

# ADMINISTRATIVE POLICIES OF THE KINGDOM OF THE OUTLANDS

October 2002 AS XXXVII

## I. GENERAL

A. The Kingdom of the Outlands and its populace members will comply with all rules and standards set forth in the SCA's governing documents and the Laws of the Kingdom of the Outlands, and with all laws of the United States of America and the particular states and jurisdictions in which we operate. Individuals who violate these laws and rules, including those regarding alcohol or illegal substances, while in attendance at any SCA-sponsored activity will be reported to the appropriate authorities and will be subject to sanctions within the SCA.

B. Should any conflict arise between the policies herein and the Laws of the Kingdom of the Outlands, Kingdom Law takes precedence.

C. Any and all members of the populace are encouraged to recommend individuals for awards.

1. One need not be a member of an order to recommend someone else for that order. In fact, one need not have any awards at all to recommend someone for an award.

2. Letters of Recommendation should be mailed directly to the Crown.

3. In order to receive any award, Kingdom Law requires the recipient to be a paid member of the SCA.

## II. WAIVER POLICY

A. Any person attending any SCA event, or participating in fighting activities at a fighter practice, must either be a paid member of the SCA, with proof of membership (a blue card, the label from an Outlandish Herald [ensuring that the name and expiration date are legible] or a document generated by the Corporate Office indicating that the membership has been processed) or must sign a waiver. A copy of the approved waiver is included in this publication. Please copy this form and all other forms provided freely.

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

C. Waivers may be completed individually, or a roster waiver may be used. A roster-type waiver must include the full text of the waiver with absolutely no changes. In this case, there will be space for many signatures under the waiver text, which will be reduced in size. List the event name and date at the top, and use two columns for signing - printed name on the left, signature on the right. Only "mundane" names are to appear on the waiver. Waivers may re-typed as long as the wording is not changed in even the slightest way.

D. It is the responsibility of the local Seneschal, in cooperation with the local Knight Marshal, to ensure that the waiver policies are adhered to at all fighter practices and for the fighting at any event held within their group's area.

E. It is the responsibility of the local Seneschal to ensure that the waiver policies are adhered to at all events held within the group's area. These policies must be clearly communicated to anyone who will be working at the gate at any event.

F. It is the responsibility of the local Seneschal to ensure that all waivers from fighter practices and events are sent to the Kingdom Waiver Secretary within ten days following the activity.

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### III. NON-MEMBER SURCHARGE

- A. Effective January 1, 2003, the Board of Directors instituted a \$3.00 surcharge to the site fees of all non-members.
- B. Any person attending any SCA event must either provide proof of membership (a membership card, the label from an Outlandish Herald [ensuring that the name and expiration date are legible] or a document generated by the Corporate Office indicating that the membership has been processed) or must pay the surcharge.
- C. Events that are free do not incur the non-member surcharge.
- D. Neither the Kingdom nor local groups will pay the non-members surcharge for non-members attending events. To do so would be using SCA funds to benefit private individuals, which is a violation of policy.
- E. If there is a discounted fee for children, then there is no Non-Member Surcharge for the children who attend paying the discounted fee. If the child is not a member and there is not discount for children, then the Non-Member Surcharge does apply.

### IV. PARTICIPATION BY MINORS

Minors (persons under 18 years of age) 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 (see included form) completed and signed by his/her parent or legal guardian. A separate waiver is needed for each event the minor attends. This policy is in effect even if the minor is in attendance with his/her parent(s), and regardless of whether or not the minor is a paid SCA member. Roster waivers are not acceptable for use with minors. It is suggested that groups make copies of the minor waiver form on colored paper to easily distinguish them from adult waivers.
- B. Minor waivers need not be executed at fighter practices, unless the minor is participating in fighting activities. "Fighting activities" include armored combat ("heavy weapons"), fencing, combat archery, or marshaling. In this case, parents should be carefully apprised of what is going on. Parents will witness the activity, discuss it with a witnessing marshal, and execute a Parent's Consent for SCA Combat-Related Activities (that is, a minor waiver). Witnessing marshals must be explicitly authorized to perform this function by the Kingdom Earl Marshal. Authorization for combat for minors in any of the forms listed above can be performed only by the Kingdom Earl Marshal, the Marshal of Fence, or their representatives as designated in writing.
- C. Any adult who is not a minor's parent or legal guardian taking that minor to an event which will involve an overnight stay, or which will cross state lines, or which is sufficiently distant that the parent would not be able to meet that adult at the hospital in the event of an emergency, must obtain a form designating them as the minor's temporary legal guardian for the duration of the event. This form must be signed by the minor's parent(s) or legal guardian, and must be notarized. A suitable form is included with this document
- D. Minors may not attend events unless accompanied by a responsible adult - a parent, legal guardian, or a temporary legal guardian appointed as described above.
- E. Any minor involved in SCA combat-related activities at an event MUST have a parent or legal guardian present at the event, or be in possession of a properly-executed Statement of Guardianship which designates that person as able to authorize medical treatment for that minor in case of any emergency.
- F. No minor may consume alcohol or use illegal substances at any SCA event or practice. No adult may offer alcohol or illegal substances to a minor at any event or practice. Anyone found violating

