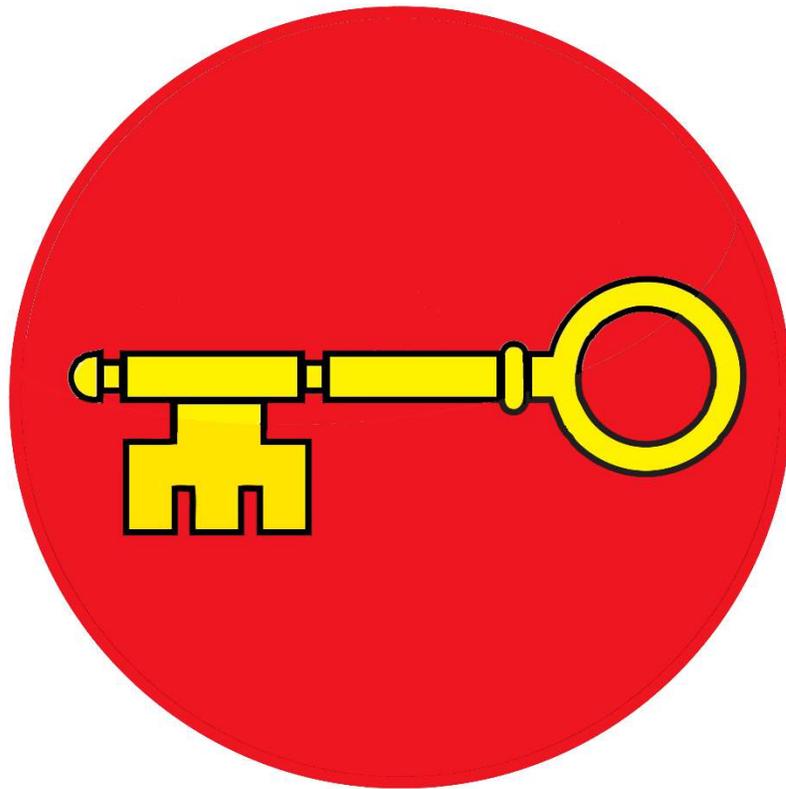




**Society  
for Creative  
Anachronism**



# Seneschal Handbook

April 2021

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## Guidelines to Ethical Decision Making for SCA Seneschals

- Always comprehend the nature of your words and actions and how they reflect upon you, your Kingdom and the SCA.
- Clarify your goals...what are your short term and long-term goals, i.e., what is the purpose for taking action or not taking action.
- Always strive for continuous personal improvement in serving others.
- Be aware of your ethical responsibility as an SCA Officer, i.e., without being respectful, caring, trustworthy, responsible, and fair, you cannot fully serve the SCA's participants.
- In gathering facts, always attempt to get accurate, first-hand information from each side of a situation or conflict, speak directly to the parties or knowledgeable witnesses, and attempt to obtain complaints or statements in writing.
- Always be willing to adjust according to your observations and as such, do not take a position and then back it up with facts; rather let the facts establish your position.

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# I. Introduction

1. The Seneschal's Handbook is an official document of the Society for Creative Anachronism, and as such delineates policy, procedure, and recommended best practices for SCA branch operations. This Handbook supersedes all prior versions.
2. This Handbook is a living document, and as changes to policies or procedures are needed, the Office of the Society Seneschal will issue policy statements, policy interpretations, and implementation guidance. As these are upheld by the Board of Directors, changes will be issued as necessary and incorporated or appended to this Handbook.
3. Superscript annotations throughout refer to Section XXXI, which contains references to policy decisions and the Governing Documents.
4. The information included herein is specifically noted as Seneschal policy and has been approved by the SCA Board of Directors.
5. This document supports and complements the implementation of the governing documents by branches of the SCA, but does not supersede or supplant anything in the governing documents. While this Handbook is meant primarily for Kingdom Seneschals, all branch Seneschals should use the information contained herein.
6. Kingdom Seneschals are first and foremost Corporate Officers of the SCA, Inc. They are the designated officers acting on behalf of the Corporation and its interests and policies on a local level in their regions, and the local officers representing and acting on behalf of the local and regional interests of their Kingdoms to the Corporation. Seneschals are responsible for coordinating the administration and ensuring the proper and effective operation of the Society's historical "game-side" re-creation.
7. While the Seneschal is a very important position in any branch, it is essential to remember that the position is a part of a larger team of branch officers who make the SCA happen. The office of the Seneschal is a facilitator of policy and procedure from the local to Corporate level. Successful Seneschals avail themselves of good interpersonal and diplomatic skills, attention to detail, and objective issue management. Seneschals must work with and through people, and their success is completely dependent on the goodwill and relationships they can manage and foster.
8. The official job title of any SCA Kingdom Seneschal is "Regional Vice-President of the SCA, Inc."<sup>1</sup> The Kingdom Seneschal is the only officer at the Kingdom level who is also defined as a Corporate Officer. Note that different arrangements may exist within affiliate organizations.
9. The Kingdom Seneschal is the Kingdom's legal representative of the SCA, Inc. within their Kingdom and has responsibility for and authority in legal matters within the Kingdom.<sup>2</sup> They are the interpreter/arbitrator of Kingdom law and Kingdom Seneschallate Policies. They are ultimately the one responsible for real-world legal, financial, and operational matters: sites, contracts, waiver policy, and making sure the SCA governing documents are followed. They may delegate some of this authority to local Seneschals and Event Stewards as appropriate under these documents and in accordance with Kingdom culture.
10. There is often much confusion about the separate lines of authority between the Kingdom Seneschal and the Crown. Those lines can be delineated as follows:

- a. The Crown has all ceremonial responsibility and authority in making decisions regarding Kingdom courts, awards, etc. They are in charge of administering the “game side” of the SCA in their Kingdom, within the confines of the Governing Documents and current Kingdom Law, and are responsible for fostering an appropriate atmosphere of participation within their Kingdom.
  - b. The Crown may create or change laws within the Kingdom, while following all internal requirements, though these laws may not conflict with modern law or any higher-level SCA policy or document.
  - c. The Crown is responsible for monitoring and confirming the performance and conduct of Kingdom officers, and appointing, removing, and replacing such officers when necessary in conjunction with Society officers and the laws of their Kingdom and the SCA.<sup>3</sup>
  - d. The Kingdom Seneschal is the legal representative for the Kingdom and retains control over interface with the modern world. This includes primary responsibility for investigating issues related to possible sanctions by the Crown.
  - e. The Kingdom Seneschal is responsible for making sure that the Kingdom’s laws and actions are in accordance with the governing documents of the SCA, and that modern legal requirements in the appropriate jurisdictions are followed.
  - f. A Kingdom Seneschal should keep the Crown informed of their actions and decisions. The Kingdom Seneschal and Crown must work cooperatively because their areas of authority frequently overlap.
11. In Kingdoms that are wholly or partly covered by an SCA affiliate organization, certain policies or rules may differ as defined in the affiliation agreements or other board rulings. Seneschals should be aware of these differences and act accordingly.
12. Regarding chain of command, Kingdom Seneschals report to the Society Seneschal who, in turn, reports to the SCA President who reports to the SCA’s Board of Directors.<sup>4</sup>

## **II. Affiliate and International Information**

### **A. General Information**

The SCA, Inc. is responsible for the oversight of the whole of the SCA. In turn, there are several constituent, affiliate organizations that accept Corpora but cover areas of different (potentially vastly different) modern law. The SCA recognizes the absolute precedence of law issued by civil authorities over any of its internal rules. The SCA, Inc. as a corporate entity, along with all of its members as citizens, must obey the law of whatever jurisdictions apply to them in exactly the same fashion as all other corporations or citizens in those jurisdictions.<sup>5</sup> Any Seneschal is responsible for insuring compliance with modern law, but if you are a Kingdom Seneschal outside of the United States (US) and all or part of your Kingdom is under an affiliate agreement or agreements, make sure to check with your affiliate’s governing documents for any exemptions or exceptions that your group may have been granted. Additionally, your local laws will be different than U.S. laws; while this document attempts to be of general applicability, make sure to check your local laws for differences.

### III. Preparing for the Kingdom Seneschal Job

#### A. Warrant of Office

1. Your warrant makes you the Kingdom Seneschal, officially and legally. Ideally your predecessor initiated the process of obtaining your warrant. Kingdom officers may not simply appear on rosters, because Corpora specifies that officers whose appointments require confirmation at the Corporate level must have individual warrants.<sup>6</sup>
2. Kingdom Seneschals must use the Executive Warrant form located at <https://www.sca.org/wp-content/uploads/2019/12/Warrant-exec.pdf>, which must be completed as prescribed in Corpora.
3. Once the Crown signs the warrant, it must be sent to the Society Seneschal, who also must sign it. It is your responsibility to either send it or ensure the Crown sends the document. Keep a copy of the warrant for your files. Refer to yourself as Acting Seneschal until you have a fully signed warrant, but don't wait for your warrant to get to work.
4. Kingdom Law and custom will control the length of your term of office. Within broad limits, the length of your term, the application of a period of probation, and the availability of renewals are all left to your Kingdom.
5. Don't let your warrant expire. Get a new warrant for yourself or your successor before your current warrant expires. The 45-day grace period mentioned in Corpora is designed to protect the Kingdom in case of unavoidable delays in the paperwork, not to provide a guaranteed extension of your term.<sup>7</sup> It is recommended that you place a reminder for yourself on your calendar as soon as you receive your new warrant to renew your warrant at least 30 days prior to its expiration.

#### B. Assemble a Reference Library, Resources, and Tools

1. From Corporate you will receive:
  - a. Listing Inclusion on the Inter-Kingdom Directory on sca.org, which lists Corporate staff and Kingdom Seneschals. Crowns, Royal Heirs, Seneschals, Exchequers, and Chroniclers for all Kingdoms. Your modern and SCA names, phone number, and officer email address will also be listed on the Society Seneschal's website. Please check your listing to ensure accuracy.
  - b. The Electronic Membership Listing, which is emailed monthly by the Registry to allow you to manage membership requirements in your Kingdom. If all or part of your Kingdom is covered by an affiliate organization, you should make arrangements with the appropriate registry to obtain membership information.
  - c. An updated list of revoked memberships, which is sent out monthly by the Corporate Office (comes with the membership list).
  - d. An updated list of people in your kingdom who have current SCA background checks.
2. From the Society Seneschal you should request:

- a. Big Book of Banishments. This is a document that shows all persons subject to sanctions, including the severity and duration of each sanction. Updates are sent to Kingdom Seneschals periodically. You may share this information with your local Seneschals. However, it needs to be read with care; it contains **all** Board actions regarding complaints and sanctions, including when sanctions are lifted, or the Board chooses not to impose a sanction.
  - b. You should send an email to your Kingdom's Ombudsman on the Board of Directors to introduce yourself and facilitate communication (email addresses are available on the SCA website).
3. From online sources you should download and familiarize yourself with:
- a. The SCA's Organizational Handbook which includes Corpora, Bylaws, and the Corporate Policies of the SCA.
  - b. The SCA Seneschal's Handbook (this document)
  - c. Society and Corporate Officers' Handbook
  - d. SCA Branch Financial Policy
  - e. Your own Kingdom's financial policy and current law, as well as recent past editions
  - f. Any current officer handbooks your Kingdom uses.
  - g. The SCA Census
  - h. Insurance Ordering Instructions from sca.org (within affiliates, separate insurance arrangements exist)
  - i. <http://www.sca.org/docs/library.html#officers> is invaluable.

### **C. Avoiding Burnout**

1. No matter how much you like being Seneschal, you are nonetheless in danger of burning out. The rewards are internal and intangible, and the costs in time, money, and peace of mind are great. Accept that you are at risk and take steps to monitor yourself to avoid the possibility. Be aware when you are in over your head.
2. Classic burnout happens when the sufferer finds their job intolerable and impossibly dear at the same time. The officer may need help but is hesitant to ask for it for fear of appearing incompetent. This should never be the case. Please know that you are encouraged to ask questions, accept help, and delegate when possible and appropriate. This is a very large, demanding job; while it provides great benefits and is of immense importance, it should not drive you out of the SCA after your term or cause you to end your term prematurely.
3. Once you accept the possibility, you can protect yourself. Conserve and refresh yourself as needed, take breaks, and start training a couple of potential successors while you still feel strong enough to go on. Make certain to keep doing the things that help you find the fun in the SCA.

4. Step down while you are ahead. It is better to regret leaving an office than to keep it so long you regret the day you took it! When your term is up, consider very carefully whether it is appropriate to extend.

## **IV. Arbitrating the Rules and their Precedence**

### **A. Guidelines**

1. Modern law and local regulations always take precedence over any organizational requirement or policy, and no “game-side” situation or circumstance should ever hinder or supersede modern law and local regulations. Where modern law differs in different parts of the Kingdom, then the most appropriate jurisdiction should apply – i.e., that which applies where the event or activity itself is held. If in doubt, contact the Society Seneschal.
2. Within the SCA, Inc., if there is any conflict among the provisions of the Corporate rules listed below, those higher on the list will govern over those lower. Policies and handbooks are guidelines to help facilitate and interpret our rules and governing documents for those responsible for administering our organization and implementing our rules. Ultimately, however, the Board and all Corporate Officers are responsible to modern law and our governing documents.
3. Kingdoms, Principalities, and Baronies can add local guidelines to govern the running of their lands, which would then not apply in other SCA lands. They may be used to “add to” the procedures and restrictions defined in a document “higher up” in the precedence, as long as they do not contradict or overrule the higher-level rules. Kingdoms can be more restrictive, but not less restrictive, than Society rules. For example, the Crown cannot write a law saying that the Kingdom Financial Committee is comprised of only two individuals (in contravention of the more restrictive SCA financial policy requiring three individuals), or that the Kingdom may allow grappling on the armored combat field, since that violates the more restrictive SCA marshallate rules banning such behavior. The Kingdom could, however, ban thrusting in combat – since that would be more restrictive than SCA level rules which currently allow such behavior.
4. Note once again that different rules may apply in affiliates. While they are bound by Corpora, they have many exceptions or modifications required to fit in with local law. Make sure to check these affiliate documents when dealing with legal matters.

### **B. Order of Precedence<sup>8</sup>**

1. Modern Law
2. The By-Laws of the Society for Creative Anachronism (SCA, Inc.)
3. The Corporate Policies of the SCA, Inc. (Different policies may apply to affiliates.)
4. The Corpora of the SCA, Inc.
5. Affiliate governing documents, if applicable
6. Interpretations of Corpora by the Society Seneschal, approved by the Board of Directors

7. Corporate Officer Policies and Handbooks
8. Individual Kingdom Financial Policies (Different policies may apply to affiliates.)
9. Kingdom Law
10. Decisions of the Crown
11. Kingdom Officer Policies and Handbooks
12. Principality Law
13. Decisions of the Coronet
14. Principality Officer Policies and Handbooks

### **C. Treaties and Charters**

1. Treaties between Kingdoms are considered game-side only, can be broken at will by the Crown, are non-enforceable, and are meant to add flavor and depth to the SCA experience; they hold no actual legal weight. Please note that large-event negotiations, such as those that determine the legal structure and finances of Pennsic, Estrella, etc. do not fall in this category and should be changed only with the agreement of all parties.<sup>9</sup>
2. Citizenship treaties: In accordance with the definition of “Subject” in the glossary of Corpora, some Kingdoms have chosen to create “citizenship treaties” to cover people who participate mostly in a Kingdom other than the one in which they physically reside. Such treaties are created at the pleasure of the royalty of the affected realms, and can be set up however the Kingdoms wish, but must be agreed to by the Crowns of all the involved Kingdoms.<sup>10</sup>
3. Branches and groups such as orders and guilds are permitted to create charters if they find it useful to codify their customs. Charters are primarily administrative tools that can help the group to define structure and procedures. Unless specifically written into Kingdom or Principality law, organizational charters do not have the force of law. Branch charters may not be written into law.<sup>11</sup>

## **V. Reporting and Communications**

### **A. Quarterly Reports to the Society Seneschal**

1. Each Kingdom Seneschal must send a quarterly report to the Society Seneschal by the first of March, June, September, and December.
2. Use the online reporting tool found on the Society Seneschal’s website.
3. Be sure to copy (cc) the Board Ombudsman for your kingdom.

### **B. Reporting Crown Victors**

1. Kingdom Seneschals must notify the Society Seneschal within 48 hours, via text or preferably email, of the winners of the Crown Lists along with their full contact information.
2. Be sure to copy (cc) the Board Ombudsman for your kingdom.

### **C. 48- to 72-Hour Reply Goal**

1. Kingdom Seneschals should try for a 48- to 72-hour turnaround on all email and phone communications. A simple “Got your message, I will get back to you” is fine to ensure prompt response to all communications.
2. A designated representative may respond in times when the Seneschal may be unavailable for 72 hours (business trips, non-SCA vacation, Pennsic, etc.).

### **D. Emergency and Sanction Communications**

1. Notify the Society Seneschal of any impending royal or administrative sanctions (all types) as soon as it is reasonable.<sup>12</sup> If the Kingdom Seneschal tells the Society Seneschal before the royalty pronounces the sanction, people can work together to make sure that the paperwork is all in order and proper procedures are being followed from the beginning. It has proven perilous for a Kingdom Seneschal or Crown to initiate sanctions that will require Corporate-level review without prior coordination with the Society Seneschal or a designated deputy. The Board can, and does, sanction Kingdom-level staff and/or Crowns who impose sanctions inappropriately.
2. Immediately notify the Society Seneschal about any occurrences that made it necessary to call the modern authorities (law enforcement, fire department, emergency medical) to the site of an SCA activity or event.<sup>13</sup> Such emergencies include injuries in which the victim is transported by EMS or ambulance.
3. Immediately notify the Society Seneschal of any threatened lawsuits.
4. Immediately notify the Society Seneschal of any incidents that may produce a claim on SCA insurance; within affiliates, additionally notify the relevant local officer.
5. Immediately notify the Society Seneschal and Crown of any suspected thefts, embezzlements, or other financial irregularities involving Kingdom or branch funds, and ensure that the Kingdom Exchequer notifies the Society Exchequer immediately.<sup>14</sup> Kingdom Seneschals are not to attempt to “make a deal” or negotiate in any way with the alleged perpetrator. Follow the procedures set forth by the Society Exchequer and branch financial policy for what to do in case of a theft from the SCA.
6. Immediately notify the Society Seneschal if you believe that the Crown’s actions or the actions of other Great Officers are violating the rules of the SCA, Inc. or the laws of the jurisdiction under which the Kingdom falls.

