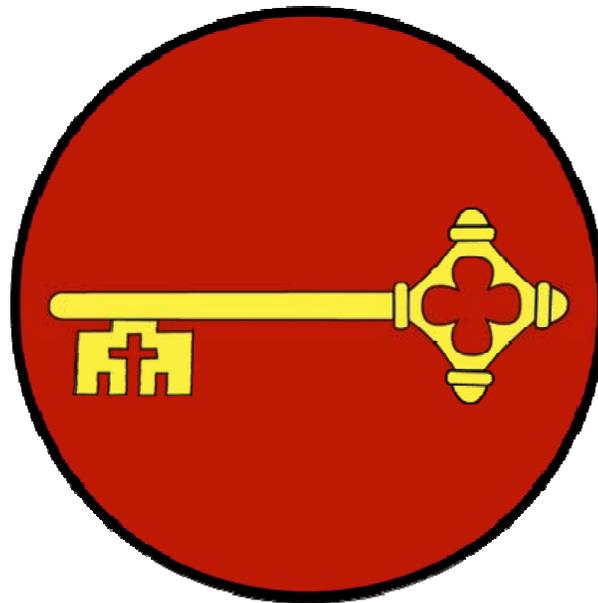


Kingdom of Caid

Branch Seneschals' Handbook



This the branch Seneschal's manual of the Kingdom of Caid, published for the citizens of Caid of the Society of Creative Anachronism, Inc. (SCA) It is not a publication of the SCA, Inc. and does not delineate SCA policy.

Acknowledgements

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My heartfelt thanks to all of these hard working Caidan Seneschals!

On behalf of all past Seneschals, I would like to thank you for your time and interest in being a Seneschal of Caid.
May good fortune and prosperity attend all your endeavors.

Table of Contents

Kingdom of Caid	i
Introduction.....	1
Chapter 1	2
<i>What is the Seneschalate?</i>	<i>2</i>
A. Qualifications	2
B. Where does all this leave you as Seneschal?.....	3
Chapter 2	5
<i>Office Structure.....</i>	<i>5</i>
A. The Board of Directors (BoD)	5
1. About the BoD:.....	5
2. Your Input to the BoD:.....	5
B. SCA officers.....	5
1. Kingdom and branch officers:	5
2. The Crown:.....	6
3. The Crown Prince and Princess:.....	6
4. The Landed Baronage:.....	6
Chapter 3	8
<i>Legalities and Procedures.....</i>	<i>8</i>
A. Legal matters:	8
1. Legal Representation:	8
2. Contracts:.....	8
3. Age of Majority:.....	9
4. The Law:.....	9
5. Weapons:	9
6. Copyrights:	10
7. Alcohol:.....	10
8. Youth Officers and Background Checks:	11
B. Group status	12
1. New Branch Application:	12
2. Group Suspension:.....	13
Chapter 4	14
<i>Branch Office Operations.....</i>	<i>14</i>
A. Administration:.....	14
B. Deputies/Staff:	14
C. Officers:	15
1. Warrants:	15
2. Kingdom chain of command:	16
3. Local chain of command:	16
D. Meetings:	16
E. Financial Committee:	17

F. Communications:	18
1. Your Input (Award Recommendations):	18
2. Paperwork:.....	18
3. Letters:.....	18
4. E-Mail/Electronic Communication:.....	19
5. Telephone:	20
6. Handling the Media:	20
G. Staying out of trouble:	22
H. Organizing Yourself:	23
1. Burnout:.....	24
2. Removal From the Job.....	25
Chapter 5	26
General Operations	26
A. Types of Events:	26
1. Kingdom Events:	26
2. Kingdom Sanctioned Events:	26
3. Interkingdom SCA Events:.....	26
4. General event information:	27
B. Event Bids:	27
C. Event Stewarding:	28
D. Calendar Date Request/Change Forms:	29
E. Insurance:	31
F. Waivers:	32
G. Health and Safety:	34
H. Support	34
1. Privies:.....	35
2. Kitchen Safety:	35
3. Fire Safety:	36
4. Communicable Diseases and Other Disruptive Medical Conditions	36
5. Minors:	37
a. Parental Responsibilities.....	37
b. Parental Responsibilities.....	37
c. Neglect of Parental (or Guardian) responsibility for minors	37
d. Curfew	38
e. Background Checks.....	38
f. Youth Activities.....	38
I. Dealing with Conflict:	39
1. Conflict resolution:	39
2. Conflict with local officers	40
Chapter 6	41
Reporting	41
A. General suggestions for regular reporting:	41
B. Financial Reporting:	41
C. Event Reports:	42
D. Domesday Reports:	42

E. Required Reports & Documents:	42
Chapter 7	44
<i>Forms</i>	44
Agreement to Serve	45
Seneschal's Report Form	47
Event stewards report form/Checklist for Events	48
Domesday Report for Year 20xx	49
Caid Calendar Request Form	51
Calendar Change Form	52
Waiver Package Cover Sheet	53
Insurance Certificate ordering instructions maybe found here:	54
Request for "Additional Insured" Certificate	54
Notarized Medical Authorization For Minors	55
Minor's Waiver And Informed Consent To Participate	56
Consent To Participate And Release Liability	57
Roster waiver	57
New Branch Application	58
Event Budget Worksheet	60
Sample Polling Ballot	61
Council Meeting Agenda	62
Council Sign-in Sheet	63
Tax-deductible Donation Solicitation	64
Internal Revenue Service and State of California Corporation Docs	65
Background Check Authorization	66
Background Check Docs	66

Introduction

As the Governing Documents, Kingdom Law and the Society for Creative Anachronism, Inc. ("SCA") change, so will the functions of the officers. This document is intended to be a guide to the duties and requirements of the position of Branch (Kingdom, Baronies, Shires, Cantons, Etc.) Seneschal. This document is not the absolute authority, but just a guideline. Please always refer to the SCA Organizational Handbook and Kingdom Law for all current rules and policies.

As Seneschal, you will fill many shoes. At different times you will be coordinator, organizer, legal representative, contract-signer, cheerleader, advocate, president, teacher, font of information, listener, and sometimes nursemaid. This is a big job, and if you're feeling a bit nervous right now, that's good. It means that you are aware of how demanding the job can be, and you'll probably be a very good Seneschal.

When you take an office your participation in the organization is no longer entirely voluntary. You take on an obligation to do certain things whether or not you feel like it. As difficult as the job may sound the real challenge is the "people" part. It's now your job to be an activities planner, fundraiser, hand holder, arbitrator, and the person "in the know". You must encourage other officers to do their jobs without insulting their competence or micro-managing them.

Changes to this Handbook can easily be incorporated through revisions. It should be as easy as removing a page and replacing it with the new ones.

Suggestions for improvements to this handbook are encouraged. All criticisms should be accompanied by constructive suggestions and all suggestions should apply to the office in question. Comments should be addressed, in writing, to the Kingdom Seneschal.

A copy of this Handbook should be kept with the Branch files. All files accumulated as a result of the normal function of the Branch Seneschals office are the sole property of the SCA. These files must be turned over to the incoming officer upon the conclusion of your term in office.

This can be a most rewarding position. If at any time it no longer gives you any pleasure it's time to train a replacement and move on.

Welcome to the Seneschalate.....

Chapter 1

What is the Seneschalate?

The term “Seneschal” appears to have Germanic origins, akin to the Gothic “seneigs”, meaning old, and to the Old High German, “scalc”, meaning “servant”. Therefore a Seneschal was an old and trusted servant of the household, an agent or steward in charge of a lord’s estate in feudal times. The historic Seneschal of the Middle Ages was responsible to the “Lord of the Manor” for the efficient administration of the estate and as senior servant had the authority and responsibility given him by the lord of the estate.

In our Current Middle Ages, the Seneschal performs in the same manner. Each is the senior servant of the estate, be it Kingdom, Barony, Shire or Canton. He/she is responsible for the efficient administration of that area. More specifically s/he is responsible for:

- The legal representation of the branch;
- Submitting the required officer reports on a timely basis. All offices must report at least quarterly. This includes assuring that each branch office reports on time;
- Participating in financial decisions as a member of the branch’s Financial committee;
- Overseeing conflict and dispute resolution when the issue can be resolved at the local level;
- Appointing and supervising event stewards in charge of group activities;
- Arranging events that meet the needs of the populace and the SCA;
- Assuring that the branch complies with real-world law, Corpora, and Kingdom Law either by reference to SCA documents or consultation with the Kingdom Seneschal.

In general terms, the Seneschal is the administrator and coordinator of a branch of the SCA. S/he is responsible for the effective functioning of the group as a whole and in the conduct of its affairs with other SCA groups as well as the real world. The role of coordinator includes liaison between the various offices, other branches, public contacts and Kingdom officers.

A. Qualifications

1. The requirements set forth in the Governing Documents for the job of Seneschal are:

- a. A willingness to assume the position;
- b. A membership of the SCA as set forth in Corpora: a member with access to the Kingdom newsletter at their residence. Such membership must be maintained during the entire tenure in office;
- c. A warrant by the Kingdom Seneschal and the Crown. This denotes approval within the administrative chain of command for meeting the requirements of the position;
- d. Legal age to sign contracts. In the State of California the age of majority is 18 years. (Note – The SCA does not permit

discrimination by age, except where modern law requires such discrimination, and does not permit discrimination by gender at all)

2. The job of Seneschal can be time consuming and successful performance requires adequate time available. Further, attention to paperwork, letter writing, and some public contact is a necessary part of the smooth functioning of the Seneschalate. As a result, you should also possess tact, diplomacy, discretion, patience, organization, wit and a thick skin. You will need a phone, a typewriter/computer and should have ready access to a copier. E-mail is an invaluable tool. It can save you time and considerable amounts of money on phone bills and postage. (see e-mail section for more information)

3. You cannot hold any other major office, except an office which must be filled and no other person is available for the position. This should be a temporary condition.

4. If you are not familiar with the SCA documents (Corpora, Kingdom Law, and the Kingdom Seneschal's Handbook) when you take office, you should read them as soon as possible and discuss any questions that you might have with the Kingdom Seneschal.

5. Succession or replacement to the local office of Seneschal should occur within the normal tradition of the group and may occur only with the concurrence of the Kingdom Seneschal. Once the new Seneschal has been chosen, the outgoing officer should have them complete the "INTENT TO SERVE" form found at the back of this handbook. This form, and a letter nominating the replacement, should be sent to the Kingdom Seneschal right away. If the candidate has the support of the local group and the outgoing officer the Kingdom Seneschal will most likely accept the candidate, if there is some concern they may request a meeting. Until the Kingdom Seneschal has accepted the new candidate and included their name on the Warrant Roster, they are an "Interim Seneschal". Interim Seneschals may not sign contracts or act as a legal representative of any SCA branch. Publication of your name in the Kingdom newsletter does not represent warranting.

B. Where does all this leave you as Seneschal?

1. You are the conduit between the modern corporation and the historical feudal game.

2. Even though your group may be a Barony or a Canton, with the Baronage in attendance, they are the ceremonial representatives of the Crown and, as such, are not the president of the barony or canton, YOU are. But never forget they have significant influence and power in the group as they do represent the Crown.

3. Usually the Baronage are responsive, aware and comfortable enough in their position not to be authoritative and overbearing. And generally the populace respects the office of the baronage and therefore accords their words

considerable weight. This is all well and good for the SCA. However, in practical matters, it is possible there can be a conflict of authority between the Seneschal and the baronage. All attempts should be made to settle any problems privately, so as not to diminish the office or roles of any of the individuals. If problems continue to exist, or there is no resolution, such a conflict of interest must be taken to the next higher level of the Seneschalate. Remember that it is the officer corps with the group in mind that make the whole group run, and run well.

4. In groups without local Crown representation (Shire, College, Stronghold) the Seneschal is the administrative director. The Seneschal makes decisions with heavy input from the other officers and the membership of the branch, and always with the wishes of the Crown in mind.

Chapter 2

Office Structure

Understanding the structure of the SCA can be difficult. You first have to understand that there are two chains of command. The Modern Corporation, and the historic feudal monarchy we attempt to recreate.

A. **The Board of Directors (BoD)**

1. About the BoD:

The BoD is the highest level of the modern chain of Command. Decisions made by the BoD flow through the SCA Seneschal to the other SCA officers, and to their counterparts in local Branches.

The BoD is self perpetuating, meaning that it chooses its own members. Anyone in the organization can nominate members for a seat on the BoD. The BoD then solicits input from the membership on the qualifications of candidates. BoD decisions are made by a majority vote – the only place in the SCA where decisions are made this way.

2. Your Input to the BoD:

The BoD and their decisions may not seem to impact you or your branch very much, but if you pay attention to what they are doing you will find more impact than you thought. The BoD may request commentary from the membership on a particular issue. If you have any opinion at all about the subject at hand, write to the BoD and let them know. Also, encourage members in your branch to comment as well. If we don't give our opinions on the workings of the organization, how are they who make decisions going to know?

B. **SCA officers**

The next level in the Modern chain of command is the SCA Officers. There are SCA level officers to correspond to the Kingdom level officers. The SCA Seneschal has the authority to make policy decisions and to interpret the SCA's governing documents. His/her rulings are subject to approval by the BoD, and must be reported to them at their next meeting. The other SCA officers may make decisions and rulings in their particular areas of authority, with the BoD's final approval.

1. Kingdom and branch officers:

The Kingdom Seneschal is the legal representative for the Kingdom of Caid to the modern world. The Kingdom Seneschal's job is to interpret Kingdom Law, and make decisions about the day-to-day workings of the

Kingdom. These decisions are subject to approval by the Crown and the SCA Seneschal.

