

**ADMINISTRATIVE  
POLICIES OF THE  
KINGDOM OF THE OUTLANDS**



24 Nov 2011

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## **I. GENERAL**

- A. The Kingdom of the Outlands and its populace members will comply with all laws of the United States of America and the particular states and jurisdictions in which we operate and with all rules and standards set forth in the SCA's governing documents and the Laws of the Kingdom of the Outlands. 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.

## **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 or must sign a waiver. A copy of the approved waiver is included in this publication. All waivers for minors must be signed by the minor's parent or legal guardian.
- B. 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 legal names are to appear on the waiver. Waivers may re-typed as long as the wording is not changed in even the slightest way.
- C. At any event where there are equestrian activities taking place, a state specific "Waiver and Informed Consent to Participate in S.C.A. Inc. Equestrian Activities" must be signed by all those attending the event regardless if they directly participate in the equestrian activities.
- D. It is the responsibility of the local Seneschal, in cooperation with the local 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. All signed minor waivers are to be collected and given to the local Seneschal.
- 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.

### **III. NON-MEMBER SURCHARGE**

- A. The Board of Directors instituted a \$5.00 surcharge to the site fees of all non-members.
- B. Any person attending any SCA event must either provide proof of membership 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 in the Outlands are persons under 18 years of age residing in Texas, New Mexico, Colorado and Wyoming and under 19 years of age residing in Nebraska. Minors are welcome to participate in the activities of the SCA, subject to the following rules:

- A. Minors Waivers and Medical Authorizations -- Any minor attending an SCA event must have either a current blue membership card OR a "Minor's Consent to Participate and Hold Harmless Agreement" form (aka Minor's Waiver form) completed and signed by his/her parent or legal guardian. 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. The SCA recommends Parents and Legal Guardians have with them at events the notarized "Medical Authorization for Minors" form for each of their children, authorizing other adults as their agents to consent to medical treatment for their minors.
- B. Temporary Guardians Policy (for Minors Attending Events without Parent or Legal Guardian) and required forms -- Minors may not attend events unless accompanied by a responsible adult - a parent, legal guardian, or a temporary guardian. Minors must be checked in at the gate by an adult, either their parents, legal guardians (with copies of their court documents) or a "Temporary Guardian." Adults, who bring minors to Outlands events for whom they are not the Parent or Legal Guardian (as appointed by a court), are considered to be Temporary Guardians.

Temporary Guardians must bring for each minor, each of the following forms:

- 1) A notarized "Child Guardian Consent Form" which designates the adult as the minor's temporary legal guardian for the duration of the event.

- 2) A notarized “Medical Authorization for Minors” form which gives the Temporary Guardian the right to determine and authorize specified necessary medical attention
- 3) A “Minor’s Consent to Participate and Hold Harmless Agreement” (aka Minor’s Waiver) form or a current SCA blue membership card for said minor.
- 4) If the SCA event will also have equestrian activities or horses present, the Temporary Guardian must also bring the “Waiver and Informed Consent to Participate in S.C.A. Inc. Equestrian Activities” form (using the state specific form for the state in which the event will take place) signed by the minor’s parent or legal guardian -- (Where the waiver says “Legal name”, write “<parent’s name> as parent/legal guardian on behalf of <minor’s name>”, and then have the parent sign.)

All of these forms must be signed by the youth’s parents or legal guardians in advance and their signatures on two of these forms must be notarized. The Minor’s Waiver and, if needed, the Equestrian Waiver will be kept at the gate and the Temporary Guardian will keep the other forms.

- C. Parental and Guardian Responsibilities -- Parents, Legal Guardians and Temporary Guardians (as designated on “Child Guardian Consent” forms) are responsible for minors brought to an event or other SCA function. Parents and guardians who bring minors to an event must ensure their children’s activities are compliant with SCA Governing Documents, Laws, Policies and site rules. Parents and guardians should be aware of their children’s locations and activities at all times while attending SCA functions. Parents must not expect other adults to supervise or control minors who are wandering unaccompanied at events. Children below the age of 5 should not be left unsupervised by the parent/legal guardian/temporary guardian at SCA functions, even at planned children’s activities. Children 12 years old and younger are not considered suitable babysitters for younger children.
- D. Minors and Alcohol -- No minor may consume alcohol at any SCA event or practice. No adult may offer alcohol to anyone under the legal drinking age for that state at any event or practice. Anyone found violating these laws will be ejected from the site, and may be subject to other action.
- E. “Two Deep Rule” -- For all organized SCA activities for minors (known in the SCA as Youth Activities), a minimum of two adults, unrelated to one another by blood, marriage, or relationship, must be present at all times. This policy does not relieve parents or guardians of their primary responsibility for the welfare and behavior of their children. Individuals in charge of events are required to enforce this policy. If an activity begins with compliance, but the number of unrelated adults present drops below two, the activity will cease at once and not resume until compliance is re-established. Persons in charge of events are required to report to their branch superior when non-compliance has been discovered. Individuals who knowingly violate this policy will be

banned from representing the SCA as an officer. All Youth Activities must be supervised, taught, or led by a person with a current SCA Background Check.

- F. Injured Minors – If a minor is injured at an event, emergency first aid should be provided and emergency services called if needed, the parent/guardian will be located immediately, and general first aid provided with their consent. If the site kept a copy of the “Medical Authorization for Minors” form that should be pulled (in case the guardian cannot find their copy). The incident must be reported to the Kingdom Seneschal’s office with a copy of the “Minor's Consent to Participate and Hold Harmless Agreement” form.
- G. Crimes Against Minors -- When crimes involving minors are made apparent, either by the minor presenting themselves for assistance or being found incapacitated in some way, the event staff should effect aid via on-site professional medical staff or summoning the same, and locate the parent/guardian. If a minor appears to have been the victim of a crime, the local legal authorities must be notified. The incident must be reported to the Kingdom Seneschal’s office with a copy of the “Minor's Consent to Participate and Hold Harmless Agreement” form.
- H. Demos and Fight-A-Knight -- Demos -- Whenever a demo is done with children present, a minimum of two unrelated adults must also be in attendance at that demo. "Children" refers to anyone under the age of legal majority. Fight-A-Knight -- “With specific safety restrictions, supervised children age 12 and under may hit an armored SCA fighter with youth foam swords 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. The armored fighter may not swing a youth foam sword at the child, but can only use a shield or a youth foam sword to block the child's shot.

## V. EVENTS

### A. Event Definition

- 1. An event is defined in Corpora II.A: The term "Society event" refers to tournaments, feasts, and other activities whereby participants can display the result of their research into the culture and technology of the period in an environment which evokes the atmosphere of the pre-17th century European Middle Ages and Renaissance. It also refers to educational activities involving either one-time classes or ongoing Society university organizations, and meetings where participants share skills or discuss the business of the group. All Society events must be sponsored by branches of the Society, registered with the Seneschal of the sponsoring branch, publicized at least to the members of that branch, and conducted according to Society rules.
- 2. All event stewards must be paid members in good standing of the SCA at the time the event occurs.

