

THE MIDDLE KINGDOM MISSILE WEAPONS MARSHAL'S HANDBOOK

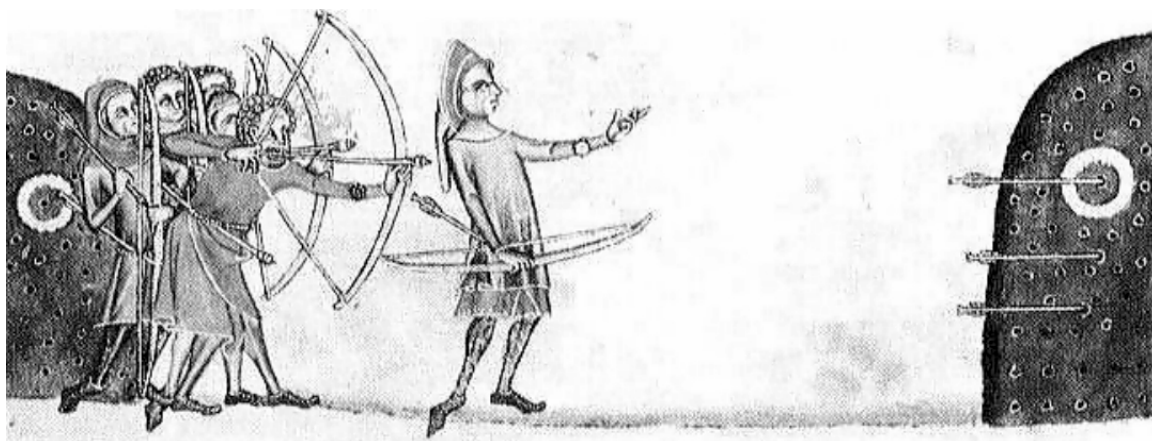


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INTRODUCTION

Welcome to the Y2K edition of the MidRealm Missile Weapons Marshal's Handbook. It must be read in combination with the corresponding Society handbooks and policies for each martial activity. Since there was a deliberate effort to edit ruthlessly to keep the handbook manageable but useful to the Marshal in the field, there's a lot of material that is left for reference to the Society handbooks. In case of conflict, the Society version takes precedence.

There have been a lot of changes in the Marshallate since the last editions came out. One of the most obvious is that the martial activities in the Middle Kingdom have grown enormously-- so much so that they each now warrant their own kingdom-level officer in charge of that activity and a full staff of regional and local officers to keep it all running smoothly. As of the last Domesday report, this amounted to nearly 500 Marshals over 11 U.S. states and 2 Canadian provinces. The Earl Marshal's office has evolved from a predominately "armored-combat-focus-and-the-other-guys-too" to a chief of staff who oversees the Big Picture on behalf of the Crown and Society, and allows the separate martial arts considerable autonomy. It seems to make sense that if these semi-autonomous activities have their own chief then they should have their own handbook, and that's just what we've done. Each handbook will stand on its own (with its corresponding Society handbook as noted above) but with a similar format and layout, to assist "cross-over" participants and marshals.

The new handbooks will also be published in a three-ring binder and update-friendly format. Rather than "save-up" months or years of changes before publishing an entire new edition, single pages with changes will be published regularly as pullout center pages in the *PALE*. The old page will be tossed and the superceding page inserted. In addition, there will be on-line versions updated regularly to the Earl Marshal website another big change since the last editions came out. This will cut down on costs and eliminate a lot of confusion.

Marshals have a tough job. They give up their own fun time to make sure the activity runs well for others. This not only involves the usual matters of set-up, break-down, clean-up, administration, and the actual conduct of the activity itself, but the unpleasant business of safety inspections, rules enforcement, dispute arbitration, and when things go really wrong, crisis management. They do all this while juggling their responsibilities to the Event Stewards (who are the real-world legal authority), the Crown, the various layers of the Marshallate, and last but certainly not least, the participants on whose behalf they're going to all this trouble for. Sometimes their efforts are unappreciated and on mercifully rare occasions, actively resented. One of the best marshals I know signs his letters with an excerpt from a song:

"Their safety rests upon my skill
Their lives are in my hands
I take it for a sacred trust
And they rarely understand."

Fortunately the overwhelming majority of our participants have the good sense to let the marshals do their (unpaid) jobs or have the imagination to vividly see what could happen in but a heartbeat's time- if the marshals weren't there. History is full of incidents of people breaking their necks from falling off horses. Our rattan swords don't have to have an edge to deliver fatal blunt trauma. Blades break in fencing. Arrows go astray, and don't need bodkin points to kill.

I don't know if it rises to the level of a "sacred trust" but I like my friends in this little Society of ours, even the ones I haven't met yet. I like them enough to look out for them, even if they would rather I look the other way this once. I like to think that by giving up some of my time to focus on the nit-picky, the mundane, and the boring stuff of rules and regulations, I AM serving something greater. I am allowing others to strive for personal excellence, to reach for their better natures, and lose themselves in the romance of Chivalry.

Safety, Fairness, Professionalism,

Viscount Myles Blackheath, KSCA
Earl Marshal of the Middle Kingdom

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27th of July, A.S. XXXV
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FROM THE ARCHER GENERAL

This document represents the hard work, careful thoughts and experience of not only the previous four Archer Generals of the Middle Kingdom and myself, but the input of tens of other individuals with precious archery safety experience. Likewise, careful consideration of the best practices of other kingdoms were utilized in its development and content relative to both archery and thrown weapons. It represents the minimum and mandatory "rules of the line" which have enhanced other world wide programs such as FETA, NAA and the FAA as well.

The handbook's goal is to coach and train the Middle Kingdom Missile Weapons Marshals in how to conduct these activities safely. The authors want to provide to the Marshallate firm guidance that will foster and instill each marshal-in-training [MIT] and warranted marshal with caution and alertness relative to unsafe situations. We believe that it contains the information that will be useful in making informed decisions on the safety of equipment, along with archery and thrown weapons lines. Although not a substitute for experience in unusual circumstances, it is intended to assure consistent enforcement of these rules at all of the Kingdom's events from local practices to large events.

Our kingdom has an outstanding history of accident free missile weapon events. Although there are always risks associated with sporting events, it is the Marshallate's task to assure that any and all accidents that can be anticipated are addressed in a considerate but effective manner.

Archer General of the Middle Kingdom

Master Grant Graeme de Menteith

The Kingdom's thanks to the following primary contributors:

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THL Timothy O'Byrne
Master Thorbeorn the Greysides
Sir Trelogin Tavistok

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EDITOR'S NOTES

These marshal handbooks are now formatted in a streamlined, modular system, allowing marshals to quickly access information in each well-defined section. The main section and subsection headings are listed in the index. The sections and subsections on the pages are indented as well. Some of the terminology has been standardized and we have tried to use terms and acronyms clearly and only where it made sense. Because of the proliferation of the Martial Arts in the Middle Kingdom we have sought labels that more clearly and succinctly express the participant in each martial art. In all cases in this handbook, the term “participant” can mean the same "engineer", "crew", "thrower", and/or “archer”

The marshal handbooks are published in regular US paper format (8.5 x 11), available from the Kingdom Information Officer and in several common electronic formats on the Middle Kingdom Earl Marshal's Website: <http://www.midrealm.org/marshal/handbooks> for downloading and reference. Updates are published in the Middle Kingdom newsletter, The *PALE*, and on the Earl Marshal's website as well. Times New Roman is the default font. Please note that only the appendices have been included in the publication of this handbook. The supplements are separate publications available only on the website.

Errors or omissions should be reported to the kingdom deputy for each martial activity and the Adjutant (Kingdom Deputy Marshal for Information and Publications) as listed in the *PALE* and on the website.

I am deeply indebted to the Kingdom Deputies for each martial art and their senior staff for providing the watchful eyes and necessary insight to make the sometimes-painful switch to the modular format possible. I have developed a profound respect for the many nobles who collectively and singly aid the development of our medieval martial arts in the Middle Kingdom. Without their efforts, much of what we do now would not exist.

I have enjoyed managing this project and hope you all find it to be the improvement that we sought to provide our fellow marshals and participants. Until we are next met in the Lists, at the Line or in camaraderie, I remain as always

In Bold Service to the Crown and the Dream,

Baron Lewis Michael Patrick Blackmore OP

Patrick A. Giese

Adjutant for Marshallate Information and Publication

SECTION 1
TARGET ARCHERY

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1.1 RULES AND CONVENTIONS

1.1.1 RULES FOR ARCHERY PARTICIPATION IN THE SCA, INC.

A. RULES OF THE LINE

- 1) Ask the Target Archery Marshal for permission before filling in on the line.
- 2) If "Hold!" is called, lower your bow, remove your arrow/bolt and pay heed to the marshal's instructions.
- 3) If an archer sees an immediate problem, he/she should call "Hold!" and inform the Marshal in Charge.
- 4) If an archer sees a potential problem, he/she should report it to a Target Archery Marshal.
- 5) All archers shall follow the instructions of the Target Archery Marshal in Charge and of Target Archery Marshals assisting on the line.
- 6) Step back once you have completed shooting.

B. SAFETY RULES:

- 1) Archers should always remember the potential danger of their weapons.
- 2) No arrows/bolts should be nocked when anyone is in front of the shooting line.
- 3) No archer should discharge a bow when anyone is downrange.
- 4) No archer should shoot while under the influence of alcohol or drugs.

1.1.2 CONVENTIONS FOR ARCHERY – S.C.A., INC.

A. RANGE SET-UP:

- 1) The range and safety zone must be clearly marked off. This may be done by the use of ropes, poles, signs, tapes, etc.
- 2) At events where large numbers of archers are shooting, the Target Archery Marshal in Charge shall be easily identifiable.
- 3) There shall be a safety zone behind and to the sides of the shooting line and targets. It shall be of reasonable size to prevent injury to bystanders. It must be free of traffic, campsites, list fields, parking areas or other hazards. The distance of the safety zone behind the targets may be reduced if there is a hill, permanent backstop, archery netting, etc., which will stop stray arrows.
- 4) If there are roads or paths within the safety zone or range, they shall be blocked off to traffic at both ends during shooting.
- 5) The shooting line shall be clearly marked. It must not present a tripping hazard.
- 6) So that no archer unduly endangers another by shooting from behind, all archers will line up the same way, either all toeing the shooting line or all straddling it. Archers shooting from prone, kneeling, seated, etc. positions shall have the head of their arrow or bolt, at full draw, in the same line as the other archers on the line and should be placed together at one end of the line.
- 7) Each archer shall have, at a minimum, three feet of space on the line, with recommended spacing being at least four feet. Other shots with special circumstances may require other spacing and heightened Target Archery Marshal supervision.
- 8) During shooting, all spectators shall remain outside the marked safety zones and/or at least ten feet to the rear of the shooting line.

B. RANGE PROCEDURES:

- 1) A Target Archery Marshal shall not allow more archers on a line than can be reasonably and safely supervised.
- 2) Experienced archers, known to and approved by the Target Archery Marshal in Charge, may assist the Target Archery Marshals. When this is done, the ratio of Target Archery Marshals to archers on line may be reduced.
- 3) At shoots where many of the archers are inexperienced, it may be necessary to increase the ratio of marshals to archers. This increase need not be as great if experienced archers, as well as Target Archery Marshals, are used to supervise the inexperienced archers.
- 4) Conditions around the range and safety zone may require the use of additional Target Archery Marshals or assistants to observe and prevent traffic through the area.

- 5) At specialty shoots where the archers are shooting under unusual conditions, such as off-handed, with restricted vision, etc., a one-to-one ratio of Target Archery Marshals and/or assistants to archers may be necessary.
- 6) Any conditions or artificial handicaps which create an undue safety hazard, even with an increased Target Archery Marshal/assistant to archer ratio of one to one, are forbidden.
- 7) Archers exhibiting unsafe behavior may be removed from the range by the Target Archery Marshal in Charge.

C. RANGE COMMANDS:

- 1) The Marshal will call the archers to the line.
- 2) The Marshal will look to see that the range and line are clear and safe.
- 3) The Marshal will call out "Range clear!" or the equivalent, and wait momentarily for any responses.
- 4) If all is clear, then the order "Loose!", "Loose at will!" or the equivalent will be given.
- 5) When finished shooting, the archers are to lower their bows, step back from the line, and wait until the order to retrieve is given.
- 6) When all archers are done, the Marshal will call "Bows down!", "Cease!" or the equivalent and wait for compliance.
- 7) When all weapons are down, the Marshal will give the command, "Retrieve arrows!" or the equivalent.
- 8) In the case of a serious safety problem on the range such as someone entering, or about to enter, the target or safety zone, the call "Hold!" shall be given by anyone noticing the problem. All archers are to remove the arrows or bolts from their weapons.

D. RANGE SET-UP

It is recommended that the range and safety zone be posted with signs in addition to the required perimeter markers of ropes, poles, etc.

The following are suggested dimensions for the range and safety zones for target and specialty competitions. These are general guidelines. The actual sizes may vary, depending on terrain, the archers, and other conditions. It is better to err on the side of safety with too much space than not enough.

- 1) For Target Shoots:
 - a) The safety zone behind the farthest target should extend at least 40 yards back, or for 1/2 the distance from the line to the farthest target, whichever is greater.
 - b) For shoots of 50 yards or less, the safety zone to the sides of the shooting line and targets should extend outward at a 30- to 45-degree angle from both ends of the shooting line to a line even with the furthest target, and continue straight back from there to the required distance.
 - c) For shoots of over 50 yards, the safety zone to the sides of the shooting line and targets should extend outward at a 30- to 45-degree angle from both ends of the shooting line to a line 50 yards away or 1/4 the distance to the far end of the safety zone, whichever is greater, and continue straight back from there to the required distance.
- 2) For Specialty Shoots:
 - a) For clout shoots, the safety zone should extend beyond the target for at least 1/2 the target distance, and to each side for at least 1/5 the target distance. (It is recommended that the Target Archery Marshal arrange for any archers who are not familiar with clout shooting to practice in advance. They should start with their bows aimed at a low angle and work their way up. This will help prevent overshooting the safety zone.)
 - b) For flight shoots, the safety zone distance should be at least 300 yards, or the maximum range of the heaviest bow allowed. It is not recommended that a flight shoot be held if space is limited.
 - c) For roving courses, the safety zone distance shall be a minimum of one and one-half times the distance to the target. Include special consideration for the angles and distances required for the other targets in the course. No target should be placed within the shooter's line of sight with another target.

E. RANGE COURTESY:

- 1) When going to retrieve arrows, first pick up any of your arrows lying short of the target.
- 2) Remove arrows by "worrying" them out. Do not yank them out.
- 3) Do not handle anyone's equipment unless you have asked for and received the owner's permission.
- 4) Do not remove other archers' arrows unless you have asked for and received the owner's permission.
- 5) Keep distraction of the archers on the shooting line to a minimum.

F. REQUIREMENTS FOR TARGET ARCHERY MARSHALS:

- 1) 1. All Target Archery Marshals (TAMs) shall have a knowledge of range safety and of target archery. They shall be familiar with S.C.A., Inc. and kingdom archery rules.
- 2) All Target Archery Marshals are officers of the S.C.A., Inc. and shall maintain membership as required by the S.C.A., Inc. By-Laws, and shall be warranted by their kingdom as required by Corpora.

G. RESPONSIBILITIES OF TARGET ARCHERY MARSHALS:

- 1) The kingdom archery marshal shall ensure that the kingdom target archery rules include, at a minimum, basic range safety standards, archery equipment standards, warranting and reporting procedures for Target Archery Marshals, and injury reporting procedures.
- 2) The kingdom archery marshal shall report quarterly to the Society Archery Marshal. This is in addition to any required kingdom reports.
- 3) No target archery activities are to take place at an event unless a target archery marshal is present on the range.
- 4) In the event of any disagreement, the Target Archery Marshal in Charge shall have complete say and control in resolving the dispute, subject to appeal to the kingdom Earl Marshal or the Crown. Appeals may be made via the appropriate procedures as specified in kingdom and S.C.A., Inc. law and policy.
- 5) The Target Archery Marshal's commands are to be followed explicitly while on the target archery range. Failure to follow the Target Archery Marshal's instructions may result in removal from the range.
- 6) The Target Archery Marshal in Charge may request the assistance of other Marshals in the performance of his/her duties. However, the responsibility for safely setting up and running the range remains with the Target Archery Marshal in Charge.
- 7) The Target Archery Marshal in Charge or the assisting Marshals have the authority to inspect all bows and arrows/bolts for safety and compliance with kingdom rules.
- 8) Equipment that does not meet the standards laid out in the rules shall not be used.
- 9) Equipment deemed unsafe by the Target Archery Marshal in Charge shall not be used.
- 10) While on duty, Target Archery Marshals are responsible for taking all reasonable steps to enforce the rules and safety standards for archery activities or events.
- 11) The Target Archery Marshal in Charge at an event shall report, to the kingdom archery officer and any others required by kingdom law and policy, all injuries requiring professional medical treatment as a result of activity on or about the range.
- 12) The kingdom archery officer shall report to the Society Archery Marshal any archery-related injuries which required professional medical treatment as well as any potentially dangerous circumstances or incidents involving archery in the kingdom and their outcome.
- 13) As part of their duties, Target Archery Marshals are responsible for ensuring that all archers are familiar with and comply with the S.C.A., Inc. and Kingdom Target Archery Rules. This may be done either by verbal briefings or by requiring the archers to read the posted rules.

1.1.3 RULES FOR ARCHERY PARTICIPATION IN THE MIDDLE KINGDOM

A. RULES OF THE LINE

- 1) Each archer shall recognize that his/her equipment is a potentially lethal weapon, and understand the possibilities of physical injury to him/herself or others, and shall assume onto him/herself all risk and liability for harm.
- 2) A warranted archery marshal must be present at all S.C.A., Inc. shoots and practices.

- 3) All bows, arrows, and bolts must be inspected by an archery marshal [or supervised archery marshal-in-training] before the archer steps to the line.
- 4) Archers shall approach the shooting line only when instructed to do so by a marshal.
- 5) Archers shall straddle the line. Prone and seated archers must assure that the point of their projectiles are in front of the line before shooting.
- 6) Archers shall nock arrows only at the command of the marshal. Whenever any person is in front of the line of archers, no arrows will be nocked!
- 7) Nocked arrows and loaded bolts must always point downrange.
- 8) At the call of "HOLD!", archers shall immediately let down and lower their bows, pointing their arrows at the ground. Depending on the circumstances, the marshal may further request arrows to be unnocked and/or crossbow bolts to be fired into the ground or removed from the crossbow by hand. As the word "HOLD" is exclusively used when safety issues are at hand, it should not be used to end timed rounds [use "stop" or "time"]. Further, any participant, marshal or spectator has the authority to call "HOLD" on the archery range should they observe a perceived unsafe situation. However, the Marshal-in-Charge will evaluate and execute any required corrective action before allowing shooting to resume.
- 9) Archers shall retrieve their arrows only at the command of the marshal.
- 10) When pulling an arrow, an archer should place one hand on the target face and one hand on the arrow shaft close to the target face. Only one archer should pull arrows at a time and all others should stand off to the side. Remember to approach the target from the side and not straight on. Some arrows appear to be invisible when viewed straight on.
- 11) Archers are responsible for continuously assuring that their equipment meets the Equipment Standards after its original inspection. Should any questionable damage occur – consult with the Marshal-in-Charge.
- 12) Inappropriate behavior on the part of any participant or spectator may result in the Marshal-in-Charge removing that person from the shooting area.
- 13) A copy of the "Rules of the Line" shall be posted near the archery range. (Section 1.1.1 and 1.1.3.A of this Handbook)

END OF RULES AND CONVENTIONS

1.2 EQUIPMENT STANDARDS AND CONVENTIONS

1.2.1 ARCHERY EQUIPMENT STANDARDS – S.C.A., INC.

A. GENERAL ARCHERY EQUIPMENT STANDARDS:

- 1) All equipment should be consistent with pre-17th century archery in looks and function. The construction, use, and knowledge of period-style equipment and its safe use are among the primary goals of S.C.A., Inc. archery. However, the use of modern equipment is permitted provided it meets the equipment standards spelled out below.
- 2) Nothing in these rules shall be interpreted as preventing a kingdom or branch from making rules requiring the use of period style equipment in a period division or a specific competition. The rules allow the use of modern-style bows, but do not require that all competitions allow their use.
- 3) Each archer has the ultimate responsibility for the proper care, inspection and safe use of his/her own weapons, and for knowing and following the S.C.A., Inc. and kingdom target archery rules.
- 4) An archer shall not knowingly use unsafe equipment.
- 5) If an archer is unsure of the safety of his/her equipment, he/she shall request the assistance of a Target Archery Marshal in inspecting the equipment.
- 6) The Target Archery Marshal assisting in the inspection shall make a reasonable attempt to locate any unsafe conditions or violations of kingdom rules and inform the archer of what is found and how to correct it
- 7) The inspection by the Target Archery Marshal may not find all equipment faults and is conducted as a service to all the archers on the line. It does not remove the archers' primary responsibility for the safe condition of their own equipment.
- 8) Any equipment observed by a Target Archery Marshal to be unsafe shall not be used until it is made safe and is reinspected by a Target Archery Marshal.

