

ADMINISTRATIVE POLICIES OF THE KINGDOM OF THE OUTLANDS



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Hrothgar & Ingridr, King and Queen

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I. GENERAL

- A. 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. 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.
- B. 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. 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.

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. Temporary Guardians

1. 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.
2. Temporary Guardians must bring for each minor, each of the following forms:
 - a. A notarized "Child Guardian Consent Form" which designates the adult as the minor's temporary legal guardian for the duration of the event.
 - b. A notarized "Minor's Medical Authorization" form which gives the Temporary Guardian the right to determine and authorize specified necessary medical attention
 - c. A "Minor Waiver form or a current SCA blue membership card for said minor.
 - d. 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.)
3. 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.

B. 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.

C. 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. 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.

D. 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.

V. EVENTS

A. Event Definition

Event Definition is listed in Corpora, Section II. A. Society Events Defined.

1. All event stewards must be paid members in good standing of the SCA at the time the event occurs.
2. Incipient group events must be sponsored by an official group.

B. Event Planning

3. Planning Calendar

- a. The Kingdom Event and Calendar Deputy Seneschal maintains a planning calendar for the purpose of planning and coordinating events throughout the Outlands. All groups are encouraged to submit proposed events onto the planning calendar. The planning calendar is not a list of the official event calendar; it is a tool for assisting the seneschals by providing a visual into the plans of other groups.
- b. To list an event on the planning calendar, information concerning the event (name of event, date, sponsoring group, contact name, email and telephone number) must be sent to the Kingdom Event and Calendar Deputy Seneschal.
- c. 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.
 - i. The purpose of conflict resolution is to facilitate the transition of planned events into events placed on the official Kingdom Calendar. The Kingdom Event and Calendar Deputy Seneschal is responsible for reviewing the planning calendar for conflicts. The following scenario is a guideline for conflict resolutions:
 - ii. Groups A & B submit events for the planning calendar with conflicting dates.
 - iii. The Kingdom Event and 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 (allow for conflict, shift dates, combine events, cancel event, etc.).
 - iv. If conflict is still not resolved, gather perspective of the Regional Deputy Seneschal (and potentially others, depending on the focus of the events in question).
 - v. If the Kingdom Event and Calendar Deputy Seneschal is unable to resolve the conflict, the Kingdom Seneschal 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 following: the priority and scope of the events; advanced planning by a group; existence of already-signed contracts; and, likelihood of negative impact to conflicting events.

C. Event Registration Process (Official Calendar or Events)

1. An Event Registration form is available on the Outlands' website or from the Kingdom Event and Calendar Deputy Seneschal. This form is necessary for all events that are to be listed on the official Kingdom calendar and to be published in the *Outlandish Herald* (which make it an official event).
2. This form must be completed and signed by the following:
 - a. For Incipient Groups: Incipient group Seneschal and sponsoring group Seneschal
 - b. For Shires and Independent Colleges: Seneschal and a second officer
 - c. For Baronies: Baronial Seneschal and Coronet
 - d. For Cantons and Baronial Colleges: Local Seneschal and the Baronial Seneschal
3. The event registration form is emailed to the Kingdom Event and Calendar Deputy Seneschal. Only

official group seneschals may submit completed event registration forms. A copy of the event registration form will be kept on electronic file by the Kingdom Event and Calendar Deputy for a period of seven (7) years. Local groups are also encouraged to keep event registration forms on file.

4. An event article for publication in the *Outlandish Herald* is submitted to the Kingdom Chronicler by the official group seneschal (see “Policies of the Kingdom Chronicler” for more information about event announcements).
5. The event will not be placed on the Kingdom Calendar or published unless all registration paperwork is correctly completed and submitted.
6. The Kingdom Event and Calendar Deputy Seneschal will maintain and, in conjunction with the Kingdom Chronicler, publish the Kingdom Event Calendar.

