Kingdom of Atenveldt
Office of the Kingdom Seneschal

GUIDELINES DEFINING OFFICIAL SCA EVENTS WITHIN THE KINGDOM OF ATENVELDT

Guidelines incorporate requirements of all Corporate and Kingdom Governing Documents
From the Atenveldt Kingdom Seneschal's Office - Last Revised November 2010

Local SCA groups in the Kingdom of Atenveldt may choose to hold the following types of events:

A. Kingdom Calendar Event
B. Locally Publicized Populace Event
C. Populace Meetings

Local group seneschals should provide a copy of these guidelines to all Event Stewards selected to run events for their local group to ensure Event Stewards are familiar with the publication and budget requirements/deadlines, and the SCA activities that may be conducted at events they are assigned to coordinate.

KINGDOM CALENDAR EVENT

A ***Kingdom Calendar Event*** is listed on the Atenveldt Kingdom Calendar. Events are placed on the Kingdom Calendar at an annual Calendar Meeting coordinated by the Kingdom Seneschal and the Kingdom Calendar Officer. *During the year, events may only be added to the Calendar with permission of the Kingdom Seneschal's office, and after conflicts have been cleared by the Kingdom Calendar Officer.*

A ***Kingdom Calendar Event*** must meet the following requirements

1. The event is listed on the Atenveldt Kingdom Calendar published in the *Southwind*.

2. The event is sponsored by a local SCA group in the Kingdom of Atenveldt (Kingdom, Barony, Shire, Incipient Shire, or College), and is open to all members of the populace.

3. The event has a signed, completed Event Form and a proposed budget approved by the sponsoring group's Financial Committee and filed with the Seneschal and Exchequer of the sponsoring group *no later than sixty (60) days before the event*.

4. The event has a signed, completed Event Form filed with the Kingdom Seneschal, the Kingdom Calendar Officer and the Kingdom Chronicler (i.e., sent to Southwindsubmissions@atenveldt.org), *no later than the first of the month **directly before** the month the event is held.*

   EXAMPLE: Events in February must have an Event Form on file with the Kingdom officers by January 1st; events in March must have an Event Form on file with the Kingdom officers by February 1st, etc.

   THE EVENT STEWARD AND THE SENESCHAL OF THE SPONSORING GROUP ARE RESPONSIBLE FOR CONFIRMING THE BELOW OFFICERS RECEIVE THE EVENT FORM:

   - Kingdom Seneschal (seneschal@atenveldt.org)
   - Kingdom Calendar Officer (calendar@atenveldt.org)
   - Kingdom Chronicler (chronicler@atenveldt.org)
     OR
   - Reach all three with one email with: Southwindsubmissions@atenveldt.org

5. The event has an event article sent to Southwindsubmissions@atenveldt.org for publication in *Southwind* as follows:

   a) The article must be submitted to the Kingdom Chronicler *no later than the first of the month* ***directly before*** *the month the event is held.* ***THE EVENT STEWARD AND THE SPONSORING GROUP SENESCHAL ARE RESPONSIBLE FOR CONFIRMING THE CHRONICLER HAS RECEIVED THIS ARTICLE.***

   b) The article must be printed in *Southwind* before the event.

   c) The article content must minimally include information from *all* required fields (bolded fields) on the approved Event Form, in addition to directions to the site.

6. The event is conducted according to Society rules, including but not limited to:

   a) Site fees may be collected for the event, deposited to an SCA group account for the event, and monies may be disbursed from an SCA group account for costs of the event.

   b) Member and non-member surcharges are charged, and non-member waivers must be collected and sent to the Kingdom. (If no site fee is charged, non-member surcharges are not necessary, but waivers must still be collected.)

   c) If combat-related activities are to be conducted occur, a warranted marshal (warranted in that weapons form) must be present, and the SCA Waiver Policy applies.

   d) SCA Insurance applies for the event.

7. The Sponsoring Group's Seneschal must list the event in their End-of-Year Domesday Report as a ***Kingdom Calendar Event***.

8. When all of the above requirements are met, the following types of activities ***may be*** conducted at a ***Kingdom Calendar Event:***

   a) Crown Tourneys, Coronations, Investitures of new Territorial Baronage may be conducted.

   b) Warranted Kingdom Officers and Kingdom Deputies may be installed.

   c) All levels of SCA awards (Society, Kingdom, Baronial) and titles may be awarded.

   d) Official announcements of Kingdom Law, Kingdom Financial Policy and Society Corporate Policy changes may be completed.

LOCALLY PUBLICIZED POPULACE EVENT

A ***Locally Publicized Populace Event*** is held for the benefit of the local group. Such events are not listed on the Kingdom Calendar, but may be scheduled by the Baron/Baroness (where applicable) and Seneschal of a local group. Examples include events held in garb, and primarily intended for the enjoyment of the populace in the local area, i.e., Baronial Court Nights, fundraising tourneys, etc.

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A ***Locally Publicized Populace Event*** must meet the following requirements:

1. The event is sponsored by a local SCA group in the Kingdom of Atenveldt (Kingdom, Barony, Shire, Incipient Shire, or College), and is open to all members of the populace.

