

**Kingdom A&S Competition 2016**

**April 9, 2016**

# **AFTER ACTION REPORT/IMPROVEMENT PLAN**

**May 10, 2016**

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## HANDLING INSTRUCTIONS

1. The title of this document is Kingdom A&S 2016.
2. The information gathered in this AAR should be used in the planning process for the next competition, held in April 2018.
3. At a minimum, the attached materials will be disseminated only on a need-to-know basis.
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[If an AAR contains graphics, figures, or tables, they should be numbered and listed in the Contents section (e.g. Figure 1, Table 1, etc.).

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## EXECUTIVE SUMMARY

The Kingdom A&S Competition 2016 was developed to determine the Kingdom's next A&S Champion and to highlight the artisans of the Kingdom. The exercise planning team was composed of KMoAS (Maimuna al-Bukhariyya), Deputy KMoAS (Isabella di Francesco Ambrosini), and Event Steward (Torcail Gilleghaolain). The exercise planning team coordinated around logistics and planning of the Kingdom A&S Competition, including locations for competition and the event schedule. KMoAS assumed primary responsibility of assigning judges to entrants/artisans, printing judges' sheets and judges' guidance documents, collating judging packets, and communicating with judges and artisans about entries and assignments.

Based on the exercise planning team's deliberations, the following objectives were developed for Kingdom A&S Competition:

- Objective 1: To identify a new Kingdom A&S Champion
- Objective 2: To highlight artisans of the Kingdom

The purpose of this report is to analyze exercise results, identify strengths to be maintained and built upon, identify potential areas for further improvement, and support development of corrective actions.

### Major Strengths

The major strengths identified by KMoAS during this competition are as follows:

- Judges' sheets and judges' guidance documents were separated from each other, saving paper.
- Judges received their judging assignments two weeks in advance, giving them opportunity to research subjects that were unknown to them.
- Artisans received their judging assignments at least a week in advance, giving them an opportunity to know who their judges were.

The major strengths identified by the survey respondents during this competition are as follows:

- The rooms were nice and roomy.
- The check-in process was smooth.
- Competitors in separate rooms made it easy to discuss the works.
- Well-organized, efficient, plenty of judges.

### Primary Areas for Improvement

Throughout the exercise, several opportunities for improvement were identified. The primary areas for improvement, including recommendations, are as follows:

- Sponsoring group should provide a donation lunch for the participants, instead of hosting a feast at the end of the day.

- Provide a dedicated place for artisan/judge check-in, preferably close to the gate.
- Work on the delicate balance between Olympic reviewing (a team of 3 judges review all of the entries in a specific division) and overloading judges with entrants.

This year was a year of transitions for Kingdom A&S Competition. Instead of having all the artisans in one big room, artisans were grouped by their division in the competition rooms, and artisans who were competing for Champion were grouped separately. Also, the three judges assigned to each entry were assigned by Division (so the same three judges evaluated the entries in a certain division). If the Division had a few entries, it was relatively smooth, whereas if the Division had multiple entries, it was a different experience. We also provided judges and artisans with Competition information prior to the event: judges received an e-mail with a list of the entrants and entries they would be evaluating and expectations for judges and artisans and artisans received an e-mail with the list of judges who would be evaluating each entry and expectations for judges and artisans.

## SECTION 1: EXERCISE OVERVIEW

### Exercise Details

**Exercise Name**

Kingdom A&S Competition 2016

**Type of Exercise**

Bi-annual competition for artisans to display works of arts/sciences on a Kingdom-level.

**Exercise Start Date**

April 9, 2016

**Exercise End Date**

April 9, 2016

**Duration**

Five hours

**Location**

The College of St. Goliath (New Mexico Tech, Socorro, NM)

**Sponsor**

Kingdom of the Outlands

**Mission**

To identify an overall Kingdom A&S Champion and winners for each of the A&S Divisions.

### Exercise Planning Team

- KMoAS (Maimuna al-Bukhariyya)
- Deputy KMoAS (Isabella di Francesco Ambrosini)
- Event Steward (Torcail Gilleghaolain)

**Number of Participants**

- Artisans: 21
- Judges: 32
- Event Staff (Kingdom-level): 2
- Event Staff (local-level): ~10
- Attendees: >100 (awaiting official count from Event Steward)

## SECTION 2: EXERCISE DESIGN SUMMARY

### Exercise Purpose and Design

The purpose of this event was to identify a Kingdom A&S Champion and winners of each of the A&S divisions.