B. EXCEPTIONS

Exceptions to the use of prohibited equipment may be allowed as follows:

- 1) The kingdom archery officer, or his/her designee, may approve the use of prohibited equipment by class, such as the use of plastic vanes or non-wooden arrows for children's archery. Any such exceptions shall be reported in the kingdom archery marshal's quarterly report to the S.C.A., Inc. Archery Marshal.
- 2) The Target Archery Marshal in Charge of an event may allow the temporary use of prohibited equipment for an archer on an event-by- event basis, such as permitting a new archer to use aluminum arrows with plastic vanes.
- 3) The Target Archery Marshal in Charge shall make necessary allowances for handicapped archers, provided that range safety is not compromised by these allowances.

C. BOWS:

- 1) Bows may be made of any material, provided they are judged safe to shoot by the Target Archery Marshal. Bows of unusual materials or construction will be required to pass the inspection of the Kingdom Archery Marshal or designated deputy. No compound bows are allowed in competition. There will be no exceptions to this prohibition.
- 2) Adjustable or fixed sights are not allowed. If adjustable or fixed sights are attached, they shall either be removed or made inoperative. Sighting and/or ranging marks on the limbs or riser are allowed, except in divisions or competitions, which exclude their use.
- 3) There are no draw weight limits for target archery bows. However, should a Target Archery Marshal observe that an archer is using a bow too heavy or overdrawn for them to safely shoot, the Target Archery Marshal will require the archer to stop using the bow.
- 4) No modern spring/flipper rests or plunger buttons are allowed. The use of simple rests is allowed, such as: simple one-piece plastic or non-adjustable wire rests; feather, bristle, leather, etc. rests; built out shelves or rests. The use of the shelf in a cut-out window is also allowed.
- 5) No stabilizers, clickers, or modern string release devices are allowed.
- 6) Bows with cut-out risers (i.e., those that can be seen through from the side, often found in take-down bows with metal risers) must have the openings covered so as to present a solid surface and an appearance more in keeping with medieval archery equipment.

D. CROSSBOWS:

- 1) No center-shot trackless crossbow styles are allowed.
- 2) No compound prods or break-cocking crossbow styles are allowed in competition. There will be no exceptions to this prohibition.
- 3) No archer shall continue to use a crossbow that is observed by a Target Archery Marshal to have too heavy a draw for the archer to use safely.
- 4) Prods of most materials are allowed, provided they are judged safe to shoot by the Target Archery Marshal. Prods of unusual material or construction will be required to pass the inspection of the Kingdom Archery Marshal or a designated deputy.
- 5) Simple rear sights are allowed. Front sights are not allowed.
- 6) Stocks may be of any material.
- 7) If a modern stock with openings that can be seen through from the side is used, all such openings must be filled or covered to appear more period. Openings which are intended for gripping the stock need not be covered. Openings may be covered with tape, leather, cloth, etc.

E. STRINGS:

- 1) All strings shall be appropriate in length and strength for the bow type and weight. Linen, silk, artificial sinew, and any modern bowstring materials are acceptable, as long as strings are properly constructed.
- 2) Strings that have become knotted, or those that have been repaired by knotting strands together, shall not be used. This rule does not forbid those string designs which incorporate knots, such as a bowyer's knot, in their original design.
- 3) A nocking point may be attached to the string. It may be made of metal or tied on. A single nocking point is allowed. The nocking point may consist of one or two locators, which may be of any type. The locators may not extend above or below the arrow nock in such a way as to allow them to be used as sighting mechanisms.
- 4) Peep sights or kisser buttons mounted on the string are not allowed.

F. ARROWS AND BOLTS:

- 1) All shafts shall be of wood or of bamboo-like materials.
- 2) Both self and footed shafts are permitted.
- 3) No broadheads or tips that cause excessive damage to the targets shall be used, except for special competitions using these heads with the permission of the Target Archery Marshal in Charge and the Kingdom Archery Marshal.
- 4) Fletched arrows and bolts shall use feathers or other pre-17th century material. Plastic vanes are not allowed.
- 5) Nocks for arrows may be of any material. Caps, rings, or nocks for bolts may be of any material.

**G. S.C.A., INC. TARGET ARCHERY SUPPLEMENTARY RECOMMENDATIONS
MISCELLANEOUS EQUIPMENT**

- 1) Any type of quiver may be used, with the exception of one that attaches to the bow.
- 2) It is recommended that arm and/or finger protection be used, according to the preference of the archer.
- 3) It is strongly recommended that the ends of the string be served, and that a serving cover the nocking area of the string. It should be noted that Japanese and Flemish style strings, which are rarely served at the ends, are acceptable.

1.2.2 ARCHERY EQUIPMENT STANDARDS – MIDDLE KINGDOM

A. RECURVE OR STRAIGHT BOWS

- 1) String silencers are allowed.
- 2) String material should be appropriate to the bow. If the bow can have a standard string, even if it is for a child's bow, it should have one. Most commercial strings are 48" or longer. Loops in strings made by compressed metal clips are only allowed for bows that have low poundage and are too short for standard strings.

B. CROSSBOWS

- 1) It is preferred that prods are not wrapped but it is not necessary to take off any wrappings currently on them.

- 2) Rolling nuts can be made of any appropriate material (wood, metal, ivory, and plastic). Rolling nuts that are tied in are preferred but not mandatory. Other string release mechanisms are allowed.
- 3) String material should be appropriate to the bow and its poundage. Metal cable is not allowed.
- 4) A bolt clip or other device for keeping the bolt in place is required.
- 5) Pistol crossbows are not allowed for Middle Kingdom Royal Rounds. Use in other competitions is at the discretion of the Marshal-in-Charge. Direct any commentary or questions to the Archer General. Note: pistol crossbows are illegal in Canada.

C. ARROWS AND BOLTS

- 1) Arrow shafts may be made of any type of wood or bamboo. Japanese arrows (39 inches or longer) and arrows used for junior archery competitions may be made of fiberglass and aluminum. However, the archer must be making efforts to secure arrows made of period materials (Direct any commentary or questions to the Archer General). Fiberglass and aluminum shafts are not allowed for the rest. Footed shafts (two kinds of wood spliced together) are allowed. This requirement may be waived for beginners who are not competing at the discretion of the Marshal-in-Charge.
- 2) Points must be target points, field points, blunts, bullet points, or bodkin points. Hunting points, broadheads and fish points are not allowed.
- 3) Arrows may have self-nocks, plastic nocks, hardwood reinforced or horn nocks. Nocks may be reinforced by wrapping with thread.
- 4) Should any archer have a repeated problem with losing points in the target or losing nocks off of their arrows, the archer should leave the line until their equipment has been properly reglued. Points lost in the target can damage other arrows. Lose nocks can cause misfires from the bow.

1.2.3 MIDDLE KINGDOM TARGET ARCHERY EQUIPMENT EXPERIMENTATION

A. GENERAL

Continuing experimentation with alternate materials and historical weaponry discovered in the course of study has broadened the range of weaponry and armory available for participants in the S.C.A., Inc. and the Middle Kingdom. In all cases where a participant wants to try out something new, safety should be considered paramount. Any marshal can restrict or refuse the use of experimental equipment or construction materials that are considered to be unsafe. Restrictions and refusals can be appealed to the next level in the Marshallate, up to the Kingdom Earl Marshal and Crown. The Kingdom Earl Marshal or designated deputy can also appoint special testing supervisors from among senior Marshallate staff to field test equipment and materials for general use. All equipment not classified in Section 1.2 - Equipment Standards (see above) are considered experimental and subject to Marshallate restriction in practices and competition. For equipment constructed of other than Section 1.2 accepted standards, the equipment must be inspected and approved by the Kingdom Earl Marshal or a designated deputy. The primary concern of this section is to maintain safety.

B. STANDARDS AND RESTRICTIONS

- 1) Use of experimental equipment and materials
 - a) Marshals can restrict or refuse the use of any experimental equipment or construction technique found by the marshal to be unsafe or dangerous to the user or other participants.
 - b) The decision to refuse or restrict an experimental item can be appealed up the Marshallate chain of authority, until final a decision is made by the Kingdom Earl Marshal or the Crown.
 - c) Anyone producing experimental equipment must show the item first to the Marshal-in-Charge, explain the experimental nature of the item, and request a thorough inspection and test before the item can be used. This is meant to include any equipment configuration from outside the European area and its nominal contacts during the recognized period of historical recreation in the S.C.A., Inc..
 - d) Unauthorized use of experimental equipment, that is, without the express permission of the Marshal-in-Charge and without the knowledge and consent of the other

participants is grounds for being barred from participation. The participant will be reported to the Regional Deputy Marshal, the Archer General, Kingdom Earl Marshal and subject to other restrictions including Marshals Court and any other action deemed appropriate by the Kingdom Earl Marshal.

- 2) Construction and Materials
 - a) Construction of experimental equipment will follow the guidelines as prescribed in Section 2 - Equipment Standards (see above).
 - b) Materials other than those described in Section 2 will be subject to testing to ensure safety in use and failure, and are subject to restriction based on testing as specified by the Kingdom Earl Marshal or a designated representative.

C. EXPERIMENTATION PROCEDURES

Experimental procedures will be determined on a case-by-case basis by the Kingdom Earl Marshal, Archer General or designated Deputy Earl Marshal.

END OF EQUIPMENT STANDARDS

SECTION 2
THROWN WEAPONS

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2.1 RULES AND CONVENTIONS

2.1.1 RULES FOR THROWN WEAPONS PARTICIPATION IN THE SCA, INC.

A. RULES OF THE LINE:

- 1) Side-arm throwing of weapons requires an adequate safe zone and the Marshal in Charge's permission.
- 2) Throwers must ask the Thrown-Weapons Marshal for permission before filling in on the line
- 3) All throwers on the line must throw from approximately the same distance.
- 4) Throw only at designated targets.
- 5) Do not throw until commanded to do so.
- 6) Do not retrieve until commanded to do so.
- 7) If "HOLD!" is called, put down your weapon(s) and step back from the line.
- 8) Step aside or back once you have completed throwing.
- 9) Do not throw weapons that have not been inspected. Any weapon hit by another weapon must be re-inspected by the thrower.
- 10) Do not stand or walk behind throwers on the line.
- 11) Just before EACH throw, look behind to ensure that it is clear.
- 12) Do not swing weapons aimlessly or in a careless manner. Always be aware of what may be in the path of your weapon when it is swung.
- 13) Be aware of sharp points and edges of weapons.
- 14) Stay alert. Weapons can and will bounce back from the target if mis-thrown.

2.1.2 CONVENTIONS FOR THROWN WEAPONS – S.C.A., INC.

A. RANGE SET-UP:

- 1) The range will be identifiable at all times. Rope, tape, poles, etc., may be used to mark off the range and the safety area
- 2) The Marshal in Charge should be easily identified.
- 3) The throwing line is the closest position from which a throw can be made.
- 4) Hard targets for knives and axes should be at least 10 feet away from the throwing line (down-range). A hard target is any target made of materials that provide a solid resistance. This includes, but is not limited to, logs, plywood, etc.
- 5) Hard targets for spears should be at least 20 feet away from the throwing line.
- 6) Soft targets for spears should be at least 10 feet away from the throwing line. A soft target is any target made of materials that do not provide solid resistance. This includes, but is not limited to, hay bales, Styrofoam, etc.
- 7) A safe zone shall be established that takes into consideration the weapons being used and the range conditions. The safe zone includes the area behind and to the sides of the targets as well as behind the throwing line.

B. RANGE PROCEDURES AND COMMANDS

- 1) The Marshal will call the throwers to the line.
- 2) The Marshal will look to see that all is clear down-range.
- 3) The Marshal will look to see that nobody is directly behind the throwers, in the path of the swing, or in the arch traversed by the swing.
- 4) The Marshal will call out "Range clear!" or the equivalent, and wait momentarily for any responses.
- 5) If all is clear, then the order "Throw when ready!" or the equivalent will be given.
- 6) When finished, the throwers are to put down any weapons in hand, step back from the line and wait until the order to retrieve is given.
- 7) When all throwers are finished, the Marshal will call "Weapons down!" or the equivalent and wait for compliance.
- 8) When all weapons are down, then the Marshal will give the command, "Retrieve weapons!" or the equivalent.

C. THROWN-WEAPONS MARSHALS

- 1) Requirements for Thrown-Weapons Marshals:

- a) All Thrown-Weapons Marshals (TWMs) shall be knowledgeable about throwing weapons, range safety, and S.C.A., Inc. and kingdom throwing weapon rules.
 - b) All Thrown-Weapons Marshals are officers of the S.C.A., Inc. and shall maintain membership as required by the S.C.A., Inc. By-Laws, and shall be warranted by their kingdom as required by Corpora.
- 2) Responsibilities of Thrown-Weapons Marshals:
- a) The kingdom Thrown-Weapons Marshal shall ensure that the kingdom thrown-weapons rules include, at a minimum, basic range safety standards, equipment standards, warranting and reporting procedures for Thrown-Weapons Marshals and injury reporting procedures.
 - b) No thrown-weapons activities are to take place at an event unless a warranted thrown-weapons marshal is present.
 - c) In the event of any disagreement, the Marshal in Charge (MIC) shall have complete say and control in resolving the dispute, subject to appeal to the kingdom Earl Marshal or the Crown. Appeals may be made via the appropriate procedures as specified in kingdom and S.C.A., Inc. law and policy.
 - d) The commands of the Marshal in Charge are to be followed explicitly by all throwers while on the thrown-weapons range. Failure to follow the Marshal in Charge's instructions may result in removal from the range.
 - e) The Marshal in Charge may request the assistance of other Marshals in running the line and inspecting equipment. However, the responsibility for safely setting up and running the range remains with the Marshal in Charge.
 - f) The Marshal in Charge or the assisting Marshals have the authority to see that all thrown weapons are inspected for damage and compliance with the rules of the line.
 - g) Equipment that does not meet the standards laid out in these rules shall not be used.
 - h) Equipment deemed dangerous by the Marshal in Charge shall not be used.
 - i) While on duty, all Thrown-Weapons Marshals are responsible for the enforcement of the rules and safety standards for thrown-weapons activities or events.
 - j) As part of their duties, Thrown-Weapons Marshals are responsible for taking all reasonable steps for ensuring that all throwers are familiar with and comply with the S.C.A., Inc. and Kingdom Thrown-Weapons Rules.
 - k) All kingdom level Thrown-Weapons Marshals are required to report quarterly to the S.C.A., Inc. Archery Marshal. This is in addition to any reports to their superior required by kingdom law.
 - l) The Marshal in Charge at an event shall report, to the kingdom Thrown- Weapons Marshal and any others required by kingdom law and policy, all injuries requiring professional medical treatment as a result of activity on or about the range.
 - m) The Kingdom Thrown-Weapons Marshal shall report to the Society Archery Marshal any injuries related to thrown-weapons activities which required professional medical treatment as well as any potentially dangerous circumstances or incidents involving thrown-weapons activities in the kingdom and their outcome.

2.1.3 RULES FOR THROWN WEAPONS PARTICIPATION –MIDDLE KINGDOM

A. RULES OF THE LINE

- 1) Each thrower shall recognize that his/her equipment is a potentially lethal weapon, and understand the possibilities of physical injury to him/herself or others, and shall assume onto him/herself all risk and liability for harm.
- 2) A warranted Thrown Weapons Marshal must be present at all S.C.A., Inc. events and practices.
- 3) All thrown weapons must be inspected by a Thrown Weapons Marshal (or supervised TWMIT) before they may be thrown.
- 4) Throwers shall behave in a courteous and safe manner at all times.
- 5) Throwers shall stand behind the marked line when throwing (despite their natural pace length) to assure a safe zone from bouncing weapons.
- 6) Only throwers and the line marshals are allowed in the throwing range. (see special circumstances).

- 7) At the call of "HOLD!" throwers shall immediately lower their weapons. As the word "HOLD" is exclusively used when safety issues are at hand, it should not be used to end timed rounds (use "stop" or "time"). Further, any participant, Marshal or spectator has the authority to call "HOLD" on the thrown weapons range should they observe a perceived unsafe situation. However, the Marshal-in-Charge will evaluate and will execute any required corrective action before allowing throwing to resume.
- 8) Throwers may not throw at a target containing other thrower's weapons without their expressed permission.
- 9) Throwers shall retrieve their weapons only at the command of the marshal.
- 10) Throwers should only pull their weapons from the targets
- 11) Throwers are responsible for continuously assuring that their equipment meets the Equipment Standards after its original inspection. Should any questionable damage occur – consult with the Marshal-in-Charge.
- 12) Inappropriate behavior on the part of any participant or spectator may result in the Marshal-in-Charge removing that person from the shooting area.
- 13) A copy of these "Rules of the Line" (Section 2.1.1A & 2.1.3A) must be posted near the thrown weapons line.

END OF RULES AND CONVENTIONS

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2.2 EQUIPMENT STANDARDS

2.2.1 THROWN WEAPONS EQUIPMENT STANDARDS – S.C.A., INC.

A. GENERAL

- 1) Each thrower has the final responsibility for the proper care and safe use of their weapons, and for knowing and following their kingdom's thrown-weapon rules.
- 2) A thrower shall not knowingly use unsafe equipment.
- 3) If a thrower is unsure of the safety of their equipment they shall request the assistance of a Thrown-Weapons Marshal in inspecting their equipment.
- 4) The Thrown-Weapons Marshal assisting in the inspection shall make a reasonable attempt to locate any unsafe conditions or violations of kingdom rules and inform the thrower of what is found and how to correct it.
- 5) The inspection by the Thrown-Weapons Marshal may not find all equipment faults and is conducted as a service to all the throwers on the line. It does not remove the throwers' primary responsibility for the safe condition of their own equipment.
- 6) Any equipment observed by a Thrown-Weapons Marshal to be unsafe shall not be used until it is made safe and reinspected by a Thrown- Weapons Marshal.
- 7) Equipment and safety standards vary greatly depending upon the type of thrown weapon and the techniques that are used to throw the weapon. All inspections and decisions should be made with the following considerations:
 - a) How will the user be throwing the weapon? E.g., for knives, will it be thrown by the handle or the blade?
 - b) Is the weapon designed to be thrown?
 - c) Is the weapon sturdy enough to be thrown?
 - d) How sharp is the blade?
 - e) How balanced is the weapon?
 - f) Is the weapon either excessively light or heavy in weight?
 - g) Is the weapon either excessively short or long?
 - h) Is the handle taped?

If a weapons handle has been taped or reinforced, it must have been done for a reason. Ask the owner about it. Give it extra attention; make sure that it is structurally sound and safe. Duct tape is not an acceptable fix for a handle with a major crack. If it cannot be inspected due to coverings, it should be failed.

B. KNIVES:

- 1) Throwing knives should be of a size and weight which allows them to be thrown safely and easily.
- 2) The handle of the knife should be firmly attached.
- 3) The throwing surface should be free of burrs or protrusions that can cut or injure an unprotected hand upon release.

C. AXES:

- 1) Axes should be of a size and weight which allows them to be thrown safely and easily.
- 2) The handles of all axes should be firmly attached.
- 3) Some axes are designed to allow the head to slide up a tapered handle and pressure-fit on. The heads will come off if they are pushed toward the butt of the handle. When the axe is used, the head is forced into place and seats tightly. The inspecting marshal should ensure that the head does indeed seat tightly and will not slip over the taper.
- 4) The haft cannot have any major cracks.
- 5) The haft cannot have any burrs or rough surfaces that can cut or give splinters to an unprotected hand upon release.

D. SPEARS:

- 1) Spears may not be excessively long or heavy.
- 2) Spear heads must be firmly attached to the shaft of the spear
- 3) The shaft cannot have any burrs or rough surfaces that can cut or give splinters to an unprotected hand upon release.