3. Incipient group events must be sponsored by an official group.
4. Formal actions and announcements with long-term impact on the Society to include the presentation of awards in Royal or Baronial Court may occur only at Society events for which an announcement including date, time, and place has been published in advance in the Outlandish Herald.

#### B. Event Planning For Avoidance of Conflicts

The Kingdom Calendar Deputy Seneschal maintains a planning calendar for the purpose of planning and coordinating events throughout the Outlands. All groups are encouraged to enter their proposed events onto the planning calendar. The planning calendar is not a list of the official events, it is a tool for assisting the seneschals by providing visibility into the plans of other groups.

1. To list an event on the planning calendar, information concerning the event (name of event, date, sponsoring group, event priority, contact name, email and telephone number) must be sent to the Kingdom Calendar Deputy Seneschal.
2. If the group seneschal sees a potential conflict on the planning calendar, they should provide justification for their event, along with the planning data, to facilitate conflict resolution.

#### C. Event Conflict Resolution

1. Due to the geography of the Outlands, there are conflict regions for the purpose of easing conflict resolution.
  - Southern Region: Rio de las Animas Perdidas and all groups south of it.
  - Northern Region: Villaleon and all groups north of it.
2. Events will be assigned a priority designation. Prioritization will be heavily considered during conflict resolution.
  - a. Priority 1: All Kingdom events and Known World Events hosted by the Outlands. This includes the holiday weekend Baronial events as described in paragraph V.E.2
  - b. Priority 2: Any event that is defined by a Barony, Shire, or Independent College as the most important single event held in a calendar year.
  - c. Priority 3: Any event that is actively hosted and coordinated by two or more groups, or the single most important Canton and Baronial College event.
  - d. Priority 4: All other events and events that are designed to support local activities and participation.
  - e. Priority 5: Local activities: This includes any SCA activity (such as a fighter practice) designed purely for local participation that the group wishes to advertise.

3. The following are the guidelines for priority considerations in conflict resolution. A conflict is defined as two or more events falling on the same date (or range of dates).
  - a. No event will be allowed to conflict with a Priority 1 event without explicit approval by the Kingdom Seneschal. Priority 1 events are listed in Section V.E.
  - b. No event may conflict with a Priority 2 event within the same region without explicit approval by the Kingdom Seneschal. Events in different regions may conflict on the approval of the Kingdom Calendar Deputy after discussing the conflict with both event points of contact.
  - c. No event may conflict with a Priority 3 event within 150 miles (driving distance between event sites) without explicit approval by the Kingdom Seneschal. Events outside the 150 mile range may conflict on the approval of the Kingdom Calendar Deputy after discussing the conflict with both event points of contact.
  - d. Priority 4 events may conflict with other 4 events within the 150 range on the approval of the Kingdom Calendar Deputy after discussing the conflict with both event points of contact. Priority 4 events may conflict with priority 3 or 4 events outside the 150 mile range without gaining explicit approval but discussion between the groups is still encouraged.
  - e. Priority 5 activities may conflict with any other Priority level events but may not advertise in the Outlandish Herald if conflicting with a Priority 1 event.
  
4. The purpose of conflict resolution is to facilitate the transition of planned events into events placed on the official Kingdom Calendar. The Kingdom Calendar Deputy Seneschal is responsible for reviewing the planning calendar for conflicts. The following scenario is a guideline for conflict resolutions.
  - Groups A & B (and possibly C) submit events for the planning calendar with conflicting dates
  - Kingdom Calendar Deputy Seneschal contacts involved group Seneschals for a reason to allow one event over the other with the intent to find a viable solution. (shift dates, combine events, cancel event, etc)
  - If conflict is unsettled, gather perspective of regional seneschal (and potentially others, depending on the focus of the events in question)
  - If conflict is still unsettled, the Kingdom Calendar Deputy Seneschal will ask the Kingdom Seneschal for a decision who has the final authority in resolving a conflict. The Kingdom Seneschal will take into consideration a number of factors to include, but not limited to: the priority and scope of the events, advanced planning by a group, contracts, and likelihood of impact to conflicting events.

#### D. Event Registration

1. An Event Registration form is available on the Outlands website or through the Kingdom Calendar Deputy Seneschal. This form is necessary for all events that are to be listed on the Official Kingdom Calendar and be published in the Outlandish Herald.
2. This form must be completed and signed by:
  - Incipient Group: Incipient group Seneschal and sponsoring group Seneschal
  - Shires and Independent Colleges: Seneschal and a second officer
  - Baronies: Baronial Seneschal and Coronet
  - Cantons and Baronial Colleges: Local Seneschal and the Baronial Seneschal
3. The event registration form is sent to the Kingdom Calendar Deputy Seneschal. Only official group seneschals may submit completed event registration forms. A copy of the event registration form will be kept on file by the Kingdom Calendar Deputy for a period of 7 years. Local groups are also encouraged to keep event registration forms on file.
4. An event article to be published in the Outlandish Herald is sent to the Kingdom Chronicler. See “Policies of the Kingdom Chronicler” for more information about event announcements. The event will not be placed on the Kingdom Calendar or published unless all registration paperwork is correctly completed and submitted.
5. Only Priority 1 events will be listed in the Kingdom Calendar in the front portion of the Outlandish Herald.
6. All other events will be listed in a Local Events Calendar in the rear portion of the Outlandish Herald. These events will be allowed to publish the date, time, and place to meet the requirements to allow for formal actions to take place as stated in paragraph V.A.4. Further information about these events is encouraged to be published through local newsletters and social media or through paid advertisement in the Outlandish Herald.
7. Local groups are encouraged to post any local activity (Priority 5) in the Outlandish Herald in order to encourage participation. With such advertisement, the Crown or Baronial Coronet may bestow awards at these activities.
8. The Kingdom Calendar Deputy Seneschal will maintain, and in conjunction with the Kingdom Chronicler, publish the Kingdom Event Calendar. The Kingdom Calendar Deputy will also maintain, and in conjunction with the Kingdom Chronicler, publish the Local Event Calendar.

