

I. REFER TO KINGDOM LAW/CORPORA

1) Media Relations at the Local Branch Level

a. Materials to be used

1. Basic press kits will be created, maintained, and distributed to Kingdoms and the Corporate office by the Deputy Society Seneschal for Media Relations and be made available for download online. It is always acceptable to obtain and distribute these to the media and any interested body.

b. Additional, Event/Occurrence based materials.

1. Additional materials may always be requested to better meet the specific needs of an Event, occurrence, or particular media interaction. At a minimum these must be approved by the Kingdom-level media representative. If the interaction is with major mainstream Media venue, such as CNN, History Channel, etc., then the Deputy Society Seneschal for Media Relations is the approving authority for content and format.

c. Reporting

1. Local individuals, branches, or other entities should report within 7 days a media interaction to their Kingdom representative and the seneschallate whenever one or more of the following is true.
 - I. Outside Media Venue requests material for a story.
 - II. Outside Media Venue arrives unannounced at an SCA event or activity.
 - III. Outside Media Venue contacts the SCA regarding an ongoing news item.
 - IV. A story—positive or negative—regarding the SCA appears in an outside media publication

2) Alcohol

- a. The Manufacturing, distributing, selling, serving, or furnishing of alcoholic beverages by the SCA or its branches or subdivisions is prohibited within the United States of America and its territories.
- b. The use of any SCA funds for the purchase of potable alcohol, except such quantities as may be necessary for cooking, is prohibited in the United States of America and its territories...
- c. Officers are not prohibited from serving alcohol; however it must be done as individuals and not as part of their official duties as officers.
- d. Officers are not prohibited from giving gifts of alcohol; however, it must be done as individuals and not as part of their official duties as officers.
- e. If you are drinking at an event that allows alcohol (a wet site) you are asked to please drink responsibly. Please be aware of children and minors that may be present. Please remember that Civil Law supersedes SCA law at events. This means no under age drinking at any event.

3) Random activities at events that may not have been cleared with an autocrat

- a. Page four, Section II “EVENTS”, of Corpora clearly outlines how events with in the SCA will be conducted.
 1. Any activity requiring a marshal must be cleared by the Event Steward and must have at least one warranted marshal in attendance at that activity.
 2. Activities that affect the event in any way should be cleared with the Event Steward first. If it is not and the autocrat wishes the activity to stop it must do so.
 3. The Event Steward is the authority at events and may have stewards to help them, please do as they ask.

4) Discrimination

- a. Membership in the SCA is open to anyone. Discrimination or Harassment of any kind is not tolerated and any such action should be reported at once.

5) How will disagreements between members of the Shire be handled?

- a. Serious disagreements should be taken to the Seneschal or another Officer if the conflict cannot be worked out between the individuals on their own. To help, here are some ideas taken from the Seneschal Handbook on how to avoid trouble.
 - 1. Urge people to keep their personal conflicts outside the SCA
 - 2. Avoid giving advice unless asked for it.
 - 3. Treat everyone with respect and courtesy.
 - 4. Be aware of your political beliefs and stay neutral.
 - 5. Cultivate openness and honesty.
 - 6. Respect the privacy of others.
 - 7. Don't engage in or encourage gossip.
 - 8. Stay informed and help control the rumor mill.
 - 9. Spread good cheer and seek out opportunities to thank and praise others.
 - 10. Keep your own reactions positive.
 - 11. Have fun. If you're not having fun you're doing it wrong.
- b. If this fails it should be taken to the Regional Seneschal or Other Regional Officer as may seem fit.
- c. If a solution cannot be found at the Regional level it can then be moved to Kingdom level and then on to the Board of Directors.
- d. It is recommended that problems be moved up the chain of command instead of across it. If how ever both parties can agree to someone they both trust to help solve the conflict they may of course do so.

6) Minimum requirements for officers and how many offices can be held at once?

- a. To be an Officer in the SCA you must be a paid member.
- b. There is no max to how many office positions can be held but two at the most is a recommended limit.
- c. There are limitations on what officers positions can be held by one person. An example would be a person being Seneschal and Exchequer at the same time. This would not be permitted as they place too much control over the groups' funds.
- d. The best way to become an officer is to start as a deputy for the officer in charge of the subject you are interested in. That way they can teach you and give you experience before taking on the position yourself.

7) What officers does Schattentor have to have to be a shire/barony, what do we wish to have?

- a. Schattentor must have at a minimum a Seneschal, Exchequer, and one other officer of the groups choosing.
 - 1. If we can fill all the officer positions by one person each that would be the best but we may not always be able to do so.
 - 2. Officers may also ask for deputies to help them but this is done in an unofficial capacity.

8) What each officer is responsible for informing the shire about and the timing.

- a.** All officers should keep the Shire up to date on all activities in their posts as they happen. At least once a year they should give a summary to the group of the over all standing of that position with in the group. Officers typically only serve a two year term.