### **E. Communication within the Kingdom**

1. Ensure Kingdom officers’ meetings or curiae occur regularly as required by Kingdom Law and appropriate for Kingdom tradition. Often the requirements for these are specified in

- your Kingdom Law. Prepare an agenda before the meeting. Discuss the agenda with the Crown in advance of the meeting, and make sure any items they wish to discuss are included on the agenda. Preside if you can. If law and custom give this job to the Crown, make sure you sit near the Crown, and take an active interest in the entire meeting. If you are not running the meeting, assist in keeping things moving and bring the discussion back to the topic at hand when it strays. Share the results with the populace.
2. Arbitrate disputes where possible. Encourage people to come to you or your designee with disputes they cannot settle for themselves. Stay out of feuds yourself. Often disputes are best settled at the level at which they occur. Attempt to catch issues early; it is useful to have Regional deputies who can spot and deal with issues before they become large problems. In-Kingdom arbitration should almost always be the first step if possible, rather than a request for official Board intervention. When in doubt, it is suggested that you request advice on how to manage disputes from the Society Seneschal.
  3. Establish yourself as a source of reliable advice. Refer to your reference library when in any doubt as to an issue or question. Do not rely on your memory of what Kingdom Law or the Governing Documents say; double-check. Answer all questions cheerfully and patiently, with as much substantive information as you can, plus a referral to the officer in charge of the area, if there is one.
  4. Keep the official Kingdom Calendar. You can delegate the maintenance of the calendar to another officer or to a deputy, but the policies about scheduling and conflict resolution belong to you. Depending on the laws of the Kingdom, the Crown may be able to override you for an event or a reign, in which case you administer the Crown's policies rather than your own, but the default position should be that the calendar is your job and that you resolve any calendar disputes. The policies for scheduling events should come from you and the Crown (unless written into Kingdom Law).
  5. Watch for things that need to get done. Keep an eye on the Kingdom as a whole and look for things that the royalty or any of the officers might initiate to improve the general quality of life in the SCA. You are responsible for the proper and efficient management of our "game-side" historical re-enactment, and proactive management is often much more effective and efficient than reactive crisis management.
  6. Listen. You will find that a great many people want to talk to you, regardless of what you're doing or what you may be able to do for them. Though listening to the troubles and plans of the populace may eat a lot of time, especially at events, it is a great investment in proactive management and relationship-building to give an ear to what people have to say to you.
  7. Reach out. In addition to listening to those who seek you out, you will find it worthwhile to reach out. Call, travel to an event, and/or email people to notice work done well. Remember to thank people; you will feel better, and so will they. Much of the currency of the SCA is in recognition, both official and unofficial. Small words of recognition and encouragement are often at least as important as official awards and will buy both appreciation and goodwill.
  8. Network. Develop a network of reliable contacts throughout the Kingdom. Find reliable sources of information and action across your region.

## F. Communication with the Crown

1. Always treat the Crown with deference in public regardless of the forum. No matter how you feel about some individuals on the thrones, your role in our shared activity requires you to behave as though these points are always true:
  - a. The Crown is central to the “game side” of the SCA.
  - b. The Crown is always worthy of respect.
2. Treat the Crown with courtesy at all times. Address the Crown (instead of the person wearing it) even when no one is watching. Avoid invoking your prior relationship with the people serving as royalty. There will be times when you can let your hair down, especially with old friends, but let them make the first move, and always in private.
3. Make the royal lives as easy as possible. If the Heirs do not have their own support group, help them organize to make sure that not only will their physical comfort get looked after while they are on the thrones, but that they are similarly supported in the administrative functions necessary to make their reign more successful. It is worthwhile to have a welcome package available for new Heirs. This may include Kingdom law, Corpora and Governing Documents, recent Kingdom Curia meeting minutes, as well as any other policy information you deem of critical importance. If prior Kingdom Seneschals have not created one, it could well prove a worthy project during your tenure.
4. Work with the Kingdom Exchequer to make sure the Heirs are fully informed regarding financial and budgetary matters as soon as possible. The new Crown needs to understand their fiscal responsibilities, what will and will not be paid for under your Kingdom’s financial policies, the workings of the Kingdom Financial Committee, and so on.
5. Keep your Crown and Heirs well informed regarding happenings in the Kingdom, including reactions to things they have said and done. Offer all counsel to the Crown with respect and courtesy.
6. Deal with disagreement calmly. If the Crown seems determined to do something you regard as dangerous for the Kingdom or the SCA, start by talking privately with the royal couple. Always seek to understand what they really plan and what they mean (second-hand reports are often misleading) and explain why you believe the action is unwise. If it is against the rules as you read them, quote the specific citation, and point out that you will have to consult the Society Seneschal about it, which may lead to Corporate intervention. Try to find an approach that will accomplish the royal goals without ill effects. Do note, however, that if you believe that there is something going on against either the rules of the Society or modern law, and the Crown will not be deterred, you must contact the Society Seneschal at once!
7. If you cannot deflect the Crown from something you regard as unwise but not against the rules, focus on damage control. On one hand, look for explanations to help people accept the idea, and on the other hand, follow the commands in as neutral a fashion as you can.
8. It is the responsibility and honor of the Crown to establish and present awards and accolades as they shall deem proper, in accordance with the laws and customs of the

Kingdom. Even ill-judged awards have a place because they establish the reality of royal power. Advise the Crown as clearly, soberly, and courteously as you can.

9. The Crown may suspend a territorial Baron and/or Baroness for the duration of the reign, for just cause stated in writing and presented only to the Baron and/or Baroness. Suspension would prohibit the use of the baronial title and arms, the conduct of baronial courts, and the presentation of baronial awards. The Crown may remove a territorial Baron and/or Baroness for just cause stated in writing and presented only to the Baron and/or Baroness; however, the Crown must request a written opinion from the populace of the Barony before taking such action.<sup>15</sup>
10. The Crown may suspend the warrant of any officer for the duration of a reign, for just cause stated in writing.<sup>16</sup> The Crown should consult the Society Seneschal before suspending a Kingdom Seneschal.
11. Warrants for Kingdom officers are signed by the Crown and the corresponding Corporate Officer.<sup>17</sup> Kingdom Seneschals should assist with and work toward an effective and positive outcome of this process.

## **G. Communication with Other Kingdom Officers**

1. You need to know what is going on within your Kingdom in order to do your job, and to work with and through fellow Kingdom officers to do your job effectively. Ask the other Kingdom officers for a courtesy copy of their warrants and their reports to the Crown and their Corporate superiors. Send them yours in exchange. Do not take active steps to second-guess another Kingdom officer unless there is a clear violation of Corpora or a complete loss of function in the office.
2. Make sure the other Kingdom offices stay filled. Be prepared to help find a replacement if another officer fails to do so.<sup>18</sup>
3. Encourage the other Kingdom officers to talk to each other. The effective operation of our “game-side” historical re-enactment within a Kingdom requires all of its officers working smoothly together. The Seneschal plays a vital role in seeing that communications remain clear, so the Kingdom’s work is done effectively and efficiently. Regular meetings are one way to ensure that communication happens. Rather than trying to “manage” other officers, try to coordinate and facilitate communications amongst and between you all.

## **H. Electronic Communications Policy**

1. It is important to remember that, regardless of interpersonal relationships and informal modern communication links that may have been developed, Kingdom Seneschals are Corporate Officers and as such must communicate all official correspondences in a formal manner consistent with that corporate role.<sup>19</sup>
2. Formal communications to and from SCA officers may be directed through electronic means (email) as well as through postal or fax systems. However, messages posted for general attention on any public system may not be regarded as formal communications to an officer, whether or not the officer is known to participate on the electronic forum, email list or social media site in question.<sup>20</sup>

3. No personal or identifiable information will be sent over email lists or posted on social media unless the individual gives permission to do so. A phone call or postal letter is also an acceptable means of communication.
4. If you and your local Seneschals or other Kingdom officers wish to do so, reports may be sent via email.
5. No message posted to unofficial social media sites, general email lists, or other public electronic forums can be considered official communications. Therefore, these messages are not required to be part of your permanent files. However, it may be wise to keep copies of some messages if they could help to document a problem.

## **I. Websites and Social Networking Sites (Including Facebook)**

1. For a digital site to be recognized by the SCA, it must represent an established branch of the Society and must have a warranted officer responsible for its content. As they do not represent established branches of the Society, the SCA will not recognize sites for households, fan groups and communities. Group officers with a website/channel are responsible for ensuring that the site complies with Society guidelines.
2. Personal information will not be published on any SCA-recognized internet site without first gaining permission from the individuals involved.
3. Email permission to electronically publish personal contact information is acceptable.
4. Permission to electronically publish the contact information of an individual is in effect until that same individual revokes permission.
5. Event Stewards may grant permission in writing to electronically publish the personal contact information of persons serving as event staff. In this case, it is understood that individuals volunteering to be event staff have granted this permission to the Event Steward.
6. Note that affiliates may have different publication policies.
7. See the Corporate Social Media Policy for more details.

## **J. Corporate Mailing Labels**

1. You may request mailing labels for these purposes:
  - a. Kingdom-approved Branch Polling
  - b. Kingdom A&S Issues
  - c. Kingdom Law Issues
2. Other than the above cases (all of which must come through the Kingdom Seneschal or Kingdom Chronicler), the Corporate office cannot issue mailing labels/files for mailing to the membership.

**3. Labels must be used within 10 days of receipt; then the file must be destroyed.**

4. Before ordering labels:

- a. Request membership listing from Corporate Office or Kingdom Seneschal and review for valid current members in the polling postal codes.
- b. Compile a spreadsheet with the postal code ranges to be polled. Only list postal codes that have current members on your spreadsheet.
  - Postal codes must be in numeric order.
  - If there are inclusive postal codes (i.e. – 94601-94699) please list them as such.
- c. Have polling letter printed and ready to mail.

5. To order labels:

- a. Email Corporate Office and Kingdom Seneschal (if a Deputy is ordering) to request the labels.
- b. Kingdom Seneschal must provide Corporate Office acknowledgment of the request (if a Deputy is ordering).
- c. Attach the numeric Postal Code Spreadsheet to the email.
- d. Include the deadline date for the mailing to go out.
- e. Include the requester's legal name and daytime phone number in email.

## **VI. Overseeing Investigations and Sanctions**

### **A. Overview**

1. One of your duties as Kingdom Seneschal is to receive complaints of violations of the SCA's rules and policies, to investigate such complaints, and to advise the Crown on appropriate sanctions, if it is determined that sanctions are necessary.
2. **Important: Nothing in this section supersedes the duty of the Kingdom or local Seneschal, or event staff, to contact modern law enforcement officials if a suspected criminal act has occurred at an SCA event!** Please see "Dealing with Modern Law and Legal Authorities" in this handbook for more information.
3. You should instruct your local, regional, and/or principality Seneschals to notify you at once if they receive a complaint about behavior that could put the SCA or its members at risk. This includes complaints that fall under the Bullying and Harassment Policy, found in Section XIX of this Handbook.
4. Complaints need to be made in writing. Text messages and IM services such as Facebook Messenger are not considered official channels for complaints. If you receive communication through those media, you are free to investigate further and determine if

- a formal complaint needs to be made, but ultimately such a complaint needs to come through an official channel. Email to an officer address is considered an official channel.
5. Corpora states that “The Board does not accept anonymous communications, and electronic communications with no identifier of the sender other than an email address will be considered anonymous.”<sup>21</sup> It is the policy of the Society Seneschal’s office that this extends to the Society Seneschal and Kingdom Seneschals as well. Complainants may maintain confidentiality, but completely anonymous complaints cannot be properly investigated and are therefore not actionable. They may, however, be kept on file in case further related complaints are received.

## B. Overseeing Investigations and Sanctions

1. The purpose of a Kingdom investigation is to gather the facts of the matter, and accounts of what occurred, as close to the time of the incidents as possible and in as objective a manner as possible, so you and the Crown (and possibly other Kingdom officers, depending on the nature of the complaint or offense) can decide what action, if any, is appropriate.
2. You need to notify the Crown that a complaint has been received. Exception: if the complaint is against the Crown, you must instead notify the Society Seneschal, who will refer the matter to the Board, and if an investigation is ordered, will assign an investigator from out of kingdom. Per Corpora,<sup>22</sup> only the Board of Directors may sanction someone for actions taken while serving as Crown.
3. Depending on the nature of the complaint and the size of your Kingdom, you may investigate the complaint yourself, or you may delegate someone else to investigate. Whoever you assign to investigate the complaint must be seen to be trusted, respected, and neutral. They cannot be associated with either party in the complaint nor have some other conflict of interest.

## C. Investigative Procedures

1. The job of the investigator is to collect statements and evidence. They must make attempts to interview the complainant or complainants, any witnesses, and the accused. These interviews must take place separately. They can be in person, or by phone or videoconference. Attempts to contact interviewees need to be documented, and multiple attempts need to be made if necessary, preferably by more than one method. If someone refuses to talk to the investigator, that needs to be noted. If someone only wants to submit a written statement, that should be allowed, but it should be noted in the investigator’s report that the person declined to be interviewed.
2. Detailed notes (as close as possible to a transcript) need to be taken during the interviews. **Recording interviews may be legally problematic, depending on the jurisdiction, and must never be done without the express consent of the interviewee.** The person being interviewed should be given a copy of the notes and the opportunity to correct or add to the information if needed. They are not entitled to receive copies of any other interview notes or the investigator’s final report.

3. The investigator is required to maintain confidentiality during and after the entire process. This is very important! Investigations may not be discussed outside the chain of command. The chain of command includes the Kingdom Seneschal and any relevant deputy, the Crown (and Heirs if applicable), the investigator, and occasionally perhaps another Kingdom officer if the complaint or alleged offense falls under their purview.

4. The Crown, the Kingdom Seneschal, the Society Seneschal, and any appointed investigator are prohibited from commenting on any ongoing sanction or investigation into any matter that may lead to a sanction. This prohibition does not include necessary privileged contact with additional appropriate Society and Kingdom officers.<sup>23</sup>

## **D. After the Investigation**

1. Once the investigation is concluded, you and the Crown will need to review the information and decide what, if any, action is appropriate. Not every complaint needs to be acted upon. If you determine that it is an interpersonal conflict, mediation might be appropriate. You and the Crown are empowered to strongly suggest this, but it can't be required. It is also permissible to issue a letter to one or more parties, stating the conclusions reached and suggesting behaviors going forward that might mitigate the issues. Such a letter should be treated as confidential and kept on file by your office, as documentation should further related issues arise.

2. If you and the Crown decide to take no action, you should inform the complainant(s) and subject(s) of this decision. The complainant has the right to appeal this decision to the Board through the Society Seneschal, though the Board may or may not choose to act.<sup>24</sup>

3. Depending on the nature of the offense, an Administrative Action may be appropriate. Administrative Actions can include, but are not limited to, a suspension or removal from office, or limitation on participation in a particular aspect of SCA activity for a set period of time. Because an Administrative Action may involve activities under another Kingdom officer's purview, that officer must be consulted and must agree that the action is appropriate. Administrative Actions are not required to be announced or published, and they cannot be open-ended—they must have a clear end date. See the Sanction Guide for more information or contact the Society Seneschal.

4. If the decision is that a Royal Sanction is appropriate, you and the Crown will need to refer to the Sanctions Guide, located on the Society Seneschal's web page, for detailed information on enacting that sanction: <http://socsen.sca.org/seneschal-resources/>. The Sanctions Guide spells out all the procedural steps that need to happen for the sanction to be done correctly. It is important to be sure all the steps are followed—the Board can, and has, overturned sanctions that were improperly done. An improperly done sanction can also put you and the Crown at risk of sanction by the Board.

5. After the investigation is completed, report its results to the Society Seneschal, whether or not a sanction was enacted. Certain sanctions are automatically reported to the Board by the Society Seneschal to be reviewed and either upheld or overturned. If a Temporary Removal from Participation was enacted, it will be reviewed by the Board, and if upheld, an investigation by the Society Seneschal's office will probably occur. You will almost certainly

be contacted and interviewed by the investigator, so you need to keep all records of the investigation, including contact information for those involved. These should be kept on some form of independent, secure storage.

**6. Important:** The investigation files are a permanent part of your office files and need to be passed on to your successor. Do not delete an investigation file—someone might appeal a sanction years later!

7. For assistance in structuring your investigation packet for the Society Seneschal, please refer to the Sanctions Casefile located on the Society Seneschal's web page: <http://socsen.sca.org/seneschal-resources/>. If you still need help or have questions, please contact the Society Seneschal.