these laws will be ejected from the site, and may be subject to other action.

G. It is the responsibility of the local Seneschal, in cooperation with the local Knight Marshal, to ensure that the minor policies are adhered to at all fighter practices and for the fighting at any event held within their group's area.

H. It is the responsibility of the local Seneschal to ensure that the minor policies are adhered to at all events held within the group's area. These policies must be clearly communicated to anyone who will be working at the gate at any event.

I. It is the responsibility of the local Seneschal to ensure that all minor waivers from fighter practices and events are sent to the Kingdom Waiver Secretary within ten days following the activity.

## **V. AUTHORIZATION FOR COMBAT-RELATED ACTIVITIES AND NON-COMBATANTS**

A. All participants in SCA combat activities ("heavy weapons" combat, fencing, combat archery, and marshaling,) must be authorized in accordance with the policies established by the SCA, Inc. and the Earl Marshal's office. Authorized persons are issued an authorization card ("green card"), which must be presented upon the request of a lists officer or marshal. Note that Outlands Kingdom Law requires SCA membership for authorization.

B. Other participants in tournament activities - lists officers, field heralds, waterbearers, and churgeons - need not be formally authorized to participate in these activities. They must, however, be SCA members with a valid "blue card", or they must sign a waiver. Churgeons and waterbearers fall within the Chirurgeonate and are also subject to the direction of the marshals on the field and are required to follow their directives regarding activities on the field.

C. Non-combatant participants in Wars - field heralds and churgeons - are required to be authorized for this activity. Authorization cards will be issued through the Earl Marshal's office. In order to qualify for such authorization, an individual must undergo a brief training session by an authorizing marshal or by an authorized churgeon, as appropriate. Waterbearers are not required to be authorized for participation at wars.

## **VI. SCHEDULING OF EVENTS**

A. All event autocrats must be paid members in good standing of the SCA. All events must be sponsored by an official group.

1. Incipient groups wishing to hold an event must be sponsored by an official group.
2. Households wishing to host an event must be sponsored by an official SCA group in order for the event to be an SCA-sanctioned event.

B. An Event Registration form is included with this document

1. This form must be completed and signed by the local Seneschal and a second officer. In a Barony, the second signature must be that of the Baron or Baroness.
2. This form is necessary for all events which are to be listed on the Official Kingdom Calendar and/or be advertised in the *Outlandish Herald*.
3. Copies should be retained for the group's Seneschal, the Autocrat, and the Baron/ess if within the jurisdiction of a barony. .
4. One copy of the completed form is to be sent directly to the Deputy Kingdom Seneschal in charge of the Calendar at least three months prior to the date of the event, when possible. Autocrats will receive acknowledgment from the Deputy Seneschal that your form has been received. Copies ARE NOT to be sent to the Kingdom Seneschal.

5. One copy is to be sent to the Kingdom Chronicler along with the event announcement which is to be published in the *Outlandish Herald*. See "Policies of the Kingdom Chronicler" for more information about event announcements.

C. The second full weekend of each month is reserved for Kingdom Events.

1. No other events may appear in the *Outlandish Herald* on Kingdom Weekends, unless that weekend remains unscheduled by the kingdom. Contact the Deputy Kingdom Seneschal in charge of the calendar for availability.

2. A Kingdom Event Bid Form is included with this document. This form is to be completed *instead of* the Event Registration form for Kingdom Event bids, and must be signed and copies kept as explained in B.1. and B.3. above.

a. Bids for Crown Tournaments, Coronations, Arts & Sciences Events, StagsCon or other proposed Kingdom events (such as Queen's Prize Tournament) are to be submitted to the Kingdom Event Coordinator (a deputy to the Kingdom Seneschal)

b. Bids for Kingdom Arts and Sciences Events should also be sent to the Kingdom Arts and Sciences officer.

