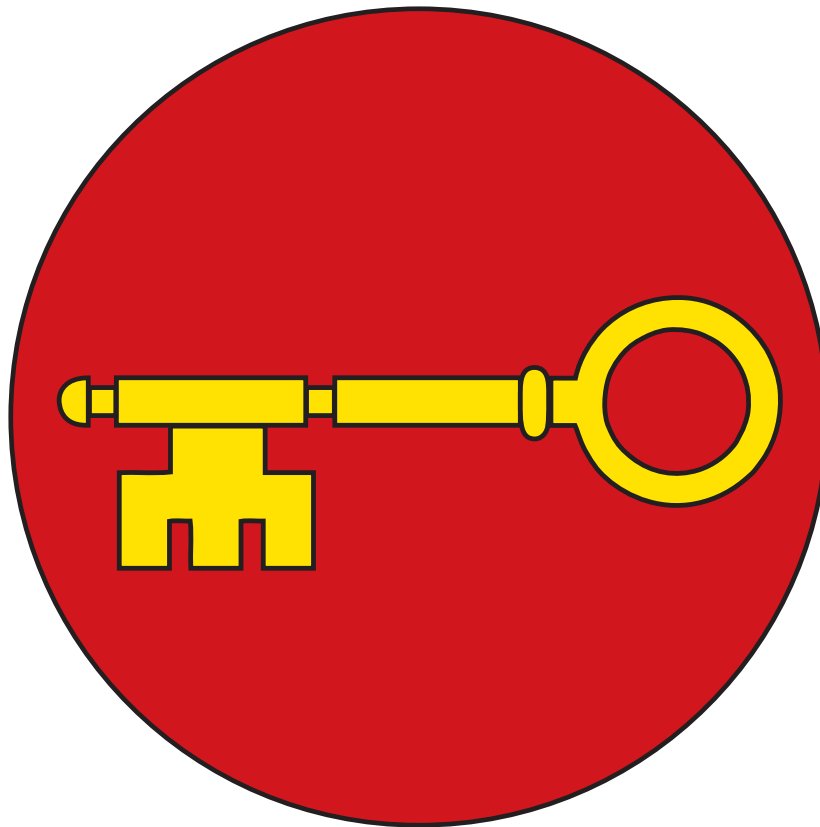




Kingdom of Meridies



Seneschal Handbook

July 2022

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I. Introduction

Serving as Kingdom Seneschal, local Branch Seneschal, or any other Kingdom or Group Officer is an honor, a privilege, and a joy. Make no mistake, however, it is a job. As with any job, there are rules, regulations, and hard decisions that have to be made. This handbook is a job description, a training manual, a set of guidelines, and a resource. Use it wisely, refer to it frequently, and if you need clarification on any portion your Regional Ombudsman and Kingdom Seneschal are always available to answer questions.

In Service to Meridies,

Zayn al-Munajjima, Seneschal Meridies
Nikoslav Mikolaevitch, Deputy Seneschal
Catja Milkovskaya
Angharat merch Morcant
Annora Draper

II. Society Structure

II.A. The Board of Directors and Society Officers

II.A.1. Board of Directors

The SCA is governed by a seven-member Board of Directors (hereafter referred to as “Board”). The Board is self-perpetuating meaning that it chooses its own members. Anyone in the organization can self-nominate or nominate another paid member for a seat on the Board, and all nominations are published quarterly in *Tournaments Illuminated*. While there is no direct election or input from SCA members, the Board does seek input on the qualifications of nominees.

Board decisions are made by a majority vote, and no particular Board member has ultimate, decisive authority. The Board may request commentary from members before making decisions regarding a particular topic or course of action but are not required to do so. When these opportunities arise, encourage your local populace to submit their feedback and opinions as directed.

II.A.2. Society Officers

Most kingdom-level officers have a corresponding society-level officer. In such cases where a society-level officer position is missing or vacant, those kingdom-level officers fall under the purview of and report directly to their Kingdom Seneschal.

- a. The Society Seneschal has the authority to make policy decisions and to interpret the SCA’s governing documents, although their rulings are subject to approval by the Board of Directors and must be reported to the Board at their next meeting.
- b. The Kingdom Seneschal is the legal representative for the Kingdom of Meridies in the eyes of the modern world. The Kingdom Seneschal interprets Kingdom Law and makes policy decisions about the day-to-day workings of the Kingdom. These decisions are subject to approval by the Crown and the Society Seneschal.

- c. The Crown and Consort are absolutely in charge of the medieval aspects of the SCA. They have the sole power to give awards and to can change Kingdom Law in conference with the Kingdom Seneschal and Kingdom Law Committee. The Crown also appoints Kingdom Greater Officers, in conjunction with the appropriate Society Officer. Both the Crown and the appropriate Kingdom Officer sign warrants for local officers, and the Crown must be consulted if a warrant is to be revoked.

II.B. Governing Documents

In addition to this handbook, all branch seneschals are encouraged to review and be familiar with the following documents:

- [Governing Documents of the SCA](#)
- [SCA Financial Policy](#)
- [Society Seneschal's Handbook](#)
- [Kingdom Law](#)
- [Kingdom Financial Policy](#)
- [Handbooks for all active branch officers](#)

II.C. Modern Law & Legal Authorities

II.C.1. Enforcement and Administration

- a. The SCA, Inc. is not able to administer or enforce modern-era court orders (such as child custody, visitation, domestic violence protective or other types of restraining orders, etc.). Branch Seneschals and Event Stewards must refer participants to modern-era authorities for enforcement in such situations.
- b. For Kingdom and Society Level Sanctions (Revocation and Denial, any Temporary Removal of Participation (TRP), and Exile from Kingdom), Branch Seneschals and Event Stewards must deny entry of the individual at Gate. If the individual refuses to leave voluntarily, Branch Seneschals and Event Stewards must contact the modern authorities.

II.C.2. Injuries

- If an individual is injured at an SCA event, that individual or a legal guardian will determine the type and form of medical care required.
 1. The individual assumes all responsibility for their own medical care and wellbeing.
 2. If the individual is unconscious or appears incapacitated, the event staff should summon emergency medical assistance.
 3. If the individual refuses aid at any time, it is their choice, but the individual's refusal of aid must be documented in the Event and Incident Reports.

II.C.3. Victims of a Crime

- a. If a Seneschal, one of their warranted deputies (such as an Event Steward), or an agent of the SCA (a warranted officer at any level of the SCA) is approached by a victim of a crime, that victim must be directed to contact the modern authorities.
 1. If the authorities are called, do not question the alleged victim or interfere with the work of the modern authorities in any way. This does not preclude the SCA for taking action later if deemed appropriate
 2. An Incident Report must be filed with the Kingdom Seneschal and include the following information: time, date, name of the event or activity at which it occurred, name and signature of the officer to whom the report was made, and name of the responding law enforcement officer (if applicable).
 3. The incident must be documented in writing even if the reporting party refuses to summon the authorities.
- b. Apply the "Reasonable Person Test" to determine the circumstances where it is appropriate to call the authorities: "Would a reasonable person call the authorities in this situation?" If you need help determining the appropriate course of action, contact the Kingdom Seneschal for assistance immediately.

1. Examples of reasonable situations: crimes of a violent and/or sexual nature or crimes involving minors.
2. For Minor/Youth-related policies, refer to Section VIII.
3. For policies Regarding Criminal Activity and Sexual Misconduct, refer to Section X.G.

III. Branch Seneschal

III.A. Warrant of Office

All Branch Seneschals must hold an active warrant signed by the Kingdom Seneschal and the Crown. Warrants are typically granted for a span of two years, and each individual is responsible for timely renewal of their warrant prior to its expiration (if applicable). The [Warrant Application Form](#) can be found on the Kingdom webpage.

III.B. Responsibilities of Office

A Branch Seneschal has many duties, some of which are solely associated with the Seneschal's office. These duties are outlined below, but this list should not be considered as all inclusive. Any questions regarding these duties should be directed to the Regional Ombudsman or the Kingdom Seneschal.