## E. Kingdom Events

1. The standard dates for Kingdom events are as follows:
  - a. StagsCon – 2<sup>nd</sup> weekend of February
  - b. Spring Crown Tournament – 2<sup>nd</sup> weekend of March
  - c. Kingdom A&S Competition – 2<sup>nd</sup> weekend of April
  - d. Spring Coronation – 2<sup>nd</sup> weekend of May
  - e. Baronial Event – Memorial Day weekend
  - f. Stag's Bloodbath – 2<sup>nd</sup> weekend of June
  - g. Baronial Event – 4<sup>th</sup> of July weekend (1<sup>st</sup> weekend of July)
  - h. Sworded Affair – 2<sup>nd</sup> weekend of July
  - i. Kingdom Equestrian Event – 2<sup>nd</sup> weekend of August
  - j. Battlemoor – Labor Day weekend
  - k. Fall Crown Tournament – 3<sup>rd</sup> weekend of September
  - l. Flights of Fury (Kingdom Archery Event) – 2<sup>nd</sup> weekend of October
  - m. Fall Coronation – 2<sup>nd</sup> weekend of November
2. On Memorial Day and 4<sup>th</sup> of July weekends one of the Baronies of the Outlands will host a major event of their design for the Kingdom. The schedule of the rotation of these events will be set by agreement of the Landed Nobles but will alternate between the regions. Baronies may have a cooperative event or trade these dates with other groups in the same region. Shires are encouraged to work with neighboring Baronies in organizing these events. These events do not need Kingdom Event Bids but do require Event Registration Forms.
3. All groups are strongly encouraged to submit bids for Kingdom events besides Battlemoor and the holiday weekend Baronial hosted events. The Kingdom will support any small group that needs financial assistance in hosting a Kingdom event.
4. A Kingdom Event Bid Form is available on the Outlands website or through the Kingdom Calendar Deputy Seneschal. This form is to be completed instead of the Event Registration form for Kingdom Event bids, and must be signed with the same required signatures as the Event Registration Form.
5. Bids for Kingdom events are to be submitted to the Regional Deputy Kingdom Seneschal for the region in which the event is to be held. A copy of bids for specific focus events will also be sent to the appropriate Kingdom Officer as follows:
  - a. Kingdom A&S Competition – Kingdom Minister of Arts & Sciences
  - b. Stag's Bloodbath – Kingdom Earl Marshal
  - c. Sworded Affair – Kingdom Rapier Marshal
  - d. Flights of Fury – Kingdom Archer General
  - e. Kingdom Equestrian Event – Kingdom Equestrian Marshal

6. Along with the Kingdom Event Bid Form, the formal bid proposal will include in a single document:
  - A site description detailing the amenities the site has to offer (with pictures if available)
  - A proposed schedule and description of any extra planned activities
  - A proposed budget detailing the estimated costs and expenses
  - A preliminary staff list to include experience and contact information of the event stewards
7. The Regional Deputy Kingdom Seneschal will forward all bids to the Kingdom Seneschal who will then submit the bids to the Kingdom Financial Committee (the Crown, the Kingdom Seneschal, and the Kingdom Exchequer) for their decision. This decision will take place within four weeks after the bid deadline.
8. Bid deadlines are as follows:
  - a. Bid due at Spring Crown Tournament: Kingdom Equestrian Event, Kingdom Archery event
  - b. Bids due at Spring Coronation: Following year's Spring Crown and Coronation,
  - c. Bids due at Fall Crown Tournament: StagsCon and Kingdom A&S
  - d. Bids due at Fall Coronation: Following year's Fall Crown and Coronation, Stag's Bloodbath, Sworded Affair
9. As soon as one acceptable bid is submitted an announcement may be made requesting additional bids, if this announcement is made and if no other interest in submitting a bid is received then the decision on the hosting group may be made before the deadline. If no acceptable bid is received by the deadline, the Regional Kingdom Seneschal will work with the Kingdom Seneschal to encourage a suitable group to submit a bid. If no acceptable bid is received by the deadline for events other than Crown Tournaments and Coronations an alternative Kingdom event may be submitted.
10. Once a bid has been accepted, the Kingdom Seneschal will notify the group seneschal of the accepted bid. The Regional Deputy Seneschal will serve as liaison with the hosting group to ensure communication and problem resolution.
11. Local groups are encouraged to donate at least 50% of all net profit from Kingdom events to a Kingdom account.
12. Crown Tournaments and Coronations
  - a. Crown Tournaments and Coronations should 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:
    - Spring Crown - South
    - Spring Coronation - North
    - Fall Crown - North

- Fall Coronation – South
  - b. While Coronation should offer a feast in honor of the new Outlands Crown, Crown Tournament does not require a formal feast. Other food options are encouraged at Crown Tournament.
13. StagsCon
- a. StagsCon is an event held in February specifically devoted to the education and discussion of the various office duties and responsibilities, general function and operating procedures of the Kingdom and other topics as arise. All local officers are highly encouraged to attend in order to share best practices and issues in their office with both the Kingdom officer and other local officers.
  - b. The Kingdom will reimburse gas expenses for any Shire or independent College Officers who travel to StagsCon and carpool in groups of two or more. Baronies are encouraged to reimburse the gas expenses for their officers including their Cantons and Colleges.
  - c. StagsCon will alternate between the Northern and Southern regions each year.
  - d. Event stewards of StagsCon are expected to work closely with the Kingdom Seneschal in the planning of this event.
14. Kingdom Arts and Sciences Competition
- a. There will be a Kingdom A&S Competition held each year in the month of April.
  - b. Kingdom A&S will alternate between the Northern and Southern regions each year.
  - c. Event stewards of Kingdom A&S are expected to work closely with the Kingdom Minister of Arts and Sciences in the planning of this event.
15. Stag's Bloodbath
- a. Stag's Bloodbath will be held each year in the month of June.
  - b. Stag's Bloodbath will alternate between the Northern and Southern regions each year.
  - c. Event stewards of Stag's Bloodbath are expected to work closely with the Kingdom Earl Marshal in the planning of this event.
16. Sworded Affair
- a. Sworded Affair will be held each year in the month of July.
  - b. Sworded Affair will alternate between the Northern and Southern regions each year.
  - c. Event stewards of Sworded Affair are expected to work closely with the Kingdom Rapier Marshal in the planning of this event.
17. Kingdom Equestrian Event
- a. A Kingdom Equestrian event will be held each year in the month of August.
  - b. The Kingdom Equestrian event will alternate between the Northern and Southern regions each year.

- c. Event stewards of the Kingdom Equestrian event are expected to work closely with the Kingdom Equestrian Marshal in the planning of this event.
18. Flights of Fury
    - a. Flights of Fury is a Kingdom Archery event will be held each year in the month of October.
    - b. The Kingdom Archery event will alternate between the Northern and Southern regions each year.
    - c. Event stewards of the Kingdom Archery event are expected to work closely with the Kingdom Archer General in the planning of this event.
  19. Battlemoor: Battlemoor is the premiere Kingdom event hosted by the Outlands held annually on Labor Day Weekend. Proposed staff members are encouraged to serve as the preceding year's Battlemoor deputy staff.
  20. Known World Events: For the pursuit of Known World Events, bid packets must be coordinated through the corresponding Kingdom Officer. All Known World Event bids must be submitted through the Kingdom Seneschal.

## **VI. POLICIES APPLYING TO ALL 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 (either physical or digital) 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 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. Omission of three consecutive monthly reports, or one quarterly report, will be considered grounds for possible suspension or removal from office.
- G. 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.