3. The deadline for receiving bids for Crown Tournaments and Coronations is the 15th of the month, six months before the event date: (The deadline may be extended by the Kingdom Seneschal)

March Crown bids are due September 15  
 May Coronation bids are due November 15  
 September Crown bids are due March 15  
 October Arts & Sciences bids are due April 15  
 November Coronation bids are due May 15  
 Etc.

4. Ideally, Crown Tournaments and Coronations will alternate between the Northern and Southern portions of the Kingdom, the division line being defined as Raton Pass. The desired schedule, which is designed to take advantage of the usual weather conditions in the different parts of the Realm, is as follows:

March Crown - South  
 May Coronation - North  
 September Crown - North  
 November Coronation - South

D. There is a planning calendar maintained on the Outlands Webpage. This is NOT an Official calendar, but does list those events which have been designated by the Seneschal's office as official, as well as potential events. It is a planning tool to aid groups in planning their events to avoid conflict.

1. Listing on the webpage planning calendar does NOT replace sending an event form, which is necessary to have an event listed on the Official Calendar.

2. To list an event on the webpage planning calendar, send as much information as you have concerning the event (name of event, date, sponsoring group, and, if available, the name and telephone number of the autocrat) to the Kingdom Deputy Webminister for the Electronic Calendar.

## VII. POLICIES APPLYING TO OFFICERS

A. All Lesser Kingdom Officers or Deputies to Kingdom Officers report to the Kingdom Superior as required by that Officer or at least quarterly.

- B. All local officers must provide a copy of their written reports to their local Seneschal, who must retain them in the Seneschal's files.
- C. All local officers must retain a copy of their reports for the files of their own office.
- D. Local Marshals of Fence, Captains of Archers, Equestrian Marshals, and Ministers of the Lists must also give a copy of their reports to the local Knight Marshal, who must retain these in the files of their office.
- E. The local Treasurer must provide a copy of the bank statement(s) for the group's bank account(s) to the local Seneschal each month. The Kingdom Chancellor of the Exchequer must provide copies of the bank statement(s) for the Kingdom's account(s) to the Kingdom Seneschal monthly.
- F. Local officers will be considered "acting" until they have successfully filed three reports within a four-month period, unless otherwise specified below. The officer will then be warranted for a two-year term, dating from the month they took office.
- G. Omission of three consecutive monthly reports, or one quarterly report, will be considered grounds for possible suspension or removal from office.
- H. Domesday reports are due by the 15th of January each year or as specified by the appropriate Kingdom superior. This report should summarize the office's activity for the preceding year. Consult the appropriate Kingdom superior for detailed instructions on completing this report.
- I. All officers at all levels must recruit and train an "emergency" (sometimes called a "drop dead") deputy who can assume the duties of the office in the event of an emergency.
- J. It is expected that all officers will attend their local group's business meeting each month unless an emergency prevents attendance. In the event an officer will miss a meeting, that officer should be sure to get a copy of their written report to the local Seneschal in advance of the meeting so that the report may be communicated to the other officers and to the populace.
- K. The Seneschal is in charge of running group business meetings. In the event the Seneschal must miss a meeting, his or her deputy should be notified, and that individual should then run the meeting.
- L. Local Chroniclers will provide complimentary copies of their newsletters to the Crown, the Kingdom Chronicler, the Kingdom Seneschal, and the Calendar Deputy.
- M. Change of officers should follow this procedure:
1. The current officer writes to the Kingdom Officer indicating his/her desire to step down from office and designating another person to take the position.
  2. The designated successor writes to Kingdom Officer indicating a willingness and desire to hold that office, including in that letter a short introduction, age of the person, a brief history of the person's experience in the SCA, the skills the person has to fulfill the obligations of the office, and a copy of the membership card.
  3. A letter from the local seneschal should accompany, or follow separately, the successor's letter indicating a willingness of the group to accept this person in the office. In the case of a Barony, the approval of the Baron/ess should also be included.
  4. If there is any concern about the designated successor, the Kingdom Officer will contact the officer willing to step down and the local seneschal.
  5. The Kingdom Officer may verify Baronial approval and should there be disagreement, will work with the Baron/ess, local seneschal, and local officer to resolve the situation.

6. In either of the case of #4 or #5, the Kingdom Officer will notify the Kingdom Seneschal of the difficulty.
7. Within a short period of time, the Kingdom Officer will contact the local officer with a welcome and any specific requirements of the office.
8. Remember that the local appointment is made by the Kingdom Officer.

