



Barony of One Thousand Eyes Peacock Policies & Procedures

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For the use by the members of the Barony of One Thousand Eyes

NOTE: Not an official publication of the S.C.A. Incorporated. For edits please contact the Seneschal, Baron/Baroness.

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Introduction

Introduction: The Barony of One Thousand Eyes will follow all Society and Kingdom Laws. Any additional rules pertinent to the Barony will be in this document.

For those reading this electronically, links to other S.C.A. law are provided below for your convenience.

Governing documents of the S.C.A.

More documents and information can be found at www.SCA.org

Artemisia Kingdom Law

More documents and information can be found at www.artemisia.sca.org

Other methods to help keep you informed:

- The Argus**, our monthly Baronial newsletter. See the Chronicler for your printed or electronic copy.
- www.Barony1000Eyes.org**, our Baronial website.
- www.SCAToday.net**, an independent news portal website offering news, information, and discussions free of charge to members of the SCA and others interested in the history of the Middle Ages and Renaissance.
- The Aerie**, an independent mailing list/message board for members of the Kingdom of Artemisia (southern Idaho, most of Utah, western Colorado, Wyoming, and Montana) The Premier source of Artemisian discussion.
<http://lists.gallowglass.org/mailman/listinfo/artemisia>

Revised

Baron/Baroness

Business Duties and Responsibilities:

- Member of the Baronial Financial committee in conjunction with the Seneschal and Exchequer.
- The Baron and/or Baroness count as one on all matters in the financial committee.
- Cannot reside with another signatory of the Barony.
- In conjunction with the Baronial Seneschal recommend/approve members for appointment to baronial office.
- May not be an official deputy to the Seneschal, Exchequer, Knight Marshal or Minister of Arts and Sciences.
 - They would be unable to take the position in the event the officer was no longer able to perform their duties.
 - In the case of Seneschal or Exchequer it would also cause an imbalance on the financial committee.
 - They may however be trained to take the position at a later time.
- The remaining duties of the Baron/Baroness are "in game" and not related to business operations.

Baronial Officers

Prerequisites and Guidelines for Holding a Baronial Office

- Must be a paid member of the SCA for the entire term of office.
- Must reside in the Barony of One Thousand Eyes.
- Must be of legal age to sign contracts (18).
- Must be accessible via telephone, mail and/or email, as well as in person at events, or send a representative.
- Officer or a representative need to report at Populace meetings. Officers should try to attend at least 80% of all populace meetings.
- May not hold more than one Baronial office at a time. May be a deputy to another office if desired, and as long as it does not interfere with the duties of the primary office. This policy may be waived by agreement of the Baronial Seneschal and Baron/Baroness depending on the office and person bidding and only if no bids from a non-office holding persons have been received.
- Bid to hold office must be approved by the Baron/Baroness, Baronial Seneschal and appropriate Kingdom officer
- All officer warrants are for two years though they may submit a bid to extend their warrant when the office is opened for bids at the end of their warrant. It is the Kingdom officer who ultimately decides on the officer.
- The Seneschal, Exchequer, Knight Marshal and Minister of Arts and Sciences should have an “emergency” deputy willing to take over in an emergency.
- All officers are strongly encouraged to have deputies trained to help with aspects of their jobs.
- Officer Deputies need to be members of the Barony of One Thousand Eyes. It does no good to have a deputy that cannot take over your position should you be unable to continue in the position. Deputies are not guaranteed the position should the office open.
- When an officer takes on a deputy, the officer needs to inform the Baronial Seneschal, and their Kingdom officer of the persons SCA name, legal name and membership number.
- Officers should maintain an updated reference manual for the running of their office to be passed on to their successor, a copy of which should be provided to the Seneschal.

Reporting Requirements

- Monthly reports to the Baronial Seneschal, Baron/Baroness and any *Baronial Superior*.
- Monthly reporting to your Kingdom officer as required by that officer.
- Annual Doomsday report to your Kingdom officer as required by that officer (copy Baronial Seneschal, Baron/Baroness).

