

# Minister of Arts and Sciences Handbook

## Kingdom of the Outlands

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Divisions and Categories: <http://www.prototype.outlands.org/index.php/kingdom-a-s-competition-divisions-categories>

Arts & Sciences Competition Rules: <http://www.prototype.outlands.org/index.php/a-s-library>

### 1. General

Welcome, Local Minister of Arts and Sciences!

The purpose of the Kingdom Ministry of Arts and Sciences is to foster the study of period culture and technology and methods for producing historically accurate artifacts and performances. The duties of the Kingdom Minister of Arts and Sciences (MoAS) include coordinating the efforts of local MoAS and promoting the dissemination of accurate information about the fields of study. It is also the responsibility of the MoAS (on both the local- and Kingdom-level) to help organize demonstrations, exhibitions, competitions, classes, and/or workshops.

Another important part of a MoAS' duty is communication with artisans so that they get the help and recognition needed. The local MoAS is responsible for promoting all aspects of arts and sciences, including period-inspired creativity, scholarly research, or authentic research. Anyone who shows an interest in the arts and sciences should be encouraged to participate in competitions, displays, teaching, or performance. Local MoAS should also help at Kingdom A&S competitions and collegia and Queen's Prize Tourneys, when possible.

The Crown and the Kingdom Arts and Sciences Officer warrant all local MoAS. To become a warranted Officer, the following criteria must be met:

- ☞ You must be a paid member of the Society for Creative Anachronism, Inc. (SCA).
- ☞ A letter of interest is required from the candidate(s) to the Kingdom MoAS. This should include Society and mundane name, address, phone number, membership number and expiration date of the membership and a statement that he/she is willing to take the office.

Other personal details such as SCA background are optional.

The final decision will lie with the Kingdom MoAS as to whether the candidate is acceptable.

## **2. Warrants**

Warrants are accomplished by a roster system. There is a probationary period of a minimum of three months and the submittal of three reports before an officer will be officially warranted – this is in addition to the requirements listed in Section 1. This will enable both the local and Kingdom MoAS to see if they are right for the job. All local MoAS must have a valid blue card. Membership numbers and expirations dates must be submitted to the kingdom officer along with all contact information which should include mundane name, SCA name, email address, address, and phone number.

A MoAS who is not warranted shall be termed “Acting.” An Acting MoAS is just as official as a warranted one. Once warranted however, the MoAS cannot be removed from office without the consent of the Kingdom Minister of Arts and Sciences Officer.

## **3. Duties and Responsibilities**

All new local MoAS need to contact the Kingdom MoAS, with an introduction and their contact information.

The Local (Canton, College, and Shire) MoAS is expected to promote/encourage teaching, learning and participation in the Arts and Sciences within their canton, college, or shire. They are also expected to report according to the published reporting schedule.

The Baronial MoAS is expected to promote/encourage teaching, learning and participation in the Arts and Sciences within the Barony. They assist Canton or College MoAS when needed. They are also expected to assist the Kingdom MoAS with the Kingdom A&S competition/collegium. They are required to report according to the published reporting schedule.

There are five deputies to the Kingdom MoAS. In the past, deputies had regional responsibilities, but in the interest of dividing up the workload in the Kingdom Ministry, the following deputy roles have been implemented:

1. Support of Kingdom A&S Competition and Collegium, liaising with the event steward of these events to ensure that the activities of those days are accomplished.
2. Support of small A&S displays or mini-competitions (at a minimum, using a 3x5 card for documentation) at events and to liaise with the event steward of Queen’s Prize
3. Support and logistics of A&S classes and demonstrations at Battlemoor, working with the Battlemoor A&S Class Coordinator, the Artisans’ Lane coordinator, and the KAOS tea coordinator.
4. Support of historical combat studies.

The last deputy is the Emergency Deputy Kingdom Minister of A&S. This person will focus on administrative jobs, such as the compilation of the quarterly report, the updating of rosters for past Kingdom A&S Champions and Windhover Bards, and the maintenance of Kingdom-wide lists of judges and teachers (to be used for the planning of the Kingdom A&S Competition and Collegium, respectively).

The Kingdom MoAS is expected to promote/encourage teaching, learning and participation in the Arts and Sciences within the kingdom. S/He runs the annual Kingdom Arts and Sciences

Competition/Collegium. S/He assists local and Baronial officers when needed. The kingdom officer reports to the Society MoAS, the Crown, and the Kingdom Seneschal, and is expected to write a regular column in the Kingdom newsletter. The Kingdom MoAS is a voting member of the Privy Council and is expected to attend council meetings and advise Their Royal Majesties.