## **VII. Deputies and Succession Planning**

### **A. Deputies to the Kingdom Seneschal's Office**

1. Kingdom Seneschals may appoint additional deputies (with the Crown's approval) as needed to perform the duties of their office. These deputies are covered under the Kingdom Seneschal's warrant.<sup>25</sup>
2. Each Kingdom shall have a single responsible officer (i.e., "Waiver Secretary") as a deputy to the Kingdom Seneschal to ensure that all required waivers, rosters, and sign-in sheets are collected and safely stored within a reasonable time after each event. The Waiver Secretary shall ensure that waivers for each event can be located and provided to the appropriate officials in the event a specific waiver is required. Each Kingdom shall store all original executed waivers, rosters, and sign-in sheets, or legally accepted facsimiles, in such a manner that a responsible party can easily retrieve any needed waivers.<sup>26</sup>

### **B. Emergency Replacement Deputy and Finding a Successor**

1. All Kingdom Seneschals must have a designated emergency deputy at all times and must provide the Society Seneschal with this individual's name and contact information. This person should be someone who can step in until a successor is chosen if you are suddenly unable to fulfill your role as Kingdom Seneschal.
2. The Society Seneschal must receive copies of any applications or resumes received for the Kingdom Seneschal's office.<sup>27</sup>
3. Both the Crown and the Society Seneschal must agree on a candidate for the office of Kingdom Seneschal before they are put into office. The Society Seneschal will normally accept any reasonable choice the Kingdom Seneschal and the Crown propose.<sup>28</sup>
4. However, it is possible that a warrant may be refused. Grounds include but are not limited to:
  - a. Failure to meet membership requirements as specified in Corpora.

- b. Being married or otherwise having too close of a relationship with the Society Seneschal or another Kingdom Seneschal. Also, too close a relationship (such as marriage) between the Kingdom Seneschal and the Chronicler or Exchequer of the same Kingdom.
- c. Being too biased. A Seneschal must be able to serve all sides and citizens of the Kingdom and be prepared to help people see Corporate policies in a reasonably favorable light. Perceived tendencies toward controversy or factional orientation are grounds for question and possible non-confirmation of any appointment.
- d. Failure to meet the Society Seneschal's requirements for the job. These include the ability to write Standard English, as well as having a phone, internet access, reliable email access, and a fixed mailing address.

## VIII. Kingdom Financial Matters

### A. Financial Responsibilities

- 1. The Kingdom Seneschal serves as one vote on the Kingdom Financial Committee and may also be required to sit on other Financial Committees for your Kingdom's large inter-Kingdom events, if you have any.<sup>29</sup> All SCA Financial Committees are required to include at least one Seneschal. The role of the Seneschal on these committees is an important one; you are the legal representative of the Kingdom.
- 2. Remember that the Kingdom Seneschal is responsible for signing all contracts approved by the Kingdom Financial Committee. While this responsibility may be delegated, final responsibility rests with you.
- 3. The Kingdom Seneschal is responsible for ensuring that Corpora guidelines, and the deadlines, event requirements, and officer policies defined for the Kingdom (including any separate affiliate financial policies where relevant), are considered and followed by the Kingdom Financial Committee.<sup>30</sup>
- 4. A few limitations:
  - a. The SCA shall not purchase, use, or sell fireworks.<sup>31</sup>
  - b. SCA funds shall not be used to purchase alcohol in the US (different laws apply outside of the US). The insurance policy for the SCA in the US does not cover the sale or purchase of alcohol. The international portion of the policy permits the purchase and sale of alcohol as long as it is not the business of the SCA.<sup>32</sup>

### B. Theft Procedures<sup>33</sup>

- 1. If a local Seneschal or Exchequer suspects a theft from a local account or any other fiscal wrongdoing, they must immediately report it to both the Kingdom Seneschal and the Kingdom Exchequer. Kingdoms can determine whether they want Principality or regional officers in the reporting chain in these matters. Immediate reporting to the Kingdom officers applies regardless of who may be involved. All suspected thefts must be reported immediately. The Kingdom officers or their deputies will confirm whether a theft has

occurred. Do not have local officers try to confirm whether a theft has occurred or try to negotiate with the person involved.

2. The Kingdom Seneschal and Kingdom Exchequer will be involved throughout this process, so both should be involved from the beginning. Good communication between the Seneschal and Exchequer is critical in this situation. Each must know what the other has done or is doing at all times when there is an investigation. Do not assume that the other officer is being kept in the loop by anyone else.
3. If the Kingdom Seneschal or Kingdom Exchequer suspects that a Crown is misappropriating funds, inform both the Society Seneschal and the Society Exchequer immediately. If a Kingdom Seneschal suspects a Kingdom Exchequer, or vice versa, inform the Society Seneschal and the Society Exchequer immediately.
4. The Kingdom Exchequer or their deputy will verify whether the suspected theft has occurred, either by reviewing the documentation provided by the group or by performing an independent investigation as recommended by Kingdom or Society investigation procedure guidelines. If the Kingdom Exchequer is satisfied that there has been a theft (rather than an error in bookkeeping), they will work with the Kingdom Seneschal to resolve the matter.
5. Do not contact the suspected thief until and unless the Society Seneschal and the Society Exchequer direct you to do so. The Kingdom Officers acting together will contact the person involved regarding their investigation and give the person the opportunity to either explain why the suspicions are unfounded or incorrect, or to replace any stolen money/equipment. Note that a simple denial of guilt is not a sufficient explanation.
6. Once the Kingdom officers are satisfied that a theft has taken place, they should include a full accounting of what occurred in a report to their Society superior officers and confer with the Crown about appropriate sanctions. Depending on the circumstances, this will at a minimum include a request for an administrative sanction and may include a request for a Temporary Removal from Participation and revocation/denial of membership.
7. Note: A theft of \$600 or more will necessitate the issuance of a 1099 form per IRS requirements.

## **C. Grants**

1. As a non-profit corporation, the SCA can pursue its mission locally, regionally, and nationally with funding provided by a range of local, regional, and national funding grants provided by a wide range of public and private institutions. We encourage all local and Kingdom branches to determine if there are appropriate grants available, and to seek such funds to support our mission and the goals of the SCA. The Society President is the final signatory on all grants.
2. Make sure you are informed of grant applications before they are filed. Check to see whether statements about the SCA and the group submitting the bid are true and accurate, and that the project really does belong to the SCA. Grant agencies are generally too big to concern themselves with a single chapter of the SCA if they become unhappy with the chapter's use of their funds – the Kingdom will surely be drawn in, so you should be involved from the start.

3. Do not permit grant applications on behalf of non-SCA people or groups. Many grant agencies will disburse money only to 501(c)3 organizations, so groups or individuals without that status often look for groups that do have it (like the SCA) to “stand fiduciary” for them, apply for the grant, and pass the money to them. Such arrangements are absolutely forbidden! Grant agencies can show up long after the money was spent and demand “to the penny” accounting, which is bad enough if you spent the money yourself, and almost impossible if somebody else spent it.

## **D. Membership Drives and Recruitment Activities**

1. Membership drives, demos, and other recruitment activities should stick to encouraging people to join the SCA. Branches are welcome to hand out forms and discuss benefits of membership including the Member Discount for event fees.
2. They can even offer memberships as prizes if the funds to buy the prize memberships are donated and are not SCA funds. It is not allowed to use SCA funds to buy personal memberships, save where permitted by local affiliate financial policy.
3. Only the Registry is authorized to sell memberships in the SCA! Tell your local Seneschals not to collect membership forms and payments to be forwarded to the Registry and have them try to stop anyone in the branch from doing so.

# **IX. Supervising Branch Seneschals**

## **A. Mentoring Branch Seneschals**

1. Local Seneschals are your people. Advise them, support them, listen to them, let them operate on their own as long as things are going well; intervene if the members get unhappy with their Seneschal. If at all possible, try to mitigate a situation before things get out of hand.
2. Make it a rewarding experience to work with you. Talk to your people – answer their calls, messages, and emails within two days – make sure they are the first to know the facts behind the rumors.
3. Do not try to run your own local branches. It is difficult, but you must avoid acting on information you know only because of proximity to where you live. Your local branches must be treated just like any others. Let the local Seneschal take the initiative when it comes to discussing local problems with you. And do not hesitate to point out that you’re hearing too much, if the local Seneschal starts trying to foist the management of the branch onto you.
4. All local Seneschals are required to read and be familiar with Corpora, Society policies, Kingdom Law, and affiliate agreements (where relevant). This Handbook also provides a good frame of reference and broader context to a new local Seneschal.
5. Local Seneschals and Exchequers must be a part of their local Financial Committees. Each committee needs only one other person to make the required minimum of three members. The minimum for approval is a simple majority. For additional details on the

composition of the Financial Committee, refer to Society Financial Policy or the SCA Exchequer's Handbook.

6. Only paid members in good standing may be on the Financial Committee.
7. Branch Seneschals are required to review branch financial reports and banking statements.
8. Help local Seneschals understand their role as coordinators. Local Seneschals can't hire and fire the rest of the branch staff, any more than you can do so at the Kingdom level.
9. Avoid concentrating local offices in one family or household. Work with the local Seneschal and your fellow Kingdom officers to divide things up as much as possible. The offices of Seneschal and Exchequer may not normally be combined in one house. The Seneschal and the Exchequer CANNOT be the same person! If for some reason a group cannot meet these requirements, they can apply to you and the Kingdom Exchequer for a variance. Use your own good judgment in deciding whether to grant it.
10. Training local Seneschals on how to oversee local branch events:
  - a. Local Seneschals play a key role in determining the SCA responsibility for events. Be clear in the difference between a published SCA event or activity and a private party or activity. A Society event must fulfill the requirements in Corpora – that is, it must be recorded with the local Seneschal, publicized at least to the membership of that group, and conducted in keeping with the SCA purpose and rules. Seneschals are reminded that all SCA events must be sponsored by an official branch of the SCA. Unofficial special interest groups – such as households, ships, guilds, or clans – wishing to host events must obtain the sponsorship of an official branch before proceeding.
  - b. SCA money may not be spent on private parties.
  - c. SCA insurance will not cover private parties. This includes household functions. If the event, revel, etc. is not sponsored by an officially recognized branch of the SCA, our insurance may not be used.

## **B. Appointing Local Branch Seneschals**

1. At about six months prior to the end of a local branch Seneschal's term, either you or the local Seneschal should open the office for applications by advertising the opening in the local newsletter and other appropriate venues (e.g., local meetings, email lists, or social media). The six-month timeframe allows for a three-month application period and a three-month training period for the incoming officer.
2. Encourage branches to seek consensus when choosing officers.
3. Endorse the person proposed by the outgoing branch Seneschal if you can. The ideal is that the outgoing Seneschal and the branch will find someone suitable for the job, and all you and the Crown need do is approve the choice. If you are getting complaints from the branch about the proposed candidate, talk to everyone before placing the person on a roster. The Seneschal's job should always be posted in the local branch newsletter and any local e-lists and social media outlets.

4. Strategies for dealing with difficult or contested appointments:
  - a. Ideally, each local Seneschal should select a deputy (acceptable to the Kingdom Seneschal) who can intervene in the event of an emergency vacancy. However, if the outgoing Seneschal leaves without proposing a successor or having an emergency deputy, you need to get the job filled as smoothly as possible. Depending on the local circumstances, any of the following steps may work:
    - Ask the Baron/Baroness or another branch officer to hold a meeting to find somebody.
    - Pick a suitable person, and suggest they volunteer. While this may be a quick solution, it may leave the impression that you are selecting a “favorite”. Step in only with substantial caution, and if no suitable candidate appears.
    - Announce that you (or your regional deputy) will act as branch Seneschal until a suitable candidate comes forward. You may establish a clear time frame for this solution, after which the branch will be expected to have selected an acceptable candidate.
  - b. Contested appointments: If the outgoing Seneschal and/or the branch propose a successor you do not regard as suitable for the job, proceed very carefully:
    - If it is a matter of relations between your personal household and another, or a personality conflict between you and the candidate, with no glaring problem in the candidate, sign the warrant.
    - If you have reservations about the candidate’s communication skills or tact, issue a short-term warrant.
    - If they are not qualified, ask for another name.
5. Keep the local warrants up to date. <http://www.sca.org/docs/pdf/govdocs.pdf> has the SCA Executive Warrant form. You may use rosters or individual warrants, but both need royal signatures.<sup>34</sup> Per Corpora, rosters must include the following information for each officer: legal and Society names, address, telephone number, and appointment and expiration dates. A roster must be signed by both the appropriate Royalty and by you, and it must contain the statement that it is the current roster of the Seneschal’s office of the Kingdom of (your Kingdom name here) of the Society for Creative Anachronism as of the current date.<sup>35</sup> It is best to update this and have it signed once per reign. The other Kingdom (and Principality) officers can use the same system for warranting their local subordinates as well.
6. Help new Seneschals get oriented to the job. Serving as local Seneschal is often a member’s first big step behind the scenes. Even other officers may think events happen spontaneously (except perhaps for their own small parts), but the Seneschal knows for sure how much work there is! It’s a good idea to send a job-description letter to every new Seneschal to be sure they have an idea of what they’re supposed to be doing in their new office. Try to make some personal contact; it may come as a surprise to you, but

newer members and newer officers will sometimes regard you as a VIP whom they have no business bothering! Combat these tendencies – make sure you are approachable.

## C. Removing Local Seneschals

1. Dismissal of any officer should be treated as a last resort. If a local Seneschal is in trouble, talk with them and look for a way to salvage the officer first. Find out what is really going on, work with the individual, and establish a clear action plan and schedule for efforts and improvements moving forward. Give the Seneschal a chance to clear up any problems, real or perceived. If the Seneschal is involved in a difficult situation or adding to the trouble, even if the attacks are largely unwarranted, it may be best to let someone else (but NOT one of the attackers) try to smooth things out. You may wish to involve a more local impartial third party to assist in any investigation or resolution process. Per Corpora, any dismissal requires royal approval, unless Kingdom Law specifies levels of inactivity or non-reporting that are equivalent to resignation.<sup>36</sup>
2. Note that the Society's grievance procedure does not apply to removal of an officer for cause (at any level). However, in a non-emergency situation, it is best to give the officer a warning and a chance to "fix" the problem. Good management practices dictate trying to resolve problems with the person who is the problem.
3. Local officers can be suspended on the same terms as Kingdom officers. You can suspend a local Seneschal for up to 90 days, and the Crown can do so for the duration of their reign. The warranted deputy (if one exists) steps in to fill the office.<sup>37</sup> Suspension is an effective way to put someone out of play while you figure out if dismissal is in order and reach agreement with the Crown, but it should be applied only after careful thought and communication with the officers concerned and with the branch.
4. Grounds for dismissal should be concrete and not related to personal relations with you and/or the Crown. Examples include:
  - a. Repeated complaints from the branch. Encourage people to use orderly complaint procedures. If your Kingdom has a written complaint procedure, refer people to it; otherwise, refer them to the one in the Organizational Handbook.
  - b. Encouraging activities detrimental to the SCA. The Seneschal should be leading branch opinion toward constructive activity and away from anything that would call our reputation or effective operations into question.
  - c. Lack of judgment in dealing with the media.
  - d. Inability to organize branch activities or to allow anyone else to do so.
  - e. FAILURE to communicate. This isn't just a matter of assigned reports; it is also about how the Seneschal communicates with other branch members, other officers, as well as you.
  - f. Financial impropriety.
  - g. Egregious displays of lack of respect for the Crown.

## X. Dealing with Modern Law and Legal Authorities

1. If a Seneschal, one of their warranted deputies (such as an Event Steward), or an agent of the SCA (such as a warranted officer at any level of the SCA) is approached by a victim of a modern law crime, that victim is to be encouraged to go straight to the modern authorities.<sup>38</sup> If the reporting party refuses to summon the authorities, the incident should be documented in writing, including the time, date, name of the event at which it occurred (if applicable), name and signature of the officer to whom the report was made, and that the victim was encouraged to contact law enforcement but declined to do so. Then pass all information to the Society Seneschal.
2. To determine the circumstances where it is appropriate to call the authorities, you should apply the “Reasonable Person Test.” Would a reasonable person call the authorities in this situation? Crimes of violence: yes. Crimes involving minors: yes. Crimes of a sexual nature: yes. Jaywalking: no. If you need help determining the appropriate course of action, contact the Society Seneschal for assistance immediately.
3. When a person is brought to event staff with injuries that appear to be the result of violence, the event staff should offer to call both EMS and the police. If the authorities are called, do not question the alleged victim.
4. For Minor/Youth-related policies, see Section XI.
5. If the modern authorities have been called, SCA volunteers are not to interfere with their work. This includes investigating criminal acts or interviewing alleged victims. This does not preclude the SCA from taking later action as may prove appropriate.<sup>39</sup>
6. It is the policy of the Society Seneschal that the SCA, Inc. (and its affiliate bodies) do not administer modern-era court orders (such as child custody, visitation, domestic violence protective or other types of restraining orders or injunctions), and as such Seneschals and Event Stewards will refer participants to modern-era authorities for enforcement. If a member went to the local mall, they would not expect a store manager to enforce a protective order against a spouse who shows up there—they would call the police. It is the same at an SCA event.
7. When an individual is injured at an SCA event, the individual will determine the type and form of medical care required and assumes all responsibility for their own medical care and well-being. If the individual is unconscious or appears incapacitated, the event staff should summon emergency medical assistance. If the individual refuses aid, it is their choice, but the individual’s refusal of aid should be noted.
8. You have access to our legal advisors through the offices of the President and Society Seneschal. If legal issues need to be addressed, do not hesitate to inform the Society Seneschal and the President. The Society Officers will assist with contacting the proper individuals. It is far better to seek professional assistance than to assume knowledge of appropriate legal interpretation.
9. Only the President has the ability to retain legal counsel (attorney, barrister, solicitor, et al), whether paid or unpaid (pro bono) on behalf of the SCA or any of its branches. No other officer at any level of governance of the SCA has the authority to retain legal counsel, even

pro bono, to advise or represent the SCA or any branch, without prior written authorization and confirmation of the retention of such counsel from the President.<sup>40</sup>

10. Americans with Disabilities Act/Disabled Participants: Refer to Section XIII of the SCA Corporate Policy.<sup>41</sup>

## **XI. Dealing with Minor/Youth-Related Policies**

1. Minors are defined as anyone who has not reached the age of legal majority. This varies between countries, states, and other jurisdictions. Be sure of the age(s) of majority in your area. In the US, it is usually, but not always, 18.
2. SCA is a member, family, and youth friendly social organization. SCA children, youth, and teen activities and classes are offered as a positive means of encouraging the participation of minors in the SCA with their families while encouraging fun-focused learning about history and the SCA. Dedicated and/or published youth-oriented activities (SCA Youth Activities) are overseen by warranted Youth Officers at any and all events and activities. These Youth Officers must have successfully passed an SCA approved background check and the Youth Officer (and if applicable, YAFA Administrator) must be warranted.
3. Parents or guardians of minors shall have ultimate responsibility for the welfare and behavior of their children at all times.<sup>42</sup> It is the responsibility of the adult who brings a minor to an event to ensure that the minor is safe and not in danger. At events and activities in which youth participate in any way, participating minors must either have a parent or legal guardian present at the event/activity, or be accompanied by an adult in possession of a properly executed "Medical Authorization Form for Minors." This Medical Authorization Form must designate an adult present at the event or activity as able to authorize medical treatment in case of emergency. This adult is also responsible for the minor's welfare and behavior in the absence of the parent or legal guardian.
4. All warranted Youth Officers (deputies who ultimately report up to the Kingdom Seneschal) must have a current SCA membership and an approved, current, and valid background check. "Warranted" is defined as having a signed warrant making the individual in question an official deputy to the Kingdom Youth Officer or the Kingdom Seneschal. Youth and Family Achievement (YAFA) administrators must likewise be warranted; they must also have passed a current SCA-approved background check.
5. All official or "published" SCA Youth Activities must have one background checked adult member who acts as the official "coordinator" for the SCA Youth Activity. For example, if there are 10 youth A&S classes each in their own separate classroom, each classroom needs to follow the "two-deep rule," but only one overall youth "coordinator" responsible for all activity in all classrooms is needed. There are many activities of the SCA where informal instruction (mentoring) occurs that are open to attendance by minors, but do not constitute dedicated and/or published SCA Youth Activities. They are known by many names (e.g., Practices, Meetings, and Guilds, and Workshops). A minor's attendance at an adult A&S class does not mean that class becomes an SCA Youth Activity simply because a youth is in attendance.