III.B.1. Acting Legal Representative for the Branch

- a. **SCA Sanction:** Only the Kingdom Seneschal or the ranking seneschal at an event can decide whether to pull SCA sanction from an even for any reason. Notification of such an action must be made as soon as possible to the ranking seneschal's superior.
- b. **Contracts:**
 1. Only the branch seneschal can sign site contracts on behalf of the branch or obligate the branch in any way at the local level.
 2. The contract must state the agreement is solely between the non-SCA organization and your specific branch.
 3. The branch seneschal and (when applicable) the Event Steward(s) are responsible for ensuring all conditions of a contract are met.
- c. **Non-SCA Paperwork:** Only the branch seneschal can complete documentation of paperwork required to maintain any standing your branch has outside the SCA (for example: paperwork required to

reserve a meeting room or to maintain student group status at the local college).

III.B.2. Public and Media Relations

- a. Any formal correspondence with non-SCA individuals or entities should follow standard business letter format, use modern names for SCA-associated individuals, and use of modern spelling and grammar.
 - Refer to the [SCA Media Relations & External Publicity Policy](#)
- b. Branch Seneschals must inform the Kingdom Seneschal and Kingdom Communications Officer immediately if they are contacted by a film crew or photographer.
 - Refer to the [SCA Commercial Film & Photography Rules](#)
- c. Branch seneschals must report any media interaction to the Kingdom Seneschal and Kingdom Communications Officer within seven (7) calendar days whenever one or more of the following is true:
 1. Outside Media Venue requests material for a story or requests to conduct an interview.
 - a. When being interviewed, do not use SCA jargon (i.e. “the general public” instead of “mundane” or “costume” instead of “garb”).
 - b. If the interview is for the print media, ask to review the story before it goes to press.
 2. Outside Media Venue arrives unannounced at an SCA event or activity.
 3. Outside Media Venue contacts the SCA regarding an ongoing news item.
 4. A story—positive or negative—regarding the SCA appears in an outside media publication.

d. Recruitment

1. Review the Kingdom Chatelaine's Handbook for useful tips on recruitment and retention.
2. *Branch Visibility*
 - a. Hold meetings and fighter practices in a public place, such as a park or community center. If people can't find you, they can't become members.
 - b. Get involved in local community events and art displays.
 - c. Do demonstrations for libraries, scout groups, retirement communities, and other organizations that would enjoy what you have to show them.
 - d. With permission, display literature in public spaces such as in libraries, coffee shops, gaming and comic book stores, and community centers.
 - e. Always leave any area you occupy better than you found it.
 - f. Ensure your web and social media presence is up to date, easy to access, and visually engaging.

III.B.3. General Responsibilities of a Branch Seneschal

- a. Running or arranging for the running of branch activities in a manner that meets the needs of the local populace and the SCA.
- b. Ensuring that the branch complies with modern law, Corpora, and Meridian Kingdom Law, either by referencing SCA Governing Documents or consulting with the Kingdom Seneschal.
- c. Submitting all required reports on time.
- d. Monitoring receipt of copies of the reports that are to be sent by the other branch officers to their Kingdom superiors in order to be aware of whether the responsibilities of their offices are being fulfilled.
 - If the Chatelaine's office is vacant, the branch seneschal must file the required report for that office.
- e. Overseeing conflict and dispute resolution when the issue can be resolved at the local level. Refer to Section III.B.5. for more information regarding arbitrating disputes.

- f. Branch Seneschals are required to access and monitor their official Gmail inbox (hosted by the Kingdom of Meridian) and join the [Kingdom of Meridies Branch Seneschals Group](#) on FaceBook.

III.B.4. Financial Committee Member

The Society requires that all financial decisions involve more than one person. Each Branch is required to have a Financial Committee that consists of, at minimum, the Branch Seneschal, the Branch Exchequer, and a third member of the branch populace. In a Barony, the Baronage acts as the third member of the committee; if the Baronage consists of two individuals, they count as a single vote. As a member of the Financial Committee, you are responsible for making sure all expenditures of Branch funds are in accordance with modern law, with SCA Financial Policy, with Kingdom Financial Policy, and with any Branch financial policies or procedures. Questions regarding financial matters should be directed to the Kingdom Exchequer.

III.B.5. Conflict Arbitration & Resolution

As Seneschal, you will occasionally find that conflicts are being referred to you or must be addressed by you for resolution. Refer to and follow the [Grievance Procedures](#) in Corpora, Section X.B.

a. In the event of a conflict:

1. Decide whether this is an appropriate conflict for you to address. If not, address the conflict to the appropriate Kingdom Officer, your Regional Ombudsman, or the Kingdom Seneschal.
2. Document the situation in writing at the time it occurs.
3. Remain as neutral as possible. If you are not able to remain neutral or have a conflict of interest, refer the involved parties to the Regional Ombudsman.
4. Step in when the conflict is affecting the branch's ability to function or the ability of others to enjoy the SCA.
5. Try to come to a resolution or compromise.
6. Things to remember:
 - a. You will not always get unanimity from the Branch populace.

- b. It is not your responsibility to keep everybody happy or to make everybody agree, but you can do your best to make sure that the disagreement does not have a serious impact on the dynamics of the Branch.
 - c. Depending on the situation and the people involved, it may not be possible to resolve the situation at the local level.
- b. *Arbitrating a Dispute*
1. Meet with the individuals involved in a neutral location with the goal of discussion and resolution.
 2. Set ground rules, such as no interrupting and no raised voices.
 3. One person gets to tell their side of the story, and then the other person tells their side. After both have spoken, each can address the other's points in turn.
 4. After you have listened to all parties, have each document their version of events in writing and what they want to have happen as a result of the meeting.
 5. If a resolution cannot be reached, advise the involved parties that you are unable to assist them further at the local level. The arbitration should be referred to the Regional Ombudsman.

III.B.6. Files and Resources

The Seneschal is responsible for maintaining the following Branch records. These records should be maintained for a minimum of 7 years.

- a. Branch policies
- b. Branch officer handbooks
- c. Meeting notes
- d. Correspondence with officers including their required reports
 - No message posted to unofficial social media sites, general email lists, or other public electronic forums can be considered official communications. Therefore, these messages are not required to be part of your permanent files. However, it may be wise to keep copies of some messages if they could help to document a problem.

- e. Correspondence TO and FROM third-party individuals and entities
- f. Seneschal's reports
- g. Branch Officer's reports
- h. Local member contact list
- i. Event reports and site contracts
- j. New member, Demo, and PR information (can be maintained by the Chatelaine)
- k. Branch inventory (can be maintained by the Exchequer or Quartermaster).

III.C. Avoiding Burnout

1. [Job Burnout: How to spot it and take action](#)
2. No matter how much you like being Seneschal, you are nonetheless in danger of burning out. While the responsibilities are great and the rewards are internal and intangible, accept that you are at risk and take steps to monitor yourself to avoid the possibility. Be aware when you are in over your head.
3. Classic burnout happens when the sufferer finds their job intolerable and impossibly dear at the same time. The officer may need help but is hesitant to ask for it for fear of appearing incompetent. This should never be the case. Please know that you are encouraged to ask questions, accept help, and delegate when possible and appropriate. This is a very large, demanding job; while it provides great benefits and is of immense importance, it should not drive you out of the SCA after your term or cause you to end your term prematurely.
4. Once you accept the possibility, you can protect yourself. Conserve and refresh yourself as needed, take breaks, and start training a couple of potential successors while you still feel strong enough

IV. Arbitrating the Rules and their Precedence

IV.A. Guidelines

1. Modern law and local regulations always take precedence over any SCA organizational requirement or policy. Where modern law differs in different parts of the Kingdom, the most appropriate jurisdiction should apply. If in doubt, contact the Kingdom Seneschal.
2. Within the SCA, Inc., if there is any conflict among the policies of the documents listed in section IV.B., those higher on the list will govern over those lower. Policies and handbooks are guidelines to help facilitate and interpret our rules and governing documents. Ultimately, however, the Board and all Officers are responsible to modern law and our governing documents.
3. Baronies can add guidelines to govern the running of their lands; these guidelines do not apply in other SCA lands. They may be used to “add to” the procedures and restrictions defined in a document higher in precedence, as long as they do not contradict or overrule the higher-level rules.