There is a MoAS forum that all officers and deputies should join:

<http://www.prototype.outlands.org/index.php/forum/a-s-ministers-of-the-outlands>. The purpose of this list is to provide a forum for A&S ministers throughout the Kingdom to discuss issues. You can also join the general A&S forum: <http://www.prototype.outlands.org/index.php/forum/arts-sciences>.

As local MoAS, you should answer all office-related correspondence that you receive. In all communications, you should try to be businesslike, courteous, and clear. Try to keep private letters separate from the office correspondence, although a postscript or note when writing friends may be added. Remember to keep a copy of all correspondence, including any responses as needed.

All MoAS (regardless of level) are responsible for following Kingdom and Society law and policy. It is up to the MoAS to keep up to date on Kingdom and Society laws, as they are amended regularly.

The MoAS should encourage the arts and sciences in the local groups. This can be easy or very difficult, depending on the personality of the group. Always encourage people to share their skills or knowledge remembering that for those that do not like to teach, our various publications always need articles, reviews, and artwork. Do not dismiss your group if it is primarily composed of fighters. Fighters need armor and weapons; many will make their own armor and should be reminded that armor-making is an A&S activity. Many groups have an abundance of armors, metalworkers, and leather workers. Out of the basic needs of your groups comes the desire to create items necessary for the day-to-day life in the SCA. Workshops and classes can be organized to meet that need.

The MoAS should be the stepping-stone for resources. You should be able to find the people, places, and resources that members need to create and learn. People, such as Laurels, have received various awards for their skills and knowledge in the A&S field. Places like libraries and museums provide the research materials necessary for ideas and new interest. Members within the SCA many times have amassed impressive collection of books and materials that they are willing to share. Sources of tools and period materials are also an important step in providing the resources needed to begin projects. Craft stores, fabric stores, hardware stores, and flea markets are some suggested places to start. Remember that learning/teaching can occur anywhere; the SCA is not the only place to learn about A&S.

The MoAS should maintain the A&S files for the local group. The following should be included in the files:

- ☞ A copy of this handbook, complete with any additions or updates made by the Kingdom Officer.
- ☞ Any handouts or emails from the Corporate or Kingdom Officers.
- ☞ Copies of all incoming and outgoing correspondence including reports – even if the bulk of your correspondence is by e-mail. Paper copies are not required but all reports should be kept in a file that can be zipped and sent when requested and should also be forwarded to your successor.

- ☞ Arts & Sciences publications.
- ☞ Copies of local guild charters, event reports, and competition results.
- ☞ Arts & Sciences articles.
- ☞ Handouts from local and Kingdom collegia or workshops for future reference material.
- ☞ Notes on projects, skills or works of the members of your local group.
- ☞ Current Kingdom A&S Competition Rules and judging forms.

It is the MoAS' responsibility to turn over the local files to a successor or the local seneschal when leaving the office. Files are SCA property and failure to return them intact may be considered theft.

The MoAS needs to train at least one deputy, if possible. There are many types of deputies. A deputy can be a person who plans to take over the office someday, an assistant, or someone who is interested in serving and learning. All deputies are required to read and understand Corpora, Kingdom Law and this handbook. All Kingdom deputies are expected to communicate regularly with the Kingdom MoAS and to be a working part of Kingdom A&S events. The removal of Kingdom deputies shall follow the same guidelines as the removal of local MoAS.

#### **4. Reports**

All officers are required to submit reports. Colleges, at minimum, must submit quarterly reports summarizing the activities of the group and local members. Quarterly reports are due no later than March 10, June 10, September 10, and December 10 to the Regional MoAS. Baronies, Shires, and Cantons must submit monthly reports summarizing their activities within their groups. Monthly reports are due no later than the 10<sup>th</sup> of the month to the Regional MoAS. Cantons may report to their Baronial officer or they may also report directly to Kingdom. Late reports are accepted, but they may not make it into the reports that are submitted to the Society MoAS, Kingdom Seneschal, Crown, and Local MoAS. An e-mail indicating that no A&S activities have occurred within the local group counts as a report. If there is a personal crisis, etc., please inform the Kingdom MoAS as soon as possible about the missing/late report. These reports are important to the SCA, because they serve as evidence that we study, learn, and teach skills associated with life in the Medieval and Renaissance Ages. They also help the Kingdom MoAS understand where the needs and interests of the populace lie and provide useful information in planning future competitions and collegia.