4) The shaft must be sound and without major cracks.

E. SPECIALIZED THROWING WEAPONS:

Specialized throwing weapons are any weapons that have been designed with more than one impact surface to increase the chances of the weapon sticking in the target. Because they come in a variety of shapes and sizes, they must be judged on an individual basis.

2.2.2 THROWN WEAPON EQUIPMENT STANDARDS OF THE MIDDLE KINGDOM

A. KNIFES

- 1) Each knife must have a single point.
- 2) Knives may have one or both edges sharpened. It is neither required nor safe to have excessively sharp cutting edges on throwing knives.
- 3) The knife must be free of cracks in the blade or handle. Taped handles are permissible on knives.

B. AXES

- 1) The Ax handles must be blunt on both ends (see 2.2.2D – Specialized Throwing Weapons).
- 2) The ax head and handle must be free of major cracks. Handles may not be taped as this could hide this type of defect.
- 3) Ax heads must not be of a size, weight or configuration that will cause undue damage to the target.

C. SPEARS

- 1) Throwing spears may not exceed 8 feet in length inclusive of any butt caps.
- 2) Butt caps must not be pointed, which could cause injury to someone approaching the target.
- 3) Spear points must be of a configuration that will not cause undue damage to the target. Barbs are not allowed. Quillions are allowed.

D. SPECIALIZED THROWING WEAPONS

- 1) Non-spiked hammers and maces, which are not specifically designed to stick in a target, are not allowed.
- 2) Throwing axes with spikes and spiked hammers belong to this category. As such, the Marshal-in-Charge will determine if they are acceptable to be used on the range.
- 3) Weapons must be of a weight and configuration that will not cause undue damage to the target.

2.2.3 MIDDLE KINGDOM THROWN WEAPONS EQUIPMENT EXPERIMENTATION

A. GENERAL

Continuing experimentation with alternate materials and historical weaponry discovered in the course of study has broadened the range of weaponry and armory available for participants in the S.C.A., Inc. and the Middle Kingdom. In all cases where a participant wants to try out something new, safety should be considered paramount. Any Marshal can restrict or refuse the use of experimental equipment or construction materials that are considered to be unsafe. Restrictions and refusals can be appealed to the next level in the Marshallate, up to the Kingdom Earl Marshal and Crown. The Kingdom Earl Marshal or designated deputy can also appoint special testing supervisors from among senior Marshallate staff to field test equipment and materials for general use. All equipment not classified in Section 2.2 - Equipment Standards (see above) are considered experimental and subject to Marshallate restriction in practices and competition. For equipment constructed of other than Section 2.2 accepted standards, the equipment must be inspected and approved by the Kingdom Earl Marshal or a designated deputy. The primary concern of this section is to maintain safety.

B. STANDARDS AND RESTRICTIONS

- 1) Use of experimental equipment and materials
 - a) Marshals can restrict or refuse the use of any experimental equipment or construction technique found by the marshal to be unsafe or dangerous to the user or other participants.
 - b) The decision to refuse or restrict an experimental item can be appealed up the Marshallate chain of authority, until a final decision is made by the Kingdom Earl Marshal or the Crown.

- c) Anyone producing experimental equipment must first show the item to the Marshal-in-Charge, explain the experimental nature of the item, and request a thorough inspection and test before the item can be used. This is meant to include any equipment configuration from outside the European area and its nominal contacts during the recognized period of historical recreation in the S.C.A., Inc..
 - d) Unauthorized use of experimental equipment, that is, without the express permission of the Marshal-in-Charge and without the knowledge and consent of the other participants is grounds for being barred from participation. The participant will be reported to the Regional Deputy Marshal, the Archer General, Kingdom Earl Marshal and subject to other restrictions including Marshals Court and any other action deemed appropriate by the Kingdom Earl Marshal.
- 2) Construction and Materials
- a) Construction of experimental equipment will follow the guidelines as prescribed in Section 2.2 - Equipment Standards (see above).
 - b) Materials other than those described in Section 2.2 will be subject to testing to ensure safety in use and failure, and are subject to restriction based on testing as specified by the Kingdom Earl Marshal or a designated representative.
- C. EXPERIMENTATION PROCEDURES**
- Experimental procedures will be determined on a case-by-case basis by the Kingdom Earl Marshal, Archer General or designated Deputy Earl Marshal.

END OF EQUIPMENT STANDARDS

SECTION 3
NON-COMBAT SIEGE WEAPONS

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3.1 RULES AND CONVENTIONS

3.1.1 RULES FOR NON-COMBAT SIEGE WEAPONS PARTICIPATION – S.C.A., INC.

The utilization of Siege Weapons outside of combat in target or range scenarios and/or with ammunition, which is not authorized for combat due to weight or configuration, is beyond the scope of the current S.C.A., Inc. rules for participation.

3.1.2 RULES FOR NON-COMBAT SIEGE WEAPONS PARTICIPATION –MIDDLE KINGDOM

A. REGULATIONS AND CONVENTIONS

All standard range regulations and conventions apply to siege weapon ranges except as specifically noted herein.

B. SCENARIOS

NOTE: Siege weapons are used in two different and independent scenarios:

- 1) In association with combat, where the siege weapons [engines] are limited by range and ammunition configuration. In these situations, Authorized Combat Marshals in lieu of Archery Marshals conduct the marshaling.
- 2) In scenarios where the weapons are being employed with greater distances and/or ammunition which is not approved for combat [i.e. bowling balls, water jugs, rocks, etc.], the marshaling is conducted by Authorized Archery Marshals.

C. RULES OF THE LINE

- 1) Each engineer shall recognize that his/her equipment is a potentially lethal weapon, and understand the possibilities of physical injury to him/herself or others, and shall assume onto him/herself all risk and liability for harm.
- 2) A warranted archery marshal must be present at all S.C.A., Inc. siege weapon target shoots and practices.
- 3) Engineers shall pay heed to the archery Marshal-in-Charge and follow his/her commands.
- 4) All siege weapons and ammunition must be inspected by an Archery Marshal (or supervised Archery Marshal-in-Training) before the weapon is shot.
- 5) When employing a crew or team to load, aim or shoot a siege weapon – each member of the team must be familiar with the commands used to load or shoot the engine. They must be informed of any potential pinch points or other hazards. Additionally, they must know where they are to stand safely when the weapon is shot.
- 6) Engineers will only “cock” or “load” their weapon when the Archery Marshal has cleared the line appropriately (see range setup Section 4.3.3).
- 7) Once “cocked”, an engine may not be moved unless constructed with a pivot to allow for aiming.
- 8) At the call of "HOLD!" engineers/crews shall immediately stop all activities and apply any safety mechanisms they may have. Depending on the circumstances, the marshal may further request that the weapons be unloaded or shot into the ground. As the word “HOLD” is exclusively used when safety issues are at hand, it should not be used to end timed rounds (use “stop” or “time”). Further, any participant, Marshal or spectator has the authority to call “HOLD” on the siege weapon range should they observe a perceived unsafe situation. However, the Marshal-in-Charge will evaluate and will execute any required corrective action before allowing shooting to resume.
- 9) The engineer must notify the Marshal-in-Charge when s/he is ready to shoot and wait for confirmation from the marshal that the line is clear before discharging the weapon.
- 10) When finished shooting, the engineer shall step back from the siege weapon.
- 11) Engineers shall retrieve their ammunitions only at the command of the marshal.
- 12) Engineers are responsible for continuously assuring that their equipment meets the Equipment Standards (see Section 3.2) after its original inspection. Should any questionable damage occur – consult with the Marshal-in-Charge.
- 13) The engineer is responsible to return the range to its original condition. Holes are to be filled, water jugs removed to the trash, etc.
- 14) Inappropriate behavior on the part of any participant or spectator may result in the Marshal-in-Charge removing that person from the shooting area.

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- 15) A copy of these “Rules of the Line” must be posted near the siege engine line. (Section 3.1)

END OF RULES AND CONVENTIONS

3.2 EQUIPMENT STANDARDS

3.2.1 NON-COMBAT SIEGE WEAPON EQUIPMENT STANDARDS - S.C.A., INC.

At this time there are no S.C.A., Inc., Inc. equipment standards for non-combat usage of siege weapons. Although, several of the construction and equipment standards for Combat Siege Weapons provide useful information and should be referred to as guidelines.

3.2.2 NON-COMBAT SIEGE WEAPON EQUIPMENT STANDARDS – MIDDLE KINGDOM

A. CONSTRUCTION

Siege weapons are constructed in several configurations. This creates a situation where the engineer and marshal must exercise good judgment, as new designs are always evolving. When in doubt – DON'T SHOOT IT. The great amount of mechanical energy involved between the weapon and munitions demands caution at all times.

B. LOG

Each weapon is to be accompanied by a log. Said log is to include the following information in chronological sequence;

- 1) Name of the engineer
- 2) Generic name for the engine
- 3) History of the engine [where it's been shot and what the ammunition was]
- 4) A sequential list of any repairs or modifications involved

C. EVALUTION

The marshal will use the log to evaluate the weapons construction and safety record. Special attention will be given when the engine has been reconfigured for greater force or is using heavier ammunition. If a log hasn't been prepared, the marshal will stop the inspection until one has been created.

D. STABILITY

Each engine is to be stable. When the energy is transferred to the ammunition, the machine must not rock or otherwise show signs of tipping or collapse.

E. FAILURE

A Siege Weapon, which frequently displays the same manner of failure, must be decommissioned until permanent and adequate repairs are made. The marshal must make the decision if the failures are simply a matter of "tuning" the siege weapons performance and design, which do not present any hazard, or are major workmanship or design flaws. These decisions are the sole responsibility of the Marshal-in-Charge. Failure descriptions are to be entered into the engine's log. Said entries are to be signed and dated by the Marshal-in-Charge.

END OF EQUIPMENT STANDARDS

SECTION 4
MARSHALLING GUIDELINES

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4.1 MARSHAL RESPONSIBILITIES AND CHAIN OF AUTHORITY

Marshals are recognized as officers of the S.C.A., Inc. The fundamental distinction between types of marshals in the Middle Kingdom is between those fully warranted and those under restricted warrants: Marshals who may authorize new participants and those who may not. Fully warranted Marshals are officers of the S.C.A., Inc., the personal representatives of the Kingdom Earl Marshal and, ultimately, the Crown. Only fully warranted marshals and the Crown (see S.C.A., Inc. Rules of the List #4) may authorize participants to compete in S.C.A., Inc. martial activities in the Middle Kingdom. All but the Crown must be under full warrants, the Crown being the final authority of the Marshallate.

The chain of authority for the Marshallate is not only for reporting but also for participants and marshals to seek guidance or appeal on Marshallate issues. Under normal situations, the Marshal-in-Charge of an event is the final authority on issues that come up at that event. Their decisions will stand until a senior marshal reviews the decision according to the same general chain that reports are sent in. If no senior marshal is present, the formal appeals process must be followed. (See Section 4.6 - Arbitration & Grievance Procedures.)

NOTE: Members of the Chivalry and Royal Peers are not “senior marshals” unless they happen to hold a senior office. However, given the expertise possessed by these peers, their input should be given due consideration but the Marshal-in-Charge has authority over participants regardless of rank.

Marshals of the Field report to Regional Deputy Marshals. Many S.C.A., Inc. groups will have officers responsible for their archery program. These go by several titles inclusive of Archery Lieutenant (for Shires and Cantons) and Archery Captains (for Baronies). Marshals in these positions should also submit reports to the group’s Seneschal.

Regional Deputy Marshals and Archery Lieutenant Generals report to the Kingdom Deputy in charge of their activity (Marshal of Arms, Rapier Combat Marshal, Archer General and the Dean of the Equestrian College).

Principality Earl Marshals are in a unique position. On the one hand, they function like any other Regional Deputy Marshal and report directly to the Marshal of Arms. However, they are also traditionally expected to function within their principality much like the Earl Marshal of a kingdom. As such, they also report to the Coronet and serve on their principality council. The Principality Earl Marshal will also function as a sort of “chief of staff” for the regional deputy marshals of the other martial activity areas but with the important difference that this is a “dotted line” relationship. The *direct* superior of a senior principality activity marshal is the kingdom deputy for that activity.

The Kingdom Deputies report to the Earl Marshal, as do all Special Deputies. Special Deputies are not part of the formal appeals chain but they should be consulted when an issue arises that touches on their area of expertise. The Designated Deputy Earl Marshal (“Drop Dead Deputy”) becomes part of the chain of authority in the absence of the Earl Marshal.

The Earl Marshal reports to both the Crown and to the Society Marshal. While the Crown and Earl Marshal are the final authorities on all martial matters within the kingdom, they cannot overrule Society regulations and policies. It should be noted, however, that the Crown and the Earl Marshal are given some latitude in interpreting and applying those policies.

4.1.1 GENERAL REQUIREMENTS AND RESTRICTIONS FOR ALL MARSHALS

A. AUTHORIZED PARTICIPANT

Must be an authorized participant of the specific martial activity for which they wish to become a Marshal within the Middle Kingdom. The Marshal at Arms or the Kingdom Earl Marshal may waive this rule on a case by case basis.

B. MEMBERSHIP

Currently an Associate, Subscribing, Contributing, or Patron member of the S.C.A., Inc.

C. MIDDLE KINGDOM MARSHALS HANDBOOK

Must own or have immediate access to a Middle Kingdom Marshals Handbook as required for each activity.

D. FIRST AID TRAINING

It is also desirable but not required to have certified First Aid training at least equivalent to the standard American Red Cross Multi-Media First Aid course. However, no amount of medical

training allows a marshal to prevent a combatant from entering the Lists solely for medical reasons.

E. GROUP MARSHALS-IN-TRAINING

In special cases, a marshal-in-Training may be granted authority to supervise local practices. This is to be a temporary situation until the Marshals-in-Training is fully warranted or a Marshal of the Field can be located. This situation may only be granted by the Archery General and Kingdom Earl Marshal.

F. TABARD OR BALDRIC

Should have a marshal's tabard or baldric bearing armory that has been approved for that activity. The tabard is worn only when on duty, and some form of the badge of office identifying the wearer as a marshal must be worn while on duty.

4.1.2 WARRANTED MARSHALS (FULL)

A. THE KINGDOM EARL MARSHAL (KEM)

The Kingdom Earl Marshal holds the final authority, under the Crown and the Society Marshal, to regulate Society martial activities within the Middle Kingdom. The Kingdom Earl Marshal and the Crowns sign warrants for all marshals in the Kingdom. The Crown may delegate the privilege of issuing warrants to the Coronet and Principality officers. Decisions of marshals may be appealed to him or her. Decisions made by the Kingdom Earl Marshal are limited by the necessity of obtaining consent from the Crown of the Middle Kingdom and the requirement that the decisions be consistent with the decisions of the Society Marshal and the Board of Directors of the S.C.A., Inc. The term of service includes a probationary period of six months; after that period is over it is customary to extend the warrant for a total of two years. The Kingdom Earl Marshal may not serve more than three consecutive calendar years. Kingdom Earl Marshal responsibilities and prerogatives include:

- 1) Communicate with, and forward information from the Society Marshal,
- 2) Maintain a full complement of warranted marshals at all levels throughout the Kingdom,
- 3) Keep an accurate list of authorized participants in the MidRealm and make this list available to the Marshallate,
- 4) Supervise the offices of the:
 - a) Kingdom Archer General,
 - b) Kingdom Rapier Combat Marshal,
 - c) Marshal at Arms for Armored Combat,
 - d) Dean of the Equestrian College,
 - e) All other assigned or special duty Deputy Marshals
- 5) Determine and enforce the Rules of the Lists and Conventions of Combat of the Middle Kingdom.
- 6) Determine and enforce the armor and weapons standards of the Middle Kingdom.
- 7) Determine and enforce the qualifications necessary for warranting as a marshal.
- 8) Nominate suitable persons to fill vacant positions in the Marshallate.
- 9) Grant authorizations in the Middle Kingdom.
- 10) Revoke authorizations and warrants and to ban persons from martial participation, subject to the review of the Quarter Court and appeal to the Crown.
- 11) Be the Marshal-in-Charge of the Middle Kingdom Crown Tournaments, or to designate an alternate Marshal-in-Charge.

B. ARCHER GENERAL (AG)

The **Archer General (AG)** is primarily responsible for supervising Archery, Thrown Weapons and Non-Combat Siege weapon activities, including but not limited to:

- 1) Directing the Archery and Thrown Weapons marshallate
- 2) Enforcing participation standards on Archery, Thrown Weapons, and Non-Combat Siege Weapons
- 3) Reporting quarterly to the Kingdom Earl Marshal

C. PRINCIPALITY EARL MARSHAL (PEM)

The **Principality Earl Marshal (PEM)** has all of the duties, rights, and prerogatives primarily of a Regional Armored Combat Marshal (see below), and any other warranted Marshallate requirements for the other martial activities, but may be given other duties, rights, and

prerogatives as the Principality develops. The Principality Earl Marshal has a developmental role: In the inception of a principality, the Principality Earl Marshal serves effectively as a Regional Armored Combat Marshal. If and when the Principality becomes a Kingdom, the Principality Earl Marshal assumes the prerogatives of a Kingdom Earl Marshal. As the Principality develops and takes on an increasingly unique character, the Kingdom Earl Marshal may delegate further responsibilities and authority to the Principality Earl Marshal (with the consent of the Crown and the Coronet). The method of warranting a Principality Earl Marshal is defined in the laws of the Principality. The Principality Earl Marshal is also responsible for being the Marshal-in-Charge of the Principality Coronet Tournaments, or to designate an acceptable alternate Marshal-in-Charge.

D. REGIONAL DEPUTY MARSHAL/LIEUTENANT GENERAL (RDM)

The **Regional Deputy Marshal/Lieutenant General (RDM)** is an important link between the Archer General and the local Marshals. Each RDM is responsible for an extended geographical area; within that area The Regional Deputy Marshal has primary responsibility for the day-to-day supervision of S.C.A., Inc. archery and thrown weapons and the supervision and development of the marshallate. A Regional Deputy Marshal must first serve a probationary period of six months after which the warrant may be extended for a total of two years. A second warrant may then follow the first, extending the Regional Deputy Marshal 's tenure to a maximum total of three years. The responsibilities and prerogatives of the Regional Deputy Marshal include:

- 1) Report quarterly to the Archer General on the status of S.C.A., Inc. archery and non-combat siege weapons (Regional Deputy Marshal) and thrown weapons (Thrown Weapons Lt. General) in their area, the status of the marshallate, any actions of Marshal's Court, and any questions of special importance.
- 2) Be familiar with all the local Marshals within the region.
- 3) Train and supervise the marshallate in the region, and has the right to veto the warranting of a candidate for advancement from Marshal-in-Training status. NOTE: The Regional Deputy Marshal can be overruled by the Archer General, Kingdom Earl Marshal or Crown, however the veto cannot be appealed to a Quarter Court.
- 4) Ensure observance of the rules and conventions for archery non-combat siege weapons, and thrown weapons.
- 5) Discretionary power to act for the Kingdom Earl Marshal and the Crown: the Regional Deputy Marshal may make decisions judged as warranted to insure safety at an official event. Such discretionary actions must be immediately reported to the Archer General, Kingdom Earl Marshal and the Crown.

May suspend authorizations for up to six months. Such suspensions must be immediately reviewed by the Kingdom Earl Marshal and may be appealed to the Regional Marshal's Court.

E. DEPUTY EARL MARSHALS (DEM)

Deputy Earl Marshals (DEM) are primarily responsible for their own offices and deputies, each covering a clearly defined martial activity. They have a primary obligation to advise the Kingdom Earl Marshal and the Crown on matters concerning their area of expertise. Each ranks as a Deputy Earl Marshal but may not act as a fully warranted marshal for any other S.C.A., Inc martial activities unless they have been specifically warranted for that purpose under the standards set for that activity. The currently recognized offices include:

- 1) Kingdom Archer-General
- 2) Dean of the Equestrian College
- 3) Kingdom Rapier Combat Marshal
- 4) Marshal-at Arms for Armored Combat

The responsibilities and prerogatives of the Deputy Earl Marshals include:

- a) Supervise the development of their martial art.
- b) Enforcement of the rules governing participation in their martial activity.
- c) Report quarterly to the Kingdom Earl Marshal concerning their activities.
- d) Train, select, and supervise their Marshals (including the creation and maintenance of a Marshals handbook according to Marshallate guidelines);

- e) Create and revise the participation rules for their respective activities within the limitations set out by the S.C.A., Inc and such other duties as the Kingdom Earl Marshal shall direct them to perform.
- f) The Archer General, Minister of Fence, Marshal-at-Arms and Dean of the Equestrian College must be warranted as Marshals within their domains before assuming the office, although only the Marshal-at-Arms is required to be an authorized armored combat participant.