6. The “two-deep” rule specifies that for all SCA Youth Activities, a minimum of two adults (at or above the age of legal majority in the state, province or country in which the activity occurs) unrelated to one another by blood, marriage or personal relationship must be present. This policy does not relieve parents of their primary responsibility for the welfare and behavior of their children. One of these two adults may also be acting as the official coordinator for the Youth Activities going on.
7. For any criminal act involving a minor, modern authorities MUST be contacted. Inform the Kingdom Seneschal immediately. The Society Seneschal must also be informed, within 48 hours.
8. Branch and regional Seneschals, Marshals, Marshals-in-Charge, and Exchequers must be at least the age of majority for their jurisdiction. Be aware that the age of majority does vary between jurisdictions; these officers must be of the age of majority in each area that they serve.
9. Minors 15 years of age or older may serve as officers, except as stated above. Minors may serve in the allowed capacities only with the express written approval of the parent or legal guardian and their Kingdom superior, after they are notified of the age of the minor.<sup>43</sup>
10. Minors younger than age 15 may not serve as Head Gatekeeper, Reservationist, etc., for an event. They may assist at the gate collecting funds, making change, etc., under the oversight of an individual permitted by SCA Corporate Policies to serve as an officer, who will be ultimately responsible for the accounting of the funds passing through the gate. Minors younger than age 15 serving in this capacity may not work unattended at an event gate at any time.
11. Medical treatment of minors is subject to the appropriate laws of the state, territory, province, and/or country where the event is held. In the case of a medical emergency involving a minor, the parent/legal guardian or, in the case of a minor attending with a non-parent/legal guardian, the temporary guardian with the Medical Authorization Treatment Form for Minors must be located. See Section XIII.D of this Handbook.

## **XII. Overseeing Background Checks**

### **A. Scope**

1. A background check is required for the following officers: Kingdom Seneschals or Youth Coordinators at any level (or any other officer whose responsibility is the oversight of Youth Activities). Furthermore, it is required that when youth activities are held, there must be at least two non-related adults, one of whom must have passed a background check. A background check is also required for all YAFA Program officers including volunteer mentors.
2. These rules only apply to groups operating within the US and Canada. If your group is outside of those two countries, please see your affiliate agreement and governing documents to ensure you follow the procedures approved for your jurisdiction, if any.

### **B. Process for Conducting a Background Check**

1. Individuals required to submit to a background check must:
  - a. Fill out a blank background check authorization form and submit it directly to the Corporate Office, via email, fax, or mail. Other methods of sending the form may also be approved by Corporate, as appropriate. It is up to each requester to submit the paperwork for their own background check authorization. Forms contain personal data, and therefore should not be submitted to any Kingdom officer.
  - b. Notify the Kingdom Youth Coordinators that they have requested a background check.
2. The Kingdom Youth Coordinators will provide the Kingdom Seneschal a list of all requested background checks.
3. The Kingdom Seneschal will review and approve the list of requested background checks and forward the list of approved requests to the Corporate Office.
4. Once the background check authorization form has been received, the Corporate Office will:
  - a. Maintain a list of all approved requests for background checks.
  - b. Check the requester's current membership status and check the requester's name against their Kingdom's list of individuals for whom background checks have been approved.
    - If the requester is not a current member of the SCA, they are not eligible for a background check, and their forms will be returned with an explanation of why they are currently ineligible.
    - If the requester's name is found on the "Approved by Kingdom Seneschal" list, then the requester's data will be sent to the company conducting the background check to begin the process.
    - If the requester's name is not found on the approved list, it will be added to a "Not Approved by Kingdom Seneschal" list for that Kingdom, along with the date the name was added. Every month, Corporate will send the names of those on the "Not Approved by Kingdom Seneschal" list to the appropriate Kingdom Seneschals. If no approval is forthcoming from the Kingdom Seneschal in three months, or if a specific notice of disapproval is received, then the name will be struck, and the form will be returned to the requester along with a letter explaining that they have not been approved.
5. After a form has been passed to the company conducting the background investigation, the Corporate Office will note a charge on the requesting kingdom's spreadsheet. Each month, each Kingdom will be invoiced for half of the charge of all requested background checks for the previous month for that Kingdom. Invoices are due and payable upon receipt.
6. Once the Corporate Office has received the adjudication from the investigating company, the requesting member's information will be updated:

- a. If a “Pass” or “Fail” decision is returned, the Corporate office will notify the requester via mail of the decision and the SCA, Inc. will update their records to reflect the “Pass” or “Fail” decision and the appropriate expiration date.
  - b. If a decision of a “Hold” is returned, then that information will be updated in the SCA, Inc.’s records and further adjudication will be undertaken to provide a clear “Pass” or “Fail” response, as above.
7. Once a month, the Corporate Office will send the Year-to-Date results to the Kingdom Seneschals for review.
  8. Background checks must be renewed every two years.

### **C. Responsibilities of the Kingdom Seneschal for Background Checks**

1. The Kingdom Seneschal is responsible for distributing blank background check authorization forms to the Youth Coordinators in their Kingdom. SCA, Inc. will provide blank background check authorization forms to each Kingdom Seneschal as necessary for this purpose.
2. The Kingdom Seneschal will review and approve the list of requests for background checks as provided by the Youth Coordinator(s) of their Kingdom.
3. The Kingdom Seneschal will keep a record of all approved requests for background checks.

## **XIII. Managing Waivers and Event Sign-In Sheets<sup>44</sup>**

### **A. Waivers for Affiliate Organizations**

1. Waivers as a whole are very country specific. If you are in an affiliate organization, it is the Seneschal’s duty to see if there are any policies that alter the information below. SCA, Inc. waiver policy applies except where replaced by local regulations in affiliate organizations.

### **B. Types of Waivers**

1. Standard Waiver—formerly called the “Consent to Participate and Release Liability”: this form contains the same waiver language as is found on a membership application. The Standard Waiver is also sometimes called an “Event Waiver,” “Adult Waiver,” “Fighter Practice Waiver,” or “Consent to Participate.”
2. Roster Waiver—same as the Standard Waiver but allows for multiple signatures.<sup>45</sup>
3. Minor Waiver—See XIII.D. below.
4. Equestrian Waiver—formally called the “Waiver and Informed Consent to Participate in SCA, Inc. Equestrian Activities,” this form is the waiver required for attendance at any event where equestrian activities occur. The Equestrian Waiver must be signed regardless of membership status or whether the person has a waiver on file already.

## C. When Waivers are Required

1. Waivers are required at all published SCA events. This means any event sponsored by an official branch of the SCA and announced by the branch through any of their official communications media including newsletters, e-newsletters, e-lists, and official social media sites. Business meetings, demos where there are no combat-related activities, guild meetings, dance practices, private activities and the like are not included in the waiver policies. If in doubt about whether a specific function falls under the waiver policy, make a ruling and report it to the Society Seneschal at the next opportunity.<sup>46</sup>
2. Kingdoms may require all attendees at an event to sign waivers if they wish. As Kingdom Seneschal, you may make the determination of whether an SCA function falls under the waiver policy or not.
3. Anyone who is not a member of the SCA must sign a waiver. Further, anyone who cannot prove they are a member who has a signed waiver on file with the Corporate Office must sign a waiver. Proof consists of a physical membership card indicating the waiver (a "blue card") or a photograph or photocopy of same, or the printed or electronic proof of membership and waiver from the sca.org website.<sup>47</sup>
4. Individual Kingdoms or site owners may impose additional or more stringent requirements at their discretion. Site owners and Kingdoms may not change or modify the Society Waiver without Board approval.<sup>48</sup>
5. At events where published combat-related activities occur (such as a war or a fighter practice) Marshals, Heralds, and any other volunteers working directly with the fighters need to sign the waiver because they are on the field and are at risk.<sup>49</sup>
6. That means SCA members who do not have their blue cards with them, or who have a non-blue membership card indicating that there is no signed waiver on file for them in the SCA Corporate Office, must sign a waiver to attend an event or participate in fighting activities at a published fighter practice.
7. Any person participating in SCA published equestrian-related activities, including riding or authorization check rides, horse handling, ground crew, mounted games, and combat, marshaling, or even being present at published equestrian activities as an observer, is required to sign a Society for Creative Anachronism Waiver and Informed Consent to Participate in SCA Equestrian Activities form or roster. Equestrian waivers are available in the SCA Equestrian Handbook.
8. Spectators at demos or any other published activity need to sign waivers if they become participants or if equestrian activities are held.

## D. Minor Waivers

1. Minors (persons under the age of legal majority in the state, province, or country in which the SCA function occurs) are welcome to participate in the activities of the SCA, subject to the following rules:
  - a. Any minor attending an SCA event must have a Minor Waiver completed and signed by their parent or legal guardian. (Minors with blue cards indicating a waiver at the

Corporate Office that is signed by a parent are treated the same as adult blue-card attendees with regard to waivers.) The minor must be accompanied by a parent/legal guardian or an adult who is responsible for the minor's welfare and behavior. The parent, legal guardian, or responsible adult may not leave the event site without the minor accompanying them. The parent or legal guardian must complete all required paperwork. Roster waivers are not acceptable for use with minors.

- b. The parents or guardians of the minor must witness SCA combat, discuss with a witnessing marshal how it relates to the participation of their child, and execute a Minor Waiver prior to the minor's being allowed to participate in fighting activities.<sup>50</sup> Fighting activities include armored combat (heavy weapons), fencing, combat archery, marshaling, scouting, youth combat, or banner bearing in combat. In this case, parents should be carefully informed of what is going on. Witnessing marshals must be explicitly authorized to perform this function by the Kingdom Earl Marshal.
- c. Authorization for combat in any of the forms listed above by minors can be performed only by the Kingdom Earl Marshal or those explicitly authorized to the task, with the exception of rapier combat, which must be authorized by the Kingdom Rapier Marshal or those explicitly authorized to the task.
- d. To be authorized for armored combat or the marshaling of armored combat, a participant must be at least 16 years of age. The eligible age for authorization in all other adult combat-related activities is 14.<sup>51</sup>
- e. From the Marshal's Handbook: "At any event in which the minor is involved in SCA combat-related activities, the minor must either have a parent or guardian present, or must be in possession of a properly executed 'Medical Authorization Form for Minors.' Said Medical Authorization Form must designate an adult present at the event as able to authorize medical treatment in the case of an emergency." This document should stay with the parent, legal guardian or temporary guardian during the event in case of an emergency. See the appropriate sections of the Marshal's Handbook for details regarding all aspects of minor-related combat activities.

## **E. Waiver Management**

1. Waivers will be collected and sent to the Kingdom Waiver Secretary (a deputy to the Kingdom Seneschal) for storage.<sup>52</sup> Kingdoms must create laws or Seneschal policy to implement this requirement.
2. The Waiver Secretary shall ensure that waivers for each event can be located and provided to the appropriate officials in the event a specific waiver is required.<sup>53</sup>
3. Adult waivers shall be maintained for 7 years and minor waivers for 20 years, after which they should be destroyed.<sup>54</sup>

## **F. Sign-in and Attendance Sheets**

1. Sign-in or attendance sheets are not required; however, if your Kingdom typically uses them, they become a part of the waiver package that must be sent to the Kingdom Waiver Deputy.

2. If your Branch Financial Policy requires that the sign-in sheet be kept, a legally accepted facsimile can be sent to the Waiver Deputy.

## **XIV. Overseeing Contracts and Agreements**

### **A. Who May Sign Contracts**

1. Only local branch, Kingdom, and Corporate Seneschals, their specifically authorized delegates (such as Event Stewards), or specifically approved Corporate Officers may sign contracts in the name of the SCA, Inc.<sup>55</sup>
2. Only a paid member of the SCA may be delegated for this duty.<sup>56</sup>
3. Kingdoms or branches may involve other officers in discussing or approving contracts but may not remove the Seneschal from the process.
4. Seneschals must execute this delegation of responsibility in writing via a formal warrant of their deputy in accordance with the process for warranting officers in their respective Kingdoms. Remember an Event Steward is a warranted deputy, and thus can sign contracts.

### **B. Limitations**

1. No Seneschal may commit higher levels of the SCA to any action. The main limit on delegated contracting authority is that a Seneschal may only sign a contract for his or her own branch. For example, a Shire Seneschal can bind the Shire to support a civic activity but cannot promise that the Kingdom will show up to back the group.
2. Minors may not sign legally binding contracts; therefore, Seneschals must have reached the age of majority for their jurisdiction.
3. When a person other than the warranted Seneschal is needed to sign facility use agreements in order to enjoy organizational use or discount privileges, the warranted Seneschal for that branch will review and initial the contract prior to its being signed. However, specific prior authorization is always required, and the delegated person must meet the membership requirements for officers as defined in Corpora and be a formally warranted deputy Seneschal of the sponsoring branch.
4. No agreements may extend the use of the SCA name to an outside group or individual. Do not permit contracts or activities extending the SCA name to an outside group. Some communities allow nonprofit organizations with 501(c)3 status like ours to run bingo games or other fundraising events that are otherwise prohibited, and people who want to hold such events will look for qualified sponsors. The SCA forbids such arrangements.
5. The President must approve site contracts for any SCA events with expected attendance of 2,000 or more or that have a total budget of \$75,000 or more.

## **XV. Overseeing Kingdom Events**

## A. Publicized Events

1. Keep track of things that need Kingdom-level publicity. The SCA, Inc. no longer makes a distinction between official and unofficial events (only published and unpublished), but certain things—the installation of Kingdom great officers or a new territorial baronage; the granting of awards of arms, grants of arms, or patents of arms; the announcement of law changes; and, of course, Crown or Coronet tournaments or investitures—can only occur at events that have been publicized in advance in the Kingdom newsletter.
2. Events that must be publicized in advance must be publicized both on the Kingdom calendar and in a detailed announcement or flier in the Kingdom newsletter—the calendar notice is not enough on its own. Make sure your Crown and your local Seneschals are aware that this is required by Corpora.<sup>57</sup>
3. The Kingdom Seneschal, working in conjunction with the Crown, is responsible for creating and maintaining event-scheduling policies within a Kingdom. The Kingdom Seneschal is ultimately responsible for making sure that Crown, Coronation, and other events the Kingdom has designated as “Kingdom events” occur. The individuals leading those events are deputies of the Kingdom Seneschal for the time they are heading those event staffs.
4. Awards that carry precedence (AoAs, grants, and patents) cannot be given at events that have not been publicized in advance,<sup>58</sup> but promises of future awards can be granted. If the Crown decides to attend an event that was only publicized locally, make sure that they remember that no awards carrying precedence can be presented at that event. However, the Crown can call forward deserving members, praise them in front of their friends, and announce their intent to present thus-and-such award at the earliest opportunity.
5. You may permit branches to mention local events on their local branch’s published calendar without printing fliers for them, but make sure they understand that the calendar entry does not make the event eligible for royal action.
6. SCA events and event announcements need to enhance our reputation. Remember that all events announced in the newsletter should support our organizational purpose. This excludes, for example, events based around live-action fantasy role-playing games and activities involving drinking contests.
7. Seneschals are reminded that all SCA events must be sponsored by an official branch of the SCA.<sup>59</sup> Unofficial special interest groups wishing to host events, such as households, Kingdom orders, ships, guilds, or clans, should obtain the sponsorship of an official branch before proceeding.

## B. Kingdom Event Sites

1. Kingdom-level events must have suitable sites. While some Kingdoms make the Seneschal directly responsible for selecting sites and finding Event Stewards for Kingdom-level events, others use site coordinators, require bids, or use a regular rotation. It is always and ultimately your responsibility to make sure that Crown, Coronation, and other events designated as Kingdom events in your Kingdom have a place to happen.