1. OFFICE OF THE SENESCHAL

- I.** In medieval times, the Seneschal was a household administrative official in charge of domestic arrangements and servants.
- II.** A favorite definition: “head bureaucrat, diplomat and mediator”
- III.** First major role—be the local legal representative of the SCA
- IV.** Second major role—promote and facilitate communications
- V.** Third major role—help other SCA members find and do what interests them.

2. THE OFFICE OF THE EXCHEQUER

- I.** The Society has a system of financial reporting in which all parts of the organization participate. The person in charge of financial reporting for any part of the Society is known as the Chancellor of the Exchequer, which is a period term for Treasurer.

3. THE OFFICE OF THE CHRONICLER

- I.** The Governing Documents of the SCA (Corpora) give a pretty sketchy outline of the duties of the local chronicler. The simplest explanation is that you are the editor and publisher of your local newsletter.
 - i.** You are the center for printed communications in your group.
 - ii.** You are responsible for collecting and distributing information to your group in printed form.
 - iii.** You should be available to assist with any form of printed material, though you are not required to do so.

4. OFFICE OF THE CHIRURGEON

- I.** An officer with first-aid training who stands by at events to render assistance as needed.
 - i.** Chirurgeons are required to have formal qualification, at least a multi-media First Aid Card and CPR.
 - ii.** The Chirurgeon may have a pavilion on site at an event, which would then be flying the banner for that office. This banner is usually red, with a white drop and a charge called a "fleam"

5. OFFICE OF THE WEBMINISTER

- I.** The web minister over sees the content of the groups’ web page and yahoo message board.
- II.** They keep info up to date on the site and ensure proper conduct is adhered to on the message board.

6. OFFICE OF THE HERALD.

- I.** There are three types of Heralds. In Schattentor the Office of Herald will concentrate on Book and Court Heraldry leaving Field Heraldry open to volunteers at events.

- i. Field Heraldry**

1. The field herald is the one who makes official announcements at events and announces the names of the fighters at a tournament. The local group's pursuivant does not have to do this himself, but he should find volunteers and let the autocrat know who is currently on duty.

- ii. Court Heraldry**

1. The court herald is the person who plans the agenda for Court and acts as a "master of ceremonies" during Court — calling people forward, reading scrolls and proclamations, etc.
 2. Baronial Courts are the responsibility of the Barony's pursuivant, while the most senior herald present usually handles Royal Courts. This depends, though, on a number of factors, such as the preference of Their Majesties or Their Highnesses, and the senior herald's willingness to give others the experience.

- iii. Book Heraldry**

1. Book heraldry includes the study of armorial devices and names, and the rules of the Society concerning the registration and use of devices and names. You should have at least a basic understanding of heraldry.
 2. You should have some understanding of period English naming practices, and be able to help a client find information specific to his or her chosen culture and time period.
 3. You should study the Rules for Submissions, which are included as an appendix of this handbook.
 4. You should know what devices and badges are registered to the members of your group, and discourage people from displaying or using devices that are not yet registered to them.

7. OFFICE OF HEAVY COMBAT, LIGHT COMBAT, ARCHERY, AND THROWN WEAPONS MARSHALS

- I.** Marshals are officers that ensure that all SCA rules and regulations are adhered to with respect to their specific field.
- II.** They ensure that participants and their equipment are safe for use in SCA marshaled activities.
- III.** For further knowledge please refer to your local marshal or refer to the specific handbooks for each marshal. They can be found online through the Northshield website.

8. OFFICE OF ARTS & SCIENCES

- I.** The Minister of Arts and Sciences is responsible for fostering the study of period culture and technology, and of methods for producing historically accurate artifacts and performances.
- II.** Duties include coordinating the efforts of Kingdom officers in the field (regardless of whether or not the functions related to “Arts” and “Sciences” are combined in one job or kept separate);
- III.** Promoting the dissemination of accurate information about the fields under study; and assisting the Chronicler of the Society and the editors of the corporate publications in confirming the validity of research presented to the membership.”

9. OFFICE OF THE CHATELAINE

- I.** Welcome to the Office of Chatelaine in the Kingdom of Northshield!
 - i.** By accepting this office, you are committing yourself to doing some of the most important work within the Society for Creative Anachronism (SCA).
 - ii.** You have agreed to become the face of the SCA for newcomers and a resource to those still new to our lands. Newcomers are of utmost importance to the SCA since they help our society to prosper and grow.
 - iii.** Chatelaines oversee loaner garb and gear as well as handouts and other information sources for new people.

10. OFFICE OF YOUTH ACTIVITIES

- I.** The Minister of Youth Activities organizes and oversees activities for children at events.
- II.** These may include arts and science projects or just games for fun.
- III.** Keep in mind they are not a day care service nor are they responsible for children during the course of an event. That’s the parents’ job.