## **VIII POLICIES OF THE KINGDOM SENESCHAL**

- A. Local Seneschals are required to report in writing once each month to the Kingdom Seneschal. These reports are due no later than the 10th of the month following that which the report covers (that is, reports for the month of May are due in the Kingdom Seneschal's hands no later than June 10).
- B. E-mailed reports are preferred, but written reports are acceptable.
- C. Local Seneschals will be considered "acting" until they have successfully filed three reports within a four-month period. The officer will then be warranted for a two-year term, dating from the month they took office.
- D. Omission of three consecutive reports will be considered grounds for possible suspension or removal from office.
- E. The Kingdom Seneschal shall report monthly to the local Seneschals, the Kingdom Officers and Ruling Nobles of the Kingdom. These reports will be mailed no later than the fifth of each month.
- F. The Seneschal's Handbook is available from the Kingdom Seneschal or on the Outlands Webpage.)

## **G. POLICIES OF THE KINGDOM HOSPITALLER**

1. This officer is a clearinghouse of information for local groups, and specifically Hospitallers, to use in welcoming new members to the Society.
  - a. Reporting: formal reports are required at least quarterly.
2. Should a group not have a designated local Hospitaller, its Seneschal will assume that responsibility.
3. Each local Hospitaller should send a copy of their new member packets, brochures, PR pieces, and any other applicable information to the Kingdom Hospitaller for approval.
4. The Kingdom Hospitaller will report to the local groups at least quarterly to share information and ideas.

## **IX. POLICIES OF THE WHITE STAG PRINCIPAL HERALD**

- A. **REPORTING:** Local Heralds must file reports at least quarterly. Monthly reporting is preferred. If there is no activity in the office, a simple postcard stating such is acceptable. Mailing of reports is strongly encouraged, but emailed reports are acceptable.
- B. Domesday reports should include an inventory of the heraldic files, research materials, and regalia that are the property of the local group.
- C. Court reports list all awards given in a Kingdom or Baronial Court. The Court Herald in charge must file such a report within three weeks after the Court in question was held. This

report is to be filed with the Wimble Herald, and copied to the kingdom Scribe, whose addresses are listed on the Officers' page of the *Outlandish Herald*. A copy of this report should be retained in the Herald's files.

D. The Outlands Herald's Handbook is available from the White Stag Principal Herald.

E. Submission fees are \$10.00 for each item. An item is defined as a name, a device, or a badge. The submitter should pay this fee to the local group. Local groups may charge an additional dollar if they wish, to offset local costs. Regardless, \$10.00 will be forwarded to Kingdom. Submitters should also pay with a check or money order to establish a paper trail. Local heralds should not accept cash for submissions. The local Treasurer, in turn, should then write a check from the local group's account made payable to "SCA - Outlands" for the submission fees due to the Kingdom.

F. When submitting a name, the White Stag Principal Herald (or Rampart Herald, if that office is handling submissions) must receive two (2) copies of the name submission form and of all documentation. When submitting a device or badge, White Stag (or Rampart) must receive two colored-in copies and one line drawing (not a black-and-white copy of the colored-in drawing). In addition, the local herald should keep one colored-in copy and one line drawing of each device or badge submission and one copy of each name form and all documentation. The submitter, too, should keep a copy of everything for him/herself. Documentation should be attached with a paper clip and not staples. Armory forms should be colored in using a standard set of Crayola brand markers. Submissions have been returned in the past for being the wrong shade of a particular color due to problems with color printouts, colored pencils, crayons, etc.

G. Computer-generated forms are acceptable provided they accurately recreate the current form standards and size.

H. All heraldic submissions MUST go through the herald of the submitter's local group (including submissions designed at consultation tables) unless the submitter is explicitly asked to do otherwise. Submissions should NOT be sent to White Stag directly by a submitter. The herald who actually assisted the submitter in designing a device or documenting a name may sign the forms as "consulting herald".