D. Kingdom Events

1. The standard dates for Kingdom events are as follow:
 - a. Spring Crown Tournament – 2nd weekend of March
 - b. Spring Coronation – 2nd weekend of May
 - c. Fall Crown Tournament- 2nd or 3rd weekend of August
 - d. Battlemoor – Labor Day weekend
 - e. Fall Coronation – 2nd weekend of November
 - f. Arts and Sciences – 2nd weekend of April
2. All groups are strongly encouraged to submit event proposals for Kingdom events, except for Battlemoor, which is hosted by the Kingdom. The Kingdom will support any small group that needs financial assistance in hosting a Kingdom event.
3. All Kingdom Events, with the exception of Battlemoor, are selected by the following process: A Kingdom Event Proposal Form is available on the Outlands website or through email to the Kingdom Calendar Deputy. 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.
4. Along with the Kingdom Event Proposal Form, the formal proposal will include the following, in a single document:
 - a. A site description detailing the amenities the site has to offer (with pictures, if available)
 - b. A proposed schedule and description of any extra planned activities
 - c. A proposed budget detailing the estimated costs and expenses
 - d. A preliminary staff list to include experience and contact information of the event stewards
5. As soon as one acceptable proposal is submitted, an announcement may be made requesting additional proposals: if this announcement is made and if no other interest in submitting a proposal is received, the decision on the hosting group may be made before the deadline.
6. If no acceptable proposal is received by the deadline, the Regional Deputy Kingdom Seneschal will work with the Kingdom Event and Calendar Deputy Seneschal to encourage a suitable group to submit a proposal. If no acceptable proposal is received by the deadline for events other than Crown Tournaments and Coronations, an alternative Kingdom event may be submitted. Once an acceptable late proposal is received, an announcement will be made for intent of additional proposals with a deadline of one week for intent with two weeks for a full proposal package to be submitted. If there is no response for intent within the week, the initial late proposal will be accepted.
7. At the time of the deadline, the Kingdom Event and Calendar Deputy Seneschal will forward all acceptable proposals to the Crown and the appropriate Kingdom Officers. The Crown will make the final decision in consultation with the responsible Kingdom Officer (and the Kingdom Seneschal and Kingdom Exchequer, as needed). This decision will take place within four weeks after the bid deadline.
8. Once a proposal has been accepted, the responsible Kingdom Officer will notify the group seneschal and the Kingdom Event and Calendar Deputy of the accepted proposal. The Regional Deputy Seneschal will serve as liaison and mentor with the hosting group to ensure communication and problem resolution.
9. Local groups are encouraged to donate at least 50% of all net profit from Kingdom events to a Kingdom account.

- a. Crown Tournaments and Coronations should alternate between the Northern and Southern portions of the Kingdom, with the division line being 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. If a feast will not be provided, please outline in the event proposal the alternate food options (donation luncheon, potluck, etc.) and area, close-by, restaurants.

11. Kingdom Arts and Sciences

- a. There will be a Kingdom A&S event held in the month of April (competition or collegium).
- b. The Kingdom Minister of Arts & Sciences, the Kingdom Event & Calendar Deputy Seneschal and Kingdom Seneschal shall consult with the Crown to select a suitable location for the upcoming event. This will ensure that the competition and collegium events are evenly distributed across the regions of the Kingdom.
- 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.

12. Battlemoor

- a. Battlemoor is the premiere Kingdom event hosted by the Outlands held annually on Labor Day Weekend.
- b. Battlemoor Autocrat Team for the following year's event shall be chosen by the Crown of the Outlands and Their Heirs after consultation with the Battlemoor Advisory Ministry (BAM) and the Kingdom Seneschal. Autocrat Team will be announced at spring Coronation.
 - a. Prospective autocrats must submit a proposal to the Crown, the Kingdom Seneschal and the Battlemoor Advisory Ministry (BAM) by April 1 of the year prior to the year of the Battlemoor they wish to autocrat. Email addresses may be found on the Outlands Kingdom web site. Proposal to include:
 - a. names and contact information of proposed Autocrat Team
 - b. autocrat experience
 - c. preliminary core staff list (Autocrat deputies, Site Steward, Exchequer, Gate Coordinator).
 - b. Priority consideration will be given to those who have previously served as Battlemoor deputy autocrats and those who have served in staff positions in multiple Battlemoor events.
 - c. Battlemoor Autocrat duties and timelines are listed in APPENDIX A.