- H. All officers at all levels should recruit and train an emergency deputy who can assume the duties of the office in the event of an emergency.
- I. 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.
- J. 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.
- K. Change of officers should follow this procedure:
  - 1. The current local officer writes to the Kingdom Officer and local Seneschal indicating his/her desire to step down from office.
  - 2. The current local officer solicits letters of interest for the position.
  - 3. Interested individuals writes to Kingdom Officer with a courtesy copy to the local officer, the local Seneschal, and their Coronet if in a Barony 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.
  - 4. The local officer makes a recommendation to the Kingdom officer on who is to be their successor. An indication that the local Seneschal and Coronet (if applicable) is in agreement with the recommendation should also be sent included
  - 5. If there is any disagreement or concern about the recommended successor, the Kingdom Officer will contact the local officer and/or the local Seneschal to resolve the situation.
    - 1. If the change of office is major issue for the group, the Kingdom Officer will notify the Kingdom Seneschal of the difficulty.
    - 2. Within a short period of time, the Kingdom Officer will contact the local officer with a welcome and any specific requirements of the office. The officer will then be warranted for a two-year term, dating from the month they took office.
    - 3. Local officers will be considered "acting" until they have successfully filed three reports within a four-month period, unless otherwise specified by the specific office.
    - 4. Remember that the local appointment is made by the Kingdom Officer.

## **VII. POLICIES OF THE KINGDOM SENESCHAL**

- A. The Kingdom Seneschal has two regional deputies for the Northern and Southern regions of the Kingdom. The Regional Deputies will work with the local Seneschals to answer questions and work out any issues within and between groups in their region. The Regional Deputies are expected to keep the Kingdom Seneschal informed of all issues.
- B. Baronial and independent College Seneschals are required to report in writing once each month to their Regional Deputy 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). The Regional Deputies will consolidate the local reports and send a report of their region to the Kingdom Seneschal no later than the 15th of each month.
- C. E-mailed reports are preferred, but written reports are acceptable.
- D. Omission of three consecutive reports will be considered grounds for possible suspension or removal from office.
- E. The Kingdom Seneschal will report monthly to the local Seneschals, the Kingdom Officers and Ruling Nobles of the Kingdom.
- F. It is the responsibility of the local Seneschal, in co-operation with the local 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. 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. All signed minor waivers are to be collected and given to the local Seneschal. 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.
- G. All local Seneschals should be familiar with the Seneschal's Handbook which is available from the Kingdom Seneschal or on the Outlands Webpage.

## **H. POLICIES OF THE KINGDOM CHATELAINE**

- 1. This officer is a clearinghouse of information for local groups, and specifically Chatelaines, to use in welcoming new members to the Society.
- 2. Reporting: formal reports are required quarterly.
- 3. Should a group not have a designated local Chatelaine, its Seneschal will assume that responsibility.

4. Each local Chatelaine should send a copy of their new member packets, brochures, PR pieces, and any other applicable information to the Kingdom Chatelaine for approval.
5. The Kingdom Chatelaine will report to the local groups at least quarterly to share information and ideas.

## **I. POLICIES OF THE KINGDOM YOUTH OFFICER**

1. Youth officers provide safe, fun and educational activities during scheduled and structured sessions at events, meetings, and/or other SCA functions. Youth Officers are not babysitters, but instead are coordinators or teachers who offer age-appropriate means for learning and involvement within the scope of the SCA. Youth Officers should encourage, organize and/or implement classes and activities and encourage others to include minors in all SCA activities where appropriate.
2. Local Group's Youth Officers will report to the Kingdom Youth Officer quarterly and at year-end using Kingdom Youth Activities Report Forms. The Kingdom Youth Officer must report quarterly to the Kingdom Seneschal and the designated Society Officer or Coordinator for Youth Officers. The Kingdom Youth Officer will keep a record of the expiration dates of all warrants, background checks and memberships of all Youth Officers and those who are authorized to supervise youth activities.
3. Youth Officers must be at least 18 years of age (19 in Nebraska), pass a required Society background check every two year and be current SCA members.
4. The Dean of the Outlands Academy of Pages will be appointed by Kingdom Youth Officer and report directly to the Kingdom Youth Officer each quarter.
5. It is expressly forbidden by Society for any officer in the SCA to accept responsibility for minors, other than their own children or those for whom they are Temporary Guardians as recorded on the notarized Child Guardian Consent Form.
6. SCA groups must ensure all SCA youth activities are approved by the local group Seneschal and/or Event Autocrat and by the local group's Youth Officer, where applicable. If the group does not have a Youth Officer and a volunteer plans and implements the activities, it is the responsibility of the Seneschal to ensure that volunteer is fully aware of all relevant policies and guidelines concerning minors and the running of activities. All organized and advertised youth activities and classes must be supervised, taught or led by an adult, who has a current SCA Background Check.
7. Youth Officers or other adults supervising youth activities have no authority to discipline or restrain youth other than their own, unless the youth is in immediate danger of hurting themselves or others.

8. Children exhibiting lewd, violent or otherwise severely problematic behavior at organized activities should be returned to parents. The event Autocrat and/or Seneschal should be notified of the problem, if such actions must be taken.
9. All youth activities and classes, which are advertised in any manner, must follow the "Two Deep Rule" of having two or more unrelated adults present at all times during the activity or class.
10. When planning Youth Activities for fighter practices, meetings, workshops, or any other official SCA functions, parents and officers should be aware that these activities are subject to all SCA policies, Kingdom laws and guidelines, and are covered by SCA waivers. SCA youth activities cannot be held at private residences..
11. For local groups, who do not have a Youth Officer, they may still hold youth activities and classes. All Society and Kingdom policies still apply, including those for youth in martial arts, the Two Deep Rule, the supervision by an Adult with a current Background Check, and minor waivers and forms. Either the local group's Seneschal or another Officer (designated by the group's Seneschal) will complete a Year-End Youth Activities Report using the Kingdom Report Form (regardless of whether or not the group held youth activities) and return it to the Kingdom Youth Officer by January 31 of the following year.
12. All local Youth Officers should be familiar with the Outlands Youth and Families Handbook which is available from the Kingdom Youth Officer and on the Outlands Webpage.

## **J. POLICIES OF THE KINGDOM MEDIA RELATIONS OFFICER**

1. The Media Relations Officer is a deputy of the Kingdom Seneschal and is appointed by the Kingdom Seneschal.
2. This officer is responsible for coordinating all contacts with outside media organizations.
3. The Media Relations Officer should have the following qualifications:
  - a. Clean-cut image
  - b. Professional style
  - c. Knowledge of the rules, purpose, and policies of the Society For Creative Anachronism.
  - d. Skill at avoiding unfortunate topics.
  - e. Skill as a public speaker

4. Reporting: formal reports to the Kingdom seneschal and the Society Media Officer are required at least quarterly.
5. Media relations at the local branch level.
  - a. The local Seneschal is responsible for ensuring compliance with the Society and Outlands Media polices (found on the Outlands webpage), and is the group Media Relations Liaison and as such is responsible for all of the Duties of this office.
  - b. In absence of the group Seneschal, the Chatelaine can act as a Media Relations Liaison.
  - c. If there is a person in a given local group with experience dealing with the media in general, or who has personal relationship with a specific media person, that person can be authorized to deal with the Media for a specific contact or occasion. **AUTHORIZATION FOR THIS MUST BE OBTAINED IN ADVANCE FROM THE KINGDOM MEDIA OFFICER.** This authorization is specific to a given event and must be obtained for each occasion.
  - d. Local individuals, branches, or other entities should report within 7 days a media interaction to the Media Relations Deputy and the Kingdom Seneschal's office whenever a Reportable Media Event occurs.  
Reportable media event is any event or happenstance in which one or more of the following occurs:
    - Media representative contacts the SCA for the purpose of doing a news story, column, or media presentation.
    - SCA Branch or representative wishes to publicize an event or activity in modern media venues.
    - Unfortunate occurrences that might result in media coverage, such as
      - Severe Injury or fatality
      - Incident resulting in official law enforcement being summoned to an SCA activity.
      - Negative news resulting in the organization being displayed in an unfortunate light—e.g. destruction of property, prominent member retained on criminal charges, etc