IV.B. Order of Precedence

- Modern Law
- [Corpora and Bylaws of the SCA, Inc.](#)
- [The Corporate Policies of the SCA, Inc.](#)
- Interpretations of Corpora by the Society Seneschal, approved by the Board of Directors
- Corporate Officer Policies and Handbooks
- [Meridies Kingdom Financial Policies](#)
- [Meridies Kingdom Law](#)
- Decisions of the Crown
- [Kingdom Officer Policies and Handbooks](#)
- Principality Law (where applicable)

- Decisions of the Coronet (where applicable)
- Principality Officer Policies and Handbooks (where applicable)

V. Communication

V.A. Official Methods of Communication

1. Email via official Kingdom-hosted Gmail accounts
2. Fax
3. In-person
 - All in-person communication must be followed-up with documentation in writing.
4. Phone
 - All phone communication must be followed-up with documentation in writing
5. Mail sent via the postal service

V.B. Response Time Goals

1. Branch Seneschals should try for a 48- to 72-hour turnaround on all email and phone communication.
2. Designate a trusted representative to respond on your behalf during times in which you will not be available (business trips, non-SCA travel, etc.).

V.C. Electronic Communications Policy

1. It is important to remember that, regardless of interpersonal relationships and informal modern communication links that may have been developed, Kingdom and Branch Seneschals are Corporate Officers and as such must communicate all official correspondences in a formal manner consistent with that role.
2. Messages posted for general attention on any public platform may not be regarded as formal communications to an officer, whether or not the officer is known to participate on the forum, email list, or social media site.

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3. No personal or identifiable information will be sent over email lists or posted on social media unless the individual gives permission to do so.

VI. Reports

VI.A. Quarterly Seneschal Reports

VI.A.1. Report Form

- a. Quarterly reports must be submitted via the Google form linked on the Kingdom Webpage. Please ensure you select the appropriate form based on your geographic region.
- b. For the sake of consistency, do not create your own form.

VI.A.2. Tracking Branch Membership

- a. Take a quarterly average by requesting that attendees of branch meetings/activities sign-in with the option to disclose their membership type (Sustaining, Associate/Family, or Non-member).
- b. Request a copy of your branch's membership list by zip code from the Kingdom Seneschal.
 - Circumstances of geography, personal history, etc., may influence where an individual chooses to play. Individuals living within your branch's zip codes may participate with a different branch and vice versa.
- c. Under special circumstances, address lists can be requested from SCA Corporate by the Kingdom Seneschal.

VI.A.3. Report Deadlines

- a. Reports from branch seneschals are due to the Reporting Deputy Seneschal on a quarterly basis. Report due dates are:
 - Quarter 1: May 1st
 - Quarter 2: August 1st
 - Quarter 3: October 1st
 - Quarter 4: February 1st
- b. Late or Missing Reports
 1. Reports are considered late if received after the 1st of the month

2. Reports are considered missing if received after the 10th of the month.
3. Submitting reports on time is imperative. Late or missing reports impact the Kingdom as a whole and have consequences.
 - a. One missing report: branch cannot use ePay (SCARS and PayPal) for an event, and the seneschal must file at least two subsequent quarterly reports on time to be considered back in compliance.
 - b. Two missing reports: branch is placed on probation, cannot host events, and the seneschal must file reports monthly for six months.
 - c. Three missing reports: removal of the seneschal and suspension of the branch from all activities until a new Seneschal is in place.

VI.A.4. Reporting Deputy Seneschals' Contact Information

- a. Eastern (GA): sen.eastreports@meridies.org
- b. Northern (KY & TN): sen.northreports@meiridies.org
- c. Western (AL & FL): sen.westreports@meridies.org

VI.A.5. Branch Officer Reports and Deadlines

- a. The seneschal must receive a copy of all the other branch officer reports as they are due. See Appendix A.
 - If the Chatelaine's office is vacant, the branch seneschal but file the required report for that office.
- b. Please refer to the chart located in Appendix A for branch officer reporting deadlines and reporting methods.

VII. Local Branch Management

VII.A. Branch Types & Requirements

VII.A.1. Baronies

Baronial seneschals share leadership of the Branch with a Baronage and often works more “behind the scenes” than does the seneschal of a smaller branch. Having a good working relationship and open lines of communication is of vital importance.

a. Responsibilities of Seneschal and Baronage

1. Role of a Baronial Seneschal

- a. All items as enumerated in section III.B
- b. Ensure the Barony and any Cantons run smoothly
- c. Advise your Baronage on matters pertaining to the legal matters of the SCA and Kingdom.
- d. Appoint deputies to your office as needed.

2. Role of the Baronage

- a. The Baronage has the right to be consulted on any matters they deem important to the growth and wellbeing of the Barony
- b. The Baronage may exercise direct appeals to the Crown if they disagree with an action. This includes but is not limited to the appointment of Baronial officers and how money is spent within and on behalf of the Barony.
- c. A Baronage may not directly appoint or remove Baronial officers nor make unilateral decisions on Baronial financial matters.

3. Joint Responsibilities

- a. Meetings may be run by the Baronage, the seneschal, or both jointly.
- b. The Barony Seneschal, Barony Exchequer, and the Baronage are required to serve on the Barony’s Financial

Committee. If the Baronage consists of two individuals, they count as a single vote.

- c. Event bids should have the approval of both the Baronage and the Baronial seneschal.
 1. Baronies must host at least one published event per calendar year
 2. Baronies must submit at least one Kingdom Level event bid per calendar year.
- d. The Baronage may participate in conflict resolution and arbitration efforts involving members of the baronial populace.

b. Cantons

1. Canton officers report to their branch seneschal, the Baronial seneschal, and their Kingdom counterparts.
2. Cantons are not required to host events.
 - If a canton wants to schedule an event, it must be approved by their Barony seneschal first.

VII.A.2. Shires

- a. Shire officers report to their branch seneschal and Kingdom counterparts.
- b. Shires are not required to host events.

VII.A.3. Colleges and Strongholds

- a. Colleges are located at or near institutions of higher learning.
 - The seneschal usually acts as the liaison with the real-world college or university in addition to the normal branch administrative duties.
- b. Strongholds are located at or near military installations.
- c. Due to the transient populations in such locals, a branch with College or Stronghold status may temporarily drop below the required five sustaining members.

- d. College and Stronghold officers report to their branch seneschal and their Kingdom counterparts.
- e. Colleges and Strongholds are not required to host events.

VII.A.4. Formal Polling

Below are the rules for formal polling within a Branch of the Kingdom of Meridies. Formal polling include Baronial succession and branch status changes (advancement, demotion or dissolution). They do not apply to the everyday running of a branch.

- a. All formal polling within the Kingdom of Meridies will be administered by the Kingdom Seneschal's office. This shall include but is not limited to polling for Baronial succession, for branch designation changes, and for branch dissolution for reasons other than non-reporting.
- b. Branches wishing to conduct a polling have the option of electronic, hybrid, or mail-in ballots. Only one options may be selected per polling.
 - 1. If mail-in balloting is chosen, ballots will be mailed directly to the recipient at the mailing address on file with the SCA's Corporate Office. The mailing will contain a pre-stamped and pre-labeled return envelope with the address to which the ballots should be returned.
 - 2. If electronic balloting is chosen, a Google Form link will be posted on the Branch's official web and social media platforms. Responses will be cross-referenced by membership number and expiration date.
 - 3. If a hybrid option is chosen, every ballot response will be cross-referenced by membership number and expiration date so as to eliminate "double balloting".
- c. Every paid member within the zip codes belonging to the Branch(es) to be polled will be supplied with a ballot.
- d. Branches may define ways in which additional members who are active within the branch but do not reside within the zip codes may be polled. This approval process should be in place in writing and a

copy on file with the Kingdom Seneschal's office before the polling process begins.

- e. Appeals may be made directly to the Kingdom Seneschal's Office.

VII.B. Branch Officers

VII.B.1. Guidelines & Requirements

- a. Cantons, Shires, Strongholds, and Colleges are required to have a seneschal, an exchequer, plus one of the following: a herald, a marshal or a minister of arts and sciences (a minimum total of 3 officers).
- b. Baronies and Provinces are required to have a seneschal, an exchequer, a herald, a marshal, a minister of arts and sciences, and a chronicler (a minimum total of 6 officers).
 - It is strongly advised that Baronies also have a chatelaine.
- c. Other offices may be filled if the needs of the branch so dictate.
- d. A branch seneschal and a branch exchequer may not hold any other office within the branch.
- e. A branch seneschal may not hold a Kingdom office wherein a conflict of interest could arise. For example, a branch seneschal cannot act as Kingdom Exchequer or Exchequer Deputy.