### Scenario Summary

Kingdom A&S Competition was held on April 9, 2016, in the College of St. Goliath. Planning began in November 2015, with the identification of the group who would be hosting. Three groups volunteered to host: College of St. Goliath, Shire of Nahrin Kabirun, and Canton of Hawk's Hollow. Once the group was selected, planning (initiated by KMoAS and Deputy KMoAS) began. There are two planning/logistics tracts: the competition tract and the event tract. KMoAS was the most involved in the competition tract and Event Steward was most involved in the event tract. Deputy KMoAS was involved equally in both tracts.

Publication of the event occurred in the OH and on the various Yahoo Groups and on the official Kingdom Facebook page. Deputy KMoAS established a Facebook event page.

Event Steward was responsible for logistics around the specific event (location, room set-up, providing a judges' and Royal room, checking-in attendees).

KMoAS assigned entries to judges. This year, the same judges judged all entries in a specific division. KMoAS also printed judges' sheets and judges' guidance documents and collated these in each judge's folder. KMoAS sent e-mails to each judge with a letter of expectations of a judge and the judging assignments. KMoAS sent e-mails to each artisan with the letter of expectation of a judge and the judging assignments. KMoAS and Deputy KMoAS checked in each judge and artisan prior to and just after opening Court. KMoAS and a member of the populace collected each judging sheet and tallied the scores on an Excel spreadsheet, to determine the winner of each division and the overall Champion. KMoAS announced the winner of each division and the overall Champion at closing Court. KMoAS scanned and e-mailed to each entrant their judging sheets during the week after the Competition.

## SECTION 3: ANALYSIS OF COMPETITION

This section of the report reviews the performance of the exercised objectives, activities, and tasks.

### OBJECTIVE 1: TO IDENTIFY A NEW KINGDOM A&S CHAMPION

**Capability Summary:** The competition's main goal is to find a new Kingdom A&S champion. This year, there were 13 entrants who were vying for Champion; the individual with the highest average score was determined to be the Champion.

**Analysis:** This process went similarly to other years.

#### Recommendations:

1. Identify, in advance, which room the artisan would be in, so the artisan knows in advance and check-in goes smoother and each room assignment would be printed on both the artisan's folder and the judging sheet.
2. Provide a dedicated place for artisan/judge check-in, preferably close to gate.
3. Provide water/snacks for judges in the judging room.
4. Reduce the number of entries required for Champion to two (down from three entries in two divisions).
5. Prioritize judging so that those going for Champion are done first.
6. Limit the number of entries (total) to the number of confirmed judges: first come, first served.
7. Limit the number of entries per entrant; if they chose to enter more than two items for Champion or more than one for non-Champion, then they will be in a "secondary" stack and judged as opportunity and time allow.
8. Coordinate with Kingdom Scribe to have scrolls for each division winner and for the Champion.

## **OBJECTIVE 2: TO HIGHLIGHT ARTISANS OF THE KINGDOM**

**Capability Summary:** The competition's secondary goal is to allow artisans/scientists an opportunity to display their entries and receive constructive criticism on their entry/ies.

**Analysis:** This process was different than in years past. This year, the same three judges judged all the entries in a specific division (i.e., Joe, Sam, and Bill judged all the entries in the Leatherworking division). Also, this year, we attempted to group artisans in the same division in the same room, so that it was easier for judges to find the entrants and it was easier to control the din in the room.

### **Recommendations:**

1. Assign different judges for each entry, even if this means that there won't be the same judges for a complete category.
2. Too many entries per judge.
3. Have a site with access to larger space for displays.
4. Encourage displays for those who don't actually care about being judged and just want to be seen and have conversations.
5. Lack of seating and the use of school desks for entries.
6. Shorten the time allowed for judging, so that tallying can occur sooner (begin 1.5-2 hours prior to court).