Battlemoor Advisory Ministry (BAM)

- c. There shall exist in the Kingdom of the Outlands an advisory council for the event "Battlemoor." The council's primary goals are to act as a resource for event autocrats and staff as well as to foster the growth of the event. The council (Battlemoor Advisory Ministry or BAM) also provides guidance to maintain the continuity and traditions of Battlemoor as a Town Hall centered event dedicated to Hospitality.
- d. The BAM operates at the discretion and direction of the Crown and will provide advice on upcoming Battlemoor events as outlined below.
- e. Members of the BAM shall be appointed by the Crown after consultation with existing members and will consist of 9 (nine) persons including the Chair, the Battlemoor Exchequer and 7 others all of whom are former event staff members with expert knowledge of Battlemoor. Members of the BAM may be removed at the discretion of the Crown.
- f. The duties of the BAM shall be but are not limited to the following:
 - i. Act as a resource for advice and information to the Battlemoor event staff.

- ii. Support the event staff to ensure continuity from the previous staff by maintaining archived information including, but not limited to:
 - a. Past budgets, invoices or other financial information
 - b. Past vendor lists

POLICIES APPLYING TO ALL OFFICERS

A. Reporting

1. All Lesser Kingdom Officers or Deputies to Kingdom Officers report to the Kingdom Superior as required by that Officer or at least quarterly.
2. 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.
3. All local officers must retain a copy of their reports for the files of their own office.
4. 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.
5. 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.
6. Omission of three consecutive monthly reports, or one quarterly report, will be considered grounds for possible suspension or removal from office.
7. 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.

B. Deputies

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.

C. Meeting Attendance

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.

D. Running the Meetings

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.

E. Change of Officers

Change of officers should follow this procedure:

1. The current local (or Kingdom) officer writes to the Kingdom Officer (or Crown) and local (or Kingdom) Seneschal indicating his/her desire to step down from office.
2. The current local (or Kingdom) officer solicits letters of interest for the position (at a minimum, the opening will be posted on the Kingdom website and in the Kingdom newsletter).
3. Interested individuals write to Kingdom Officer with a courtesy copy to the local officer (or Kingdom), the local Seneschal (or Kingdom), and their Coronet (if in a Barony) (or Crown, if a Kingdom position) 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 (or Kingdom) officer makes a recommendation to the Kingdom officer (or Crown and Seneschal) on who is to be their successor. An indication that the local (or Kingdom) Seneschal and Coronet (if applicable) is in agreement with the recommendation should also be sent.
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.

- a. If the change of office is a major issue for the group, the Kingdom Officer will notify the Kingdom Seneschal of the difficulty.
- b. The Kingdom Officer shall submit a recommendation regarding the new officer to the Crown for final approval.
- c. 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.
- d. 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.

I. POLICIES OF THE KINGDOM SENESCHAL

A. General Duties

1. 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.
2. Group 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.
3. Monthly reporting is completed through the “Monthly Local Seneschal’s Report” located on the Seneschal’s web page on the Kingdom website.
4. Omission of three consecutive reports will be considered grounds for possible suspension or removal from office.
5. The Kingdom Seneschal will communicate monthly to the local Seneschals, the Kingdom Officers and Ruling Nobles of the Kingdom.

B. POLICIES OF THE KINGDOM CHATELAIN

1. This officer is a clearinghouse of information for local groups, and specifically Chatelaines, to use in welcoming new members to the Society. This officer assists any groups that are having recruiting/retention issues.
2. This officer is the primary contact point for newcomers to the Outlands. The officer forwards the contact to the proper group and follows up to insure contact is made.
3. Reporting: formal reports by local chatelaines are required to be sent to the Kingdom Chatelaine quarterly by the 10th of the month following the close of the quarter.
4. Should a group not have a designated local Chatelaine, its Seneschal will assume that responsibility and make quarterly reports on behalf of the group.
5. 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.
6. The Kingdom Chatelaine will report to the local groups at least quarterly to share information and ideas.
7. The Kingdom Chatelaine will develop a communications group for all chatelaines to share information.

C. 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.

D. 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.
- e. Reportable media event is any event or happenstance in which one or more of the following occurs:
 - i. Media representative contacts the SCA for the purpose of doing a news story, column, or media presentation.
 - ii. SCA Branch or representative wishes to publicize an event or activity in modern media venues.
 - iii. Unfortunate occurrences that might result in media coverage, such as
 - 1) Severe Injury or fatality
 - 2) Incident resulting in official law enforcement being summoned to an SCA activity.
 - 3) 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. General Duties

1. 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.
2. 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.
3. 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.
4. 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.
5. The Outlands Herald's Handbook is available from the White Stag Principal Herald or online at www.outlandsheralds.org.
6. 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.
7. 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.