VII.B.2. Branch Officer Roles & Duties

All branch officers are responsible for maintaining their respective official Gmail accounts, filing timely reports to their branch seneschal and Kingdom counterpart. For more information regarding each office than what is stated below, refer to their individual officer handbooks.

a. Chatelaine

1. Welcoming and guiding individuals new to the SCA, Kingdom, and/or Branch
2. Sometimes also coordinates a branch's demos, and/or maintains the branch populace contact information sheet

b. Chronicler

1. Publishing the branch's newsletter in accordance with SCA and Kingdom requirements
2. Sometimes also maintains a record of meeting minutes on behalf of the branch seneschal

c. Exchequer

1. Maintaining the branch's financial records.
2. Maintains the branch's double-signature bank account.
3. Monitoring compliance with and enforcing financial policies set forth in Local Branch Financial Policy, Meridian Financial policy and Society Financial Policy.
4. Serving as a member of the branch's Financial Committee

d. Herald

1. Furthering heraldic activities within the branch by actively assisting branch members with designing heraldic devices and names
2. Processing heraldic submission forms in a timely and accurate manner.
3. Processing all financial transactions that arise from name and device submissions in a timely fashion.
4. Keeping accurate records of office activities, including submission and financial matters in accordance with policies and procedures set in Meridian Financial Policy (pertaining to heraldic submissions).
5. Performing any ceremonial duties as defined by the kingdom and local laws and customs.

e. Knight Marshal, Armored Combat Marshal, or Marshal-in-Charge

1. Ensuring the safety of all arm activities and equipment.
2. Running fighter practices or arranging for the running of fighter practices under an authorized marshal and otherwise in accordance with the requirements set forth by the Earl Marshal.
3. Compiling and maintaining records of the authorized fighters and archers in the branch.

4. Filing accurate and timely reports with the Earl Marshal or the regional reporting deputy.
5. Filing authorization paperwork on a timely basis
6. Collecting waivers at Fighter Practices and at Events and Demos where armored combat-related activities occur.

f. Live Weapons

1. Ensuring the safety of all live weapons activities and equipment.
2. Running live weapons practices or arranging for the running of live weapons practices under an authorized marshal and otherwise in accordance with the requirements set forth by the Earl Marshal.
3. Compiling and maintaining records of the authorized marshals in the branch.
4. Filing accurate and timely reports with the Earl Marshal or the regional reporting deputy.
5. Filing authorization paperwork on a timely basis
6. Collecting waivers at Live Weapons Practices and at Events and Demos where live weapons activities occur.

g. Minister of Arts and Sciences

1. Furthering the practice of arts and sciences by assisting branch members with finding resources for branch or personal projects.
2. Creating environments where the practice of arts and sciences is encouraged.
3. Providing information to branch members about arts and sciences activities throughout the kingdom.

g. Minister of Children (MoC)

1. Responsible for providing educational activities for children in the branch, as well as for visiting children attending events the branch hosts. The Ministry of Children can cover an age range from three to seventeen, depending on the needs of the branch.
2. It is of paramount importance to stress that the MoC IS NOT a babysitter! Parents are not to “dump” their children on the MoC

during meetings or events, and children who can't handle themselves may be returned to their parents.

3. The MoC is likewise not responsible for the behavior of the branch's children during meetings
4. The MoC is required to have a background check before taking office. For more information about background checks, refer to section IX.

h. Rapier Marshal or Rapier Marshal-in-Charge

1. Ensuring the safety of all rapier activities and equipment.
2. Running fighter practices or arranging for the running of fighter practices under an authorized marshal and otherwise in accordance with the requirements set forth by the Earl Marshal.
3. Compiling and maintaining records of the authorized fighters and archers in the branch.
4. Filing accurate and timely reports with the Earl Marshal or the regional reporting deputy.
5. Filing authorization paperwork on a timely basis
6. Collecting waivers at Fighter Practices and at Events and Demos where rapier combat-related activities occur.

i. Social Media

- Publishing and maintaining the branch's social media presence on all utilized platforms in accordance with SCA and Kingdom requirements.

j. Webminister

- Publishing and maintaining the branch's website in accordance with SCA and Kingdom requirements

j. Other Offices

- A branch may have as many officers as they feel necessary. All officers are volunteers, and your branch may be large enough to have someone in charge of the branch's property (Quartermaster) or in charge of loaner gear (Gold Key). Whatever works for or is desired by your branch populace is what you should do.

- a. **Gold Key:** maintains loaner gear

- b. **Historian**: documents and maintains branch history, up to and including newsletters, event booklets, photos, and retired physical objects considered to be of significance.
- c. **Quartermaster**: maintains branch inventory. Must be warranted under the Exchequer's office.
- d. **Regalia Officer**: maintains branch regalia.

VII.B.3. Transition of Office

Ideally, an outgoing officer starts planning ahead early, makes a considered choice with input from the branch populace as to who would best serve the branch's needs, obtains the necessary approvals, and works with that person for three to six months in order to train them in the duties and responsibilities of the office.

a. Officer Selection

1. Branches should not hold "elections" to choose officers. Even if a candidate is not unanimously accepted, the goal is to reach a consensus amongst the branch populace rather than majority rule.
2. Candidate discussions should focus on an individual's ability to carry out the duties and responsibilities of the office in questions.
3. Experience: it is best if the person is not brand new to the Society or to the branch. General SCA experience and a certain level of maturity will help someone to be effective in any office,
4. Burnout: If possible, it's generally best to get someone who hasn't held an office recently, or at least not one of the more time-consuming offices, just prior to taking the office.
5. Variety: It is important that the branch be served by a wide variety of people with different viewpoints. As a general rule, the Kingdom Seneschal will not warrant someone who lives under the same roof or is closely related to the outgoing seneschal.

b. Opposition to a Candidate

1. The appropriate Kingdom officer has the final say on candidate approval.

2. If a substantial number of individuals in a local branch express relevant concerns regarding a candidate, further review may be done at both the local and kingdom levels.
- c. Assuming the Role of Branch Seneschal
1. **It is the responsibility of the outgoing seneschal to prepare and adequately train their successor.**
 2. Both the outgoing and incoming seneschal must notify the Kingdom Seneschal, Kingdom Chronicler, and Kingdom Webminister of the forthcoming transition.
 3. The incoming seneschal must obtain their warrant (signed by the Kingdom Seneschal and Crown) prior to assuming the role of branch seneschal.
 - A typical term of office is two years, but warrants can be extended if so desired and all appropriate approvals are obtained.
 4. The incoming seneschal must obtain access to the official seneschal Gmail account and all files associated with the office from the outgoing seneschal prior to assuming the role of branch seneschal.

VII.C. Branch Financial Matters

VII.C.1. Financial Responsibilities

- a. Emergency Communication
1. Immediately notify the Kingdom Seneschal of any threatened lawsuits.
 2. Immediately notify the Kingdom Seneschal of any incidents that may produce a claim on SCA insurance.
 3. Immediately notify the Kingdom Seneschal, Kingdom Exchequer, and the Crown of any suspected thefts, embezzlements, or other financial irregularities involving branch funds.
 4. Branch Seneschals are not to attempt to “make a deal” or negotiate in any way with the alleged perpetrator. Follow the procedures set forth by the Society Exchequer, Kingdom

Exchequer, and branch financial policy for what to do in case of a theft from the SCA.

VII.C.2. Theft Procedures

- a. If you or the Branch Exchequer suspects theft from a local account or any other fiscal wrongdoing, it must immediately be reported to both the Kingdom Seneschal and the Kingdom Exchequer.
- b. The Kingdom Seneschal and Kingdom Exchequer must be involved throughout this process and good communication between all parties involved is critical. Do not assume the appropriate officers are being kept in the loop by anyone else.
- c. The Kingdom Exchequer or their deputy will verify whether the suspected theft has occurred, either by reviewing the documentation provided by the branch or by performing an independent investigation as recommended by Kingdom or Society investigation procedure guidelines. If the Kingdom Exchequer is satisfied that there has been a theft (rather than an error in bookkeeping), they will work with the Kingdom Seneschal to resolve the matter.
- d. Do not contact the suspected thief until and unless the Kingdom Seneschal and/or the Kingdom Exchequer direct you to do so. The Kingdom Officers acting together will contact the person involved regarding their investigation and give the person the opportunity to either explain why the suspicions are unfounded or incorrect, or to replace any stolen money/equipment. Note that a simple denial of guilt is not a sufficient explanation.
- e. Note: A theft of \$600 or more will necessitate the issuance of a 1099 form per IRS requirements.