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

- A. Reporting: Local Heralds must file reports at least quarterly. Monthly reporting is preferred. Emailed reports are preferred, but mailed written reports are acceptable. If there is no activity in the office, a simple email stating such is acceptable.
- B. Domesday reports should include a listing of all heraldic activity in the past year, an inventory of the heraldic files, research materials, and regalia that are the property of the local group.
- C. Baronial Court reports need to list all awards given in a 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 Coronets holding the court, Wimble Herald, and copied to the kingdom Scribe. A copy of this report should be retained in the Herald's files.

- D. Royal Court reports need to list all awards given in a Royal Court. Blue Iris Herald or 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 Crown, Blue Iris Herald (if they were not conducting the court), Wimble Herald, and copied to the kingdom Scribe. A copy of this report should be retained in the Blue Iris Herald's files. The report needs to include the name of the award, the name of who it was given to, that person's membership number, and the name(s) of the artisans who provided the scroll, if available. Because of the inclusion of membership numbers this report is NOT to be made public. As a courtesy, a public report should be released that does not include membership numbers or awards given in absentia.
- E. The Outlands Herald's Handbook is available from the White Stag Principal Herald or online at [www.outlandsheralds.org](http://www.outlandsheralds.org).
- F. Submission fees are \$9.00 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, \$9.00 will be forwarded to Kingdom. Submitters should also pay with a check or money order to establish a paper trail. Local heralds must not accept cash for submissions. If the submitter can only pay cash they should pay the local exchequer directly and bring a receipt with their submission. 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.
- G. When submitting a name, the Rampart Herald must receive two (2) copies of the name submission form and of all documentation. When submitting a device or badge, 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.
- H. Computer-generated forms are acceptable provided they accurately recreate the current form standards and size. Forms are available online at [www.outlandsheralds.org](http://www.outlandsheralds.org).
- I. It is strongly preferred that all heraldic submissions 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. Exceptions to this must be cleared with Rampart Herald and White Stag BEFORE submission. Submissions should NOT be sent to White Stag directly by a submitter. Any herald who actually assisted the submitter in designing a device or documenting a name may sign the forms as "consulting herald".

## **J. 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 any scribe may result in that scribe not receiving more scroll assignments.
4. A scroll is any certificate commemorating 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.

## **IX. POLICIES OF THE KINGDOM CHRONICLER**

- A. All local chroniclers will follow the Society of Creative Anachronism, Inc. Publication Policies for both Printed Material and Electronic Material (i.e. web pages, electronic newsletters, etc.) as well as be familiar with the Kingdom Chronicler's Policies found on the Outlands webpage..
- B. Local Chroniclers will provide complimentary copies of their newsletters (either physical or digital) to the Crown, the Kingdom Chronicler, and the Kingdom Seneschal.
- C. 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. Required guidelines and elements of the article are published in the back of the Outlandish Herald.

- D. 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.
1. 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.
  2. Kingdom Events 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.
- E. 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. Modern location of the site (site name, city, state, zip), and **WRITTEN** directions. Maps are optional.
  6. Event Steward Information: SCA Name, Modern Name, address, phone number with area code, and an (optional) email address.
  7. A concise schedule of fees, and the statement “checks payable to ‘SCA - group’ ”.
  8. Alcohol Status (Wet, dry, discreetly wet, etc.)
- F. The local Chronicler’s monthly report is his/her newsletter. A brief quarterly report of the state of the office is also required.
- G. All local Chroniclers should be familiar with the Outlands Chronicler’s Policies which is available from the Kingdom Chronicler or on the Outlands Webpage.

#### **H. POLICIES OF THE KINGDOM WEBMINISTER**

1. Local webministers should be familiar with the Outlands Webminister’s Handbook found on the Outlands webpage.

2. Local groups may choose whether or not to have an official website that is recognized by the SCA.
3. A local website will be deemed recognized if:
  - a. It is hosted on the [outlands.org](http://outlands.org) domain or the Kingdom Webminister approves that the website complies with all Society and Kingdom guidelines,
  - b. The website is overseen by a fully warranted Webminister,
  - c. The website has a link to <http://www.sca.org>, and
  - d. The website has the following disclaimer:  
“All external links are not part of the [Group Name] web site. Inclusion of a page or site here is neither implicit nor explicit endorsement of the site. Further, SCA, Inc. is not responsible for content outside of [website address].”
4. All warranted webministers must report monthly to the Kingdom Webminister with a copy going to the Kingdom Chronicler. The report is due by the 5th of each month. Reports can be mailed, but email is preferred.

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

- A. Local Treasurers must be familiar with the policies in the Local Exchequer Handbook found on the Outlands webpage.
- B. Reports from local Treasurers are required on a quarterly basis. Quarterly reports are due one month after the end of a quarter: 1<sup>st</sup> Quarter – April 30, 2<sup>nd</sup> Quarter – July 31, 3<sup>rd</sup> Quarter – October 31 and 4<sup>th</sup> Quarter – January 31. Any extension must be requested. Extensions may be requested by the local Treasurer or, if necessary, by the local Seneschal. 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.
- C. The quarterly report and Domesday report, or a summary thereof, will be published in each group’s newsletter.
- D. 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 thirty (30) days of completion, with a copy to the Kingdom Seneschal as well as the Kingdom Exchequer and the local Seneschal.
- E. 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 within two weeks of receipt.

- F. The SCA will not cash personal checks.
- G. 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.
- H. 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). A local Seneschal cannot also be the group's Treasurer.
- I. Local treasurers must be paid members of the SCA with copies of their membership card and a picture ID, such as a driver's license on file with the Kingdom Exchequer. They must also be of legal adult age.

**J. POLICIES OF THE KINGDOM CHAMBERLAIN**

- 1. The Chamberlain has responsibility for the storage, inventory, maintenance, and creation of regalia and physical property 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).
- 4. For more details regarding the policies of the office see Section XVI of Outlands Financial Policy, dated 7/17/2010

**XI. 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 groups 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), are to 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.

- D. A handbook for local Arts and Sciences officers can be found on the Kingdom MOA&S website.