## **I. POLICIES OF THE KINGDOM SCRIBE**

1. The Scribe keeps a roster of active scribes and is in charge of scroll assignments for awards to be given by the Crown. This roster is strictly unofficial, but serves as a means of getting in touch with scribes around the Kingdom. Contact the Kingdom Scribe to be added to the list of active scribes.
2. The Scribe, in conjunction with the White Stag Principal Herald, is responsible for creating standard scroll texts, and for approving variant scroll text. Any scribe who wishes to use a scroll text other than the standard text must contact the Kingdom Scribe for approval before beginning work.
3. All scribes must maintain strict confidentiality concerning their scroll assignments. Failure to maintain confidentiality on the part of a Baronial Scribe (a Baronial office) may be considered grounds for removal from office. Failure to maintain confidentiality on the part of any scribe will result in that scribe not receiving more scroll assignments.
4. A scroll is any certificate confirming an award within the Outlands regardless of its form or construction. Although the Kingdom Scribe's Office will make every effort to ensure that a scroll is presented with every kingdom award, it must be understood that no award recipient has an explicit right to a custom made piece of original artwork.

## X. POLICIES OF THE KINGDOM CHRONICLER

A. Follow the Society of Creative Anachronism, Inc. Publication Policies for both Printed Material and Electronic Material (i.e. web pages, electronic newsletters, etc.)

B. Event announcements sent to the Kingdom Chronicler for publication in the *Outlandish Herald* must be:

1. Accompanied by a completed Event Registration form
2. Checked for completeness and accuracy by the Seneschal of the sponsoring group
3. Not written in a way that presents the Society in a bad light
4. Complete. The Kingdom Chronicler WILL NOT write your article. General outlines or incomplete articles will not be published.
5. All event articles are allowed three (3) showings in the *Outlandish Herald*, one (1) of which MUST be the month of the event (i.e. A March event MUST run in the March OH). The other two publication months are typically the two months preceding the event. An autocrat may request publication more than two months in advance, but that publication will count against the two (2) publication limit.
6. Additional printings may be purchased at the current advertising rates.
7. Kingdom Events (Crown, Coronation, A&S Competition/Collegium, and others as designated by the Crown) receive one (1) page in the publications prior to the event, and two (2) pages the month of the event. Non-Kingdom Events receive one-half (½) page in the publications prior to the event and one (1) page the month of the event.
8. Additional space may be purchased for any publication month at the current advertising rates. Current advertising rates are listed in the front of the *Outlandish Herald*.

C. A complete Event Announcement for publication must include:

1. Name of the event
2. Date of the event (day, month and Common Era year)
3. Times of the event - when the site opens and closes
4. Name of the sponsoring group
5. Mundane location of the site (site name, city, state, zip), and WRITTEN directions. Maps are optional.
6. Autocrat information: both SCA and legal names, address, and telephone number. 'Contact Information' is defined as: SCA Name, Mundane Name, address, phone number with area code, and an E-mail address if one is available. Contact Information' for other coordinators as mentioned above is defined as: SCA Name, Mundane Name, phone number with area code, and an E-mail address if one is available.
7. A concise schedule of fees, and the statement "checks payable to 'SCA - group'".
8. Alcohol Status (Wet, dry, discreetly wet, etc.)

D. The local Chronicler's monthly report is his/her newsletter. A brief quarterly report of the state of the office is also required.

## **XII. POLICIES OF THE KINGDOM EXCHEQUER**

A. Reports from local Treasurers are required on a quarterly basis. Due dates are April 30, July 31, October 31 and January 31. Any extension must be requested by the local seneschal in writing. The form for reporting is found in the SCA Treasurer's Handbook, which is available from the SCA Stock Clerk. Forms and due dates for the annual Domesday report will be forwarded to all local Treasurers as soon as they are received by the Kingdom Exchequer from the Society Treasurer.

B. The quarterly report and Domesday report, or a summary thereof, shall be published in each group's newsletter.

C. Post-event financial reports are to be forwarded to the Kingdom Exchequer along with the quarterly report. Copies should also be given to the local Seneschal. Kingdom Events are an exception to this policy. In the case of a Kingdom event, the post-event financial report is due within ten (10) days of completion, with a copy to the Kingdom Seneschal as well as the local Seneschal.

D. All monies collected in the name of the SCA must be counted and detailed as to the exact count of each denomination and check amount and totaled by at least two members of the SCA, their name and signature being verification of performing said duty and deposited in a bank account in a timely manner.

E. The SCA will not cash personal checks. We are not a lending/bank institution.

F. The name of each group's bank account should be "Society for Creative Anachronism, Inc. - (group name)". The SCA's tax ID number, which must be the number used on the account, is 94-1698556.

G. All SCA bank accounts must require two signatures for withdrawal. The local Treasurer, local Seneschal, and Kingdom Exchequer are required to be signers on the account. Others can be designated by the group. No two signers may share the same address. No signers may be Royalty (King, Queen, Prince, or Princess). Unless written permission in the form of a variance is given by the Kingdom Exchequer, a local Seneschal cannot also be the group's Treasurer.