VII.C.3. Membership Drives and Recruitment Activities

- a. Membership drives, demos, and other recruitment efforts should focus on encouraging people to join the SCA. Branches are welcome to hand out literature and discuss benefits of membership including the Member Discount for event fees.

- b. Memberships can be offered as prizes if the funds to buy the prize memberships are donated and are not taken from local branch or kingdom funds.
- c. Only the SCA Registry is authorized to sell memberships in the SCA. Collection of membership forms and/or payments at the branch and local level is prohibited.

VII.C.4. Kingdom or Branch Owned Vehicles / Trailers

- a. Asset Reporting Procedures
 - 1. Each branch, office, guild or other officially recognized entity (hereafter referred to as a “branch”) of the SCA that owns a vehicle, watercraft, or trailer (hereafter referred to as “vehicular asset”) registered in the name of any SCA branch, must...
 - a. Maintain a record of the purchase and/or sale of all vehicular assets.
 - b. Retain copies of the title(s), current registration, proof of insurance, and/or bill of sale (if applicable) in the branch's Seneschal, Exchequer, and Quartermaster/Regalia Officer files.
 - 2. Report any vehicular asset purchase or sale to the Vice President of Corporate Operations or their designee within 30 days.
 - a. *Reporting a Purchase:* send a copy of the current registration and proof of insurance.
 - b. *Reporting a Sale:* send a copy of the bill of sale so SCA insurance can be canceled for the vehicular asset.
- b. All trailers purchased and owned by a SCA branch must be registered to an SCA branch as defined above and must be insured by the branch at their own expense.
 - 1. **Do not register the branch’s trailer in the name of an individual or branch officer.**
 - 2. Anyone towing a trailer owned by the SCA or one of its branches shall be a member in good standing and tows the trailer at their own risk.

- a. All agreements between a branch and individuals regarding use of the trailer are to be managed by the Seneschal.
 - b. It is the responsibility of the branch seneschal to confirm that any individual towing an SCA branch-owned trailer has the appropriate motor vehicle liability insurance.
 - c. If a third party's person or property is damaged as a result of an accident involving an SCA branch-owned trailer, the individual towing the trailer bears responsibility for liability and should contact their insurance carrier.
3. "Stationary" trailers used solely for storage, i.e. the trailer is never towed/moved from the storage location, are legally required to be registered and insured, and the branch is still responsible for following the procedures as outlined above.

VII.D. Administrative Action & Branch Sanctions

VII.D.1. Lateral Branch Conversions

- a. Lateral conversions are changes in branch status, such as canton to shire, shire to barony, etc. and vice versa.
- b. You must, at a minimum, poll the membership (paid members in good standing) of the affected area prior to a lateral change. The polling must reflect that a compelling majority of the paid membership within the boundaries of the affected area are in favor of the proposed change.
- c. Per Corpora, lateral changes must be approved by the Society Seneschal.

VII.D.2. Branch Abeyance (Dormancy)

- a. The Society Seneschal may accept the recommendation of a Kingdom Seneschal that a branch go into abeyance/dormant status (the terms are synonyms) under the following circumstances:
 - 1. A majority of the branch members have been assigned to other activities (e.g., military service or deployment) and are away from the area for a period of time longer than three months.

2. A majority of the branch members have been affected by natural disasters such as severe flooding or a direct hit from a hurricane or tornado and are in need of extended time to rebuild.
 3. Lack of membership or lack of officers if the Kingdom Seneschal reasonably believes that the branch can regain the numbers or officers needed within a set period of time.
- b. When a branch goes into abeyance:
1. The branch's bank account will be turned over to the Kingdom to maintain until such time as the branch is out of abeyance or the branch is dissolved due to lack of activity or interest.
 2. All heraldry will be maintained by the branch throughout the abeyance. It will be the responsibility of the Kingdom Seneschal to report for the branch while in abeyance status.
- c. The period of abeyance/dormancy cannot last indefinitely. If, after two years, the branch has not regained sufficient membership or participation to be restored to active status, it should be dissolved unless the Kingdom can document reasons to continue the abeyance or dormancy.

VII.D.3. Branch Suspension

Suspension is used when a branch has proven unable to follow the rules for being a branch, such as filling offices appropriately, following kingdom or Society policy, or conducting its affairs in a manner that provides a good SCA experience for the majority of the citizens of the branch.

- a. The Kingdom Seneschal may suspend a branch for just and stated cause.
- b. The conditions under which a suspension will be lifted should be defined in writing for the branch at the time the suspension is imposed.
 - Whenever possible, a status review date on which the suspension will be reconsidered should also be defined and announced to the branch. In no case should suspension last longer than six months without a review of the suspension.

- c. A suspended branch may not handle money and prevent them from receiving or spending funds in the name of the SCA until they are restored to their full place in the Kingdom.
 - The Kingdom Exchequer will with branch officers to ensure procedures are in place for keeping track of prior assets. Lack of financial reporting can imperil the SCA's tax-exempt status.

VII.D.4. Branch Demotion or Dissolution

A Kingdom Seneschal can dissolve an incipient branch for cause; all other branch demotions and dissolutions must go to the Society Seneschal for approval and be upheld by the Board. Once a branch has gained official status, it can only be dissolved or demoted by a Board decision.

- a. Demotion or dissolution of an SCA branch that has gained official status is a last resort.
- b. Potential reasons to recommend Dissolution or Demotion:
 - 1. Lack of interest, an inability to fill offices, and/or a consistent lack of timely reporting.
 - 2. Interpersonal problems have seriously damaged the SCA's reputation and the branch's ability to function in a healthy manner.
 - 3. The branch has fallen below the minimum sustaining membership number requirements and/or is consistently unable to maintain a full slate of officers.

VIII. Minor & Youth Related Policies

- 1. Minors are defined as anyone who has not reached the age of legal majority. The age of legal majority in the Kingdom of Meridian is 19.
- 2. Published children- and youth-oriented activities are overseen by warranted Ministers of Children (MoC) at any and all events and activities.
 - a. MoCs must have successfully passed an SCA approved background check and must be warranted.
 - b. All warranted MoCs must have a current SCA membership

3. All official or “published” SCA Youth Activities must have one background checked adult member who acts as the official “coordinator” for the SCA Youth Activity and follow the “two-deep” rule.
 - The “two-deep” rule specifies that for all SCA Youth Activities, a minimum of two adults (at or above the age of legal majority in the state, province or country in which the activity occurs) unrelated to one another by blood, marriage or personal relationship must be present.
4. Parents or guardians of minors shall have ultimate responsibility for the welfare and behavior of their children at all times. It is the responsibility of the adult who brings a minor to an event to ensure that the minor is safe and not in danger.
5. Participating minors must either have a parent or legal guardian present at the event/activity, or be accompanied by an adult in possession of a properly executed “Medical Authorization Form for Minors.”
6. There are many activities of the SCA where informal instruction (mentoring) occurs that are open to attendance by minors, but do not constitute dedicated and/or published SCA Youth Activities. A minor’s attendance at an adult A&S class does not mean that class automatically becomes an SCA Youth Activity.
7. For any criminal act involving a minor, modern authorities **MUST** be contacted. Inform the Kingdom Seneschal immediately.
8. Branch and Regional Seneschals, Territorial Baronages, Marshals, Marshals-in-Charge, and Exchequers must be at least 19 years of age.
 - a. Minors 15 years of age or older may serve as officers, except as stated above.
 - b. Minors may serve in the allowed capacities only with the express written approval of their parent or legal guardian and their Kingdom superior.
 - c. Minors may not serve as Head Gatekeeper, Reservationist, etc., for an event.
 1. They may assist at the gate collecting funds, making change, etc., under the oversight of an individual permitted by SCA Corporate Policies to serve as an officer.

2. Minors under the age of 15 serving in this capacity may not work unattended at an event gate at any time.
9. Medical treatment of minors is subject to the appropriate laws of the state, territory, province, and/or country where the event is held. In the case of a medical emergency involving a minor, the parent/legal guardian or temporary guardian with appropriate waivers must be located.
10. See Section X.D.2. for information specific to Minor Waivers.