Bid Process

When an officer's term in office is coming to an end they must inform the Baronial Seneschal, Baron/Baroness if they intend to step down or wish to bid to extend. A notice will then be put in the Argus and announced at populace meetings that the office is open for bids with a date that the bids are due. Offices shall be open for bid no less than one month after posting in the Argus and on the webpage to allow members time to submit bids. Any populace member meeting the requirements for that office may submit a bid. Bids should include the following:

- SCA Name
- SCA Membership number
- Mundane Name
- Contact Information
- Office being applied for
- Qualifications of applicant

Email or deliver a hard copy of your bid to the Baronial Seneschal, Baron/Baroness, and Kingdom officer, who will decide upon the new officer. Please also copy the bid to the current office holder. The Baronial Seneschal will announce the new officer after the due date for the bid has passed. There will be a formal announcement of the new officer in the Argus, at the populace meeting and/or at the next Baronial event. There should be a transition period of 2 months for the old officer to train the new officer.

Offices

Revised 1/16/18

Seneschal

Baronial seneschal is the Chief Administrative Officer and legal representative of the Barony. As such, the Seneschal is responsible for smooth functioning and continued communications between the officers of the Barony and with outside agencies.

Kingdom Superior: Kingdom Seneschal

Baronial Superior: None

Receives Reports From: All Baronial Officers

Reports To: Kingdom Seneschal

Relevant Documents: Kingdom Law, Corpora, Kingdom and Society Seneschals Handbooks

Other Qualifications for Holding Office:

- Cannot reside with another signatory of the Barony.

Duties and Responsibilities:

- Promote harmony within the Barony and oversee the duties of the Baronial officers.
- Facilitate the monthly Populace meetings.
- In conjunction with the Baron/Baroness recommend/approve members for appointment to baronial office.
- Maintain correspondence and a record of all activities carried on in the performance of duties to be turned over to the successor to said office within thirty days of relinquishing the office.
- Keep the populace informed of matters affecting or pertaining to the Barony as received by Kingdom communications.
- Communicate regularly to the populace through the pages of the Baronial newsletter and email list.
- Be ultimately responsible for, and attend (or send official delegate) all official Baronial events.
- Be the legal representative for the Barony and ensure that all Federal, State, and Local laws are upheld.
- Enforce the waiver policies of the SCA.
- Responsible for the maintenance of any office that has not been filled.
- Member of the Baronial Financial committee in conjunction with the Exchequer, Baron/Baroness, be responsible for establishing and maintaining the Baronial financial policy and authorizing Baronial expenditures.

Additional Reporting and Records Responsibilities:

- Officer must retain a copy of their monthly and annual reports for the files of their own office.
- Maintain an updated reference manual for the running of the office to be passed on to their successor.

Revised

Exchequer 1/16/18

The Baronial Exchequer is the Chief Financial Officer of the Barony and is head of the Baronial Financial Committee. The Exchequer is responsible for using generally accepted and SCA corporate approved accounting procedures to maintain Baronial accounts and is legally responsible for the Barony's money including keeping records of all income, expenditures, physical property and inventory for sale. If money/items are unaccounted for, it is the responsibility of the Exchequer to report the loss and work with the Barony to return/replace the money/items to the Barony.

Kingdom Superior: Kingdom Exchequer

Baronial Superior: Seneschal

Receives Reports From: Chronicler, Quartermaster, Event Steward (Autocrat)

Reports To: Baronial Seneschal, Kingdom Exchequer

Relevant Documents: Kingdom Law, Corpora, Kingdom and Society Exchequer Handbooks

Other Qualifications for Holding Office:

- Cannot reside with another signatory of the Barony.
- Must receive the Kingdom Newsletter at place of residence.
- Cannot be landed or pending-landed royalty.
- Cannot hold any other offices of any kind in the Society

Duties and Responsibilities:

- Ensuring that waiver forms and change are on site at least 30 minutes before an event gate opens.
- Ensuring that the gate table is manned during an event.
- Keeping accurate records of who attended each event and how much they paid, including fund raisers.
- Provide Baronial expense/reimbursement request approval forms and maintain the expenditure protocol for individuals who spend money on the Barony's behalf.
- Writing checks for approved expenditures and ensuring that the appropriate signatures are on the checks.
- Maintaining and keeping the Barony's past financial records both past and present as required by law.
- Maintaining records of all inventory items the Barony has for sale.
- Balancing the Baronial checkbook every month using the SCA approved Excel worksheets.
- Attending all Populace meetings, officer meetings and events.