H. Local treasurers must be paid members of the SCA with copies of their membership card and driver's license on file with the Kingdom Exchequer. They must also be of legal adult age.

### **I. POLICIES OF THE KINGDOM CHAMBERLAIN**

1. The Chamberlain has responsibility for the maintenance of all regalia belonging to the Kingdom.
2. "Regalia" includes any items specifically commissioned by the Crown for their use, any items of general usefulness to anyone sitting as Crown, or any items bearing the Royal Arms.
3. Other items received by the Crown as gifts are interpreted as gifts to them personally. This would include gifts of food or drink, clothing, jewelry, or any items bearing stags (excluding Coronets, Signet Rings, other items commissioned for the Regalia or items bearing the Royal Arms).

## **XIII. POLICIES OF THE KINGDOM MINISTER OF ARTS & SCIENCES**

A. Reports from local Arts and Sciences officers are required monthly. These reports are due on the 10th of each month. Very small shires with low activity levels may report bimonthly or quarterly by special arrangement with the Kingdom Minister of Arts & Sciences on a case-by-case basis.

B. Bids for Kingdom Arts and Sciences events (Competitions, and Collegia), should be copied to the Minister of Arts & Sciences.

C. Rules and guidelines for Kingdom Arts and Sciences Competitions are available from the Kingdom Minister of Arts & Sciences.

#### XIV. POLICIES OF THE KINGDOM EARL MARSHAL

A. Local Knight Marshals are to report to the Kingdom Earl Marshal or at least quarterly. If a serious injury occurs at an event or practice, however, a report must be filed within one week.

B. Rules for armored combat in the Outlands are available from the Kingdom Earl Marshal or on the Outlands Webpage.

C. Minors are eligible to be authorized for armored combat when they reach sixteen (16) years of age.

D. Combat archery is under the supervision of the Earl Marshal. Rules applying to combat archery are found in the Outlands rules for armored combat.

#### E. POLICIES OF THE ARCHER GENERAL

1. The Archer General's office controls Target Archery. Combat Archery falls under the direct control of the Kingdom Earl Marshal.

2. The Archer General warrants Marshals of the Field.

3. Local Archery officers are referred to as Captains of Archers. These individuals should be authorized Marshals of the Field. If a Captain is not so authorized, appointment to office will be provisional until Marshal training and authorization are completed.

4. Captains of Archers are required to report to the Archer General every month during the IKAC season, and in any other month in which archery activities took place in the group. In the inactive winter months, officers are asked to keep in touch via postcards, if nothing else. Annual Domesday reports are due by December 1 of each year. Copies of these reports should go to the local Knight Marshal.

5. Archer rankings are earned by shooting Royal Rounds, and their ranks are identified by the color of their archer's tassel:

- a. Novice - white tassel
- b. Bowman - black tassel
- c. Yeoman - blue tassel
- d. Forester - red tassel
- e. Bowmaster - gold tassel
- f. Grand Bowmaster - green and gold tassel

6. Binding knots identify distinctions among classes of archery:

- a. White knot: children's class
- b. Blue knot: open class (modern equipment)
- c. Gold knot: period class (more period equipment)

7. The Outlands Target Archery handbook is available from the Archer General and on the Outlands Webpage.

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## **F. POLICIES OF THE MARSHAL OF FENCE**

1. Local Rapier Marshals shall report at least monthly to the Kingdom Marshal of Fence. Copies of this report should go to the local Knight Marshal.
2. Minors are eligible to be authorized in rapier combat when they reach fourteen (14) years of age. Minors must be authorized by the Kingdom Marshal of Fence or a representative as designated in writing.
3. The rules for rapier combat in the Outlands are available from the Marshal of Fence.

## **G. POLICIES OF THE EQUESTRIAN MARSHAL**

1. Warranted Equestrian marshals must report as specified by the Kingdom Equestrian Marshal or at least bi-monthly.
2. Any "official" practice, SCA sponsored and published as such in any form must have a warranted marshal in attendance at all times AND must have Equestrian insurance in force. Contact the Kingdom Equestrian Marshal for more information.
3. If a group is planning to host an event, demo, parade, etc. with equestrian activities, the group must first contact the Kingdom Equestrian Marshal who will coordinate with a local Equestrian Marshal to order insurance and coordinate activities with the local seneschal and autocrat. The Kingdom Equestrian Marshal must be contacted in any case. During the event, a warranted Equestrian Marshal must be present at all time and additional Equestrian Insurance from the SCA must be in force.
4. If InterKingdom Equestrian Competitions (IKEQC) are held, they must be in accordance with the IKEQC rules which are available from the Kingdom Equestrian Marshal.
5. Kingdom and Society Equestrian Marshal Regulations are available from the Kingdom Equestrian Marshal.