2. The sponsoring group Seneschal and Territorial Baron and Baroness (when applicable) must make every effort to ensure that locally publicized events are not scheduled on the same day as Kingdom Calendar Events scheduled in the Kingdom of Atenveldt. In cases where a conflict cannot be avoided, the sponsoring group Seneschal and Territorial Baron and Baroness (when applicable) must gain approval for the conflict from the Crown and Kingdom Seneschal before the Locally Publicized Event is scheduled.

3. The event has a signed, completed Event Form <u>and</u> a proposed budget approved by the sponsoring group's Financial Committee and filed with the Seneschal and Exchequer of the sponsoring group *no later than thirty (30) days before the event.*

4. For thirty (30) days before the event, a full announcement about the event including start time, date, location, directions, site/feast fees, and event steward contact information must be publicized to as many members of the sponsoring group as possible as stated below:

   a) An article or announcement must be published in the Local Group's newsletter (if they have one).

   b) The event must be announced at all SCA Official fighter practices, officer and populace meetings held by the sponsoring group **(Required).**

   c) The article may be posted on the sponsoring group's website **(Optional).**

   d) An information flyer may be mailed or distributed to members of the sponsoring group **(Optional)**.

   e) Postings may be made to e-groups maintained for the sponsoring group **(Optional).**

5. The event must be conducted according to Society rules.

   b) Site fees may be collected for the event, deposited to an SCA group account for the event, and monies may be disbursed from an SCA group account for costs of the event.

   c) Member and non-member surcharges are charged, and non-member waivers must be collected and sent to the Kingdom. (If no site fee is charged, non-member surcharges are not necessary, but waivers must still be collected.)

   d) If combat-related activities are to be conducted, a warranted marshal (warranted in that weapons form) must be present, and the SCA Waiver Policy applies.

   e) SCA Insurance applies for the event.

6. The Sponsoring Group's Seneschal must list the event in their End-of-Year Domesday Report as a ***Locally Publicized Populace Event***.

7. When all of the above requirements are met, the following types of activities ***may be*** conducted at a ***Locally Publicized Populace Event***.

   a) Non-warranted Kingdom Officers and Deputy Officers may be appointed and installed.

b) Warranted and non-warranted Baronial Officers and Shire Officers may be installed.

8. The following types of activities ***may not be*** conducted at a ***Locally Publicized Populace Event***:

   a) Crown Tourneys, Coronations, and Investitures of new Territorial Baronage may ***not*** be conducted.

   b) Warranted Kingdom Officers and Deputy Officers may ***not*** be installed.

   c) SCA awards (Society, Kingdom, Baronial) and titles may ***not*** be awarded. This includes all Society awards, and all Atenveldt awards for which there are Charters, regardless of whether the awards are armigerous, or do or do not carry precedence.

   d) Official announcements of Kingdom Law, Kingdom Financial Policy and Society Corporate Policy changes may ***not*** be completed.

POPULACE MEETING

The term ***"Populace Meeting"*** covers events like SCA sponsored Fighter Practices, Dance Practices, Officer Meetings, Demos, etc. These events must meet the following requirements:

1. The event is sponsored by a local SCA group in the Kingdom of Atenveldt (Kingdom, Barony, Shire, Incipient Shire, or College), approved by the local group Seneschal, and is open to all members of the populace.

2. During the thirty (30) days before the event, a full announcement about the event including start time, date, location, directions and event steward contact information must be publicized to as many members of the sponsoring group as possible as stated below:

   a) An article or announcement must be published in the Local Group's newsletter (if they have one). **(Required)**

   b) The event should be announced at all SCA Official fighter practices, officer and populace meetings held by the sponsoring group ***(Optional).***

   c) The article must be posted on the sponsoring group's website ***(Required).***

   d) An information flyer may be mailed or distributed to members of the sponsoring group ***(Optional).***

   e) Postings may be made to e-groups maintained for the sponsoring group ***(Optional).***

3. The event must be conducted according to Society rules.

   a) Money may be disbursed from an SCA group account to cover site/operational costs for the Populace Meeting.

      EXAMPLE: Monies may be disbursed for rental of a site/fighting field/lights/equipment required to run an SCA sponsored Fighter Practice, Dance Practice, or Officers Meeting, for equipment needed for an SCA Demo sponsored by the group, or for an additional insurance rider needed to retain the site for the activity.

b) If combat-related activities are to be conducted, a warranted marshal (warranted in that weapons form) must be present, and the SCA Waiver Policy applies.

c) SCA Insurance applies for the event.

4. The following types of activities may **not** be conducted at a **Populace Meeting**:

a) Site fees may not be collected for attending the **Populace Meeting**, although reservation site/feast fees for future events and donations may be collected.

b) Member and non-member surcharges are **not** charged, and non-member waivers are not collected.

c) Crown Tourneys, Coronations, and Investitures of new Territorial Baronage may **not** be conducted.

d) Warranted Kingdom Officers and Kingdom Deputies may **not** be installed.

e) SCA awards (Society, Kingdom, Baronial) and titles may **not** be awarded. This includes all Society awards, and all Atenveldt awards for which there are Charters, regardless of whether the awards are armigerous, or do or do not carry precedence.

f) Official announcements of Kingdom Law, Kingdom Financial Policy and Society Corporate Policy changes may **not** be completed.