## SECTION 4: CONCLUSION

- Due to a change in Kingdom Law, the Kingdom A&S Competition is held on the second weekend of April in even years. The next KA&S Competition will be in 2018.
- As stated above, there were 21 artisans who entered into the competition, with 14 going for Champion. For 13 entrants, it was their first time entering into Kingdom A&S.
- Judges received their assignments two weeks in advance; they were notified of the name of the artisan(s) they would be judging and they received the judges' guidance document(s) that pertained to the category/ies they were judging.
- Artisans received their judging assignments at least a week in advance. One change that I would make is to identify which room the artisan would be in, so check-in goes smoother.
- At the event, each judge received a packet with the judging sheet(s) and judges' guidance document(s).
- We had a separate room for judges to go to so they could work in (relative) quiet on their judging assignments. One change that I would make is to have a water and snack station available in that room.
- Another change that I would insist on during the next Kingdom A&S Competition is that the hosting group sponsor a donation lunch; because Kingdom A&S Competition has such a tight timeline/schedule, it can be hard for judges and artisans to leave for the noon-time meal.
- I implemented an anonymous survey for judges and artisans to provide feedback on Kingdom A&S Competition. There were five responses; not a representative sample of the entrants and judges. More detailed analysis and action steps are provided in the Kingdom A&S After-Action Report.
  - What went well this year?
  - What should be improved on for the next competition (in 2018)?
  - How would you fix the issue(s) that you identified in Question 2?

## APPENDIX A: IMPROVEMENT PLAN

This IP has been developed specifically for the next KMoAS and the next Kingdom A&S Competition in 2018 (April 14, 2018) as a result of Kingdom A&S Competition conducted on April 9, 2016. These recommendations draw on this After Action Report.

Objective	Recommendation	Corrective Action Description	Role	Start Date	Completion Date
To identify a new Kingdom A&S Champion	Identify, in advance, which room the artisan would be in, so the artisan knows in advance and check-in goes smoother.	Get room assignments from Event Steward at least 2 weeks in advance, so the labels for the folder can be completed.	Event Steward	March 23, 2018	April 6, 2018
	Provide a dedicated place for artisan/judge check-in, preferably close to gate.	Provide table and 2-4 chairs near the gate tent/table for artisan/judge check-in	Event Steward	April 13, 2018	April 14, 2018
	Provide water/snacks for judges in judging room.	Purchase (at a minimum) water for judges in judging room. Expense would be categorized as an event supply expense for the local Exchequer report.	Event Steward	April 13, 2018	April 14, 2018
	Reduce the number of entries required for Champion to two	Update MoAS handbook and Competition rules to decrease the required number of entries per entrant for Champion	KMoAS	ASAP	December 31, 2017
	Prioritize judging so that those going for Champion are done first.	Identify, clearly, on the judging sheets, the entrants who are vying for Champion.	KMoAS	March 23, 2018	April 6, 2018
	Limit the number of entries (total) to the number of confirmed judges.	Update MoAS handbook and Competition rules to limit the number of entries based on the number of judges confirmed.	KMoAS	March 23, 2018	April 6, 2018
	Limit the number of entries per entrant; if they chose to enter more than two items for Champion or more than one for non-Champion, then they will be in a "secondary" stack and judged as opportunity and time allow.	Update MoAS handbook and Competition rules to limit the number of entries per entrant.	KMoAS	ASAP	December 31, 2017
	Coordinate with Kingdom Scribe to have scrolls for each division winner and for the Champion.	Arrange for division and Champion scrolls to be available at the event and for a scribe who can write the name of the winner on the pertinent scroll.	KMoAS	March 2, 2018	April 6, 2018

Objective	Recommendation	Corrective Action Description	Role	Start Date	Completion Date
To highlight artisans of the Kingdom	Assign different judges for each entry, even if this means that there won't be the same judges for a complete category.	Assign judges based on category, not division. Assign each judge a maximum of 5 entries, regardless of the count in the category/division. Limit each entrant to three entries, period.	KMoAS	March 23, 2018	April 6, 2018
	Too many entries per judge.	Assign 4-5 judges to a panel with no more than 5 entries – not every judge would rate every entry but every judge would only have 4-5 entries rather than 7 or more.	KMoAS	March 23, 2018	April 6, 2018
	Have a site with access to larger space for displays.	Empty each room of all unnecessary desks/furniture, so there is more space in each room.	Event Steward	April 13, 2018	April 14, 2018
	Encourage displays for those who don't actually care about being judged and just want to be seen and have conversations.	Encourage displays at Queen's Prize Tournament and mini-competitions at local events (which is already done). Educate entrants and sponsors about the purpose of Kingdom A&S Competition.	KMoAS	ASAP	Unending
	Lack of seating and the use of school desks for entries and judging.	Require site to supply seating and tables for judges and entrants (in the display area and in the judging room).	Event Steward	December 31, 2017	April 13, 2018
	Shorten the time allowed for judging, so that tallying can occur sooner (begin 1.5-2 hours prior to Court).	Begin tallying as judging sheets are handed in (which was done, so not sure how to speed up the process).	KMoAS	April 14, 2018	April 14, 2018

## APPENDIX B: LESSONS LEARNED

While the After Action Report/Improvement Plan includes recommendations which support development of specific post-exercise corrective actions, exercises may also reveal lessons learned which can be shared with the broader audience.