## **H. POLICIES OF THE KINGDOM MINISTER OF THE LISTS**

1. Local Ministers of the Lists shall report monthly to the Kingdom Minister of the Lists. Reports should include results of any tournaments, with verification that memberships and fighting authorizations were duly checked.
2. Anyone who intends to enter any tournament must be prepared with their SCA membership card and their fighting authorization card. These are to be presented to the Lists officer in charge at every tournament. If the fighter's SCA membership card is not a blue card, then that fighter must also sign a waiver in order to participate in the tournament.
3. The Kingdom List Officer's handbook is available from the Kingdom Minister of the Lists.

## **XV. POLICIES OF THE KINGDOM CHIRURGEON**

A. The Chirurgeons' Guild is the name of the first aid organization in the Kingdom of the Outlands. An active member of the Chirurgeons' Guild is known as a Chirurgeon. Active members of the guild are those individuals who meet all requirements of membership, possess all required knowledge, perform all duties, and for whom there is a signed, valid warrant.

B. The purposes of the Outlands Chirurgeons' Guild include:

1. Providing first aid at events held in the Outlands or at which a large number of the

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populace are in attendance (wars).

2. Facilitating the training of apprentices in the application of modern first aid in the setting of the SCA.
3. Assisting the marshallate to ensure a safe environment for fighting by advising marshals of injuries caused by or related to fighting.
4. Promoting safety among the populace at large.

C. Membership in the guild is established by the granting of a warrant as a chirurgeon at large or by being accepted an apprentice of the guild. The following are the minimum requirements for membership in the guild:

1. Current first aid or higher certification
2. Current cardiopulmonary resuscitation certification
3. Current SCA membership
4. Legal age of majority as determined by the Chirurgeons' state of legal residence
5. Successful completion of an observation period

D. Non-combatant's authorization cards for chirurgeons will be issued by an authorizing marshal upon presentation of proof that an individual is a chirurgeon. Authorization cards are only necessary when chirurgeons have a bona fide need to be in an active combat environment (that is, war scenarios).

1. Each chirurgeon must be familiar with mundane standards, regulations, responsibilities and liabilities of providing first aid in their state of residence.
2. Each chirurgeon should also be aware of the same considerations when providing care in an area located outside their state of residence.
3. Each chirurgeon shall be familiar with the information contained in the Chirurgeon's Handbook, Society for Creative Anachronism, Inc. (available from the SCA Stock Clerk) and the Outlands Chirurgeon's Handbook (available from the Kingdom Chirurgeon).
4. Each chirurgeon shall have a working knowledge of Kingdom Law and Society rules and regulations concerning arms, armor and combat.
5. Each chirurgeon shall be familiar with current mundane first aid and cardiopulmonary resuscitation practices and how to apply them in the SCA setting.

E. Reporting: Chirurgeons are required to report to the Kingdom Chirurgeon after each event where the individual performs in the capacity of a chirurgeon and no less than quarterly.

F. Removal: A chirurgeon can have his/her warrant permanently suspended for the following reasons:

1. Failure to offer reasonable first aid practices judged against the mundane qualifications of the chirurgeon
2. Inability to or refusal to cooperate with other guild members, the Crown, marshallate, and/or autocrats

3. Failure to fulfill the “duties of a chirurgeon”
4. Removal of a warrant will be done according to the guidelines provided in the SCA Handbook for the Chirurgeons’ Guild.

## **G. POLICIES OF THE KINGDOM WATERBEARER**

1. The Kingdom Waterbearer shall:
  - a. Provide waterbearer support in a safe and effective manner at events held in the Outlands or at which a large number of the populace are in attendance (wars).
  - b. Maintain the Kingdom records for the guild
  - c. Establish training requirements for waterbearers
  - d. Appoint sufficient waterbearer coordinators in each geographic area to support the needs of the populace
  - e. Report monthly to the Kingdom Chirurgeon and quarterly to the Corporate Water Bearers Coordinator.
2. Waterbearer coordinators are responsible for training and coordinating waterbearers at events. Waterbearers serving on the field must be at least 16 years of age. Waterbearers under the age of 16 may serve in a support status off the field.