Section VII.C of Kingdom Law states the following: "All officers shall generate written reports to their superiors and subordinates at least quarterly. Omission of one quarterly report shall be considered grounds for suspension or dismissal." As a courtesy, the Kingdom MoAS will try to contact a Local MoAS (with a copy to the Local Seneschal) who is in danger of losing a warrant, but it is the responsibility of the Local MoAS to make sure reports are properly submitted.

The Kingdom MoAS in return is required to submit a quarterly report to the Crown, the Kingdom Seneschal, and the Society MoAS to keep them informed about the Kingdom events and local groups. Being accessible to your group and keeping them educated about what is happening both locally and at the Kingdom level is a vital part of your job. In addition to the SCA activities, include information on local museum exhibitions or demonstrations by local crafts people in the A&S article for your local newsletter or website.

#### **5. Leaving or Removal from Office**

When a MoAS wishes to resign, a successor should be recommended using the procedure outlined in the Outlands' Administrative Policies (housed at <http://www.online.outlands.org/laws>). If a resigned officer does not contact the Kingdom MoAS, either the group seneschal or the acting replacement must contact the Kingdom MoAS about the resignation.

A letter must be sent from the outgoing local MoAS, notifying the Kingdom MoAS of the date of resignation and giving the Society and mundane name, address, phone number, membership number and expiration date of the membership for the recommended successor and any pertinent information on the recommendations.

An officer may be removed from office for not reporting. If three consecutive reports are missed, the Kingdom Officer will assume that the Local Officer has left the office and will revoke the warrant. The Kingdom MoAS will then ask the local seneschal to recommend a new local MoAS. An officer can also be removed for failure to maintain their membership in the Society for Creative Anachronism, Inc.

## 6. Collegia and Competitions

There are no set rules for SCA competitions. They are as varied as the SCA itself. Each competition has its own variations and its own rules, created by the organizer(s). The schedule and operations/logistics of Arts and Sciences competitions vary depending who is holding or sponsoring the competition or tournament. For example, differences may be: entrance eligibility requirements (based on the artisan's group membership or newcomer status) or requirements of the obtaining of sponsors, etc. Below is a list of several different types of A&S activities and a brief description of each.

☞ *Kingdom A&S Competition* (even years) – This is considered the highest-level competition in the Kingdom: the Crown Tourney for the Arts and Sciences. Each division is awarded a first place mention unless there is no entry in that division. Only the Champion and second and third place overall will be awarded a scroll or prize. Each entrant wishing to compete for overall A&S Champion is required to make known their wish to compete for overall champion and enter a minimum of three items in at least two different divisions (unless no one enters for overall A&S Champion, so the requirements are at the Crown's whim). Overall scores will be tallied and the entrant with the highest overall average will be declared the Champion. The Kingdom A&S Champion is a honorary retinue position within the Royal Household and works on special projects as directed by the Crown. This event is held once per year in the spring and all are welcome to enter. ***First-time entrants must obtain a Sponsor (Laurel, Rose, or a Flower of the Outlands [or the equivalent from another Kingdom], who is experienced in Outlands' Kingdom A&S Competition as a judge or competitor), identified at the time of pre-registration.*** Kingdom A&S competition rules apply. Please see Sponsor form on the A&S Website.

☞ *Kingdom A&S Collegium* (odd years) – This is a Kingdom-wide, University-type environment where classes are taught on a multitude of subjects. All members of the populace (regardless of rank or achievement) are invited to attend or teach classes.

☞ *Regional Collegium* - This is a University-type environment where classes are taught on a multitude to subjects. All members of the populace (regardless of rank or achievement) are invited to

attend or teach classes. Local MoAS are encouraged to host Regional Collegia to promote the arts in their areas.

☞ *Queen's Prize Tournament* - This event is based less on merit and more on show and the ability to appeal to the sponsor (the Queen). It can be run in conjunction with Kingdom A&S competition or separately at the request of the Queen. ***This event does require a Sponsor (Laurel, Rose, or a Flower of the Outlands [or the equivalent from another Kingdom]). Both entrant and sponsor are required to be present.***

☞ *Baronial Champion A&S Competitions* – These competitions are held as a way of selecting Champions from within the Barony. Most times, the competition is open to the general Kingdom-wide populace, but the Champion is selected from Baronial members. In other competitions, any may vie for the Champion but should be prepared to uphold the requirement of the champion position for that group which may include running the following year's competition.