2. Event Stewards may not mislead site owners nor misrepresent their policies. If the owner has a no-alcohol policy, the site cannot be billed as permitting discreet use of alcohol. Policies on animals, number of people on-site, or other restrictions should also be publicized well in advance and adhered to.
3. Service animals should be admitted in accordance with relevant local or national legislation. Please see Section XVI of this Handbook for the complete SCA policy on service animals.

### **C. Royal (Crown or Coronet) Lists**

1. Royal Lists must be conducted at a tournament announced in the Kingdom newsletter as being for that purpose. Crowns or Coronets who wish to conduct a Royal List in a manner other than individual combat must obtain the prior approval of the Board of Directors.<sup>60</sup> Work with Royal Heirs early to ensure their desired format is within the confines of Corpora and Kingdom Law.
2. Publicize the membership rules for Crown and Coronet Lists. Corpora delineates the membership requirements and the rules on how membership is defined and enforced. Corpora specifies that “any officer of the SCA or representative of a Kingdom found responsible for allowing a non-member to participate as an entrant or prospective consort in a Royal List will be subject to sanctions.”<sup>61</sup> Make sure your royalty and list officials are aware of this fact! In addition, the Crown list winners have 10 days to show that their membership will remain valid for the duration of the reign.<sup>62</sup> If the membership of either member of the royal couple is set to expire at any time before their reign would end, advise them to immediately renew membership using the online renewal system. Note that local exceptions regarding membership duration may apply within international affiliates.
3. Accept proof of membership only if it comes from the appropriate registry, i.e., SCA, Inc. or your affiliate registry (“the Registry”). To establish membership, a person needs a current valid membership card, a current newsletter label, an entry on the Email Registry membership printout, or a postcard or letter from the Registry confirming that the membership has been received. Also acceptable are confirmations of valid membership from the online membership application. The phrase “letter from the Corporate Office confirming that the membership has been received” includes the downloaded form received from an online membership sale from the SCA website or an electronic notice from the SCA, Inc. Registrar of membership confirmation.<sup>63</sup>
4. It is your responsibility to check memberships for Crown entrants and consorts carefully! Document your membership verification. Printouts may be ordered from the registry.
5. Be generous in the face of conflicting information. If an individual has a card showing one date, while the Registry listing shows another date or misses the name entirely, you may accept whichever is more favorable to the member. However, you must send copies of both to the Registry immediately after the Lists because these conditions indicate a potential problem in the computer system.
6. Confirm membership for people serving as officers. All officers must be paid members of the SCA. This includes all royalty, Territorial Barons and Baronesses, and Event

Stewards. Once a year, take the Registry printout and look at the listings for your local Seneschals and your fellow officers at the Kingdom and Principality level.

7. Make sure your Crown is aware of any Kingdom Laws requiring membership.

#### **D. Removing SCA Sponsorship from an Event**

1. “Removing SCA Sponsorship” means the Kingdom Seneschal declares that the SCA is no longer associated with an event, and that people who choose to remain on the site do so at their own risk.<sup>64</sup> This is a very serious step, and the Society profoundly hopes you never have to take it. This is a last resort. Use it only if the Society’s rules are being broken in ways that seriously endanger the populace or the organization. Before removing SCA sponsorship, be sure to explain to the Event Steward and the ruling nobles present what the problems are and give them the opportunity to take corrective action. Explain the consequences that will follow if you are forced to remove SCA sponsorship and do it only if they refuse to work with you to correct the problems.
2. Once you have removed SCA sponsorship of an event, no further official SCA activities may be conducted, and people who choose to remain on the site are on their own. If the property is owned or rented by the SCA, people should leave at once. If it’s unreserved public property, announce that the SCA and its insurance will not provide protection for anyone, regardless of what happens from that point forward. Besides announcing the decision throughout the site, you must make a serious attempt to notify the site owner, and you must file a full report with the Society Seneschal, any applicable affiliate officers, and your Board ombudsman—and your Crown, if they weren’t there—as soon as possible.<sup>65</sup> If you reach the site owner, describe the problem and ask whether they want you to get assistance from the civil authorities in clearing the site; if you can’t reach the site owner and it’s not a public park open to anyone, call the police on your own if people don’t depart. Expect that the Board will consider revoking memberships on the basis of your report—possibly yours, if they feel your action was frivolous.
3. It is desirable to take some time in Kingdom officer meetings and local Seneschal meetings to make sure other officers understand the implications of removing SCA sponsorship, both for the organization and for themselves.

## **XVI. Demo Policy**

1. A demo (“demonstration”) is an organized educational effort to teach and/or display activities of pre-17th century life, intended to spur historical interest in general, and SCA interest in particular, to the general public. Demos are an important way of introducing ourselves to the community, fulfilling our organizational mission of education, and possibly finding new recruits for the SCA. However, not all demos are the type that result in new members. An elementary school demo is fun, but the likelihood of recruiting new members is low. A university or Renaissance Fair demo is more likely to attract new members but does not necessarily contain the educational community-relations value of a school demo. Both are important, and a group should find a balance between them.
2. In order to be covered by SCA insurance, demos must be approved by the sponsoring group’s Seneschal, and the branch may restrict who may represent them to the public.

Restricting participation should be done with extreme caution and care. A demo may also be an “event” if it meets the requirements for an event as outlined in Corpora and Corporate Policy.<sup>66</sup> At any demo, at least one paid SCA member must be present and in charge of the demo.

3. Demos where there are no combat-related activities do not require waivers unless they are held as part of an SCA “event”. Therefore, if there is no combat, and the demo is not held at an SCA event, waivers are not required. When required, waivers may be completed individually, or a roster waiver may be used. It is not required that spectators at demos sign waivers, as long as they don’t become participants.
4. As with all martial activities, an authorized marshal for whatever forms are being displayed must be present if there is fighting at a demo. SCA combatants must be authorized in that weapons form or style to perform at the demo.<sup>67</sup>
5. Demo organizers must pay particular attention to site/host restrictions regarding SCA and steel weapons and activities. In general, it is not a good idea to allow the general public to handle steel weapons at a demo, and steel weapons must never be left unattended. SCA weapons must never be left unattended and in plain sight and access of the public. (They may be stored unattended in tents, trucks, etc.)
6. Since observers of SCA demos are generally not familiar with SCA combat activities, special care for safety must be taken. Boundary ropes are strongly recommended, and sufficient safety personnel must be provided to ensure safety of combatants and observers.
7. A participant of the SCA may not hit a member of the public with any weapon regardless of whether the member of the public is in armor and gives consent. Adult members of the public who wish to try armored or rapier combat should be referred to the nearest SCA group for instruction.
8. With specific safety restrictions, supervised children age 12 and under may hit an armored SCA fighter with foam weapons only, not rattan weapons. Waivers are not needed from the parents of children who take part in “fight-a-knight” activities. Minimum safety standards include keeping unarmored observers at least 10 feet away from the armored fighter and child. Individual Kingdoms may make more restrictive policies.
9. Whenever a demo is held with children present, a minimum of two unrelated adults must also attend that demo (the “two-deep” rule). “Children” refers to anyone under the age of legal majority.
10. No one may bring weapons of any kind onto the grounds of a school without prior knowledge and consent of the school officials.
11. There is no SCA policy that prohibits an SCA group from charging a “demo” fee to the organization requesting the demo. However, most groups accept donations rather than charging a set fee. With either a donation or a “demo” fee, all monies should be in the form of a check, payable to “SCA, Inc., [group name]”. Under no circumstances should an individual receive cash, or a check made out to them personally. SCA site fees may not be charged at a demo unless the demo is held as part of an SCA event. Outside the USA, payment should be made to the branch by the appropriate means if checks are not relevant.

12. Assuming appropriate safety precautions are in place, and with any necessary instruction, participation is a highly effective method of educating the demo guests—and fun for both the SCA member and guest.

## **XVII. Service Animal Policy<sup>68</sup>**

A. The SCA abides by all national, state, and local regulations regarding service animals.

B. For United States entities:

Under the American with Disabilities Act (ADA), emotional support, therapy, comfort, or companion animals are not considered service animals. The only service animals permitted under law are dogs and miniature horses, and people with disabilities accompanied by service animals generally must be allowed the same access as those without service animals. Further, per the ADA, only two questions may be asked of the handler of a service animal:

1. Is the animal a service animal required because of a disability?
2. What work or task has the animal been trained to perform?

C. These questions may only be asked if it is not readily apparent what service the animal is performing. Every endeavor should be made to ensure these questions are asked only once, and only by the event steward or their designee (usually the head of gate). No one may ask what the disability is, nor can anyone demand to see the animal perform the task. The answers to these two questions may be noted.

D. Handlers of service animals must abide by all state and local vaccination and travel requirements for their animals.

E. Service animals must always remain under the control of their handler and must be housebroken. A handler assumes all liability for their animals. Dogs must remain on leash unless their duties demand that they be off leash, either for specific tasks or for the handler's disability. The dog must still be under control of the handler.

F. If a service animal is out of control and the handler does not take effective action to control it, the event steward or local (or Kingdom) seneschal may request that the animal be removed from the premises. This removal is to be based on the evaluation of whether the animal is under control, appropriately behaved for public accommodation, and not an evaluation of whether the animal is a service animal. The handler must be allowed back onto the premises after making arrangements for their animal. Removals from site or refusals of entry should be documented carefully with reasoning for why access was denied per SCA rules for removing someone from site.

G. Additional points:

1. Service animals are not required to wear identification, including medallions or other gear.

2. No additional fees may be levied against the handler of a service animal.
3. No paperwork may be required from handlers on their service animal.
4. No mandatory pre-registration of service animals is allowed.

## **XVIII. Policy on Religious Ceremonies and Events<sup>69</sup>**

1. Our game encompasses the pre-17<sup>th</sup> Century world and as such, Corpora's policy on religion is not meant to discourage the study of historical belief systems and their effects on the development of a global culture.
2. However, the Society, its Kingdoms and local groups, through its officers and participants, are not allowed to give the appearance of establishing, sponsoring or promulgating a religion or belief system.
3. Likewise, the Society may not prohibit any system of beliefs of its individual participants. As such, the Society is protecting the rights of individual participants by neither imposing any belief system upon its participants, nor banning the practice of any participant's belief system.
4. The use of aspects of historical accuracy for theatrical emphasis does not violate Corpora; however, a claim of historical accuracy or theatricality does not give the officers and participants of the Society the ability to abrogate the policy on religion as stated in Corpora.
5. Religious rituals performed in Royal Courts, whether historical, imaginary, or theatrical, violate the Society's Policy on Religion which protects individual participants from being subjected to a religious or quasi-religious ceremony. Forcing participants to observe religious ceremonies by either direct or indirect pressure is prohibited, and Royal Courts must not imply that any particular religious ceremony is authorized, sponsored, or promulgated by the Society.
6. Prayer in Royal Courts (in English or in a foreign language, ancient or medieval), whether individually spoken, group prayer, or a prayer calling for a response, violates the Society's policy.
7. Additionally, officers and participants in the Society may not make religious statements in official pronouncements (whether verbal or in writing). Officers and participants in the Society should take care to be respectful of others and to be reasonable in their words and deeds so that their words and deeds do not violate the Society's Policy on Religion.

## **XIX. Harassment and Bullying<sup>70</sup>**

1. The SCA prohibits bullying and harassment of all individual and groups.
2. Bullying is systematic and unwelcome behavior which involves the use of influence, threat, intimidation, or coercion to cause hurt or harm to another person or group of people. When the bullying behavior is based on a protected class, that behavior is defined as harassment.

Protected classes include race, sex, religion, national origin, gender, sexual orientation, age, or disability.

3. Bullying and harassment may be overt, as in the following non-inclusive list of examples:

- a. Verbal abuse, including using racial, homophobic, transphobic, ableist epithets, etc.
- b. Non-consensual physical contact, violence, or threatening gestures
- c. Displaying material that is offensive, degrading, or threatening to a protected class
- d. Consistent demeaning remarks or malicious teasing
- e. Stalking or predatory behavior

4. It may also be covert, as in the following non-inclusive list of examples:

- a. Spreading rumors or innuendo with malicious intent.
- b. Deliberate exclusion, isolation, or alienation of an individual without just cause.
- c. Using rank, title, or office to intimidate others.

5. Provided that the behavior does not rise to the criteria listed above, bullying and harassment is not:

- a. Single episodes of social rejection, dislike, tactlessness, or forgetfulness
- b. Mutual arguments, disagreements, or fights
- c. The termination, mutual or not, of a romantic relationship or friendship
- d. Reasonable constructive feedback or critique

6. The test for bullying is the reasonableness of the behavior and the impact of that behavior on the recipient.

7. Participants engaging in bullying/harassment are subject to appropriate sanctions. If an individual believes they have been subjected to or have witnessed harassment, bullying, or retaliation, that person should contact a seneschal, the President of the SCA, or that kingdom's Board Ombudsman.

8. The following statement must be posted at gate/troll at every SCA event in a size large enough for people to see it as they enter our events. This language must likewise be quoted in ALL site handouts at every event or site where a handout is made available.

**THE SCA PROHIBITS HARASSMENT AND BULLYING OF ALL INDIVIDUALS AND GROUPS.**

Participants engaging in this behavior are subject to appropriate sanctions. If you are subjected to harassment, bullying or retaliation, or if you become aware of anyone being harassed or bullied, contact a seneschal, President of the SCA, or your Kingdom's Board Ombudsman.

## **XX. Sexual Misconduct Policy:<sup>71</sup>**

### **A. Policy:**

1. The SCA prohibits all forms of sexual misconduct including, but not limited to, sexual assault, sexual harassment, stalking, and sexual violence. Such conduct violates SCA Core Values and puts the SCA and its participants at risk. In furtherance of this policy, the SCA highlights our Core Values as the code of conduct for participants in any of our activities.

#### **a. SCA Statement of Core Values**

In pursuing its mission, the SCA is committed to excellence in its programs, communications, and activities and to:

- act in accordance with the chivalric virtues of honor and service in all interactions with SCA members and participants;
- be a responsible steward of SCA resources;
- deal fairly with others, and value and respect the worth and dignity of all individuals;
- practice inclusiveness and respect diversity;
- promote a safe and respectful environment for all SCA members and participants;
- act with transparency, fairness, integrity and honesty;
- maintain a harassment-free environment in SCA spaces;
- avoid behavior that reflects adversely on the SCA or other SCA members and participants.

It is the expectation of the SCA that its members and participants, in all events and activities of the SCA, will conduct themselves in accordance with these tenets.<sup>72</sup>

### **B. Definitions:**

1. Consent means freely and affirmatively communicated willingness to participate in sexual activity, expressed by clear, unambiguous words.

a. Consent is a clear, verbal, voluntary agreement given by someone able to agree to an act.

b. Someone may lack the ability to consent, due, for example, to their age, intellectual or other disability, or incapacitation from the use of drugs or alcohol.

c. We will always view as unwelcome and nonconsensual any sexual activity between an adult and any person below the legal age of consent.

d. Additionally, because consent is a voluntary agreement to engage in sexual activity:

- someone who is incapacitated cannot consent;
- past consent does not imply future consent;
- consent for one act does not imply consent for another;
- silence or an absence of resistance does not imply consent;
- consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another;
- consent can be withdrawn at any time during a sexual encounter; and
- coercion, force, or threat of either invalidates consent.

2. Sexual Assault is an actual or attempted sexual contact with another person without that person's consent. Sexual assault includes, but is not limited to, acts that constitute sexual assault under state law.

3. Sexual Harassment is any unwelcome verbal or physical conduct of a sexual nature that is sufficiently severe, persistent, or pervasive such that it unreasonably interferes with, limits, or deprives someone of the ability to participate in or benefit from the SCA events and activities. Sexual Harassment includes, but is not limited to, acts that constitute sexual harassment under state law.

4. Sexual Misconduct is any unwelcome behavior of a sexual nature that is committed without consent and/or by force, intimidation, coercion, or manipulation. Sexual misconduct includes, but is not limited to, exposure of reproductive organs, sexual assault, sexual harassment, stalking, and sexual violence. Sexual misconduct also includes, but is not limited to, acts that constitute sexual misconduct under state law.

5. Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to (a) fear for his or her safety or the safety of others, or (b) suffer substantial emotional distress. Stalking behavior can include: (i) persistent, unwanted communications to the victim by phone, email, and/or other social media; (ii) repeatedly sending the victim unwanted gifts; (iii) following or waiting for the victim at home, school, work, or elsewhere; and (iv) direct or indirect threat(s) by the stalker to harm herself or himself, the victim, or the victim's friends and family, or to damage the victim's property. Stalking includes, but is not limited to, acts that constitute stalking under state law.

## **XXI. Firearms Policy<sup>73</sup>**

1. The possession of modern firearms at SCA events is prohibited, except for locations such as Alaska and the Northern Provinces of Canada where bears create issues of safety.

2. This rule does not impact law enforcement officers in the performance of their duties, park rangers, or site staff who maintain firearms in the performance of their duties on a private site owned by a party other than the SCA.

3. If possession and transport of a firearm is permitted by local, state, or federal law and by site regulations, a firearm may be stored out of sight in a vehicle in accordance with federal, state, and local laws. In addition to said laws, the firearm must be stored in a locked gun box and/or have a trigger lock. At no time may the firearm be removed from a vehicle while at an SCA event site, unless under circumstances described above.
4. The possession of air or carbon dioxide compressed air rifles or handguns firing pellets, BBs or air-soft pellets is prohibited at SCA events.
5. Any displays of pre-17th century firearms must be, incapable of discharge, and the barrel must be made of solid material such as a metal rod or wooden dowel.
6. No ammunition, wadding, or black powder is permitted on site. There is one exception for the Pennsic cannon, which is grandfathered into this regulation. The use of carbonate facsimile "cannons" or other noise making devices will be controlled by the event steward and/or the corresponding seneschal who will determine whether they will be allowed and under what circumstances, with all consideration given to those who might be impacted by the noise.