## **XII. POLICIES OF THE KINGDOM EARL MARSHAL**

- A. Local 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. All participants in SCA combat activities (armored 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.
- D. Other participants in tournament activities - lists officers, field heralds 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 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.
- E. Combat archery is under the supervision of the Earl Marshal. Rules applying to combat archery are found in the Outlands rules for armored combat.
- F. Minors Participating in Adult Marshal Arts
  - 1. In order to be authorized as a combatant or marshal in adult armored combat, an individual must have attained his or her sixteenth (16th) birthday. No minor may be warranted as a group Marshal or the Marshal in Charge of the Event.
  - 2. Minor waivers need not be executed at fighter practices, unless the minor is participating in fighting activities. Minors participating in fighting activities must present either a valid membership-with-waiver card ('blue card') or a completed and signed by his/her parent or legal guardian) minors waiver, "Minor's Consent to Participate and Hold Harmless Agreement" at any SCA-sponsored activity, be it an event or a practice. These waivers must be collected from those actively participating in the combat related activities at such practices. Any minor involved in SCA combat-related activities at an event MUST have a parent or legal guardian present at the event OR provide to the marshal, a properly executed and notarized "Medical Authorization for Minors" form designating some adult present at the event or fighter practice to be able to authorize medical treatment

for that minor in case of any emergency. The parent or a designated legal guardian should also be present anytime a minor shoots in target archery, fences or participates in equestrian activities. For equestrian, a parent or legal guardian must attend the authorization process, sign the authorization form and execute the “Waiver and Informed Consent to Participate in S.C.A. Inc. Equestrian Activities” (state specified form) authorizing the minor to participate in equestrian activities.

3. Fighting activities (SCA Combat activities) include armored combat, rapier, combat archery, scouting, siege and marshaling. In this case, parents should be carefully informed of what is going on. Prior to the authorization of a minor in any SCA combat-related activity, Corpora requires that the parent or legal guardian of the minor must witness the SCA combat activity and discuss with a witnessing marshal how it relates to the participation of their child and that the parent or legal guardian is aware of the risk of injury inherent in the martial art. The parent or legal guardian must execute a "Minor's Waiver and Informed Consent to Participate in SCA Combat" form, which explicitly acknowledges the above. This waiver must be completed and signed by the youth and the youth's legal parent or guardian and notarized. The witnessing Marshal must countersign the 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 Kingdom Rapier Marshal, or their representatives as designated in writing. For armored combat, minors (age 16-18) must complete three copies of the "Minor's Waiver and Informed Consent to Participate in SCA Combat" form and "Medical Authorization for Minors" form, both signed by a parent or legal guardian and notarized. The local group keeps one copy on file, the Minister of the Lists retains one copy, and the minor keeps one copy with him/her at all times.
4. The Youth Swords Deputy will be appointed by the Kingdom Earl Marshal. The Youth Swords Deputy will report quarterly to the Earl Marshal on all organized youth activities where youth foam swords are used.

## **G. 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. For Target Archery minors ages 8-17 may participate in tournament shoots, and minors under 8 years old may participate in local practices and event general

practices with the consent of the Marshal in Charge and in any shoots specifically designed for youth archers. All youth archers must be accompanied at the archery field by a parent or legal guardian.

5. The Captain of Archers must report on activities of their group to their regional Deputy Archer General and the Archer General every month. These reports are due by the 25th of each month. An annual Doomsday report summarizing the group's archery activities for the past season is due by December 1st.
6. Levels of Recognition are shown by Tassels and Knots worn by archers. The descriptions of these can be found in the Outlands Target Archery Handbook
7. The Outlands Target Archery Handbook is available from the Archer General and on the Outlands Webpage.

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

1. Local Rapier Marshals will report at least monthly to the Kingdom Marshal of Fence. Copies of this report should go to the local Marshal.
2. Minors are eligible to practice rapier combat when they reach fourteen (14) years of age. At the discretion of the Kingdom Rapier Marshal, minors may be authorized at fourteen (14). Minors between the ages of fourteen (14) and seventeen (17) 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.

#### **I. 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. To participate in equestrian activities, a minor must be ten (10) years or older.
6. Kingdom and Society Equestrian Marshal Regulations are available from the Kingdom Equestrian Marshal.

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

1. Local Ministers of the Lists will 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.

#### **XIII. 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 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).
- E. Chirurgeon Responsibilities
1. Each chirurgeon must be familiar with the legal 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 will 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 will have a working knowledge of Kingdom Law and Society rules and regulations concerning arms, armor and combat.
  5. Each chirurgeon will be familiar with current first aid and cardiopulmonary resuscitation practices and how to apply them in the SCA setting.
- F. 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.
- G. 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 legal standard of care in the state of residence of the chirurgion
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 chirurgion”
4. Removal of a warrant will be done according to the guidelines provided in the SCA Handbook for the Chirurgions’ Guild.

#### **XIV. GROUPS IN THE KINGDOM OF THE OUTLANDS**

##### **A. Formation of New Local Branches**

###### **1. General**

- a. The SCA Corpora Section III defines the various branches of the Society and includes the minimum requirements needed for establishment and advancement. This section only deals with the establishment of new Shires or institutional branches (such as Colleges) outside of a Barony. The process for formation of a Canton or an institutional branch within a Barony is done on a case-by-case basis determined by the Kingdom and Baronial Seneschal. The advancement to Barony or Province is done in accordance with Corpora.
- b. Corpora III.A states: “Since members have free choice of what areas they will explore, it follows that Society branches cannot decide to specialize. The choice of a single time and place for a branch would make it hard for members there to pursue other interests of their own.”

###### **2. Borders**

- a. Each branch must have established borders, enclosing a single, contiguous area. New groups cannot be created from within the middle of another group
- b. In some cases, the “border” may be defined in terms of an institution rather than a specific map reference.
- c. Local branches may not cross over state or national borders without the authorization of the Society Seneschal.
- d. The Kingdom Seneschal, with the approval of the Crown, may approve border adjustments, specifically including adjustments to Baronial level borders (in consultation with the Baronial Seneschal) to allow areas to form independent branches, as long as such adjustments are consistent with branch organization and designations.

###### **3. Branch Designations**

- a. The designations given below are considered standard, and their use for branches of the appropriate type needs no special justification:
  - Shire: local branch reporting directly to the kingdom
  - College: institutional branch based at a school, research facility, etc.
  - Stronghold: institutional branch based at a military installation
- b. The “territory” of institutional branches is defined in terms of affiliation with the institution where they are based, not in terms of physical boundaries. Institutional branches may report directly to a kingdom, but if their institution is located within the borders of a branch of any other class, they report through that branch.
- c. The Society recognizes that equivalent terms exist in many languages, and permits a branch to use any valid equivalent for the standard designation for a branch of its level, as determined by the College of Arms. Any branch wishing to use a term which has not yet been included on the College’s list of established alternates should apply through its kingdom’s College of Heralds for permission to use the new designation.

#### **4. Minimum Requirements**

- a. Below baronial level, branch establishment proceeds according to kingdom law and custom, subject to the Society Seneschal’s review and the requirements set forth below. Minimum requirements include:
  - At least 5 members  
 Note: Colleges and Strongholds where membership is likely to fluctuate for reasons beyond the members’ control and differ from other local branches in that they may go dormant if membership falls below five (5), rather than being disbanded.
  - Consensus among members in the area favoring establishment of the proposed branch.
  - A name registered with the College of Arms.
  - At least 3 officers, including:
    - a Seneschal (President),
    - an Exchequer (Treasurer),
    - and one of the following: a Herald, a Marshal, or a Minister of Arts and Sciences.
 Note: The Seneschal and the Exchequer may not share the same address.  
 Note: Any group that has martial activities must have a marshal.
- b. Groups are encouraged to develop well beyond the required minimum levels before petitioning for establishment, to assure the stability and permanence of the branch if the petition is granted. For instance, local branches are encouraged to fill all of the officer positions listed above. The chapter is also encouraged to submit a group device along with their name.