### Exercise Lessons Learned

- Offer donation lunch to attendees.
- Put signage out at least an hour before gate opens.
- Make sure that space for court is sufficient for the number of attendees.
- Provide room assignments in advance (when the artisan's letter is sent out).
- Provide a dedicated check-in space for artisans/judges, preferably close to gate.
- KMoAS mileage is a reimburseable expense, per Kingdom Exchequer (14c/mile).
- Prizes can be provided for division winners and Champion – you can make prizes (reimbursed similarly to site tokens), per Kingdom Exchequer.
- Judges are eligible for honoraria (including gift cards), per Kingdom Exchequer.
- Have water available in the judges' room (should be purchased by the local group and paid for through the local group account).

## APPENDIX C: PARTICIPANT FEEDBACK SUMMARY

For two weeks, a survey was open on SurveyMonkey. It was an anonymous survey. Five respondents gave feedback on Kingdom A&S Competition 2016.

Respondent 1:

- What went well?
  - Well organized, efficient, plenty of judges.
- What should be improved on for the next competition (in 2018)?
  - I was disappointed that the number of participants. In years past there's been three times as many.
- How would you fix the issue(s) that you identified in Question 2?
  - I'm not sure. It's an ongoing trend that less and less people participate in arts competitions.

Respondent 2:

- What went well?
  - The rooms were nice and roomy. The checkin process was smooth.
- What should be improved on for the next competition (in 2018)?
  - Lunch for artists and judges.
- How would you fix the issue(s) that you identified in Question 2?
  - A cart rolling around offering food and drink would be wonderful.

Respondent 3:

- What went well?
  - Competitors in separate rooms made it easy to discuss the works.
- What should be improved on for the next competition (in 2018)?
  - I would prefer feedback from additional sources, particularly when entering more than one item in a single category.
- How would you fix the issue(s) that you identified in Question 2?
  - Assign different judges for each entry, even if this means that you won't have the same judges for a complete category.

Respondent 4:

- What went well?
  - Entries were grouped together and there were many great artisans.
- What should be improved on for the next competition (in 2018)?
  - I know the site has a lot to do with the arrangement of entrants, but it was difficult to get around to see the ones you were not judging.
- How would you fix the issue(s) that you identified in Question 2?
  - Site with access to larger space for displays.

Respondent 5:

- What went well?
  - This was the Best organized and run competitions in the 20 years I have been participating.
- What should be improved on for the next competition (in 2018)?
  - Although some might grouse, I would shorten the time allowed for judging.

- How would you fix the issue(s) that you identified in Question 2?
  - Shorten the time for judging so that there is 1 ½ to 2 hours to tally, Before Court.

## APPENDIX D: EVENT SUMMARY TABLE

Table D.1: *Event Summary*

Date	Responsible Party/ies	Event/Action
November 2015	KMoAS, Kingdom Seneschal, Crown	Meet to discuss the event bids. Select one group to host event.
January 2016	KMoAS, Event Steward	Begin to advertise event in OH, Yahoo Groups, Kingdom list, Facebook.
February 2016 – March 2016	KMoAS, Deputy KMoAS	Continue to advertise event in OH, Yahoo Groups, Kingdom list, Facebook.
February 2016 – March 2016	Event Steward	Finalize event location/rooms/contracts (chairs and tables/tents)/luncheon arrangements.
March 2016 (2 weeks prior to event)	KMoAS	Deadline to register as artisan.
March 2016 (2 weeks prior to event)	Event Steward, KMoAS	Finalize event schedule.
April 2016 (1 <sup>st</sup> week)	KMoAS	Assign entrants to judges. Email judging assignments to judges and artisans.
April 2016 (1 <sup>st</sup> week)	Event Steward	Assign entrants to rooms.
April 2016 (1 <sup>st</sup> week)	Event Steward/Gate	Photocopy gate forms; have start-up cash available.
April 2016 (2 <sup>nd</sup> week)	KMoAS	Print and collate judges' sheets and guidance documents.
April 9, 2016	KMoAS, Deputy KMoAS, Event Steward	Host Kingdom A&S Competition
May 2016	KMoAS	Present After-Action Report to Crown, SMOAS, and deputy KMoAS.