F. SPECIAL DEPUTY EARL MARSHALS (SDEM)

Special Deputy Earl Marshals (SDEM): are appointed by the Kingdom Earl Marshal with the same prerogatives as the Deputy Earl Marshals except that Special Deputy Earl Marshals are responsible primarily for their specific area in Marshallate activities, unless otherwise directed by the Kingdom Earl Marshal. Special Deputy Earl Marshals are equal in rank but subordinate to a Principality Earl Marshal or Deputy Earl Marshal in decisions regarding the Principality or activity where the other officer has primary jurisdiction. This appointment can be for special projects or applied to the Kingdom Earl Marshal's designated successor and/or emergency deputy. However, the Kingdom Earl Marshal may designate the Earl Marshal of another Kingdom or Principality as a deputy Earl Marshal of the Middle Kingdom. The warranting of a Deputy who resides in another Kingdom must be approved in writing by the Crown of that kingdom. It is customary to warrant the Earl Marshal of the East and the Earl Marshal of Aethelmearc as Deputy Earl Marshals for the period of Pennsic War.

G. ARCHERY MARSHALS OF THE FIELD (AMF) AND THROWN WEAPONS MARSHALS OF THE FIELD (TWMF)

Archery Marshals of the Field (AMF) and Thrown Weapons Marshals of the Field (TWMF) are the backbone of the Marshallate and are warranted for a period of two years and serve at the pleasure of the Earl Marshal. All AMF and TWMF acting as Marshal-in-Charge of an event may bar participation or suspend a warrant for the period of the event. If such action is taken the Principality Earl Marshal/Regional Deputy Marshal, Archery General and Kingdom Earl Marshal must be notified immediately. They do not submit reports to a group unless they act as Marshal-in-Charge at a tournament, but are responsible for reporting as individuals quarterly to their Regional Deputy Marshal.

H. MARSHAL IN CHARGE [MIC]

The Marshal-in-Charge of an official event must be a fully warranted marshal of the Field. The Marshal-in-Charge (MIC) is responsible for all Marshaling activities at an official S.C.A., Inc. event where there is archery, non-combat siege weapons, and/or thrown weapons and for preparing (or having prepared) all required reports and forms. An Archery Marshal from the group is frequently the Marshal-in-Charge, but if they are still in training, another warranted Marshal must be chosen. The Warranted Marshal-in-Charge is the person considered responsible by the Kingdom Earl Marshal and must sign the event report. The Marshal-in-Charge should ensure that there are enough Marshals to police the range and surrounds and keep spectators out of down-range and fire zones.

4.1.3 RESTRICTED-WARRANT MARSHALS AND OTHER STAFF

A. ARCHERY MARSHAL-IN-TRAINING (AMIT) OR THROWN WEAPONS MARSHAL-IN-TRAINING (TWMIT)

An archer or thrown weapons participant who wishes to become a Marshal of the Field may apply for Marshals-in-Training status. The Marshals-in-Training has no duty to report [but must establish contact with his/her Regional Deputy Marshal (Archery) or Thrown Weapons Lt. General (Thrown Weapons)] and does not perform the functions of de facto Marshal-in-Charge. An Marshals-in-Training must learn through example; by directly assisting warranted Marshals at events during equipment inspections, setting up and striking ranges, and through the classes given at various sites (especially the RUM sessions). An appointment as a Marshal-in-Training is made by the Kingdom Earl Marshal or by one of the Regional Deputy Marshal/Principality Earl Marshals or Deputy Earl Marshals. The Marshal-in-Training must accomplish the following within a year from the start of the appointment to Marshal-in-Training status before the Marshal-in-Training is eligible to be warranted:

- 1) Assist the Marshal-in-Charge of four official events in all the duties of a Marshal-in-Charge including equipment inspection, Marshaling, set-up and strike of the range, marshal a junior archery line [Archery Marshals-in-Training only] and reporting. Attendance in at least one of the training sessions offered by the Earl Marshal or an instructor designated by the Earl Marshal or designated deputy at a RUM session or other event may count as one event signature.
- 2) Pass a qualification test administered by a Regional Deputy Marshal or their designate.
- 3) Be acceptable to the Regional Deputy Marshal of the region in which the Marshal-in-Training resides, the Archery General and Kingdom Earl Marshal, and to the Crown of the Middle Kingdom.

B. SPECIAL YOUTH TRAINER

To be eligible for a Special Youth Trainer Warrant, a marshal must:

- 1) Provide vouchers of their experience and competence as marshals.
- 2) Provide vouchers for their expertise and control as participants.
- 3) Show proof of experience working with youth.
- 4) Undergo a police background check from their local municipality or county.
- 5) Undergo any additional training as required by the Earl Marshal or designate.

C. YOUTH MARSHALS

- 1) The Youth Archery Marshal-in-Training program [Youth Marshal-in-Training] program is meant to help build expertise and enthusiasm in the Middle Kingdoms young archers. All Youth Marshal-in-Trainings remain under watchful adult marshal eyes at all times while they carry out their duties.
- 2) Interested archers who are at least 14 years of age can petition their Regional Deputy Archery Marshals in writing for the Youth Marshal-in-Training status. They need to send the along a letter of recommendation from a sponsoring Archery Marshal of the Field who is willing to work with the youth at all times when they are executing their duties. The adult marshal is always responsible for the youth's activities.
- 3) Both the youth and Archery Marshal of the Field must be acceptable to the Regional Deputy Marshal before the petition is accepted. The Regional Deputy Marshal shall provide the youth a letter of acceptance into the program that includes both the Youth Marshal-in-Training's and Archery Marshal of the Field's name.
- 4) Youth Marshal-in-Trainings can participate in equipment inspection, line set-up and tear down. They may not act as Marshal-in-Charges or in the capacity of line marshals until they are 18 years old.
- 5) Youth Marshal-in-Trainings must provide the Regional Deputy Marshal with an annual written report that describes their activities for the past year. Said report must also be signed by their sponsoring AMF.
- 6) When the Youth Marshal-in-Training turns 18, if they have completed all the required training and established a record of demonstrated service and expertise as a Youth Marshal-in-Training, they may apply to their regional marshal for direct warranting as a full archery marshal.

D. OUT-OF-KINGDOM MARSHALS

Archery and Thrown Weapons Marshals with warrants from other kingdoms may be warranted in the Middle Kingdom upon demonstrated familiarity with Middle Kingdom Rules and Conventions for archery and thrown weapons. Successful completion of the Marshals Test is a preferred demonstration.

END OF MARSHAL RESPONSIBILITIES AND CHAIN OF AUTHORITY

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27th of July, A.S. XXXV
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4.2 REPORTS AND FORMS

Writing reports is the most tedious and boring aspect of a Marshal's work. Nevertheless, reports are necessary because they give the Regional Deputy Marshal/Principality Earl Marshals (and the Kingdom Earl Marshal) their chief indication of the affairs of the groups for which they are responsible. If reports are not submitted, the Regional Deputy Marshal/Principality Earl Marshal has no idea whether the Marshal's job is being done properly. Non-reporting marshals are removed promptly. Therefore, one of the first duties of the field Marshal is to find out the name and address of his/her superior officers (Kingdom Earl Marshal and Regional Deputy Marshal/Principality Earl Marshal) and to know when reports are due. Marshals should keep file copies of all reports submitted. The standard report forms make this procedure easy if the basic instructions are followed in filling them out. It is not required to send these reports by registered post, except in special situations as indicated by the officer receiving your report.

4.2.1 REPORT SCHEDULES

The following is considered the default schedule for reporting. NOTE: The Kingdom Earl Marshal reserves the right to change the schedule to meet the requirements of the Society Marshal. All Marshals are required to check the Middle Kingdom newsletter, the *Pale*, for changes to rules and reporting schedules.

A. QUARTER REPORT:

WHO	DEADLINE	TO	NOTES
AMF/TWMF	Jun 1	RDM	
PEM/RDM	Mar 7, Jun 7, Sept 7	Deputy Earl Marshal/AG	
DEM/AG	Mar 14, Jun 14, Sept 14	KEM	

B. DOMESDAY REPORT:

WHO	DEADLINE	TO	NOTES
AMF/TWMF	Dec 1	RDM	
PEM/RDM	Dec 7	DEM/AG	PEM copy to PSen
DEM/AG	Dec 14	KEM	

C. TOURNEY REPORT (INCLUDES AUTHORIZATIONS SUMMARY) :

WHO	DEADLINE	TO	NOTES
MIC	1 week	RDM/CR	

D. INCIDENT REPORT:

WHO	DEADLINE	TO	NOTES
MIC and Chirurg.	48 hours	RDM/AG/KCH/KEM	

E. MIT WARRANT FORM:

WHO	DEADLINE	TO	NOTES
Combatant	45 days	CR	

KEY

Abbrev.	Definition
KEM	Kingdom Earl Marshal
KCH	Kingdom Chirurgion
AG	Archery General
PEM	Principality Earl Marshal
RDM	Regional Deputy Marshal

Abbrev.	Definition
CR	Clerk of the Roster
PSEN	Principality Seneschal
SEN	Seneschal
MIC	Marshal-in-Charge
AMF	Archery Marshal of the Field
TWMF	Thrown Weapons Marshal of Field

4.2.2 REPORT FORMAT AND REQUIRED INFORMATION

A. GENERAL

- 1) Name of reporting marshal, (both mundane and S.C.A., Inc.)
- 2) Address and phone number of reporting marshal
- 3) Name of S.C.A., Inc. group and mundane location
- 4) Names, (modern and S.C.A., Inc.), addresses, and phone numbers of all archers and thrown weapons participants in the group.

B. QUARTER REPORT REQUIRED INFORMATION

- 1) Events attended within the last quarter inclusive of practices.

- 2) Events marshaled within the last quarter inclusive of practices.
- 3) Other descriptive information concerning training, problems, and injuries should be included on a separate sheet.
- 4) Planned Marshal-in-Charge activities for the next quarter.

C. TOURNEY REPORT REQUIRED INFORMATION

The Tournament report must be sent within a week of the event at which the tourney took place and shall be submitted using the standard forms for the appropriate information:

- 1) Tourney Report
- 2) Marshal's Sign Up Sheet
- 3) Scores Report – The Marshal-in-Charge is responsible to assure that scores are also forwarded to the appropriate Kingdom and national individuals.
- 4) List of Participants
- 5) Incident Report (if needed)

D. INCIDENT REPORT REQUIRED INFORMATION

A separate incident report must be filed for each instance of an incident involving significant injury, unusual equipment failure or sanctions on archers, engineers, crew, and throwers, marshals or other participants. These must be verbally reported within 48 hours and a written report included with the tourney report. Preferably, injury reports should include copies of reports generated by the presiding Chirurgeon. However, if that report is not available, the Marshal-in-Charge is responsible for describing the nature of the injury and the circumstances under which the injury occurred. The report should be short and concise.

E. INDIVIDUAL/FIELD MARSHAL STATUS REPORTS

There is no standard form but the report should include items 4.2.2A. 1-3 of the general report information listing above.

END OF REPORTS AND FORMS

4.3 MARSHAL FIELD DUTIES

4.3.1 SETTING UP THE ARCHERY RANGE

General: The considerations for and the layout of an archery range for practice or an event are the same. They differ only in degree of permanency. Ideally, a practice range should be able to be put up in the same place on a regular basis, or perhaps even left up continually. An event range is usually set up once for a day or two, then must be cleared away completely.

For setting up any range, the marshal should be thoroughly familiar with the site available and know the space requirements of the planned shoots. In the case of an event, this means working closely with the event steward when the site is chosen and the activities planned. It may also be necessary to arrange for lawn mowing prior to the event or practice. With knowledge of the site and shoots in mind, the actual layout of the range can proceed.

A. LAYING OUT THE RANGE - STANDARD:

Pace out or measure the space available. For shoots of 50 yards or less you will need one and a half as much space behind the target as you have between the target and the shooting line. For example, a 40-yard target needs 100 yards of space beyond the shooting line ($40 + 1.5 \times 40$) = 100 yds. Shoots over 50 yards need half as much space beyond the target as you have in front. For example, a 100-yard shoot needs 150 yards of space to allow for overshoots. Obviously, even more space is desirable if available.

- 1) Check the area for spectator and participant safety
- 2) Observe if there are any paths or roads that may be within accidental target range or overshoots. If there are, decide whether they can be avoided by adjusting the direction the range is pointing. If not, any place with foot or vehicular traffic must be blocked off if possible. The line marshals should be alerted to the danger so the areas may be closely watched and a hold called if necessary.
- 3) Look for any physical hazards to participants' safety; ditches, gopher holes, poison ivy, etc. It would be best if they can be eliminated, such as filling in hazardous holes. If this is not possible, then mark the hazard and/or continually warn participants about the dangerous conditions each time they must enter the hazardous area.
- 4) Check for physical obstructions that might cause unexpected deflection of arrows. This is especially of concern for clout shoots and woods walks where arrows may deflect off of low hanging branches or tree trunks. Arrange the target positions to minimize the hazard.
- 5) Consider the orientation of the range. If possible, the range should be facing north, or in whatever direction allows for most of the shooting to be done where participants do not have the sun directly in their eyes.
- 6) Based on the distances available, set out a shooting line. Its length will depend on the number of expected archers, the number of line marshals available, the space available, and the number of targets planned. Each archer usually needs about 4 feet of space on the line, so a line of 10 archers will take up 40 feet. Mundane indoor leagues often only allow 30 inches per archer. For adults, the required ratio is one line marshal to 10 or less archers. (When youth shoots are being run, the ratio is one line marshal to 5 or less children or young people.) For any one target, it is recommended that no more than 4 archers shoot at it at any one time. An exception to this would be a timed shoot with changing distances such as the "Advancing Soldier" war point shoot at Pennsic. Since only one or two arrows are striking each target, an entire line of 10 archers can shoot at all the targets. The shooting line should be distinctive but not an imposition to crossbow shooters who sit or to archers in wheelchairs. Archers need to be able to straddle the line to shoot. Lines can be drawn with flour or lime on the ground, or a rope can be placed on the ground as a marker as long as it is securely pinned down so no one can trip on it.
- 7) From the set and marked shooting line, measure the required distance or distances out to the target position(s). If the field or shooting line is wide, check distances to each target from the shooting line (diagonal distances are longer than distances perpendicular to the shooting line - see the range diagram in Appendix 2) Set the targets or target backstops/stands so that the face of the target is the correct distance. If all yardages will be shot from all line positions, do a sight check to be sure that every line position has a clear shot to each target. Shift targets sideways if necessary to ensure that targets are not

blocking other targets. If other shoots are to be run at other distances, these can also be measured out and marked at the same time so targets can be easily and quickly moved into the correct position later. A ground mark can be easily made with a piece of paper or plastic ribbon held in place with a nail or target pin pushed fully into the surface of the ground. Lime or flour can also make a good mark if it is not raining. Some practice ranges are set up and taken down in the same place for each practice. Permanent markers can also be used to mark ends of the shooting line(s) and the target position(s). Be sure that the markers are waterproof and shorter than cut-grass length so they don't interfere with lawn mowing. There are some instances on narrow ranges with few shooters where only one target is set up. In order to run difference distances, the target is left in a set place and multiple shooting lines are marked out. The archers move as a group forward or backward to the needed distance for each round. Set up these ranges for the furthest distance to be shot and add lines closer to the target for shorter distances. In this instance it is highly important to be sure that participants will not trip on the other shooting lines as they go to retrieve their arrows.

- 8) To finish out the range, set up your inspection station behind the line. It is also recommended that a 10-foot space is marked off behind the line as a clear zone. This allows archers to have space to concentrate on shooting as well as providing a safety zone should an equipment failure or shooting problem occur on the line.

B. LAYING OUT THE RANGE - WOODS WALKS

Woods walks are special shoots that involve targets at varying distances usually placed along a trail through a wooded area. Generally, each archer takes a single shot at a target from a single point. They can also be set up in open fields from one shooting point aiming at several targets with different distances or using individual shooting points for each target and letting archers progress along from point to point. Due to its nature, some archers will still be on the course while others are shooting, so it is necessary to be very aware of the angles of possible overshoots when laying out a woods walk course. There are three special considerations:

- 1) The first is the actual logistics of the shoot. The shooting point should be clearly marked and archers well instructed in whatever position (kneeling, sitting, standing) must be used to shoot that target as well as any unusual scoring conventions. It will also be necessary to limit the number of archers at each target in order to speed retrieval of arrows. Participants can go individually but small groups of 4 to 6 archers also works well. If a woods trail is used then marshals should be stationed at each target or with each group of archers, depending on the number of target stations and the number of marshals.
- 2) A second consideration is the placement of the targets and the possible interference from one target to the next. The 'trail' can not loop in such a way as to bring either the path, a target, or a target shooting point in possible alignment with another target's overshoot. This is extremely dangerous and should be checked with a non-shooting walk-through of volunteers after layout but prior to the shoot. Stand at each shooting point and sight along all the possible overshoot directions as volunteers walk along the trail and stand at nearby shooting points. If one of the volunteers walks into your sight window and is within range of an overshoot (as far behind the target as the distance to the target) adjust either the target or the shoot point in direction or distance. In a field situation, targets must be far enough apart or angled sufficiently from each other (45 degrees away) so as to allow retrieval from one while another is shooting.
- 3) Lastly, consider what physical hazards such as tree branches, tree trunks, or rocks might deflect arrows and adjust your shooting points to avoid such complications. Also consider what difficulties the participants might encounter (boggy ground, steep hills, downed tree trunks to climb over, poison ivy, etc.) These should be clearly mentioned to all participants at the beginning of the shoot so they can either dress appropriately or decline to participate if necessary.

C. LAYING OUT THE RANGE - INDOOR SHOOTS

Indoor Shoots also pose special problems, the most notable being how to avoid damage to the building.

- 1) Most indoor shoots are done at 20 yards or less.

- 2) When choosing an indoor site be sure that there is sufficient room behind the targets and in front of the shooting line. A 30-yard building (90 feet) will allow for 10 feet behind the targets and 20 feet before the shooting line for waiting archers. If the space before the shooting line is too small, there will need to be an adjacent area where archers can wait their turn to shoot.
- 3) Check out the floor and walls of the room and the exposed surfaces and light fixtures. Arrows can and do penetrate metal and will chip chunks out of masonry and plaster. Arrows sliding across a wooden floor will leave gouges. All of these must be protected against damage to the best of your ability.
- 4) Ideally, the site should have no internal roof support pillars. If it does, targets should be carefully placed to try to prevent arrow deflection off the pillars. For the same reason, targets should be kept near the center of the building and away from walls so those arrows that deflect off the target stands will be less likely to hit the walls.
- 5) Unless all your archers are experts, you will have arrows miss the targets. Therefore, some kind of arrow-stopping backstop will be needed. If hay bales are readily available, a 10-foot high wall of hay can be built behind the targets. This works best if the hay bales can be braced against something like the back wall of the building. However, hay bales can be penetrated by arrows from strong bows, especially in the spaces between the bales. To make it more damage-resistant, place thin plywood sheets behind the bales. A wall of plywood boards will stop arrows but it tends to be noisy. Covering the plywood with carpet will lessen the sound but makes the plywood very heavy. A more lightweight arrow-stop is a 4' x 8' sheet of solid foam fiberglass insulation. A thickness of 2" to 4" stops arrows from even high poundage crossbows, although the arrows can be difficult to pull out. Insulation panels may shift when hit so they need to be securely supported. The best solution is a professional archery net designed specifically to stop arrows. Most are 10 feet high and can be ordered in any length. They are available from archery or sports equipment catalogs. When they are hung loosely behind targets, they absorb an arrow's energy in order to stop it. A double row of heavy blankets or a row of quilted coverlets can provide a similar effect but weak places in the fabric may let arrows through. Whatever system is used should be tested with high poundage bows before the event.
- 6) Beginning archers and young archers are more likely to miss the target, especially by shooting too high. Their shots may go over any barrier. Marshals may need to be stationed close by to assist and teach, or targets may be moved to 10 yards for more focused practice.