The Branch Seneschal is the legal representative for the Branch they serve, within the Kingdom. They make decisions about the day-to-day working of the Branch subject to the approval of the Baron and Baroness, if they have one, and the Kingdom Seneschal.

2. The Crown:

The Crown (the King and Queen working together) are the highest ranking people in the Kingdom. They warrant all officers in conjunction with the appropriate SCA level officer or Kingdom level officer. They have the power to change Kingdom law (however, Kingdom law can't be changed in such a way as to conflict with the SCA's governing documents or real-world law).

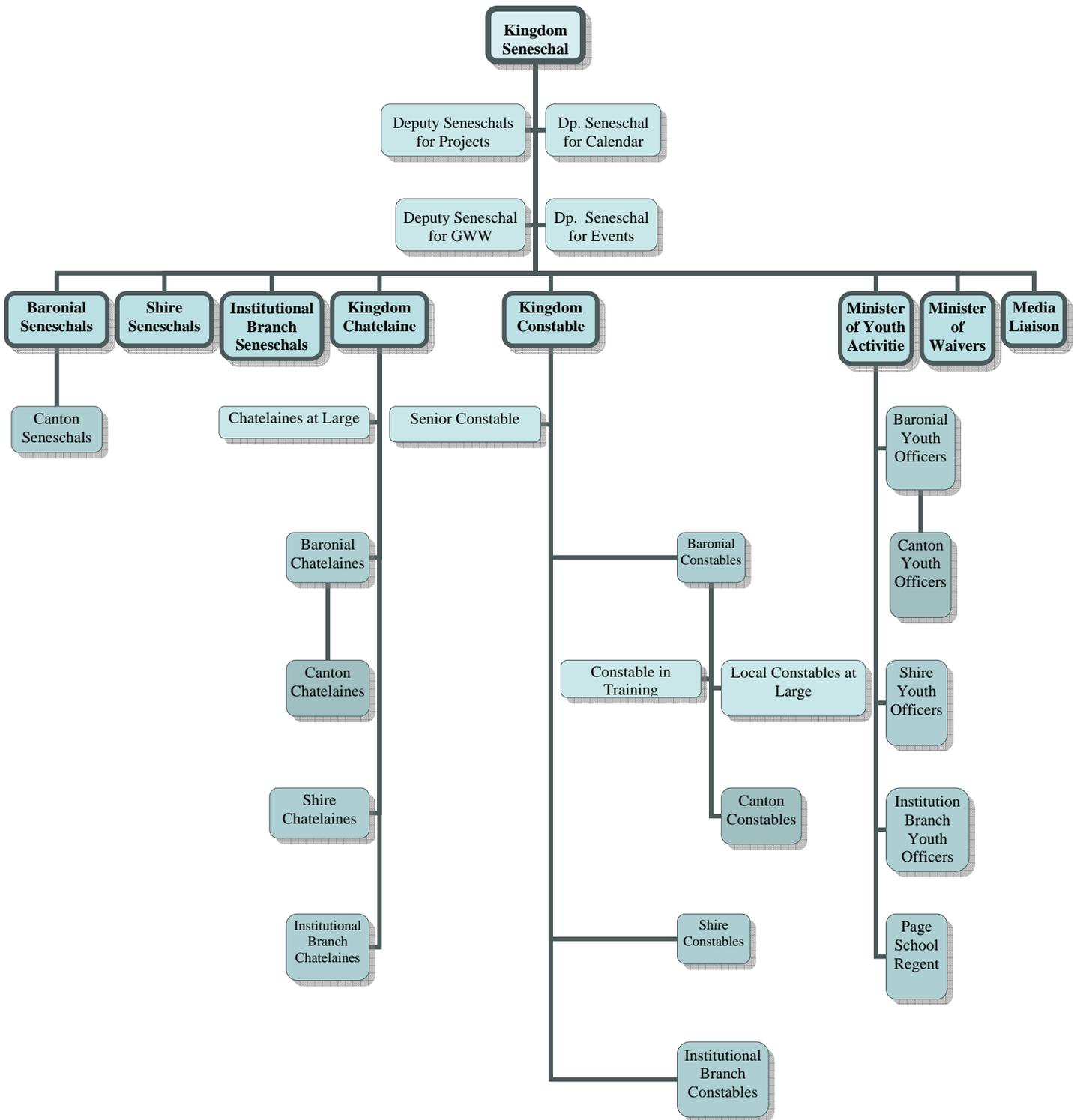
3. The Crown Prince and Princess:

The Crown Prince and Princess are second only to the Crown in rank, and are the presumed heirs to the throne.

4. The Landed Baronage:

The Landed Baronage are the representatives of the Crown within their Barony.

Figure 1 - The Seneschalate within Caid



Chapter 3

Legalities and Procedures

A. Legal matters:

1. Legal Representation:

a. You are the legal representative of the local branch. This means you, or your designee (such as the steward of an event), are the only legal and binding signatory for the group. This includes doing any paperwork required to maintain any standing your branch has outside the SCA, such as paperwork required to maintain student group status at the local college. When you sign a contract with an organization, it is a legal contract and binding with the group. However, you should only sign a contract that is within the means of the local branch to fulfill, unless delegated (in writing) by a higher-level Seneschal who thus commits the resources of the higher-level group to the project. For example: Canton Seneschals should not sign contracts for Baronial events unless they have permission from the Baronial Seneschal, in writing. Generally you will be contracting for the use of halls and other event sites. You may not sign contracts that say "Society for Creative Anachronism" only the Kingdom Seneschal could sign this contract. Your contracts will need to say "SCA, Barony of XYZ" or "SCA, Shire of XYZ"

b. Additionally, you are the legal representative in all other matters of public contact. The Constable and Media Liaison are officers who report to you. These officers work directly with their modern counterparts and have the responsibility for any actions, reports, news releases or other contact with the non SCA world. You should therefore review all official or quasi official statements intended primarily for reading by people who are not members of the SCA, to ensure that they do not damage the public image of the SCA.

2. Contracts:

a. Read everything carefully before you sign it. Take this responsibility seriously, and make sure your event stewards do also.

b. Contracts are usually written, but may also be verbal, formal or informal. So be very careful what you agree to.

c. In the SCA, contracting authority rests with the Seneschal at each level. The Seneschal may delegate a specific contract to someone else, such as the event steward of an event, but no one is authorized to initiate a contract on behalf of an SCA branch without the approval of its Seneschal. Example: The Baron may not contract for new regalia without the approval of the Seneschal.

- d. The Seneschal may only delegate contracts to paid members of the SCA. (Event stewards must be members)
- e. Seneschals may only sign or delegate contracts affecting their own branches and subdivisions thereof. So make sure the contract reads "SCA, Barony of XYZ"
- f. Barons and Baronesses may not sign contracts without the approval of the Seneschal.

3. Age of Majority:

The age of majority varies from place to place, although most areas consider 18 to be the age of majority. The term refers to the age one must be to enter into legally binding contracts. It is not necessarily the same as the age at which it is legal to consume alcohol or other legally significant dates in the human life – many of which are also significant to SCA operations.

4. The Law:

The SCA uses the word "law" to describe some of its internal rules, so it is useful to issue an occasional reminder that the laws enacted by local, state and national governments take precedence over everything we may say or do internally. This is explained in detail in Organizational Handbook. At all times, remember that the SCA's historical structure is a recreation, a hobby, A GAME. The swearing of oaths in a SCA context have whatever impact on the Modern that the swearer and recipient choose to place upon them, but such oaths have no legal bearing in Modern jurisprudence.

5. Weapons:

- a. The bearing of live steel (edged weapons or any other form of weapon) places a legal and moral responsibility on the bearer, regardless of the reason for carrying or the type of steel carried. Local statutes govern such things as permitted lengths, where weapons are allowed, concealed or exposed licensing, age of bearer, etc. Seneschals and or security officers (Constables) should check with the local law enforcement agency on a routine basis to monitor these laws, so that you can advise your members and guests.
- b. Anyone, using any kind of weapon in a threatening way should be removed from the site by the Modern authorities immediately. And of course you will call the Kingdom Seneschal immediately.

6. Copyrights:

The SCA uses a large number of references – books, articles, audio and video recordings, etc. Many of them are from sources long out of print and free for general use, but many others are not. Violation of copyrights is a serious offense. Consider carefully why you are reproducing the source, and get permission (in writing) from the copyright holder before you use any copyrighted material. If you can't get permission, don't copy the material, ideas are free to all, and you can make the points you need in your own words.

7. Alcohol:

The BoD has seen fit to make an Alcohol Policy. The policy allows alcohol to be purchased as a cooking ingredient, and also allows Chirurgeons to purchase rubbing alcohol.

a. The corporate by-laws of the SCA state the following: “Manufacturing, distributing, selling, serving, or furnishing of alcoholic beverages by the SCA or its branches or subdivisions is prohibited within the United States and its territories.” The governing documents can be found at <http://sca.org/docs/pdf/govdocs.pdf>

b. At present the BoD's ruling forbids the purchase of alcohol using SCA funds. The ramifications of the insurance policy, however, go farther. While we cannot ever eliminate the possibility of being sued, we wish to do what we can to limit our exposure to lawsuit. In light of this, The Kingdom policy on alcohol is as follows:

c. Brewers Guild members and students will be expected to purchase their own materials and equipment out of their own pockets. They must also obey any and all Federal, State and local laws pertaining to the manufacture of alcohol. Private individuals may bring alcohol to an event (provided the site permits alcohol) and serve it to whom ever they please – as an individual. The SCA has not banned alcohol, and we may not forbid its use by individuals, except where such use violates modern law or the rules imposed by a site owner. The Barony (or Kingdom) or it's official representatives (officers and Baronage) may NOT serve alcohol, no matter who paid for it.

d. To make this easier to understand keep in mind the “Five Deadly Sins”.

- Manufacturing
- Distributing
- Selling
- Serving
- Furnishing

If your activity seems to mirror any of these THEN DON'T DO IT. Any of these activities would indicate that we are "in the business" of providing alcohol. In all cases, all Federal/National, State, and local laws MUST be enforced! The SCA must adopt a zero-tolerance stance on violations of the law, such as providing alcohol to minors.

e. Donated bottles of alcohol may not be auctioned off as an SCA fundraiser.

f. Remove bottles of alcohol from presentations. Joe may give John alcohol separate from an SCA event, as a private gift. However, Baron Joe may NOT give King John, or anyone else, alcohol as part of an SCA event as he is an officer of the SCA.

g. Brewing and vintning as an Arts and Sciences competition category may continue – just keep it controlled and use good judgment.

h. Be careful what you publish in event announcements! Avoid implying that there will be SCA provided alcohol (The word "Tavern" really upsets the insurance people.)

8. Youth Officers and Background Checks:

a. The SCA has implemented a background check policy for the benefit of our membership and the organization. The officials who are required to have background checks include, but are not limited to, youth activities officers at all levels, adults acting as youth combat marshals for any martial activity, persons organizing/in charge of youth activities for events. So youth activity officers must be background checked. In areas which don't have a youth officer, seneschals or another designated officer need to be background checked. To provide some redundancy, and a larger degree of flexibility, it is recommended that seneschals - or some other selected individual- should also be submitted for a background check even if the group has a youth officer. Colleges do not need anyone background checked. If a college is sponsoring an event at which they'd like youth activities, they can request the services of the baronial youth activities officer. Due to the nature of their service, Youth Track Regents for Collegium Caidus, are to be warranted as youth activities officers.

b. When an individual volunteers to become a Youth Officer, the seneschal of the local group should submit the name of the person (both SCA name, Modern name and telephone number) to the Kingdom Youth Officer. For Collegium Regents, submission will come from the Kingdom Arts Officer. The Kingdom Youth Officer (or their designated representative) will contact the adult volunteer for screening and to obtain the names and phone numbers of three unrelated adult references. The Kingdom Youth Officer/representative will complete the screening and contact the adults provided as references. Upon completion of the screening, the Kingdom Youth Officer will then submit the adult

volunteer's name to the Kingdom Seneschal. It will then be forwarded for background checking. **Only the Kingdom Seneschal can submit names to the Corporate Office for background checks.** Once the Kingdom Seneschal has submitted the name to corporate, the individual concerned needs to submit the Background Authorization Form and the Fair Credit Reporting Form (found in the back of this book), to have the background check conducted.

c. If a local group chooses to host a demo or an event that includes youth-focused activities, either a warranted Youth Officer or a member who has passed a background check must be in attendance. If the local group does not have a warranted Youth Officer, the local Seneschal should contact the Kingdom Youth Officer to determine if the activities can be held, and if background checked volunteers can be gathered to help run the activity.

B. Group status

1. New Branch Application:

a. In order to become a recognized SCA group, the new group must apply for this status. This is done by filling out the New Branch Application (found in the back of this book) and returning it to the Kingdom Seneschal. The new group must have at least 5 paid members. It must also have warranted officers who are paid members of the SCA. Any group below Barony level must have a Seneschal, an Exchequer, and either a Herald, a Marshal, or an Art & Sciences officer. Baronies must have a full slate of officers, as defined in Kingdom Law.

b. The new group must also submit a name through the heraldic channels. This must have passed before the branch will be recommended for Official status. Arms may be registered as well but are not required below baronial level.

c. Once these have occurred, the Kingdom Seneschal can advance the group to incipient status. This gives the group unofficial recognition, but it must have the sponsorship of an official group in order to hold official SCA events.

d. After a period of activity, the Kingdom Seneschal may consider recommending the group be advanced to official status. It is then a fully recognized SCA group. One of the main things expected before making this recommendation is a sustained history of activity (group meetings, dance/fighter practices or even the hosting of an event or two) and a good reporting history. The Kingdom Seneschal will ask the other Kingdom Officers how their deputies in the new group are doing and consider their comments before making a recommendation to the SCA Seneschal for advancement to official status. If the decision is made in favor of advancement, the Crown makes the announcement at an event.