☞ *Local group A&S Competitions* – Local A&S competitions are held either for a champion competition or a way of letting members show their talents. This is also a good way of getting artisans ready for larger competitions.

☞ *Displays* – These are exhibitions at which artisans and craftspeople of all levels of experience are encouraged to show their work in a non-competitive environment.

Forms for Kingdom A&S Competition and Queen's Prize Tourney and other information can be found on the Kingdom A&S Website: [www.kmoas.outlands.org](http://www.kmoas.outlands.org).

## **7. Kingdom Guilds**

Any group of people who share a common interest in a special field or craft and are willing to promote it at a Kingdom level may form Kingdom Guilds. An updated Guild Charter and By-Laws shall be supplied to the Kingdom MoAS for the Kingdom files. If requested, the Kingdom MoAS can provide guidance in setting up a charter and the by-laws in accordance with Kingdom Law and the KMoAS policy. The new charter must be reviewed and approved by the Crown and Kingdom Seneschal, and signed by the Crown. Reports may be submitted to the Kingdom MoAS on at least a quarterly basis, however, the Kingdom MoAS is not responsible for the activities of the Kingdom Guilds. At the top of a guild hierarchy shall be one individual who may be called Guild head, Minister, Guild Principal, or some other appropriate title. The title "Master" or "Mistress" may not be used, as those are protected titles within the SCA.

## **8. Judging**

The selection of judges is an important part of running any competition. You want to make sure that the judges are dependable; that you have enough to cover the number of entries; and that the judges will be willing to follow the criteria and competition rules that you have set up.

When the time comes to ask for judges or select the judges you want, please keep the following in mind:

- ☞ Try to get enough judges so that they do not have to spend their entire event sitting at the A&S table, judging entries, unless they are aware of the situation (such as Kingdom A&S where often this is unavoidable).
- ☞ Make sure the judges are aware of your criteria and exactly what their responsibilities will entail ahead of time. Please see judging forms.
- ☞ Coordinate with the event steward about the schedule for the event, in order to start the judging well before court. Be specific about the time they will have to be at the A&S table and approximately how long they have to judge the entries. They should be aware of this before the event. Follow-up to make sure they will be there.
- ☞ Judges do not have to be Laurels. The judges should be knowledgeable on the subject material or open-minded to read the documentation. Unless a judge is very experienced with a variety of subject matter, you cannot expect them to judge on authenticity without documentation. This is why documentation is so important.

**Note:** There will be times when you will be asked to judge because of your office. Be honest about your knowledge. We, as officers, do not know everything about the artistic and scientific endeavors we encourage. You may be knowledgeable in one area and completely unaware of another. It is okay. All of us have been there. In desperate times, you may end up judging an area you are not familiar with. Do the best you can while relying heavily on the documentation and your own instincts. Try not to assume that the person is incorrect and try not to be overly critical.

## 9. What can I do to promote the Arts and Sciences?

Here are some ideas and activities you may consider for the Arts and Sciences.

- ☞ Hold workshops and encourage other members of the group to teach workshops.
- ☞ Have a “Display only” area where people can informally show off their projects.
- ☞ Set up dance practices, sewing circles, dinners, etc., so that people can pursue their interests together.
- ☞ Do a survey and find out who can teach what subjects and who wants to learn what subjects.
- ☞ Organize a lending library.
- ☞ Write up projects of local artisans or send a copy of the report to be published in the local newsletter.
- ☞ Organize a team for educational demos.
- ☞ Take field trips to museums or exhibitions.
- ☞ Find outside or inside experts to come in and talk to the group.
- ☞ Schedule artisans to travel to outlying groups to hold collegiums and organize local instructors to visit other groups.
- ☞ Sponsor competitions and exhibitions.
- ☞ Encourage people to prepare for and enter Kingdom and inter-Kingdom competitions.
- ☞ Hold a local Collegium.
- ☞ Bid to hold a Kingdom Arts and Sciences event.
- ☞ Sponsor intensive workshops: a whole day of dancing, armoring, sewing or any other specific interest.
- ☞ Get other people involved in organizing Arts and Sciences activities.
- ☞ Make arrangements to decorate a display case at the local library or school.