D. ARCHERY EQUIPMENT INSPECTION SITE

- 1) Any S.C.A., Inc. sponsored event or practice, which includes archery, and/or thrown weapons as an activity must also include a preliminary inspection site staffed by at least one warranted marshal. The purpose of inspection is; to ensure that all equipment being used is safe, to provide participants with information about the state of their equipment, and to inform them of optimal methods of equipment maintenance. ALL EQUIPMENT MUST BE INSPECTED, regardless of the experience or S.C.A., Inc. rank of the archer. Unless the marshal is literally the only qualified person to inspect equipment at a site, no marshal should inspect their own equipment.
- 2) Assuming that the equipment passes inspection, it can be approved and allowed for use on the range. If there are several participants or several marshals doing the inspections, a sticker system can be used to confirm that the equipment has been inspected and approved at the particular event. The adhesive sticker should be bright and distinctive so it is easy to tell on the line that the participant's equipment has been inspected. It is generally applied to the back of a longbow or recurve or to the underside of the crossbow stock so the line marshal can easily see it, as archers stand ready to shoot. This system may not be necessary for practices or very small events where only one marshal is inspecting and is able to keep careful track to be sure that all equipment has been inspected.
- 3) Ideally, the inspection site should be located between the range itself and the entrance point where the participants will be approaching the range. It should be the first thing that the archers encounter. If circumstances will not allow this, then an inspection station should be set up a comfortable distance behind the shooting line but still convenient

enough to use as a marshal's station. The inspection site should be clearly identified. For large events, it is recommended that it have a large table sheltered by a tent or dining fly. Announcements or other information can be placed on a portable bulletin board, written on a dry-erase board, attached to clipboards, or taped to the table. Other highly useful supplies would include at least one repair/maintenance kit as complete as possible (archery - string wax, nocking pliers and string nocks, bow square, fletching glue, metal point glue, bow stringers)(thrown weapons – wood rasps, tape, metal point glue, spare wedges, handles), a copy of the Rules of the Line, a schedule of events and descriptions of the day's activities, a supply of inspection stickers, pens and markers, score sheets and a calculator, and this Handbook. For more informal practices a specific station need not be set up but it should be made known to all archers who is inspecting equipment for that practice. It is the responsibility of both the archer and the inspecting marshal to be sure that all equipment is inspected before use.

4.3.2 SETTING UP THE THROWN WEAPONS RANGE

A. RANGE LAY OUT

NOTE: The following range configuration is not adequate for light javelins, light spears, atlatls or any other weapon when thrown for distance. If this type of activity is to be held, use the archery range configuration with particular attention to the depth of the range being equal to 150% the maximum range of the weapon and the gate width will need to be adjusted to fit the weapon.

- 1) The range boundaries are to be clearly marked with brightly colored rope, tape, etc.
- 2) The range is to have only one entrance, which is to be located at the side. Participants are to wait their turn throwing outside the entrance.
- 3) The throwing line is the closest position from which a throw can be made and extends to the sidelines; for knives and axes - the throwing line is 10 feet from the target, for spears and atlatls this distance is 20 feet. The throwing line is to be clearly marked.
- 4) The throwing line extends 15 feet on either side of the outside targets.
- 5) The back zone keeps spectators at a safe distance from the throwing line should a weapon be released on the back swing. It is a rectangle that extends behind the throwing line and is 20 feet deep. The back zone is to be clearly marked. If throwers are throwing from various distances, the back zone extends 20 feet back from the longest distance's throwing line.
- 6) The safety zone is a trapezoid. It starts from the throwing line and extends at 45° angles away from the targets. The depth of the trapezoid is 30 yards. The safety zone must be clearly marked.

B. RECOMMENDED TARGETS

- 1) A cross section of the trunk of a tree works well for axes and knives. It should be 9-12 inches thick and as large of cross-section as possible. Hard woods like oak or walnut should be avoided as they can cause the weapons to rebound with more energy. Instead, softwoods like pine, poplar, cottonwood or willow should be used.
- 2) An alternate hard target can be made from 14 pieces of 2x4 cut to 2 feet in length. Drill the pieces so that 2-threaded rods can be used to "bolt" the pieces together so that the 4 inch faces are joined together. This type of target allows you to rotate or replace the pieces as they become worn and is easily available. A variation of this type of construction is to make the target 6 feet tall to allow for painting the outline of an IKCAC man target on it.
- 3) Targets have also been constructed of 2-inch planking. Because they flex, they work best with knives or spears. Axes tend to bounce off. This construction type isn't as durable as the other types.
- 4) Spear and atlatl targets can be either of wood construction or stacked hay/straw bales. The wood targets can break the hafts of spears when a poor throw is made and tend to cause glancing blows to ricochet further. Straw/hay bales should be stacked 3-4 bales high. Make sure the bales are stable and will not fall over. There is a high probability that the bailing twine will be cut on these bales.
- 5) All targets must be stable enough that they won't tip when hit or weapons are being remove. Tripods are the normal stand employed. The center of the target should be about 4 feet high.

4.3.3 SETTING UP THE NON-COMBAT SIEGE WEAPONS RANGE

Siege weapons store considerable amounts of mechanical energy. Should a failure occur it can be difficult to assess where the ammunition and pieces may fly. Generally, the ammunition, string and prod go forward, although with diminished force. Catapults and trebuchets, however can have early releases or sling/bucket failures, which can result in the projectile and pieces to be launched backwards with force near normal forward velocity and force. Once the marshal knows which types of engines are present, s/he can customize the line to assure appropriate safety. Under no circumstances should safety be compromised. It is totally appropriate for the Marshal-in-Charge to not approve an engine because of limitations caused by the site layout.

A. CROSSBOW TYPE

Engines that work on principles similar to crossbows require the same type of line layout that the archery range does. However, the gate width will obviously need to be wider than the normal to accommodate the crew and engineer. Spectators should be far enough behind the engine so as not to interfere with its crew and engineers. Fifteen (15) yards of clearance is the minimum distance for the spectator's line.

B. 150% MAXIMUM RANGE

The length of the range must be at least 150% the engine's maximum ranges with the type of ammunition being used. This distance can be calculated from the engine's log.

C. CATAPULTS AND TREBUCHETS

Catapults and Trebuchets require a line that keeps the spectators behind and to the side of the engine. This range configuration is defaulted to when siege weapons of both the catapult and crossbow configurations are shooting. The length of the range remains equal to 150% of the engine's maximum range (see the engines log). Additionally, a clear zone equal to 100% of the engine's range is required.

D. TOPOGRAPHY

Topography and heavy cover such as stands of trees need to be considered when laying out the range. Avoid any type of overhead lines or limbs. Shooting bowling balls from hills can considerably add to the distance the projectile can cover.

END OF MARSHAL FIELD DUTIES

Rev. 2.0
27th of July, A.S. XXXV
4-16

4.4 EQUIPMENT INSPECTIONS

4.4.1 ARCHERY EQUIPMENT INSPECTION

As archers approach the inspection site it should be made clear to them, either in writing, verbally, or both, that their equipment needs inspection. When a participant asks to have his or her equipment inspected, s/he should be greeted in a courteous manner, and his/her equipment examined in a timely and efficient way.

A. INSPECTION OF BOWS

Inspection of Bows - longbows, recurves and other straight bows

Ideally, this equipment should be handed to the inspecting marshal unstrung. This ensures that the bow may be examined under all conditions, and also allows the marshal to evaluate the archer's competence at handling his/her own equipment. It may occur that the marshal will be given a pre-strung bow to inspect. In such an instance, the archer should not be required to unstring it solely for inspection. In this case, simply begin inspection with procedure step 4.

- 1) Hold the bow lightly and look it over in a general way to see if any major flaws or irregularities stand out. Get a general feel for the age and condition of the bow. Check for markings that might tell the strength or poundage of the bow.
- 2) Closely examine the limbs of the bow, on both sides, both visually and tactilely by gently running your thumb and forefinger along the surface and edges of the bow. This is to be a detailed examination of the bow material, with a view toward checking for structural degradation, delamination, hairline fractures, points of impact damage, etc. Any suspected fractures or delamination should be very closely examined and probed gently with a fingernail to determine approximate depth, width and extent. If fractures or cracks extend beyond the first layer of the bow, or if sections of a layer can be lifted with a fingernail this is cause for concern. In molded fiberglass bows and fiberglass, laminate composite bows, check for visible air bubbles at or just under the surface. If they are large (half-inch or more) or are clusters of multiple bubbles, this indicates a potential weak point and is cause for concern.
- 3) Closely examine the nock ends of the bow. Check the bowstring loop for frayed, broken or unraveling servings. If the serving is loose or broken, it should be re-served before use. Check the nock end for cracks, delamination and worn nock channels. If the cracks or delamination extends down the limb beyond the ends, it is cause for concern. If the nock channels are so worn or broken on the edges that they might have difficulty keeping the string in place, it is cause for concern. At this point, if the bow is not already strung, the archer should be asked to string the bow, and strongly encouraged (but not required) to use a bow stringer. If the archer does not have one, there should be one available to be borrowed from the inspection station. If the archer is unable to string the bow by any method, the marshal may assist, but should be advised that such action may place the marshal in legal responsibility should the bow be damaged while the marshal has it in hand.
- 4) With the bow strung, repeat the first three steps. Structural flaws that were invisible when the bow was unstrung may appear when it is under tension.
- 5) Check to see that the bow has no illegal equipment on it. If it cannot be removed, the archer should find a way to make it unusable for the day.
- 6) Sight down the length of the bow to check for possible limb twist. This is particularly important with regard to recurve flat bows. If the twist is so excessive that the string will not line up with the bow limbs or is not centered on the nock channels of the bow, this is cause for concern. The string may twist out of position as the bow is pulled. Note: Some self-bows contain natural twists. Examine the overall pattern of the string and the bow. In most cases the ends and the center will be in line regardless of what twists and turns occur in the limbs.)
- 7) Look over the string to determine any obvious problems such as loose or unraveling servings, frayed or broken strands, and the presence of knots. Lightly move your fingers along the length of the string and check for 'fuzzy' areas to determine how dry the string is. Dry or 'fuzzy' strings indicate a need for bow wax to be applied to the bowstring before it is used much more. Loose servings would have to be repaired or the string replaced before

the bow could be used. Note: Flemish strings and other period strings such, as linen ones usually do not have servings at the loop ends. However, they should be served in the center. Flemish strings may appear to be unraveling. However, if there is still 2 inches or more of twisted strands, the string is adequate. If there is less than an inch, there is cause for concern. Waxing only addresses the issue cosmetically. It does not strengthen the string. If strands within the length of the string are frayed or broken, this is a cause for concern and the string should be replaced before the bow is used. If knots are present in the string they are a cause for concern due to the unevenness of wear. Knots often hide potential problems. Since knots are impossible to undo, the string should be replaced before the bow is used. Note: One knot is allowed. It is used at only one end of the string and does not stress the string like other knots. If the archer knows what it is and can explain why it is appropriate on his/her string, it probably belongs there.

- 8) Note the distance from the string to the bow at its widest point. This 'fistmele' or brace height should roughly conform to the distance from the bottom of one's fist to the top of his or her outstretched thumb (assuming you do not have excessively large or small hands). For most bows this should be 6" to 9" (although commercial bows exist which specify as low as 5 and as high as 11.5"). A significant variance in this may indicate a string that is too long or too short for the bow and should be replaced with the correct length string. Recurves generally have larger fistmeles than longbows or other straight bows. If a nock point has been placed on the bowstring, you can use its presence to see if the string has been placed on the bow correctly or if it is upside down. Also check the grip position in relation to the string to see if the bow has been strung correctly or if it is backwards. (This is extremely common with light poundage molded fiberglass bows.) These latter two problems can be fixed by restringing the bow correctly.
- 9) The next steps involve examination of the bow while it is held at a full draw. The marshal should ask the archer to slowly bring his/her bow to a full draw, hold it there for a moment, then let it down slowly back to rest position without releasing the string (i.e.: dry-firing the bow). The marshal should be careful in phrasing these instructions indicating that the archer should "let the string down without releasing it". This careful phrasing is needed with some new archers to whom 'release' means to let go of the string. Misunderstanding these directions has caused some archers to dry-fire their bows during inspection. Care should also be taken to indicate where they should stand and what direction they should point the bow in order to avoid bystanders. The marshal should be at 90 degrees or right angles to the archer in order to see the bow in profile. If needed, the archer may be asked to draw the bow more than once to check it from another angle or to observe a potential problem area.
- 10) With the bow drawn, observe the overall appearance of the drawn bow checking for a uniform and symmetrical form. With the exception of Japanese longbows, there should be even stress on the upper and lower limb that shows as even curvature. If a great disparity is seen, it is cause for concern. Also, observe the archer while the bow is being drawn, in regard to the archer's capability of drawing and holding the bow. If the poundage is too great for the archer, there may be trembling in the arms and/or an inability to keep the bow steadily aimed. If this is seen, you should inquire of the archer as to the appropriateness of that poundage for him or her. Note: There are some disabilities that may cause the same effects but they will be present even when not at draw. If this appears to be the case but the archer has not informed you of any problem, you may inquire.
- 11) If problem areas involving cracks, suspected fractures of possible delaminations were noted earlier in the inspection process, they should now be looked at again under full draw. As the archer, slowly draws the bow look closely at the problem areas. If necessary place your finger lightly over the area. If you see or feel movement, then the damage is deeper than the surface. This is cause for concern and the bow should be returned to rest position, unstrung and not used.
- 12) After the bow has been drawn once and let down, observe the position of the string loop in the nock ends. If it does not return to the midline or groove provided for the string on some bows, it indicates a fairly serious twist of the limbs. Ask the archer to draw the bow a few more times and observe the string position after each draw. If the string continues to

'walk' away from the centerline, it can cause the bow to de-string in mid-shot, an unsafe condition. If the string is only slightly off the mid-line and does not change with successive draws, then the bow may be reasonably safe to use but does have a warpage problem that the archer should consider fixing.

- 13) Finally, yet importantly, look at the archer to observe the appropriateness of his or her clothing and general physical state. The marshal may tactfully point out potential problems with puffed or full sleeves, pins and brooches, lirapipes or hood dags, armor, or anything else which may interfere with a released string in a hazardous manner but refrain from making it an issue. If the archer is experiencing physical difficulty or mental confusion from overindulgence of drink, medication, or less apparent causes, this is cause for concern. The archer should be diplomatically but firmly persuaded not to shoot. Call in a surgeon for advice or a second opinion as needed.

B. INSPECTION OF ARROWS

The marshal must also inspect the archer's arrows but it is impractical to evaluate each and every arrow. One or two, taken randomly from the quiver, should suffice to determine if they are legal and safe equipment. If problems are seen with the first two, more should be pulled to see whether an overall pattern develops. When done inspecting return the arrows to the archer or his/her quiver. Note: Some quivers have sections and the archer may have arrows separated for a reason. Exercise courtesy, return them where you got them.

- 1) Check the composition of the shaft, point, nock, and fletching to see that they match the kingdom and shoot requirements. Beware of wood look-alikes that are actually composed of fiberglass.
- 2) Check the security of the nock and points by gently twisting them at each end. If they feel loose or come off, they should be reglued before use. It may also indicate that the rest of the points or nocks may have a similar problem if they were all put on at the same time. (Glues lose adhesive ability over time.)
- 3) Look over the fletching to check for any places where it is pulling away from the shaft. Missing fletching is not dangerous, but fletching that is only partially attached may catch on the bow or scrape the shooting hand. A small dab of glue on loose ends can prevent the problem from worsening.
- 4) Run your hands over the shaft and visually check it for dents or gouges. Sight down the length to check for straightness. You are looking for places on the arrow that may be ready to break or have already broken inside (compression fractures). If many dents and gouges are found then the arrows have been heavily used and it may be time for the archer to get some new ones. Dents that are deep and long may be a cause for concern, talk to the archer about them asking if they are still flying well. If a gouge is large enough that actual wood is missing (about one sixteenth of an inch or more deep), the archer should set that arrow aside and not use it since the strength of the shaft is weakened at that point. A compression fracture often shows up as an abrupt bend or a thin band of irregularity in the painted or varnished surface. This is an arrow that is broken but does not show it on the outside. It should not be used. Recommend that the archer break the arrow at the fracture so s/he cannot accidentally shoot it. The Marshal should not break the arrow unless the archer requests you to do it.
- 5) After handling the arrows, the Marshal should have a good sense of their length. Compare that to the size of the archer. If the arrows appear much shorter than the archer's arm length, there is cause for concern. Arrows that are too short will impact against the bow or the hand when drawn too far. If the Marshal is not sure, ask if the archer could do a quick check for the Marshal. Have the archer hold his/her arms out straight with palms together. Place an arrow between his/her hands with the nock end gently touching the chest. The point should extend at least an inch beyond his/her fingertips.

C. INSPECTION OF CROSSBOWS

Crossbows should always be strung when presented for inspection. There are many styles that range from very simple lever release forms to modern rifle-like forms with safety features. If the style is unfamiliar to the Marshal, either get assistance from a marshal with more knowledge of that style or ask the archer to describe or explain its features. Unless s/he just purchased it, s/he is probably more familiar with it than the marshal is.

- 1) Look over the crossbow in a general way to note its features, to see that its form and accessories conform to the required standards, to see if any major flaws or irregularities stand out, and to get a feel for the age and general condition of the crossbow.
- 2) Check the table of the bow (where the string slides and the arrow rests). Inspect it closely for nicks, exposed screws/nails, roughness or anything that might abrade the string. This is very important with heavy poundage crossbows (200-500+ lbs.), due to the speed and force with which the string is released. Note: All heavy poundage crossbows should be treated with extra caution. A potential hazard is doubled with high poundage crossbows and can result in fast and far traveling bolts in unpredictable directions.
- 3) Test the firmness of the attachment of the prod by holding the stock firmly, then grip the prod and gently attempt to move it. The prod as a whole should not slide back and forth, nor be able to be moved or wiggled excessively in its bindings. If it can be moved, the binding system is too loose and needs to be tightened before the bow can be used. For prods held in place with wedges or clamps, even a small amount of play indicates a need to tighten the prod since it will continue to loosen with each shot.
- 4) If the prod is not wrapped, examine the actual surface material of the prod. Check for parallel cracks in metal prods that may indicate possible metal fatigue. Fiberglass prods should be checked for discoloration and cracks. When fiberglass separates just under the surface, the thinner top layer becomes more translucent (lighter in color). These conditions are cause for concern.
- 5) Closely examine the nock ends of the prod to determine any stress damage and any fraying of the bowstring loops. Examine the rest of the string, checking for broken strands and frayed or unraveling servings. Damaged strings should be repaired or replaced before use. Observe the position of the string in relation to the table where the bolt will rest. The prod should be oriented in such a way that the string should be pulled downward slightly on either side of the stock. If it is exactly parallel to the stock surface (just resting with little to no downward pressure), this is cause for concern since it may cause the string to jump over or deflect the bolt when fired.
- 6) Examine the trigger mechanism. A barrel mechanism depends on a cylindrical nut for its action and is usually notched in two places, one for the trigger and one for the string. The nut should rotate freely and evenly but should catch at one point, the set point for the trigger. Rotate the nut to that place and then, while maintaining forward pressure against the string notches, gently pull the trigger. The barrel-nut should roll suddenly but smoothly forward. Some cylindrical nuts are tied in place while other are designed to fit the socket made for them. If the Marshal turns the bow upside down, and the nut falls out, it is cause for concern. If it pops out when the Marshal push forward on it (as though under tension by a string) it is cause for concern. Spring mechanisms involve the dropping of a hook in response to pulling a trigger. These can be tested by passing a loop of heavy string (a bow stringer is a useful test string) behind the hook, then gently pulling the trigger as the Marshal pulls forward on the test string. Again, the response should be smooth and fast. If there is any major hesitation in the release mechanism, especially if it occurs consistently or if it jams without releasing, it is cause for concern.
- 7) If the crossbow has a safety lock, it should also be tested.

D. INSPECTION OF BOLTS

As with arrows, it is impractical to try to examine every crossbow bolt the archer has. One or two selected randomly should be sufficient to determine if it is legal and safe equipment.

- 1) Check the composition of the shaft, point, and fletching to see that they match the kingdom and shoot requirements.
- 2) Check the security of the points by gently twisting them. If they feel loose or come off, they should be reglued before use. It may also indicate that the rest of the points may have a similar problem if they were all put on at the same time. (Glue loses adhesive ability over time.)
- 3) Look over the fletching to check for any places where it is pulling away from the shaft or is missing altogether. Missing fletching on bolts may cause them to veer upon release, as will loose fletching that gets caught on its way out of the bow. Bolts with these problems should not be used. Check to be sure that the fletching pattern matches the bow.