2. Group Suspension:

a. Suspension is a last resort when problems cannot be resolved by any other means. The Kingdom Seneschal or the Kingdom Exchequer can put any branch on suspension. Suspension means that:

i. The branch may not schedule events on the Kingdom Calendar, and any events they do have on the calendar will be removed;

ii. The branch may not host any demos or fighter practices, and may only meet to work on removing the cause for the suspension.

b. Branches may be suspended for any of the following reasons:

i. Failure to report to the Kingdom Seneschal as required.

ii. Failure to submit financial reports to the Kingdom Exchequer.

iii. Lack of essential officers, especially the Seneschal.

iv. Failure to adhere to the laws or policies of the SCA or Modern law.

Chapter 4

Branch Office Operations

A. Administration:

1. General administration is the quiet conduct of business as needed to ensure the smooth and effective running of a local group. This can be the most time consuming and complicated of all the Seneschal's duties.

2. You are responsible for the general well being and conduct of the local group. The duties assumed in this area are vague and general. Some of them are listed below:

a. Ensuring the group has the minimum required memberships.

b. Contact with The Crown Prints (Kingdom Newsletter or CP) staff for regnum changes and event announcements.

c. Publishing special meeting notices, all calendar business, conducting business with other local SCA groups, defining (with other local Seneschals and the Kingdom Seneschal) boundaries or working on committees, etc.

d. Review of monthly reports received via the Kingdom Seneschal (suspended list, background-check list, approved/no paperwork list, etc.)

3. There may be additional duties of coordination between the local group and the Crown, various groups or projects. The nature of each group will dictate the amount of involvement or work required of a Seneschal.

4. To quote former Society Seneschal, Mistress Hilary, "work is an activity performed by non-Seneschals". This is a humorous way of saying you are the administrator, the one who manages or supervises. It means that you do not do all the "front line" work yourself but must effectively motivate others to do so. Keep in mind though, that you lead by example.

B. Deputies/Staff:

1. You may have various deputies who report to you. In a small group, you might have only some of these deputies, in which case you would fulfill the duties of the remaining offices. If the workload gets too heavy in a particular area, then recruit a deputy. The larger groups, and Baronies, will usually have all of these. These deputies, while reporting to their Kingdom superior (if they have one), also report directly to you. It is your responsibility to maintain an effective staff of deputies and coordinate with them. These deputies may be:

- a. Media liaison
- b. Chatelaine (newcomers class, hospitalier at events)
- c. Constable
- d. Minister of Youth Activities
- e. Demo Coordinator
- f. Phone listing
- g. Event stewards (these deputies have special requirements, see that section)
- h. Special projects

2. Each of these deputies has a direct impact upon public demonstrations, tournaments or revels. As some of these deputies have a Kingdom superior, it is not necessary to “supervise” them, so much as to coordinate with and for them. Each of these deputies has a requirement to work for and with you as well, assisting in their areas of expertise. The Chatelaine, Media Liaison, Demo Coordinator, Minister of Youth Activities and Constable have Kingdom Level superiors and will get help and advice through them also. As these officers have direct contact with the non SCA world, they must work more closely with you.

3. Deputies who work on special projects or reports and assist you with the day-to-day chores can be an important part of your staff. Deputy Seneschals also form a pool of talent from which to draw when selecting your replacement. This avoids complicated or incomplete training of replacements and maintains a good flow of responsibility to the local group.

C. Officers:

1. Warrants:

a. Officer warrants are the SCA documents which grant acceptance of an individual within a particular office by their superior Kingdom officer, and the Crown. The local Seneschal does not sign officer warrants. Also, a warranted officer cannot be removed or fired by the Seneschal. (See “Conflict with Local Officers” for more details.) Warrants for at large positions do not have to be signed by Royalty (field marshals, constables, chiurgeons, etc.) and the methodology for warranting at large positions can be found in the specific Officer Handbooks.

b. All officers must have warrants signed by the Crown and a Kingdom level superior.¹

c. Warranting Process: Warrants begin with the “Agreement to Serve Form” found in this handbook. The prospective officer fills out

¹ See Caidan Law, 14th Edition (June 2009 c.e.; A.S. XLIV), ARTICLE IV: OFFICERS, Part A: Tenure, http://seneschal.sca-caid.org/The_Boke_of_Caidan_Law_XIV.pdf

and signs this form and forwards it to the local group seneschal. If the group is a Barony, Canton, or subordinate College, the local group seneschal then has the local incumbent officer and the Baron and Baroness sign the "Agreement to Serve Form" indicating the acceptance of the named individual to serve. From here, the local group seneschal prepares a Warrant (also found within this handbook) and forwards the signed Agreement form and the Warrant form to the appropriate superior Kingdom Officer for approval and signature. For Shires, Strongholds and independent Colleges, the "Agreement to Serve Form" is forwarded to the Kingdom officer without the crown representatives' signature. The Kingdom officer obtains the necessary Crown signatures and places the name and contact info on their roster warrant. Approved Warrants are returned to the local group Seneschal, where a copy is made for retention and the original is forwarded to the officer. For youth activities officers, approval is **not** given until the background check is passed as noted by the Kingdom Seneschal. Local group seneschals should begin the background check process when they receive the agreement to serve.

2. Kingdom chain of command: It is the responsibility of each new Branch officer to contact his/her Kingdom Superior! All officers of a local group have a Kingdom Superior to whom they must report and from whom they receive their warrant. Officers of Cantons and subordinate Colleges report through their Baronial officers.

3. Local chain of command: You are the coordinator between officers in the local group. You can respond to higher authorities, Kingdom Officers or Seneschal, if there are problems that need to be elevated to that level. You are to ensure that reporting is being done by the local officers to their Kingdom superior. If your branch or group has vacant offices, you are responsible to ensure that the information needed by the Kingdom superiors for those offices is provided in a timely fashion. You may request your local officers to copy you on their reports to their kingdom superior. You can not require or demand anything more from another officer than what is required for that officer as described in the organizational handbook of the SCA, Kingdom Law or other documents from that officer's superior.

D. **Meetings:**

1. All Baronies and other political subdivisions of the Kingdom may hold regularly scheduled Councils to discuss the business of the group. These business or council meetings should be at least monthly. All such councils will be publicized in the Kingdom newsletter. The Seneschal or the Baron & Baroness of the group involved shall preside over the council, according to local custom. In the Seneschal's absence, the group's Herald shall preside if there is no deputy seneschal.² The Baron & Baroness need to understand and respect local custom if it holds that the seneschal runs the baronial meeting, not them. You, the

² See Caidan Law, 14th Edition (June 2009 c.e.; A.S. XLIV), Article VII: Courts And Councils, Part A: Councils http://seneschal.sca-caid.org/The_Boke_of_Caidan_Law_XIV.pdf

Seneschal, should conduct these meetings. This involves running the meetings effectively, ensuring that all business which needs to be placed before the populace is relevant and handled efficiently.

2. The business can be new or old, officers and guild reports, event stewards reports, Kingdom law changes and announcements. You are responsible for the coordination of these activities as well as determining the order in which they are addressed. This can be accomplished by using an agenda. (See sample at the back of the Handbook). Seneschals may wish to consider providing courtesy copies of the agenda to the Baronage in advance. It is merely a tool for efficiency and should not be restrictive. The agenda allows the meeting to be orderly, cover all officers' reports, old and new business and serves as a basic record of the meeting. A good agenda is a skeleton for the meeting.

3. Therefore, you run the meetings with due respect given to the Baron and Baroness and their input and leadership. In all cases, you need to work with the Crown and their representatives, the Baronage, as their wisdom and experience, as well as position, are necessary to the conduct of SCA business. "Voting" is discouraged but a wise leader "polls" his/her populace and attempts to get a consensus before making a decision.

E. **Financial Committee:**

1. You will serve, per SCA financial policy, as a member of the group's financial committee, and you should be a signatory on the checking account. The treasurer (exchequer) is also required to serve on the committee. The Baronage (if applicable) is not required to do so, but may if they wish, and they will probably wish. Other officers or members of the group may serve on the financial committee, depending on the wishes of the group. All members of the financial committee will participate in making decisions about budgeting and expenditures.

2. While your Baron and Baroness may not directly appoint or remove Baronial officers (that responsibility rests with the appropriate Kingdom Officer), they have considerable influence in officer selection – probably more so than anyone else. While they may not make unilateral decisions about how the groups' money is spent (nobody should be doing this!) they usually will have veto power on spending decisions, just as the Crown does on Kingdom level expenditures. Because they have veto power on spending does not mean that they have approval power. (See Kingdom Law under "Political Subdivisions of Caid.")

3. If your branch is a Shire, College or Stronghold, you and your treasurer may be the entire financial committee. You would be very wise to make financial decisions with the wishes of the populace in mind.

F. Communications:**1. Your Input (Award Recommendations):**

It is the privilege of every participant in the SCA to make award recommendations to the Crown or Baronage. Be sure to inform your branch that everyone has a right to write letters to the Crown and Baronage, it doesn't matter what your SCA background is. The Crown and Baronage can't know all Their subjects, and they really want to hear from you. If you don't do it, who will?

2. Paperwork:

a. Some paperwork is required in the efficient running of every organization. Within the SCA, people seem to regard it with a marked distaste. You are responsible for a number of reports at various times of the year. Please remember that communication is an important tool and asset. Correspondence, report writing and special communications should never be ignored or delayed. Completing monthly reports makes compiling your Domesday reports much easier and local historical data is collected.

b. Agendas of meetings, meeting summaries and officers reports can be useful if maintained on a regular basis and kept in local files. They not only create a sense of "history" for the group, but also act as an accurate method of information retrieval for the various reports.

3. Letters:

a. Date everything using modern dates. SCA year dates are a pleasant addition, but are not enough on their own.

b. Put your return address on the letter as well as on the envelope. If you're willing to talk on the phone, also include your phone number and indicate the times you can be reached. Use standard letter sized paper (8 ½" X 11" in the U.S.) of a moderate weight and in white or some light and easily photocopied color. If you use printed letterhead or envelopes, make sure they're your own, and not your employer's. Make sure the text is easy to read. Dark typescript in a plain, legible font is best. Avoid fancy fonts or handwriting.

c. If several people need to see the same message, address it to one of them, and put the other on a courtesy copy list at the bottom. Resist the temptation to send them all personalized copies of the same letter; if you do that, your addressees will get very irritated with you when they compare notes!

d. Send mail that can be delivered without the recipient signing for it, (unless your Kingdom Seneschal has instructed you to).

Postal return receipts do improve your chances of getting to the right person – and getting him to admit that you did so - but they slow down your message, and will virtually guarantee that your target will be irritated with you. For SCA business, it is generally preferable to include a return postcard if you want to be sure that your message got through.

e. Take your time with difficult letters. During your tenure you will probably have to write at least one letter that is as likely to cause trouble as to fix it – answer an intemperate complaint, correct misguided behavior, recommend unwelcome action...

f. Your goal in such letters must be to try to get the results you want, that is, a return to the constructive side of life in the Current Middle Ages, rather than to vent your feelings about the situation. Here are some helpful principles:

g. Let matters cool for a day or two before you write anything.

h. Set your letter aside and read it again the next day. Consider whether what you've said makes the impression you wanted, and revise as necessary. It may be necessary to repeat this process once or twice to get the effect you want. However, don't let this stretch out too long --the task won't go away if you ignore it, and it may even get worse.

4. E-Mail/Electronic Communication:

Over the past few years our computers have become very important to us, and have changed the way we do business. Communication at the speed of light can be a positive tool or a catastrophe.

a. According to SCA policy, e-mail can only be used for official business if all parties involved have consented to such use. If I provide you with my e-mail address and say that you can report via e-mail, I have consented. Under no circumstances can you require that business be conducted via e-mail. Hard copies are always acceptable.

b. Always keep in mind that although a huge majority of the populace is connected via the computer many are not. You may not make special offers, discounts, or information available only via e-mail or the web. Remember to include the same information in the event announcements seen in newsletters as seen on web pages.

c. Most of the suggestions regarding written correspondence apply to e-mail as well. Use common sense and remember to keep copies of important messages.

d. The warning about not sending a letter in anger applies triply to e-mail. It is so easy to write an intemperate response to something, hit the reply button, and send your message into the void.

e. Always double and triple check the Send To, and CC addresses. It could save you horrible embarrassment.

f. Always re-read your message. For some reason typos seem more frequent in e-mail.

5. Telephone:

a. Telephone calls are not “official” communications. If something major is being decided via phone, you need to follow it up with a letter or e-mail to confirm what was discussed. However, telephone calls are a necessary and frequent part of the job. Here are some helpful guidelines:

b. Always take notes. Note the date and time of the call, the callers full name and details of the conversation. This may save you some embarrassment later when you've forgotten the details.

c. Call before 9 or 10 PM. Call at a reasonable hour. Normally after 10AM or before 10PM is good, unless you have made specific arrangements.

d. Use modern names, not SCA names whenever possible. Once you have your party on the phone, be pleasant, but get down to business quickly. Ask your question; give your information, or whatever it is you called to do. After the business part of the call is over you can chat if the other person is willing.

e. Ask the person if this is a good time to talk. If your call will take more than a minute or two, offer to call again at a better time.

f. Leave clear complete messages on answering machines. Think about what you'd say to a machine before making the call. If you don't have an answering machine you should strongly consider getting one.