## **XXII. Policy on Hunting, Slaughtering, and Butchering<sup>74</sup>**

1. The hunting or slaughter of live animals is prohibited at SCA functions. This prohibition does not include fishing, nor does it include necessary actions taken to protect event attendees from dangerous animals. The butchering of animals may be allowed as part of a class, demonstration, or for food preparation; however, all modern health regulations must be followed if the meat is to be prepared or served as part of a feast or other such SCA-sponsored food service. Furthermore, SCA participants are not to be subjected unawares to a scene that would violate reasonable sensitivities.

## **XXIII. Changing and Maintaining Kingdom Law**

### **A. Changes to Corpora**

1. It is the responsibility of Kingdom Seneschals to keep informed about changes made to Corpora and about requests that the SCA Board of Directors makes for commentary on proposed Corpora changes.
2. It is the responsibility of Kingdom Seneschals to read the Board Minutes for changes to Corpora. While changes to Corpora are always noted in the Minutes, if the change is lengthy it might not be printed in the Minutes. If the Society Seneschal does not send the change to Kingdom Seneschals, you should contact them and ask for the language of the change. Once a change to Corpora is approved, you are responsible for explaining these changes to your Crown and other Kingdom officers and making sure your Kingdom Law and Kingdom Officer Policies are modified so they align with new Corporate guidelines.

### **B. Changes to Kingdom Law**

1. Work closely with the Crown on proposed Kingdom (and Principality) Law changes.<sup>75</sup>

2. Law changes must comply with Society rules. Kingdoms can be more restrictive, but not less restrictive than Corporate policies.<sup>76</sup>
3. Do not allow Kingdom Law to encroach upon modern law. The SCA cannot forbid nor permit anything it does not have the legal right to do; nor can it allow anything outside of modern law.<sup>77</sup>
4. Separate your personal views from that of the governing documents; keep your formal written opinion as Seneschal to stating whether or not the required points are covered.<sup>78</sup> You may make recommendations to the Crown regarding changes you think are appropriate, but theirs is the final decision, subject to your evaluation of the legality of the proposed change.
5. As Seneschal, you cannot refuse to sign a law that is legal, regardless of whether you agree with it! You do not have veto power over the Crown's decisions unless what they want to do is contrary to Corpora, SCA policies, or Kingdom or real-world law.
6. Kingdom Law cannot contradict itself. If the Crown wishes to enact a new law that is contrary to an existing Kingdom Law, the latter must be explicitly changed or repealed.<sup>79</sup>
7. Kingdom Law must be signed by the Sovereign, Consort, and Kingdom Seneschal.
8. Changes to Kingdom Law must also be proclaimed at a publicized event in accordance with Corpora.<sup>80</sup> The proclamation need not involve reading every syllable of the new law. Changes may be summarized in court as long as there are copies on site for people who wish to see the details. The more substantive the change, the more information about it should be given in Court.
9. Changes to Kingdom Law must normally be published in the Kingdom newsletter before they go into effect.<sup>81</sup> The changes are considered to meet publication requirements within a primary/affected kingdom if:
  - a. The entire text of the changes is published in the primary Kingdom official newsletter, or
  - b. The entire text of the changes is published on primary Kingdom websites in unchangeable formats with the additional stipulation that all substantive changes, as well as a URL to the location on the websites of all primary Kingdoms, are published in official Kingdom newsletters.

### **C. Maintaining Kingdom Law**

1. You are required to review Kingdom Law on a regular basis as defined by your Kingdom Law.<sup>82</sup> If your Kingdom Law does not provide for this, you still need to do this at least once a year to ensure compliance with the Governing Documents.
2. Double-check Principality Law. Insist that Principality Seneschals review Principality Law first for compliance with Corpora and Kingdom Law. Principality Law must be signed by both Principality rulers and the Principality Seneschal, as well as the Sovereign, Consort, and Kingdom Seneschal.

## **XXIV. Managing Kingdom Branch Changes**

## A. Establishing New Branches

### 1. Setting branch geographic borders

- a. Branches should have physical justification—not political expedience. Branch spacing varies a lot among Kingdoms, but it is often based on reasonable driving distance.
- b. Territorial branches must have clear borders.<sup>83</sup> ZIP or postal codes are the way the SCA, Inc. defines branch areas in most places. You may use other methods such as counties, etc., if those descriptors are easier for the populace to understand, but remember that if a polling is needed, you will need to supply the appropriate postal codes to the Corporate Office in order to get mailing labels or a membership list. Therefore, your office should keep a listing of each group's postal codes. Whatever approach you develop should look reasonably contiguous on a map, regardless of postal code lines. Look at traffic patterns, town and county lines, and geographic features like rivers and mountains. Enlist the aid of local Seneschals in establishing or refining the area definitions of their branches. In the event of a dispute over which group has jurisdiction over a geographical area or postal code, check the membership listing for the area and learn the wishes of the members who reside there before making an assignment decision. Remember that cantons and ridings are, by definition, inside the borders of their parent baronies and provinces. However, even cantons and ridings should not produce “doughnuts”—if a subsidiary group should become independent, it should not be surrounded by another branch.
- c. Institutional branches must be based at real institutions. That is, Colleges must be based at institutions of higher learning and Strongholds at military institutions. This should be documented in the branch's report. The SCA encourages establishment of institutional branches wherever appropriate, but the structure is not to be used as a way to get around territorial requirements for affinity-groupings of members. If most of the people in the branch are unaffiliated with the real-world institution that is its supposed base, the group should be designated a shire (or canton/riding, if applicable). An institutional branch is a shell that exists independent of its population, so people can follow the demands of their studies or employers while the branch stays in place for members who move in as a result of similar transfers. It also provides a clear contact for the institutional authorities, which simplifies accounting for funds donated by the institution and allows the branch to adapt to institutional rules without affecting any larger SCA branch in the area. In addition, the institutional branch may make it easier to schedule SCA events in halls or grounds owned by the institution.
- d. Baronies and Provinces can sponsor and administer an institutional branch if the suitable institution falls within their immediate boundaries. If there is no geographical branch holding the land, an institutional branch can exist independently. A small independent institutional branch may have somewhat flexible membership requirements due to a transient population.
- e. Basic financial reporting units may not usually cross state, province, or country lines.<sup>84</sup> The Society must be able to report its financial results on a state-by-state (or international) basis, so Corpora prohibits any branch below Principality level from crossing a state line without a specific variance from the Society Seneschal. The Society Seneschal is extremely reluctant to grant such variances.

## **2. Existing claims to branch territory**

- a. Respect existing land claims when supported by activity. If a branch holds a piece of land for the SCA, it must be consulted before a new branch can be formed there. However, a branch should have members and activities throughout the area it holds. If a town has no meetings or other SCA services within a reasonable drive and there are people there who want to organize them, give the branch that “owns” the town the choice between helping the locals and turning them loose. If the established branch is a Barony or Province, it may help to point out that creating a canton or riding does not negatively affect the old branch’s population total, since the smaller branches remain part of it.
- b. Be generous about recognizing existing land claims. “Claimed territory” is whatever the branch application says, if one can be found. If this cannot be found, go by the memories of long-term members and notes on meetings and events in old newsletters. It may well cause trouble if you ignore old claims, even if they are supported only by oral tradition. However, it is not necessary that every postal code in your Kingdom be assigned to an established group. It may be best to leave unpopulated, distant areas unclaimed, to allow for future growth.

## **3. Creation of an incipient branch<sup>85</sup>**

- a. Appoint the primary organizer as a Deputy Seneschal for the area. The job may be defined as your own deputy or as a deputy to whatever branch or regional organization your Kingdom has placed in charge of the general area where the new branch will be located. However, until the branch has official status, there is not an entity to which people may be appointed as officers. Encourage the rest of the Kingdom officers to take the same approach.
- b. Make sure they have access to SCA Corporate documents and handbooks. Kingdom Law, the SCA Governing Documents (and affiliate governing documents where applicable), the Known World Handbook, and the Local Officer’s Handbook are extremely important tools, and the more information and documentation you can provide, the more effective local organizers can become. The organizers also need personal contact with established branches and officers. It may be valuable to appoint a special Deputy Seneschal for Incipient Groups expressly to deal with the needs of new groups.
- c. Set and enforce consistent event sponsorship policies. Incipient branches may not sponsor Society events. You can authorize the warranted deputies-for-the-area to hold local meetings in the name of the supervising branch, but do not let them put events on the Kingdom calendar on their own. They need to find a sponsoring branch, and the sponsor needs to offer more than just their name. If at all possible, the sponsor needs to provide a person to cover the event and make sure it follows SCA rules and procedures and offer some financial support as well since incipient branches may not hold SCA funds. If necessary, a Kingdom or Principality can sponsor events for an incipient branch, but it is better for one of the neighboring branches to do so. Incipient status provides a training period for the new branch, and it will work best if they have a consistent presence.
- d. Remember that a warranted Marshal must be present to sponsor a fighting event, and waivers must be signed, collected, and sent to the Kingdom! If the most practical sponsor

does not have a Marshal or the paperwork and personnel to comply with waiver requirements, the incipient branch needs to go further, if need be to the Kingdom or Principality, to line up the appropriate coverage. An incipient branch need not be exclusively sponsored by a single established group. Sponsorship could put a severe strain on the established group, both financially and in terms of personnel workload. Different events of an incipient group can be sponsored by different nearby groups. This not only spreads the work out, but it also enables the incipient group to become acquainted with more of its neighbors in the Kingdom.

- e. Keep the incipient period short. If a branch is not ready to leave incipency after two years, you should actively investigate why they are not ready.

#### **4. New branch petition review and approval**

- a. You must review all branch petitions before they can be approved.<sup>86</sup> Per Corpora, you have the basic responsibility for deciding if a group meets the requirements for a branch and for advising the Crown accordingly. The Crown may refuse to establish a branch you have recommended but may not establish one you have not approved. If the Crown wants to approve a branch against your recommendation to the contrary, refer the matter to the Society Seneschal.
- b. Consult the Society Seneschal before making any major change in existing borders.<sup>87</sup> Land claims can be tense enough that it might help to slow things down and take a second look before making changes. You should poll the members affected by the change to determine their wishes before proposing a change. If the change involves creating a canton, college, stronghold, or riding within the borders of an existing Barony or Province, and everyone is agreeable to this, you can proceed on your own. In fact, any boundary change that is generally agreeable to everyone affected can be done at the Kingdom level, provided you promptly inform the Society Seneschal of the change. However, if the change is controversial, you need to send it on to the Society Seneschal to look over. Also, remember that elevations to Barony or Province always require the Society Seneschal's approval.
- c. If the change involves nothing more than reassigning a postal code from one branch to another, and both groups involved are amenable, or if you want to add a previously unassigned postal code to a branch's defined area (as long as it is geographically contiguous with the existing boundaries), then you can make this change without consulting the Society Seneschal.
- d. When action from the Society Seneschal is required, your presentation to the Society Seneschal should include the following materials:
  - Your recommendation.
  - A clear description of the old and new boundaries with postal codes, with a map if appropriate.
  - Letters from the Seneschals of the branch or branches involved in the action. (Note: If any of them maintain they cannot live with what you propose to do, you need very strong justification as to why it's necessary, and they should be able to support and document their position.)

## 5. Paperwork for new branches (below Barony/Province)

- a. Make sure each branch organizer has clear instructions regarding the expectations and milestones needed for the creation of the new branch.
- b. Keep detailed records on each new branch. Future Seneschals will need to know what territory the branch has, who started it, and when it achieved official status. It may be helpful to make branch organizers draw their borders on a map, as well as giving you a list of postal codes (or other relevant boundaries).
- c. Make sure the College of Arms has approved the branch name. According to Corpora, an incipient branch can use a tentative name, but it cannot get full status until the name is registered. Be sure incipient groups are aware of this requirement and encourage them to begin work on their name and get it submitted as soon as possible.
- d. Make sure every group finds an acceptable name.<sup>88</sup> If you can show a consistent good-faith effort by a group to register a name over a long period of time, and the College of Arms has rejected their every attempt, you can apply to the Society Seneschal for a variance to allow the group to become official without a registered name.
- e. Give the branch a detailed record of its territory. When you decide that a branch is ready for official status, make any necessary adjustments to the borders and postal codes shown on their branch application. Note the date the Crown declares them a full-status branch of the SCA and give them a signed copy for their records.
- f. Notify the Society Seneschal of new official branches.<sup>89</sup> Please use the following format: Branch name (modern location), branch type, month, and year of status. Send this notice after the deed is done. Plans are subject to change, so the Society Seneschal has no interest in an incipient shire that is probably going to be made official next month. It's not real until its existence has been read into the record at a Board meeting.
- g. Here is a summary of what must be done in order for a branch to become official or full status. These things are usually done in the order listed.
  - The Kingdom Seneschal must approve the petition. At this point, the branch must start functioning as an official group, with officers, reports, etc.
  - The Crown must recognize the new branch in Court.
  - The Society Seneschal must be informed of the branch's existence.
  - The branch's status must be recognized by the Board of Directors.

## B. Creation of a Barony or Province

1. The formal minimum requirements for baronial or provincial status are given in Corpora.<sup>90</sup> This is a description of what a Kingdom Seneschal has to do to make sure that the Board will not overturn a baronial/provincial creation for lack of paperwork or improper procedure.
2. Baronies and Provinces are large branches within and subject to the administration of a Kingdom (and Principality, if any). They are alike in status and in the ability to administer other branches within their borders but differ in that Baronies possess ceremonial

representatives appointed by the Crown and therefore have the ability to administer Baronial awards, while Provinces do not.<sup>91</sup>

3. A branch or contiguous group of branches may petition for Baronial or Provincial status as the members prefer, subject to the approval of the Crown and (if applicable) the Coronet, if the resulting entity meets the following requirements:
  - a. At least 25 paid members in good standing. Strive for double that.
  - b. A set of officers acceptable to the Crown (and Coronet, if applicable).
  - c. A name and device registered with the College of Arms.
  - d. Consensus favoring advancement in branch status and favoring the type of branch (Barony or Province) specified in the petition. Note: If the branch is to be a Barony, arrangements shall have been made with the Crown at the time of application for Baronial status to select and appoint a Baron and/or Baroness in accordance with Kingdom Law and custom.
  - e. A strong record of activity in a variety of fields of Society endeavor.<sup>92</sup>
4. At least 25 paid members in good standing means that there are enough members, more than the minimum of 25, to ensure that the group has sufficient diversity and adult participation to be sustainable moving forward. Here are some questions to ask when considering whether membership is strong enough to sustain a new SCA group:
  - a. Are the paid members from different families, households, and areas of the postal codes being claimed? Will the branch lapse below 25 if one family moves and another lets its membership lapse?
  - b. Do the paid members have a diversity of SCA activities and interests (arts and sciences, service, combat, archery) or will the branch lapse if one area of interest is discontinued?
  - c. Do the officers of the group come from different families and households?
  - d. How long have the members been playing?
5. A set of officers is generally considered to consist of the Great Officers required to run the group: Seneschal, Exchequer, Herald, Marshal, Chronicler, and Minister of Arts and Sciences. Other offices may be required at Kingdom option. The key item in evaluating the group's officers is whether the group has a successful history with each of the required offices functioning and reporting, and whether their superior officers have observed the officer position working successfully within the group.
6. Unless the history is exceptional and well documented, the requirement for a registered name and device will not be waived for Baronial/Provincial advancement.
7. A strong record of activity means that there are regular meetings and practices, that the branch does not cater only to one specific SCA interest group (fighters, artists, etc.), that demos are done as appropriate, that the branch holds events on approximately the same frequency as other Baronies/Provinces in the Kingdom, and that people from the branch

participate in other branches' events. A branch whose residents never venture outside their area is not ready to be advanced; this may be discounted in the case of geographically isolated groups where travel to other branches is especially difficult.

8. There must be a consensus in polling the area. This can be done by a mailing to the members, or by passing a petition around a meeting. Electronic pollings are acceptable as long as it can be verified that each person polled is returning one and only one response. The entire paid member population of the area must have a chance to comment (generally, in writing) on the proposal. The petition or poll must be unambiguous. Each page of signatures or each letter must include a preprinted explanation of what the signatures mean. This may take the form of a heading declaring that the undersigned all want a certain stated course of action, or it may involve columns for noting support, opposition, or indifference for a stated course of action.

9. Make sure that the people who signed the poll knew what kind of branch they were petitioning for, and in the case of a Barony, that they knew how the first Baron and/or Baroness would be selected. It is best if this information is included on the petition or polling letter. Make sure that the petition or poll indicates membership status, which must be checked against a Registry list.

10. The Corporate Office can provide labels for a polling mailing. The Kingdom Seneschal should either order the set on behalf of the poll organizers, or email or fax an authorization to the office authorizing the release of the labels to a specific person. There is no charge for this service. The request should specify the postal codes (in numeric order, giving ranges rather than individual codes where possible) to be included in the label set. Branch pollings as a rule must include all paid members in good standing of any type within the boundaries of the areas being polled, and the Corporate Office requires that the labels be used within ten days after they are issued. Persons who actively play in the area but live outside it may be polled at the discretion of the Kingdom Seneschal.

11. The members polled must understand that a petition or polling is not a vote! It is merely a way for the Kingdom Seneschal to assess the opinions of the people. The Seneschal will decide whether to recommend advancement of status. When you evaluate a poll, look for the following points:

- a. A substantial majority of the Society members in the area must have responded to the poll. Make sure everyone is informed of the polling.
- b. A substantial majority of the response must be favorable. You want general support from the people in the area, not a household power trip.
- c. The opposition must not be convincing. If there are more than two or three people against the change—that is, negative instead of neutral—find out what their reasons are and consider them carefully before forming your own conclusion.
- d. Non-member support cannot replace member indifference or opposition. While non-members may be allowed to express an opinion, gathering the wishes of the paying members is crucial.