- 4) Check the shafts for dents and gouges. Dents that are deep and long may be cause for concern. Talk to the archer about them asking if they are still flying well. If a gouge is large enough that actual wood is missing (about one sixteenth of an inch or more deep), the archer should discard that bolt since the strength of the shaft is weakened at that point.
- 5) Check the end of the shaft that rests against the string. It may or may not be capped. If it is capped, twist the cap gently to be sure it is secure. Check to see that the cap edges meet the shaft smoothly. If it is not capped, check the shape to be sure it is flat or concave. If it is worn enough to be convex (rounded outward), the string may be able to slide under it causing a misfire. Bolts in that condition should not be used. Also check uncapped ends for splits or other damage from arrows or bolts that might have hit them. Bolts with split ends or heavy chipped ends should not be used.

4.4.2 THROWN WEAPONS EQUIPMENT INSPECTION

A. INSPECTION OF KNIFES

- 1) Check the handle to assure that it is firmly attached by gripping it firmly and both attempting to rotate it and move it up and down the handle.
- 2) Verify that the handle and blade are free of burrs, cracks and/or splinters, which could cause injury. If present, ask the thrower to remove them before continuing the inspection. Carefully run your hand over these surfaces.
- 3) Verify that the knife is not bent. Many blades are not tempered and can be easily bent and straighten. The thrower is responsible to straighten the blade – not the marshal.
- 4) Verify that the point is not blunted and is pointed enough to stick in the target without undue force.
- 5) Verify that the cutting edges of the knife are not unduly sharp for a thrown weapon.

B. INSPECTION OF AXES

- 1) Verify that the handle is free of burrs, cracks and/or splinters, which could cause injury. If present, ask the thrower to remove them before continuing the inspection. Carefully run your hand over these surfaces.
- 2) Verify that the handle is adequately attached to the head of the ax as described in the equipment standards.
- 3) Taped handles are not permissible.
- 4) Verify that the size and weight of the ax is appropriate for the target. Unduly heavy axes may be disallowed.
- 5) Verify that the upper point [sticking point] and edge are sharp enough to penetrate the target. Although not cause for rejection, the marshal may wish to inform thrower if the edge and point seem unduly dull.

C. INSPECTION OF SPEARS

- 1) Verify that the haft [shaft/handle] is free of burrs, cracks and/or splinters, which could cause injury. If present, ask the thrower to remove them before continuing the inspection. Carefully run your hand over these surfaces. Cracks may be repaired by gluing and wrapping [whipping] with cord assuming that the repair results in the area being as strong as the original handle. Tape is not an acceptable repair – all tape should be removed from the haft to allow adequate inspection.
- 2) Verify that the point of the spear is firmly attached. Actually a lose point isn't a safety issue but trying to recover lost points from the target can cause unduly long delays on the line.
- 3) The required sharpness of the point depends on the material being used for the target. Dull points are fine for straw bails but not appropriate for wooden targets.
- 4) Verify that any butt caps do not pose a puncture hazard to throwers approaching the target. The butt cap should be firmly attached.
- 5) Quillions are the projections above the point that prevent the point from penetrating to far into the target. They may either part of the point or separately attached to the haft. If utilized, they must be firmly attached.

D. INSPECTION OF SPECIAL THROWING WEAPONS:

Specialized throwing weapons are designed with more than one sticking/impacting edge or point. As they come in a multitude of configurations, the marshal must use his/her discretion

on what safety issues need to be addressed. The marshal is under no obligation to allow any weapon that s/he is not comfortable with.

4.4.3 NON-COMBAT SIEGE WEAPONS INSPECTION

- 1) Utilizing the weapon's log, inspect any recent reconfigurations for mechanical integrity.
- 2) Verbally establish that the crew is familiar with any commands and know where to stand when the weapon is ready to fire.
- 3) Verify that the siege weapon is stable. In the instance of wheeled siege weapons, verify that the siege weapon does not wobble side to side.
- 4) Once the marshal has accomplished steps 3.3.2.3.1-3, have the engineer demonstrate the siege weapon under light stress load conditions. This can be accomplished by using lighter munitions if other adjustments are not possible. Do not "dry fire" the engine as this may cause damage.

END OF EQUIPMENT INSPECTIONS

4.5 LINE PROCEDURES

4.5.1 GENERAL

This handbook cannot be regarded as providing solutions for all the various problems and circumstances that may come up in the performance of marshalling duties. Trained archery marshals are expected to possess a modicum of creativity and common sense, and the will to use them when needed. Nevertheless, there may arise from time to time circumstances, which are unusual enough to be rare, but of such a nature as to warrant some general commentary on them. Here, then, are some guidelines for dealing with certain types of situations not covered elsewhere.

4.5.2 RESPONSES TO BEHAVIORAL ISSUES

Since our system depends heavily on personal honor and integrity, certain expectations and behaviors take on higher values than normal. Marshals may bar participation in martial activities if a participant is obviously impaired by drugs, alcohol, or a medical condition. This falls under the Rules of the Lists of the S.C.A., Inc. #3 (Section 1.1.3) which states in part that all combatants must be ... "acceptable to the Crown or their representatives".

Marshals are cautioned that the exhibited behavior or condition must be such that a prudent person without specialized behavioral or medical training would have concern about the safety of the participant, their opponents or spectators. In the absence of such behavior but where the marshal suspects that such a condition exists, the marshals may question the participant about the situation and offer advice on the safety and chivalry of their actions and try to persuade them to voluntarily excuse themselves. If that fails, the marshals may take it upon themselves to advise other participants of the marshal's concerns and let the participants decide for themselves whether or not they will compete with the affected party. Finally, marshals are reminded that they are not obliged to marshal any activity and may excuse themselves without penalty.

The above situations are fortunately few and uncommon. The personal safety and honor of the participants are our primary concern and the Marshals should reinforce this by example:

A. ADDRESS YOUR CONCERNS TO THE SOURCE

If a participant has complaints about the behavior of another participant, the first response of anyone hearing such, whether Marshal, archer, or otherwise should be, "Have you talked to the person directly about this?" If the answer is no, the listener should insist that such a discussion take place before any other outsiders are involved.

B. MAINTAIN OBJECTIVITY AND NEUTRALITY

Marshals brought into the matter when they did not witness or notice the action in question should refrain from taking sides. Instead they should get all parties face to face for a full discussion. If a tournament has been characterized by a high number of complaints, all the participants should be brought together to bring problems into the open before they become permanent hard feelings.

C. MAINTAIN HONOR

There are many rules, conventions, and directives concerning archery, thrown weapons, siege engines and Marshalling. No matter how much we codify, participation will always be (and rightfully so) a matter of subjectivity we call HONOR. There are three "matters of honor" that, if adhered to by Marshals and participants, will insure both safety and enjoyment:

- 1) Take care of each other at the Line
- 2) If there's a discrepancy or problem at the range, talk right there and then and straighten it out. Don't ever be afraid to call HOLD and tactfully - "ASK THE QUESTION".
- 3) Give other participants the benefit of the doubt.

These guiding principles overridingly serve both honor and prowess.

D. EQUIPMENT FAILING INSPECTION

If questions arise about a given piece of equipment's safety, or if there is a clear violation or hazard, the inspecting marshal's response will vary according to the size of the event. At large, highly organized events, where there are multiple marshals doing inspections it is common to refer the questionable weapon to other marshals to solicit additional opinions. At some large events, only a certain few marshals may have the power to reject equipment. At such events, the archer should be encouraged to show questionable equipment to those marshals for a final

consideration of approval or rejection. Far more typical is the smaller, local event, at which there may be only one or two marshals. In such an instance, the Marshal-in-Charge must be prepared to assume responsibility for all rejection decisions. At all times, if a rejection decision is made, the archer must be informed of it in a courteous manner, and the reason for the decision explained to the archer while showing them where the problem is on their equipment. Inform the archer of the arbitration process as required. Additionally, alternatives for the archer should be discussed, including the possibility of the archer borrowing other equipment, or if the problem is fixable, repairing his/her own equipment to passable standards.

Due to the nature of the S.C.A., Inc. as a voluntary organization devoted in large measure to the encouragement of chivalry and politeness, marshals will find that archers are generally accepting and good-natured about the inspection process. Nevertheless, evaluation of expensive and cherished property will seem to some to be bureaucratic and arbitrary. A negative decision regarding equipment is unsettling and dismaying at best, and can try the patience of even the most courteous of archers. The inspecting marshal should bear this in mind, and at all times endeavor to be as polite, helpful and competent as possible. Even so, a few archers will be disposed to argue no matter what. They should be encouraged to seek a second opinion from a more senior marshal. Should further conflict exist refer to Section 3.4 – Arbitration & Grievance of this handbook. At all times the marshals involved are to be models of patience and chivalry.

E. INCLEMENT WEATHER

If you are Marshal-in-Charge of an outdoor range, the weather will of course be a factor in deciding whether to hold the shoot or not. It is clear that a variety of conditions in temperature and precipitation will affect the range, and you will doubtless have made contingency plans with these things in mind. However, as anyone who has spent extended lengths of time in the MidRealm knows, there will arise on occasion unpredictable and rapidly changing weather conditions. Sudden thunderstorms, unexpected gusting associated with a shifting weather front, and the threat of tornadoes are all possibilities. Coping successfully with these things requires a certain amount of common sense. Treat the range like an open-air swim meet: if lightning occurs within 2 miles of the range, close down activities and get participants under appropriate shelter. Do not reopen the range until 30 minutes has passed after the last seen stroke of lightning. Gusting winds affect arrow flight somewhat less than people usually believe; nevertheless, if high winds are interfering with the shoot in any way, close the range temporarily or, if the conditions continue cancel the rest of the shooting for the day. If a tornado is spotted, stop all activity at once, and head for shelter. The best shelter is the basement or a small room in a well-built building. If that is not available, take shelter in ditches, in culverts, under bridges or in other low places. Curl up and protect your head and neck from possible flying debris. A radio tuned to the National Weather Service is a useful item to include in your archery range kit.

F. THE MEDIA

There will be times when non-S.C.A., Inc. media, including reporters, TV cameras, film crews, etc. will want access to the range. You will very likely not have full control over this circumstance, since such activities are within the authority of the event autocrat. Nevertheless, as your primary concern is always the safety of the participants and spectators on your range, you have the right to require that all media personnel obey the range rules at all times. If necessary, try to find compromises that will let them complete their goals without unduly interfering with or disrupting the archers who are trying to use your facility.

G. ROYALTY

It may occur that certain participants may request or assume special privileges with respect to range access. The classic example is that of a royal Personage or peers whom wishes to shoot ahead of other archers, or otherwise requires special or particular arrangements. In many instances, some effort should be made to accommodate them. Remember that a Royal's or a peer's schedule is often not theirs to control, but is dictated by meetings to attend, courts to plan, and the like. With a sufficient amount of tact and forbearance, arrangements can be settled to the satisfaction of all. In one respect however, no special consideration should be granted: equipment inspection. As a marshal, you are required to insure that all equipment on

your range is safe, no matter who it belongs to. Let no one claim that they are too important or too busy to have their equipment inspected properly.

H. UNUSUAL EQUIPMENT

Occasionally, someone will bring some oddball equipment that they will want to compete with, test, or merely demonstrate. The archery marshals may encounter a 125-pound longbow that the owner wished to use to test the armor-piercing qualities of some forged bodkin points. All equipment needs to be inspected, and if there is no one present who can with confidence inspect a given item and/or there aren't guidelines in this text, there is no reason to let it on the range. Demonstrations may have been arranged with the knowledge and permission of the autocrat; in such instances you may need to accommodate rather than forbid. No piece of equipment should be entered in competition that is inappropriate for that competition or that clearly violates the rules of the competition. The testing of unusual items may best be deferred until after the closing of the range. Then, if qualified marshals are willing to monitor, such items may be exercised in a much safer circumstance.

I. UNFAMILIAR EQUIPMENT

The marshal is not obligated to inspect or marshal equipment that is unfamiliar to him/her. This text provides minimum standards but often simple words and diagrams can be ambiguous enough to cause the marshal to be concerned with their ability to adequately inspect equipment or marshal the line. When this happens, make every attempt to hail the area for a marshal more familiar with the issue. If none are available, decline from continuing until one can be found. **WHEN IN DOUBT - DON'T DO IT!!!** The participant is going to be disappointed and should be treated apologetically and with tact. Likewise, it is the marshal's responsibility to become familiar with as many types of weapons as possible to limit this type of situation.

4.5.3 MARSHALLATE AUTHORITY TO HALT AN EVENT

In the event of a serious violation of S.C.A., Inc. and/or Middle Kingdom rules, the Marshal shall use his/her authority to stop the activity and/or take such other action as is necessary to correct the situation. If that authority is questioned, or if s/he is unable to stop the activity which is in violation, s/he shall summon the Marshal-in-Charge who, if s/he is also unable to stop the violation will use the following emergency procedures:

A. CROWN REQUEST FOR INTERVENTION

The Marshal-In-Charge will immediately go to the Crown or ruling noble in attendance and say, "Your Majesty/ Highness, it is my duty to inform you of a violation of Rule number ____ and to advise you to use Your authority to correct the situation. If this situation is allowed to continue, the S.C.A., Inc. will be forced to withdraw its sanction from this event (tournament, revel, etc.) and you will be held legally responsible for any consequences."

B. SENESCHAL REQUEST FOR INTERVENTION

If the authority is unavailable, unable, or unwilling to act, the Marshal-In-Charge shall go to the Seneschal and say, "My Lord/Lady Seneschal, it is my duty to inform you of a violation of Rule number _____. In the name of the S.C.A., Inc. I request that you aid me in correcting this situation, and if the situation cannot be corrected, I desire you to withdraw the Society sanction from this event."

C. MARSHAL-IN-CHARGE PROCEDURE FOR HALTING THE EVENT

If the previous prescribed procedures do not work, the Marshal-In-Charge is instructed to summon a herald and require the following announcement be made, "My Lords and Ladies, I regret to inform you that since the Rules of the Society/Middle Kingdom are not being obeyed, this event can no longer be considered an official event of the Society for Creative Anachronism, Inc., and is officially closed. Any activity taking place on this field from this time forward is a private affair, for which activity the individuals concerned will be totally and solely responsible." If no herald is available to make the announcement, the Marshal-In-Charge shall make it. The Marshal-In-Charge should then withdraw from the Lists, taking all S.C.A., Inc. officers. The Marshal-In-Charge must immediately report the action to the Kingdom Earl Marshal by telephone, followed by a report in writing with copies to the entire Marshallate chain of authority, the Crown, the Marshal of the Society and the B.O.D. This has never happened in the Middle Kingdom as of this writing.

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END OF LINE PROCEDURES

4.6 MARSHALLATE ARBITRATION AND GRIEVANCE PROCEDURES

Any participant, marshal, herald, or constable has accepted by signing the S.C.A., Inc. Combat Waiver the Society-wide system of arbitration established by the Board for that purpose. This section defines that system for the Marshallate. The Marshal's Courts are for the sole purpose of making decisions about infractions of S.C.A., Inc. and Middle Kingdom Rules and the rules/ regulations that support them, which are contained in all of the Middle Kingdom Marshal's Handbooks. This includes participation, combatant authorizations, marshal's warrants, and the ability of a non-combatant to function and participate within an area designated for combat activity. In the latter case, the Courts can only bar the individual from direct participation in the particular activity.

This effectively standardizes and formalizes the current procedures and authority that the Kingdom Earl Marshal (and, by delegation, the Kingdom Deputies, Principality/Regional Deputy Marshals, and all Marshals of the Field) have for dealing with problems.

4.6.1 MARSHAL'S COURT

A. GENERAL

The Marshal-in-Charge of an event may, from time to time, have to discipline an individual. As a representative of the Crown and the Kingdom Earl Marshal, the Marshal-in-Charge may remove a participant, a warranted Marshal, or other persons who have supporting functions (heralds, constables, surgeons, etc.) from the area of activity. The Marshal-in-Charge may also suspend/or bar individual participation for the duration of the event.

In order to resolve a complex issue, the Marshal-in-Charge or an affected individual may request that a "Marshal's Court" be convened to examine the issues and determine what actions (if any) will be taken. The decision of the Marshal's Court then supersedes the decision of the Marshal-in-Charge (if different) unless the Marshal-in-Charge is the Kingdom Earl Marshal or designated Kingdom Deputy.

Standards and Restrictions

- 1) Marshal's Courts may be convened:
 - a) For unchivalrous conduct.
 - b) For dangerous behavior.
 - c) For violations of the Rules of the Line or any of the other supporting rules and regulations for the activity.
 - d) For use of illegal or uninspected equipment.
 - e) As a fact-finding body (for example, examining the events leading to an injury) to determine if specific fault needs to be addressed.
- 2) The Marshal's Court actions include:
 - a) Removing a person from participation in the activity for the duration of the event.
 - b) Warn an individual that these actions may be taken.
 - c) Taking no action at all, if the complaints were unfounded.
- 3) The Court is composed of:
 - a) The Marshal-in-Charge of the event, who shall preside and who is responsible for a Report of the Court. In the event the Marshal-in-Charge has a conflict of interest the most senior Marshal present will be selected as a replacement. (NOTE: The fact that a Marshal's Court is being convened to review a decision of the Marshal-in-Charge does not necessarily constitute a conflict of interest).
 - b) A warranted Marshal chosen by the affected individual(s).
 - c) A member of the Chivalry chosen by the Marshal-in-Charge or the Chivalry present. Should no members of the Chivalry be present or all have conflicts of interest, the Marshal-in-Charge shall select one of the most experienced archery marshal present as a replacement.
 - d) The Principality/Regional Deputy Marshal should attend the proceedings to advise, but should avoid being on the panel if practical, when at an event where a Marshal's Court is called.

B. MARSHAL'S COURT OPERATIONS

- 1) The Marshal-in-Charge must schedule the Court to meet during the event, preferably the same day.

- 2) Decisions are reached by simple majority vote of the Court members.
- 3) The Marshal-in-Charge must see that a Court Report is forwarded up the reporting chain.
- 4) The Principality/Regional Deputy Marshal will review the proceedings and submit an evaluation and recommendation to the Kingdom Deputy and Kingdom Earl Marshal.
- 5) Appeals of any decision by the Marshal's Court by either the defendant or the complainant are presented to the Quarter Court. Decisions of the Marshal's Court stand until the Quarter Court review unless suspended by the Kingdom Deputy or Kingdom Earl Marshal.

4.6.2 REPORTS AND SUSPENSIONS

A. GENERAL

The Kingdom Deputy and Kingdom Earl Marshal shall review an individual's behavior after receiving two or more unsolicited written complaints about violations of the Rules of the List, the Conventions of Combat, or other rules and customs governing S.C.A., Inc. martial activities. This review will include a recommendation from the Principality/Regional Deputy Marshal.

B. STANDARDS

- 1) If the complaints have merit but are not deemed to be an immediate safety issue the individual shall be put "on report" for six months. The individual and the Principality/Regional Deputy Marshal will be privately informed of that status. If no further complaints are received, the "on report" status will be removed after the six months period.
- 2) An individual "on report" may request a hearing before the Quarter Court so that the individual may view the evidence and confront the complainants. The Kingdom Earl Marshal may cancel the "on report" status, (for example, if the complainants decide not to participate in the Court), in that case the affected individual would then not view the reports or learn the identities of the complainants.
- 3) If additional reports are received, or the Kingdom Deputy or Kingdom Earl Marshal considers that there is an immediate safety issue, they may investigate the complaints and then make a decision for further sanctions based on the facts discovered in that investigation. That decision could then be appealed to the Quarter Court by the affected party.

4.6.3 QUARTER COURT

A. GENERAL

The Quarter Court is the principal court of appeals for this system of arbitration, and is the last step prior to a Kingdom Court of Chivalry.

B. STANDARDS AND RESTRICTIONS

- 1) The Quarter Court reviews:
 - a) Appeals of Marshal's Court decisions
 - b) Participation suspensions.
 - c) Warrant suspensions and revocations
 - d) Issues such as interpretations of the rules, fighting conventions, etc. brought before it by any members of the Court. In this case the Court may only make recommendations to the appropriate office/body.
- 2) The Quarter Court actions include:
 - a) Overturning, augmenting, or otherwise altering any lower court or administrative ruling, given the constraints as listed in the Operations section below.
 - b) Clearing a participant from any charges or penalty given by a lower unit or administrative fiat
 - c) Barring an individual from participation for a specified length of time
 - d) Recommending that a Kingdom Court of Chivalry be conducted.
- 3) The Quarter Court is composed of:
 - a) The Kingdom Earl Marshal, who presides. Where the Kingdom Earl Marshal is unavailable or has a conflict of interest, the Kingdom Deputy or Principality/Regional Deputy Marshal for the affected activity will preside.