IX. Background Checks

IX.A. Scope

1. A background check is required for the following officers:
 - Kingdom Seneschals
 - Ministers of Children (MoC)
2. These rules only apply to branches operating within the USA and Canada.

IX.B. Requesting a Background Check

1. Individuals required to submit to a background check must:
 - a. Fill out a blank background check authorization form and submit it directly to the Corporate Office, via email, fax, or mail.
 - b. It is up to each requester to submit the paperwork for their own background check authorization.
 1. Forms contain personal data, and therefore should not be submitted to any Kingdom officer.
 - c. The submitter must notify the Kingdom Seneschal, the Kingdom Exchequer, and the Kingdom MoC that they have requested a background check.
2. Once the background check authorization form has been received, the Corporate Office will:
 - a. Maintain a list of all approved requests for background checks
 - b. Check the requester's current membership status and check the requester's name against their Kingdom's list of individuals for whom background checks have been approved.
 1. If the requester is not a current member of the SCA, they are not eligible for a background check, and their forms will be returned with an explanation of why they are currently ineligible.
 2. If the requester's name is found on the "Approved by Kingdom Seneschal" list, then the requester's data will be sent to the

company conducting the background check to begin the process.

3. If the requester's name is not found on the approved list, it will be added to a "Not Approved by Kingdom Seneschal" list for that Kingdom, along with the date the name was added.
 - a. Every month, Corporate will send the names of those on the "Not Approved by Kingdom Seneschal" list to the appropriate Kingdom Seneschals.
 - b. If no approval is forthcoming from the Kingdom Seneschal in three months, or if a specific notice of disapproval is received, then the name will be struck, and the form will be returned to the requester along with a letter explaining that they have not been approved.

X. Events

X.A. Branch Activities

X.A.1. Meeting Requirements and Guidelines

- a. Each branch is required to meet once per month to discuss branch business.
- b. Hold meetings on a regular schedule and, if possible, in a consistent location.
- c. Post meeting times, locations, and agendas on the branch website and social media platforms in a timely manner.
- d. Have a pre-established method of communicating changes to the planned meeting time or place. If you rely on a web page or email, be aware of those members who may not be tech savvy or who forgo internet connectivity.
- e. Use the following guidelines to prepare an agenda in advance for the meeting:
 1. Organize the agenda so that all of your information is included and allows for timely coverage of necessary business.
 2. Allow time for all branch officers to present reports regarding activities under their prevue.
 3. Leave space for people who will arrive at the meeting with announcements they wish to make.
 - a. Before the meeting starts, ask anyone who wishes to make an announcement to sign up on the agenda.
 - b. There is absolutely nothing wrong with pre-screening these announcements to make sure that they are appropriate for the SCA meeting context.
 4. When issues are brought up for discussion, lead the discussion so that everyone who wishes to participate in the discussion has an equal opportunity to do so.
 5. Some discussions need to be tabled pending perhaps another discussion or to give someone time to obtain missing

information. If this happens, make it very clear when the discussion will be resumed.

- f. Meeting minutes are required to be posted within 10 days of holding a meeting in a location where the branch populace can access and review them after the fact.

X.B. Events

X.B.1. Society Events Defined

- a. The term “Society Event” refers to tournaments, feasts, and other activities whereby participants can display the results of their research into the culture and technology of the period in an environment which evokes the atmosphere of the pre-17th century Middle Ages and Renaissance.
- b. It also refers to educational activities involving either one-time classes or ongoing Society university organizations, and meetings where participants share skills or discuss the business of the group.
- c. All Society events must be sponsored by official branches of the Society, registered with the Seneschal of the sponsoring branch, publicized at least to the members of that branch, and conducted according to Society rules.

X.B.2. Published Society Events

- The requirements for an event or activity at which official business may be conducted include the following. Official business is considered formal actions and announcements, such as the giving of awards, announcement of law changes, coronations and investitures, etc.
 1. The event announcement must appear on the Kingdom Calendar at least one month ahead of the event.
 2. In addition a flyer for the event must appear in the Kingdom Newsletter, Popular Chivalry, for at least the edition covering the month in which the event occurs.
 - a. A branch is entitled to one month of flyer publication for their event in Popular Chivalry. If there is room and an event flyer

is on hand, the Kingdom Chronicler will advertise further in advance

- b. In cases where the event is at the beginning of the month, the event is entitled to two months of ad placement.
 - c. Guidelines for the Popular Chivalry flyer can be found on the Kingdom Website and in the Kingdom Chronicler's Handbook.
3. A warranted officer of the SCA must be present at the event at all times who is legally responsible.
- a. If it will not be possible for a warranted local officer to be present at all times, arrangements must be made in advance for a warranted officer from the Kingdom or another branch to be present.
 - b. **This responsible warranted officer must remain sober for the duration of the event.**

X.B.3. Non-Published Society Events

- a. A non-published event is any gathering that is covered by the SCA's insurance but at which no official business can be conducted. For example, non-published events include:
 1. Business meetings
 2. Branch Financial Committee Meetings
 3. Any Branch practice or gathering
- b. To be covered by the insurance, a non-published event must:
 1. Be open to any person who wishes to attend,
 2. Conform to SCA policies, and
 3. Be publicized by whatever means the branch customarily uses to announce such gatherings.

X.C. Demonstrations

X.C.1. Demonstration (Demo) Guidelines

- a. MEMBERS OF THE GENERAL PUBLIC MAY NOT PARTICIPATE IN COMBAT-RELATED ACTIVITIES AT DEMOS.
 1. If an individual is interested in SCA combat, tell them when fighter practices are held and invite them to attend.
 2. Any combat-related activities at a demo require a warranted and authorized Marshal to be present.
- b. It is recommended that demos at larger venues, such as a Renaissance Faire or Convention, have a Demo Steward or Coordinator to oversee volunteers and activities

X.C.2. Types of Demonstrations (Demo)

- a. Public Relations Demo
 1. Generally part of a civic function or participation as an “act” in a parade or some kind of civic function.
 2. It is best not to have activities that are too involved or take more than a 10-15 minute time commitment on the part of the observer.
- b. Educational Demos
 1. Generally done for schools. The school and/or teacher will usually let you know what they would like to see at the demo.
 2. Design your program to be entertaining to the appropriate age branch and avoid lecture-based activity formats
- c. Recruiting Demos
 1. Typically toughest demo type to accomplish.
 2. Provide some fun and brief activities that people can have some hands-on interaction with the Society.
 3. It is also a good plan to provide some scheduled shows. One idea that works well is to alternate between fighting and fashion shows. That gives people a good idea that we have very diverse activities in the SCA.

4. Make sure that you have plenty of current (updated) flyers and other literature for people to take home with them. Flyers should include general information about the SCA, your branch, and who to contact if interested.

X.D. Waivers

X.D.1. Waiver Requirements

- a. As seneschal, you are ultimately responsible for ensuring your branch follows SCA waiver policies for educating branch members on waiver policies
 1. No alteration of any waiver text is allowed.
 2. Individuals completing waivers are not permitted to change or cross anything out.
- b. Waivers must be collected at all published events or at any non-published event at which combat-related activities will occur.
 1. Refer to Appendix B for a Gate Flow Chart.
 2. The Knight Marshal or Marshal-in-Charge is responsible for collecting waivers from all participants in combat-related activities whether at a fighter practice or a demo.
 3. The Knight Marshal or Marshal-in-Charge is responsible for forwarding waivers to the Branch Seneschal and Kingdom Waiver Deputy.
- c. All appropriate and applicable waivers should be present at Gate or Event Registration
- d. The following types of events are exempted from needing waivers:
 1. Business meetings, guild or special-interest branch meetings where no fighting occurs
 2. Dance practices
 3. Demos. (Exception: Marshals must collect waivers from fighters at demos where-in combat-related activities will be conducted.)

X.D.2. Types of Documentation and Waivers

a. Consent to Participate and Release of Liability

1. The “Roster Waiver” containing the full text of the SCA’s general liability waiver text at the top with lines for multiple individuals to sign below
2. Adult non-members and individuals with a white membership card to sign must sign this waiver.