Additional Reporting and Records Responsibilities:

- The Baronial Exchequer reports to the Seneschal, the Baron/Baroness and the Kingdom Exchequer using the SCA approved report forms, which require access to a computer with a Windows 97 or later version of Excel.
- Maintain an updated reference manual for the running of the office to be passed on to their successor. A copy of which to be provided to the Seneschal.

Revised

Minister of Arts and Sciences (MoAS)

Kingdom Superior: Kingdom Arts and Sciences Officer *Baronial Superior:* Seneschal
Receives Reports From: None

Reports To: Baronial Seneschal, Kingdom Arts and Sciences Officer

Relevant Documents: Artemisia Arts and Sciences Handbook

Duties and Responsibilities:

- Promote, encourage and enable Guild activities and other Arts & Sciences related activities in the Barony.
- Oversee Universitatis (scheduling and recording of classes).
- Arrange/oversee Arts and Sciences competitions and challenges.
- Assists event stewards with scheduling of classes at local events.
- Categorize classes held at events into the proper segments of the Universitatis.
- Categorize projects held during guild meetings into proper segments of Universitatis.
- Compile and keep track of class attendance data from events and guild meetings by individual and class type.
- Recognize accomplishments of individuals in completing segments of the Universitatis curriculum (i.e.: Trivium & Quadrivium graduates).

Additional Reporting and Records Responsibilities:

- Keep records of past competition formats and results.
- Keep examples of documentation.
- Officer must retain a copy of their monthly and annual reports for the files of their own office.
- Maintain an updated reference manual for the running of the office to be passed on to their successor. A copy of which to be provided to the Seneschal.

Book Herald (Azure Persuivant)

Kingdom Superior: Golden Wing Principal Herald

Baronial Superior: Seneschal

Receives Reports From: Court Herald(s)

Reports To: Baronial Seneschal, Golden Wing Principal Herald

Relevant Documents: Billions of Heraldic Reference Books

Duties and Responsibilities:

- Serves as a consultant to the populace in researching names, determining blazons for devices and badges, and checking for conflicts with existing names, devices, and badges.
- Serves as the local submissions herald, ensuring appropriate copies of submission forms are filled out, collects money for submissions to transfer to the Baronial Exchequer, and mails submissions to the Kingdom Submissions (Golden Pillar) Herald.
- Disseminates court reporting forms and court information as collected from the Baronial Court Herald, and collects court reporting forms from the Crown Herald when applicable to One Thousand Eyes.

Additional Reporting and Records Responsibilities:

- Hard copies of all heraldic name, device and badge submissions are to be kept in the Baronial Heraldic records.
- Ensure that court reports (specifically with respect to populace awards) are uploaded to the Kingdom Order of Precedence database.
- Maintain an updated reference manual for the running of the office to be passed on to their successor. A copy of which to be provided to the Seneschal.

Court Herald

Kingdom Superior: Reports to Baronial Superior

Baronial Superior: Seneschal, Book Herald (Azure Persuivant)

Receives Reports From: None

Reports To: Book Herald (Azure Persuivant)

Relevant Documents: None

Other Qualifications for Holding Office:

- Loud voice, with VERVE.
- Name pronunciation skills a plus.

Duties and Responsibilities:

- This is not a warranted office, but may be appointed by the Baron/Baroness, independent of the Book Herald (Azure Persuivant)
- Serves as Their Excellencies voice during Court and documents Baronial activities done in Court such as the giving of awards for reporting to Book Herald that it may be forwarded to Kingdom.

Additional Reporting and Records Responsibilities:

- If different than the Book Herald, submits court-reporting forms to the Book Herald within two weeks of the Court event
- Officer must retain a copy of their monthly and annual reports for the files of their own office
- Maintain an updated reference manual for the running of the office to be passed on to their successor. A copy of which to be provided to the Seneschal.