6. Handling the Media:

Please, feel free to consult with the Kingdom Media Liaison [Email the deputy Seneschal of Media](#). To work with the media effectively, keep in mind the conditions media people work under. They face serious time pressure, and also pressure to make their output as interesting and dramatic as possible. Always present information clearly and simply. If the media have to summarize what you tell them, your chances of being misquoted are very high – and no matter how vigorously protested, a

misquote has a life of its own, and is almost immortal. Here are some helpful hints:

- a. Do Talk – It is better to say a little and explain why you can't say more than to say nothing. If you don't want a reporter to rely on garbage from someone else, tell your side!
- b. Tell The TRUTH – This doesn't mean you have to give every detail, but be truthful, honest, and accurate in what you do say.
- c. Do Not Say Anything “Off the Record” – If you don't want it quoted or referred to, don't say it.
- d. Respond Quickly – Media people have deadlines. If you don't help them get in on time with accurate information, uninformed editing may undo the good the story might have done.
- e. If Bad News Is There To Find Call you Kingdom Seneschal FAST! Discuss what you can and should say by way of damage control.
- f. Don't Say “No Comment” – This implies guilt, plain and simple. If you don't know an answer, say so, and either recommends another contact (probably your Kingdom Seneschal) or offer to find out and call back. If the answer is potentially embarrassing, say what you can in a positive light.
- g. Emphasize the Positive Educational Nature of the SCA – Avoid in-jokes and inverted humor, and stay away from words that have very different meanings in the SCA and outside it. (The two biggest problems are “mundane” and “medieval”, for opposite reasons. We use “mundane” for the harmless and useful “not-in-the-SCA”, but outside it still means “boring and stupid” which is not going to endear you to anyone who thinks you're talking about him. Meanwhile, although “medieval”, is the correct adjective for “in or from the Middle Ages”, a lot of people hear it as “mid-EVIL” and think it means “really evil and proud of it”! Either word can convey the mistaken impression that the SCA is weird and hostile...)
- h. Stay Away from Liability Issues – Be as general as possible; don't talk about who is or may be responsible.
- i. Make Sure Your Information Is Accurate – You should understand the details thoroughly, and they should be from reliable sources.
- j. Make Sure the Media Representatives Understand Who the Spokesperson Is – Only the Seneschal (or a designated representative) is authorized to be spokesperson for the group.

k. Try To Get Copies of the Articles, Reports, Etc. – Not just what the media person said on site, but how it finally came out in print (This is good for reports and PR packets.) Let the Kingdom Seneschal know if an article is especially glowing.

l. Tell Your Superiors at Once When You Talk with the Media – don't forget to include the Kingdom Media Liaison. And follow up with copies of the articles and videos if you can. Your Kingdom officer will pass the news up the line of command, you don't have to.

m. Work with the media whenever possible. Brief them in advance, let them know what will happen at an event and why. Prepare and make available packets on the SCA and the local group. (Forward Into the Past, and "Introducing the Society" from the SCA Organizational Handbook are good starting points. The Kingdom Media Liaison, and Chatelaine also have wonderful info.)

n. Arrange for costumes and escorts, especially if they are going to mingle with the populace. Escorts should not try to interfere or control, just be available for safety (if combat is present) and ready reference. Make sure the escort is reliable and knowledgeable.

o. Encourage the media to participate (dance, etc.) as much as possible. If they try our activities they may well like them, and they'll surely find them harder to laugh at.

G. **Staying out of trouble:**

The SCA has to cope with a wide variety of laws and regulations, and a number of apparently harmless acts could endanger the whole organization. Branches must not do anything that could remotely be described as one of the activities listed here without specific authorization. Following are some suggestions to assist you in avoiding problems:

1. Do not engage in non-SCA partisan politics.
2. Do not lobby for or against modern legislation.
3. Do not accept money for alcoholic beverages. (It doesn't matter what you call the transaction!)
4. Do not accept money for use of horses.
5. Do not assume responsibility for children (Which is not the same as providing activities for youths)
6. Do not donate money raised in the name of the SCA or its representatives (including your branch) to any individual or organization.

7. Do not raise money via modern gambling games like bingo.
8. Do not engage in business outside the scope of the SCA Articles of Inc. All forms of paid advertising and sales are risky; make sure you discuss any commercial plan with Kingdom officers before your branch commits itself!
9. Do not apply for cash grants.
10. Do not “loan” the SCA name or non-profit status to anyone for uses in grant application or similar documents.
11. Do not use obsolete proof of insurance. The policy is renewed each year, and the SCA issues new letters every year to describe it.
12. Do not misrepresent SCA activities to the owner or manager of a site. In particular, do not promise to run an alcohol-free event, and then tell people to be discrete about alcohol use!
13. Be careful including religious elements in SCA ceremonies.

H. **Organizing Yourself:**

You can save yourself a lot of time by setting up your work area in a way, which is most convenient for you. This will help you do the best job in the least amount of time. It does you no good, nor the group you serve, to spend hours looking for lost papers or to spend more time on a project than is needed.

Put everything connected with the job in the same place. Set up shelves, a file cabinet or whatever works for you. Have a system for handling the paperwork so that you are less likely to lose anything. If the office comes with the baggage of past administrations in the form of many files, then read through them and sort out what you need to do the job now. Make these your “working files” and put the rest away for historical reference. Many officers find it useful to put the most current files in a portable file box so they can carry it with them to events.

Establishing a “pending” file is one way to make it less likely you’ll lose or forget something. When you first receive the item, just file it in pending until you’re ready to deal with it. Once you’ve finished with it, you can file it in its permanent place. Another way is to set up an “in” box or boxes. In this way you know whether you’re backlogged or caught up with your work. You can also use it to prioritize the workload.

Once you handle a piece of correspondence, always keep a copy of what you send out. This can save you enormous amounts of time. Just think about a Domesday report, into which you’ve put several hours’ work, getting lost in the mail. If you didn’t make a copy, you have to start over again. If you staple your reply to the incoming correspondence, it will save time in linking them up again if you need to take further action. It’s also amazing how much of SCA

correspondence is not dated... remember to date your. And always include the Modern year.

Another way to help you control your time is to keep a notebook for the office. Keep all notes pertaining to the Seneschalate in this book. You can make list of “things to do” and notes on conversations on which you need to take action. This notebook can be an aid to memory. You may find that the busier you get, the more difficult it is to remember everything.

1. Burnout:

a. When you feel trapped by the job, resent the ring of the phone, hate to open obviously SCA mail, or feel no one else can do the job but you, you have the classic signs of burnout. You can't do the job well but feel you also can't give it up. You know you're in trouble but feel like there's no way out.

b. Think about preventing burnout the day you take the job. When you notice it, take a break. Plan before the fact what you'll do when it strikes. Sometimes just a weekend “vacation” from the SCA will be enough to recharge your batteries. For some, setting limits on the time they'll do Seneschal business and planning out the workload can be prevention. If you let others treat you like a slave, then you'll feel resentment. Don't blow everything on an intense period of labor, which leaves you unable to think about ever taking an SCA office again.

c. It is important to recognize when you can't go on with the job. If you start early to train a chief deputy to succeed you, you'll feel more able to turn over the office if you're suffering from terminal burnout. But before you let yourself get to that point recognize what's happening and figure out what can help relieve the stress. It is often helpful to talk to someone whose judgment and guidance you respect. If the result is the recognition that the best thing for you and your group is to turn over the office, than do so quickly and without guilt. And then spend at least six months to a year off before taking on another office. This advice applies even if you aren't burned out when you give up the office.

d. How to Resign Right: Talk over the plan with your branch first, and reach a consensus on who should replace you. Write to the Kingdom Seneschal to say you plan to resign, giving reasons if you feel they'll be helpful, and introduce your proposed successor – with real and SCA name, qualifications, address and phone. The agreement to serve form covers all of these requirements. (Remember that the final choice is not yours but that your superior will normally be delighted to take your recommendation as long as there's no controversy, and you don't take the outcome for granted.)

2. Removal From the Job (This refers to any branch officer)

a. Why it can be done. The SCA has to be able to protect itself and its members from officers who aren't serving the group's interests. An officer can be fired for failure to fulfill the specialized duties of the office, and also for unethical or discourteous behavior, misusing branch funds, or promoting dissension in the branch. A lapse of membership may be regarded as the equivalent to resignation, and so can failure to report as required, or dropping out of touch with the branch by moving without telling people, or by changing or disconnecting the phone. Kingdoms normally try to work with officers and help them get back on track if things go wrong, but office at any level is a privilege and not a right. Dismissals can be appealed up the line, eventually to the BoD, but it is unusual to see one overturned.

b. Who can fire you and how. The decision belongs to the warranting officer. The royalty of your branch can suspend a branch officer for a stated period, putting the job in the lap of the warranted deputy if there is one and requiring the branch to find a stand-in if there isn't. Both together can fire someone outright. They must explain the reasoning to the affected officer, including "just and stated cause" of the type outlined in the previous paragraph. It is relatively rare for branch officers to be dismissed, but when it happens, the impetus usually comes from the Kingdom officer, who is either dissatisfied with the quality of the reports, or responding to complaints from other members in the branch. No warranted officer can fire any other at the same level. For example: A Baronial Seneschal can't fire a Baronial Herald.

c. What happens if you don't leave in time. The job and files and other property of the office belong to the SCA, not to you. If you don't relinquish your position when required, your superior and group have the option of taking the files and other office materials unilaterally. If necessary, they will take you to court OUTSIDE the Society to get the property back.

Chapter 5

General Operations

A. Types of Events:

There are three (3) separate kinds of SCA Event defined by the Governing Documents and Caidan Kingdom Law. (See Kingdom Law under “Kingdom Events”):

1. Kingdom Events:

a. (specific events listed under “Kingdom Law”). Unlike Baronial anniversaries, or events that are traditionally run and owned by a specific geopolitical group, these are the events whose focus is on the entire Kingdom. These events must be properly published on the Kingdom Calendar, and in the CP.

b. Contact the Kingdom Seneschals Deputy for Special Events for help and advice with planning Kingdom Events. S/he will have suggestions for sites, activities, contacts lists, reporting, and event requirements.

c. Contact the Kingdom Exchequer, well in advance, for assistance with funding Kingdom Events.

d. Per Caidan Financial Policy, The Kingdom of Caid will share the financial burden, and rewards with the hosting branch, for most Kingdom Events. CP Prize, Collegium and Make-A-Wish are exceptions to this rule.

2. Kingdom Sanctioned Events:

These are events, hosted by branches of Caid, which meet all requirements outlined in Caidan Kingdom Law under “Events”. They must be published on the Kingdom Calendar. This includes your general run of the mill Tournament or Arts event.

3. Interkingdom SCA Events:

All interkingdom events must be sponsored by branches of the SCA, registered with the Seneschal of the sponsoring branch and publicized at least to the membership of that branch, and conducted according to SCA rules. It must also be open to any SCA person who wants to attend.

4. General event information:

- a. All three types of events are covered by SCA Insurance as long as the rules and guidelines are followed that make them events. An event does not need to be published in the CP to be insured, however, it must be published in the branch newsletter.
- b. Fighter practices and other workshops must be published in the Branch newsletter to be fully covered by the society's insurance policy.
- c. No official business of the SCA (awards, law changes, officer changes) may be done at an event which is not in the CP and on the Kingdom Calendar.
- d. Only branch Seneschals may request Calendar dates.
- e. Each event must have a geopolitical sponsor.
- f. Kingdom Events may not have another event within one hundred miles. There is no such rule for any other events.
- g. No Wars may be scheduled between January 17th and March 18th.

B. **Event Bids:**

1. One of the greatest tasks that any local branch may undertake together as a group is the running of an official event. The key to a successful event involves volunteers, cooperation, and good communication. Ideally, the planning of an event will take place several months in advance. As Seneschal, it is your responsibility to oversee the bid process for events, whether it involves bidding as a group upon an existing Kingdom Event, or calendaring a local Kingdom Sanctioned event. The following list serves as a guide to help you set up the necessary components of an event:

2. Coordination of date with Kingdom Calendar deputy. If you are bidding for a Kingdom Event, the date has most likely been calendared already. If so, verify the date, and verify if the date is flexible or carved in stone. For a Kingdom Sanctioned event, you will need to request the calendar date. Obviously, the earlier you are able to secure the date of the event in the calendar, the better. Work directly with the Kingdom Calendar deputy as soon as possible to secure an event date.

3. Once the calendar deputy has accepted the date and your group's willingness to work on the event, announce at your local meeting the date of a particular event, and the date through which you will be accepting bids for a team to steward the event. If no bids are accepted, you may either extend the bid

process (time depending), or may have to consider postponing or cancelling the event.

4. The opening of a bid locally depends upon many factors. Is the event a local Kingdom Sanctioned event (such as a Baronial anniversary or local tourney) which requires less preparation time, or a Kingdom event (such as a Coronation or Crown Tourney which is already calendared)? If it is a Kingdom event, is the event input contingent upon who the Royals will be at the time? At what point will it be known who the Royals are? Is the event a small day-tourney, requiring less prep time? Take into consideration the type of event up for bid, and determine when it is best to put that event out for bid. Consider strongly if your group has the manpower to host the type of event up for discussion.

If one or more acceptable bids are received, and your group is a Barony, discuss the bid/s with Their Excellencies as part of your decision-making process.