8. Computer-generated forms are acceptable provided they accurately recreate the current form standards and size. Forms are available online at www.outlandsheralds.org.
9. 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".

B. 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.

C. POLICIES OF THE KINGDOM CHRONICLER

1. 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.
2. Local Chroniclers will provide complimentary copies of their newsletters (either physical or digital) to the Crown, the Kingdom Chronicler, and the Kingdom Seneschal.
3. Event announcements sent to the Kingdom Chronicler for publication in the Outlandish Herald must be:
 - a. Accompanied by a completed Event Registration form
 - b. Checked for completeness and accuracy by the Seneschal of the sponsoring group
 - c. Not written in a way that presents the Society in a bad light
 - d. 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.
4. 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.
 - a. 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.
 - b. 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.
5. A complete Event Announcement for publication must include:

- a. Name of the event
 - b. Date of the event (day, month and Common Era year)
 - c. Times of the event - when the site opens and closes
 - d. Name of the sponsoring group
 - e. Modern location of the site (site name, city, state, zip), and WRITTEN directions. Maps are optional.
 - f. Event Steward Information: SCA Name, Modern Name, address, phone number with area code, and an (optional) email address.
 - g. A concise schedule of fees, and the statement “checks payable to ‘SCA - group’ ”.
 - h. Alcohol Status (Wet, dry, discreetly wet, etc.)
6. The local Chronicler’s monthly report is his/her newsletter. A brief quarterly report of the state of the office is also required.
 7. All local Chroniclers should be familiar with the Outlands Chronicler’s Policies which is available from the Kingdom Chronicler or on the Outlands Webpage.

IX. POLICIES OF THE KINGDOM WEBMINISTER

A. General Duties

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 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. Duties

1. Local Treasurers must be familiar with the policies in the Local Exchequer Handbook found on the Outlands webpage.
2. Reports from local Treasurers are required on a quarterly basis. Quarterly reports are due one month after the end of a quarter: 1st Quarter – April 30, 2nd Quarter – July 31, 3rd Quarter – October 31 and 4th 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.
3. The quarterly report and Domesday report, or a summary thereof, will be published in each group’s newsletter.
4. 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.
5. 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.

6. The SCA will not cash personal checks.
7. 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.
8. 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.
9. 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.

XI. POLICIES OF THE KINGDOM CHAMBERLAIN

A. Duties

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

XII. POLICIES OF THE KINGDOM MINISTER OF ARTS & SCIENCES

A. Duties

1. 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.
2. Bids for Kingdom Arts and Sciences events (Competitions and Collegia), are to be copied to the Minister of Arts & Sciences.
3. Rules and guidelines for Kingdom Arts and Sciences Competitions are available from the Kingdom Minister of Arts & Sciences.
4. A handbook for local Arts and Sciences officers can be found on the Kingdom MOA&S website.

XIII. POLICIES OF THE KINGDOM EARL MARSHAL

A. Duties

1. Local Marshals are to report to the Kingdom Earl Marshal quarterly. If a serious injury occurs at an event or practice a report must be sent within one week.
2. Rules for armored combat in the Outlands are available from the Kingdom Earl Marshal or on the Outlands Webpage.
3. 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.
4. 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 subject to the

direction of the marshals on the field and are required to follow their directives regarding activities on the field.

5. Combat archery is under the supervision of the Earl Marshal. Rules applying to combat archery are found in the Outlands rules for armored combat.
6. Siege Engines are under the supervision of the Earl Marshal. Safety rules and guidelines applying to siege engine construction and usage may be found on the Outlands Webpage.

B. 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.

C. 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.

D. 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 Inter-Kingdom 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.

XIV. POLICIES OF THE KINGDOM MINISTER OF THE LISTS

A. Duties

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.