- b) The Archer General. Where the Archer General is unavailable or has a conflict of interest, an alternate member of the senior archer marshallate staff will serve as the replacement.
 - c) A representative appointed by the Crown. Where the Crown's representative has a conflict of interest, the Crown must appoint an alternate. Quarter Court Operations
- 4)
 - 5) The Quarter Court meets quarterly (at each Crown Tourney, Pennsic, and a winter event chosen by the Court's members) if there are issues on the docket.
 - 6) Decisions are reached by majority vote of the Court members.
 - 7) Minutes of all court proceedings are taken and passed on to the Crown and the Society Marshal.
 - 8) All decisions of the Quarter Court are considered final, but may be appealed to a Kingdom Court of Chivalry, subject to the provisions for those courts in Kingdom Law and Corpora.
 - 9) Any decision of the Quarter Court shall remain in effect as indicated unless reviewed and overturned, augmented, or otherwise altered by a Kingdom Court of Chivalry, the Crown, Society Marshal or the Board of Directors of the S.C.A., Inc.

4.6.4 KINGDOM COURT OF CHIVALRY

The nature and function of this court is defined by the Corpora of the Society and the Laws of the Middle Kingdom: Article XII – Courts of Chivalry, and therefore is not discussed here.

END OF ARBITRATION AND GRIEVANCE PROCEDURES

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4.7 MARSHAL TRAINING

To become a fully warranted Marshal, for Armored Combat, Rapier Combat, Archery, Thrown Weapons or Equestrian, a participant must go through a period of training as an Marshal-in-Training, or Marshal-in-Training. In the case of Armored Combat and Rapier Combat the participant must also be authorized. There are several different sets of activities that are performed by Marshals, and the Marshal-in-Training is expected to diligently observe and participate in all activities to become familiar and comfortable with the processes. The Marshal-in-Training is also expected to be familiar with Marshallate information sources and the chain of authority for the activity in which a warrant is being sought.

4.7.1 GENERAL REQUIREMENTS

A. STARTING THE PROCESS

All Marshals-in-Training are expected to be authorized in several different styles of the activity skills. For example, a candidate must be authorized in three weapon styles for Armored Combat, or be an advanced rider for Equestrian activities, unless the activity does not require authorization (Archery), or at the direction of the Kingdom Deputy for the activity. The first step is to contact the Regional Deputy Marshal for the activity and receive the Training form. This usually occurs on the recommendation of a fully warranted Marshal of the Field. The Marshal-in-Training candidate should also arrange the local supervision and guidance of a Field Marshal. In cases where the Marshal-in-Training candidate is from a group some distance from others, the support of the nearest and most often seen local Marshal should be arranged. Marshals are required as officers of the S.C.A., Inc. to maintain membership in the organization for the duration of the term of office.

B. TOOLS OF THE OFFICE

Marshal-in-Trainings are expected to obtain for personal use the tools required of a Marshal:

- 1) A copy of the Marshal's Handbook for the activity
- 2) A tabard emblazoned with the markings of the Marshallate for the activity
- 3) Any inspection and field operation tools.

4.7.2 ADMINISTRATIVE TRAINING

A. REPORTS AND REPORTING

Marshal-in-Trainings are trained in and become familiar with the reporting process, including using the report forms, what information is required on a particular report, and the reporting schedule.

B. TRAINING PARTICIPANTS

Marshals-in-Training are trained to help train and inform participants in an activity

4.7.3 FIELD OPERATIONS TRAINING

A. GENERAL

The Marshals-in-Training is trained and actively participates in each area of Marshal operations to receive the corresponding signature. A minimum participation in four events is required and more is strongly recommended, including a training session with the Regional Deputy Marshal. The sponsoring Marshal or the Marshal supervising the Marshals-in-Training in each aspect of operations will review guidelines, expectations and requirements, and then oversee the Marshals-in-Training in executing the operation until the Marshals-in-Training shows a reasonable level proficiency. Participating in the day's activities while training is discouraged.

B. EVENT AND ACTIVITY PLANNING

The Marshals-in-Training is expected to learn how to plan for the activity at an event, including:

- 1) Area and equipment needs
- 2) Arranging Marshals and support staff
- 3) Understanding special needs for tournaments, competitions, and wars as applicable to the activity

C. SET-UP

The Marshals-in-Training is trained to and learns how to do the actual set-up for the activity including:

- 1) Crowd control and restricting access to hazardous areas
- 2) Assessment of the site for use

- 3) Placement of the List table and other support tables

D. INSPECTIONS

The Marshals-in-Training is trained in enforcing the equipment requirements for the activity including:

- 1) Inspection of weapons and equipment used in the activity
- 2) How to respond to a failure and repair situation
- 3) Using proper equipment inspection tools
- 4) Dealing with experimental equipment, weapons or armor

E. AUTHORIZATIONS

The Marshals-in-Training is trained to run both first time and advanced authorizations, where applicable.

F. RUNNING THE ACTIVITY

The Marshals-in-Training is trained to run the activity, including, where applicable:

- 1) Tournaments
- 2) Competitions
- 3) Arbitration of disagreements
- 4) Responses to violations of the rules

G. RIGHTS AND RESPONSIBILITIES

The Marshals-in-Training will learn the limits and procedures of the authority of the office

4.7.4 TESTING AND WARRANTING

A. PREREQUISITE TO TESTING

The Marshals-in-Training must complete training as a Marshal in the activity, obtain the signatures of the supervising Marshals in each category, and present the completed training form to the Regional Deputy Marshal.

B. TESTING

The Regional Deputy Marshal or an appointed warranted Marshal administers the test. The test is graded by the Regional Deputy Marshal after the completed training form is presented by the Marshals-in-Training to the Regional Deputy Marshal. If the Marshals-in-Training passes the test the Regional Deputy Marshal will review the Marshals-in-Training candidate and send the completed training form, test and recommendation to the Kingdom Deputy, who will confirm the candidate and award the warrant. If the Marshals-in-Training does not pass the test, the Regional Deputy Marshal or warranted Marshal should allow the Marshals-in-Training to review the test as taken to see where the problems occurred. However the candidate may not keep the test form. A second test may be taken at a later date.

C. WARRANTS

The initial warrant is signed by the Crown and the Kingdom Earl Marshal or designated Kingdom Deputy, or by the Principality Earl Marshal and Coronet on behalf of and as directed by the Crown and Kingdom Earl Marshal. Subsequent warrants can be the roster type, depending on the needs of the Kingdom Deputy, Kingdom Earl Marshal and Crown.

END OF MARSHAL TRAINING

APPENDIX 1 FORMS

MIDDLE KINGDOM MARTIAL ACTIVITY REPORT

<input type="checkbox"/> Armored Combat	<input type="checkbox"/> Rapier	<input type="checkbox"/> Equestrian	<input type="checkbox"/> Archery	<input type="checkbox"/> Other (please list)
---	---------------------------------	-------------------------------------	----------------------------------	--

Event		Date
Group	Location (City, State/Prov.)	
Number of Authorizations	Number of Waivers	

ATTACH MARSHALS ROSTER FOR LIST OF ASSISTING MARSHALS

Form of Activity/Tournament	Number of Participants
Marshal-in-Charge	List Minister
Tourney Winner(s)	

Form of Activity/Tournament	Number of Participants
Marshal-in-Charge	List Minister
Tourney Winner(s)	

Form of Activity/Tournament	Number of Participants
Marshal-in-Charge	List Minister
Tourney Winner(s)	

PROBLEMS

SIGNIFICANT INJURIES _____

UNUSUAL EQUIPMENT FAILURES _____

SANCTIONS _____

IF ANY OF THESE ARE FILLED OUT, YOU **MUST** REPORT TO YOUR PRINCIPALITY/REGIONAL MARSHAL AND TO THE KINGDOM DEPUTY FOR YOUR MARTIAL ACTIVITY WITHIN 48 HOURS.

COMMENTS: _____

REPORTING MARSHAL: COMPLETE ALL INFORMATION BELOW

Marshal		Modern Name
Street Address		City, State/Prov., Postal Code
Telephone (include area code)	E-mail Address	Signature

INSTRUCTIONS:	Upon completion of the Event, send a copy of this report and attachments to your Principality/Regional Marshal and to the Kingdom/Principality Clerk of the Roster, as applicable.
----------------------	--

MIDDLE KINGDOM MARSHAL-IN-TRAINING APPOINTMENT

<input type="checkbox"/> Armored Combat	<input type="checkbox"/> Rapier	<input type="checkbox"/> Equestrian	<input type="checkbox"/> Archery	<input type="checkbox"/> Other (please list)
---	---------------------------------	-------------------------------------	----------------------------------	--

Be it known to all by these presents that _____
(Legal Name)

of _____
(Street Address) (City) (State/Prov.) (Postal Code) (Country)

_____, known in the Society for Creative Anachronism, Inc. (SCA) as
(Area Code) (Telephone) (E-Mail Address)

_____, is hereby appointed as Marshal-in-
(SCA Name)

Training, of _____, until fully warranted or removed.
(Group Name or Field Status)

The duties of a Marshal in Training (MiT) are identical to those of any fully warranted Marshal except that he or she may not authorize fighters to participate in SCA combat and may not act as Marshal-in-Charge of martial activities at an official event. MiTs may only run local practices if they have a GMiT Warrant. MiTs shall become fully warranted upon fulfillment of all requirements of the office as defined by the Earl Marshal of the Middle Kingdom under the Marshal of the Society for Creative Anachronism, Inc., including the requirements listed below. Completion of this form does not guarantee that the MiT will be warranted. The Principality/Regional Marshal may require further training before recommending MiTs for advancement.

This appointment takes effect on the _____ day of _____, 20____ and supersedes any existing or previous Appointment or Warrant for this office.

Signed (by Regional Marshal or above): _____ Date: _____

MARSHAL TRAINING LOG

Four signatures are required for each item. A maximum of 1 per item may come from training seminars.

	Equipment Inspection	Authorizations <small>(Archery: range setup/layout)</small>	Conducting Activity	Administration
SIGNATURE				
EVENT/DATE				
SIGNATURE				
EVENT/DATE				
SIGNATURE				
EVENT/DATE				
SIGNATURE				
EVENT/DATE				

Special Requirements	Date	Signed by Principality/Reg. Marshal
Armored Combat Only - Marshalled Melee		
Rapier Only - Able to perform Puncture Resistance Test		
Equestrian Only - Viewed Marshal Workshop/Training Video		
Archery Only - Conducted Junior Archery Activity		

Rules and Conventions Examination Taken at: _____

Date Exam Taken: _____ Pass/Fail: _____

Signature of Proctor: _____

Marshal Recommendations

Marshal's SCA Name & Modern Initials	Modern Signature	Date
Sponsoring Marshal		
Sponsoring Marshal		
Regional/Principality Marshal		
Kingdom Deputy Marshal		

MIDDLE KINGDOM MARTIAL ACTIVITY REPORT

MARSHALS ROSTER

<input type="checkbox"/> Armored Combat	<input type="checkbox"/> Rapier	<input type="checkbox"/> Equestrian	<input type="checkbox"/> Archery	<input type="checkbox"/> Other (please list)
---	---------------------------------	-------------------------------------	----------------------------------	--

Event	Date
Group	Marshal-in-Charge

SCA Name

	<input type="checkbox"/> Warranted
	<input type="checkbox"/> Marshal-in-Training
	<input type="checkbox"/> Warranted
	<input type="checkbox"/> Marshal-in-Training
	<input type="checkbox"/> Warranted
	<input type="checkbox"/> Marshal-in-Training
	<input type="checkbox"/> Warranted
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	<input type="checkbox"/> Warranted
	<input type="checkbox"/> Marshal-in-Training
	<input type="checkbox"/> Warranted
	<input type="checkbox"/> Marshal-in-Training
	<input type="checkbox"/> Warranted
	<input type="checkbox"/> Marshal-in-Training

INSTRUCTIONS: Attach this form to the Martial Activity Report.

MIDDLE KINGDOM GROUP MARSHAL'S REPORT

QUARTERLY AND DOMESDAY

<input type="checkbox"/> Armored Combat	<input type="checkbox"/> Rapier	<input type="checkbox"/> Equestrian	<input type="checkbox"/> Archery	<input type="checkbox"/> Other (please list)
---	---------------------------------	-------------------------------------	----------------------------------	--

Quarter			Domesday
1 st March 1 <input type="checkbox"/>	2 nd June 1 <input type="checkbox"/>	3 rd Sept. 1 <input type="checkbox"/>	(Dec. 1) <input type="checkbox"/>

Full Group Name and Status		
Location (City, State/Prov., Country)		
Marshal	Modern Name	
Street Address	City, State/Prov., Postal Code	
Telephone (include area code)	E-mail Address	Warrant Status _____ Warranted _____ GMIT

NEW AND INCIPIENT GROUPS must include a complete Roster of Participants with all Quarterly and Domesday reports.

ALL GROUP MARSHALS must include a complete Roster of Participants with each Domesday Report.

CHANGES to the roster should be reported with each Quarterly Report.

ALL REPORTS (both Quarterly and Domesday) should be sent to your Principality/Regional Marshal.

All Domesday Reports and all Quarterly Reports containing **CHANGES** to the Roster should also be sent to the Kingdom/Principality Clerk of the Roster, as applicable.

I.	STATUS
_____ number of authorized participants _____ ± since last quarter _____ no change since last	
If Domesday, also attach Participant's Roster. If Quarterly, but changes have occurred, attach changes	
PRACTICES:	
Practices are considered to be official events. GMITs are allowed to officially run practices, if they have a GMIT Warrant. All participants are required to sign a roster waiver. Roster waivers are sent directly to the Member Services Office of the S.C.A., Inc. Retaining local copies is unnecessary.	
_____ We are currently not holding regular practices.	
_____ We have regular practices: _____ weekly + _____ twice a month _____ monthly	
THE GROUP HOSTED THE FOLLOWING EVENTS THIS QUARTER:	
Name: _____	Date: _____
Name: _____	Date: _____
Name: _____	Date: _____

II.	EXPERIMENTS
Observations on Experimental Equipment and Forms, if applicable:	

III.	PROBLEMS
A. Significant Injuries _____	

B. Unusual Equipment Failures _____	

C. Sanctions _____	

IV.	Summary

MIDDLE KINGDOM GROUP MARSHAL'S REPORT

PARTICIPANTS ROSTER

<input type="checkbox"/> Armored Combat	<input type="checkbox"/> Rapier	<input type="checkbox"/> Equestrian	<input type="checkbox"/> Archery	<input type="checkbox"/> Other (please list)
---	---------------------------------	-------------------------------------	----------------------------------	--

Quarter			Domesday
1 st March 1 <input type="checkbox"/>	2 nd June 1 <input type="checkbox"/>	3 rd Sept. 1 <input type="checkbox"/>	(Dec. 1) <input type="checkbox"/>

Full Group Name and Status	Date
Reporting Marshal	Warrant Status _____ Warranted _____ GMIT

FULL-STATUS GROUPS:

Submit a roster for Domesday only.

NEW AND INCIPIENT GROUPS:

Submit a Roster each Quarterly and Domesday.

QUARTERLY REPORTS:

Send to the Regional/Principality Earl Marshal.

DOMESDAY REPORTS:

Send to the Principality/Regional Marshal, and the Kingdom/Principality Clerk of the Roster, as applicable.

Include mailing address for Warranted Marshals on comment line

Authorizations Held	Status
---------------------	--------

SCA Name	Modern Name			
Phone ()	E-mail			
Comments				
SCA Name	Modern Name			
Phone ()	E-mail			
Comments				
SCA Name	Modern Name			
Phone ()	E-mail			
Comments				
SCA Name	Modern Name			
Phone ()	E-mail			
Comments				
SCA Name	Modern Name			
Phone ()	E-mail			
Comments				
SCA Name	Modern Name			
Phone ()	E-mail			
Comments				
SCA Name	Modern Name			
Phone ()	E-mail			
Comments				
SCA Name	Modern Name			
Phone ()	E-mail			
Comments				
SCA Name	Modern Name			
Phone ()	E-mail			
Comments				
SCA Name	Modern Name			
Phone ()	E-mail			
Comments				

LEGEND

ARMORED COMBAT			RAPIER		EQUESTRIAN	
WS	PA	CA	SR	DGR	BEG	AD
Weapon/Shield	Pole Arm	Combat Archery	Single Rapier	Dagger	Beginner	Adult
TW	DGR	1FT	RP	CR	INT	MI
Two Weapon	Dagger	1-Hand Face Thrust	Rigid Parry	Case Rapier	Intermediate	Minor
GW	SP	2FT	NRP		ADV	
Great Weapon	Spear	2-Hand Face Thrust	Non-rigid Parry		Advanced	
OTHER AUTHORIZATIONS			GENERAL STATUS		MARSHAL STATUS	
IT	THR	NC	MVD	MIA	IT	W
In Training	Thrown	Non-Contact	Moved In/Out	Inactive	In Training	Warranted

Society for Creative Anachronism, Inc.
WAIVER AND INFORMED CONSENT TO PARTICIPATE IN SCA MARTIAL ACTIVITIES

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

I, the undersigned, having read and understood the content of this document, agree and consent to the provisions contained herein. It is my intention and desire to participate in SCA combat-related activities (such as armed combat, period fencing, marshalling, combat archery, scouting and banner-bearing) at events held by the Society for Creative Anachronism, Incorporated. I hereby acknowledge that I am fully aware of the nature and purpose of the activities of the Society for Creative Anachronism, Inc. I acknowledge that these activities are potentially dangerous and that I voluntarily accept any risks involved. In consideration for my being permitted to take part in these activities, I agree to be bound by the rules for Society for Creative Anachronism, Inc. and to obey the directions of the marshals and other governing officials of activities. In the event of any disagreements or disputes arising from my taking part in these activities, I agree to submit such disagreements or disputes to a board of arbitration appointed by the Society for Creative Anachronism, Inc. and to abide by any decisions reached by such board. I agree to release, hold harmless, and keep indemnified the Society for Creative Anachronism, Incorporated, its organizers and agents, officials, servants, and representatives from and against all claims, actions, costs, expenses and demands in respect to death, injury, loss or damage to my person or property, howsoever caused, arising out of or in connection with my taking part in these events even if the same may have been contributed to or occasioned by the negligence of the said body or any of its agents, servants or representatives. It is understood and agreed that this agreement is to be binding on myself, my heirs, executors and assigns.

I UNDERSTAND THAT THIS IS A LEGAL DOCUMENT. I HAVE READ AND UNDERSTOOD THIS RELEASE AND I UNDERSTAND ALL ITS TERMS. I EXECUTE IT VOLUNTARILY AND WITH FULL KNOWLEDGE OF ITS MEANING AND SIGNIFICANCE

Legal Name (PRINT CLEARLY)	Legal Name (SIGN)	DATE

It is the responsibility of the Marshal-in-Charge at any official SCA martial activities practice to have all those participating in the practice fill out and sign this release. The original is to be sent by the Group Seneschal to the SCA corporate office within one week of the practice. The Marshal in Charge does not need to keep a copy on file.

Society for Creative Anachronism, Inc.
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 organizations known as the Society for Creative Anachronism, Inc., a California not-for-profit corporation (hereafter "SCA"). The S.C.A., Inc. has rules which govern and may restrict the activities in which the minor can participate. These rules include, but are not limited to: Corpora, the By-laws, the various kingdom laws and Rules for combat related activities.

The S.C.A., Inc. 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 S.C.A., Inc..

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 understand that these activities are potentially dangerous or harmful to the minor's person or property, and that by participating, the minor's parents(s) or guardians(s) voluntarily accepts and assumes the risk of injury to the minor or damage to the minor's property.