5. After making a decision, contact the winning Event Steward and discuss any particulars regarding the event.

6. Work closely with the Event steward. Remember, if the Event steward is unable to fulfill his or her duties for whatever reason, you are by definition the assumed backup. Good communication between Event steward and Seneschal is thus, by definition, extremely important. However, do not micromanage the event steward. Insist upon being informed, but allow the event steward leeway to do his/her job.

C. **Event Stewarding:**

Event Stewards of local events are not typically warranted; however, they must be paid members of the SCA. A deputy event steward need not be a member, but the head event steward must be. If an Event Steward must abandon an event at the last minute it becomes the job of the Seneschal to make it happen.

1 The Event Steward is the principal point of contact on all event matters requiring outside assistance. S/he establishes priorities and has a plan for making the event succeed. The Event Steward may have several other assistants, or "sub-event stewards". These might be responsible for day activities, feasts, revel, games, or special activities.

2. Additionally, the event steward oversees the cost and schedule of the event, evaluates the progress of the planning and recommends or performs any corrective action that may be needed. It does no one any good to find out on the day of an event that things that should have been done weren't, or that the local treasury is empty as a result of overspending or unplanned costs. By utilizing the Event steward Report Form and the Event budget Worksheet (found in the back of this book) much of the needed information can be obtained without significant effort. This is a tool for good control and management. Personal involvement and communication also are needed to ensure that all matters are under control.

3. The Seneschal should monitor the progress enough to know whether or not all is well. If the event were one that requires months of planning, it would be wise to ask for periodic progress reports. This could be an agenda item for the council meeting.

4. Neither the Seneschal, nor the Baron or Baroness should be the main Event Steward in the beginning. Event stewards are temporary deputies to the Seneschal, and report directly to the Seneschal. Per Kingdom law and the Governing Documents you cannot be your own boss, unless an emergency arises. The three way relationship between Event steward, Seneschal, and Baronage is very important to the decision making process as it relates to events.

D. **Calendar Dates:**

1. Currently, in Caid, there are 11 Baronies & 6 Shires. There are 13 first and second tier Kingdom Events (see Figure 2.); this does not include the A&S Pentathlon, Collegium Caidis, Great Western War and the Sub-Group Anniversary Tournaments (see Table 1.). First tier events are usually well-attended and should lend themselves to being hosted by groups far removed from the center of the Kingdom. Second tier events may appeal to a smaller group of participants or have their own unique set of plans, policies & procedures that does not make them appropriate for outlying groups to host. The Deputy Kingdom Seneschal for Events is available to assist groups in planning and hosting Kingdom events. [Email the Deputy Seneschal for Events](#)

2. Each year, every Barony³ and Shire must bid for one first tier and one second tier Kingdom event shown in Figure 2. This is in addition to its Sub-Group Anniversary Tournament and any additional events that are held to support the needs of the local populace. Once a group has submitted their bids for the required first and second tier Kingdom events, the Deputy Kingdom Seneschal for Calendar will then accept their bids/requests for any additional events that are held to support the needs of the local populace. Requests for calendar dates can be submitted by the Seneschals of Baronies, Shires and Independent Colleges & Strongholds only. Canton & subordinate institutions must submit requests for calendar dates through their supervising Baronies. To submit a request for calendar dates/bid for an event, use the Caid Calendar Request Form found on-line at [Seneschal's Request for Calendar Inclusion](#) (or in Chapter 7 at the back of this handbook). The form is designed to help plan ahead and be of assistance to you in performing your duties. You should fill out the form as completely as possible, with two alternate dates if possible. This allows the Deputy Kingdom Seneschal for Calendar flexibility in awarding dates to groups. [Email the Deputy Seneschal for Calendar](#)

3. The Deputy Kingdom Seneschal for Calendar now arranges the next year's calendar 12 to 18 months in advance. Generally 15 August would be the deadline for Calendar requests for the first quarter of the following out-year.

³ The Barony of Western Seas is exempted from this requirement.

4. When a group wants to host an event on a date which another group has already scheduled on the Kingdom Calendar, a “Calendar Change Form” is sent to the Seneschal of the branch(es) with which there is conflict. This form should be sent soon enough to allow sufficient response time. Considerations of the type of event, relative location, possible impacts and attendance should be made in dealing with both sides of a calendar problem. If that group is willing to allow your group to conflict with it’s date, the Seneschal signs the form and sends it back to you. You can then include it with your request for a calendar date.

Figure 2 - Kingdom Events

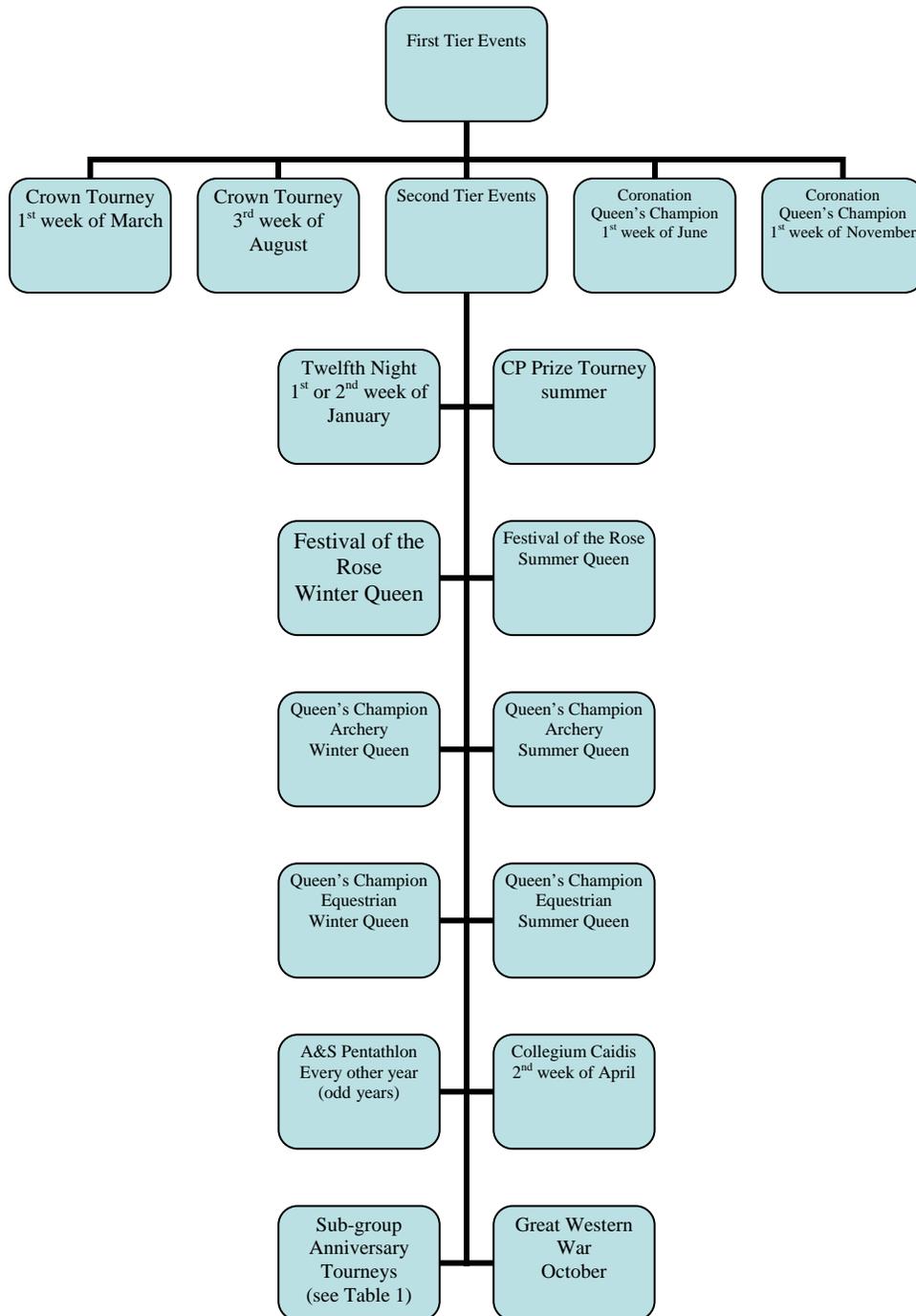


Table 1 - Sub-Group Anniversaries

Group	Week	Month
al-Sahid	1 st	April
Altavia	2 nd	May
Angels	2 nd	September
Calafia	2 nd	November
Carreg Wen	3 rd	March
Darach	1 st	May
Dreiburgen	3 rd	October
Dun Or	4 th	October
Gyldenholt	3 rd	June
Heatherwyne	2 nd	March
Isles	1 st	October
Lyondemere	3 rd	July
Naevehjem	3 rd	November
Nordwache	2 nd	June
Starkhafn	4 th	March
Western Seas ⁴		
Wintermist	2 nd	December

E. Insurance:

1. You do not have to do anything special to get liability coverage for your Branch's event. Our coverage applies equally to all SCA sponsored activities, and you don't have to do anything unless the site-owner request proof of insurance and refuses to accept the SCA's letter describing the policies. The only persons who may order insurance riders/certificates are branch Seneschals.

2. *Should I offer to have the site owner named as additional insured?* NO. Owners of sites are protected automatically if you have published the event properly. Adding them to the policy just makes it a bit easier for them to file claims. If you make the offer, they're likely to accept even if they hadn't meant to ask, why spend the money if you don't need to? However, it can be done if they insist.

3. *So what should I say about insurance?* As little as possible. Be cheerful and cooperative, but don't rush to cause yourself and the SCA extra trouble and expense. If you're asked if you've got coverage, say "yes". If it has to be at least a million dollars, smile and say "that's fine" (we've got two). If the owners want details, show the ACORD Statement. This is the same as a proof of coverage. A certificate of insurance naming them as additional insured CAN be issued, but wait for them to request it.

4. *How do I avoid last minute panic over insurance?* When you reserve a site, ask about all the details that you'll need to know even if insurance isn't a factor. How and when you get the keys, if any. How and

⁴ Western Seas - their events are exempted from mainland scheduling.

when you pay the fee. Whether there's extra time for set up and clean up. Read the contract if there is one. If insurance hasn't come up, say something like, "So that's everything we need to do...?" or "is there anything else you need from us?" Most of the time that will bring out insurance questions if they exist. If you need a certificate it's best to request at the same time you send your event information to the Kingdom Newsletter.

5. Suppose the site owners want their own special form filled out by the broker? Try to talk them out of it. The insurance company prefers to stick to the industry standard ACORD form. They review all special forms individually and often refuse to sign off on them. If the site owners insist on their own form, send it to the Insurance Coordinator in plenty of time... and start looking for an alternate site.

6. *I've got more questions who do I ask?* Start with your Kingdom Seneschal they handle these problems often. Then call the Insurance Coordinator.

7. DO NOT CALL THE INSURANCE BROKER DIRECTLY!

8. Remember that the insurance is for the site and damage to the site. It does not cover the individuals at the event. This is why we have waivers.

F. **Waivers:**

1. This can be a confusing and complicated subject. But it is one that we must understand and comply with fully. Waivers may seem like a useless bother but they are not. Our SCA waivers have held up in courts of Modern law and do protect the SCA. The current policy was adopted by the BoD in 1996.

2. When a person applies for membership in the SCA the first step is to complete a membership form, which includes a waiver. If the form is properly filled out and returned with the fees, the new member is issued a blue membership card. This signifies that the member has a properly completed waiver on file. If the waiver section is not properly filled out the new member is issued a white membership card. This member (with a white card) must for all purposes of signing paperwork be treated as a non-member. Most people want a blue card and correct this problem by simply re-filing a membership form with a properly completed waiver.

3. The standard text for an adult waiver is that which appears on the SCA membership form.

4. No alteration of the adult waiver (found in back of book), or minor's waiver (found in back of book), text is allowed. If a person refuses to sign the waiver in full they can't be allowed to participate in the event.

5. If your group holds an event, you need to have certain pieces of paperwork available at the gate, including:

6. Consent to Participate and Release of Liability (waiver). You are permitted to alter the format so that the entire text appears at the top of the form, with several lines for signatures at the bottom. The text must appear exactly as it does on the membership form. Be aware that signers must sign on the same side of the form where the text appears. They may not be asked to sign the back. Signers could later claim they thought they were signing an ice cream order list. It must be VERY clear that they are signing a WAIVER and not the site roster. There is an example of a Roster Waiver form in the form section in the back of this book.

7. Site Roster (yes this is new, we've been asked by the BoD to begin doing this) This is simply a sign in sheet. Each person who attends an event should appear on this form. All attendees need to be listed, even small children.

8. Minor's Consent to Participate and Hold Harmless Agreement. (waiver) Per the Governing Documents this MUST be copied on different colored paper. You must have one form for each minor, do not convert this form into a roster format. You may choose to require that this form be notarized, if the parent or legal guardian is not in attendance at the event, the Caidan Kingdom Seneschal strongly suggests that you do. This requirement should be widely published well in advance of the event. This requirement is being encouraged by the SCA Seneschal and is becoming more and more common at large wars. It is a requirement of Lilies in Calontir, and Pennsic. In some Kingdoms minors are not allowed without a parent or legal guardian. Be aware when traveling.

9. Optional: Medical Authorization for Minors may be required by certain events. You can find a sample form at the back of this handbook. If a minor is attending with anyone other than their parent you must require this form.

10. If you are holding a local event, which will have SCA fighting, you still must enforce the above procedures. It doesn't matter whether you are charging a site fee or not, or whether the event is held on public property or in someone's backyard. If it is sponsored by the group, publicized locally as a group function, and has fighting, waivers must be collected.