- ☞ Offer to teach crafts at a local school or retirement home.
- ☞ Hold a movie critique session. Watch a “period” film and discuss historical accuracies and inaccuracies.
- ☞ Write book or movie reviews for the local newsletter: although many have gone electronic, this can still be a good place to post articles as well as reviews.

## Appendix A

### Arts and Sciences Competition Judging Criteria

All entries will be scored on a 0 to 50 point system as described below. The list below is the basics of what each criteria means. **As there are new judging sheets for 2014, please read the specific one for the division you are entering for the best results in competition.** The new sheets are much more specific on the criteria to aid both the competitor to know what the judges may be looking for and for judges to have a guideline for judging an assigned division. While we would like to be able to have three experts for every entry, the reality of the situation is that we seldom do and so the goal of the new judging sheets is to enable both competitors and judges to be better prepared ahead of time.

**Documentation (0 – 10 points):** Judges will rate the quality and comprehensiveness of documentation. Entrant must answer: *What* the entry is, *who* would have used it, *where* geographically it would have been used, *when* in time it would have been used, *why* they would have used it, *how* they would have used it and *how* the entrant made the item. Although minimal documentation (the previous list being minimal) is required, extra points are awarded if the entrant also discusses:

- Precedent or rationale for original work or deviations from period norms.
- How the entry fits into period styles.
- Appropriateness of entry to a specified occasion, person, use, etc.
- Primary sources references (a primary source is a book, manuscript, pamphlet, letter, diary, legal document, etc., that were written during the SCA time period, roughly 600 to 1600. It can also include visual references to surviving pieces from the same time period.)

Clearly written, typed, well-organized and concise documentation is preferred. Avoid extraneous material. A four-page (total) documentation paper which includes one page for a bibliography, double-spaced, in an easy to read font (you may wish to include extra pages for copies of primary sources, visual references not included in the text etc.) is good, minimal documentation.

\*\*Save the fancy calligraphy fonts for titles or cover pages – a whole paper in a fancy font is very hard to read.

**Complexity (0 – 10 points):** Judges will **rank the attempt, not the success**, of the entry. Judges assign ranking in a number of broad areas such as scope of endeavor, techniques required and a variety of elements combined. Entries that attempt very little (i.e. a simple unadorned t-tunic sewn on a sewing machine) will score lower than entries that attempt a great deal (i.e. a simple t-tunic, but one that is hand-sewn on hand-dyed fabric and covered with authentic decoration). Likewise, if a simply made entry depends upon extensive construction of tools, patterns, etc., it should be considered highly ambitious, (IE: the person made their own scissors, needles and spun their own thread).

**Creativity (0 – 10 points):** Creativity will be judged in one of two ways – either the use of period method, materials etc. to create an original product, or the creative use of modern tools and materials to create a period product in its appearance, use, etc. When judging based on a period-style product made from modern methods, documentation will be crucial in proving that its appearance, usage, etc as it would have been in period. Judges rank the extent of originality and innovation shown by the entrant, but the creativity shown must be in a logical context (i.e. substituting one logical element for another, NOT putting Elizabethan style sleeves on a Viking tunic). Extra points should be awarded for appropriateness to a particular person, occasion, use, etc. For example, adapting an existing “upper class” garment via materials and construction to something a middle class person could have afforded is a very clear use of creativity.

**Authenticity (0 – 10 points):** Judges will rate how “period” the entry is, in terms of style, function, appearance combination of elements, etc. A piece will score lower in this category if entrant uses non-period elements or tools and materials. If the entrant is using modern tools for safety or cost

considerations but explains within their documentation what the correct tools and/or materials were and how they would have been used in period, this should not lower their points. Judges should assume an entry is constructed with modern tools and materials unless it is otherwise stated in the documentation. A perfect authenticity score (10 points) should go to a completely period product that combines period tools, materials and construction methods.

**Aesthetic Qualities (0-10 points)** Judges will rank if the project is aesthetically appealing. Is it well finished? Does it look, smell, move, taste as it should depending on the entry. Is it presented in an attractive manner? Is the overall appearance, design, color, ingredients and material combination suitable for a period piece depending of course on what the item entered is?

**Workmanship (0 – 10 points):** Judges will rank the success of the attempted project. This includes: how well the entry does what it was meant to do, how well its various elements work together, how the details are handled, choice of materials, form and design, etc.

**Judge's Final Observation (no points):** The judge will give an overall comment on the entry – such as what the judge especially liked about the item, what suggestions the judge might have for improving a low total score or specific section (authenticity, documentation, etc.).