12. The Kingdom Seneschal should also gather input from the other Kingdom officers, the Crown, and the Seneschals and ruling nobility in adjacent branches for their feelings on the proposed branch elevation.<sup>93</sup> Especially ask the superior officers whether they feel that the branch officers are capable of handling the changed responsibilities.

13. As Kingdom Seneschal, it is your responsibility to prepare a detailed package for the Society Seneschal's review.<sup>94</sup> Give the Society Seneschal your considered opinion as to whether the branch is ready for advancement, and include the following items:

- a. A statement from you, as Kingdom Seneschal, that the membership thresholds have been met.
- b. A summary of the petition/polling process, with a copy of the petition or letter and a breakdown of the voting, separated into sustaining/other member/non-member.
- c. A list of the proposed postal codes (or other boundaries for international groups), especially if there are any changes being made.
- d. Statements from local and Kingdom officers, the royalty, and the neighbors supporting the advancement. The Kingdom officers should also give their opinions of the local officers.
- e. The branch's own explanation of why it is ready to advance, along with a brief summary of activities in the area.
- f. A plan for selecting the first Baronial ruler(s) if the branch will be a Barony.

14. Occasionally a group will express a desire to become a Palatine Barony. A Palatine Barony is a Barony that selects its Baron and/or Baroness periodically via some sort of competition: a tournament, an arts competition, or sometimes some combination of competitions. Palatine Barony status is used, extremely rarely, for groups that are remote enough from the rest of the Kingdom that they are unlikely to be able to participate regularly in the Kingdom's pageantry. If a group seeks Palatine Barony status, consult the Society Seneschal before proceeding.

## **C. Principality and Kingdom Elevations**

1. Work with the Society Seneschal from the start.<sup>95</sup> Principality and Kingdom elevations are rare and too individual for specific procedures to be useful, but you need to make sure that they include a comprehensive polling and review process (see instructions under Creation of a Barony). Any minority opinion must be addressed—the smaller group is not necessarily wrong, and a serious attempt to deal with their objections will do a lot to draw them into the life of the new realm. For a Principality or Kingdom polling, the Registry will prepare a set of labels at your request. Just specify the postal codes to be included. You may release these labels to the poll organizers, with the warning that they are to be used only for the poll itself, and that they must be used within 10 days.

2. Prepare a detailed package for the Society Seneschal's review.<sup>96</sup> Give the Society Seneschal your considered opinion as to whether the group is ready for advancement, and include the following items:
  - a. A description of the polling process, including dates and copies of the information sent out to explain the poll.
  - b. The detailed results of the polling, including any areas where opinion runs strongly counter to the rest of the proposed Kingdom or Principality.
  - c. A map showing the borders of the proposed Principality or Kingdom.
  - d. A list of postal codes to be assigned to the new realm. Where possible, these should stick to 3-digit (known to the Post Office as SCFs) breaks. You must list all SCFs to be included in the new Kingdom, and all individual ZIP Codes so affected if the new Kingdom is not claiming the entire SCF regardless of whether anyone lives there at the moment or not! Outside the US, where the SCF does not apply, then the appropriate divisions of the postal code should be used.
  - e. If all or part of the proposed Principality or Kingdom lies outside the US, you will need to work with the Society Seneschal to determine the appropriate way to designate territory.<sup>97</sup>
  - f. Statements from officers supporting the change in status.<sup>98</sup> For a Principality, include letters from at least the Earl Marshal, Kingdom Exchequer, Principal Herald, Minister of Arts/Sciences, and Chronicler, noting their confidence in the area's ability to operate at the new level. All the parent Kingdom's officers should comment on a proposed Kingdom elevation, as well as their Corporate counterparts.
  - g. Draft Law to be presented to the victors of the first Royal Lists.<sup>99</sup> (Note that the victors may choose to adopt different laws than the draft presented; this is their right as royalty.)
  - h. Financial Policy for a potential Kingdom, and a plan, if applicable, for any asset transfers to the potential Kingdom.
  - i. A date (or a range of dates) for the first Coronet or Crown Lists, and a statement regarding the plans for establishing the first set of royalty. Some realms choose a field-side investiture immediately after the Lists, while others prefer to hold a separate event. Either approach is acceptable, but the choice should be made well in advance, so no one is taken by surprise.
  - j. For a Kingdom, statements from the Crown and Coronet supporting the transition plan, and the entry conditions for the tournament—or your explanation of the reasons why they were not able to reach an agreement.
  - k. For a Kingdom, a plan for the transition of the newsletter from “unofficial” status to that of a newsletter covered by SCA membership.<sup>100</sup>
  - l. To avoid outside adjudication, Crown Lists and Coronation plans must be acceptable both to the new Kingdom and to its parent. The parent Crown, the new Crown (if applicable), and the last Coronet should settle on a format for the tourney and the release of the new Kingdom. Their Seneschals, Marshals, and Heralds should all

contribute to a smooth and gracious agreement—and you are a key player in the process. If there is no resolution, Corpora gives the final choice to the Society Seneschal and the Board.

3. Use “Crown Principality” status to recognize regional development. Where an area is obviously suitable for eventual Principality status, a Kingdom can reward and encourage the trend by declaring the area to be a Crown Principality. A Crown Principality is exactly and only a region with a fancy name and a line in the Coronation ceremony—the Sovereign and Consort also become the titular rulers of the pseudo-Principality when they assume the thrones. It has no laws but the Kingdom laws. Its officers are regional deputies to the Kingdom officers. However, the name lends it extra emotional reality. The Kingdom can allow it to develop some customs of its own which will smooth the eventual transition.
4. All the procedures for creating a Crown Principality are under Kingdom control, as long as the Kingdom doesn’t attempt to hand over functions reserved for the royalty or officers of SCA Principalities. That is, the ceremonial representatives for the Crown within a Crown Principality may NOT warrant subordinate officers, proclaim banishments, or bestow armigerous awards without specific Crown approval for individual recipients.
5. Please be cautious with the idea and do some polling before advising your royalty to establish a Crown Principality.

#### **D. Branch Suspension**

1. The Kingdom Seneschal may suspend a branch for just and stated cause. Suspension is used when a branch has proven unable to follow the rules for being a branch, such as filling offices appropriately, following kingdom or Society policy, or conducting its affairs in a manner that provides a good SCA experience for the majority of the citizens of the branch.
2. The conditions under which a suspension will be lifted should be defined in writing for the group at the time the suspension is imposed. Whenever possible, a status review date on which the suspension will be reconsidered should also be defined and announced to the group. In no case should suspension last longer than six months without a review of the suspension.
3. A suspended branch may not handle money. If a branch fails to turn in its financial report in time to be included in the Kingdom report, the SCA report for the year is affected. The sanctions must prevent them from receiving or spending funds in the name of the SCA until they are restored to their full place in the Kingdom. Work with your Kingdom Exchequer to be sure that you have a procedure for keeping track of their prior assets, and for helping them survive the period of suspension. Note that the Exchequers’ Year-End Reports (for branches within the U.S.) are compiled to form the SCA annual report to the IRS, and failure to file this report (by any branch) can imperil the SCA’s tax-exempt status.
4. Suspension is better as a threat than as a penalty. A branch very rarely goes into suspension because of a problem caused by all its members. When you apply penalties to a whole branch, you may reduce the quality of life in the SCA for a group of innocent members and potential members because of the carelessness or ill fortune of a few officers. You need to have sanctions to apply to a branch—but they should be a last

resort, used only when reminders, replacement of officers, and offers of help have all failed to locate someone who can meet the requirements.

## **E. Branch Abeyance (Dormancy)**

1. The Society Seneschal may accept the recommendation of a Kingdom Seneschal that a group go into abeyance/dormant status (the terms are synonyms) if a majority of the group members have been assigned to other activities (e.g., military service and deployment) and are away from the area for a period of time longer than three months.
2. The Society Seneschal may accept the recommendation of a Kingdom Seneschal that a group go into abeyance status if a majority of the group members have been affected by natural disasters such as severe flooding or a direct hit from a hurricane or tornado and are in need of extended time to rebuild.
3. The Society Seneschal may accept the recommendation of a Kingdom Seneschal that a group go into abeyance status for lack of membership or lack of officers if the Kingdom Seneschal reasonably believes that the group can regain the numbers or officers needed within a set period of time.
4. During this time the group will go dormant, and the Kingdom will recognize the group as being in abeyance status. When a group goes into abeyance, the group's bank account will be turned over to the Kingdom to maintain until such time as the group is out of abeyance or the group is dissolved due to lack of activity or interest. All heraldry will be maintained by the group throughout the abeyance. It will be the responsibility of the Kingdom Seneschal to report for the group while in abeyance status.
5. The period of abeyance/dormancy (the terms are synonyms) cannot last indefinitely. If, after two years, the group has not regained sufficient membership or participation to be restored to active status, it should be dissolved unless the Kingdom can document reasons to continue the abeyance or dormancy.
6. If the group is dissolved, all funds currently being handled by the kingdom will revert to the Kingdom.

## **F. Lateral Branch Conversions**

1. Lateral conversions include those between shire or canton and institutional branch and vice versa, and those between Barony and Province. They also include changes between shire and canton. You should consult the Society Seneschal regarding any questionable lateral conversions.<sup>101</sup>
2. You must, at a minimum, poll the membership (paid members in good standing) of the affected area prior to a lateral change. Especially at the baronial or provincial level, you need to be as sure of the wishes of the membership as you would be for an elevation to that status. Kingdoms may also elect to create policy that allows the polling of persons who participate in the branch but are not paid members living within the confines of the branch. The polling must reflect that a compelling majority of the paid membership within the boundaries of the affected area are in favor of the proposed change.

3. Try other alternatives before making a Barony into a Province unless the branch actively chooses this change. If a Barony runs into trouble selecting new ceremonial heads, the Crown can appoint a vicar as an interim measure or take over as Baron and Baroness directly for a while. Before you agree to propose an outright status change, make sure that the people of the Barony understand that baronial awards will be closed while the branch is a province—this may give them the incentive to resolve their differences. (Existing provincial awards were grandfathered when the 1989 Corpora was adopted. That privilege does not extend to Provinces formed after that time, whether established as Provinces or converted from Baronies.)
4. Per Corpora, lateral changes must be approved by the Society Seneschal.<sup>102</sup>

## **G. Branch Demotion or Dissolution**

1. Remember that while a Kingdom Seneschal can dissolve an incipient branch for cause, all other branch demotions and dissolutions must go to the Society Seneschal for approval and be upheld by the Board. Once a branch has advanced beyond incipient and gained official status, it can only be dissolved or lowered in status by a Board decision, per Corpora.<sup>103</sup>
2. Demotion or dissolution of an SCA group that has gained official status is a last resort. Work with the people in a branch as long as it looks like there's any chance of saving it. Warn them before you recommend dissolution and listen to the justifications, they offer for staying in operation. In isolated areas, it may be possible to sustain a branch's status with fewer members than normally required; check with the Society Seneschal if you think a variance might be desirable.
3. Once you have decided that dissolution is the proper course of action, you will need to present the reasons, in writing, to the Board and the Society Seneschal.<sup>104</sup> When you set up the case for the Society Seneschal to give to the Board, include good reasons, and the efforts already made to correct the problems. If population is low, give numbers at intervals to show that it's been low for a good while and is unlikely to recover. If the problem is lack of interest, define it in terms of inability to fill offices or file financial reports. If interpersonal problems have seriously damaged the SCA's reputation, describe specific incidents, and include letters or news stories from the area if you have them.
4. In order to be this specific, you have to know what's been going on. Dredging up old records in order to reconstruct population and reporting history is very difficult. Count your branches every year or so from the current postal code list and keep a central tally of how they're doing.
5. Demotion: If a Barony or Province has fallen below the 25-member minimum for a period of time, or is consistently unable to maintain a full slate of officers as required by Corpora, it may be necessary to demote the group to shire status (or canton or institutional branch status, if appropriate). Follow similar procedures before doing this as you would for dissolving a group that wasn't maintaining minimum requirements: Work with the group to try and solve their problems and maintain their status if it looks like they can recover in a reasonable time. If it does become necessary to demote the group, remember that the Board must approve this action. You will need to document it to the Society Seneschal in the same manner you would document a dissolution.

## XXV. Insurance Matters

- A. SCA, Inc. maintains insurance that covers the corporation and its officers in certain instances. Because the specifics of our insurance policies can and do change from time to time, any specific insurance questions need to be directed to the Corporate Office. They will get answers for you and help you with any processes related to activating insurance or acquiring proof of coverage.
- B. You do not need to do anything special to activate the SCA's general liability insurance. This is the policy that covers, for instance, site damage. If a site owner wants proof of insurance, usually the "proof of insurance" letter available from the Corporate Office will suffice. If the site owner wants to be named as an "additional insured," there is a fee involved and lead time required. Follow the directions on the SCA web site for either of these circumstances or contact the Corporate Office for guidance.
- C. There is also an additional fee and lead time required for equestrian or golf cart insurance. These policies must be activated whenever there will be horses (or similar animals) on site, or if the SCA is going to use golf carts at the event. Again, contact the Corporate Office for instructions.
- D. When a group rents golf carts, the SCA's Golf Cart Insurance must be activated. All other requirements set forth by the Corporate Office dealing with insurance apply including all pertinent late fees.
- E. If fireworks or fire arts are performed, Society Seneschal approval and outside insurance coverage is required. The local groups are responsible for 100% of the cost and responsibility for this additional policy. Fire Arts, which include but are not limited to firewalking, fire-breathing, explosives, and pyrotechnic displays may not be conducted as an SCA sponsored activity at events, demos, practices, or formally recognized gatherings. Variances must be requested of the Society Seneschal in writing and only take effect when granted in writing by that office. The Event site will pay for any additional insurance needed.
- F. The SCA carries Director and Officer (D&O) liability insurance. The purpose of D&O liability insurance is to provide the SCA and its officers and agents with insurance coverage for legal defense required to respond to lawsuits that name the SCA or its officers. All warranted officers and their agents are covered by this insurance within the bounds of performing their office in the SCA.
- G. If you have reason to believe there will be a claim against the SCA's insurance, you need to notify the Corporate office at once. Do remember that there is a deductible, so small claims for property damage will not meet the deductible.
- H. You can also refer to the instructions on [sca.org](http://sca.org) for more information.

## **XXVI. Oversight of Society-Owned Trailers**

### **A. Regional Applicability**

1. This section applies only within the SCA, Inc. Check local policy for registration and insurance arrangements in affiliates.

### **B. Procedure for Reporting the Purchase, Registration, Insurance or Sale of SCA Owned Trailers**

1. Each branch, group, office, guild or other officially recognized entity (hereafter referred to as a “group”) of the SCA that owns a trailer-that is registered in the name of any SCA group, must send a copy (a copy, not the original) of the current registration to the Corporate Office. The Vice President of Corporate Operations or their designee will retain a copy of the current registration along with a copy of the current “proof of insurance” for our files. This needs to be done within 30 days of acquisition of the trailer.

### **c. Maintenance of Records**

1. Each branch, group, office, guild, or other officially recognized entity (hereafter referred to as a “group”) of the SCA that owns a trailer that is registered in the name of any SCA group must maintain records of purchases and sales as noted below.

2. When the vehicle is purchased:

- Retain copies of the title, the current registration and current “proof of insurance” in both the group’s Exchequer and Seneschal files. A copy must also be retained in the group’s Regalia Officer files, if applicable.
- Report the purchase of the trailer to the SCA Corporate office by sending a copy of the registration and current “proof of insurance” for the vehicle to the corporate office.
- It is the responsibility of the group to obtain and maintain insurance for the trailer.

3. When the vehicle is sold:

- Retain the bill of sale in the group’s Exchequer files, with copies in the group’s Seneschal files and Regalia Officer files (if applicable).
- Report the sale of the trailer to the SCA Corporate Office so SCA insurance can be canceled for the trailer. Do this within 30 days of the sale.

### **B. Trailer Insurance**

1. All trailers-purchased and owned by the SCA must be registered to an SCA group as defined above and must be insured by the SCA group at their own expense. The group must also send a copy of the registration to the Corporate office within 30 days of registration.

**2. Do not register the group's trailer in the name of an individual or an officer of the group.**

3. If a third party's person or property is damaged as a result of an accident involving a trailer when being towed, the individual towing the trailer bears responsibility for liability and should contact their insurance carrier. It is the responsibility of the Seneschal of the group that owns the trailer to check to make sure that the tower/driver of said trailer has the appropriate motor vehicle liability insurance.

4. Some groups own a trailer that is used for storage only, i.e., it never moves from the storage site. If such a "stationary" trailer is legally required to be registered, the group is responsible for following the procedure as outlined above.

## **XXVII. Registration and Legal Agents**

### **A. Regional Applicability**

1. This section applies only within the US and Canada.

### **B. State and Province Registration**

1. The Society for Creative Anachronism, Inc. is incorporated as a non-profit corporation in California, and is registered to do business in all states and provinces where required by local law.

2. There are subsidiaries of the SCA, Inc. incorporated in various states. These incorporations are for Corporate legal reasons and have no effect on "game side" activities. These subsidiaries affect no officers except at a Corporate level. No Kingdom-level or local officer should need to deal with these subsidiaries. Any questions about them should be referred to the Society Seneschal and the Corporate Office.

### **c. Legal Agents**

1. The SCA, Inc. has retained a corporation to act as its legal agent in all states and Canadian provinces for the purposes of receipt and service of legal documents. If any officer in your Kingdom, at any level, receives any legal document naming the SCA or any branch, they need to report it to you as Kingdom Seneschal, and you in turn need to inform the Society Seneschal and the President as soon as possible.