It is understood that S.C.A., Inc. does NOT provide any insurance coverage for the minor's person or property; and 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:

(Name of Event)

(Date of Event) (Location of Event) (Owner of Site)

these activities and events, the minor by and through the undersigned, agrees to release from liability, agrees to indemnify, and hold harmless the S.C.A., Inc., any S.C.A., Inc. agent, officer or S.C.A., Inc. 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 S.C.A., Inc., 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, and combat-related activities, target archery, thrown weapons, fencing or boffers without parental consent where such participation is allowed by kingdom law. The minor will not be able to participate in any S.C.A., Inc. 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) _____

Birth date of Minor: _____ Home State of Minor _____

Legal Name (PRINT) _____

Parent/Guardian

Legal Name (SIGN) _____ Date _____

Parent/Guardian

All non-member minors must have a parent or legal guardian complete and sign this form. Rev. 8/97

UNIVERSAL CHIRURGEON'S INCIDENT REPORT SHORT FORM

EVENT:

CIC:

(PLEASE PRINT)

DATE	PT SCA NAME	PT LEGAL NAME
TIME		
ADDRESS	DATE OF BIRTH	
COMPLAINT		
TREATMENT		
TREATING CHIRURGEON	PT SIGNATURE	
INJURY <input type="checkbox"/> FIGHTING <input type="checkbox"/> KITCHEN <input type="checkbox"/> DANCING <input type="checkbox"/> OTHER	WITNESS SIGNATURE	

DATE	PT SCA NAME	PT LEGAL NAME
TIME		
ADDRESS	DATE OF BIRTH	
COMPLAINT		
TREATMENT		
TREATING CHIRURGEON	PT SIGNATURE	
INJURY <input type="checkbox"/> FIGHTING <input type="checkbox"/> KITCHEN <input type="checkbox"/> DANCING <input type="checkbox"/> OTHER	WITNESS SIGNATURE	

DATE	PT SCA NAME	PT LEGAL NAME
TIME		
ADDRESS	DATE OF BIRTH	
COMPLAINT		
TREATMENT		
TREATING CHIRURGEON	PT SIGNATURE	
INJURY <input type="checkbox"/> FIGHTING <input type="checkbox"/> KITCHEN <input type="checkbox"/> DANCING <input type="checkbox"/> OTHER	WITNESS SIGNATURE	

DATE	PT SCA NAME	PT LEGAL NAME
TIME		
ADDRESS	DATE OF BIRTH	
COMPLAINT		
TREATMENT		
TREATING CHIRURGEON	PT SIGNATURE	
INJURY <input type="checkbox"/> FIGHTING <input type="checkbox"/> KITCHEN <input type="checkbox"/> DANCING <input type="checkbox"/> OTHER	WITNESS SIGNATURE	

UNIVERSAL CHIRURGEON'S INCIDENT REPORT FORM

EVENT _____ GROUP _____ DATE _____

CONSENT: I HAVE BEEN INFORMED OF THE TRAINING LEVEL OF THE TREATING CHIRURGEON(S) AND HEREBY GIVE CONSENT FOR:
 MYSELF MY CHILD TO BE TREATED

PATIENT/GUARDIAN SIGNATURE (LEGAL NAME)

WITNESS SIGNATURE (LEGAL NAME)

REFUSAL: I HAVE BEEN INFORMED OF THE TRAINING LEVEL OF THE TREATING CHIRURGEON(S). I UNDERSTAND THAT FIRST AID HAS BEEN RECOMMENDED FOR:
 MYSELF MY CHILD WHICH I REFUSED. I UNDERSTAND THAT IT IS MY RESPONSIBILITY TO SEEK APPROPRIATE MEDICAL CARE. I RELEASE THE CHIRURGEON(S) AND ALL SCA AUTHORITIES FROM ANY AND ALL LIABILITY FOR ANY ILL EFFECTS THAT MAY RESULT FROM MY DECISION TO REFUSE AID.

PATIENT/GUARDIAN SIGNATURE (LEGAL NAME)

PLEASE PRINT

BADGE #	TIME OF INCIDENT	ADULT <input type="checkbox"/> MINOR <input type="checkbox"/>
PT LEGAL NAME	ALLERGIES	
PT SCA NAME	MEDICATIONS	
GUARDIAN LEGAL NAME	MEDICAL HISTORY	
ADDRESS		
TRAUMA <input type="checkbox"/> ILLNESS <input type="checkbox"/> M <input type="checkbox"/> F <input type="checkbox"/> DOB //		
PHONE () - RECURRING INJURY? Y <input type="checkbox"/> N <input type="checkbox"/>		

INJURY TYPE KITCHEN <input type="checkbox"/> DANCING <input type="checkbox"/> COMBAT <input type="checkbox"/> CAMPING <input type="checkbox"/> OTHER <input type="checkbox"/>	IF KITCHEN: CUT <input type="checkbox"/> BURN <input type="checkbox"/> CRUSH <input type="checkbox"/> OTHER <input type="checkbox"/>
IF COMBAT: SINGLE <input type="checkbox"/> MELEE <input type="checkbox"/>	NOTES:
INJURED BY: WEAPON <input type="checkbox"/> TERRIAN <input type="checkbox"/> ARMOR <input type="checkbox"/>	
WEATHER <input type="checkbox"/>	
IF FROM WEAPON, WHAT TYPE: SS <input type="checkbox"/> WS <input type="checkbox"/> TW <input type="checkbox"/>	
BS <input type="checkbox"/> DGR <input type="checkbox"/> PA <input type="checkbox"/> SPEAR <input type="checkbox"/> GS <input type="checkbox"/> CBT ARCH <input type="checkbox"/>	
RAPIER <input type="checkbox"/> ARCHERY <input type="checkbox"/> UNKNOWN <input type="checkbox"/> OTHER <input type="checkbox"/>	

COMPLAINT:

ACTION TAKEN:

ADVICE GIVEN: ICE REST FLUIDS SEE DOCTOR OTHER

ATTENDING CHIRURGEON(S)			
SCA NAME	PRINT LEGAL NAME	LEGAL SIGNATURE	PHONE NUMBER
			() -
			() -
			() -
			() -
CIC -			() -

VITAL SIGNS

TIME	RESPIRATION	PULSE	B/P	L.O.C.	R PUPILS L	TEMP.
	<input type="checkbox"/> REGULAR <input type="checkbox"/> SHALLOW <input type="checkbox"/> LABOURED <input type="checkbox"/>	<input type="checkbox"/> REGULAR <input type="checkbox"/> IRREGULAR		<input type="checkbox"/> ALERT <input type="checkbox"/> VOICE <input type="checkbox"/> PAIN <input type="checkbox"/> UNRESP	<input type="checkbox"/> NORMAL <input type="checkbox"/> <input type="checkbox"/> DILATED <input type="checkbox"/> <input type="checkbox"/> CONSTRIC <input type="checkbox"/> <input type="checkbox"/> UNRESP <input type="checkbox"/>	
	<input type="checkbox"/> REGULAR <input type="checkbox"/> SHALLOW <input type="checkbox"/> LABOURED <input type="checkbox"/>	<input type="checkbox"/> REGULAR <input type="checkbox"/> IRREGULAR		<input type="checkbox"/> ALERT <input type="checkbox"/> VOICE <input type="checkbox"/> PAIN <input type="checkbox"/> UNRESP	<input type="checkbox"/> NORMAL <input type="checkbox"/> <input type="checkbox"/> DILATED <input type="checkbox"/> <input type="checkbox"/> CONSTRIC <input type="checkbox"/> <input type="checkbox"/> UNRESP <input type="checkbox"/>	
	<input type="checkbox"/> REGULAR <input type="checkbox"/> SHALLOW <input type="checkbox"/> LABOURED <input type="checkbox"/>	<input type="checkbox"/> REGULAR <input type="checkbox"/> IRREGULAR		<input type="checkbox"/> ALERT <input type="checkbox"/> VOICE <input type="checkbox"/> PAIN <input type="checkbox"/> UNRESP	<input type="checkbox"/> NORMAL <input type="checkbox"/> <input type="checkbox"/> DILATED <input type="checkbox"/> <input type="checkbox"/> CONSTRIC <input type="checkbox"/> <input type="checkbox"/> UNRESP <input type="checkbox"/>	
	<input type="checkbox"/> REGULAR <input type="checkbox"/> SHALLOW <input type="checkbox"/> LABOURED <input type="checkbox"/>	<input type="checkbox"/> REGULAR <input type="checkbox"/> IRREGULAR		<input type="checkbox"/> ALERT <input type="checkbox"/> VOICE <input type="checkbox"/> PAIN <input type="checkbox"/> UNRESP	<input type="checkbox"/> NORMAL <input type="checkbox"/> <input type="checkbox"/> DILATED <input type="checkbox"/> <input type="checkbox"/> CONSTRIC <input type="checkbox"/> <input type="checkbox"/> UNRESP <input type="checkbox"/>	

 PT WILL SEEK APPROPRIATE FOLLOW-UP CARE PT TRANSPORTED TO (FACILITY)

WHERE?

BY WHOM?

TIME LEFT SITE?

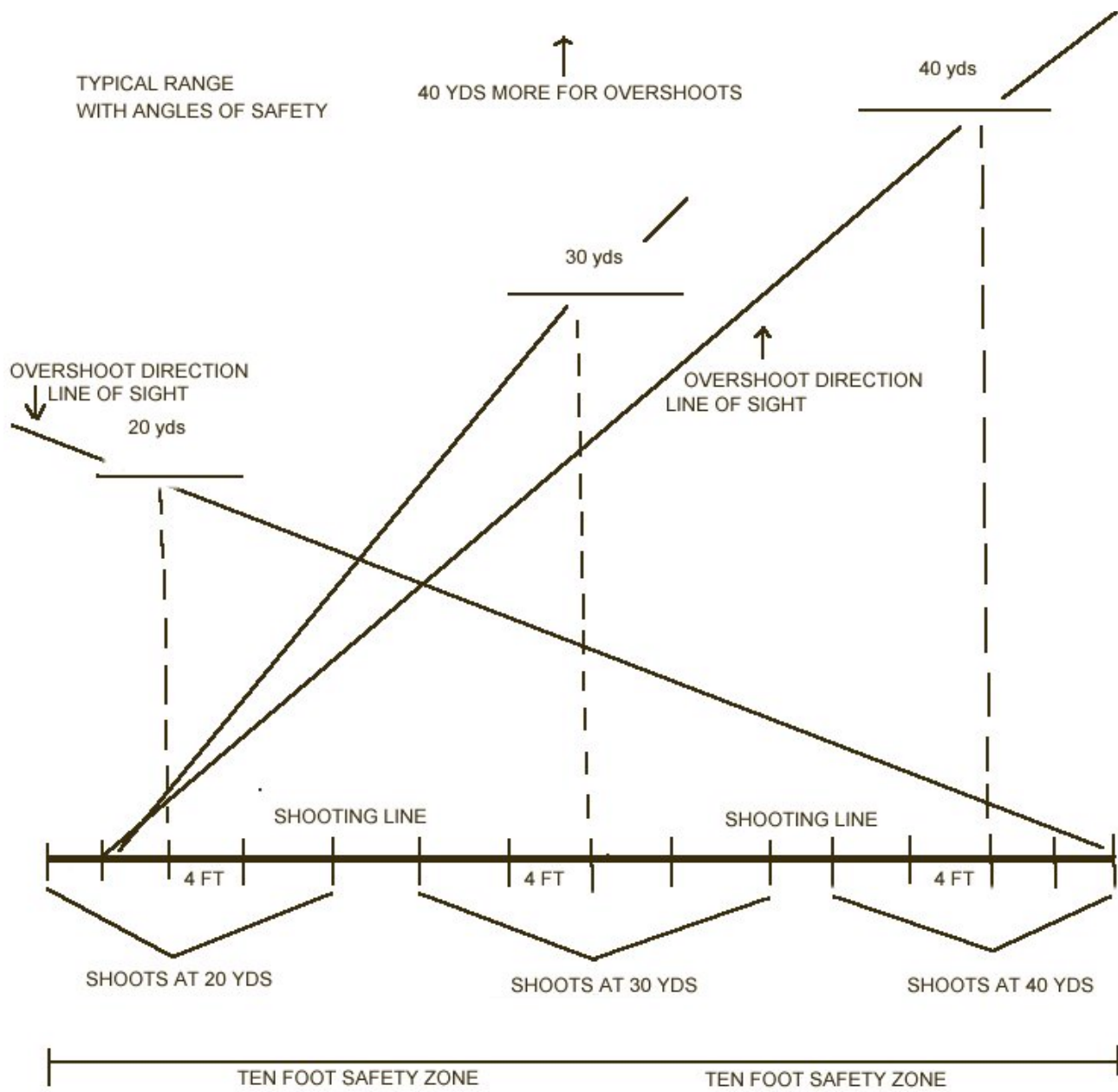
HOW?

COMMENTS/PROGRESS/ADDITIONAL TREATMENT:

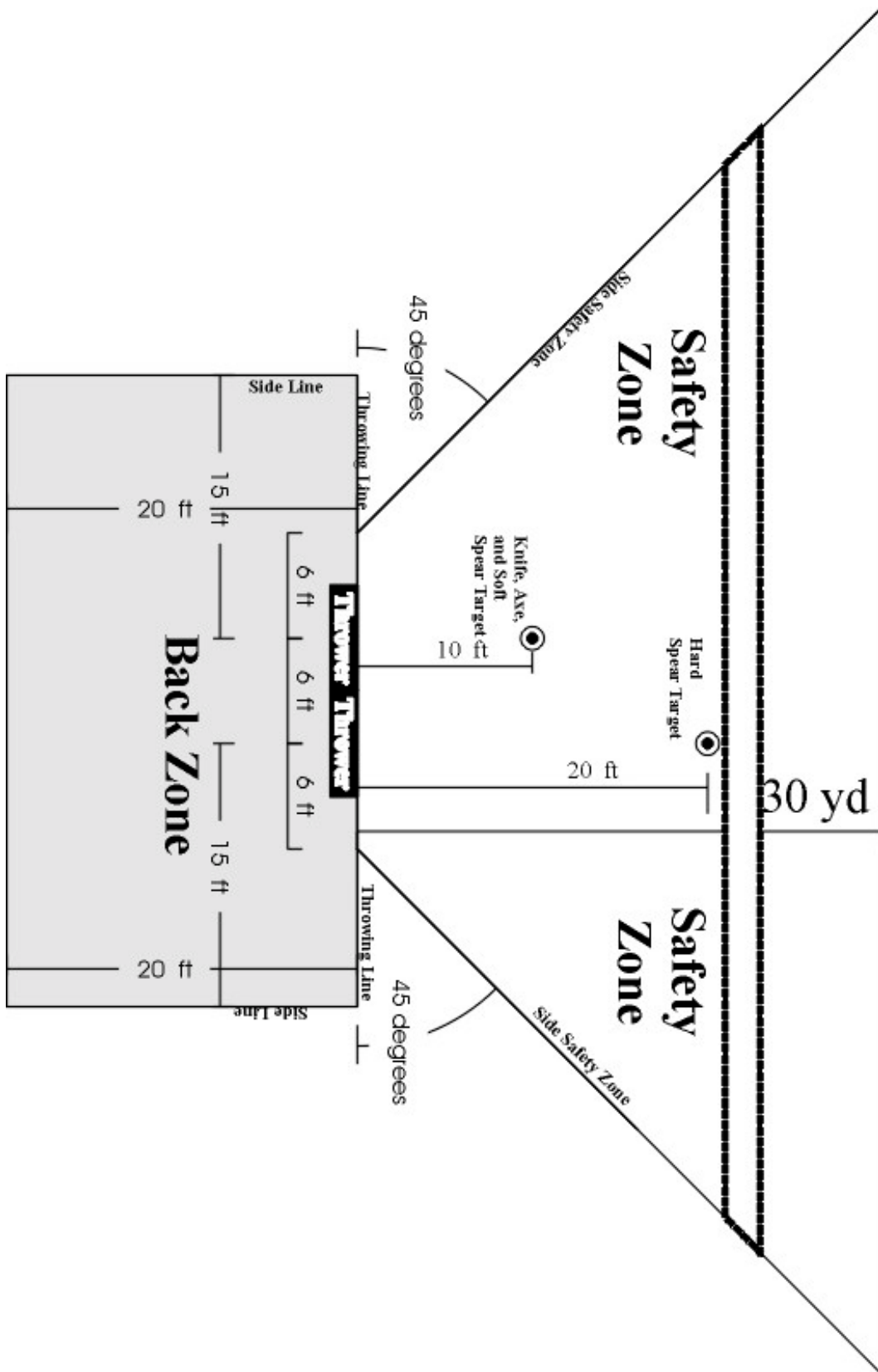
NOTES/COMMENTS/ADDITIONAL NAMES RELATIVE TO REPORT:

PLEASE MAIL TO THE REGIONAL CHIRURGEON WITH EVENT REPORT FORM

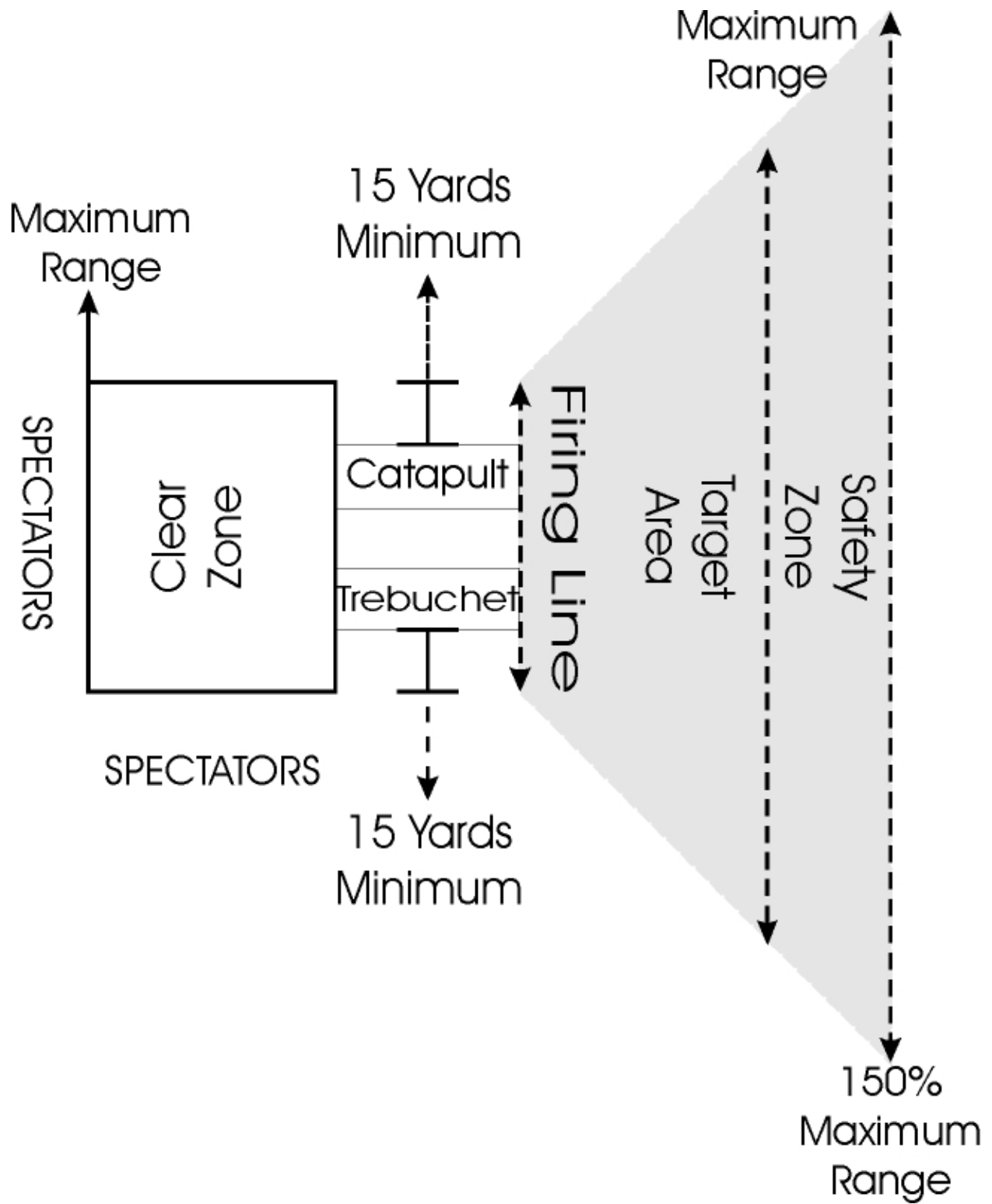
APPENDIX 2 RANGE SETUP DIAGRAMS



TARGET ARCHERY RANGE SETUP



THROWN WEAPONS RANGE SETUP



SIEGE WEAPONS RANGE SETUP