3. Membership Cards (Blue vs. White)

- a. A blue membership card indicates the individual completed the Consent to Participate and Release of Liability online.
 - The back of a blue card does not need to be signed for the waiver to be considered valid
- b. A white membership card indicates the individual *did not* complete the Consent to Participate and Release of Liability online and must sign this waiver prior to be admitted to an event.

b. Sign-in Sheet

1. A physical record of event attendees and their event options chosen.
2. All attendees need to be listed, even minors.
3. Each attendee must be given a physical receipt.

c. Minor’s Consent to Participate and Hold Harmless Agreement

1. Must be completed by a parent or legal guardian for every minor who does not have a blue card in their name.
2. This form is required regardless of if the minor is attending with their parent, legal guardian, or with a designated adult-in-charge.
3. If the minor is attending with a designated adult-in-charge, this form should be completed before arrival at the event by the parent or legal guardian.

d. Medical Authorization for Minors

1. This form is required for minors who attend an event without a parents or legal guardian.

2. Copies of this form, duly executed, should be in the possession of the named minor, one copy with an adult named in the document and present at the event, one copy to be left at Gate with the other registration paperwork, and one copy with the parent or legal guardian executing the Medical Authorization.
3. **NOTICE:** If an event is held within the State of Florida, this form must be notarized prior to arrival at the event.

e. Designated Adult-in-Charge of a Minor

1. This form allows a minor to attend an event with an adult (18 or over) whom is not their legal parent or guardian.
2. This form must be executed by the parent or legal guardian of the minor in question prior to arrival at the event.
3. Copies of this form must be in the possession of the designated adult-in-charge present at the event, one copy is to be left at Gate with the other registration paperwork, and one copy is to be in the possession of the parent or legal guardian executing the Designated Adult form.
 - One original (for Gate staff) and two photocopies are acceptable.

f. Family Minor Waiver

1. This form can be used for up to 5 minors if the minors in question all have the same parent(s) and/or legal guardian(s) present at the event
2. This is the only time in which you can have multiple minors on the same waiver.

g. Equestrian Waiver

1. This form must be signed by all adult event attendees if horses are present at the event regardless of if the adult in questions plans to participate in said activities.
2. If horses are allowed to attend an event, the owner must present appropriate vaccination documentation to the Equestrian Marshal-in-Charge.

h. Pet Waiver and Guidelines

1. Please refer to the [Society Service Animal Policy](#), Section XVII, and Meridian Kingdom Law, Section VII.110, for specific policies related to service animals and animal presence at SCA events and activities.
2. If pets are allowed to attend an event, the owner must present documentation of the animal's current rabies vaccination and provide the following information at Gate:
 - Owner Name
 - Owner contact information while on site
 - Pet Name
 - Veterinarian's Address and Phone Number
 - Rabies Tag #

X.D.3. Maintenance of Waivers and Event Reports

- a. It is recommended but not required that waivers be kept as part of the Branch Seneschal's Records. Event and Incident Reports should be kept on file for a minimum of 7 years.
- b. After an event, all waivers should be scanned and emailed to the Kingdom Waiver Deputy within 30 days of an event or activity.
- c. The Branch Seneschal is responsible for submitting all non-marshal related incident reports to the Kingdom Seneschal within 24 hours of an event or activity.
- d. The Exchequer is responsible for sending the Non-member Report and any associated funds to the appropriate Society officer within 10 days of an event or activity.
- e. The Knight Marshal or Marshal-in-Charge is responsible for filing any necessary Event and Injury Reports to the Branch Seneschal and appropriate Kingdom officers within 24 hours an event or activity.

X.E. Insurance

X.E.1. Policies

- a. The SCA's General Liability Policy
 1. This is the policy that covers, for instance, site damage.
 2. You do not need to do anything special to activate the SCA's general liability insurance.
 3. If a site owner wants proof of insurance, usually the "proof of insurance" letter available from the Corporate Office will suffice.
 - a. If the site owner wants to be named as an "additional insured," there is a fee involved and lead time required.
 - b. Follow the directions on the SCA web site for either of these circumstances or contact the Corporate Office for guidance.
- b. Miscellaneous Policies and Coverage
 1. Equestrian Insurance
 - a. Must be activated whenever horses (or other similar animals) will be present at an SCA sanctioned event or activity.
 - b. There is an additional fee and an extended lead time for processing in order to activate this coverage.
 2. Golf Cart Insurance
 - a. Privately-owned golf carts are not allowed at any SCA unless approved in advance by the site owner, the Event Steward, and seneschal in charge. Proof of private insurance by the cart owner or operator is also required.
 - b. If golf carts are loaned to or rented for use by an SCA branch at an event, SCA golf cart insurance must be obtained as well as a documented rental agreement between the SCA legal representative and the owner or the leasing company.
 - c. There is an additional fee and an extended lead time for processing in order to activate this coverage.
 - d. Golf cart insurance **MUST BE IN PLACE** if a golf cart is present at an SCA event except when the golf cart is the

property of and exclusively used by a site owner or site manager.

3. Fireworks or Fire Arts

- a. Society Seneschal approval and outside insurance coverage is required. The local branch is responsible for 100% of the cost and responsibility for this additional policy.
 - b. Fire Arts, which include but are not limited to firewalking, fire-breathing, explosives, and pyrotechnic displays may not be conducted as an SCA sponsored activity at events, demos, practices, or formally recognized gatherings. Variances must be requested of the Society Seneschal in writing and only take effect when granted in writing by that office.
 - c. The Event site will pay for any additional insurance needed.
- c. Refer to the Society's [Insurance Certificate Ordering Instructions](#) for more information regarding activation of SCA Insurance Policies including deadlines and fees.

X.F. Hosting Society Events

X.F.1 Event Stewards

- Event Stewards are not typically warranted but must be SCA members in good standing.
 1. Co-Event Stewards must be SCA members in good standing.
 2. Deputies to the Event Steward do not have to be SCA members.
 3. If a Deputy to the Event Steward is not a member, they cannot be the designated officer-in-charge in the event the Branch Seneschal and Event Steward have to leave site.

X.F.2. Event Dates

1. Local events cannot conflict with a Kingdom Event (KE).

2. Local events can conflict with a Regional Event (RE) only with advance written permission from the Kingdom Seneschal, and there must be a distance of 350 miles between host groups.
3. Local events may be held on the same dates as long as there is a distance of 200 miles between host groups.

X.F.3. Hosting Kingdom, Regional, and Local Events

a. Kingdom and Regional Events

1. [Bid forms](#) for all Kingdom Events (KE) and Regional Events (RE) should be emailed to: The Crown, The Kingdom Seneschal, The Kingdom Exchequer, The Kingdom Event Deputy, and any other relevant Kingdom officer.
 - a. Kingdom Events are: Coronation, Crown List, Kingdom Arts & Sciences Faire (KA&S), Royal University of Meridies (RUM), Fighters Collegium & War Practice (FC/WC), Meridian Grand Tournament (MGT), Gulf Wars, and Meridian Challenge of Arms (MCA).
 - b. The Crown may designate any Kingdom Anniversary celebration to be a KE.
 - c. Regional Events are: Panhandle Skirmishes and Turf Wars.
2. The Kingdom and the host group(s) will equally divide any event profits.
3. Contact the Kingdom Event Deputy for specific guidelines regarding any KE or RE you would like to host.

b. Responsibilities of the Seneschal

1. Contact the Kingdom Calendar Deputy to confirm the event and reserve the date on the Kingdom Calendar.
2. Activate all applicable insurance policies with Society and pay associated fees. See Section XI.B for more information regarding insurance.
3. Submit the [ePay form](#) to the ePay Deputy and Kingdom Exchequer. Refer to the [ePay for Events Handbook](#) for more information.
4. Submit the event flyer to the Kingdom Chronicler.

5. Provide the Event Steward with all necessary rosters and waivers for use at Gate.
 6. Submit all waivers to the Kingdom Waiver Deputy within 30 days of the close of the event.
 7. Completion of the event report, including an expense report, to be kept on file for 7 years.
 - Event Reports should be included in the Quarterly report to the Kingdom Seneschal.
- c. Responsibilities of the Event Steward
1. An Event Steward is a deputy of the Branch Seneschal for the purposes of the event. It is not required that they be warranted, but a warrant can be applied for if required by the branch by-laws.
 2. Present an event bid to and obtain approval for the event location and budget from the host branch and branch seneschal.
 3. The responsibilities listed above in X.F.2.b. 1-4 must be completed by the branch seneschal before any public event advertisement (flyer, website, etc.) can commence.
 4. Submit the event flyer, event website, and event social media links to the Kingdom Calendar Deputy.