## **XXVIII. Society Seneschal Policies and Interpretations**

**This section is reserved for adding future policies and interpretations to keep the Handbook current between revisions.**

## XXIX. Reporting Table

<b>What</b>	<b>To Whom</b>	<b>When</b>
Updated copies of Kingdom and Principality Law	<ul style="list-style-type: none"> <li>• Changes must be published in Kingdom Newsletter.</li> <li>• Copies must be available to populace from Kingdom and/or Principality Seneschal.</li> <li>• Copies of changes must be provided to Society Seneschal and Kingdom's Board Ombudsman.</li> </ul>	After the change has been reviewed by the Kingdom Seneschal and approved by the Crown, and after the change has been announced
Kingdom and Principality Officer Policies	<ul style="list-style-type: none"> <li>• Changes must be published in Kingdom Newsletter.</li> <li>• Copies must be available from Kingdom and Principality Officer.</li> <li>• Copies of changes must be provided to appropriate Society Officer.</li> </ul>	After the change has been announced to all branch officers
Resumes for applicants for the position of Kingdom Seneschal	Society Seneschal	Before the final selection is made at the Kingdom level
Kingdom Seneschal's Warrant	Society Seneschal	After it has been signed by the Crown and as soon as possible after you have been approved by the Society Seneschal
Kingdom Seneschal Quarterly Report	Society Seneschal and your Crown	First of March, June, September, December
Notification of winner of Crown Lists	Society Seneschal	As soon as is reasonable after the event
Impending Royal or Administrative Sanctions	Society Seneschal; relevant Society Officer if imposed by a Kingdom Officer other than the Seneschal	As soon as is reasonable after the decision
If fire, police, or EMS had to be called to an event	Society Seneschal, President, Corporate Office	As soon as is reasonable after the event
Threatened lawsuit	Society Seneschal and President	As soon as is reasonable after the event
Financial irregularities (theft, embezzlement, etc.)	Society Seneschal and Society Exchequer	As soon as is reasonable after the event or discovery

Violations of Rules/Laws by Crown or Great Officers	Society Seneschal	As soon as is reasonable after the event
Proposed dissolution of an established branch	Society Seneschal	Before you announce it to the group as official; this must have Board approval
Elevation of a new branch to official status	Society Seneschal	As soon as is reasonable after the group has been recognized in court
Elevation to barony/province or lateral change in branch status	Society Seneschal	Before you announce it to the group as official; these must have Society Seneschal approval
Changes to your postal code assignments by the post office, or changes you have made in your kingdom	Society Seneschal	In your next quarterly report; your office is responsible for tracking these and keeping records of them
You need to file a claim against the SCA's insurance	Society Seneschal and Corporate Office	As soon as is reasonable after the decision or discovery
SCA sponsorship was pulled from an event	Society Seneschal and Board Ombudsman	As soon as is reasonable after the decision
Bids or proposals for Known World events	Society Seneschal; Society A&S Minister for symposiums/collegiums	After approval by Kingdom Financial Committee

# XXX. Known World Event Policy

## A. General Guidelines

1. There are three types of Society-wide events: Known World Collegia/Symposia, Known World Summit Meetings, and Society Anniversary Events.
2. Each one of these events, once approved, is a separate project of the SCA, Inc.
3. Each project is not complete until all required reports are completed, received, and approved by the appropriate Society Officers. Local or regional events cannot, by definition, style themselves as Known World Events.
4. Each Event will be allowed to print advertisements in all Kingdom Newsletters without charge. Advertisements are subject to the submission deadlines set by each Kingdom. The formatting of the advertisement shall be at the Kingdom Chronicler's discretion and must meet Society standards for event advertisements.
5. Visit <http://socsen.sca.org/wp-content/uploads/2013/06/kweventpolicy.pdf> for more specific details.

## B. Known World Collegia/Symposia

1. Collegia/Symposia are large/scale events focused on specific areas of interest (artistic, martial, or administrative) and open to general attendance and participation by SCA members and non-members.
2. Each Society Officer will make a policy regarding how and how often events focused on their joint or several venues are to be solicited, and what the content of these events can or cannot be. The subject area sponsor (Society Officer, Deputy Officer, etc.) may decide to schedule a symposium and invite the membership to submit proposals on the same, or a local person, branch, or organization may seek Society Event sponsorship by proposing the same to the appropriate Society Officer.
3. Proposals for these events are collected by the Society Officer in charge of the focused area of interest.
4. Proposals are accepted by the Society Officer involved with a courtesy copy to the Society Seneschal.
5. Criteria for bids/proposals for Collegia/Symposia:
  - a. Criteria will be determined by the Society Officer(s) responsible for the event.
  - b. Minimum information in order for the event to appear on the Society Calendar is:
    - Name/date/location of event
    - Name of event steward
    - Planned activities
    - Event financials (as per Society Anniversary Event proposal)

- Evidence of Kingdom and branch support

### **c. Known World Summit Meetings**

1. Known World Summit Meetings are events dedicated to a specific administrative venue and are restricted in attendance to Kingdom officers, Kingdom-level deputies, and Society-level deputies.
2. Summit meetings are groups of officers and/or subject matter experts that get together in person for the purpose of improving the overall issues, efforts, and effects of the area of interest.
3. These events are not open to the general membership and participants of the SCA and are invitation-only.
4. Proposals as such are not solicited for summit meetings, but event proposals and plans are prepared by the appropriate Society officer or their project manager for the meeting.
5. Proposals are accepted by the Society officer and copied to the Society Seneschal.

### **d. Society Anniversary Events**

1. These events occur at a minimum of every ten years, and in some cases every five years.
2. These events are large-scale events with a general focus and are open to general attendance and participation by both SCA members and non-members.
3. The Society Seneschal will advise the Board when an anniversary opportunity exists and request a call for proposals be sent to the membership for action. The call for proposals should be submitted to the Board of Directors no less than one year before the date the proposals would be due. The initial due date for event proposals should be no less than 18 months and not more than 48 months before the desired event date.
4. Proposals for these events are collected by the Society Seneschal and accepted by the Board of Directors.

### **e. Proposal Approval and Acceptance**

1. Known World Collegia and Symposia
  - a. Each Society officer will make policy regarding how events focused on their joint or several venues are to be awarded. Once a Known World Event proposal has been awarded, the sponsoring officer will inform the Seneschal of the Kingdom hosting the event. It is the responsibility of Society officers to coordinate Known World Event activities to minimize scheduling and resource conflicts.
  - b. Exchequers for Known World Events will be warranted as deputies to the Exchequer of the Kingdom hosting the event.

## 2. Known World Summit Meetings

a. Each Society officer will make policy regarding how and when summit, or business, meetings with high-level staff and Kingdom officers are required, planned, and held.

## 3. Society Anniversary Events

a. The Society Seneschal will distribute the proposals to the Society officers for review for 30 days. Any comments will be collected by the Society Seneschal and added to the proposal information.

b. The Society Seneschal will review the proposals for completeness, request any missing information, and create a completed proposal packet for each proposal.

c. The Society Seneschal will forward the completed proposals to the Board of Directors along with analysis and recommendations regarding the proposals.

d. The Board of Directors will review the proposals and take one of the following actions:

- Award one or more of the proposals.
- Direct the Society Seneschal to obtain additional information on one or more of the event proposals.
- Extend the deadline and call for additional event proposals.
- Elect not to award a proposal for that given event opportunity.

e. Once the Board of Directors has awarded one of the proposals, the Society Seneschal will take the following actions:

- Inform the key contacts of the successful proposal.
- Inform the key contacts of the unsuccessful proposals.
- Inform the other Society officers.
- Inform the Kingdom Seneschals.
- Issue a warrant for the Event Steward(s) as Deputy Society Seneschal(s).
- Once the Board of Directors has awarded one of the proposals, the Society Exchequer will issue a warrant for the event Exchequer as a Special Deputy until six months past the end of the event.

## **F. Before the Event**

1. Status reports: The Event Steward will prepare a quarterly status report. For Anniversary Events, it will be sent to the Society Seneschal and the Seneschal of the Kingdom hosting the event. For Known World Events, it will be sent to the Society officer involved and the Seneschal of the Kingdom hosting the event.

2. Financial reports: The Event Exchequer will prepare quarterly and yearly financial reports. For Anniversary Events, these will be sent to the Corporate Treasurer, Society Exchequer, and the Exchequer of the Kingdom hosting the event. For Known World Events, they will be sent to the Society officer involved and the Exchequer of the Kingdom hosting the event.

3. Advertisement: Each Event will be allowed to print one full page or two half-page advertisements in all Kingdom Newsletters without charge. Kingdom Newsletters may require a payment to print advertisements over this allocation.

## **g. After the Event**

1. Event summary report: After the Event has taken place, the Event Steward will file a final report with the Society Seneschal's office no later than 90 days after the event. This reporting package will include a full operational report of the event, with a financial summary. This report will copy the Seneschal of the Kingdom hosting the event. For Known World Events, this report will also be sent to the Society officer involved.

2. Financial report: The exchequer will file a final report with the appropriate Exchequer's office no later than 90 days after the event. This reporting package will include full financial reporting for the event. For Known World Events, this report will also be sent to the appropriate Society officer. If the event used a separate bank account, reports will continue to be filed until the account is closed and any money remaining is transferred to another SCA branch or the Corporate office.

3. Postmortem report: The Society Seneschal and Society Exchequer's office will jointly conduct a lessons-learned effort for the event within 60 days of receipt of the final event reports. They will create a report distributed to the Society officers and the Event Stewards, to be included in a lessons-learned knowledge database for future Society events.

4. Document retention: Follow the SCA Document Retention Policy.

a. The following documentation, as a minimum, will be sent to the Society Seneschal for review and inclusion into the Society Event knowledge base:

- Copies of all event proposals.
- Copies of all quarterly event status reports, including financial reports.
- Copies of event wrap-up reports, including financial reports.
- Lessons-learned report.

## **H. Proposal Checklist for Society Anniversary Events**

- |   |   |
|---|---|
| ➤ Site location   | ➤ Distance to closest town or city  |
| ➤ Full address, including State/County/Municipality of the site | ➤ Grocery stores  |
| ➤ Contact person at site for questions                          | ➤ Hardware stores   |
| ➤ Distance to closest major airport                             | ➤ Laundry facilities  |
| ➤ Shuttle service availability and rates                        | ➤ Distance to nearest hotel(s)  |
| ➤ Public transportation availability and rates                  | ➤ Average single- and double-room prices                                      |
| ➤ Relationship to highway system                                | ➤ Availability of group rates   |
| ➤ Location of closest hospital                                  | ➤ Other tourist attractions in the area                                       |
| ➤ EMS response time to site                                     | ➤ Site facilities   |
| ➤ Trauma level  | ➤ General description of site (open fields, heavy woods, rolling hills, etc.) |
| ➤ Walk-in clinic or other urgent care center available nearby   | ➤ Size of site  |
|   | ➤ Site capacity   |

- Parking lot capacity (permanent structure types and count)
- Water source on the site (municipal, well, or other)
- How many spigots at what distance apart?
- Number of toilets
- Flushing
- Portable
- How often will they be serviced (emptied)?
- Number and description of showers (indoor, outdoor, primitive, heated, solar, etc.)
- Are non-camping accommodations available on site?
- If yes, what and how many beds?
- Trash pick-up arrangements
- Equestrian facilities
- Handicapped facilities provided by the site
- List any other facilities available on site
- Site permissions and restrictions
- Alcohol policy for the site
- General pet policy
- Is coursing of hounds permitted?
- Is equestrian activity permitted?
- Other shelter options (such as rental tents) available
- Grounds use limitations
- Any local modern ordinances, permits or requirements that must be taken into consideration
- Proposed dates: List all possible dates in order of preference
- Average weather and temperature range in that area for the time of year
- Possibility of catastrophic weather events in the area during the time requested (hurricane, tornado, floods, etc.)
- Other large modern events in the area just before, during, and after the event
- Personnel
- List contact information and relevant major event experience for the head person in all applicable positions
- Event Steward
- Exchequer
- Pre-Registration
- Head Gatekeeper/Troll
- Security Constable
- Marshal-in-Charge
- Event Herald
- Head Cook
- Children's Activities Coordinator
- Activities Coordinator
- Merchant Coordinator
- Land allocation/Hotel liaison
- Media Liaison
- Volunteer Coordinator
- Event Proceedings Coordinator
- Other staff
- Event activities
- Describe the planned event activities under the headings that apply for the event
- Meetings and classes
- Fighting
- Archery
- Arts & Sciences
- Children's activities
- Equestrian and/or coursing
- Heraldry and on-site communication
- First aid
- Main courts/Royalty activities
- Land allocation
- Other activities
- Event financials
- Financial Policy for the event
- Who is on the Financial Committee
- How expenses get approved
- How emergency expenses get approved
- Proposed budget including:
- Proposed income using fees x expected attendance, not including NMR
- Proposed expenses by category and event activity
- Estimated front money needed to hold the event
- Proposed division of profit between the Corporation and the sponsoring group, and if applicable, any other groups
- Proposed division of losses between the Corporation and the sponsoring group
- Evidence of Kingdom support
- Letters from the following officers stating that they have reviewed and support the proposal:
- Kingdom Seneschal
- Kingdom Exchequer

- Appropriate Kingdom Officers for the activities of the event
- Crown
- Obligation from Kingdom and Society officers required

- Society officer attendance at the event
- Cancellation/disaster plan
- Cancellation before the event
- Disaster plan

## XXXI. Annotations Referring to Governing Documents and Policy Decisions

1. Corporate Policies III.B.
2. Warrant of Appointment to Executive Office on [www.sca.org](http://www.sca.org).
3. Corpora IV.C.
4. Policy interpretation on Corpora VII.A.
5. Corpora I.A.2.
6. Corpora VII.K.1.
7. Corpora VII.K.1.
8. Corpora I.A.2.
9. SocSen Policy.
10. Corpora IV.E.4; Corpora Glossary definition of "subject".
11. Corpora I.A.
12. Corpora X.C.
13. Policy interpretation on Corpora II.E.3.
14. Policy interpretation on Corporate Policies VII.
15. Corpora V.A.1-3.
16. Corpora IV.G.7.
17. Corpora VII.K.3.
18. Policy interpretation on Corpora VII.A.
19. Corporate Policies X.C.4.
20. Corporate Policies X.C.2.
21. Corpora I.C.7.a.
22. Corpora IV.G.10 and X.C.4.
23. Society Sanctions Manual, Section 8.
24. Corpora I.C.5.a.
25. Policy interpretation on Corpora VII.A.
26. Corporate Policies VI.6.
27. SocSen Policy.
28. Corpora VII.J.1.
29. SocSen Policy.
30. Corpora VII.B.
31. Qtrly Mtg. 4-15-2000, VI Section E Policy Decisions 1, Society Financial Policy
32. Corporate Policies VIII.
33. Policy interpretation on Corpora VII.
34. Corpora VII.J.4.
35. Corpora VII.K.1.
36. Corpora VII.L.3.
37. Corpora VII.M.1.
38. Corpora II.E.1.
39. Corpora II.E.1.
40. Corporate Policies XVI.
41. Corporate Policies XIII.
42. Policy wording approved by BoD at July 2019 meeting.
43. By-Laws II.C.2.
44. Corporate Policies IV-VI.
45. Corporate Policies VI.2.
46. Corporate Policies VI.3-4.
47. Corporate Policies IV.C & D.
48. Corporate Policies VI>2.
49. Corporate Policies V.A. and Corpora IX.A.5.
50. Corpora IX.A.8.
51. Corpora IX.A.7.
52. Corporate Policies VI.6.
53. Corporate Policies VI.6.
54. Corporate Policies VI.
55. By-Laws III.B.
56. SocSen Policy.
57. Corpora II.C.
58. Policy interpretation on Corpora II.A.
59. Corpora II.A.
60. Corpora IV.A.1.
61. Corpora IV.A.3.
62. Corpora IV.A.2.
63. Policy interpretation on Corpora IV.A.2.
64. Corpora II.E.2.
65. Corpora II.E.2.
66. Policy interpretation on Corpora II.A.
67. Policy interpretation on Corporate Policies V.A.

68. Policy approved by BoD at July 2020 meeting.  
69. Policy interpretation on Corpora II.F.  
70. SocSen policy revised by BoD at April 2020 meeting.  
71. Policy enacted by BoD in April 2020.  
72. Corpora Introductory Statement, adopted by Board March 2021.  
73. SocSen policy upheld by BoD at October 2016 meeting; revision upheld at October 2020 meeting.  
74. SocSen policy.  
75. Policy interpretation on Corpora VII.B.  
76. Corpora I.B.  
77. Policy interpretation on Corpora I.A.  
78. Policy interpretation on Corpora VII.B.  
79. Corpora IV.F.3.  
80. Corpora IV.F.2.  
81. Corpora IV.F.2.  
82. Policy interpretation on Corpora VII.B.  
83. Corpora III.B.

84. Corpora III.B.2.  
85. Policy interpretation on Corpora III.D.1-4.  
86. Corpora III.D.  
87. Policy interpretation on Corpora III>B.  
88. Corpora III.C.7.  
89. Corpora III.D.4.  
90. Corpora III.C.6.  
91. Corpora III.C.6.  
92. Corpora III.C.6.  
93. Corpora III.C.6.  
94. Corpora III.D.4.  
95. Policy interpretation on Corpora III.C.4-5.  
96. Corpora III.D.1.  
97. Policy interpretation on Corpora III.B.  
98. Corpora III.B.4-5.  
99. Corpora III.B.4.  
100. Corpora III.B.4.  
101. Corpora III.C.3.  
102. Corpora III.C.3.  
103. Corpora III.E.4.  
104. Policy interpretation on Corpora III.E.