Chronicler

Kingdom Superior: Kingdom Chronicler

Baronial Superior: Seneschal, Exchequer

Receives Reports From: Web Minister (Communications Officer)

Reports To: Baronial Seneschal, Kingdom Chronicler

Relevant Documents: Society Chronicler Handbook

Other Qualifications for Holding Office:

- Computer publishing program experience preferred but not required. Will train.
- Access to a computer

Duties and Responsibilities:

- Prints a monthly newsletter by subscription for the Barony of One Thousand Eyes called The Argus
- Takes minutes at Baronial meetings to have published in the Argus.
- Responsible for collecting information for the newsletter, compiling, formatting and editing as necessary, printing, and disseminating the newsletter on a monthly basis
- Disseminates the Argus to the populace between the populace meeting of the preceding month and the first of the month of publication
- Responsible for maintenance of the subscription list for the Argus, reminding expiring subscription members of their time to renew, and collecting subscription fees to transfer to the Baronial Exchequer in a timely manner
- Works with their deputy, the Baronial Web Officer, to ensure information is up to date and compliant in all printed and posted media
- Submits the newsletter draft to the Seneschal and Baron/Baroness prior to printing so as to avoid any issues with omissions or erroneous information put in print
- Must also maintain a record of the postage purchased, on hand and used by the Barony to be included in their monthly report

Additional Reporting and Records Responsibilities:

- Includes subscription numbers, as well as printing numbers and costs, to be given to the Baronial Exchequer, Baronial Seneschal, and Kingdom Chronicler
- Maintains records of previous Argus editions
- Maintain an updated reference manual for the running of the office to be passed on to their successor. A copy of which to be provided to the Seneschal.

Revised

Web Minister (Communications Officer)

Kingdom Superior: Kingdom Web

Minister Baronial Superior: Seneschal,
Chronicler

Receives Reports From: None

Reports To: Baronial Seneschal, Chronicler

Relevant Documents: Society Web Minister's Handbook

Other Qualifications for Holding Office:

- Access to a computer
- Familiar with Windows ASP.NET web host.
- Knowledge of HTML & ASP.NET languages and other web design skills

Duties and Responsibilities:

- To maintain or build a web site that follows the parameters set down by the Kingdom and Society rules
- Update information as needed for officers, guilds, marshal activities, events and other information in a timely manner
- Maintain backup files both on and off site in the event that the home server info is lost
- Responsible for posting Baronial communications per the Baronial communications policy, unless designated to another officer by the webminister or Seneschal.

Additional Reporting and Records Responsibilities:

- Officer must retain a copy of their monthly and annual reports for the files of their own office
- Maintain an updated reference manual for the running of the office to be passed on to their successor. A copy of which to be provided to the Seneschal.

Revised

Marshal Officers – common details

Other Qualifications for Holding Office:

- Must be a paid, blue card holding, SCA member
- Must meet Kingdom and Society requirements for the office
- Store and maintain Baronial loaner equipment for use at practices & tournaments as needed

Duties and Responsibilities:

- Promote and arrange for practices.
- Arrange for sufficient marshals for practices & event tournaments
- At local events and practices ensure that all Warranted Marshals perform their duties in accordance with current Society and Kingdom standards. Must have current handbook available at events and practices.

Additional Reporting and Records Responsibilities:

- Officer must retain a copy of their monthly and annual reports for the files of their own office.
- Keep copies of incident report forms.
- Maintain an updated reference manual for the running of the office to be passed on to their successor. A copy of which to be provided to the Seneschal.

Revised

Knight Marshal

Kingdom Superior: Kingdom Earl Marshal

Baronial Superior: Seneschal

Receives Reports From: Rapier Marshal, Equestrian Marshal, Archery Captain, Youth Marshal & List Minister

Reports To: Baronial Seneschal, Kingdom Earl Marshal

Relevant Documents: Artemisian Marshallate Standards, Society Handbooks for Combat, Archery, Rapier, and Equestrian Activities

Rapier Marshal

Kingdom Superior: Kingdom Rapier

Marshal Baronial Superior:

Seneschal, Knight Marshal

Receives Reports From: None

Reports To: Baronial Seneschal, Knight Marshal, Kingdom Rapier Marshal

Relevant Documents: Artemisian Rapier Standards Handbook, Society Handbooks for Rapier Activities

Archery Marshal

Kingdom Superior: Kingdom Archer

General Baronial Superior:

Seneschal, Knight Marshal

Receives Reports From: None

Reports To: Baronial Seneschal, Knight Marshal, Kingdom Archer General

Relevant Documents: Society Target Archery Handbook and Artemisian Archery Handbook

Thrown Weapons Marshal

Kingdom Superior: Kingdom Thrown Weapons Marshal

Baronial Superior: Seneschal, Knight Marshal

Receives Reports From: None

Kingdom Superior: Kingdom Archer

General Baronial Superior:

Seneschal, Knight Marshal

Receives Reports From: None

Reports To: Baronial Seneschal, Knight Marshal, Kingdom Archer General

Relevant Documents: Society Target Archery Handbook and Artemisian Archery Handbook

Reports To: Seneschal, Knight Marshal, Kingdom Thrown Weapons Marshal

Relevant Documents: Society Thrown Weapons Rules, Kingdom Missile Weapons Handbook - Thrown Weapons

Equestrian Marshal

Kingdom Superior: Royal Stables

Officer Baronial Superior:

Seneschal, Knight Marshal

Receives Reports From: None

Reports To: Baronial Seneschal, Knight Marshal, Kingdom Equestrian Marshal

Relevant Documents: Artemisia and Society Equestrian Handbooks

Duties and Responsibilities:

- Make sure equestrian insurance is in effect during the equestrian practice season including copies for records that all equestrian events have insurance and marshals
- Arrange practices/IKEqC's & classes
- Marshall and authorize riders at official equestrian events and practices, recommending people for the marshalette when possible
- Check memberships and enforce waiver policies
- Uphold Kingdom and Society equestrian rules
- Submit all insured practice dates to the Baronial Newsletter (insurance requirement)
- Work with the Baronial Equestrian Champion to arrange the next year's championship

Revised

Baronial Youth Combat Officer

Kingdom Superior: Kingdom Youth Combat Marshal

Baronial Superior: Seneschal, Knight Marshal

Receives Reports From: Works with Baronial Youth Officer

Reports To: Baronial Seneschal, Baronial Knight Marshal, Kingdom Youth Combat Marshal

Relevant Documents: Kingdom Youth Activities Revised Policy, Youth Ministry Manuals, Kingdom Youth Combat Rules, Reporting forms as designated by the local/kingdom Earl Marshall In this case, "youth" is considered age 6-16. Artemisia generally allows well-behaved children who are younger to participate in activities for grade-schoolers (to the best of their ability) but this shall be at the discretion of the Youth Combat Marshall.

Other Qualifications for Holding Office:

- Must be 21 years or older
- Must pass a Background check¹ per Society and Kingdom rules and procedures
- Enjoys working with children

Duties and Responsibilities:

- Responsible for officially scheduled activities only
- Responsible for combat safety, observing combat, and warning a fighter of inappropriate or dangerous behavior. Repeated offences may result in the removal of the combatant from the combat field
- Must be aware of local, kingdom and SCA laws regarding children as well as mundane laws in your region
- Ensure that ALL youth combat activities are conducted in accordance with Society and Kingdom rules and guidelines including the Two Deep Leadership requirements
- Combat equipment inspected for safety
- Teaching weapons/arms construction appropriate to each age group strongly encouraged
- Maintain/oversee repair as needed of activity supplies (i.e. waster swords)

Additional Reporting and Records Responsibilities:

- Officer must retain a copy of their monthly and annual reports for the files of their own office
- Maintain an updated reference manual for the running of the office to be passed on to their successor. A copy of which to be provided to the Seneschal.

¹ Background checks are only for crimes & legal charges relating to minors and do not include credit or other kinds of investigations.

Revised

Quartermaster (Regalia Officer)

Kingdom Superior: None

Baronial Superior: Seneschal, Exchequer

Receives Reports From: None

Reports To: Baronial Seneschal, Baronial Exchequer

Relevant Documents: Inventory list

Other Qualifications for Holding Office:

- Must be available (or a deputy) for officers and populace to access the Baronial storage facility.

Duties and Responsibilities:

- Keep inventory of the Baronial property.
- Perform an annual full inventory of Baronial Property and Regalia.
- Must be present (or their deputy) at checking in and out of equipment.
- Keep track of items, equipment and non-consumable supplies related to the Guilds and Martial offices.
- Consumables should be noted at time of purchase by Guilds/Martial offices if Baronial funds are used.
- Responsible for making sure baronial equipment is in good repair and report when things need to be repaired or replaced.
- Report to the Baronial Seneschal when anything is missing.
- Ensuring that event staff has access to Baronial property in time to set up for events.
- Ensuring that all property is properly checked-out and returned.
- Determining when property is beyond its useful life and needs to be removed from regalia.
- In conjunction with the financial committee arrange for and maintain a secure storage facility for Baronial equipment and supplies. Storage facility will be paid for by the Barorony.