X.G. Policies Regarding Personal Conduct

X.G.1. Sexual Misconduct

- a. The SCA prohibits all forms of sexual misconduct including but not limited to sexual assault, sexual harassment, stalking, and sexual violence.
- b. *Consent* means freely, affirmatively communicated, and enthusiastic willingness to participate in sexual activity, expressed by clear, unambiguous words.
 1. Consent is a clear, verbal, voluntary agreement given by an individual able to agree to an act.

2. An individual may lack the ability to consent, due, for example, to their age, intellectual or other disability, or incapacitation from the use of drugs or alcohol.
3. We will always view as unwelcome and nonconsensual any sexual activity between an adult and any person below the legal age of consent.

Sexual Assault is an actual or attempted sexual contact with another person without that person's consent. Sexual assault includes, but is not limited to, acts that constitute sexual assault under state law.

- c. *Sexual Harassment* is any unwelcome verbal or physical conduct of a sexual nature that is sufficiently severe, persistent, or pervasive such that it unreasonably interferes with, limits, or deprives someone of the ability to participate in or benefit from the SCA events and activities. Sexual Harassment includes but is not limited to acts that constitute sexual harassment under state law.
- d. *Sexual Misconduct* is any unwelcome behavior of a sexual nature that is committed without consent and/or by force, intimidation, coercion, or manipulation. Sexual misconduct includes but is not limited to exposure of reproductive organs, sexual assault, sexual harassment, stalking, and sexual violence. Sexual misconduct also includes but is not limited to acts that constitute sexual misconduct under state law.
- e. *Stalking* means engaging in a course of conduct directed at a specific person that would cause a reasonable person to (a) fear for his or her safety or the safety of others, or (b) suffer substantial emotional distress. Stalking behavior can include: (i) persistent, unwanted communications to the victim by phone, email, and/or other social media; (ii) repeatedly sending the victim unwanted gifts; (iii) following or waiting for the victim at home, school, work, or elsewhere; and (iv) direct or indirect threat(s) by the stalker to harm herself or himself, the victim, or the victim's friends and family, or to damage the victim's property. Stalking includes but is not limited to acts that constitute stalking under state law.

X.E.2 Harassment & Bullying

- a. The SCA prohibits bullying and harassment of all individual and groups.
- b. Bullying is systematic and unwelcome behavior which involves the use of influence, threat, intimidation, or coercion to cause hurt or harm to another person or branch of people.
- c. When the bullying behavior is based on a protected class, that behavior is defined as harassment. Protected classes include race, sex, religion, national origin, gender, sexual orientation, age, or disability.
- d. Refer to Section XIX of the Society Seneschal's Handbook for more detailed information.
- e. Participants engaging in bullying/harassment are subject to appropriate sanctions. If an individual believes they have been subjected to or have witnessed harassment, bullying, or retaliation, that person should contact a seneschal, the President of the SCA, or that kingdom's Board Ombudsman.
- f. The following statement must be posted at gate/troll at every SCA event in a size large enough for people to see it as they enter our events. This language must likewise be quoted in ALL site handouts at every event or site where a handout is made available.

THE SCA PROHIBITS HARASSMENT AND BULLYING OF ALL INDIVIDUALS AND GROUPS

Participants engaging in this behavior are subject to appropriate sanctions. If you are subjected to harassment, bullying or retaliation, or if you become aware of anyone being harassed or bullied, contact a seneschal, President of the SCA, or your Kingdom's Board Ombudsman.

X.E.3. Firearms Policy

- Refer to Section XXI of the Society Seneschal's Handbook.

X.E.4 Drone Policy

- a. Definitions
 1. Drone: Defined by mundane statute as 'an aircraft that is operated without the possibility of direct human intervention from within or on the aircraft' (Public Law 112-95, Section 331(8)).

2. UAS: Unmanned Aircraft Systems
 3. FAA: Federal Aviation Administration Use of Policy A drone pilot will be located on the grounds of the event.
 4. UAS are regulated in the United States by the FAA under either Section 336 (Special Rule for Model Aircraft) or 14CFR Part 107 (FAA's Small UAS Rule). It is the responsibility of the remote pilot in Command of the aircraft to know which part of the law they are subject to.
- b. If a pilot wishes to operate a UAS at an event in the Kingdom of Meridies, they must:
1. Obtain prior written permission from the Event Steward.
 2. The Event Steward will obtain prior written permission in from the property owner if it is on private land or the appropriate agency if the property is government-owned.
 3. Provide the aircrafts FAA registration number and name of the Pilot In Command to the Event Steward. FAA registration number must be clearly printed and visible on the UAS.
 4. Operate the aircraft in compliance with all applicable local, state and federal law regulations. This includes the requirement that the Pilot In Command be licensed under Part 107 if the imagery is going to be sold or if the pilot is being paid or otherwise compensated for the operation.
 5. Operate the aircraft in compliance with the SCA Media and Photography policies.
 6. Report any injuries or property damage caused by the operation to the Event Steward the same day as they occur. Note that FAA regulations require reporting to them of any injuries or damage to property (other than the UAS involved) in excess of \$500. UAS Operators are strongly encouraged to obtain liability insurance for their aircraft.
 7. Permission to fly UAS at events in the Kingdom of Kingdom may be removed at any time by the Event Steward or anyone above them in the chain of command (i.e. Local Seneschal, Kingdom Seneschal, Crown, etc.)

8. Pilots are expected to exercise good judgment and common courtesy while conducting UAS operations at events in the Kingdom of Meridies.
9. UAS are permitted above public spaces such as battle fields, merchant's row, or Arts & Sciences spaces. Any images taken of personal encampments must be of a height such as to diminish detail and maintain privacy.

Appendix A: Branch Officer Reporting Deadlines

AA.1. Administrative Offices

Office	Report Type (if applicable)	Frequency	Due Dates	Reporting Method
Arts & Sciences		Quarterly	1st of the month in Mar., Jun., Sep., & Dec.	Google Form
Chatelaine		Quarterly	10th of the month in Mar., Jun., Sep., & Dec.	Google Form
Chronicler		Annual	December 31st	PDF Form
Exchequer	Event Report		Within 30 days of an event	Excel Form
	KLE Report		Within 30 days of an event	Excel Form
	NMR Report		Within 10 days of an event	Excel Form
	Quarterly Report	Quarterly		
	Doomsday Report	Annually		
Herald		Quarterly	7th of the month in Feb., May., Aug., & Nov.	Google Form
	Financial Report			PDF Form
Historian			Within 60 days of an event	Email
Minister of Children	Event Report		Within 2 weeks of an event	PDF Form
	Quarterly Report	Quarterly	10th of the month in Feb., May., Aug., & Nov.	PDF Form
	Year-End Report	Annually	January 1st	PDF Form
Social Media		Quarterly	10th of the month in Mar., Jun., Sep., & Dec.	Google Form
Webminister		Quarterly	5th of the month in Mar., Jun., Sep., & Dec.	Google Form

AA.2. Marshal Offices

Office	Report Type (if applicable)	Frequency	Due Date	Reporting Method
Armored Combat		Quarterly	15th of the month in Apr., Jul., Oct., & Jan.	Google Form
Armored Combat Marshal-in-Charge	Event Report		Within 10 days of an event	PDF Form
	Incident Report		Within 10 days of incident; or within 24 hours if hospitalization or unconsciousness occurs	PDF Form
Equestrian Marshal-in-Charge	Incident Report		Within 10 days of incident; or within 24 hours if hospitalization or unconsciousness occurs	PDF Form
Live Weapons		Quarterly	10th of the month in Apr., Jul., Oct., & Jan.	
Rapier Combat		Quarterly	10th of the month in Apr., Jul., Oct., & Jan.	Google Form
Rapier Combat Marshal-in-Charge	Event Report		Within 10 days of an event	PDF Form
	Incident Report		Within 10 days of incident; or within 24 hours if hospitalization or unconsciousness occurs	
Youth Combat (Armored & Rapier)		Quarterly		
Youth Combat Marshal-in-Charge	Event Report			PDF Form
	Incident Report		Within 10 days of incident; or within 24 hours if hospitalization or unconsciousness occurs	PDF Form

Appendix B: Gate Flow Chart