11. After the event do not throw the waivers away! They **MUST** be sent to the Deputy Kingdom Seneschal of Waivers. You must bundle the waivers from each event, label them with the date and name of the event, fill out the waiver cover sheet (found in the forms section at the back of this book) and send them to the Deputy Kingdom Seneschal of Waivers. The Kingdom Seneschal will inform you if this policy should change.

12. Waiver must be present at every event sanctioned in the Kingdom of Caid

G. **Health and Safety:**

1. The SCA must abide by laws on public health and safety and must provide a reasonably safe environment at events. All officers share this burden, but it falls chiefly on the branch Seneschal and the event steward of each event. The Chirurgeonate will usually help, but the job doesn't go away if they don't do it. (They can't even be required to attend events, because U.S. Good Samaritan and liability laws put first-aiders at great risk if they aren't working as free volunteers.)

2. All officers should know and follow the principles given here. Talk to the event steward if it looks like any of them are being ignored at one of your branch events.

H. **Support**

The hosting branch is responsible for providing the following information and facilities:

- Advance notice of site hazards, including lack of shade or drinkable water. Event announcements should also note things like lakes, rivers or other places to drown, as well as pests and poisonous plants.
- A map to the nearest hospital emergency room or equivalent – have copies at the gate as well as in the hands of officers likely to be asked for help, such as the Event steward, Chirurgeon and Constable.
- Ways to call an ambulance – if there's no phone on site, try to find someone who can bring a 2-way radio or a cellular phone. Cellular phones can be rented in many areas.
- Some drinking water – you can advise people to bring their own, but you must make sure that there are emergency supplies on site. If there are spigots or water trucks on site, make arrangements to see that the area around them is kept clean and free of garbage.
- Some ice – you don't have to provide supplies for general use, but make sure there is ice available for emergency first aid.

- On site warnings regarding hazards such as poisonous plants, hornets' nests, etc. Such things should be flagged in areas used for camping, combat, or other activities, and should be cleared out where site-use regulations permit.
- On site advice regarding safety practices – food handling, wastewater disposal, fire, care of communal water sources, etc.

1. Privies: If there are flush toilets on site, make arrangements to keep them clean, well supplied, and in service. For an overnight event, bring in portable privies if the site only has one or two flush toilets – you can't afford to trust that your precautions will work! If you need portable privies, get enough of them, and have them placed where they will be accessible to the populace. Most rental companies will help you decide the number you need. Try to arrange hand-washing facilities in or near the privies.

2. Kitchen Safety: Bacteria are period, but ignorance of their ways is something the Current Middle Ages can do without. "The Middle Ages as they should have been" definitely include decent sanitation! Everyone handling food at an SCA event should follow these principles:

i. Ingredients lists for each dish at a feast, so that people with allergies can determine what is safe for them. (You don't have to give the exact proportions, but it's best not to use "secret" recipes – the SCA is an educational organization.)

ii. Wash you hands frequently, with soap.

iii. Use gloves if you can – but wash your hands (and gloves) frequently, and don't use unwashed gloves that have touched contaminated surfaces – like your face, or the countertops, or somebody's feast fee...

iv. Keep hot foods Hot – above 160 degrees F (71 degrees C)

v. Keep cold foods Cold – below 40 degrees F (4 degrees C)

vi. Keep frozen foods Frozen – if they thaw, use them within safe limits for cold food.

vii. Throw away if you can't use them soon. Do not refreeze them.

viii. Keep separate dishes separate – don't move spoons from one pot to another without washing them, because some of your guests may have allergies that could be triggered by trace amounts of ingredients.

ix. Keep all foods Covered

x. Remember the ways of bacteria – they double in population every two hours at room temperature, and they can be dangerous even when dead. Some bacteria are harmless if you kill them off by cooking, but others produce toxins that are not safe regardless of what you do to the food.

xi. Meat is very vulnerable to toxic bacteria. A good refrigerator will hold raw meat about two days, and cooked meat about five days, but a cooler – even well iced – is probably safe only one day for raw meat and three for cooked.

xii. Swollen or rusty cans or canning jar lids are a sure sign that the contents are not safe. Throw them away.

3. Fire Safety:

i. Abide by site limits for numbers of people who can safely attend.

ii. Insist that all camps are accessible in the event of fire, and that camps using fire have fire extinguishers or water (or sand) buckets in easy reach.

iii. Make sure that propane and similar fuels are stored upright and out of the sun. Cover them with heavy cloth even if they're in a shady spot; they're very dangerous if they get over 120 degrees F (49 degrees C). Do not allow them to be drained on site.

4. Communicable Diseases and Other Disruptive Medical Conditions:

i. People with chicken pox or similar highly communicable diseases should be asked to leave the site as soon as their condition becomes known.

ii. Note: This policy does NOT apply to HIV, hepatitis, or other diseases that are not transmitted through casual contact.

iii. People with medical conditions that they can't deal with themselves and that over-extend the capacity of the on-site first aid services may be asked to leave the event.

iv. The SCA does try to accommodate as many persons as possible at events, however, we are not required to follow the Federal ADA. If you have any further questions contact the Kingdom Seneschal.

5. Minors & Youth Activities:

1) Parental Responsibilities - All minors must have parental permission to attend events, and must be in the care of a responsible adult who should be aware of the minor's location and activities at all times. Minors may **not** attend SCA events alone. In Caid, minor children below the age of 5 years should not be left unsupervised by the parent or responsible adult at SCA functions, even at planned youth activities. Minors under 12 years old should be in eyesight/earshot of the parent, designated adult or teenager (as determined by the parent). This "sight & sound" policy does not include the use of electronic means of communication, i.e. cell phones, walkie-talkies, or FRS radios. Youths in this age range should not be allowed to wander freely at official events and should be checked on periodically by their parent/responsible adult to ensure their safety and suitable behavior.⁵ At Collegium Caidus, parents (or responsible adults) who escort their minor children less than 12 years old to a Youth Track class are considered to be aware of the minor's location and activities and therefore, for the duration of that class, are deemed to have met the sight & sound rule.

2) Parental Consent Forms - In Caid, two forms are used for parents who allow their minor children to attend an event without them. A "minor's consent to participate and hold harmless agreement" form is used to show a parent's consent to participate. A "medical authorization for minors" form is used to designate temporary guardianship; it allows medical treatment to be provided in the event of an emergency. Both forms must be signed by the parent (and notarized for overnight or multi-day events). They are found in the back of this book. It should be noted that if a child has their own blue card it means a waiver has been signed for them and the "minor consent" form should not be required, only the medical release form.

3) Neglect of Parental (or Guardian) responsibility for minors⁶

a) Minors whose behaviors violate SCA Governing Documents, Kingdom Law, Officer Policies, or site rules will be escorted to their parent/guardian and issued a verbal warning for the first offense at an event. The matter will be reported to the Kingdom Seneschal.

⁵ See Additional Policies of the Society Seneschal's Office, Parental Responsibilities for Children at SCA Events and Functions; <http://www.sca.org/docs/pdf/SocSenHandbook-200510.pdf>

⁶ See Revised Youth Policy; <http://seneschal.sca-caid.org/youthactivitiesmemo.pdf>

b) On a second offense at a given event, the parent/guardian will be required to keep their minor(s) with them for the remainder of the gathering. A report will be tendered to the Kingdom and Society Seneschals.

c) For a third offense, the minor(s) and parents/guardians will be expelled from the event, and the matter will be reported to the Kingdom and the Society Seneschals.

d) Habitual offenders will be subject to review by Kingdom and Society level for possible sanctions.

4) Curfew - In Caid, at overnight events, a curfew of 11 pm is established for minors under the age of 18 years old. This means they must be in their camps or cabin, unless escorted by their parent or guardian. This does not include un-interrupted trips to the privies.

5) Background Checks - The SCA has implemented a background check policy for the benefit of our membership and the organization. The background checks are performed by a properly licensed vendor selected by Corporate, for all persons in leadership and supervisory roles that may require contact with otherwise unchaperoned minors. Officials who are required to have background checks include, but are not limited to, youth activities officers at all levels, adults acting as youth marshals for any martial activity, persons organizing/in charge of youth activities for events.⁷ Due to the nature of their service, Youth Track Regents for Collegium Caidus, are to be warranted as youth activities officers. To provide flexibility, it is recommended that seneschals and territorial constables obtain background checks as well. See Chapter 3 “Legalities and Procedures”, Section A “Legal Matters”, Article 8. “Youth Officers and Background Checks” for specifics and procedures to be followed in submitting requests for background checks to the Corporate Office. For further details on Youth Programs or the screening of adult volunteers, refer to the Youth Officer's Handbook or it's appendix; **“General Information Gathered in Screening Youth Activity Leaders or Youth Marshalls”**, or the governing document discussion on youth activities at <http://seneschal.sca-caid.org/youthactivitiesmemo.pdf> or the Society Seneschal's Handbook, Appendix A Ministry of Children; <http://www.sca.org/docs/pdf/SocSenHandbook-200510.pdf>

6) Youth Activities – These must be approved by the local group Seneschal and/or Event Steward and by the groups' warranted Youth Officer. In the case of Collegium Caidus, these functions are performed by the Chancellor and the Youth Track Regents. To this end, the Youth Track Regents are to be warranted as Youth Officers. As warranted Youth Officers, the Youth Track Regents would be required to meet the stipulations of Corpora and the Society Seneschal and Youth officer for enforcement and

⁷ See BOD Announcements, Background Checks,
http://www.sca.org/BOD/announcements/background_checks.pdf

reporting. This would not preclude the Kingdom officer's advice being asked by regents on classes/teachers or the use of existing Kingdom materials being used for Collegium classes if deemed advantageous by the Kingdom officer.

i. If the group has no warranted Youth Officer, the plan is submitted to the Kingdom Youth Officer for review and comment. The local group Seneschal must ensure that a background checked individual in charge of youth activities is present at the event and is fully aware of all relevant policies and guidelines concerning minors and the running of activities.

ii. Local Groups must ensure the “Two Deep Leadership” model of supervision is followed at all Youth Activities as outlined by the Society Seneschal policy.⁸

iii. Local Seneschals and Event Stewards should ensure adequate support is provided for youth activities.

iv. Youth activities are to be located in plain sight, near the center of activity, with consideration given to minimizing noise, traffic and safety issues. At Collegium Caidus, the use of classrooms is permissible for Youth Track classes, provided the “Two Deep Leadership” model of supervision is followed. Youth activities or classes shall not be located in private camps at overnight events in Caid.

v. For further details on Youth Programs, refer to the Youth Officer's Handbook, or the governing document discussion on youth activities at <http://seneschal.sca-caid.org/youthactivitiesmemo.pdf> or the Society Seneschal's Handbook, Appendix A Ministry of Children; <http://www.sca.org/docs/pdf/SocSenHandbook-200510.pdf>

I. **Dealing with Conflict:**

1. Conflict resolution:

In an ideal world, your tenure as a local Seneschal will be free of any type of conflict or dispute. Unfortunately, the world is not a perfect place, and sooner or later you will most likely be faced with some situation to challenge your conflict resolution skills. As Seneschal, it is your responsibility to try to diffuse a conflict prior to it becoming a problem. While it is impossible for this manual to outline exactly what to do for all circumstances, here are a couple of tips to use when faced with a challenge:

a. Keep your emotions in check – while you may or may not have a personal opinion on a particular issue, it is important to remain objective and to look at the situation from the standpoint of your office. Ultimately, what is best for the group as a whole?

⁸ See Revised Youth Policy; <http://seneschal.sca-caid.org/youthactivitiesmemo.pdf>

b. Keep an open line of communication – whether you are acting as a moderator between parties in conflict or involved in the conflict yourself, it is best to keep an open line of communication with the other key person or people;

c. Document – Keep a record of your communication. Save your emails. Log phone calls. Keep timelines. This may seem like a tremendous amount of recordkeeping, but ultimately it will help to prevent complications later on if the conflict continues to grow;

d. Be discreet – while it may be important to inform particular people of the circumstances of the conflict, the more people who are brought into a situation, the more complex it becomes. Prior to speaking to someone new about a situation, ask yourself if doing so will truly help;

e. Work in tandem – if you are the Seneschal of a Barony, and the situation merits additional input, work in tandem with your Baron and Baroness to determine an appropriate course of action;

f. Call for backup – if the situation has the potential of causing problems or endangering your group in any way, contact the Kingdom Seneschal immediately!

2. Conflict with local officers

a. As Seneschal, it is important for you to develop a good working relationship with your local officers.

b. It is important to remember that each local officer is first and foremost a volunteer. As such, they each deserve the respect of the group for volunteering the time and energy to do the job. And as one might expect, some do their job well, while others may not. As Seneschal, you should encourage and assist your local officers to do their best to accomplish the job that is expected of them.

c. The removal of a person from officer is never a pleasant situation, and should only be considered as a last resort. If as Seneschal, you have done everything you can to work with and assist a warranted officer, and it has been determined (after communicating with the Kingdom Seneschal, and your local Baron and Baroness if it is a Barony) that it is best for the group as a whole to remove said officer, work directly with the Kingdom officer who oversees this particular area to determine the best course of action.