Additional Reporting and Records Responsibilities:

- Officer must retain a copy of their monthly and annual reports for the files of their own office.
- Maintain an updated reference manual for the running of the office to be passed on to their successor. A copy of which to be provided to the Seneschal.

Chatelaine (Hospitaler)

Kingdom Superior: Kingdom Hospitaler

Baronial Superior: Seneschal

Receives Reports From: Publicity/Demo

Officer Reports To: Baronial Seneschal,

Kingdom Hospitaler *Relevant Documents:*

Inventory list

Other Qualifications for Holding Office:

- Should present themselves well as an example of the SCA for historical accuracy, positive attitude, and especially tact

Duties and Responsibilities:

- Helps get people into the regular baronial activities by getting them their first copy of The Argus and helping direct them to the guilds and activities that fit their interests.
- Stores, maintains and provides access to loaner garb before and during events when needed. It can be helpful to have a designated deputy to bring loaner garb to events and assist with the numerous new people that can be at events
- Should be well versed in the history and practices of the SCA as well as the specialties of members of the barony as they will have the duty to answer any questions and direct people to the resources of the barony (our members)
- Provides information on future events, guidance to areas of interest and contact information for the Barony
- Arrange and serve as a contact point for SCA demonstrations for schools and other organizations. Serve as a media liaison.
- Bring current literature to practices, demonstrations and events.

Additional Reporting and Records Responsibilities:

- Maintain a written inventory of all loaner garb
- Officer must retain a copy of their monthly and annual reports for the files of their own office
- Maintain an updated reference manual for the running of the office to be passed on to their successor. A copy of which to be provided to the Seneschal.

Revised

Baronial Youth Officer

Kingdom Superior: Kingdom Youth Officer

Baronial Superior: Seneschal

Receives Reports From: Works with Baronial Youth Combat Officer

Reports To: Baronial Seneschal, Kingdom Youth Officer

Relevant Documents: Kingdom Youth Activities Revised Policy, Kingdom Youth Combat Rules, monthly or quarterly reporting forms as designated by the Kingdom Youth Officer.

In this case, “youth” is considered age 6-18. A Youth Officer needs to provide meaningful activities to develop and mold our diverse population of young people, increase knowledge of arts and sciences of the Middle Ages and teach chivalry, honor, responsibility and history and provide opportunities to serve the Kingdom. The Youth Ministry should never be considered a babysitting service. Artemisia generally allows well-behaved children who are younger to participate in activities for grade-schoolers (to the best of their ability) but this shall be at the discretion of the Youth Marshall.

Other Qualifications for Holding Office:

- Must be 18 years or older
- Must pass a Background check² per Society and Kingdom rules and procedures
- Enjoys working with children

- Have more than one means of communication (ex: email and phone) highly encouraged

Duties and Responsibilities:

- Should be able to attend events in your local area and provide activities suitable for the young people who participate in your group
- Spend time researching and planning activities
- At least coordinate, if not provide, activities at all of your local events
- May provide regularly scheduled activities at local meetings such as fighter practice
- Chiefly responsible for the safety and security of children who participate in official youth activities.
- Ensure that ALL youth activities are conducted in accordance with Society and Kingdom rules and guidelines including the Two Deep

Leadership
guideline

- Maintain/oversee repair as needed of activity supplies.
- Must keep records of youth participation and submit regular reports as set by the appropriate Kingdom-level officer
- Recruit and coordinate adult supervision for each youth activity.
- Must be able to manage baronial supplies & donations for youth activities. Storage for these items can be coordinated with the baronial quartermaster or kept at the Youth Officers home. Inventory of supplies should be included in the monthly baronial report.

² Background checks are only for crimes & legal charges relating to minors and do not include credit or other kinds of investigations

Additional Reporting and Records Responsibilities:

- Officer must retain a copy of their monthly and annual reports for the files of their own office
- Maintain an updated reference manual for the running of the office to be passed on to their successor. A copy of which to be provided to the Seneschal.