## **XVI. DESCRIPTIONS OF THE ORDERS AND AWARDS OF THE KINGDOM OF THE OUTLANDS**

### **A. Orders which carry a Grant of Arms**

1. The Order of the Stag is given for outstanding service to the Kingdom of the Outlands. Recipients are styled “Companions of the Stag”, and are entitled to place the initials “OSO” after their names.
2. The Order of the Flower is given for outstanding achievements in the arts and sciences. Recipients are styled “Flower of the Outlands”, and are entitled to place the initials “OFO” after their names.
3. The Order of the Iron Hart is given for outstanding achievements in traditional SCA combat. Recipients are styled “Thegns of the Iron Hart” and are entitled to place the initials “TIH” after their names.
4. The Order of the White Scarf is given for outstanding achievements in the art of period rapier combat. Recipients are styled “Defenders of the White Scarf”, are titled “Don” or “Doña”, and are entitled to place the initials “DWS” after their names.
5. The Order of Sharparrow is given for outstanding achievements in the art of period archery skills. Recipients are styled as “Archers of the Iron Rain: and are entitled to place the initials “AIR” after their names.

### **B. Orders which carry an Award of Arms**

1. The Order of the Stag’s Heart is given for excellence in service to the Outlands. Recipients are styled “Companions of the Stag’s Heart”, and are entitled to place the initials “CSH” after their names.
2. The Order of the Argent Hart is given for excellence in the arts and sciences. Recipients are styled “Companions of the Argent Hart”, and are entitled to place the initials “CAH” after their names.

3. The Order of the Stag's Blood is given for excellence in the art of traditional SCA combat. Recipients are styled "Defenders of the Stag's Blood", and are entitled to place the initials "DSB" after their names.
4. The Order of the Silver Tyne is given for excellence in the art of period rapier combat. Recipients are styled "Defenders of the Silver Tyne", and are entitled to place the initials "DST" after their names.
5. The Order of the Golden Pheon is given for excellence in archery. Recipients are styled "Companions of the Golden Pheon", and are entitled to place the initials "CGP" after their names.
6. The Order of the Silver Stirrup is given for excellence in the Equestrian Arts. Recipients are styled "Companions of the Silver Stirrup", and are entitle to place CSSO after their names.
7. The Order of the Trefoil is given for marshal achievement, arts and sciences, and/or service to members of a shire or canton or college. Recipients are styled "Companions of the Trefoil", and are entitled to place "CTO" after their names.

### C. Non-precedential awards

1. The Walker of the Way of the Outlands is given by the Crown to individuals whose behavior shows the highest ideals and values of the Current Middle Ages. It can be bestowed on only one person in each reign. Holders are entitled to place the initials "CWW" after their names.
2. The Order of the Queen's Grace is bestowed by the Queen on persons whose conduct best exemplifies the ideals of courtliness and gentility. Holders are styled "Companions of the Queen's Grace", and are entitled to place the initials "CQG" after their names.
3. The Order of the Legion of Gallantry may be given by the Crown to those individuals who exemplify the ideals of gallantry and courtesy. Recipients are styled "Companions of the Legion of Gallantry", and are entitled to place the initials "CLG" after their names.
4. The Promise of the Outlands is bestowed by the Crown on persons aged 16 years or younger who show great promise. Recipients are entitled to place the initials "CPO" after their names.
5. The Company of the Venerable Guard consists of fighters who have served the martial interests of the Society for fifteen years or more. Those inducted into the Guard are styled "Companions of the Venerable Guard" and are entitled to place the initials "CVG" after their names.
6. The Queen's Cypher is bestowed by the Queen on persons whose work has been of great personal service to her during her reign. Recipients are styled "Bearers of the Queen's Cypher" and are entitled to place the initials "BQC" after their names.
7. The Cordon Royal is bestowed by the King on persons whose work has been of great personal service to him during his reign. Recipients are styled "Bearers of the Cordon Royal" and are entitled to place the initials "BCR" after their names.
8. The Company of the Knights Pensioner consists of fighters who have served the martial interests of the Society for 30 years or more. Recipients of this award shall be styled depending upon their precedence, for example, if they are knights, they will be known as Knight Pensioners of the Venerable Guard. If they are armigerous, they will be known as Lord/Lady Pensioners of the Venerable Guard. They shall be entitled to place the initials P.V.G. after their names.