Chapter 6

Reporting

A. General requirements for regular reports:

1. The Kingdom Seneschal compiles his/her quarterly report to the Crown and the SCA Seneschal, from your reports. It is vital to include information that is important to the branch, such as: whether the group is still functioning well, new officers, problems, solutions, activities, etc. There is an example of a Seneschal's Quarterly Report form in the back of this book that you can use, or you can submit it on-line at <http://seneschal.sca-caid.org/quarterlyreport.php> .
2. Be timely – if it looks like you will be late, let the requestor know.
3. Keep it short. Don't cover information that you're fairly certain the requestor already knows. And don't be afraid to say, "I have nothing to report". Just make sure that is truly the case if you do.
4. Include everything you promise. Re-read each report before you send it and check the envelope for all the enclosures, if submitting by USPS. If you change your mind about something, edit out the reference – a simple pen line through is enough – to save your reader a frustrating search.
5. Be patient waiting for answers – remember recipients have other things to deal with besides your report, both in the Known World and the real one.
6. However, DO expect to get an answer eventually. If you send in a report and it seems to disappear, write or call after a month or so to see what happened to it.
7. The SCA strongly encourages officers who get reports to provide news for the reporting population in return. Feel free to be politely persistent in asking for a response, and to include your superior's superior on the copy list if you find you have to ask repeatedly.
8. If your branch or group has vacant offices, you are responsible to ensure that the information needed by the Kingdom superiors for those offices is provided in a timely fashion.

B. Financial Reporting:

1. Caid can, and will, restrict the privileges of branches that don't report properly, and may arrange to have them disbanded.

2. Work with your branch treasurer (or the Kingdom Exchequer) to decide what records, reports, and receipts are required, and how best to help everyone keep things straight.

3. Each branch in the U.S. with a bank account must have the name and Federal ID of the SCA on it. You may not make arrangements to use a personal account. Each branch that has a bank account must have a treasurer or exchequer to manage it. Contact the Kingdom Exchequer for the particulars on the corporate requirements in setting up and maintaining your bank account.

4. You are ultimately responsible for making the required financial reports. The group's exchequer completes the report but if s/he fails to do so or there is no exchequer, then you fulfill the duty. The annual report is especially important, and must be filed by the deadline. The Kingdom exchequer provides the forms and advice and prepares the Kingdom's report to go to the SCA level and from there to the IRS.

5. All branches should have internal policies on when and how they will spend money, within the guidelines set by the SCA and the Kingdom.

C. **Event Reports:**

1. This particular report allows an event steward to monitor and evaluate the progress of an event. There is a sample event report at the back of this handbook. It can assist in the planning of the event and is a checklist for the event.

2. When used as a planning tool, the report lets you evaluate progress. The report also acts as a historical document for future reference on sites within Caid and as a guide for the same or similar events in the future. Though it can be used as an evaluation tool to identify areas needing improvement, it is not meant to be used as a report card or as a document to criticize people. Since event steward duties revert to you if something happens to the appointed event steward, it is an important document. It can be used if the appointed event steward is unable to continue with his/her duties and you find yourself taking over the event.

D. **Domesday Reports:**

Failure to submit a Domesday report may result in your removal from office. The Domesday is the year end report required by the SCA. There is an example of a Domesday Report form in the back of this book. The report often will include a progress report on the past year, including events hosted and the progress and health of the group, and any sub-groups. If the monthly reports have been made, the year-end report is easy to compile.

E. **Required Reports & Documents:**

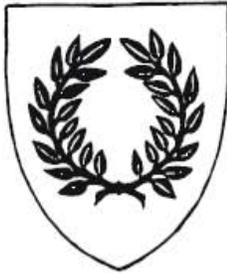
Required reports and documents are listed in Table 2 below.

Table 2 -Required Reports and Documents

WHAT	TO WHOM	WHEN
Local Branch Policy & Procedure changes	Kingdom Seneschal	After the change has been announced to the branch
Agreement to Serve form	Kingdom Superior Officer for Office in question	After signature of local incumbent officer & Crown Representative as applicable
Branch Seneschal Quarterly Report	Kingdom Seneschal	10 th , March, June, September, & December
Branch Annual Doomsday Report	Kingdom Seneschal	February 15 th of each year for the previous year
Impending Seneschal Sanctions	Kingdom Seneschal	As soon as is reasonable after the decision is made
If you called fire, police, or EMS to an event	Kingdom Seneschal	As soon as is reasonable after the event
Threatened lawsuit	Kingdom Seneschal	As soon as is reasonable after the event
Financial irregularities (theft, embezzlement, etc.)	Kingdom Seneschal	As soon as is reasonable after the event
Violations of Rules or Laws by Crown Representative or Great Officers	Kingdom Seneschal	As soon as is reasonable after the event
The dissolution of the Branch	Kingdom Seneschal	As soon as practical after the discussion is brought before the Branch council
The existence of any new subgroups or lateral changes	Kingdom Seneschal	As soon as practical after the discussion is brought before the Branch council
Changes to your ZIP code assignments by the USPS or the Crown Representative	Kingdom Seneschal	In your next quarterly report
Bids or proposals for Tier One & Tier Two Kingdom Events	Kingdom Calendar Deputy	August 15 th for the first quarter of the following outyear
Pulled Sanction on an Event	Kingdom Seneschal	As soon as is reasonable after the event
You need to file a claim against the SCA's insurance	Kingdom Seneschal & the Executive Secretary for the Society	As soon as is reasonable after the event

Chapter 7

Forms



the society for creative anachronism, inc.

P.O. Box 360789 • Milpitas, California 95036-0789 • Tel (408) 263-9305 • Fax (408) 263-0641

**Kingdom of Caid
Agreement to Serve**

I understand the responsibilities of the job of _____
 (Title of office)
 of the _____ and I agree to undertake the Duties and to serve
 (Branch name)
 said Branch, The Kingdom of Caid, and the Society for Creative Anachronism, to the best of
 my abilities.

 (legal signature) (date)

Legal name: _____

SCA Name: _____

Full Address: _____

E-mail: _____

Phone Number: _____ Membership # _____ Expires: _____

The individual named above is acceptable to serve.

 (Baron) (Date) (Baroness) (Date)

 (Officer) (Date)

1. Listing an e-mail address assumes responsibility on your part. If you give an e-mail address as contact information, you agree to keep your local branch and your Kingdom Superior advised of any changes to your address. You also agree to check that address often for incoming mail.
2. The legal signature of the incumbent Officer, and the Baron & Baroness is required for all Baronial and subordinate group officers.

This form may be photocopied or reproduced in any mechanical medium that preserves the complete text and letterhead image.



the society for creative anachronism, inc.

P.O. Box 360789 • Milpitas, California 95036-0789 • Tel (408) 263-9305 • Fax (408) 263-0641

Kingdom of Caid

Warrant for appointment to the office of _____

Legal Name: _____

Address: _____

City: _____ State: _____ Zipcode: _____

Telephone: (Home) _____ (Other) _____

Email Address: _____

SCA Reference Name: _____

Membership Number: _____ Expiration Date: _____

Let it be known that the above referenced person is hereby appointed to the office of _____

For (Branch): _____

Effective as of: _____ and expiring as of: _____

with all rights, privileges, insignia, precedence, and responsibilities thereto appertaining the office while the Warrant is effective. This warrant supersedes any existing or previous Warrant for this office. This warrant will be deemed expired should the officer let their membership expire prior to the expiration date of this warrant.

Legal Name: _____

Legal Name: _____

Signature: _____

Signature: _____

Office: _____

Office: _____

Date: _____

Date: _____

Legal Name: _____

Signature: _____

Office: _____

Date: _____

<p>Required Signatures: (Please sign with <i>Legal</i> name only)</p> <ul style="list-style-type: none"> ◆ Great Officers: Crown and the corresponding Kingdom Officer, if any. ◆ Lesser Officers: Crown and the corresponding Kingdom or Principality Great Officer, if any. ◆ Other Officers: As established by Kingdom Law and custom. Must include Royalty and have more than one signature.

This form may be photocopied or reproduced in any mechanical medium that preserves the complete text and letterhead image.

1/13/2010

Consolidated warrants shall be prepared as described in Corpora VII.K.1.

Seneschal's Report Form

This form can be found at:

<http://seneschal.sca-caid.org/quarterlyreport.php>

For the _____ quarter of Year _____

Name of Area	Date	Seneschal
--------------	------	-----------

Council Meeting:

Date	# of Officers	# of Members	# of New-comers
------	---------------	--------------	-----------------

Date	# of Officers	# of Members	# of New-comers
------	---------------	--------------	-----------------

Date	# of Officers	# of Members	# of New-comers
------	---------------	--------------	-----------------

Officers Warrants:

	Officer Name	EXP	Deputy
Marshal	_____	_____	_____
Herald	_____	_____	_____
Arts	_____	_____	_____
Science	_____	_____	_____
Exchequer	_____	_____	_____
Lists	_____	_____	_____
Chronicler	_____	_____	_____
Chatelaine	_____	_____	_____
Constable	_____	_____	_____
Other	_____	_____	_____

Demos: (list location and organization)

Event stewards Reports:

Problems presented:

Problems resolved:

Projects:

State of Branch:

Income for the quarter: _____ Expenses: _____ Funds Available: _____

Signature of Seneschal: _____

Event stewards report form/Checklist for Events

Name of Event: _____ Date of Event: _____

Event steward: _____ Telephone: _____

1. Site Information (attach map, special instructions, copies of agreements, receipts, etc.)

A. Location: _____

B. Contact: (Person or office) _____

C. Fees/ Contract requirements: _____

D. Limitations: _____

E. Time of Use: _____

F. Insurance _____

2. Local Information (attach phone numbers, directions, maps, etc.)

A. Law Enforcement: _____

B. Paramedic: _____

C. Hospital E.R.: _____

D. Local restaurants, ATM's, conveniences: _____

3. Necessary Personnel: (Name and confirmation that arrangements have been made)

A. Herald _____ B. Chirurgeon _____

C. Constable _____ D. Marshal _____

E. Lists _____ F. Chatelaine/Gold Key _____

G. Exchequer _____ H. Youth Activities _____

I. Other _____

4. Submissions and Publicity

A. Crown Prints articles _____ B. Local Newsletters _____

C. Flyers _____ D. Local media _____

5. Miscellaneous

A. Contests (Description/Name, sponsor) _____

B. Site preparation: _____

Set up Branch Pavilion _____ Signs _____

Reserve parking for royals _____ Eric _____

C. Announcements at Court: _____

D. Clean up _____

E. Entertainment _____

F. Communicate with Royals/Chamberlain _____

G. Visiting Royals/Royal Representatives _____

F. Budget, Site Fee _____

G. Feast/Revel _____

THE SOCIETY FOR CREATIVE ANACHRONISM, INC.
KINGDOM OF CAID
<UNIT> OF <NAME>, OFFICE OF THE SENESCHAL
Domesday Report for Year 20xx

<Date:>

Required Officers

Seneschal:

<Warrant date>

<SCA Name>

<Modern Name> <Street Address> <City>, <State> <Zip> <Phone #>

<email>

Performance:

Chief Deputy:

<Warrant date>

<SCA Name>

<Modern Name> <Street Address> <City>, <State> <Zip> <Phone #>

<email>

Performance:

Herald:

<Warrant date>

<SCA Name>

<Modern Name> <Street Address> <City>, <State> <Zip> <Phone #>

<email>

Performance:

Marshal

<Warrant date>

<SCA Name>

<Modern Name> <Street Address> <City>, <State> <Zip> <Phone #>

<email>

Performance:

A&S:

<Warrant date>

<SCA Name>

< Name> <Street Address> <City>, <State> <Zip> <Phone #>

<email>

Performance:

Exchequer:

<Warrant date>

<SCA Name>

<Modern Name> <Street Address> <City>, <State> <Zip> <Phone #>

<email>

Performance:

Chronicler:

<Warrant date>

<SCA Name>

<Modern Name> <Street Address> <City>, <State> <Zip> <Phone #>

<email>

Performance:

Chirurgion:

<Warrant date>

<SCA Name>

<Modern Name> <Street Address> <City>, <State> <Zip> <Phone #>

<email>

Performance:

Baron & Baroness (if applicable)

<Warrant date>

<SCA Name>

<Modern Name>

Performance:

Participation

Number of Active Participants: _____

Number of Events Held: _____

Number of Demos: _____

Number of Newcomers: _____

Number of Guilds: _____

Problems faced during 20__

Success of 20__

Summary of the Sub-Groups (if applicable):

Summary:

Concerns or questions

This report written by my hand this XXth day of _____ 20__.

Signed:

Date:



the society for creative anachronism, inc.

P.O. Box 360789 • Milpitas, California 95036-0789 • Tel (408) 263-9305 • (800) 789-7486 • Fax (408) 263-0641

Caid Calendar Request Form

This form can be found at:

[Seneschal's Request for Calender Inclusion](#)

Area Hosting Event: _____

Event Title: _____

Event description: _____

Branch Seneschal: _____

Contact Info: _____

(E-mail and Phone #)

Name of Event: _____

Date Preference: 1st _____ 2nd _____

3rd _____ 4th _____

Are you willing to share the date with another area? _____

This is a preliminary indication of interest. Further details may be requested at a later date.

Failure to request events in a timely manner may preclude their inclusion on the Official Kingdom Calendar due to overcrowding of dates or serious conflicts of major events. Make yourself aware of the current deadline requirements. These are usually at least one year, and one quarter prior to the date requested.

1. Fill out completely
2. Type or Print Legibly in INK.
3. Send completed form to: Deputy Kingdom Seneschal for Calendar.
See your current CP for name and address

Calendar Change Form

Date: _____

Unto: _____

From; _____

It is the desire of (Name of Area) _____

To host an event _____
(name of event)

(type of event)

(date)

It is our understanding that this date conflicts with an event you are hosting.

(name of event)

(type of event)

As this date has been reserved for your event, it is our wish to obtain your approval to share this date prior to submitting our request to the Deputy Kingdom Seneschal.