Revised

List Minister (Tournament List Coordinator)

Kingdom Superior: Kingdom List

Coordinator Baronial Superior:

Seneschal, Knight Marshal

Receives Reports From: None

Reports To: Baronial Seneschal, Baronial Knight Marshal

Relevant Documents: Pool sheets, Artemisian Marshallate Standards, Society Handbooks for Combat, A Tournament Primer

Other Qualifications for Holding Office:

- Acquires knowledge of the various forms of SCA tournament format including round robin, best 2 of 3, bear pit, and simple win vs. loss
- Should have a summer-long transition period where the outgoing officer trains the incoming officer

Duties and Responsibilities:

- Attends all events with tournaments or arranges for a deputy to be in attendance
- The Marshall in Charge of the tournament determines and communicates the rules and format of the tournament to the List
Coordinator who then determines who fights who and
in what order.
- Ensures that all fighters who sign up for the list are current members and have current fighter authorization cards

- Keeps track of wins and losses and determines the winner based on results, communicating the winner to the Marshall in Charge
- If a Kingdom level tournament is held within the Barony, aids the Kingdom List Coordinator in running the tournament

Additional Reporting and Records Responsibilities:

- Keeps records of past tournaments
- Officer must retain a copy of their monthly and annual reports for the files of their own office
- Maintain an updated reference manual for the running of the office to be passed on to their successor. A copy of which to be provided to the Seneschal.

Revised 10/10/17

Baronial Official Activities

Official activities are those that have been published on official Baronial Communications sites, with approval of the Seneschal.

Activities may include:

1. Populace/business meetings, Baronial Financial Committee meetings.

Business meetings should be conducted within the populace meeting and shall consist of:

Officer Reports
Event Reports
New and Old Business

2. Martial Activities, warranted marshal must be present.
3. Arts and Sciences meetings and workshops
4. Baronial picnics, potlucks and campouts

Non- Official Baronial Activities

These are not eligible to use Baronial funds, equipment or insurance

Appendix B – Process for changes to this document (Policies and procedures)

Changes .

1. Provide that change to the Seneschal or bring it up at the meeting when other business is called.
20. Should the change be agreed upon the change will be made.

Appendix C - Demo Policy

Refer to Seneshal's Handbook

Appendix D – Change of officer form

Barony of One Thousand Eyes

Office Changing Over: _____ Effective Date: _____

OUTGOING OFFICER

SCA Name: _____

Modern Name: _____

Phone Number: _____

Signature: _____

I understand that it is my duty to transfer all of the files and property of my office to my successor promptly.

ACTING OFFICER

SCA Name: _____

Modern Name: _____

Street Address: _____

City: _____

Postal Code: _____

Phone Number: _____

Email Address: _____

Membership Number: _____

Signature: _____

I understand that it is my first duty to notify my Kingdom Officer. I understand that I will function as an acting officer until I am warranted by the Kingdom Officer and the Crown of Artemisia. I am a member in good standing of the SCA.

I understand that I must regularly report on the state of my office to the branch members and to the appropriate Kingdom Officers. To the best of my knowledge I am able to fulfill all requirements and perform all the duties of the office.

BARONY OF ONE THOUSAND EYES APPROVALS

We, the undersigned officers of the Barony of One Thousand Eyes, support this proposed officer change in our branch.

Signature

Date

Baron: _____

Baroness: _____

Seneschal: _____

Revision History

Date	Description
1/12/2012	Initial release
9/13/2012	Added Thrown Weapons Marshal
	Changes to Web minister and Baronial Communications
	Changed Baronial demo policy
	Added Appendix C – SCA Demo policy
	Changed to Baronial Events and Activities section
	Added Appendix D – Change of officer form
9/11/2012	Changed Office posting time from 2 months to 1 month
8/7/127	Removed sections on Guilds, Sheriff, Chirurgeon and Financial Policy. Modified Demo policy
9/12717	Removed Dedication
9/12/17	Revised Introduction
9/12/17	Removed Youth Activities and Youth Combat
9/12/17	Removed Roberts Rules of Order
10/10/17	Baronial Activies Revised
10/10/17	Appendix B Revised
11/8/17	Removed Baronial Awards to a more Appropriate location
11/8/17	Removed Baronial Events and Activities
11/8/17	Removed Events Steard or Autocrat
11/8/17	Removed Court Awards to a more Appropriate Location
11/8/17	Removed Baronial Communications
1/16/18	Dropped verbiage from Seneschal and Exchequer job descriptions