## 5. New Group Establishment Process

- a. At least 5 members in the new area become members of the SCA.
- b. A representative of a group of individuals wishing to form a new chapter contacts the Kingdom Seneschal.
  - The representative discusses with the Seneschal what type of group is desired and which area (zip codes or institution) that the new group will include.
  - The Seneschal discusses the minimum requirements needed for formation of a new group
  - The Seneschal discusses the possible formation of a new group with any neighboring group to work out any issues.
  - The Seneschal informs the representative that they may proceed with their petition to form a new group.
- c. The members determine the required offices to be filled (preferably all of them) and submit the names of the proposed officers to the matching Kingdom office for approval. (Note: While the Kingdom office will most likely agree with the local recommendation, the Kingdom office makes the final determination.)
- d. The group determines which neighboring group they will ask to be their financial sponsor. The sponsoring group will hold all SCA funds for the new group during their incipient status.
- e. The members reach a consensus as to a proposed name and work with the Kingdom Herald's office to determine its suitability.
- f. The members of the proposed branch prepare a petition to be submitted by email to the Kingdom Seneschal for establishment demonstrating that the minimum requirements are met.

The petition will contain at a minimum:

- The planned name of the group to be submitted
  - Membership numbers of at least five members
  - The proposed officer list
  - The agreed upon zip codes
- g. The Kingdom Seneschal reviews the petition to determine whether the proposed branch establishment conforms to Corpora and kingdom law and custom, consulting royalty and other kingdom officers as appropriate.
  - h. If the Kingdom Seneschal decides to recommend that the petition should be granted, the Kingdom Seneschal advises the Crown if the petition is acceptable.
  - i. The Kingdom Seneschal informs the now Incipient group that their petition is approved.
  - j. The new group's Exchequer works with the sponsoring group's Exchequer with the guidance of the Kingdom Exchequer to establish a process to deposit and withdraw funds into the sponsoring group's account.
  - k. The proposed name (and preferably device) is submitted to the College of Arms through the Kingdom Herald's office. The proposed name (but not necessarily the device) must be registered with the College of Arms before any petition for full recognition can be granted.

- l. The incipient group remains in incipient status for a minimum of one year. During this year the incipient group demonstrates their stability and permanence by:
  - All officers meeting reporting requirements to their Kingdom superiors
  - Members holding regular SCA related activities for the local members (fighter practice, archery, dance, A&S gatherings, etc.)
  - The ability to host an official SCA event. This is done with the sponsorship of a neighboring SCA chapter.
- m. After one year of active SCA participation, the Kingdom and local seneschal discuss the group's advancement to full recognition within the Society. The local seneschal demonstrates that all the minimum requirements have been met and the group wishes to be formally recognized.
- n. If the Kingdom Seneschal, upon consultation with the Crown and appropriate Kingdom officers, agrees that the group is to be recognized, the members of the group create a written petition.

Example text of a formal group petition:

*We, the undersigned members of the Incipient Shire of XXX within the Kingdom of the Outlands petition Their Royal Majesties and Their Kingdom Seneschal to formally recognize Their Shire.*

*XXX, Seneschal   XXX, Exchequer*

*XXX -- (other officers)*

*XXX (signatures of other SCA members)*

Include text below the petition for the Crown and Seneschal's signatures. Example:

*We, XXX & YYY, King and Queen of the Outlands, upon consultation with Our Kingdom Seneschal do hereby accept this petition and formally recognize Our Shire of XXX.*

*XXX, King   YYY, Queen*

*ZZZ, Kingdom Seneschal*

- o. The decision already being made by the Crown and Kingdom Seneschal, the group may host an official SCA event with the Crown and Kingdom Seneschal (or representatives) in attendance for a ceremonial presentation and signing of the petition in Royal Court. (It is recommended to make this petition in a period manner (i.e. a scroll) instead of modern paper and printing.)
- p. After the Crown acknowledges the creation of the branch, the Kingdom Seneschal informs the Society Seneschal of the name, location and date of elevation and the Society Seneschal then notifies the Board.
- q. The new group's Exchequer establishes an SCA Inc. account according to Kingdom Financial policy and works with the sponsoring group to transfer all funds held for the group to the new account.

## **B. Shires**

### **1. Minimum Requirements**

- a. Shires are expected to maintain a membership of at least five members of the SCA
- b. Shire must have at least three must be officers, who must be members of the SCA, including:
  - a Seneschal,
  - an Exchequer,
  - and one of the following: a Herald, a Marshal, or a Minister of Arts and Sciences.

Note: The Seneschal and the Exchequer may not share the same address.

Note: Any group that has martial activities must have a marshal.

- c. Shires are encouraged to fill all five of the officer positions listed above not just the minimum three.
- d. Shires Seneschals and Exchequers must report to their Kingdom superiors as required by their office.

### **2. Suspension**

- a. A shire will be suspended if
  - If a the Shire does not meet the minimum membership or officer requirements for three consecutive months,
  - the Shire Seneschal does not report for four consecutive months,
  - or the Shire Exchequer does not report for two consecutive quarters.
- b. If suspended, the Kingdom Seneschal will notify the Shire of its status and work with them to remedy the situation.
- c. Shires may be removed from suspended status if they meet the minimum requirements shown above.

### **3. Disbandment**

- a. If a shire is on suspended status for six consecutive months then the Kingdom Seneschal, in consultation with the Crown, may recommend to the SCA Board of Directors that the Shire be disbanded.
- b. Funds in a disbanded Shire account will be disbursed to the Kingdom account.

## **C. Cantons**

Cantons are subordinate groups of a Barony. They are considered to be part of the Barony not a separate institution.

### **1. Formation**

- a. The process for the formation of a Canton follows the same steps as a new local branch with the following exceptions.

1. A petition containing the recommended zip codes and including signatures of at least 50% of the SCA members within those zip codes is submitted to the Baronial Coronet.
2. The Baronial Coronet should poll all members within the affected area as to their opinion on the formation of a Canton
3. The Canton Seneschal works with the Baronial Seneschal and Baronial officers for all steps. The Baronial Seneschal will keep the Kingdom Seneschal informed on all steps in the process.
4. Once the Canton has been granted full recognition by the Barony, the Baronial Seneschal will contact the Kingdom Seneschal who will then inform the Society Seneschal of the name, location and date of elevation, and the Society Seneschal will then notify the Board.

## **2. Change to Shire**

a. If the members of a Canton wish to split from a Barony to form an independent Shire then the following process takes place:

1. A petition including signatures of at least 50% of the Canton is submitted to the Crown through the Baronial Coronet requesting changing from a Canton to an independent Shire.
2. The Crown, in consultation with the Baronial Coronet, the Kingdom Seneschal and the Baronial Seneschal, should poll all members within the affected area as to their opinion on the formation of a Shire.