We selected this date because: _____

Please fill out the following:

_____ Yes, we consent to this calendar proposal.

_____ No, at this time we find sharing this date would cause us hardship because

Please reply within 10 days. Thank you for your cooperation.

(signed) Seneschal

(Modern name)

(date)

Send completed form to: (address of requesting Seneschal)



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Waiver Package Cover Sheet

Group Name: _____

Start Date: _____ End Date: _____

Name of Event	Event steward	Number of Adult Waivers	Number of Minor Waivers	Special Notes:

Seneschals Name: _____

Seneschals Phone Number: _____

Seneschal's Signature: _____

Notes:

Please remember that this package must contain all of the waivers for the given month. Please send them to the Deputy Seneschal for Waivers at the beginning of each month.



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Please see the Official Documents of the SCA website for this following document.

Insurance Certificate ordering instructions maybe found here:

<http://www.sca.org/docs/pdf/insurancecert.pdf>

Request for "Additional Insured" Certificate

<http://www.sca.org/docs/pdf/insurancecert.pdf>

The Society for Creative Anachronism, Inc.
Notarized Medical Authorization For Minors
(required for all minors participating without their parent or guardian present)

Please see the Official Documents of the SCA website for this following document.

<http://www.sca.org/docs/pdf/treatminor-notary.pdf>

The Society for Creative Anachronism, Inc.
 Minor's Waiver And Informed Consent To Participate

MINOR WAIVER FORMS

Do not mail forms: The Society for Creative Anachronism, Inc.
 P.O. Box 360789 - Milpitas, California 95036-0789 - Tel (408) 263-9305 - Fax (408) 263-0641

MINOR'S CONSENT TO PARTICIPATE AND HOLD HARMLESS AGREEMENT

(hereafter referred to as "the minor")
 (Print Minor's legal name)

does hereby state that the minor wishes to participate in activities sponsored by the International organization known as the Society for Creative Anachronism, Inc., a California not-for-profit corporation (hereafter "SCA").

The SCA has rules which govern and may restrict the actives in which I can participate. These rules include, but are not limited to: Corpora, the By-laws, the various kingdom laws and the Rules for combat related activities.

The SCA makes no representations or claims as to the condition or safety of the land, structures or surroundings, whether or not owned, leased, operated or maintained by the SCA.

The minor's parent(s) or guardian(s) understand that all activities are VOLUNTARY and that the minor does not have to participate. It is understood that these activities are potentially dangerous or harmful to the minor's person or property, and that by participating, the minor's parent(s) or guardian(s) accepts and assumes the risk of injury to the minor or damage to the minor's property.

It is understood that the SCA does NOT provide any insurance coverage for the minor's person or property, and the minor's parent(s) or guardian(s) acknowledge that they are responsible for the minor's safety and the minor's own health care needs, and for the protection of the minor's property.

In exchange for allowing the minor to participate in these SCA activities and events, the minor by and through the undersigned, agrees to release from liability, agrees to indemnify, and hold harmless the SCA, and any SCA agent, officer or SCA employee acting within the scope of their duties, for any injury to the minor's person or damage to the minor's property.

This Release shall be binding upon the minor, the parent(s) or guardian(s), any successors in interest, and/or any person(s) suing on the minor's behalf. The minor's parent(s) or guardian(s) understand that this document is complete unto itself and that any oral promises or representations made to them concerning this document and/or its terms are not binding upon the SCA, its officers, agents and/or employees.

PARENT OR LEGAL GUARDIAN MUST SIGN BELOW: I, the undersigned, state that I am the parent or legal guardian of the minor whose name appears above. I understand that the above terms and conditions apply to said minor and to myself. I further understand that said minor cannot participate under ANY circumstances in armored martial arts, any combat-related activities, combat-archery, or fencing without parental consent where such participation is allowed by kingdom law.

The minor will not be able to participate in any SCA activities without entering into this agreement. This document is binding on myself, the said minor and any person suing on behalf of said minor.

Minor's Name (PRINT):

Birthdate of minor: Home State of minor:

Legal Name (PRINT):
 Parent/Guardian

Legal Name (SIGN): _____ Date:
 Parent/Guardian

MEDICAL AUTHORIZATION FOR MINORS

I, , the parent or legal guardian of , a minor, do hereby authorize any one or more of

as agents for myself in my absence or incapacitation to consent to any x-ray examination and anesthetic, medical or surgical diagnosis or treatment and medical care which is deemed advisable by and is to be rendered under the general or special supervision of any physician or surgeon licensed under the provisions of the Medical Practice Act on the medical staff of any hospital whether or not such diagnosis or treatment is rendered at the office of said physician or at said hospital.

It is understood that this authorization is given in advance of any specific diagnosis, treatment or hospital care being required but it is given to provide authority and power on the part of the aforesaid agents to give specific consent to any and all such diagnosis, treatment or hospital care which aforementioned physician in the exercise of his or her best judgment may deem advisable.

I hereby authorize any hospital which has provided treatment to the above-named minor to surrender physical custody of such minor to the above-named agents upon the completion of treatment.

The authorizations shall remain effective until , 20 , unless sooner revoked in writing delivered to said agents.

Parent or Legal Guardian Signature: _____

Date:

Please note any specific health plan or insurance information such as membership or policy numbers on the back of this form.

Copies of this form, duly executed, should be in the possession of the named minor; at least one adult named in the document and present at the event; and the parent or guardian executing the Medical Authorization.

The SCA requires minor participants (i.e. those having to have waivers) whose parents or legal guardians are not present at the event to have a valid Medical Authorization form and to be accompanied at any event by one or more of the persons named on the form. The SCA recommends use of the Medical Authorization for all minor attendees whose parent or legal guardians are present.

State of County of

On before me, , a Notary Public

Personally appeared , personally known to me (or proved to me on the basis of satisfactory evidence) to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s) or the entity upon behalf of which the person(s) acted, executed the instrument.

WITNESS my hand and official seal.

 (Seal)



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Consent To Participate And Release Liability

Please see the Official Documents of the SCA website for this following document.

<http://www.sca.org/docs/adltwaiv.pdf>

Roster waiver

Please see the Official Documents of the SCA website for this following document.

<http://www.sca.org/docs/rosterwaiver.pdf>

New Branch Application

Society for Creative Anachronism, Inc. 11/89

Branch Name (Subject to Approval): _____

Date Branch name sent to college of Heraldry: _____

Date Name approved: _____

Note: You may apply to start a branch before the name is approved, however, full status may be withheld until it is approved.

Approximate date of first organizational meeting: _____

Proposed branch type: ___ Shire ___ Canton ___ Riding ___ Institutional

Location (Attach map, and list county, towns, and zip codes): _____

Population: ___ Subscribers (Sustaining, or Associate members)
 ___ Family Members
 ___ International Members
 ___ Others who regularly attend

Note: You must have at least 5 active members. There are no formal requirements for additional population, but the Kingdom prefers to see more than the bare minimum number of people active.

Seneschal

Society Name: _____

(Required: must be of legal age to sign contracts in home state or province)

Legal Name: _____

Address: _____

Phone#: _____

Other methods of contact: _____

(E-Mail, Fax, Pager, Work Phone ,if available)

Herald (Required)

Society Name: _____

Legal Name: _____

Address: _____

Phone#: _____

Other methods of contact: _____

Marshal or Other Officer (You must have a Marshal if there are any fighters in the group.

If not a marshal specify office: _____)

Society Name: _____

Legal Name: _____

Address: _____

Phone#: _____

Other methods of contact: _____

If you have other officers (none are required, but you may fill whatever jobs you have members interested in) please list them on the back of this form.

If you are in territory claimed by a shire, barony, or province, you must attach a letter from their Seneschal indicating agreement with your proposal. If they do not agree, your Kingdom Seneschal can help negotiate.

I DO, AS ACTING DEPUTY SENESCHAL FOR THE BRANCH HERE DESCRIBED, CERTIFY BY MY SIGNATURE BELOW THAT THIS FORM IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE.

Signature

Date

Sample Polling Ballot

Date _____

Unto all good citizens of <political unit> does <name of Baron and Baroness>, Baron and Baroness of <name of political unit> send warm and courteous greetings,

We have announced our intentions in stepping down as your Baron and Baroness at <event>. After much consideration and consultation, We announce as our choice of successors, <full name and titles of purposed new Baron and Baroness>.

As Caid law requires, a “vote of confidence” must be taken. As a paid member living within the zip codes of the barony, you are entitled to participate in this “vote of confidence”. This is a confidential poll. Please return your ballot directly to the Kingdom Seneschal. Please mark “Yea” or “Nay”. You may include any comments you feel relevant.

Following information is required:

SCA Name: _____

Modern Name: _____

SCA Membership Number: _____

YEA

NAY

Comments:

Please return by <month> <day>, 2001 to: FILL IN RETURN TO ADDRESS

Yours in service,

Baron and Baroness.

Council Meeting Agenda

Meeting Opens: _____

Date: _____

Baron's and/or Baroness Comments

Upcoming events that they will be attending:

Seneschal Comments

Private reminders:

Officers Reports

- Archivist** –
- Arts & Sciences** –
- Chatelaine** –
- Youth Activities** –
- Chronicler** –
- Constable** –
- Demos** –
- Exchequer** –

Guilds _____ General _____ Total Funds available _____

- Heralds** –
- Keys** –
- Lists** –
- Marshal** –
- Sexton** –

Guild Head's Reports

- Archery** –
- Bardic** –
- Cooking** –
- Costume** –
- Newcomers** –
- Rapier** –
- Scribes** –
- Webwright** –

Old Business

New Business _____

Notes to Share / Birthdays / Anniversaries

Newcomer and Guest Introductions

Meeting Adjourns: _____

Society for Creative Anachronism, Inc.

Tax-deductible Donation Solicitation

The Society for Creative Anachronism, Inc. is a non-profit education organization dedicated to the research and recreation of the Middle Ages and Renaissance periods of history. While nearly all of our activities are funded by personal donations from members, there are some materials and services that are beyond our ability to obtain.

Besides costuming, armoring, and combat, activities include calligraphy, dancing, music cookery, and board and field games, plus a variety of technical and social skills, which help establish the ambiance of life at a period court. Society events are open to the public, but, in keeping with the emphasis on living history rather than dramatic performance, all attendees are expected to make an attempt to preserve the atmosphere and fit in with the SCA's standards of dress and behavior. Many chapters keep collections of period clothing and other gear to loan out, and larger events often include arrangements to assist unprepared visitors.

Teachers and other planning programs related to the Middle Ages and Renaissance are welcome to write to the SCA. Various useful publications are available, either free or for a nominal fee, and (where possible) the SCA arranges contacts with members who can set up demonstrations of combat, dance, heraldry and other themes designed to appeal to audiences of all ages.

Any contribution you or your company can make would be greatly appreciated. If you have questions about coordination of donations, please contact:

<Branch Seneschal information should go here!!>

Remember, all donations are fully tax-deductible. Any checks should be made payable to SCA – Kingdom of Caid.

This section to be completed by donor.

Donor: _____
 Company Name: _____
 Address: _____
 Phone #: _____

Yes! I would like to help. I (we) will donate: _____

This section to be completed by SCA, Inc..

Your donation was used for: Event Operations A volunteer prize

Sold at Auction for \$ _____ Other: _____

Receipt authorized by: _____ Date: _____

The Society for Creative Anachronism, Inc. is thankful for your generous donation.

The Society for Creative Anachronism, Inc. is a non-profit (501c3) organization registered with the State of California and recognized by the Internal Revenue Service. Donations are tax-deductible.

Internal Revenue Service and State of California Corporation Docs

The following section has the information for both our tax-exempt status for the IRS and the Articles of Incorporation for the SCA and the State of California.

Recently, many of our groups are being asked for California tax-exempt registration number (also known as an RCT registration number) when they file forms to use state or local facilities.

I was not familiar with this number, only the Federal Exempt ID Number (or FEIN) and so I asked Mistress Tetchubah of Greenlake (a modern CPA). Here is her response:

"I believe that what they may be asking for is our registration number with the California State Attorney General's office, as all exempt organizations in CA are required to be registered. Someone else asked me about this the other day and I told them how they could find it, but your note prompted me to go and double check that we are registered there and we are. The number is **018214**. I don't know that the AG issues any kind of "proof" of this but I imagine any group being asked for the number could go make a printout of the registration page for themselves to provide for the asking, although they'd have to redo this every year as it expires. I think the reason we are suddenly being asked for it more often is that more people are aware that exempt orgs like us are required to be registered in order to do any kind of fundraising, which would include events. Raffles are required to be registered separately, btw, but I think they are referring to much more public raffles than we hold. But now you know why I'm a little paranoid any time a group mentions a raffle - they just don't understand that the state considers it to be gambling."

"If you'd like to go look this up yourself, go to <http://ag.ca.gov/charities.php> <<http://ag.ca.gov/charities.php>> and click on the "registry search" link under Tools. That will take you to the Registry of Charitable Trusts search page. You then type in "Society for Creative Anachronism" in the name field and click on the Search button at the bottom of the screen. It will bring up the record, and then you can click on that to see the information there. The record information shows our FEIN, our CA corporate number (which is **0572795**, just fyi - this is CA's version of the FEIN) and below that our RCT registration number, our record type and registration type, the issue date, registration status, expiration date (it's annual), the street address (handy if someone need to overnight information to the office, btw), and some financial information going back to 2001 - basically our reported total assets and gross annual revenue."

Background Check Authorization



background check
authorization - amenc



fair credit reporting
act - revised 2-4-08.p

These forms are also found in the “files” section of the [Seneschals of Caid List](#)