XV. Battlemoor Advisory Ministry (BAM)

- a. There shall exist in the Kingdom of the Outlands an advisory council for the event "Battlemoor." The council's primary goals are to act as a resource for event autocrats and staff as well as to foster the growth of the event. The council (Battlemoor Advisory Ministry or BAM) also provides guidance to maintain the continuity and traditions of Battlemoor as a Town Hall centered event dedicated to Hospitality.
- b. The BAM operates at the discretion and direction of the Crown and will provide advice on upcoming Battlemoor events as outlined below.
- c. Members of the BAM shall be appointed by the Crown after consultation with existing members and will consist of 9 (nine) persons including the Chair, the Battlemoor Exchequer and 7 others all of whom are former event staff members with expert knowledge of Battlemoor. Members of the BAM may be removed at the discretion of the Crown.
- d. The duties of the BAM shall be but are not limited to the following:
 - a. Act as a resource for advice and information to the Battlemoor event staff.
 - b. Support the event staff to ensure continuity from the previous staff by maintaining archived information including, but not limited to:
 - i. Past budgets, invoices or other financial information
 - ii. Past vendor lists
 - iii. Past staff lists
 - c. Create and maintain a document which provides a timeline for actions leading up to the event, and which enumerates the duties of the autocrat. (reference: "Battlemoor Autocrat Duties & Timeline" in the Battlemoor Archives). If necessary, take on such duties as are needed to maintain the timeline and ensure success of the event.
 - d. Function as mediator in the event of significant or multiple coordinator concerns or complaints.
 - e. Promote the event extensively throughout the Known World.
 - f. Chair, after consultation with other BAM members, will prepare a report discussing the status of Battlemoor to be given to the Crown and Heirs each Coronation.
 - g. Maintain a method of quick and easy communications throughout their tenure on the council and be available for interaction as needed with other council members, the event staff, and the Crown.

XVI. 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. 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. 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. The chapter is also encouraged to submit a group device along with their name.

2. 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.
 - i. 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.
 - ii. The Seneschal discusses the minimum requirements needed for formation of a new group
 - iii. The Seneschal discusses the possible formation of a new group with any neighboring group to work out any issues.
 - iv. 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:

- i. The planned name of the group to be submitted
 - ii. Membership numbers of at least five members
 - iii. The proposed officer list
 - iv. 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:
 - i. All officers meeting reporting requirements to their Kingdom superiors
 - ii. Members holding regular SCA related activities for the local members (fighter practice, archery, dance, A&S gatherings, etc.)
 - iii. 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

Shires are a local branch that reports directly to a Kingdom.

1. Suspension

- a. A shire will be suspended if:
 - i. If a the Shire does not meet the minimum membership or officer requirements for three consecutive months,
 - ii. the Shire Seneschal does not report for four consecutive months,
 - iii. 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.

2. 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.
 - i. 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.

- ii. The Baronial Coronet should poll all members within the affected area as to their opinion on the formation of a Canton
- iii. 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.
- iv. 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. Suspension

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

3. Disbandment

- a. If a Canton 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 Canton be disbanded. Canton's can also be disbanded for cause, following the SCA Policy for disbandment.
- b. Funds in a disbanded Canton account will be disbursed to the Kingdom account.

4. Change to Shire

- D. 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.

1. Reporting

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

E. 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.

F. Baronies

The following is the process for a Baronial Polling

- 1. 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).
- 2. Upon agreement of these dates with the Crown, the Baronial Seneschal will contact the Kingdom Seneschal to arrange for the Baronial Polling.

3. 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.)
4. 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.
5. 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.
6. The Kingdom Seneschal or a representative will administer the written polling.
7. 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.
8. 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.
9. After the Crown has made a decision They will announce Their decision after the polling or at a later event.

XVII. 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 Herald's 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. A form for award recommendations can be found on the Outlands website which will automatically be sent to the Crown. Letters of Recommendation may also be mailed directly 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.