## **3. Reporting**

a. Except when specifically noted by a Kingdom office, Canton officers report directly to their Baronial superior. The Baronial officer will report on the status of their office within the entire Barony to include the Cantons.

## **D. Colleges**

1. Colleges within the Outlands are of two types: Independent and Baronial.
  - a. Independent Colleges act as Shires and follow the policies of a Shire
  - b. Baronial Colleges act as Cantons and follow the policies of a Canton.
2. Colleges may become dormant during inactive summer months. These months are not included in when determining the possibility of suspension or disbandment.

## **E. Baronies**

1. Baronial Polling: A Baronial Polling is not a vote to choose the next Coronet of a Barony rather it is a gathering of the opinion of the populace so that the Crown may make an informed decision. Corpora (Section V.A.1) states: "The barony's opinion on the matter must be requested and received in writing, and the appointments must not be substantively opposed by the populace of the barony."

The following is the process for a Baronial Polling

- a. The Coronet of a Barony sends a letter to the Crown indicating their intent to retire. The letter should include a requested date for their retirement/investiture of their successors and a date for a Baronial Polling. The Baronial Polling may be held at a scheduled Baronial weekend event or during the week (at a SCA activity such as fighter practice).
- b. Upon agreement of these dates with the Crown, the Baronial Seneschal will contact the Kingdom Seneschal to arrange for the Baronial Polling.
- c. The Baronial Seneschal will ensure that the Baronial Polling (not just the event that it is taking place at) is included in the Outlandish Herald. The announcement must include the place, date and time of the polling. The announced times of the polling may be shorter than the overall event times. (For a weekend event the polling will not take place over the entire weekend.)
- d. The Crown will set a deadline for interested candidates to send letters of interest to Them. The Crown may delegate this responsibility to Their Heirs. The Coronet will announce this deadline to their populace and the Crown will accept letters of interest.
- e. Upon deciding the acceptable candidates the Crown will give the list of accepted candidates to the Kingdom Seneschal to create the Baronial polling form. The Kingdom Seneschal will send the finished Baronial Polling form to the Crown for Their approval.
- f. The Kingdom Seneschal or a representative will administer the written polling. Neither the Kingdom Seneschal, the representative, nor any assistants may be residents of the Barony in which the polling takes place.
- g. The Crown (or Heirs) should sit in state at the polling to receive opinion from the populace of the Barony on their next Coronet. If they are unable to attend the event then they will accept the opinions in writing.
- h. If a member of the Barony is not able to attend the polling then they may submit a written opinion directly to the Crown or delivered to the Kingdom Seneschal at the polling. The latter is preferred so that the written opinion is included with the other polling forms.
- i. After the Crown has made a decision They will announce Their decision in court at a later event.

## **XV. AWARDS OF THE KINGDOM OF THE OUTLANDS**

- A. Any and all members of the populace are encouraged to recommend individuals for awards.
  - 1. Information regarding what awards individuals already have can be found on the Outlands Heralds website.
  - 2. 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.
  - 3. Letters of Recommendation should be mailed directly to the Crown. A form for award recommendations can be found on the Outlands website which will automatically be sent to the Crown.
  - 4. In order to receive any armigerous award, Kingdom Law requires the recipient to be a paid member of the SCA.
  
- B. 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”.
  - 2. The Order of the Flower is given for outstanding achievements in the arts and sciences. Recipients are styled “Flower of the Outlands”.
  - 3. The Order of the Iron Hart is given for outstanding achievements in traditional SCA combat. Recipients are styled “Thegns of the Iron Hart”.
  - 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”.
  - 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”.
  - 6. The Order of the Silver Lance is given for exceptional skill and leadership in the equestrian arts. Recipients are styled as a Lancer of the Outlands
  - 7. The Order of Courage is given to that person who has distinguished him/herself through extraordinary feats of valor on the fields of foreign wars. The recipients of this award will also receive a gold hood.. Recipients are styled as Companions of the Order of Courage. It can be bestowed on only one person in each reign.

### C. Orders which carry an Award of Arms

1. The Order of the Stag's Heart is given for excellence in service to the Outlands.
2. The Order of the Argent Hart is given for excellence in the arts and sciences.
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".
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".
5. The Order of the Golden Pheon is given for excellence in archery.
6. The Order of the Silver Stirrup is given for excellence in the Equestrian Arts.
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.
8. The Doe and Mountain is given to those gentles who have demonstrated consistent and continued skill and dedication to the Arts and Sciences in the Outlands for 15 years or more.
9. The Stag and Chalice is given to those gentles who have demonstrated consistent and continued service and support to the Outlands and its people for 15 years or more.

### D. 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.
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.
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.
4. The Company of the Venerable Guard consists of fighters who have served the martial interests of the Society for fifteen years or more.
5. The Queen's Cypher is bestowed by the Queen on persons whose work has been of great personal service to her during her reign.
6. The Cordon Royal is bestowed by the King on persons whose work has been of great personal service to him during his reign.

7. 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 will 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.
8. Fallen Snow is given to those of their subjects who have shown exemplary skill in the art of portraying an honored warrior's death upon the field.

E. Non-precedential Awards for Children

1. The Promise of the Outlands is given for consistent excellence through general service and manners in those 15 and younger.
2. The Order of the Argent Rose of the Outlands is given to gentles age 15 years and younger, who have demonstrated consistent excellence in service to their group or the kingdom.
3. The Order of the Azure Mullet of the Outlands is given to those gentles age 15 years and younger, who have demonstrated consistent excellence in the arts.
4. The Brendon Swatko Award is given to those gentles under the age of 16 years, who have demonstrated consistent excellence in the martial endeavors of the Society; including rapier combat, foam weapon combat, and thrown weaponry.

The following Forms and Waivers can be found on the Outlands Forms and Waivers website.

#### Forms

- Event Registration Packet
  - Event Registration Form
  - Kingdom Event Bid Form
- Warrants
  - Warrant of Appointment to Executive Office (Seneschals)
  - Warrant of Appointment to Financial Office (Exchequers)
  - Warrant of Appointment to Office
- New Groups Checklist
- Financial Approval/Request for Payment Forms
- Award Recommendation Form

#### Waivers

- Adult Waiver
- Roster-style Waiver for Adults
- Forms for Minors in the SCA
  - Minor Waiver – “Minor’s Consent to Participate and Hold Harmless Agreement” (one child)
  - Minor Waiver (family) – “Minor’s Consent to Participate and Hold Harmless Agreement” (family version)
  - Medical Authorization for Minors form (notarized version)
  - Child Guardian Consent Form (notarized version) – required of Temporary Guardians
  - Minor’s Waiver & Informed Consent to Participate in SCA Combat (notarized version--required of minors participating in heavy weapons fighting, rapier fighting, combat archery, siege engines or marshalling.)
- Waiver and Informed Consent to Participate in S.C.A. Inc. Equestrian Activities (Separate forms for CO, NE, NM, TX, & WY)