XVIII. FORMS AND WAIVERS

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

A. Forms

1. Event Registration Packet
 - a. Event Registration Form
 - b. Kingdom Event Bid Form
2. Warrants
 - a. Warrant of Appointment to Executive Office (Seneschals)
 - b. Warrant of Appointment to Financial Office (Exchequers)
 - c. Warrant of Appointment to Office
3. New Groups Checklist

4. Financial Approval/Request for Payment Forms
5. Award Recommendation Form

B. Waivers

1. Adult Waiver
2. Roster-style Waiver for Adults
3. Forms for Minors in the SCA
 - a. Minor Waiver – “Minor’s Consent to Participate and Hold Harmless Agreement” (one child)
 - b. Minor Waiver (family) – “Minor’s Consent to Participate and Hold Harmless Agreement” (family version)
 - c. Medical Authorization for Minors form (notarized version)
 - d. Child Guardian Consent Form (notarized version) – required of Temporary Guardians
 - e. 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.)
4. Waiver and Informed Consent to Participate in S.C.A. Inc. Equestrian Activities (Separate forms for CO, NE, NM, TX, & WY)

APPENDIX A

Battlemoor Autocrat Duties & Timeline

Autocrat team shall be chosen by the Crown of the Outlands after consultation with the Battlemoor Advisory Ministry (BAM) and the Kingdom Seneschal.

Autocrat Duties Include:

1. Maintain communication with the Crown, Coordinators, BAM, Kingdom Seneschal and populace.

2. Develop a working budget by **January 31**, with a final budget developed by **March 1st**.
 - a. in consultation with the BAM and Kingdom Seneschal, establish the site fee.
 - b. consult BAM, Kingdom Seneschal, Kingdom Exchequer and the Crown for any changes in amounts over \$500.
 - c. working with the Battlemoor Exchequer, keep clear and accurate records of all monetary expenditures.
 - d. working with Gate Coordinator and Battlemoor Exchequer post Final Financial Data by **October 10**.
3. Working with the Kingdom Seneschal, ensure site contract is up to date/signed.
4. Establish a base of Coordinators, filling 50% of positions by **January 31**. All Coordinator positions should be filled by **May 1**.
 - a. maintain open communication with all Coordinators and address questions and emails in a timely manner (no longer than 5 days).
 - b. work with each Coordinator to ensure deadlines are met for their venues:
 - i. funds requested
 - ii. tables, chairs, pavilions requested
 - iii. information sent to website, gate book, etc.
5. Coordinate and attend no less than three staff meetings. Deputy autocrats, coordinators, and deputies strongly encouraged to attend all meetings and required to attend one. At the very least, meetings are to occur at the following events:
 - a. March Crown Tournament
 - b. May Coronation
 - c. Cleanup date on site
 - d. suggested meeting dates: other Kingdom events, Baronial Yule events
6. Review pertinent documentation, files, and records from the prior years as provided in the Battlemoor Archives by **January 31**.
7. Establish an email discussion list for all staff members by **January 31**.
 - a. ensure coordinators are added to discussion list as they are recruited.
 - b. post status updates at least monthly reviewing any trouble areas, new appointments, changes in staff, or issues that have arisen.
8. Ensure proper event registration forms are filed for Battlemoor to be listed on Kingdom Calendar and in the Outlandish Herald.
9. Work with each Coordinator to establish infrastructure needs and arrange to rent or borrow needed items (ensuring all is on site by Tuesday morning at the latest), including but not limited to:
 - a. tables, chairs, pavilions
 - b. hay bales, water buffaloes, propane torches
 - c. signs
10. Working with Battlemoor Exchequer, set up ACCEPS (to be open late March - early August) for pre-registration.
11. Working with the County Liaison, ensure that there is a Colorado Licensed Law Enforcement Officer and Medical Provider to write the required letters for the Huerfano County Temporary Use Application Packet. (If site is in Huerfano County Colorado)
12. After Tear Down/Clean-Up is complete, Autocrats (or deputies), in conjunction with Site Clean-Up Coordinator, examine the site to ensure all event equipment, trash, etc. has been removed.
13. Within 7 days of event closure, check in with Site Owner to be sure payment has been made for site, water, electricity or other obligations as well as to be sure the site was left in good condition. (I thought Madigan was going to be the single voice to the site owner?)
14. Post a follow up/evaluation report to the staff email discussion list by **October 10**. Outline what worked, what didn't, suggestions for the next year, etc.

January 31	working budget	50 % of coordinators recruited	electronic discussion list established
March 1	final budget		
March	ACCEPS opens	Staff meeting	
May 1	all coordinator positions filled	Staff meeting	
July	clean up dates	Staff meeting	
Labor Day	EVENT !		
October 10	Post event evaluation and financial data		